

# St. Genevieve Elementary School

## Parent & Student Handbook 2023-2024



14024 COMMUNITY STREET  
PANORAMA CITY, CA 91402

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

818.892.3802

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<i>(Please sign and return the Acknowledgement Form to your child’s homeroom teacher)</i>	

## **SECTION 1: Philosophy, Mission, Faculty & Staff**

### **Philosophy**

St. Genevieve School offers to its students an excellent academic program in an atmosphere dedicated to Catholic principles. We clearly recognize and maintain that parents are the primary educators of their children. We believe that each child is a unique, creative, and responsive person who grows and learns through interaction with others in an atmosphere of faith, which fosters Christian living.

Our school works with students, in partnership with parents, to create an environment at school and at home in which each child feels valued. Students will exercise their responsibility to use their gifts and talents in order to participate at school as fully caring, productive members of the school and world community.

St. Genevieve Elementary academic program builds a strong foundation of basic skills in core subjects, such as mathematics, language arts, science and social studies – while recognizing individual differences and learning styles. Religion classes and real-world experiences, such as community service projects and liturgical worship, develop in our students a true sense of a faith community. Students at our school are encouraged to discover the joys of creative expression – through art, music and physical education.

Catholic values, morals, and character formation are integrated in every aspect of our curriculum, which extends through every aspect of our daily life.

### **Mission**

St. Genevieve Elementary School exists to provide a quality "value-oriented" Catholic education to its students. Our goals are as follows: to work in partnership with parents, to provide a comprehensive religion program, to nurture an integrated curriculum, and to encourage a faith community. By these means, we hope to ensure an excellent Catholic academic education that will prepare students *"To Know God, to Live with Honor, to Change the World."*

### **Accreditation**

St. Genevieve Elementary School is accredited by the Western Catholic Educational Association (WCEA) and is co-accredited by the Western Association of School and Colleges (WASC).

## **Faculty & Staff**

### Administration

Pastor Father	Joy Lawrence Santos
President/Principal	Dan Horn
Vice-President	Vince O'Donoghue
Executive Director	Amanda Allen
Associate Director	Marilyn Tran
Associate Director	Patrick Palmeter
Instructional Coach & Assistant Director	Emily Squiller
Director of Character	Delvon Roe
Director of Athletics	Marlon Archey

### Faculty/Classroom Teachers

Kindergarten - Grade 3	Carrie Alpert
	Gina Averion
	Amanda De La Cruz
	Blossom De Leon
	Makki Gomez
	Samara Matthews
	Remie Sanders
	Danielle Sugano
Grades 4-6	Leonard Contreras
	David Lopez
	Lissy Morales
	Marilyn Ramirez
	Harjot Sekhon
	Deandra Whitman
Grades 7-8	Femilyn Jenkins
	Yiwen (Rena) Li
	Samantha Montes de Oca
	Tripty Sandhu
Music	Ramsey Hampton

Fine Arts	Jenny Banham
Physical Education	Robert Garcia

Support Staff (morning and afternoon)

Rebecca Alvarez	Evelyn Parel
Jocelyn Ayala	Ashlee Sandoval
Mayra Gonzalez	Samantha Solis
Ximena Pacheco	Erica Soriano

Daycare Director

Ashlee Sandoval

\*Homework club and daycare is assisted by support staff as appropriate.

Librarian

Wil Castillo

Office Staff

Front Desk: Teri Meichtry

Finances (Service Hours): Carol Braganza

Tuition Manager: Ray Johnson

Office Support: Shane McKay

Health Aide: Leah David

Educational Technology

K-8 Giovanni Saldia & Patrick Guzman

Facilities

K-8 Juan Jasso, Kenya Hernandez, Jorge Jimenez, Jorge Aguirre, Roberto Ayala, Luz Bonilla

Admissions Team:

Director: Juan Jasso

Associate Director: Kenya Hernandez

## **Integral Student Outcomes (ISO)**

### **Valiants Know God by:**

- Participating in Mass, prayers, sacraments, liturgies, retreats, and service opportunities
- Knowing Jesus Christ, the Gospels, and traditions of the Catholic faith
- Challenging ourselves to have a personal relationship with God
- Striving to being spiritually, emotionally, and physically healthy
- Caring for others through volunteer work and contributing to causes bigger and beyond ourselves

### **Valiants Live with Honor by:**

- Appreciating the diversity and culture of others
- Valuing connections between choices and outcomes
- Communicating, understanding and learning from others
- Demonstrating care for the environment
- Exercising good character

### **Valiants Change the World by:**

- Applying critical thinking skills to address real-world issues
- Displaying talents in the arts, athletics, academics and leadership
- Interacting, inspiring and being inspired by visitors, guest speakers and unique educational experiences outside the classroom.
- Living the VALIANT spirit

## **SECTION 2: Admissions and Pertinent School Information/Policies**

### **Admission Guidelines**

1. Preferences shall be given to active members of the parish.
2. Under Archdiocesan guidelines for financial considerations, the optimum number of students per classroom is thirty-five (35).
3. The recommended age for kindergarten students is five (5) year of age on or before September 1, but required by December 1, unless waived by the administration.
4. The recommended age for first grade students is six (6) years of age on or before September 1, but required by December 1, unless waived by the administration.
5. All students must comply with current California immunization and health requirements prior to enrollment.
6. The parish school will strive to have Catholic education accessible to as many students as possible, both with its educational programs and financial consideration;  
However, it may have insufficient resources to serve the educational needs of all students.
7. The Pastor, Principal and administration will review a student's continued eligibility for enrollment in the parish school.

## **Admissions Requirements**

1. For all new students, a complete application is required including the following documents:
  - a. Birth Certificate
  - b. Baptismal Certificate/First Communion Certificate
  - c. Current record of immunization and health
  - d. Report card (transfer students only) demonstrating student is on grade level and shows good conduct/effort
  - e. Letter of recommendation from current school (transfer students only)
2. Registration Fee

If the child passes the entrance exam and the report card is satisfactory, an interview is required for the child and parents with our administration. Priority is given in the following order:

1. Families who are registered and contributing members of St Genevieve Parish
2. Catholic families outside of parish
3. Non-Catholic families

## **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.

For more information, see **Inclusion Policies and Procedures for Schools**.

**[Note that this School Student Non-Discrimination Policy does not provide nor imply that the archdiocese waives any legal exceptions or exemptions that may apply to it as a religious nonprofit organization.]**

## School Schedule Gr. K-8

### **Full Day (Mon-Thurs) School Schedule Grades K-8**

6:45 am	Daycare Begins (inside)
7:00 am	Outside Play
7:30 am	Drop Off on Community Street & Hazeltine
7:45 am	Morning Bell

#### *Morning Recess Schedule*

9:05 – 9:20	7-8	Recess/Snack (HS side)
9:55 - 10:15	K-2	Recess/Snack (ES side)
10:30 – 10:45	3-6	Recess/Snack (ES side)

#### *Lunch Schedule*

11:45 – 12:20	7-8	Lunch (HS side) – <i>class begins at 12:25</i>
11:45 - 12:20	K-2	Lunch (ES side)
12:20 – 12:55	3-6	Lunch (ES side) – <i>class begins at 1:00</i>

#### *Dismissal Schedule*

2:30 pm	K -3
2:45 pm	4-8

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2:30/2:45 pm	Daycare Begins: Recess
3:00/3:15 pm	Homework Time
4:00/4:15 pm	Outside Play for Daycare
5:45 pm	Daycare Ends

### **Half-Day (Friday) School Schedule**

6:45 am	Daycare Begins (inside)
7:00 am	Outside Play
7:30 am	Drop Off on Community Street & Hazeltine
7:45 am	Morning Bell

#### *Morning Recess Schedule*

9:55- 10:15	K-2	Recess/Snack
10:30 – 10:50	3-8	Recess/Snack

#### *Dismissal Schedule*

12:45 pm	K -3
1:00 pm	4-8

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1:00 pm	Daycare Begins: Lunch
2:00 pm	Varied Activities (Physical Education, Arts & Crafts/Movies, etc.)
5:45 pm	Daycare Ends



## Special Evening School Schedule

At times, the middle school students (grades 7 & 8) and all parents are invited to attend a special day of school that includes a speaker with a message on character development and giving back to the world. On those days, grades 7 & 8 only follow the schedule below.

12:15 - 12:25	Drop off on Community Street
12:25-12:30	Teachers walk students to bungalow classrooms
12:30 – 12:35	Homeroom Attendance & Prayer
12:35 – 1:40	Block 4 (65 min)
1:40 – 2:45	Block 3 (65 min)
2:45 – 3:00	Recess – Daycare Staff Supervises (HS side)
3:00 – 3:05	Passing Period/Line-Up
3:05 – 4:10	Block 2 (65 min)
4:10 – 5:15	Block 1 (65 min)
5:15 – 5:50	Dinner - Teachers Alternate Supervision (ES side)
5:50 – 5:55	Passing Period/Line-Up
5:55 – 6:00	Homeroom – Attendance and Head to Gym
6:00 – 7:45	GYM Speaker Series
7:45 – 8:00	<i>Dismissal - Students MUST check-out with teachers</i>

Attendance: St. Genevieve recognizes the need to graduate knowledgeable young men and women as well as cultivate leadership and moral development. Therefore, educating our youth beyond the textbooks and classroom curriculum is important to our philosophy and mission. When the content is appropriate, 7th and 8th graders will be invited to attend Evening Days and other special events with our high school. These special days are considered school days and attendance is **required** like any other. Students who are consistent in missing several of these events or leaving early may be asked to withdraw or re-registration may be denied.

## CALENDAR

The Calendar is located and updated regularly on the school website: [www.sgps.org](http://www.sgps.org)

### Arrival & Dismissal Procedures

In order to ensure a safe arrival and dismissal of students, parents are asked to follow the guidelines provided by the school. Parents are responsible for modeling courteous behavior for all the students present at the school. Thus, the school can require that parents no longer drop off and pick up their children on school grounds if discourteous behavior takes place repeatedly.

### Arrival Procedures

Morning drop-off and daily pick-up will take place on Community Street & Hazeltine. Please reference the guidelines sent home regarding drop off locations for each grade level. There

will be campus safety officers on duty each morning when possible. Teachers will also be assigned to the Community Street side of the school. Remember to be courteous to the neighbors of St. Genevieve, do not pull into or block their driveways. **Please DO NOT pull into the campus to drop your child off.**

### Morning Assembly

Upon arrival, K-6<sup>th</sup> grade students are to put their backpacks outside their classroom, on or under the class bench. 7- 8<sup>th</sup> grade students should place their belongings in the designated location. Students will be free to play and socialize with their friends until the bell rings at 7:45am. Following the first bell, students will line up for Morning Assembly and wait for morning prayer and announcements. Morning Assembly is mandatory to attend. **Students are marked tardy if they are not present by 7:50 am.**

All students arriving after 7:50 must obtain a late slip and will be marked tardy.

If running late and prayer/pledge is in session, students should respectfully STOP and recite prayer/pledge with the school. Once the prayer/pledge is complete they may continue to their designated class area.

### Dismissal Procedures

Afternoon dismissal will take place on Community Street & Hazeltine Street. Please read the dismissal policies and procedures that were sent home. *If you have multiple children in elementary, the school will take care of re-uniting them for you and you will only have one pick up location.*

**Parents must wait in their cars or park in Presbyterian lot adjacent to the Little Angels Preschool and walk over.**

We ask that you kindly wait by the designated area where your student's class meets. All students/parents must check out with the teacher before they leave for the day. Students are not permitted to wait for their parents in the main office for pick up. ***We expect all students and parents to follow and model the traffic safety laws.***

**Walking students:** If you are planning on having your student walk home, you must fill out and sign the *Waiver to Walk Home Form*. It must be kept on file in the main office and with the homeroom teacher. If your child is going home with anyone other than the authorized individuals, it is the parents/guardian's responsibility to notify the homeroom teacher and the main office.

### Guidelines to Facilitate this Process

1. BE KIND TO OUR NEIGHBORS: Please do not block neighbors' driveways at any time.

Horns should only be used to prevent accidents, or for emergency use only.

2. **PARKING:** To those who have school business to take care of or would like to walk to the classroom, please find parking at the Presbyterian church or on one of the side streets, that is not Community Street, & walk. Please, note that the south side of Community Street is a loading and unloading zone during school hours. The driver may be ticketed if not in their vehicle.
3. **NO PARKING ON COMMUNITY:** We kindly request that no one uses Community Street to park your car between 7:00 and 7:45 am or 2:30 – 3:15 pm, as this interrupts the pickup and drop-off flow.
4. **CARING:** Arrive early so as not to be in a hurry. Avoid accidents or confrontations by planning to arrive earlier or later to time your pick up and drop off during less busy times.
5. **SUPERVISION:** The teachers' assigned morning and afternoon supervision are instructed to NOT engage in answering questions or social interaction. Their eyes and ears must be on our arriving and departing students. We ask that each family respect the fact that teachers have strict orders. *Please do not be offended if a teacher refuses to respond to your quick question out of your car window.*
6. **PATIENCE:** Please know in advance that there will be delays when 1,200 students (elementary and high school) are being dropped off and picked up. Plan for them and be prepared to expect delays.

*If for any reason, you are not able to pick up your child at your regularly scheduled time afterschool, **please CALL the main office so they can alert the teacher to send the child to daycare.** Teachers may not see notes sent on Class Dojo or E-mail sent the day-of, as they are busy teaching during the day. **Please do not just text your child directly - we need adults to communicate this information.***

### **Absence, Tardiness, and Truancy**

Parents are asked to call the school office (818-892-3802) in the morning if their child is sick and unable to attend school. If a student is absent for more than five consecutive days, the parent must obtain a physician's note in order for the student to be readmitted to class.

Students are not permitted to be absent more than a total of 10% of the entire year (excused and unexcused). This equals roughly six absences per trimester, or 18 absences per year.

### Absence with Acceptable Excuse

*When a student has been absent, a written excuse signed by the parent or guardian is required; and the excuses are kept on file for a period of one year.* An acceptable excuse includes illness, attendance at medical or dental appointments, funeral services for family members, quarantine

directed by County or City Officials, or emergency or special circumstances as determined by the school authorities. *Excessive unexcused absences may result in loss of academic credit.* Students will have the same amount of school days they were absent to make up their missed work without any penalties.

### Extended Absences

The administration discourages families from scheduling vacations during the school year. However, family emergencies can arise. When, for family reasons, parents wish to take their children out of school temporarily, the administration and teacher will discuss with the parents the possible effects of such an absence. Teachers may not have work prepared for them before they leave. All students will be responsible for making up missed work within two weeks of their return. Work turned in after two weeks will be penalized.

### Leaving School Early

A student may not leave the school before the regular dismissal time without a request from a parent or guardian to the main office. The request must state the reason for early dismissal. Parents should also notify their student's teacher in advance, so that the student and their material can be ready when picked up. Students picked up early from class can be disruptive to class learning and teachers may not have all the materials ready for the student without advance notice. During STAR Testing, parents are requested not to make medical appointments unless urgently needed. If parents need to collect their students prior to their dismissal time, they must check in with the single-entry (campus safety) first and the student will be sent/walked to the gate. **Parents should not go directly to their child's classroom nor text them to meet them at the gate.**

### Tardiness

It is vitally important for all students to be at school on time. All students should be present for morning assembly at 7:45. Students will be marked tardy in grades K-8 if they are not present by 7:50 am as tardiness is disruptive to the education process for all students. Tardy students in grades K-8 are to report to the school office to receive a late slip before being admitted to class.

Every five tardies a student incurs will result in 1 additional service hour being added to the parent's requirement for students in grades K-6. Every five tardies a middle school student 7-8 accumulates will result in one detention. Excessive tardies may affect a student's eligibility for honors designation.

### Truancy Policy

In the event that the school suspects that a student is truant (absent from school repeatedly, without an acceptable excuse), the school administration will contact the parent or guardian. If the school suspects that the student is a habitual truant and all resources at the school level have been exhausted, the school administration will notify the local public Child Welfare and Attendance authorities.

## Snack/Lunch

It is the parent's responsibility to send their child with a balanced & nutritious snack and lunch. Please limit the number of sugary snacks you send, including but not limited to cookies, cakes, and doughnuts. Instead, consider sending fruit, low sugar yogurts and fresh cut vegetables.

If you are ordering the school lunch, please do so by the dates provided on the lunch menu. If you forget to send your child's lunch on that day, please CALL the cafe first to order and then the main office so they can notify the teacher. Teachers may not see notes posted on Class Dojo, or e-mails since they are teaching during the day. Prompt remittance of payment directly to the café is appreciated. **Fast food is not permitted.** Please do not drop off any form of fast food for your child during the day.

## Afterschool Activities

St. Genevieve offers a plethora of afterschool activities to enrich the development of your child. However, in order to attend afterschool activities, including try-outs of any kind, students must be present at school during the day. Partial absences due to medical appointments excluded. All students should report to daycare afterschool (free of charge) until their coach/teacher arrives to begin practice. *If a practice is canceled at the last minute (day-of) for any reason including the coach/teacher being ill, all students may report to daycare FREE OF CHARGE until their regularly scheduled activity would have been over.* Students must sign into daycare attendance for emergency purposes. Siblings not picked up after school must remain in daycare for a fee. At the end of practice, coaches/directors will supervise a 15-minute window for students to be picked up by parents. After the window, students will be sent to a daycare classroom for a charged fee.

## Athletics

Students in grades K-8 are invited to participate in the St. Genevieve Valiant Athletics after school program. Each individual athletic program will require a fee. Parents will be required to provide transportation for their students to and from practices and games. All school rules apply to the sports program. Students must be in good academic standing to participate (above a 2.0 at all times during the season). Official grades will be checked when progress reports are run and may result in your student not being able to participate. Practice time and days will be up to the coach's discretion. All students in sports should report to daycare (free of charge) until their coach arrives for practice time. They should not wait on the benches or in the Main Office.

## Band/Drumline

Students in grades 5-8 are invited to participate in the St. Genevieve afterschool advanced band programs at the discretion of the band director. Each individual afterschool band program will be assessed a fee and parents may be required to assist in the overall fundraising requirements for the band, separate from the general fundraising parents must do for the school. All school rules apply to the members of the band program. Students must remain in good academic standing to participate (above a 2.0) and have good conduct in the classroom (S or above).

Practice times, days and week-end tournaments are up to the band director's discretion. All students in band/drumline should report to daycare (free of charge) until their coach arrives for practice time. They should not wait on the benches or in the Main Office.

## **Choir**

Students in the appropriate elementary grades are invited to participate in the St. Genevieve Children's Choirs after school. All students in choir should report to daycare (free of charge) until their coach arrives for practice time. They should not wait on the benches or in the Main Office.

## **Additional Afterschool Activities**

St. Genevieve is proud to offer additional afterschool activities including but not limited to Academic Decathlon, Spirit Squad, Dance, and Theater Productions. All afterschool activities are associated with an additional fee to help off-set the program. All school rules apply to the programs. Students must be in good academic standing to participate (above a 2.0 at all times during the season). Official grades will be checked when progress reports are run and may result in your student not being able to participate. Practice time and days will be up to the coach/teacher's discretion. All students should report to daycare (free of charge) until their coach/teacher arrives for practice time. They should not wait on the benches or in the Main Office.

## **Daycare/Homework Time**

The Daycare/Homework Time is a service to parents who cannot pick up their children after school or who would like their child/children to receive tutoring with an adult to help with homework.

Your child's safety is our number one priority. **Children must be picked up within 15 minutes of dismissal**, (3:00 on full days and 1:15 on half days) or they will be sent to the after-school program. **Students MAY NOT wait in the office or on the benches for their parents to pick them up. Older siblings from the high school may not leave campus with elementary students or take them to the high school side to wait for parents.** Please DO NOT put your child in an unsafe or awkward position by telling them not to report to daycare when all school staff will direct them to report to daycare at 3:00/1:15pm.

There will be a daily fee of \$20 per child charged for students sent to the program.

### Schedule for Daycare/Homework Time

Daycare/Homework Time begins with a break time for students at the close of the school day where they can eat a snack and play briefly. At 3:00/3:15 pm, students return to classrooms to work in grade levels to complete homework with the assistance of hired staff.

Reading/Language Arts and Math are prioritized subjects. Homework Time does not ensure that your child will finish all homework nor that all their homework will be 100% correct. *It is*

*still the parent's responsibility to check all homework each night.*

After homework time concludes at 4:00/4:15, students are permitted to play in shifts.

**All students MUST be picked up by 5:45 pm or incur additional charges.**

#### Payment

All monthly Homework Time and daycare fees will be added to FACTS tuition. Daily, incurred costs of Daycare/Homework Time should be paid in the main office at the end of each month or it will be automatically added to FACTS tuition.

### **SECTION 3: Academic Guidelines**

Students and Staff work collaboratively to help all individuals achieve the Integral Student Outcomes (ISO) of St. Genevieve Elementary School. The ISOs are divided into the following categories based on our school mission *"To Know God, to Live with Honor, to Change the World."*

#### **TO KNOW GOD**

As a Catholic school whose teacher's mission is "to teach as Jesus did" and to build up the faith community of St. Genevieve Parish, the Religion program is a central part of the Catholic identity of the school. Teachers strive to incorporate Catholic values into all curricular areas and model faith commitment to the students. Some of the components of the Religion Program include:

- Student participation in daily prayer
- School liturgies and prayer services
- Sacramental preparation program for First Reconciliation and Eucharist
- Basic religion textbook selected from the Archdiocesan list of approved texts
- Christian Service Program for all students
- A Family Life/VIRTUS Program
- Advent and Lenten Reconciliation Services
- Special May celebrations honoring Mary

#### First Communion

Parents of children who are scheduled to have their First Reconciliation in February and their First Communion in May must present a copy of their child's Baptism Certificate to the main office as well as attend informational meetings that will aid in the preparation for these events. The second-grade teachers will announce meeting dates.

## **TO LIVE WITH HONOR**

Students and parents are expected to abide by all school rules and academic policies. Should students violate school policies and procedures, teachers and administrators will take steps to ensure students are able to get back on track. Teachers use a variety of methods to alert parents of concerns in their classroom including Class Dojo, e-mails, written or telephone notifications and detentions (Grades 7-8).

Please be advised discipline is an aspect of moral guidance and not a form of punishment. The purpose of discipline is to provide a school climate conducive to learning and one that promotes character development. Discipline is maintained in a classroom or school when students work cooperatively with the administration, the teachers, and their classmates toward the attainment of the class and school objectives. However, it should be noted that the legitimate interests of the school extend beyond the school day and beyond the school hours.

**All official meetings regarding student's behavior and academics will be conducted with parents and the legal guardian of children only.**

*Parent Cooperation:* It is expected that all parents will support the decision of the administration regarding discipline issues for their child knowing that the school has done its best to investigate the situation and render a fair and just outcome giving consideration to a student's age and circumstances. Please be advised that administration will *only* discuss *your* child's involvement and *your* child's discipline with you. The involvement of other students and the discipline of other students will not be discussed.

### Academic Probation

Any student in grades 7 & 8 with a GPA below 2.0 at the end of a trimester and/or any student receiving two or more "NI's/F's" within a trimester will be placed on academic probation. Any student who is placed on probation for two trimesters may be asked to withdraw from St. Genevieve School.

*The school reserves the right to place students on probation as needed in grades K-6.*

Any student receiving any "D/NI" or "F" in behavior at the end of the trimester will be placed on behavioral probation. Any student, who receives two trimester grades of "D/NI" or "F" in behavior, may be asked to withdraw from St. Genevieve School.

Academic and behavioral probation may, at the discretion of the administration and teacher, be extended into the following school year.

Any student who is placed on probation may not (at the discretion of the teachers and administration) participate in school activities and/or functions for example sports, choir, band, drumline, student council, etc.



## Behavioral Probation

A child may be placed on probation at any time at the discretion of the administration. Once a child is placed on probation, it is possible that he/she might not participate in extracurricular activities and field trips. This will be left up to the discretion of the teachers, based on the child's class performance and behavior as well as previous record.

When a child is placed on probation, he or she agrees to make the necessary changes in behavior, grades, effort, and attitude to be a successful student at St. Genevieve. The parents and student agree, in writing, to withdraw the child from the school if the terms of probation are not met according to the standards set by the teacher and administration.

If the child receives three or more disciplinary referral forms after being placed on probation, it may be cause for withdrawal or dismissal from St. Genevieve.

\*Students placed on academic and/or behavior probation may lose financial aid.

## **Withdraw and Review Boards**

Students in grades 7 & 8 who are asked to withdraw from Saint Genevieve Elementary may ask for a Disciplinary/Academic Review Board, considering that the student has not had a Review Board within 12 months. The board advises the administration on matters of school policy concerning academics, discipline and Character Formation and makes recommendations to the President/Principal concerning disciplinary sanctions, expulsion or non-retention.

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.

### **Duties and Responsibilities:**

- The Disciplinary/Academic Review Board is composed of an elected teacher and a teacher 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 students 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 President-Principal has the authority to make the final determination.

- The Director of Character Formation is the school representative in charge of handling disciplinary matters and is the liaison for review board matters.
- 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 three teachers.

## **TO CHANGE THE WORLD**

All students in grades K-8 are required to complete community service hours. An appropriate amount is required for each grade level. The teachers in each grade level set due dates and specific instructions on how to complete these hours. Teachers may use this service component as part of their religion grade.

In general, Christian Service Hours are hours completed outside of the home to help promote the mission of the church in the city of Los Angeles. They are designed to give students a greater sense of responsibility and purpose in helping to make the world a better place in caring for the sick, poor and those in need.

Kinder: 1 hour	Grade three: 6 hours	Grade six: 12 hours
Grade one: 2 hours	Grade four: 8 hours	Grade seven: 14 hours
Grade two: 4 hours	Grade five: 10 hours	Grade eight: 16 hours

Parents are encouraged to participate in the school-sponsored family community service events such as Heal the Bay and attending Family Mass

### Report Cards

Report cards are issued three times per school year for Grades K-8. The school uses Gradelink to keep parents and students informed regarding the progress of their children. Teachers post grades for all core subjects once a week to ensure parents and students are updated continually regarding grades.

The following criteria are used for evaluation of grades K-8 but are not limited to; tests, quizzes, classwork, homework, classroom participation, and projects.

The promotion and retention of students is at the discretion of the teacher and administration in accordance with Archdiocesan policy. If there is a possibility that your child will be retained, a meeting will take place between the parent and the school.

**Report cards will be held until all financial obligations to the school have been met.**

### Grading Scale

#### **Kindergarten**

Standards-based report cards

### Grades 1 -3

O Outstanding      G Good      S Satisfactory      NI Needs Improvement

#### Awards for Grades 1-3

Students in Grades 1-3 are eligible to receive the following two awards at the end of each trimester as determined by their grades and conduct.

**Outstanding Award:** issued to students receiving all O's in all subjects including conduct and work habits. (Art/Music and PE may be calculated for Outstanding Award)

**Archangel Award:** issued to students receiving all O's and G's in all subjects including conduct and work habits. (Art/Music and PE may be calculated for Archangel Award.)

*Please be advised a grade of an S indicates that students are meeting grade level expectations. A G indicates that they are surpassing expectations and an O indicates that students have far surpassed grade level expectations.*

### Grades 4 – 8

A 97 - 100%	A- 93 - 96%	B+ 90 -92%	B 87 - 89%	B- 85 – 86%
C+ 80 - 84%	C 75 - 79%	C- 70 - 74%	D 65 -69%	F 64 & below

#### Honor Roll Grades 4-8

Students in grades 4-8 are eligible for Honor Roll as determined by their grades in academic subjects (core and non-core) as well as conduct and work habits. Non-core classes include all elective courses including but not limited to: Art, Music and PE.

**First Honors:** issued to students receiving an overall GPA of 3.6 and higher with an A or B (85% and above) in all CORE subjects, passing all Elective classes, and an O in work habits/conduct.

**Second Honors:** issued to students receiving an overall GPA of 3.2-3.59 with an A, B or C (70% and above) in all CORE subjects, passing all Elective classes, and an O/G in work habits/conduct.

#### Grade Promotion

Grade promotion will be determined by the teacher and administration based on the student's academic performance during the year and in consultation with the parents. The final decision will be made by the administration.

## Homework

Teachers in all grades give homework; it is a necessary part of school learning. We ask that each family provides a quiet, supervised environment for each child to study and do homework assignments. The following are suggested times that your child should be spending to study and do homework assignments each evening.

Grades K-2 Approximately 30 minutes

Grades 3-5 Approximately 60 minutes

Grades 6-8 Approximately 60-120 minutes

Although parents are encouraged to assist, when possible, with homework assignments, it is detrimental to the child and the educational process when parents *actually complete the assignment for the child*.

## Inclusion Procedures

Through the mission of the Archdiocese, our schools strive to serve children with varied learning needs. All educators in Archdiocesan schools follow “Directions for the Inclusion Process in Catholic Schools: Support Team Education Plan Process (STEP) and Minor Adjustment Plan Process (MAPP)”. Parents or guardians who feel that their student may need a minor adjustment to enable him/her to participate in the general education curriculum or the school should consult the student’s teacher and administration to determine how best to meet the students’ needs. Parents or guardians may request the “Disability Discrimination Complaint Review Process” from the administration to address unresolved issues.

## Eighth Promotion Requirements

It is required that all 8<sup>th</sup> grade students maintain a passing grade in all subject areas, including behavior and effort. In addition, students must also complete 16 hours of Christian Service attend all religious activities and retreats. A certificate of attendance rather than a diploma will be issued to the student who fails to meet all academic requirements. In cases involving offenses prior to the promotion, the student may be immediately suspended and may not be allowed to participate in promotion activities.

All parents are required to attend the 8<sup>th</sup> grade parent meeting. Each parent must also sign and return the 8<sup>th</sup> grade promotion form, acknowledging and agreeing to all terms. Eighth grade fees are set and are non-negotiable, regardless if a parent chooses to opt out of an activity or if disciplinary actions prohibit students from participating in a portion of or all of the promotion.

**Tuition and all additional fees must be paid in order for a student to receive their gown, participate in all promotion activities and receive their diploma.** For more information, please refer to the 8th Grade Promotion Requirements and Fees document.

## Testing and Assessments

The school follows the standardized testing program as directed by the Archdiocesan Department of Catholic Schools. Students in grades 5 & 8 take the Assessment of Catholic Religious Education (ACRE) in the winter. Students in grades K-8 take the STAR reading and math assessments three times a year to measure growth and the achievement of standards in both subjects. The school encourages parents to help prepare their students for these tests by getting plenty of rest, eating a nutritious breakfast, and getting to school on time.

## Outside Tutoring

If a student requires private tutoring or parents wish to have a student tutored in school subjects, the parents are responsible for engaging the tutor and paying all tutoring costs. The school may assist the parents in identifying tutoring resources. Teachers may not be paid for tutoring students assigned to their classes. With prior permission from the administration, teachers may tutor other students who attend the school and be paid for such tutoring by the parents. The school may arrange with independent contractors or entities, who are not teachers or staff at the school to provide tutoring on a fee basis. Independent entities must have appropriate licenses, agreements for use of the premises, and insurance. All tutors and entities must comply with the procedures and policies of the extended school day program and the Archdiocesan Guidelines for Adults Interacting with Minors and Parish or Parish School Activities or Events.

## Individual Tutoring

At times students may need additional 1-on-1 tutoring with a classroom teacher. Services may be arranged with a teacher (this may not be their homeroom teacher) for 1:1 academic support (not homework) at the rate of \$25 per hour. This fee is payable to the main office. Parents must complete the appropriate paperwork in the Main Office if a student is being tutored individually.

## **SECTION 4: Technology**

Mission Statement - St. Genevieve Elementary School is firmly committed to enhancing both the learning and teaching of our students and teachers. Our goal is to encourage critical thinking, clear communication skills, and collaborative learning among our students. Technology is a means to this end. **As such, iPads are NOT to be out of students' backpacks when they are outside of the classroom.** This includes before school, during recess and afterschool on the school yard area.

All iPads used by students at St. Genevieve Elementary must:

- Have the "Find My" app installed and activated
- Responsible for bringing iPad to class fully charged

- Have a strong, protective case
- Broken and cracked cases must be replaced
- Have the student's name either etched or placed on both iPad and on the case
- Working head phones or ear buds with a wire adapter (jack) is recommended using an iPad
- Agree to not "jailbreak" or download material/apps
- Be updated to the latest iOS version
- Not be used to disrupt the classroom in any way, including but not limited to using social media
- Have notifications turned off
- Use iPads during daycare as a learning tool only during approved time periods
- **Cellphones are not permitted as a substitute for iPads**

*These guidelines have been developed by the class teachers and can be modified at any time.*

### **Grades K-3**

- Students are not to use passwords on the lock screen
- Students will use photos of themselves, family on the lock screen and/ or background
- Only individual use of iPad is permitted (no sharing)
- iPad is only to be used for instructional purposes, only educational games/apps approved by teacher may be used during the school day
- iPads may not be taken outside or out of backpack in the morning or afterschool for games
- Headband headphones should be used for Star Testing, ensuring proper fit
- **Messaging and the use of Social Media is not permitted during school hours or at daycare.**

### **Consequences:**

- iPad is taken away - parent must pick up
- Posted/documentated on Classroom Dojo
- Repeat offenses may result in further consequences

### **All Students Grades 4-8**

- iPad is to remain in or on desk (not in use) until asked for by the teacher
- Personal apps, such as games shall be placed in their own folders on the last screen
- Only educational games/apps approved by teacher may be used at school (including morning and afternoon Daycare)
- Picture taking and video recording can take place only at the discretion of the teacher
- Students are to use only their own iPad. They are not allowed to touch or use another student's iPad without the teacher's consent.
- Vulgar, sexist and inappropriate images and language **will NOT** be tolerated in any way, shape or form on the iPad. This includes but is not limited to messaging, photos, social media sites.
- **Messaging and the use of Social Media is not permitted during school hours or at**

## **daycare.**

### Consequences:

- iPad will be confiscated
- A parent conference shall be scheduled to return the device and discuss the situation with parents.
- Director of Character Formation may be notified for middle school students
- Repeat offenses may result in further consequences

*Administration and staff reserve the right to confiscate iPads and inspect the content of all iPads at any time with reasonable suspicion. Students will be held accountable for any communication/activity that takes place on their iPad.*

**The school accepts no responsibility for the loss or damage of technological items.**

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

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

### **Definitions and Coverage**

The Acceptable Use and Responsibility Policy for Electronic Communications ("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
- 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 Location are assets of the archdiocese and/or the Location, as appropriate. This policy also applies to the seminary.

## **Definitions**

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, administrator, parish life director, pastoral associate, deacon or other person designated as in charge of a parish; parish director of religious education, as designated by the pastor or administrator; the superintendents of elementary schools or high schools, or a principal, president, or head of school, as applicable.

**Personally identifying information** includes but is not limited to names or screen names; photographs; telephone numbers; work, home, or school addresses; email addresses; or web addresses/URLs of social networking sites or blogs.

**Location** refers to any parish, school (whether parish or archdiocesan), the Archdiocesan Catholic Center, any Catholic cemetery and mortuary, and any other operating unit in the archdiocese.

## **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 electronic communication devices and materials provided to users by Locations, including devices issued in the IGNITE, Clergy Connect, Sisters Connect, PCL Connect, and similar programs
- 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**

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

### **Internet Safety Policy (Compliance with the Children's Internet Protection Act)**

The [Children's Internet Protection Act](#) applies to the use of any device accessed or used by minors at a school or library that receives E-rate funding. The archdiocesan AUP requires all schools and libraries, even those without E-rate funding, to 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 [Acceptable Use and Responsibility Policy for Electronic Communications \(Archdiocesan AUP\)](#).

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.

### **Prohibited Practices**

**Users of all electronic communication systems, devices, or materials covered by the [Acceptable Use and Responsibility Policy for Electronic Communications \(Archdiocesan AUP\)](#) shall NOT:**

1. Access or manipulate devices, services, or networks without permission or express authority
2. Create any internet presence (e.g., website or social media account such as for TikTok, Twitter, Snapchat, Instagram, Facebook, YouTube or GoFundMe) that uses the name of the Location or the archdiocese unless the presence is owned or controlled by the Location or

the archdiocese

3. 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
4. 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
5. 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
6. Post, distribute or knowingly view or access pornographic, indecent, or brutally violent materials
7. 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
8. Engage in **improper fraternizing or socializing between adults and minors**
9. Engage in **cyberbullying**, sexting, shaming, or other abusive online behavior
10. Post or send chain letters or engage in spamming (sending annoying, unnecessary, or unsolicited commercial messages)
11. Record any telephone, video, online meeting, remote learning session, or other conversation or communication without the express permission (e.g., by prior announcement of recording) of the other participants in the conversation or communication, except where allowed by law
12. 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**)
13. 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
14. 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
15. 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)
16. 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)
17. When conducting business or ministry for a Location or the archdiocese, use any email service, file storage/file-sharing services, or other communications and collaboration service that has not been explicitly approved by or is not, either by written agreement or other documented means, under the control of the archdiocese or Location (i.e., do not

use personal Yahoo, Gmail, Hotmail or social media accounts for official Location or archdiocesan business or ministry)

18. Introduce or install any unauthorized software, virus, malware, tracking devices, or recording devices onto any device or system
19. Bypass (via proxy servers or other means), defeat, or otherwise render inoperative any device or network security systems, firewalls, or content filters
20. 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](#))
21. 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](#))
22. 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
23. Violate any other applicable federal, state, or local laws or regulations

### **Consequences of Violations**

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.

**CONSENT:**

I grant permission for this child to access the Internet and the school's networked computer services. I understand that individuals and families may be held liable for violations. I accept responsibility for guidance of Internet setting and use. I will convey to my child and comply with school standards regarding selecting sharing or exploring information and media on the Internet.

I hereby release the school, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the school system including but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

PARENT'S/GUARDIAN'S PERMISSION FOR THE PUBLICATION OF STUDENT WORK/PICTURES I understand that from time-to-time the school may wish to publish examples of students' projects, photographs of students, and other work on an Internet accessible World Wide Web server or in other media. Student projects, photographs, and other work posted on the Internet will include only the student's first name and the first letter of the last name.

**WEBSITE**

I acknowledge that our school's web site content is not private and can be reviewed, copied, downloaded, and transmitted by anyone with access to the Internet and that the school has no control over this. I hereby waive, release, and forever discharge any and all claims, demands or causes of action against the school and its faculty, staff, employees, agents, contractors and any other person, organization, or entity assisting them in connection with the posting of information on the web site for damages or injuries in any way related to, connected to or arising from the publishing or posting of information on the school's Internet web site or the use of that information and expressly assume the risk of any injury or damage resulting from said posting of information on the web site.

**OTHER MEDIA**

I hereby waive, release, and forever discharge any and all claims, demands, or causes of action against the school and its faculty, staff, employees, agents, contractors and any other person, organization, or entity assisting them in connection with publishing in other media, for damages or injuries in any way related to, connected to, or arising from the publishing or the use of that information, and expressly assume the risk of any injury or damage resulting from said publishing.

I hereby give permission to the school to include photos of my child and/or examples of my child's work or projects on the school's web site and in other media related to the school.

## Section 5: Parent Participation and Parent Specific Information

### Tuition

St. Genevieve Elementary School uses FACTS Tuition Management for its tuition collection. All payments for tuition will be deducted automatically from your checking or savings account through FACTS. Tuition is due on the 5<sup>th</sup> or 20<sup>th</sup> of each month. Please refer to the FACTS brochure for further information or call 1-800-624-7092 or visit [www.factsmgt.com](http://www.factsmgt.com)

\*If you are having difficulty fulfilling your tuition payments, you must make an appointment with our tuition manager in the office to discuss options for making payments.

### Delinquent Accounts

Families' delinquent in payments may be dismissed from the school at the discretion of the administration. Students are not allowed to participate in finals, graduation, awards ceremony, etc., unless tuition payments, fundraising, service hours and all fees are met. Graduation cap and gown for 8<sup>th</sup> graders will not be issued until all fees are paid in full. Ordinarily, a student will not be allowed to return to school in the fall if there is an outstanding balance of any amount from the previous year(s).

Any family delinquent in tuition more than 10 days after the payment date, and not communicating with the office in advance nor responding to phone calls may be notified to have their child remain at home until an agreement is decided upon.

### Fees

There is a yearly fee for books, registration and student supplies. There are additional fees for sports, graduation, electives, activities, First Communion as well as special programs. *Late fees will be added to your bill if a fee is not submitted by the announced deadline. Please review the calendar for important deadlines.*

**The annual registration fee is non-refundable.**

### Tuition Assistance

St. Genevieve has a scholarship program in order to provide the opportunity of a quality Catholic education. Parents may apply by filling out the application available in the main office, including submitting income tax documents. Parents must fill out the application completely to be considered and fulfill all obligations to maintain the scholarship throughout the year. Parents must reapply each year. Submission of tuition assistance is not a guarantee.

Students receiving financial aid may lose their financial aid if they do not maintain a GPA of 2.0, and/or are placed on probation. Financial aid is a privilege not a right and all students are expected to be their best selves each day.

## PAYMENTS TO ST. GENEVIEVE SCHOOLS

- Any financial exchange with the school should always be done with the school itself with 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 receipt will be issued
- If a credit card is used, the transaction fee may be added to your total
- 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.

## Mandatory Service Hours

As parents are the primary educators of their children, it is important that they participate in the educational activities of their children in a variety of ways. Based on your tuition plan, parents are required to serve between 30 – 60 hours each academic year. Parents may earn service hours through a multitude of methods including but not limited to volunteering in the classroom, chaperoning on field trips, assisting with special school events, such as the Halloween carnival, and donating specified items to the classroom or school. Only one parent/family member per field trip will receive service hours for their student. If parents are unable to participate in these options, they may elect to buy out of their service hours at a rate of \$15 an hour. All parents/adults who wish to meet service hour requirements on campus or attending a field trip MUST be VIRTUS trained. Volunteers must provide proof of their certification when asked and prior to volunteering. VIRTUS must be updated every three years to stay current.

Please see the appendix for our Safeguard the Children information and Zero Tolerance Policy.

## Fundraising Expectation

All families are required to fundraise a certain amount of money to help off-set the cost of educating their child. Based on your tuition plan, parents are required to generate profit for the school each academic year. Fundraising opportunities will be detailed throughout the year. Parents may elect to simply pay the fundraising requirement. One-half of all fundraising will be due prior to the Christmas break. Families who fall short in meeting this requirement in the fall will have the balance added to their FACTS account. In the spring, all accounts must be settled through the office by the end of the school year to receive grades. Promoting eighth graders must have their accounts settled in order to receive their caps/gowns.

Parents and students are not permitted to sell or promote products on campus without the permission of the school.

## School Parent Communication

On the last day of the week, a school newsletter with information regarding upcoming events and activities at the school will be posted on the web at [www.sgps.org](http://www.sgps.org). Please make sure you are checking for online communication each and every week.

### School Office

The school business office hours are from 7:30 – 4:00 pm M-F. Parents are asked to realize that our staff is limited and encouraged to please first check the school calendar located on the school website regarding questions about schedules and events. Parents are also encouraged to read memos and bulletins (they often answer most of your questions). If questions do arise, a staff member will be available to assist you during the hours listed above. Please be advised daycare staff from 4:00-5:45pm most likely will not be able to answer your questions regarding events, payments, and calendar.

Please make an appointment for office needs. *School office hours are subject to change, and any changes will be announced on the website.*

### Interruptions

Classes are NOT to be interrupted at any time. In case of an emergency, call the school office. **Please do not text your child directly.** A message will be given to your child. Visitors must ALWAYS check in at the office upon arrival at the school. Parents are asked not to detain the teachers during the hours that school is in session. Every teacher's primary responsibility is to supervise his or her class. When visitors approach the teachers once the school day is underway, the teacher is not able to give full attention to the class. When the 7:45 am bell rings, school is in session.

*If your child forgot their lunch, instrument or homework, kindly drop it off at the single-entry and one of the school personnel will deliver it.*

### Birthday Celebrations

Student birthdays can be celebrated by bringing in a ***small, individually packaged treat*** for classmates. Please do not send a 24 pack of cupcakes, these are not individually wrapped. It will only be handed out at the end of the day and students must wait until they are home to enjoy the treat. Treats will not be handed out at lunch or recess. Please do not come to school to pass out treats. Other items such as balloons are not permitted. Please save the party celebrations for off campus get-togethers.

Invitations to off campus celebrations are not permitted to be handed out at school unless the entire class is being invited. Gifts for friends are also not allowed to be given out during school.

K-6 students may come to school in appropriate non uniform dress on their birthday.



Please consult your grade level teacher to check if it is acceptable.

### Non-Traditional Families

Divorced or separated parents must file a court certified copy of the custody section of the divorce or separation decree with the main office. The school will not be held responsible for failing to honor arrangements that have not been made known in writing. It is the family's responsibility to make sure the school has the most up-to-date custody agreement on file. St. Genevieve School holds the rights to deny re-registration if any parts of court rulings on the custody section do not comply with our current service availability. If the school is unable to service the family because of personal differences between either party, or court rulings request special modifications that cannot be fulfilled at our institution, the family might be asked to withdraw from the school at any time during the school year.

### Parent-Teacher Conferences

Parent/teacher conferences are formally held at the end of first and second trimester. Conferences are mandatory for K-3 parents both times. For students in grades 4-8, conferences are scheduled based on their academic and behavior needs. If you wish to meet with your child's teacher at a separate time from the mandatory conferences, it is necessary that you make an appointment. You can do this by e-mailing your teacher and requesting an appointment. Teachers are never to meet with parents during a scheduled class. During the school day the teachers have assigned responsibilities and will not be available to parents unless an appointment has been made. These appointments may be held in-person or over zoom.

**Note:** Teachers may only meet with a parent and or legal guardian of students, unless agreed upon in advance by the teacher. In cases of divorced or separated parents, it is the responsibility of the parents to either coordinate to schedule the conference together or make separate appointments. It is helpful to the teacher if both parents can attend the conference at the same time. Oftentimes it is appropriate for the student to attend the conference alongside the parents. The teacher will notify you if this is the case for students in grades K-6. If you are not notified, then attendance is optional for students in grades K-6. **Students in grades 7-8 are required to attend the Parent/Teacher conferences.** Students and/or siblings should not be left unattended.

### Parent-Teacher Communication

Parents are welcome to e-mail teachers with their concerns or questions. Please be advised that teachers will make every attempt to respond to your concerns within 24-48 hours (weekends excluded). Please be advised that teachers must teach during the day and are not able to answer e-mails at times when students are in the classroom, thus the response time frame.

Please be advised that teachers may communicate with parents through Class Dojo or via e-mail. Remind may be used as a form of communication for some teachers.

When reaching out to teachers, we ask that parents please choose one form of communication (either Class Dojo or e-mail) so the teacher is not duplicating work.

### Parent-Student Communication

***Students are not allowed to Message or text during the day. As such, we ask that parents not Message or text their child during the school day.***

### **Parent Cooperation**

Each family's contract with the school requires cooperation with the school and its staff. Families may be asked to withdraw if they display uncooperative attitudes including rudeness, inappropriate language, tone of voice, and behavior. **School staff includes all paid and volunteer personnel.** Parent cooperation also includes abiding by all decisions administration makes regarding student discipline, policies, procedures and events.

Additionally, please refrain from sharing confidential information about teacher-school personnel meetings. Instead, please contact the main office to make an appointment to voice your concerns to school administration or your child's classroom teacher.

### Parent Responsibilities

The strongest way to help your child put forth effort, concern, and show care is to model this behavior for your child. Some parent responsibilities include:

1. To set rules, times, and limits so that your child:
  - Gets to bed early on school nights
  - Arrives to school on time and is picked up on time at the end of the day
  - Is dressed in the school uniform
  - Must arrive before school mass starts
  - Completes homework assignments
2. To actively participate in school activities and fundraising projects.
3. To notify the school with a written note, email, or phone call when a student is absent.
4. To notify the school office of any changes of address or important phone numbers.
5. To meet all financial obligations to the school in a timely manner.
6. To inform the school of any special situation regarding the student's well-being, safety, and health.
7. To complete and return any requested information promptly.
8. To read school bulletins and newsletters.
9. To support the religious and educational goals of the school.
10. To support and cooperate with the discipline policy of the school.
11. To remember that parents are the primary teachers of their child.

12. To actively participate with Parish-School activities.
13. To actively participate with religious activities scheduled for parents and/or students.
14. To attend with your middle school student Night School and events with special guest speakers.
15. When applicable, to comply with student and/or family probation conditions in a timely manner.

Additionally, parents need to do the following;

1. Join Class Dojo groups relevant to their child and check for updates weekly
2. Check Gradelink weekly
3. Update their emergency card twice yearly
4. Attend Parent/Teacher conference

### Health Concerns/Illness

If your child shows symptoms of illness or is running a temperature, please keep him/her at home. Students must present, on their first day back, a written excuse stating the reason for the absence; a parent/legal guardian or family physician must sign it. *Students absent for more than 5 days MUST bring a note from the doctor clearing their return to school.*

It is encouraged that all medical and dental appointments for students be scheduled after school hours and during the weekend. It is for the benefit of each child that he/she is present during operating hours. When a child must be released early from school, please notify the school in advance. The person requesting release of the child must check in at the school office.

### **St. Genevieve Room Parents**

Room Parents help promote the ideas of Catholic education by fostering a better understanding of parental responsibilities in the spiritual and educational development of our children. The membership of the Room Parents is composed of parents, guardians, and all staff members of St. Genevieve School.

Following are the primary goals of the St. Genevieve Room Parents:

To support the school and its policies. When school policies are formulated, the good of all the students and teachers is considered. Therefore, it is expected that the Room Parents will strive to do all they can to support and uphold the policies set in place by the administration. It is **NOT** the role of the Room Parents to formulate school policy.

Build Community: Part of what makes this community unique is the families here. Room parents assist teachers and administrators in helping to create a positive, can-do environment for families.

To help support the school financially. Anticipated profits from fundraising play an important role when formulating the school budget for the year. Therefore, we anticipate that a certain amount of money will be brought in through the fundraising efforts of the Room Parents.

It is **NOT** the role of the Room Parents to determine how those profits will be spent. We have many needs for St. Genevieve School; often, there will be urgent needs that are not possible to anticipate. Therefore, it is necessary that the administration reserves the right to determine how the monies will be spent. We will always take all opinions into consideration, but the decision is made by the school's administration.

- A. To be a source of education to the association's members. Our goal is to bring in speakers and presenters who will help us all to become better educators of our children. Please offer your suggestions or assistance in planning appropriate programs.
- B. A classroom representative will be assigned each year to help coordinate classroom and school wide events.
- C. The school will also have teacher representation at all scheduled Room Parent meetings who will report to the other teachers and staff members absent from the meeting.

### 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 PLC leader for the appropriate grade level. (Please check with 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 executive director (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.

### **Vacations**

The calendar for the school year was planned to allow families adequate time to plan and take vacations other than during the summer. **Vacations taken from school other than those on the calendar are not excused absences.** Any work missed must be made up at the convenience of the teacher but no later than two weeks after the student's return to school.

## **Section 6: Student Specific Information**

### **Special Notes that Apply to All Grades K-8**

- Socks must be all white. All socks must be able to be seen above the shoe. They can be either mid-calf or knee-high, but no-show and low-ankle socks are not permitted.
- If you purchase the school's theme shirt for the year, this may be worn only on non-formal Fridays (this is roughly three Fridays a month).
- Sports team shorts are not PE shorts; they may only be worn on game days. Please purchase the appropriate PE shorts.

### **Kinder – Eighth Grade Uniform Policy**

Please use this section as a guide to ensure you are in proper compliance with the dress code.

### Uniforms

**Uniforms should be purchased from Dennis Uniforms.** Non-uniform pants, shorts, skirts, sweaters, and sweatshirts are not acceptable. All students must wear the uniform and be in compliance with dress code. Please take the time to WRITE your name inside all uniform clothing with a black Sharpie and check frequently to make sure the name is still there.

### Daily vs. Formal Attire

Casual attire is worn Monday-Thursday on days when students do not have PE. Formal Attire is worn on the first Friday of every month, Holy Days of Obligation, May Crowning, and other special events as notified throughout the school year. On other non-mass Fridays, students may wear casual attire or the school's theme shirt for the year with their uniform pants/shorts or skirts. Please see pages 4-6 for clarification of the two uniforms.

### Sweatshirts & Jackets

If a sweater, jacket, or sweatshirt is worn, it must be the school uniform sweater, jacket, or sweatshirt. Non-uniform jackets are not permitted. **It is highly recommended that you embroider jackets and sweaters with the last name of the student. Hoodies are not permitted.**

Students should not wear the sweaters/sweatshirts of other students, including older siblings past sports or 8<sup>th</sup> grade sweaters.

### Physical Education

Students are to come dressed in their official P.E. uniform on their assigned days, or they may not participate in the class. **Non-participation will affect the grade for the class.** Students should wear black shoes, rubber soles may be black or white but no other color to P.E. It is highly recommended you pack an extra water bottle on PE days – consider a reusable bottle with your child's name on it. Sports uniform shorts are not permitted on PE days, with the exception of game days.

### Shoes

On regular uniform days students must come in all black tennis shoes with black shoelaces, rubber soles may be black or white but no other color. The shoes **must** be rubber-soled. Other shoes are not permitted, as it is unsafe for play on the playground. Please note that Mary Janes, Doc Martens, Uggs, and Platform Shoes are not allowed. *This is a safety precaution.*

### Jewelry

Jewelry should be appropriate to a Catholic school and worn in moderation. Students are permitted to wear one necklace and one pair of earrings only. Hoop or dangling earrings are NOT permitted for safety reasons. Only earlobe-piercings are allowed. It is recommended that students do not wear jewelry. However, if you choose to wear jewelry, bracelets and rings must be modest and worn at your own risk.

## Make-Up

Make-up is forbidden for all grades Kindergarten through Eighth Grade. Nail polish (even clear), lip gloss, eyeliner, fake fingernails, and fake eyelashes are not allowed. *Please allow your child to enjoy being a kid and save these privileges for high school.*

## Hair

Hair should be neat and clean. Hair accessories should be modest and uniform colored. Headbands and hair ties may be purchased from Dennis Uniform. No hats or head coverings may be worn inside the school building. Colored hair and highlights are not permitted.

## Free Dress Days

On Free Dress Days, students are expected to dress appropriately and modestly for school. Students may not wear apparel with the name of other schools on it.

Unacceptable dress includes:

1. Extraordinarily tight clothing or visible undergarments, especially boxers.
2. Short shorts, miniskirts, or mini dresses.
3. Blouses or dresses with less than 1" straps, spaghetti straps, or no straps at all.
4. Clothing that is sheer or see through, which exposes parts of the body that may be deemed inappropriate by an administrator.
5. Tops not long enough to be tucked in the front and back; no navel or midriff showing.
6. Open-toed or high-heeled shoes (including boots and sandals).
7. Clothing with holes or fringed.
8. Clothing with images that are sexual in nature, related to alcohol, cigarettes, or drugs, derogatory images, or words towards a particular race, ethnicity, religion, or gender.

***Students attending school in inappropriate attire may not be permitted to attend class until a parent is able to arrive with a change of clothes. The school will be the final judge of appropriate dress.***

**ALL UNIFORMS ARE TO BE KEPT CLEAN, AND SHIRTS ARE TO BE TUCKED IN.** \*Parents are responsible to ensure that their child is properly dressed for school. If a child does not meet the uniform requirements, they may not be admitted to class; and parents will be called to bring the proper uniform.

## Consequences for Uniform Violations

1<sup>st</sup> time: Verbal Warning

2<sup>nd</sup> time: Uniform Violation Slip Sent Home (with a follow up Class Dojo/E-mail sent home)

3<sup>rd</sup> time: Conference with Parents

4<sup>th</sup> time: Referral to Administration

**Casual Attire:** Is worn Monday-Friday except for the first Friday of each month when formal attire is requested.

**K-6 Casual Girl's Uniform - Casual Boy's Uniform**

Gray Polo Shirt with School Logo, traditional cut Navy Twill Pants, traditional cut Navy Twill Shorts, or traditional cut Uniform Skort.

Uniform Shift worn with white dress shirt

Black Belt

White Socks

Black, rubber-soled shoes

**Pictures below show proper uniform for both K-6 girls and boys on non-formal/casual attire days.**

Picture 1 (Boys and Girls) includes navy twill shorts, with a gray polo and a belt.

Picture 2 (Boys and Girls) shows navy twill pants, with a gray polo and a belt.



**Picture 1**



**Picture 2**

Picture 3 (Girls) shows the uniform skirt with a gray polo shirt.

Picture 4 (Girls) shows the uniform shirt/jumper with a white dress shirt. *Please note that it is not permitted to wear the polo underneath the uniform shirt.*



**Picture 3**



**Picture 4**

**Formal Attire** is worn on the First Friday of every month, Holy Days of Obligation, May Crowning and other special events as notified throughout the school year.



## **K-6 Formal Attire Girl's Uniform - Formal Attire Boy's Uniform**

White Uniform Blouse, Gray Fitted Vest, Gray Knitted Sweater Gray

Uniform Skort or Navy Twill Pants, traditional cut Uniform Shift/Jumper

Navy Blue Jacket with School Logo

Black Belt

White socks

Black, rubber-soled tennis shoes

**Pictures below show proper uniforms for girls on Formal/Mass attire days.**

Picture 1 shows proper full dress for girls that can be worn on all days of the week (including formal/Mass days). It includes the uniform skort/skirt with a white blouse & gray sweater vest.

Picture 2 shows proper uniform for girls with a uniform shift/jumper and a white blouse.



**Picture 1**



**Picture 2**

**In cold weather**, turtlenecks or white long-sleeved shirts may be worn under uniforms. Girls may wear white or navy-blue tights to keep warm. A Gray SGES cardigan can be worn to keep warm. A dark blue uniform rain jacket may be worn on extra cold days. Please embroider all cardigans and jackets with the student's last name. Hats, gloves, scarves are permitted if they are solid school colors. Once inside, they need to be removed.

All students should have white socks and black shoes to match their uniforms.

**Pictures below show proper uniform for boys on Formal/Mass attire days.**

Picture 1 shows navy twill pants with a short-sleeved, white dress shirt, belt, and gray vest.

Picture 2 shows navy twill pants with a long-sleeved, white dress shirt, belt, a gray sweater vest and a gray cardigan.



**Picture 1**



**Picture 2**

**In cold weather**, students are permitted to wear long-sleeved, white dress shirts. Girls may wear white or navy blue tights to keep warm. A gray cardigan can be worn over the sweater vest to keep warm. It is not permitted to wear just the white shirt with the cardigan. All boys must have the sweater vest with the SGES logo.

A dark blue uniform rain jacket may be worn on extra cold days. Please embroider all cardigans and jackets with the student's last name. All students should have white socks and black shoes to match their uniforms. Hats, gloves, scarves are permitted if they are solid school colors. Once inside, they need to be removed.

**Please no shorts on formal days. Sweatshirts are not part of formal attire.**

### **Boys and Girls' PE Uniforms**

#### **Warmer Days / Colder Days**

Dark Blue Shorts with School Logo

Long, gray sweats with School Logo

Gray t-shirt with School Logo

Optional: Gray, pull-over sweatshirt with school logo

**All students are required to wear white socks with black tennis shoes, rubber soles may be back or white but no other color.**

*\*Please note that the royal blue shorts, sweats, and pull-over sweatshirt are no longer allowed.*

### **Seventh - Eighth Grades**

Please use this section as a guide to ensure you are in proper compliance with the dress code. Please read the sections above that apply to all K-8 students.

**ALL UNIFORMS ARE TO BE KEPT CLEAN, AND SHIRTS ARE TO BE TUCKED IN.**

\*Parents are responsible to ensure that their child is properly attired for school. If a child does not meet the uniform requirements, they will not be admitted to class, and parents will be called to bring the proper uniform.

### **7-8 Casual Girl's Uniform - Casual Boy's Uniform –**

Gray Polo Shirt with School Logo, traditional cut Navy Twill Pants, traditional cut Navy Twill Shorts, traditional cut Uniform dark blue skirt worn with gray polo

Black Belt

White Socks

Black, rubber-soled shoes

**Pictures below show proper uniform for both girls and boys on non-formal/casual attire days.**

Picture 1 (Boys and Girls) includes navy twill shorts, with a gray polo and a belt.

Picture 2 (Boys and Girls) shows navy twill pants, with a gray polo and a belt.

Picture 3 (Girls) shows the dark blue uniform skirt with a gray polo shirt.



**Picture 1**



**Picture 2**



**Picture 3**

**7-8 Formal Attire** is worn on the First Friday of every month, Holy Days of Obligation, May Crowning, and other special events as notified throughout the school year.

### **Formal Attire Girl's Uniform - Formal Attire Boys Uniform –**

White Uniform Blouse w/ Gray Fitted Vest, Gray Cardigan

Girl's Tie (see picture) Boy's Tie (see picture)

Dark Blue Uniform Skirt, Dark Blue Uniform Pants

Navy Blue Jacket with School Logo

Black Belt

White socks (long or short)

Black, rubber-soled tennis shoes Black, rubber-soled tennis shoes

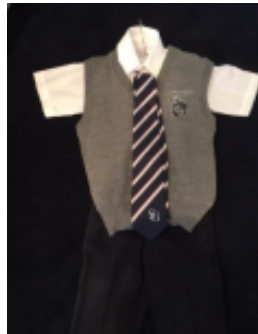
**Pictures below show proper uniform for students on Formal/Mass attire days.**

Picture 1 shows the formal attire for middle school girls. All items are available at Dennis Uniform with the exception of the tie that can be purchased in the elementary main office.

Picture 2 shows navy twill pants with a short-sleeved white dress shirt with a gray sweater vest, belt and tie. (Please no shorts on formal days)



**Picture 1**



**Picture 2**

In cold weather, turtlenecks or white long-sleeved shirts may be worn under uniforms. Girls may wear white or navy-blue tights to keep warm. On colder days a gray SGES cardigan can be worn to keep warm. **All boys and girls must have the sweater vest. The cardigan may only be worn on top of the sweater vest (not in lieu of).**

**On formal days, 8<sup>th</sup> grade & sports sweaters should not be worn over dress uniform. Sports sweatshirts and 8<sup>th</sup> grade sweaters are for casual days only.**

A dark blue uniform rain jacket may be worn on extra cold days. Please embroider all cardigans and jackets with the student's last name. All students should have white socks and black shoes to match their uniforms.

In cold weather, students are permitted to wear long-sleeved, white dress shirts. A gray cardigan can be worn over the sweater vest to keep warm. **It is not permitted to wear just the white shirt with the cardigan.** All boys & girls must have the sweater vest.

## **7-8 Boys and Girls' PE Uniforms**

### **Warmer Days Colder Days**

Dark Blue Shorts with School Logo

Long, gray sweats with School Logo

Gray t-shirt with School Logo

Optional: Gray pull-over sweatshirt with School Logo

**All students are required to wear white socks with black tennis shoes, rubber soles may be black or white but no other color.**

*\*Please note that the royal blue shorts, sweats, and pull over sweatshirt are no longer allowed.*

#### Free Dress Days

On Free Dress Days, students are expected to dress appropriately and modestly for school.

**Students may not wear apparel with the name of other schools on it. Apparel must have the St. Genevieve logo on it even if it's a free dress day.**

#### **The following rules pertain to all students in grades K-8:**

##### Backpacks

Teachers assign homework in such a manner to minimize the number of books that students are taking home. As such, we ask that students **DO NOT bring backpacks with wheels**. They are cumbersome, do not fit in the “cubbies” and our classrooms do not have the space to accommodate them. Additionally, they provide some risk as students unintentionally roll over other student’s feet and/or accidentally tripping. If you feel it is necessary for your child to have one, please provide a doctor’s note.

##### Cell Phones

Students are allowed to bring a cell phone to school, but it must be kept in the backpack and in the off position during classes. For students in 7<sup>th</sup> and 8<sup>th</sup> grade it is to remain in their locker in the off position. It may not be used to call or text parents or others unless the teacher or the administration allows. If a student is found with a cell phone in class, it will be taken and given back to the student only after a parent is notified. If the problem persists, additional steps will be taken. ***Please, note that cell phones should not be substituted for iPads.***

##### Texting and Messaging:

**Students are NOT allowed to text or Message their friends or family during the day.** This includes Messaging parents regarding events that occur during the day. Any student that needs to speak with their parent is welcome to go to the main office and request to use the phone there. Requests to pick up a child early because of an appointment or if the child is not feeling well must be coordinated through the main office, campus safety, the classroom teacher, and or the health aide. Simply showing up to take them home because they texted you is not permitted.

##### Closed Campus

No students are permitted to leave the school grounds without written permission from a

parent or guardian. Students are not permitted to be in the classroom or any closed location without supervision. Students are not allowed to leave school to go home, to a friend's house, or to a restaurant for lunch before dismissal. Once a student leaves school grounds after school, that student may not return to school.

### Damaging Property

Students who damage or deface school property, books, school sports equipment, articles of clothing belonging to other students, and other items will be required to pay for repairs of damaged property, etc. Lost books will not be replaced by the school until the school is reimbursed in full for the repairs or loss. Damaging school property is also cause for suspension and/or expulsion.

### Public Displays of Affection

Students are not permitted to hold hands, hug for long periods of time, kiss, or behave in a manner that exhibits inappropriate displays of affection on school grounds. Long displays of affection are inappropriate for the school setting.

### Valuables

**Students are not to have personal items, such as games and toys at school.** Parents are asked to ensure that students are not bringing large sums of money to school or items of value. There is no way that the school can guarantee the safety of valuable items nor is the school responsible for loss or damaged items.

### 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 website: [www.cde.ca.gov](http://www.cde.ca.gov). The minor/student, after obtaining a promise of employment, must obtain a "Statement of intent to Employ Minor and Request for Work Permit." The minor, the employer and the parent/guardian 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 parent/guardian 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." If all requirements are met, the work permit issuing authority may issue the "Permit to Employ and Work." The "Work permit issuing authority" is the Superintendent of the local public school or those persons authorized in writing by the Superintendent to issue the permit. A copy of the signed work permit must be kept in the student's file.

### **The following pertains to students in grades 7-8**

Middle school students in grades 7<sup>th</sup> and 8<sup>th</sup> are expected to follow the rules and guidelines stated in the Middle School Handbook Addendum. Parents may also find information directly related to middle students. Parents are required to sign and return the addendum to their student's homeroom teacher.

## **Section 7: Student Health Services**

In the case of student services, St. Genevieve School makes every attempt when possible, to provide health screening through nursing services available to us. When possible, counseling services are made available for students. It is the parents' responsibility to notify the administration in writing if the child does not have the permission of parents for any additional school services, such as, but not limited to, health screening and counseling.

### **Counseling Policy**

The mission and purpose of the school is education. Schools do not assume the responsibilities proper to the family and to society. Schools may not assume the responsibility for psychological counseling or therapy because they are not qualified or licensed to provide such counseling or therapy.

Schools may engage in the following activities in addition to providing classroom instruction:  
Provide advice regarding academic subjects and student progress in school;

Give limited guidance to students who present with non-academic personal issues or situations; provide referrals to marriage and family counselor, child psychologists, licensed academic psychologist, psychiatrists, and similar professionals for diagnosis and treatment. If the school provides referrals to parents, the list must include at least three names of qualified persons or entities;

Retain, where necessary, appropriate professionals to provide educational testing that is needed for assessment of a student's academic ability, learning patterns, achievement motivation, and personality factors directly related to academic learning problems, or psychological counseling services for the school. Prior to entering into such a contractual relationship, the principal will ensure that the person is credentialed, licensed or otherwise properly qualified. The school may refer a student for specific or additional testing, as appropriate, generally at the parent/guardian's expense.

In cases of actual or suspected child abuse or abuse of vulnerable adults, the Archdiocesan Victims' Assistance Ministry is available as a resource. The Victims' Assistance Ministry provides outreach and guidance to those suffering from abuse; sponsors a faith-based trauma recovery program; and assists in informing parish, school, Archdiocesan, and governmental authorities of the allegations of abuse. Referral to the Victim's Assistance Ministry is not a substitute for mandated reporting of suspected abuse. Such a report must be made in accordance with Archdiocesan policy.

## **Student Health Services**

St. Genevieve is fortunate to have a health aide on staff during school hours. In the event that a student becomes ill, he/she will be sent to the health aide who will evaluate the student. A parent will be called if a student has a fever, has a productive cough that could be spread to classmates, a headache that will not go away, has vomited, or has diarrhea. A student who is injured at recess or physical education will be sent to the health aide. The health aide will call parents/guardians as needed. A report will be written and sent home to the parents.

### **It is essential the school has up-to-date emergency contact information.**

Please update this information through the Enroll Me function on Gradelink. If a child has a serious injury and the parents are not able to be reached, the school will call 911 and have the student transported to a local hospital with one of the administrators or the health aide and will wait until parents are reached by phone and arrive at the hospital.

Only minor and very basic first aid will be administered to students at school.

## **Medication**

Students may only be administered medications that are prescribed for them personally. Any medications they bring to school that are not prescribed for them will be confiscated and they may be subject to appropriate discipline.

The school shall not furnish medications. All medications administered at school shall be provided by the parents/guardians.

- The Medication Authorization and Permission Form must be completed through the Enroll Me Function on Gradelink. This form, which states the nature of the medication, must be signed and dated by the doctor and the parents/guardians.
- Medication administered at school must be in the original container and labeled. The day's dosage must be sealed, be labeled, and have the student's name attached. It shall be in an appropriate container and be kept in the school office or nurse's office.
- The student shall come to the office for medication.
  - Because of the risk of students sharing medications, students may not carry medication of any kind to be self-administered at school. If a student is seriously at risk without an EpiPen or inhaler on his or her person, the student may receive special consideration.
- A student may not be given medicine prescribed for family members.
- These medication regulations apply to both prescription and non-prescription medications.
- A student who is diabetic is allowed to test his or her blood sugar at school in the health room or office and self-administer medication as necessary. If a student is too young or otherwise unable to self-test his or her blood sugar, a location may make arrangements with the student's family to assist with testing. All medications must be kept in the school office or nurse's office and appropriately labeled as described above. School



employees may not administer injections to a diabetic student except in emergencies, unless other arrangements are made in advance.

If parents/guardians do not complete the Medication and Authorization Form by indicating the student's prescribed medication, the parents/guardians will have to come to school and personally administer that medication.

### 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.

### Student Insurance

The student insurance program is provided for all full-time students in Archdiocesan 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 school-sponsored and supervised activity, including school-sponsored sports and extended day programs.

## **Section 8: Records**

### 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.

Room parent rosters, class lists, telephone numbers, email address lists, or any other personal information about families and students are considered confidential and may be used only for the purposes specified.

All legal and/or biological parents will be given access to unofficial copies of transcripts and school records unless there is a court order to the contrary.

### 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. Questions about releasing pupil records can be directed to the [Office of the Legal Counsel](#).

#### 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.

### **Section 9: Miscellaneous**

#### Child Abuse

St. Genevieve School abides by the Child Abuse Prevention, Adoption and Family Services Act. This law mandates that all cases of suspected abuse and/or neglect are to be reported to child protective services.

#### Emergency Procedures

Saint Genevieve Elementary 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.

In the event of an emergency, Saint Genevieve Elementary 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 School, 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  
Other Emergency Situations

#### Earthquake

There is no warning signal for an earthquake or a surprise attack. The drill involves a school wide signal that is given over the public address system. The signal is the announcement of "EARTHQUAKE" which is repeated several times. While the announcement is made students

are to imagine the earthquake is happening. As long as the announcement continues, students are to imagine that the building is shaking. When the announcement stops, students are to imagine that the shaking has stopped. An emergency drop drill is conducted once each trimester. In case of an earthquake and during the drills, the children have been instructed to:

1. Get under a desk or table, if possible.
2. Drop to their knees with their backs toward the windows.
3. Hold on to a piece of furniture (desk, table, etc.)
4. Bury face in arms, protecting the head; close eyes tightly.
5. Stay in place until instructed to leave.
6. Stay calm.

The instructions will depend upon the circumstances and extent of damage to the building. After evacuation, the children have been assigned to specific areas of the school yard where they, together with their teachers, will await the arrival of their parents. Parents, or guardians, should never take the children from their designated areas without first consulting the teacher. Following this procedure will mitigate confusion and chaos.

#### Earthquake/Natural Disaster Supplies

The school manages supplies for students in the event of an emergency.

#### Fire Drills

In compliance with state and local safety regulations, St. Genevieve School regularly practices evacuation procedures.

#### Natural Disaster Communication Guidelines

On the first day of an emergency, St. Genevieve School will follow the action of local public schools. Parents are advised to listen to directives on the radio. If danger is imminent, St. Genevieve School will be evacuated even though the public schools may not. St. Genevieve will attempt to post updated information on the scrolling marquee of the website as well as send out a school reach text and/or e-mail message to all families that have provided their e-mail addresses.

#### Asynchronous Learning

While the current world health situation is in flux, the care and attention each child receives at St. Genevieve is not. In case, we need to return to asynchronous learning at any point and time during this school year, please read the policies as outlined below regarding asynchronous learning.

*Please note: School schedules, procedures and activities may vary and change throughout the year depending on safety guidelines and protocols given by the Archdiocese and County Department of Health.*

#### **Student Zoom Tips**

- This is a virtual **class room**, therefore, **appropriate classroom behavior is expected.**

- Be visible – show your face the entire class period
- Be on time
- Be in an appropriate space, and sitting up (in your bed is not an appropriate space)
- Dress for success (look your Valiant best)
- Eat before or after the zoom (not during please) - drinks okay
- Communicate with your teacher
- Choose one appropriate background per class period (all school rules apply)
- Your Zoom sign in must be your FIRST AND LAST NAME ONLY
- Please ask the teacher if you need to leave the room for any reason
- Please keep your frame active (no freeze frame)
- Ensure any and all technological devices are charged

### **Attendance**

*More than ever, parents we need to make sure we are working together to ensure that your student is attending all classes and learning as much as possible. Please help us by making sure your student is up and ready for class each day.*

### **Present**

In order to be marked present for the period in question, the following criteria must be met:

- Students must log on within 5 minutes of the class start time
- Face must be visible (no ceiling fans) at all times when applicable
- Students must participate the *entire* class period
  - o i.e. Respond when called upon – whether it is in a chat or in person –
  - o If students are unresponsive or missing from the screen without permission, we will assume they are no longer actively participating in class and therefore will be marked absent.

### **Parent's Responsibility**

If a student is sick or going to be absent for any reason parents must notify the office and the teacher if a student is going to be absent. We know you'll still have doctor's appointments, but just like when they were in school – we need parent authorization this is happening. *Student notes are not accepted. It is also not acceptable to have a friend or classmate let the teacher know you'll be absent.*

### **Excused Absences**

Students will be given an excused absence if the teacher is informed of the reason prior to the beginning of the class. They may also make up all work missed.

### **School Responsibility Regarding Notifying Parents of Unexcused Absences**

#### **Elementary: K-8**

1<sup>st</sup> Absence: Homeroom teacher will e-mail parents about absence

2<sup>nd</sup>/3<sup>rd</sup> Absence: Homeroom teacher will call parents about two absences in a row

4<sup>th</sup> Absence: Office/Administration will reach out to parents

### **Removing a student from Zoom:**

Teachers have the right to remove students from a zoom class period and not allow them to return if...

- They are not responding to teacher directions (indicating they are no longer present in class)
- Students do not meet the requirements outlined for students (see above)
- They display an inappropriate virtual background
- They violate any of the St. Genevieve behavior expectations

## Appendix

### Conditions of Suspension

Any of the listed reasons for expulsion with mitigating circumstances are adequate cause for suspending a student.

No student shall be suspended from school for more than two consecutive weeks, unless there is an ongoing police investigation of a possible crime, in which case the student may be suspended during the entire investigation.

The school must give a notice of the suspension to the parents/guardians verbally by phone, in writing (hard copy or electronic), or in person during a conference.

The principal or their designee shall schedule a conference with the suspended student's parents/guardians to discuss matters pertinent to the suspension, especially the means by which the parents/guardians and school can cooperatively encourage the student to improve his or her behavior. The suspended student may be present at the conference.

In no case will a teacher on his or her own authority suspend a student.

Reasons for expulsion include but are not limited to the following offenses:

- Actions that are gravely detrimental to the moral and spiritual welfare of other students
- Habitual profanity or vulgarity
- Assault, battery, or any **threat of force or violence** directed toward any student or school personnel
- **Harassing, bullying, or hazing** other students or school personnel
- Open, persistent defiance of the teacher's authority
- Continued willful disobedience
- Use, sale, distribution, or possession of **narcotics, drugs, or any other controlled substance**
- Use, sale, distribution, or possession of any **alcoholic beverages** on or near school premises

- Smoking or possession of tobacco
- Theft
- Forgery of signatures
- Cheating or plagiarism
- Willful defacement or damage of school property, real or personal
- Habitual truancy
- Possession of harmful weapons (e.g., knives or guns) or materials that can be used as weapons
- Membership in, active involvement in, or affiliation with a gang or group responsible for coercive or violent activity
- Actions in or out of school that are detrimental to the school's reputation
- Violations of the electronic acceptable use policies and guidelines (AUP)
- Inappropriate conduct or behavior unbecoming a student in a Catholic school

### Procedure for Expulsion

Except in cases involving grave offenses, the school must take the following steps to expel a student:

- The principal or their designee, teacher, parents/guardians, and student must attend a conference. The principal or their designee will advise the family that the student could be expelled unless there is immediate improvement in the student's behavior.
- If the student's behavior does not improve, the final decision will be communicated at a second conference attended by the principal or their designee, teacher, parents/guardians, and pastor (if applicable). If the parents/guardians fail, without cause, to attend the conference, the final decision will still apply and the parents/guardians will be notified. In a parish school, the final decision rests with the pastor in consultation with the principal.
- In no case will a teacher on his or her own authority expel a student.
- The school will give full credit for all work the student accomplished up to the moment of expulsion.
- In Middle School, the Disciplinary Review Board listens to the facts of the case, discusses the matter, and makes a recommendation to the principal.

### **Cases Involving Grave Offenses**

In a case involving a grave offense, which may include a violation of law or actions so outrageous as to shock the conscience of the community, the student is immediately **suspended** and there is no requirement to hold the initial conference. The school should

follow this procedure when the continued presence of the student at school (even for a short period of time) will pose, in the reasonable judgment of the principal, a serious threat to the health and welfare of students, faculty, or staff.

When a student is immediately suspended and expulsion is probable, the school should clearly explain the rules and consequences of the violation to the student and his or her parents/guardians while the case is being investigated.

### **Time of Expulsion**

A school may immediately expel a student if the reasons are urgent.

Only in exceptional cases shall a school be allowed to expel a graduating student who has been in the school one or more years.

For elementary schools, if an expulsion happens during the last quarter of the school year or during the last semester in the case of a graduating student, the school needs prior approval of the Department of Catholic Schools before the expulsion can take effect. It is recommended that high schools consult with the [Department of Catholic Schools](#) before expelling a graduating student.

### **Reporting of Expulsions**

Even if they occur at the end of the school year, all expulsions are to be reported by phone to the assistant superintendent at the Department of Catholic Schools within 24 hours and subsequently submitted in writing.

The school shall immediately notify the county office of education of expulsions. A copy of the [Cumulative Pupil Record](#) should be held until requested.

### **Right to Make Exceptions**

The principal, in consultation with the pastor (for a parish school), retains the right to make exceptions in cases where mitigating circumstances call for a different response than policy suggests.

### **Home Study**

Certain circumstances may dictate that a student, at the discretion of the principal, be excluded from school attendance for a period of time. This is a remedy for unusual situations and is not considered a suspension. The school may give students tests, etc., outside school hours so that grades can be reported. A student placed on home study is expected to pay full tuition. Parents/guardians are responsible for supervising a student on home study.

At the discretion of the principal, any student who is accused of a felony may be placed on



home study until the case is resolved...

### Right to Make Exceptions

The administration and the principal, in consultation with the pastor, retains the right to make exceptions in cases where mitigating circumstances call for a different response than policy suggests.

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

This policy, which encompasses all inappropriate behavior, including harassment, bullying, and hazing, must be published in the parent/student handbook and applies to all students. This policy shall be communicated clearly to faculty, staff, volunteers, parents/guardians, and students. Harassment of **employees, parents/guardians, and other adults** in the school community are addressed elsewhere in separate policies.

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 manner that is appropriate to the claim.

Credible 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.

### **Harassment and Bullying**

Harassment or bullying occurs when an individual is subjected to treatment that is hostile, demeaning, intimidating, or threatening, and communicated in person, in hard copy, or electronically, including on social media. A determination that a student has engaged in harassment or bullying does not require that the conduct meets applicable legal standards. Examples of harassing or bullying conduct, which can occur once or habitually, include:

- Derogatory, demeaning, humiliating, inflammatory, intimidating, or threatening words spoken to, written to, or written about another person
- Unwanted physical touching, contact, or assault
- Deliberate impeding or blocking of another's movement
- Intimidating interference with normal work or movement
- Derogatory, demeaning, inflammatory, intimidating, or threatening gestures, posters, cartoons, drawings, images, and photos
- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature

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.

**Cyberbullying** or cyber harassment occurs when students bully or harass each other using 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](http://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. All hazing is prohibited.

## **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 **expulsion**.

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 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.

## **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.

## ARCHDIOCESE OF LOS ANGELES "ZERO TOLERANCE POLICY"

Under its **Zero Tolerance policy**, the Archdiocese of Los Angeles will not knowingly assign or retain a priest, deacon, religious, lay person, or volunteer to serve in its parishes, schools, other pastoral ministries, or in any other assignment when such an individual has previously engaged in the sexual abuse of a minor (person under 18 years of age).

To be clear, any person who has engaged in the sexual abuse of a minor under the age of 18:

- May not have any paid or volunteer assignment in any ministry in the archdiocese
- May not engage in any paid or volunteer non-ministerial activity or event

The archdiocesan Zero Tolerance policy is broader than the requirements of **Megan's Law** and similar statutory restrictions.

## Safeguard the Children & VIRTUS Training

The school and the parish religious education programs have established ongoing safe environment training programs for students, children, and youth. All parents are provided home-based materials to help them understand and support their student's education regarding child sexual abuse. The approved programs include Good-Touch/Bad-Touch® and VIRTUS® Teaching Touching Safety (Mandated September 1, 2006). Good-Touch/Bad-Touch® is being implemented in Grades K-8 in Catholic elementary schools throughout the Archdiocese of Los Angeles. The program is designed to be age-appropriate, to support students in understanding occasions of abuse, and to give them confidence in reporting and asserting themselves in situations where they feel unsafe.

VIRTUS Teaching Touching Safety is a K-12 program being implemented in religious education programs and Catholic schools. This program is a vehicle through which parents, teachers, catechists and youth ministers give students the tools they need to protect themselves from those who might harm them. The Archdiocesan Office of Safeguard the Children works with the schools and Directors of Religious Education in the parishes to establish these programs. Questions concerning Safe Environment Training can be forwarded to the principal. **Please be advised that any and all parents who wish to volunteer for school or parish-related events (including the Parish Fiesta) must be VIRTUS Trained and provide proof of certification to the teacher or school official requesting a copy of it. This includes volunteering in the classroom**

and chaperoning field trips. *Parents cannot just show up at their child's field trip, even if it is a public location.*

### **School's Right to Amend**

The school reserves the right to amend this handbook for just cause. Parents will be given the prompt written notification of changes that are made. St. Genevieve Elementary School also adheres to all the policies of the Archdiocese of Los Angeles. We have a copy of Archdiocesan Policy available in the office for review.

**Administration:** With our newly restructured model of governance the roles attributed to principal in this handbook will in most cases be fulfilled by administration.

PARENT'S AUTHORIZATION TO USE CHILD'S IMAGE, NAME, VOICE AND/OR WORK FOR NON-COMMERCIAL PURPOSES

***This section to be completed by Saint Genevieve Elementary School***

Saint Genevieve Elementary School:

Class/Activity:

Saint Genevieve Elementary 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 Elementary School will be involved in the class/activity:

***This section to be completed by Parent/Legal Guardian:***

I, \_\_\_\_\_ (name), am the parent or legal guardian of \_\_\_\_\_ (child's name), a minor. I hereby authorize Saint Genevieve Elementary School to use the following personal information about my child: **Please initial the applicable boxes**

Image/visual likeness: ☐ yes ☐ no Voice: ☐ yes ☐ no Name: ☐ yes ☐ no Work: ☐ yes ☐ no

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 Elementary 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 Elementary 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 Elementary 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 Elementary 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 Elementary 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 Elementary 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 Elementary School. I understand and agree that Saint Genevieve Elementary School shall be the owner of all right, title and interest, including copyright, in the photographs, electronic recordings and Materials. If Saint Genevieve Elementary 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 Elementary 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 Elementary School. However, my new authorization will not have the effect of revoking this Authorization, and Saint Genevieve Elementary 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: \_\_\_\_\_

## **St. Genevieve Elementary 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 Elementary 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 to 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 Elementary 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, academic, or 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 Elementary 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 required to withdraw my child from St. Genevieve School and I will cooperate with that decision.

Each family signs a parent agreement annually. A family can be asked to withdraw from the school for violations of the parent agreement.

**St. Genevieve Elementary School**

**Parents/Guardians Acknowledgement Form**

I/WE, THE PARENT(S) OF THE BELOW-NAMED CHILD(REN) STATE THAT AS PARTIAL CONSIDERATION FOR OUR CHILD'S ENROLLMENT IN THIS SCHOOL, WE HAVE READ AND AGREE TO BE GOVERNED BY THE RULES, POLICIES AND PROCEDURES IN THIS HANDBOOK.

Print Name(s) of Student(s) and Grades:

Print Name of Parent/Guardians:

Signature of Parent/Guardian:

Date: