Parent–Student Handbook

2018 - 2019

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
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**School Name**
Saint Genevieve High School

**Patron Saint**
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!
### St. Genevieve High School Faculty Administrators

**Administration**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td><strong>Rev. Alden J. Sison</strong></td>
<td>Pastor</td>
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<tr>
<td><strong>Mr. Daniel Horn</strong></td>
<td>Principal/President</td>
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<tr>
<td><strong>Mr. Vince O’Donoghue</strong></td>
<td>Vice-President</td>
</tr>
<tr>
<td><strong>Ms. Amanda Allen</strong></td>
<td>Executive Director of Parish Schools</td>
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<tr>
<td><strong>Mrs. Marilyn Tran</strong></td>
<td>Associate Director of Parish Schools</td>
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<tr>
<td><strong>Mr. Patrick Palmeter</strong></td>
<td>Associate Director of Parish Schools</td>
</tr>
<tr>
<td><strong>Mrs. Amanda De La Cruz</strong></td>
<td>Director of Character Formation</td>
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<tr>
<td><strong>Mr. Marlon Archey</strong></td>
<td>Athletic Director</td>
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<tr>
<td><strong>Mr. Juan Jasso</strong></td>
<td>Director of Admissions/Alumni Relations</td>
</tr>
<tr>
<td><strong>Mr. Gabe Bencomo</strong></td>
<td>Director of Counseling (Grades 11/12)</td>
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<tr>
<td><strong>Mrs. Maria Alvarez</strong></td>
<td>Academic Counselor (Grades 9/10)</td>
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</tbody>
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**St. Genevieve High School Staff**

**Office Staff**
- Mr. Jose Mejia
- Mrs. Betty Dizon
- Mrs. Liz Fernandez
- Ms. Lindsay Sorensen

**FACTS/Tuition**
- Zara Akopyan

**Campus Safety**
- Mr. Eddie Rodriguez
- Mr. Nate Connor
- Mr. Darren Costi
- Mr. Victor Rivas
- Mr. Marvin Rodriguez
- Mr. Anthony Van De Car
- Mr. Uriel Tovar

**Business Officer**
- Ms. Sommer Bethel

**Technology**
- Mr. Christian De Guzman
- Mr. Giovanni Saldua
- Mr. Patrick Guzman

See website @valiantspirit.com for a complete list of Faculty, Staff and Coaches under the tab titled About us on the home page.
Section 1: Philosophy, Mission & History

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.
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 of 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 of 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)
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 600 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
Section 2: Admission & Pertinent School Information/Policies

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, medical condition, 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. All schools should submit documentation of the published policy to the Department of Catholic Schools.

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.
If parents/guardians disagree with the STEP team's decision regarding a minor adjustment for a student with a disability, or believes the school has otherwise discriminated against their child with a disability, the parents/guardians may file a complaint and appeal the team's decision. The principal will provide the parents/guardians with a copy of the archdiocesan pamphlet Procedural Safeguards for Students with Disabilities and Their Parents or Guardians and a copy of the Nondiscrimination Compliance Complaint form.

**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.

The following admission guidelines apply:

- Parish high schools normally give preference to the members of the parish.
- In cases where the number of applicants exceeds the number of students a school can enroll, Catholic students generally take precedence over non-Catholic students.
- Each school shall establish an admissions board that consists of some members of the administrative staff and other people who are competent to administer the admissions policy.
- Each school shall strive to serve the needs of the local population to the best of its ability.
- Each school shall make every reasonable effort to assist students with financial need.
- Ordinarily, schools accept students from public schools only at normal transfer points during the beginning of a semester.

**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**

The California Health and Safety Code requires students to provide proof of immunization for school entry and also requires schools with kindergarten or seventh grade to assess and report annually on the immunization status of students in these grades. Schools may report online at Shots for School. Issued annually by the State of California, all directives regarding immunization shall be implemented.
Up-to-date information on immunization requirements can be found at Shots for School, the County of Los Angeles Department of Public Health, and the California Code of Regulations section on immunization.

School procedures pertaining to the health of students must be communicated in writing to parents/guardians, generally in the parent/student handbook. Students, with the permission of the parents/guardians, may be subject to routine examinations in school, including hearing, vision, dental, head lice, and scoliosis.

**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.

**TUITION 2018-2019**

Standard Tuition: $10,775.00 per student, per year plus $125.00 Minimum Campaign contribution per family

International Students: $20,400.00 per student, per year

FACTS Enrollment Fee $46.00 if invoiced, $45.00 if auto-deduct, $10 if tuition is paid in two installments, no charge if paid in one installment at beginning of year.

**FEES for 2018-2019**

Freshmen Registration* $1000.00 per student per year **Incentive:** If paid on or before 3/15/2018 you will receive a $250 discount reducing your fee to $750.00

Registration fee*(returning students) $1000.00 per student per year **Incentive:** (If paid on or before 4/15/2018 you will receive a $250 discount reducing your fee to $750.00)

2019 Graduation fee* $150.00

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

**PAYMENTS TO ST. GENEVIEVE SCHOOLS**
Any financial exchange with the school should always be done with the school itself...checks, money order made payable to St. Genevieve Schools.

When cash is exchanged, it should be done in the main office or school store where a school issued receipt will be issued.

Office personnel are instructed to always issue a receipt for cash.

For your own protection and well-being, checks, and money orders should never be written to an individual teacher, coach or moderator. It is also to ensure accurate record and bookkeeping.

Parents/Guardians are asked in the parent handbook to alert the administration if there is any deviation to this policy. If for any reason you intend to deviate from the policy, please consult the appropriate administrator.

If the administrator grants permission to deviate, please secure that permission in writing.

**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 by Friday, January 9, 2019 at NOON.

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 04/15/2019 for returning students and by 03/15/2019 for incoming 9th grade students(late applications will not be considered)
   - Registration fee must be paid
   - Proof of Income
     1. 2017 completed income tax returns or
     2. 2016 completed income tax returns plus 2016 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 financial assistance 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

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.

SENIOR STUDENTS

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 money 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.
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, 2019. 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.
Section 3: Academic Guidelines
The faculty and staff work in partnership with students and parents to help each student achieve the Expected Schoolwide Learning Results by the time they graduate.

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

**CURRICULUM**

St. Genevieve High School provides for the needs of all students to become college-bound. 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 parallel. 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 building needed skills. 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 through 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>
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<tr>
<td>B+</td>
<td>87-89%</td>
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<td>B</td>
<td>83-86%</td>
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<tr>
<td>B-</td>
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<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 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 of Progress Reports:

- 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 Progress Report 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.)

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.

APPEALING GRADES

When grades are earned for any course of instruction taught at Saint Genevieve High School, the grade earned by each student shall be the grade determined by the teacher of the course. All semester grades are final, unless a student/family believes a semester grade is unfair, unjust or incorrectly calculated. Marks for work habits and citizenship are not appealable. The Grade Appeal process is in place to assist parents in facilitating resolution when a semester grade is in dispute. An appeal request must reference the teacher’s grading criteria and specifically state how the teacher’s grading was unfair, unjust or incorrectly calculated. If a student/family believes a semester grade is unfair, unjust or incorrectly calculated, the student/family may appeal the semester grade via the following process:

1. Speak with the teacher prior to the end of the semester to make sure the student/family understands how the grade was earned/calculated. If the conversation resolves the dispute, the process ends here. If the teacher agrees there is an error in the grade, the teacher should inform the appropriate Grade Level Academic Counselor and the grade is changed. If the issue is not resolved and the student/family still disputes the grade, the teacher must inform the appropriate Grade Level Academic Counselor.

2. The appropriate Grade Level Academic Counselor then will conduct a review of the grade and inform the student/family, teacher and the administration of the result.

Appealing a grade should be done in a timely manner. Please, address questions or concerns with teachers and counselors before grades are finalized.

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 suspended, asked to withdraw, 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/financial aid.
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:**

Due to the fact that academic dishonesty has an effect on student's grades and has serious disciplinary repercussions, this section has been included for your consideration. The following are some examples of academic dishonesty.

- 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 the work has been completed
- Copying and submitting the assignment of another student
- 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 may offer summer school. In the event St. Genevieve does not offer summer school, it is the students and parents responsibility to make up grades/failed classes.

**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. A parent conference may be needed to discuss the reasoning and adjustments for the request.

**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 $10.00 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 (Aeries), 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" 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 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 student transfers, the former school shall provide a copy of the Cumulative Pupil Record and the original health records to the intended school when the intended school requests the information and the student's parents/guardians submit a release. The original Cumulative Pupil Record shall remain at the school.

- The former school shall record the transfer, reason for the transfer, and name of the school where the student is transferring or entering after graduation.
- A school will not give official transcripts to students or parents/guardians.
- Principals may be required by the county office of education to report the transfer, withdrawal, or expulsion of any student.
- The school grants full credit for all work a student accomplishes up to the time of transfer, withdrawal, or expulsion.

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 275 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 in full before seniors will be allowed to participate in senior activities including Grad Night, prom and the graduation ceremony. Students that have paid for Grad Night, prom and their graduation but have not paid other school fees, may have these funds transferred by the school to cover other school fees that are preeminent. The student then 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 Night or participate in the graduation ceremonies including practice and the Baccalaureate Mass.

<table>
<thead>
<tr>
<th>Religion</th>
<th>4 years – 40 units</th>
<th>Physical Education</th>
<th>4 year – 40 units</th>
</tr>
</thead>
<tbody>
<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. Student must not be on academic and/or behavior probation for any reason.
4. No incidents of cheating or academic dishonesty.
Students will be removed from the Honor Roll if an incident of cheating or academic dishonesty occurs after earning a place on the Honor Roll.

SECTION 4: 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.

The absences and tardies indicated in Aeries will be as followed:

- **A** = Absent – no notice given to school; unexcused absent
- **M** = Medical – illness, doctor appointment, quarantine; excused absent
- **F** = Family – death/funeral, family illness, car accident; excused absent
- **O** = Other – school meeting, counseling, visit to nurse’s office; excused absent
- **T** = Tardy – all tardies will be considered unexcused

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 it is important to our philosophy and mission that 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 Main Office at (818) 894-6417 x 100 each day the student is absent. Failure to call by 9:00 a.m. will result in an unexcused absence. Parents will receive an automated message informing parent/guardian of student’s absence, if school has not been contacted.

• Parents and/or students must notify the student’s academic counselor and teachers of their absences, in an effort to keep up to date on their academics.

• A prolonged absence of five or more days due to illness requires a note from a Doctor’s office for re-admittance to school. The doctor’s note must be presented to the main office upon the student’s return to class.

• A note explaining the reason for the absence and signed by a parent or guardian is required upon returning to school. The note must be given to the main office, even if a parent has telephoned the school regarding the student’s absence.

• When the parents or guardians are out of town, it is their responsibility to inform the school of who will be contacted for absences, school concerns and whom to notify in cases of emergency.

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 4th tardy – Warning to student.

• Step 2
  5th tardy – A two hour Saturday detention will be issued with a $20.00 fee, that will be donated to our sister school in South Sudan, St. Genevieve for Girls. A parent conference will need to be held. Parent conferences will need to be made during school hours. Students may be asked during 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 Saturday detention will result in an automatic suspension the following school day.
• Step 3
6th tardy – 1 month of financial assistance will be forfeited.

• Step 4
7th tardy – 2 months of financial assistance will be forfeited.

• Step 5
8th tardy – Student will be asked to withdraw. 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.

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 Main 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.
SECTION 5: ATHLETICS

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.

The Six Pillars of Character 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 rehearsals and practices of 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

It may be possible that a student may not be able to 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 or the approval of administration. Violation can result in team forfeiture and will result in disciplinary action against the violator.

FEES

The fee for participation in athletics is $150.00 per student per sport, football fees will be discussed with players and students. 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. Athletic uniforms used for games and/or practices may not be used as school uniforms, unless authorized by an administrator.

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. Students and parents are expected to abide by the “20 Minute Rule” when practices have concluded. 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

Baseball
Basketball Boys/Girls
Cheerleading
Cross Country Boys/Girls
Drill/Dance Team
Football
Soccer Boys/Girls
Softball
Swimming
Track & Field
Volleyball Boys/Girls

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 varsity 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 the CIF Southern Section Blue Book which defines 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.

PLease refer to the code of conduct and respectful behavior from parents, guardians, or other family members in the parent expectation section of the handbook.

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 Directors 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.

Section 6: 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.

**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.

**Emergency Procedures**

Saint Genevieve Parish School recognizes that there are numerous disasters that could occur on school grounds such as fire, earthquake, and other situations that cannot be anticipated. The following emergency plan is a framework to describe the responsibilities and tasks of faculty and staff. The principal has the legal and moral responsibility for the leadership of the school.

In the event of an emergency, Saint Genevieve Parish School will make every effort to communicate the status of our students to Parents/Guardians; however, it is extremely important that Parents/Guardians do not attempt to come to school to remove your student. Again, no one will be allowed to enter or leave the building until local officials have given us clearance. Parents/Guardians are asked NOT TO TELEPHONE THE SCHOOL in the event of a disaster. If the telephones are working; we will need them to make calls to emergency agencies, news agencies and school system support personnel.

During and after an emergency, the school’s emergency plan is essential to ensure that everything possible is being done to save lives, prevent injuries and protect property. It is vital to the continued functioning of the school and its staff and students that we are prepared to respond effectively in times of emergencies. The locations of On-Sight Emergency Response Teams will depend on location of the crisis and damage to the facilities.

In cases of emergencies, we as the faculty and staff of St. Genevieve Parish Schools, have an obligation to do our best to care for the students to the best of our ability. Familiarizing yourself with the procedures below as well as our announced and unannounced practice of these drills throughout the year will help ensure that we are able to remain calm and organized in the event of an emergency.

The emergency plan has as its primary objectives:

1. To save lives and avoid injuries.
2. To safeguard school property and records.
3. To promote a fast, effective reaction in coping with emergencies.
4. To restore conditions back to normal with minimal confusion as promptly as possible.

**Possible Situations for Activating Emergency Plan**
- Civil Disturbance
- Lock Down
- Fire
- Earthquake
- Bomb Threat
- Power Loss
- Chemical Spill/Hazmat situation
- Severe Weather of any kind

**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.

**RESPECTFUL BEHAVIOR FROM 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.

*See also Archdiocesan Policies for Christian Code of Conduct.*

**RECOMMENDED TRANSFER RESULTING FROM PARENTAL ATTITUDE**

Under normal circumstances, a student should not be deprived of a Catholic education because of the attitudes or behavior of parents/guardians; however, uncooperative or disruptive parents/guardians might so diminish the effectiveness of the educational process that it may be impossible for the student to continue in the school.

In such a case, it is imperative that the principal’s opinion is shared from a pastoral point of view by the pastor (in the case of parish schools) and/or by the Department of Catholic Schools. The regulations governing recommended transfer would then be applicable.
The parent/student handbook should include a statement concerning parent/guardian attitude and behavior and their consequences.

**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.
- Parents should remember to drop off and pick up in “Safe Areas”. Avoid dropping and picking up students at the cross walk, stop signs, red zones, and in the middle of the street. Not only is it illegal, but it is extremely unsafe for everyone.
- Parents should avoid making U-Turns and Y-Turns for the safety of students and pedestrians. These are illegal at stop signs.
- 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, block driveways or move their trash cans.
- 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.
- Students are responsible for informing their driver, if other than their parent/guardian of our school rules and policies when being dropped off or picked up.

Parents should not drop off students on Hazeltine and have them walk through the elementary school in the morning, unless they are dropping off younger siblings at the elementary. 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. Students should not loiter outside nor around the school campus or in front of neighbor’s homes.

**PICKING UP STUDENTS**

Students should be picked up promptly after their activities. Students and parents are expected to abide by the “20 Minute Rule” when a student’s activity has concluded. 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.
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 faculty. Additionally, 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.

SUPERVISION OF YOUR STUDENTS MEDIA USE

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.

SECTION 7: Academic Counseling & 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.

 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 Counseling Partners of Los Angeles (CPLA).
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.

I. Spiritual

The primary goal of Catholic education is to help students to develop Catholic values. The Counseling Department works with students to deal with the daily uses that arise, with the approach of using Catholic values and morals. It is the goal to not only develop the student in terms of their education; but, the department also works to develop the moral character of each of the students at St. Genevieve High School.

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; translation in Spanish and Chinese; 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.
SECTION 8: Student Expectations

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.

Don’t: Break promises and commitments. Be late to classes and appointments.

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.

Don’t: Be close-minded to others ideas and beliefs. Judge a book by its cover.

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.

Don’t: Be unreliable.

**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.

Don’t: Ever give less than the best of yourself.

**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.

Don’t: Lose sight of who you are and what you want to accomplish in life.

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.
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.

The Corporal Acts of Mercy
- To feed the hungry
- To give drink to the thirsty
- To clothe the naked
- To visit the imprisoned
- To shelter the homeless
- To visit the sick
- To bury the dead

During the school year, every student at St. Genevieve High School - regardless of religious affiliation, is required to participate and complete Christian service retreat events. The purpose for students to complete Christian service retreat events is to provide them with 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 retreat events, 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 retreat events 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 Retreat Events are a school requirement. A student will not be allowed to continue their enrollment at St. Genevieve High School if they do not complete their Christian Service Retreat Events. Seniors will not be allowed to graduate unless they have completed all the events.

“In every way I have shown you that by hard work of that sort we must help the weak, and keep in mind the words of the Lord Jesus who himself said, ‘It is more blessed to give than to receive.’” - Acts 20: 35
SAINT GENEVIEVE HIGH SCHOOL
Christian Service Program

Saint Genevieve High School Christian Service Program provides an opportunity for students to participate and put into practice our school mission statement, “To know God, to live with honor, to change the world.”

During the school year, students will be participating in service retreat events by each grade level. We will no longer count service hours performed by students. We will develop a service retreat event where each student will be able to actively contribute to their school, community and others in need. Freshmen students will provide service to our school community and parish. Sophomores will offer service at local food donations centers that help our local neighboring community. Junior students will provide service outside of our school and Panorama City, they will travel to feeder schools and assist them with classroom and facility needs. Seniors will participate in a program to help homeless families in the city of Los Angeles.

Senior Year:
- Seniors will actively participate in a program that provides goods and service to homeless families.
- Students will donate and create care bags for these families.
- Students will also distribute the bags and provide other services to assist these homeless families.
- Students will document their participation via photos/videos and create a presentation.
- Teachers and students will take part in a reflection activity to recognize the importance of service and giving to homeless families.

Junior Year:
- Juniors will provide various types of service to various feeder elementary and junior high schools.
- Students may assist in some of the following activities: tutoring, classroom/playground assistance, facility support, and student mentoring and parent aid.
- Students will document their participation via photos/videos and create a presentation.
- Teachers and students will take part in a reflection activity to fully understand the importance of service to those who support our school community.

Sophomores
- Sophomores will provide service to local food donation organizations that collect goods for needy individuals.
- Students will donate and provide aid to assemble food packages for low income seniors, women with infants, and children.
- Students will record their activity and create a presentation.
- A reflection activity will also take place to help students understand the significance of serving the poor and needy.

Freshmen
• Freshmen students will complete their service retreat at Saint Genevieve Parish.
• Students will assist in Saint Genevieve Parish functions such as; fundraisers, youth events and school/parish related occasions.
• Students will be assigned to participate in events throughout the year that will help them understand the importance of service in our own school and parish community.
• Students will participate in active service.
• Students will document their participation and create a presentation.

When
• Each service retreat event will take place at least 2 times per school year
• Each grade level Religion teacher will coordinate the events and send permission slips and information home to parents/guardians.

Cost
• A transportation fee of approximately $15 per student might be required based on the event location.
• Money or lunch might be necessary dependent on the event. A bagged lunch can also be brought if the event details permit it.

What if
• I do not attend the service retreat with my class/period due to an unforeseen event: You will be assigned to attend with another class/period as make-up.
• I do not attend a make-up service retreat with another period: Students that do not attend their service retreat will be assigned 40 hours of service to complete. These hours must be completed at a specific service center with an assigned representative. Grade level Religion teachers will assign these make up locations.
• I do not complete the 40 hours: Students that do not complete their 40 hours can be denied registration for the following school year and assessed a fee. Seniors will be ineligible to participate in the graduation ceremony.

The Saint Genevieve school community prides itself on service and giving. We ask that all parents and guardians support us in our efforts to improve our service program. We strive to make a difference at school, at home, in our community and in the world.

“We try to teach that service is an opportunity not an obligation. An opportunity to see Christ in others and show them Christ in us. If they enjoy being of service to others, it is all the more likely that they will continue to volunteer as adults.”

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.

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.

DISCIPLINARY CONSEQUENCES
Students are accountable for all school rules and standards of behavior in each classroom, at all school events, on or off campus and online and to each member of the faculty and staff.

**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 as stated on their referral slip, 15 minutes after the bell has rang. After-school detentions will be served with the Director of Character Formation or the director’s faculty representative and will last 30 minutes to an hour. Students may be asked during 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. Failing to complete an after school detention or turn in the parent signed form may resort into a Saturday detention.

**Students are required to bring their referral slip, signed by a parent or guardian.**

As stated on page 65 of this Parent-Student Handbook, all students are required to carry SGHS identification cards at all times. Any student without an identification card may 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.

Detentions take priority over after school activities (e.g. athletic practices, athletic games, playoff games, Success, tutoring, choir, plays, Campus Ministry, ASB, bus schedules, carpool, etc.). Zero period is excluded.

**Special Circumstances**

**Hardship Cases**

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

**Excessive School Detentions**

Records will be kept and excessive detentions will result in more serious consequences, as seen fit by the Director of Character Formation. Such consequences may include, but are not limited to: Saturday Service, loss of privileges, suspension, and dismissal. Excessive detentions qualify as more than three 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 Director 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 cleaning supplies for detention and for prizes that will be awarded to students for attendance and various good deeds). 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 Director of Character
Formation. If there is a valid reason for rescheduling Saturday Service, parents/guardians must inform
the Director of Character Formation 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 Director 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 may 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 Director of
Character Formation. Referrals to the Director of Character Formation may result in parent/guardian
notification and a Saturday Service commitment. A second referral for conduct issues may result, in
addition to a Saturday service commitment, the offending student immediately being placed on
probation. Students receiving excessive referrals may lose school privileges, such as: attending school
events, “Free Dress”, after-school activities, Homecoming, Prom, Graduation, etc.

**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, Director of Character Formation, or their designee may suspend a student from attending school and/or 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 Director of Character Formation or their designee. Days missed during suspension are considered excused absences.

**REQUEST TO WITHDRAW/EXPULSION**

A student may be asked to withdraw or expelled for a serious infraction or for displaying a pattern of disciplinary infractions. Students may ask for a Discipline/Academic Review Board.

Students asked to permanently withdraw will have no mark placed on their permanent record. Students may request permission to attend future events hosted by the school. Students that are expelled will receive an expulsion on their permanent record and will not be welcome on campus or at extracurricular activities. Expelled students may not request a Review Board.

**DISCIPLINE REVIEW BOARD**

Students who are asked to withdraw 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/Academic 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 Disciplinary/Academic Review Board meets with the administration as well as the parents/guardians and student regarding the infraction before making final recommendations.
- The Disciplinary/Academic 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/Academic 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/Academic 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/Academic 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.
- Violations of the electronic acceptable use policies and guidelines

**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.

(“Archdiocesan AUP”).

Reference to the Archdiocesan Section for Acceptable Use and Responsibility Policy for Electronic Communications (“Archdiocesan AUP”).

CO-CURRICULAR ACTIVITIES

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.

**STUDENT GUIDELINES and EXPECTATIONS**

**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. Students are responsible for their own book-bag and all items in their bag.

**SCHOOL VAN TRANSPORTATION**

Students who ride the bus to and from school must understand that riding the school van is a privilege and that they are expected to follow the directions of the school’s driver. The school van is considered another classroom, and the rules set forth by the driver are expected to be followed just like the rules of the classroom teacher. Students who ride the school van should carry their school ID and surrender their ID to the driver if asked. The administration will not hesitate to remove the privilege of riding the van if the student’s behavior places other students in danger and hinders order on the school van. In addition, parents could be held financially responsible for any vandalism by students. Students may only be picked up and dropped off at their designated pick-up and drop-off area. It is the parents/guardians responsibility to ensure that there is someone to meet their student at their pick-up/drop-off location on time, as the school driver is unable to wait for parents to arrive. **Students are not permitted to leave campus and return to catch the “Late Van”**. The “Late Van” is for students who need to remain on campus for school-related events/activities. Students who violate the van rules and policies may have their van privileges removed.

**CELLULAR PHONES, LAP TOPS, TABLETS, ETC.**

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 discouraged 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 the item may be confiscated. Items that are reported and/or confiscated for a first offense may be returned after the student has met with the Director of Character Formation and receives a detention referral. Items that are reported and/or confiscated for a second time may result in a Saturday Service and parents may be required to retrieve the item. A third offense may result in confiscation of the item until a parent conference can be held, 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, mass, field trips, etc.... and are reported or 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 Director of Character Formation and may result in probation.

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.

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.
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. Each dance requires a dance contract that parents and students are required to sign. Students and their guest may not attend if a contract is not turned in on time as stated by the Director of Character.

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 Director of Character Formation. 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 and make responsible decisions as to what to wear for 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. Guidelines have been posted on the school website to assist parents and students. Any student whose attire is deemed inappropriate by an administrator may be denied access into the dance and parents contacted.

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.

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.
**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 Director of Character Formation.

**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.

**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.

**FOOD SERVICE**

Food service is available during lunch and nutrition in the Valiant Cafe. Students have the option of going through the “Café Line” or the “Vending Machine Line”. Students will form two single-file lines 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. Students are responsible for their own mess and are expected to clean up after themselves. It is not the Cafe’s responsibility to pick up student’s trash.

**GUM/MINTS/COUGH DROPS**

Cough drops/breathe mints like TicTacs and Altoids that dissolve in the mouth are allowed outside of class. However, gum and sunflower seeds are strictly prohibited.

**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/earphones 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 the item may be confiscated. Items that are reported and/or confiscated for a first offense may be returned after the student has met with the Director of Character Formation and receives a detention referral. Items that are reported and/or 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 until a parent conference can be held, and the student may be placed on probation with a loss of privileges. Students that are misusing their electronic device at school events like Evening school, field trips, etc...
and are reported or 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.**

**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. A student should not have a cell phone or electronic device with them when using a hall pass. 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. Cell phones/electronic device usage is discouraged during passing periods. This includes the first and last passing period of the day. Students should not have earbuds in or around their ears during passing periods. Students should have shirts tucked in at all times. 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.

**LOST AND STOLEN PROPERTY**

The school is not responsible for lost or stolen property including books, uniforms, or cell phones. The lost and found department is located in the main office. Report lost/misplaced items to the Main Office. Lost items will be held in the main office till the close of business hours and will then be stored in the student store. If you believe your item(s) were stolen please report this to the Director of Character Formation. 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.

**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 on 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. **Open food and beverages are not allowed in the building, in addition to glass containers.** Student lunches should be properly sealed, but should not be stored in student lockers overnight. Students should report any spills or accidents to a teacher or staff member. Students may not go outside the school premises to receive items from family or friends. This includes passing food and items through the school gates.
Items should be properly distributed through the main office. Students that make the choice of eating late due to other interests will not be excused if they are tardy to class.

**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. Students should always behave in a Valiant manner, on or off campus.

**OFF CAMPUS PERMITS**

Students are not permitted to leave campus for lunch or nutrition. Once students arrive on campus, students must remain on campus until the school day has concluded. Students needing to leave early will need to check out with the Main Office.

**EARLY DISMISSAL**

No student may leave campus without the expressed permission of his/her parents. Requests for early dismissal, other than for illness, must be made by telephone and in writing to the Main Office. Parents are asked to cooperate with the school by not requesting for an early dismissal slip, except in cases of an emergency. Medical and dental appointments should be scheduled outside school hours.

**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.

The school accepts no responsibility for any tickets, damages, or accidents your student may acquire by driving to school.

**PUBLIC DISPLAY OF AFFECTION (PDA)**

The school understands the culture of our friendly and affectionate community, but expects students to be mindful and responsible regarding public displays of affection. Public displays of affection is 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: hand holding, kissing, groping, prolonged hugging and sitting on someone’s knees/laps.

**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 and should be kept locked. It is the student’s responsibility to make sure that their mode of transportation is secure and properly locked.

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

**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.

**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.

**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 Director of Character Formation. 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. Student lunches should be properly sealed, but should not be stored in student lockers overnight. Only beverages that are unopened or have spill proof lids are allowed in lockers. Students are responsible for any food or beverages in their assigned locker, including any damages that may result from any leaked food or liquid in their locker. 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 should be used for decorating lockers and a minimum of two balloons are allowed for decoration. Students withdrawing
from 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. Lockers at the end of the year must be cleaned out. Any remaining items such as: locks, books, binders, clothing items, calculators, etc. become property of St. Genevieve High School.

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

WORK PERMITS

Under California law and other relevant laws, a minor student may not work without a work permit issued by the appropriate authority. To obtain a work permit, certain information is required from the student's school. Information regarding work permits and how to apply is available from the California Department of Education.

After receiving a promise of employment, the minor student must obtain a Statement of Intent to Employ a Minor and Request for a Work Permit. The minor, employer, and parents/guardians must each complete their sections and submit the completed application to the school. The school will verify the information entered on the application by the minor and parents/guardians and will also examine the student's records and consult the teacher to confirm the student's satisfactory academic achievement to date. The student must then submit the form to the work permit issuing authority: the superintendent of the local public school district or those persons authorized in writing by the superintendent to issue the permit. If all requirements are met, the work permit issuing authority may issue the Permit to Employ and Work.

The school must keep a copy of the signed work permit in the student's file.

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.

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.

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 drinks 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
- Cell phones should be used for academic purposes. Playing games, watching videos, etc. is not an appropriate use of cellphones in the library.
- 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.

**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 everyday school uniform, SG Adidas/Nike gear through the Uniform Store on campus and must wear the SG Adidas/Nike gear; families CAN NOT purchase similar items at BIG 5, Sport Chalet, etc. and wear those as uniform items, even if a personal SG logo is placed on the article of clothing. Formal Uniform items should be purchased from Dennis Uniforms, as these are specific items that are difficult to duplicate. Athletic uniforms used for games and/or practices may not be used as school uniforms, unless authorized by an administrator. The administration 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 Director of Character Formation’s office until parents are notified. The Director of Character Formation’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.

**STUDENTS ARE PERMITTED TO WEAR EITHER THE SAINT GENEVIEVE NIKE OR ADIDAS GEAR**
**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.** School uniforms must remain as purchased, cutting or altering uniforms in any way is prohibited. 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.

**COSMETICS**

Excessive eye shadow and eye liner are not allowed. Cosmetics may be worn if applied lightly and is modest; lipstick and nail polish may be of any color.

**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.

**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.

**JACKETS/OUTERWEAR**

Only school jackets may be worn. No hooded jackets/sweatshirts may be worn except official Saint Genevieve monogrammed outerwear. Any exceptions must be approved by the Director of Character Formation or his/her 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.

SOCKS

Socks, tights or stockings must be worn with uniform attire.

SUNGLASSES

Sunglasses may not be worn in class. Any medical exceptions must approved by the Director of Character Formation or his/her designee.

TATTOOS

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

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 Director of Character Formation 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 sheer without an undershirt nor cut too low in the back or front. Necklines should not exceed past the armpits. 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. Denim jeans may be worn. However, they may not be worn to mass, Night School, or special events, and must be clean and in good repair without any rips or holes. 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. Wedges and block heels are acceptable. **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 ENTIREITY 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** — reasonably trimmed and neatly maintained facial hair is permitted. Facial hair should not extend to the neck or look unkempt.

**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. Denim jeans may be worn. However, they may not be worn to mass, Night School, or special events, and must be clean and in good repair without any rips or holes. 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.

GIRLS' FORMAL ATTIRE

Blazer, Sweater Vest, or Cardigan – must be worn on days formal attire is assigned, these items must be purchased at Dennis Uniforms.

White Blouse - must be a plain white long or short sleeve, buttoned up blouse, free of any embellishments, designs, or logos. Blouse must be worn tucked in.

Neck Tab – must be worn under the collar of the white blouse. Must be purchased at the Student Store.

Gray Skirt - must be worn properly, not folded at the waist and must be at the top of the knee while standing. Must be purchased at Dennis Uniforms.

Socks – must be plain, white, and knee length. Low cut and calf socks are not acceptable.

Shoes – must be black loafers or plain, black flats. Shoes should be free of any embellishments or designs. Black Tennis Shoes are not allowed.
**BOYS’ FORMAL ATTIRE**

**Blazer, Sweater Vest, or Cardigan** – must be worn on days formal attire is assigned, these items can be purchased at Dennis Uniforms.

**White Blouse** - must be a plain white long or short sleeve, buttoned up blouse, free of any embellishments, designs, or logos. Blouse must be worn tucked in.

**Tie** – must be worn under the collar of the white blouse. Can be purchased at the Student Store.

**Slacks** – must be sand, pleated slacks purchased at Dennis Uniforms. Slacks should be properly fitted and ironed.

**Belt** – must be black and fit properly

**Socks** – must be black, dress socks.

**Shoes** – must be black dress shoes. Shoes should be free of any embellishments or designs. Black Tennis Shoes are not allowed.
Section 9: Student Health

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.

Medication

To protect all children and to conform to the State Education Code, no student may bring any medication (prescription or non-prescription) to school. Only medication prescribed by a health care provider may be taken during school hours.

If a student needs medication either for a few days or over an extended period of time, and it must be given during school hours, an “Administration of Medication during School Hours Form” must be requested from the school office. Physician/health care provider will write directions on the form. It must be signed and dated.

Medications must be delivered by the parents or guardian to the school office coordinator in the original labeled prescription bottle, together with the Medication Form signed by the health care provider and parent/guardian.

Students carrying inhalers must have a physician/health care provider’s release on file stating that he/she may have it with him/her at school or at a school activity.

Only under these conditions may any medicine be given at school.

Allergies

Some students may have severe, life-threatening allergies, such as a peanut allergy. While the school will make reasonable efforts to prevent or minimize an allergic student’s contact with allergens, the
school does not promise an allergy-free environment. It is the parent’s responsibility and obligation to notify both the child’s teacher and the school of such allergy with a doctor’s report.

**SICKROOM POLICY**

Students who have non-prescription/prescribed medication by a doctor must keep their medication in the health aid’s office. Regardless of the type of medication, it may not be kept in a student’s lockers. Students who become ill during the school day are to report to the attendance office/student store. Students may be directed to the health aid, in which they may stay in the office for ten minutes only. After the ten minutes students must then 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, a doctor’s note will be needed. Students are responsible for contacting their teachers and keeping up academically.

**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.

Attempts to contact parents will be made prior to calling for off campus medical assistance for any accidents that do not require immediate medical attention. Off campus medical assistance will be contacted, at parent’s/guardian’s request. If the school is unable to reach a parent/guardian, the administration may need to make a decision regarding calling for emergency assistance.

Attempts to contact parents after or during an accident will be made should a student require immediate off campus medical attention.

If a parent is unable to ride in an ambulance with a student, an administrator will accompany the student to the hospital, until a parent is able to arrive.

**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.

Section 10: Archdiocesan Policies

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.

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

When communicable diseases are identified at a location, the person in charge shall immediately refer to the reporting requirements of the county health department in accordance with local requirements.

Los Angeles County Department of Public Health
Santa Barbara County Public Health Department
Ventura County Communicable Disease Office

If the location is unsure of the reporting responsibilities or needs guidance in responding to a public health hazard, contact the Office of the Legal Counsel or the Department of Catholic Schools at the archdiocese.

The person in charge shall cooperate with the local health officer on necessary measures to prevent and control communicable diseases.

A reported communicable disease may cause a staff member to miss work or a student to miss school. Before the staff member can return to the workplace or the student can return to school, he or she must have appropriate permission issued by the department of public health, a physician, or a nurse.

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.

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 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.

3. Directory Information

“Directory information” means one or more of the following items: a pupil’s name, address, telephone number, date and place of 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.

To the extent possible, the school will minimize access to student phone numbers and email addresses, unless the parents/guardians consent to broader access. To the extent possible, other users of directory information should also try to minimize access to and distribution of student phone numbers and personal email addresses, unless the parents/guardians consent to broader access.

In no cases should commercial enterprises have access to directory information.

Lists of room parents/guardians, students in each grade, phone numbers, email addresses, and any other personal information about families and students are considered confidential and may be used only for the purposes specified.

Release of Directory Information for Tracking Purposes

Catholic high schools in the Archdiocese of Los Angeles participate in programs in which students' personally identifiable information is disclosed to school officials for purposes of tracking alumni throughout college. This data enables schools to better serve their alumni and helps evaluate the effectiveness of schools' curriculum, instruction, and support services.

A school may disclose directory information as defined above to school officials, including contracted individuals or organizations such as the National Student Clearinghouse, to assist the school in tracking its alumni throughout the college. Unless a parent, student, or former student files a notice to prevent disclosure of directory information, a student's information may be released for the purposes described herein.

Any parent or student over 18 ("eligible student") wishing to prevent disclosure of directory
information for tracking purposes must file a written notification to this effect with the principal. If a parent or eligible student submits a request to the principal, it becomes effective on the day it is received by the principal, except for directory information that has already been disclosed.

Once a parent or eligible student places a hold on the release of directory information, the restriction remains in effect permanently, unless rescinded by the parent or eligible student. For this reason, each parent and eligible student is encouraged to review the student’s demographic data periodically.

4. **Verbal/Written Confidences**

Students or parents/guardians may provide confidential information to school employees in many ways. Students may communicate verbally or in writing, such as using a note or writing/journal assignment.

All school employees must respect the verbal or written confidences of students and adults, except in cases that involve the health or safety of students or others. If the confidence relates to a health or safety issue, the school must promptly notify the pastor, principal, other person in charge, or appropriate authorities, keeping in mind the privacy rights that apply. The school must follow the archdiocesan policy on reporting suspected abuse of children or vulnerable adults.

**CONTROVERSIAL ISSUES**

St. John reminds us: "When he comes, the Spirit of truth, he will guide you to all truth. He will not speak on his own, but he will speak what he hears, and will declare to you the things that are coming" (Jn 16:13).

Controversial issues are topics of a religious, moral, social, or political nature where there are differing opinions among recognized theologians, moralists, and social scientists. Teachers, catechists, and staff members must share with the pastor/principal/director of religious education any topics that may arise either inside or outside the classroom that may be controversial regarding Church teachings and practice. Teachers and staff members must always be conscientious about learning what the Church teaches before they presume to present or discuss the position of the Church on controversial issues. Presentations and discussions on such matters are to be conducted in harmony with the teachings of the Church in a spirit of ecclesial unity.

**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. All schools should submit documentation of the published policy to the Department of Catholic Schools.

**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.

**EMANCIPATED OR EIGHTEEN YEAR OLD STUDENTS**

All school regulations apply to students who are emancipated or 18 years old as long as they are enrolled in the school.

**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.

**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.

**MARRIED STUDENTS**

Central to the philosophy of archdiocesan and parish high schools is the belief that parents/guardians are the primary educators of their children. In support of this, the school and the parents/guardians work in close collaboration in all aspects of the student’s educational process. Since a married student is in effect no longer accountable to parents/guardians, the relationship between the school and the parents/guardians is compromised. Therefore, a high school may preclude a student who marries from continuing to attend school. The principal is expected to confer with the assistant superintendent of the Department of Catholic Schools before making any final decision.

**PARENT/STUDENT COMPLAINT REVIEW PROCESS**

Concern for the dignity and rights of each person is intrinsic to the Church's mission as a true witness to the spirit of the Gospel.
Conflicts may occur among students, parents/guardians, and school staff, and 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 complaint review process for additional assistance. All those participating in the complaint review process are responsible for striving toward reconciliation and acting in good faith. Legal representation is not permitted at any meeting or mediation of the complaint review process. Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form. The complaint review process must be included in the parent/student handbook.

**St. Genevieve Specific**

STEP 1: Please address your concerns first with the teacher involved.

STEP 2: If you are unable to resolve the issue with the teacher, please contact the appropriate grade level counselor. Please see the office if you are unsure.

STEP 3: If your concerns were unable to be addressed by the lead teacher in this area, they will then contact administration who will address concerns as appropriate.

Please note that issues brought to the administration without following the chain of command described will be redirected back to follow the steps listed below.

**School Level**

The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the people who are directly involved at the school.

If the complaint is not resolved, the person bringing the complaint should discuss it 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 or pastor will respond to the person bringing the complaint.

**Department of Catholic Schools Level**

If the complaint is not resolved at the local level, the complaint may be submitted in writing to the assistant superintendent at the Department of Catholic Schools, outlining the concerns and reviewing the local process.

The assistant superintendent 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 the parties cannot reach an agreement, the assistant superintendent will apply the policies and/or regulations of the archdiocese and school to make a final and binding determination, and then communicate that determination in writing to all parties.
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.

**RECOMMENDED TRANSFER RESULTING FROM PARENTAL ATTITUDE**

Under normal circumstances, a student should not be deprived of a Catholic education because of the attitudes or behavior of parents/guardians; however, uncooperative or disruptive parents/guardians might so diminish the effectiveness of the educational process that it may be impossible for the student to continue in the school.

In such a case, it is imperative that the principal's opinion is shared from a pastoral point of view by the pastor (in the case of parish schools) and/or by the Department of Catholic Schools. The regulations governing recommended transfer would then be applicable.

**SCHOOL STUDENT 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, medical condition, 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.

**Student Harassment, Bullying, and Hazing Policy**

The school is committed to providing 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, school volunteer, or parent/guardian 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 who file false or frivolous charges will also be subject to disciplinary action up to and including dismissal. For students in transitional kindergarten through third grade, this disciplinary action shall depend on the maturity of the students and the circumstances
involved. For students in fourth through twelfth grades, the disciplinary action may include suspension or dismissal.

**Harassment**

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:

- **Verbal Harassment**
  - Derogatory comments and jokes; threatening words spoken to another person

- **Physical Harassment**
  - Unwanted physical touching, contact, or assault; deliberate impeding or blocking of another's movements; any intimidating interference with normal work or movement

- **Visual Harassment**
  - Derogatory, demeaning, or inflammatory gestures, posters, cartoons, written words, drawings, images, and photos

*Visual harassment can be communicated in person, in hard copy, or electronically (including on social media)*

- **Sexual Harassment**
  - Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature

**Bullying**

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.

Cyberbullying occurs when students bully each other using the Internet on computers, mobile phones, or other electronic devices. This can include but is not limited to:

- Sending inappropriate texts, emails, or instant messages
• Posting inappropriate pictures, videos, or messages about others on blogs, social media, or websites
• Using someone else's username to spread rumors or lies about another person

Read about cyberbullying on StopBullying.gov.

Hazing

Hazing is any method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to any student or other person.

SCHOOL SEARCHES

Students' legitimate expectation of privacy in their person and in the personal effects they bring to school must be balanced against the school's obligation to maintain discipline and provide a safe environment for the school community. School officials may conduct a search of a student's person and personal effects only upon a reasonable suspicion that the search will disclose evidence that the student is violating or has violated the law or a school rule.

If school officials have a reasonable suspicion that the student has violated or is violating the law or a school rule, school officials do not need a warrant or permission from parents/guardians to conduct the search.

A "reasonable suspicion" may be established in many ways, including but not limited to personal observations, information provided by third parties or other students, or tips provided by law enforcement. An alert from a trained and certified detection dog is sufficient to establish a reasonable suspicion and serve as the basis for a warrantless search of the student's person, locker, car, or personal property and effects.

Whenever a school official conducts a search of a student's person or personal effects, an adult witness should be present. The school should notify the student's parents/guardians of any search of a student's person or personal effects.

Expectations of Privacy

A student does not own a locker or other school property. The school makes lockers available to the student. The student does have some expectation of privacy in his or her locker from other students. However, a student does not have a high expectation of privacy in his or her locker from the school and may not prevent school officials from searching the locker if the school official has a reasonable suspicion that the student has violated or is violating a law or school rule.

A student has a greater expectation of privacy regarding his or her person and personal effects. A school official who conducts a search of a student's backpack, purse, clothing, cell phone, or other
personal effects must have a reasonable suspicion that the student has violated or is violating a law or school rule. Strip searches or searches that include a student's underwear may only be conducted by law enforcement and may not be conducted by a school official.

Every student is subject to the Acceptable Use and Responsibility Policy for Electronic Communications ("Archdiocesan AUP") and Archdiocese of Los Angeles Privacy Policy of the archdiocese and school; these types of policies concern cell phones and other electronic devices, whether the devices belong to the student or the school.

Student Cooperation

If a student refuses to cooperate in a reasonable search of school or student property (including electronic devices), the school may call the student's parents/guardians and/or the police for assistance or referral.

Confiscating a Student's Personal Property

If any of the student's items are confiscated, the person in charge should document the confiscation 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.

STUDENTS NO LONGER LIVING WITH THEIR PARENTS

Students who are legally emancipated (other than students who have been in a foster home or guardian arrangement) and are not living in the home of parents/guardians may be precluded from continuing to attend an archdiocesan or parish high school. The principal is expected to confer with the assistant superintendent of the Department of Catholic Schools before making any final decision.

STUDENT THREATS

The school will take all student threats seriously, including those from students that threaten to inflict serious harm to themselves or others or to destroy property. Whoever hears or becomes aware of any threat made by a student should immediately report it to the pastor, the principal, or a teacher. The principal should notify the police and the Department of Catholic Schools immediately.

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 will be notified by the school. Any student or adult who has been identified as a 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 police and school investigation has been completed, and at that time the student may face other disciplinary sanctions, up to and including removal from school.
The school will take all actions of a threatening nature seriously, including practical jokes or offhand comments, and the school will investigate them. The school may suspend or remove a student from school while the investigation is pending.

On a case-by-case basis, the pastor and principal will make any decision to re-admit a student who has made a threat.

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

Practical jokes or offhand comments of a threatening nature will be taken seriously and will be investigated. The police may be notified, and these actions may result in suspension or removal of a student from school. (This wasn’t in the archdiocesan website, but thought you wanted to keep it).

**TUTORING**

If a student requires private tutoring or parents/guardians wish to have a student tutored in school subjects, the parents/guardians 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*, but with prior permission from the principal, teachers may tutor other students who attend the school and be paid for such tutoring by the parents/guardians.

A school may arrange with independent contractors or entities not employed as teachers or staff at the school to provide tutoring on a fee basis. For individuals hired by the school as tutors, the Professional Services Agreement may be used; for tutoring companies, the Independent Contractor Agreement is appropriate. To use archdiocesan facilities, the independent contractors or entities must have appropriate licenses, sign agreements to use the premises, and obtain liability insurance.

All tutors and entities must comply with the procedures and policies of the extended school day program and the safe environment policies and vendor policies of the archdiocese.

**Electronic Communications/Acceptable Use**

Archdiocesan electronic communications systems include but are not limited to electronic mail, voice mail, facsimile machines, stand-alone or networked computers, the intranet, the Internet, and the World Wide Web. Electronic communications devices include but are not limited to phones, computers, laptops, electronic notebooks, tablets, audio and video equipment, smartphones, and other wireless equipment. All users of electronic communications systems and devices must comply with the Acceptable Use and Responsibility Policy for Electronic Communications ("Archdiocesan AUP").

The policy applies to any electronic communications devices brought from home and used on
archdiocesan premises during business or school hours for business or school purposes; it also applies to any personal electronic communications device that is used in such a manner that the archdiocese may be held responsible for its use.

**Acceptable Use and Responsibility Policy for Electronic Communications ("Archdiocesan AUP")**

The Acceptable Use and Responsibility Policy for Electronic Devices ("Archdiocesan AUP") applies to all archdiocesan users of technology, whether adults, children, or youth, and whether they are students, parents, paid staff or volunteers, clergy, or members of religious orders in the Archdiocese or at any Location. All users are expected to adhere to the morals and values of the Catholic Church, to respect others, to consider the potential audience and their expectations, and to follow the Archdiocesan AUP and the other policies, standards and procedures of the Archdiocese. Electronic information and communications require particular safeguards and impose unique responsibilities on all users.

The Archdiocesan AUP covers:

- using devices appropriately from a social and moral perspective
- maintaining data confidentiality
- protecting proprietary, confidential, and privileged data, and personally identifiable information
- maintaining the integrity of security controls and passwords
- immediately reporting any suspicious conduct or actual violations, and
- other activities implicated in the use of electronic devices.

The Archdiocese prohibits the improper use or alteration of data and/or information technology. Systems of information security are required to protect proprietary data. All users must adhere to the Archdiocesan AUP.

All materials and information created and used, in any medium, in the course of activities for or on behalf of the Archdiocese or an archdiocesan school, a parish, the seminary, a cemetery or mortuary, the Archdiocesan Catholic Center, or another archdiocesan department or operating unit ("Location") are assets of the Archdiocese and/or the Location, as appropriate.

The complete Archdiocesan AUP text is comprised of this section page and all topic pages under this section.

**Definitions**

Electronic communication **systems** include but are not limited to email, telecommunications systems (including telephone, voice mail, and video), stand-alone or networked computers, intranets, the Internet, and any other communication or data storage or transmission systems (including "the cloud" or cloud-based services) that may be created in the future.

Electronic communication **devices** include but are not limited to wired and wireless telephones, smartphones, computers, laptops, tablets, photographic, audio and video equipment, flash drives, memory sticks, media players, facsimile machines, scanners, copiers, printers, two-way radios, and other communications equipment that may be created in the future.
Electronic communication materials include but are not limited to emails, text messages, instant messages, postings on social media, audio and visual recordings, photographs, films, microfiche, audio and visual broadcasts, computer operating systems, software programs, electronically stored data and text files, computer and web applications, and all other electronic content that is created, downloaded, uploaded, retrieved, opened, shared, saved, forwarded, printed or otherwise accessed or stored.

**Person in charge** refers to the department head, manager, or supervisor of an archdiocesan department, entity, or corporation; the pastor/parish administrator, parish life director, pastoral associate, or business manager at a parish; the principal or president of a school.

**Location** refers to an archdiocesan school, a parish, the seminary, a cemetery or mortuary, the Archdiocesan Catholic Center, or another archdiocesan department or operating unit.

**Electronic Communication Systems, Devices, and Materials and the Users Covered**

Electronic communication systems, devices, and materials and the users covered include:

- All electronic communication systems, devices, and materials used at any Location
- All electronic communication devices and materials taken from a Location for use away from the Location
- All personal devices and materials brought from home and used at a Location
- All personal devices and materials, regardless of where they are situated, that are used in such a manner that the Archdiocese and/or a Location may be implicated in their use
- All users of electronic communication systems, devices, and materials, including but not limited to volunteers, clergy and religious, students, parents, employees, staff, or contractors, when those contractors are associated with any activity of the Archdiocese and/or the Location

**Ownership and Control of Communications**

All electronic communication systems, devices, and materials, provided to users by the Archdiocese or the Location, are to be used primarily to conduct official Location and/or Archdiocese business, not personal business, whether during or outside regular business hours.

With permission from the person in charge of the Location, individuals may use archdiocesan systems, devices, and materials to access and use the Internet for personal business and web exploration outside regular business hours or during breaks. The Archdiocesan AUP applies to all uses.

The Archdiocese and Locations, as applicable, reserve the right to monitor, access, retrieve, read, edit, redact, remove and/or disclose all content created, sent, received, or stored on Archdiocese and/or Location systems, devices, and materials (including connections made and sites visited). The Archdiocese also cooperates with law enforcement officials or others, without prior notice. Users can have no reasonable expectation of privacy in use of archdiocesan systems, devices or materials. The Archdiocese reserves these rights with respect to systems, devices and materials not owned by the Archdiocese when they are used under circumstances that implicate the Archdiocese.
Internet Safety Policy

The Children’s Internet Protection Act applies to the use of any device accessed or used by minors at a school or library. All schools and libraries must use functioning and properly configured content filters to preclude access to prohibited content, including obscene, sexually explicit materials; adult or child pornography; and materials including applications that are otherwise harmful to minors or in violation of this Archdiocesan AUP.

Content filters for minors may NOT be disabled or turned off without obtaining prior permission from the person in charge at the school or library.

No unauthorized personal identifying information regarding minors may be disclosed, used, or disseminated without proper authorization by the person in charge at the school or library.

Minors’ use of email, chat rooms, social networks, applications, and other forms of direct electronic communication on electronic devices at the school or library must be monitored.

No person may engage in unlawful activities online, including hacking any system while using Archdiocese or Location devices or while at any school or library.

Section 11: Catholic Code of Conduct

Prohibited Practices

Users of all electronic communication systems, devices, or materials covered by the Archdiocesan AUP shall NOT:

- Access or manipulate devices, services, or networks without permission or express authority

- Create any internet presence (e.g. website, social media page -- Twitter, Snapchat, Instagram, Facebook) that uses the name of the Location or the Archdiocese unless the presence is owned or controlled by the Location or the Archdiocese

- Use the name, logo, identifying photograph, mission statement, or other singularly identifying information of the Archdiocese or a Location on a website or other social media in such a manner that readers/viewers are lead to believe that the website or social media are official sites or media controlled by the Location itself

- Post or cause public distribution of any personally identifying information without authority, permission of or review by a responsible adult person (in the case of information about a minor), or without permission or review of a person in charge. Personally identifying information includes but is not limited to names or screen names; telephone numbers; work,
home, or school addresses; email addresses; or web addresses/URLs of social networking sites or blogs

- Post or distribute any communications, videos, music, or pictures that a reasonable person, according to the teachings of the Roman Catholic Church, would consider to be defamatory, offensive, harassing, disruptive, derogatory, or bullying

- Knowingly access, view, post or distribute pornographic, indecent or brutally violent materials

- Post or distribute sexual comments or images, racial or ethnic slurs, or other comments or images that would offend a reasonable person on the basis of race, creed, gender, national origin, sexual orientation, age, political beliefs, mental or physical disability, or veteran status

- Engage in imperious fraternizing or socializing between adults and minors

- Engage in cyberbullying, sexting, shaming, or other abusive online behavior

- Post or send chain letters or engage in spamming (sending annoying, unnecessary, or unsolicited commercial messages)

- Record any telephone, video, or other conversation or communication without the express permission of the other participants in the conversation or communication, except where allowed by law

- Engage in "pirating" or unauthorized use, copying, acquisition, or distribution of copyrighted materials, music, videos, film or software (regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes; see the Archdiocese of Los Angeles Copyright and Video Screening Policy)

- Upload, download, view, or otherwise receive or transmit trademarked, patented, trade secrets, or other confidential, private, or proprietary information or other materials to which the user does not have access rights

- Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user’s job duties or the assignment as given by a responsible adult

- Damage, alter, disrupt, or gain unauthorized access to devices or systems (e.g., use another person's passwords; trespass on another person's folders, work, or files; or alter or forward email messages in a manner that misrepresents the original message or message chain)

- Give unauthorized persons access to Archdiocese or Location systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communication systems (e.g., by unauthorized use or disclosure of passwords)

- When conducting business for a Location or the Archdiocese, use any email service, file storage/file-sharing services, or other communications and collaboration services that has not been explicitly approved and contracted by the Archdiocese or Location (e.g. do not use personal Yahoo, Gmail, Hotmail accounts for official Location or Archdiocesan business)

- Introduce or install any unauthorized software, virus, malware, tracking devices, or recording devices onto any device or system
• Bypass (via proxy servers or other means), defeat, or otherwise render inoperative any device or network security systems, firewalls, or content filters

• Allow any minor to access the Internet on Archdiocese or Location communication devices that do not have active, monitored filtering of prohibited materials (See Internet Safety Policy)

• Allow any minor to use email, chat rooms, social networking sites, applications, or other forms of direct communications at the Location without monitoring (See Internet Safety Policy)

• Use electronic communication devices or systems to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communications Commission (FCC) or that would violate FCC rules or policies

• Violate any other applicable federal, state, or local laws or regulations

Consequences of Violations of the Electronic Communications Policy

Violations of this policy 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, expulsion from school, canonical review, referral to local or other law enforcement, and other appropriate action.

Guidelines for Email Correspondence, Cloud-Based Services, and Other Electronic Communications

All users of Archdiocese and Location communication systems and devices should use care in creating email, text, video, still images, instant or voice mail messages, or any postings on any social networking site. Even when a message has been deleted, it may still exist on a backup system; it may be restored, downloaded, recorded, or printed; or it may have been forwarded to someone else without its creator's knowledge. The contents of email and text messages are the same as other written documentation and cannot be considered private or confidential.

Email, texts, and other electronic communications are not necessarily secure.

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

Postings to "All Employees," "All Parents/Guardians," "All Seminarians," "All Parishioners," and the like on intranets or the Internet must be approved by the person in charge of the Location before the postings are sent out.

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

Archdiocese and Location systems, devices, and materials are not private and security cannot be guaranteed. User IDs and passwords are intended to enhance system security, not to provide users with personal privacy. User account passwords for systems that are not controlled by a centralized user
directory or authentication system must be on record with the person in charge of the Location.

User IDs and passwords should not be disclosed to unauthorized parties or shared with other employees, students, or volunteers. User accounts are intended to be used only by the assigned party.

Passwords to user accounts, be they Archdiocesan or other service provider, should be changed regularly. Avoid using the same password for user accounts with different providers.

All information systems that create, store, transmit, or otherwise publish data or information must have authentication and authorization systems in place to prevent unauthorized use, access, and modification of data and applications. Systems that transmit or publish approved information that is intended for the general public may allow unauthenticated (anonymous) access as long as such systems do not allow unauthorized posting and modification of the published information.

All files downloaded from the Internet, all data received from outside sources, and all content downloaded from portable memory devices must be scanned with current virus detection software. Immediately report any viruses, tampering, or other system breaches to the person in charge of the Location.

Critical information should be periodically copied onto backup storage. Information that is backed up should be stored in a safe place and be available for recovery in case of a loss of the original information. Depending on the complexity of a Location's information systems, a detailed disaster recovery plan may need to be developed.

Computer networks must be protected from unauthorized use. Both local physical access and remote access must be controlled.

Information systems hardware should be secured against unauthorized physical access.

The use of any email services, file storage/file-sharing services, or other communications and collaboration services that has not been explicitly approved and contracted by the Archdiocese or Location for official communications is prohibited. All electronic work product and official correspondence must use services either owned by the Archdiocese or Location or explicitly contracted by the same to provide services. Do not use your personal email accounts to conduct business in the name of the Archdiocese.

All hosted services that provide line-of-business support to the Archdiocese or Locations or that publish publicly-accessible information on the Internet must be approved and under contract by the Archdiocese or Location.

Domain name registrations must be in the name of the Archdiocese or the Location. The registrant and administrative contacts for all domain names must use an official business street address and the phone number and email address of a person authorized to manage domain name registrations. The archdiocesan administrative offices offer Locations delegated domain management services for free.
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, __________________________, a parent or legal guardian of __________________________, hereby authorize Saint Genevieve High School to use the following personal information about my child:

PLEASE INITIAL THE APPLICABLE BOXES

<table>
<thead>
<tr>
<th>Image/visual likeness:</th>
<th>yes</th>
<th>no</th>
<th>Voice:</th>
<th>yes</th>
<th>no</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>y</td>
<td>n</td>
<td>Work:</td>
<td>y</td>
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</tr>
</tbody>
</table>

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.
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: _____________________________________________________________________
PRINCIPAL’S RIGHT TO AMEND THE HANDBOOK


PARENTS WILL BE NOTIFIED THROUGH THE SCHOOL WEBSITE OF ANY CHANGES IN POLICY THAT OCCUR DURING THE SCHOOL YEAR.
Code of Conduct for Student Workers/Volunteers

To ensure the safety of the children and youth in the Archdiocese of Los Angeles, all youth volunteers – Middle and high school students, including students who are already 18 – who work or volunteer with children/youth in school or parish settings must receive training on these Boundary Guidelines before undertaking their ministry in the Archdiocese of Los Angeles and must sign this Code of Conduct form to verify they understand their obligations.

Code of Conduct for Student Workers/Volunteers I promise to strictly follow the rules and guidelines in this Code of Conduct. I understand that if my actions are inconsistent with this Code of Conduct or if I fail to take action mandated by the Code, I may be removed from my volunteer or work assignment.

As a student volunteer, I will:

• Understand, respect and support the values of Christian charity and tolerance.
• Model, teach and promote behavior in conformity with the teachings of the Roman Catholic Church.
• Treat everyone with whom I interact with respect, loyalty, patience, integrity, courtesy and dignity.
• Safeguard at all times children or other youth entrusted to my care.
• Avoid situations where I am alone with a child/youth.
• Take care to be positive, supportive and caring in my speaking, writing and actions with the children/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 supervisor aware of it so that the matter can be resolved, including by 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:

• Commit an illegal or immoral act.
• Smoke or use tobacco products.
• Use, possess or be under the influence of alcohol or illegal drugs.
• 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.
• 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 anyone towards a child/youth.
• Fraternize inappropriately with children/youth through electronic communications, social networks, media, over the internet or through other forms of communication.

We, the undersigned, have read and understand the Archdiocese of Los Angeles Boundary Guidelines and Code of Conduct for Middle 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/guardian.

Print Name: __________________________________ Position: ______________________________

Signature of Youth Volunteer: ___________________________ Date: ___________________________

Signature of Parent/Guardian: ___________________________ Date: ___________________________

Signature and Title of Witness: ___________________________ Date: ___________________________
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 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.
CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS/GUARDIANS

Students can best receive a quality, morally based education if students, parents/guardians, and school officials work together. Normally, these parties can resolve their differences. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

As an express condition of enrollment, students and parents/guardians shall follow 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 the school's parent/student handbook.

These Christian principles include but are not limited to:

- 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.

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

- Any parent/guardian or other person could risk his or her child's continuation in school if he or she insults or abuses the principal or any teacher in the presence of students, parents/guardians, or other school personnel while on school premises, public sidewalks, public streets, other public ways adjacent to school premises, or at some other place if the principal or teacher is required to be there in connection with assigned school activities.

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

St. Genevieve reserves the right to determine, in its discretion, when conduct is severe enough to warrant immediate action without warning and/or without an intermediate step short of withdrawal.
SAINT GENEVIEVE HIGH SCHOOL 2018-2019
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. Please, inform the school if one form is being turned in for multiple students.

I/We, (please print student names) __________________________________________________________

have read and understand the contents of this Parent/Student Handbook including the Parent Christian Code of Conduct. Furthermore, I/We agree to follow all the contents of the handbook during the coming school year.

___________________________________________  Grade  ___________/______/_____

Student Signature  Date

___________________________________________  Grade  ___________/______/_____

Student Signature  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 and agree to the Catholic Code of Conduct for Parents/Guardians. 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) __________________________________________________________