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| --- |
| 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 High School**  Saint Genevieve High School:  Class/Activity:  Saint Genevieve High School intends to use your child’s image, name, voice and/or work for the following non-commercial purposes (describe class/activity, date(s) if applicable):  The following person(s)/entity not connected to Saint Genevieve High School will be involved in the class/activity:  ***This section to be completed by Parent/Legal Guardian:***  I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name), am the parent or legal guardian of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(child’s name), a minor. I hereby authorize Saint Genevieve High School to use the following personal information about my child: Please initial the applicable boxes 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 High School may use the Personal Information for other non-commercial purposes, including, but not limited to, publicity, exhibits, electronic media broadcasts or research. I understand and agree that the Personal Information of my child may be copied, edited and distributed by Saint Genevieve High School in publications, catalogues, brochures, books, magazines, exhibits, films, videotapes, CDs, DVDs, email messages, websites, or any other form now known or later developed (the “Materials”).  Saint Genevieve High School may use the Personal Information at its sole discretion, with or without my child’s name or with a fictitious name, and with accurate or fictitious biographical material. Saint Genevieve High School will not use the Personal Information for improper purposes or in a manner inconsistent with the teachings of the Roman Catholic Church.  I waive any right to inspect or approve any Materials that may be created using the Personal Information now and in the future. While Saint Genevieve High School will take care to maintain the particular intents and purposes of the photographs or electronic recordings, editing may be necessary to obtain the best results. I release and discharge Saint Genevieve High School and its employees and agents from any liability that may arise out of the making or editing of the photographs or electronic recordings, including but not limited to, distortion, blurring, alteration, optical or auditory illusion or use in composite form.  In exchange for Saint Genevieve High School’s giving my child an opportunity to participate in the class/activity, I hereby agree that neither I, nor my child, will receive monetary compensation, royalties or credit for use of the photographs or electronic recordings by Saint Genevieve High School. I understand and agree that Saint Genevieve High School shall be the owner of all right, title and interest, including copyright, in the photographs, electronic recordings and Materials. If Saint Genevieve High School intends to use the Materials for a commercial purpose, I will be provided at that time with information about the terms of the commercial use.  I hereby waive, release and forever discharge any and all claims, demands, or causes of action against Saint Genevieve High School and its employees, agents, contractors and any other person, organization, or entity assisting them with the photography, electronic recording or Materials, for damages or injuries in any way related to, or arising from the photography, electronic recording or Materials, or the use of the Personal Information, and I expressly assume the risk of any resulting injury or damage.  I further understand and agree that this Authorization remains in effect until it is withdrawn in writing. I understand that if I change my mind about this Authorization, that I will submit another, new authorization form to Saint Genevieve High School. However, my new authorization will not have the effect of revoking this Authorization, and Saint Genevieve High School will have no duty or obligation to make any changes or alterations to any Materials that may have been prepared based on this Authorization.  I represent that I have read this Authorization, understand the contents and am able to grant the rights and waivers it contains. I understand that the terms of this Authorization are contractual and not mere recitals. I am signing this document freely and voluntarily.  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_  Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship to Child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name of Child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events (Global Archdiocesan)**

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

* Staff members/faculty/volunteers will ensure that minors are properly supervised at all times, thus providing them a safe environment. Minors must be viewed as "restricted individuals" because they are not adults and are not independent.
* If staff members/faculty/volunteers who are supervising minors observe a situation where civil law, parish and/or school rules are being violated, they must take appropriate action immediately.
* Staff members/faculty/volunteers should always be aware they have considerable personal power because of their ministerial positions. Therefore, they will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power.
* Staff members/faculty/volunteers must avoid assuming the role of a "father or mother figure" which may create an excessive emotional attachment for all parties.
* Attraction between adults and minors is possible, and care and caution should be taken in all interactions. The parish/school administration should be informed immediately if such an attraction exists. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are unlawful.
* Communications with minors (e.g., notes, email and internet exchanges, telephone calls) must be for professional reasons only.
* Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with minors.
* Staff members/faculty/volunteers will respect confidential information concerning minors or confidential information of a personal nature shared by a minor. However, if a minor shares confidential information that could pose a threat to the minor or to others, the staff member/faculty/volunteer has an obligation to notify the proper authorities.
* When staff members/faculty/volunteers are supervising minors or young adults at parish/parish school-sponsored activities, they may not be under the influence of alcohol, may not consume alcohol in the presence of persons under age 21, nor offer alcohol to them.
* When a staff member/faculty/volunteer is alone in a room with a minor, the door must be open or there must be clear visibility through windows.
* Staff members/faculty/volunteers are to engage in games or sports activities with minors only in the presence of other adults, or in a place openly accessible/visible to others.
* Staff members/faculty/volunteers planning parish/parish school events in their homes with minors must have the permission of the parish/school administration. In addition, staff members/faculty/volunteers may not have any minor in their homes without the knowledge of the minor's parent or guardian.
* Staff members/faculty/volunteers may not drive minors unless it is to or from a parish/parish school-sponsored activity and may never drive alone with a minor. Driving minors requires parental permission slips that indicate the transportation is by personal vehicle. The parish/parish school administration must approve any use of personal vehicles. Trips involving minors must have a sufficient number of adult chaperones and minors to preclude the appearance of inappropriate personal involvement with minors.
* Parent/guardian written permission is required for the publication of a picture of a minor.
* Adults are permitted to interact alone with minor(s) only after complying with Archdiocesan policies regarding fingerprinting and safe environment training. They may work with minors only as part of a team if they have not these requirements.

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**ACKNOWLEDGMENT OF RECEIPT**

**OF**

**GUIDELINES FOR ADULTS INTERACTING WITH MINORS**

**AT PARISH/SCHOOL ACTIVITIES OR EVENTS**

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

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

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (please print legibly): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**PRINCIPAL’S RIGHT TO AMEND THE HANDBOOK**

**The Saint Genevieve High School Student/Parent Handbook contains information regarding school policies and procedures. The Principal is the final recourse and reserves the right to amend, with notice, any or all of the provisions contained in this handbook as necessary to provide for the safety and welfare of students, parents or employees, and/or to promote proper order in the operation of the school under the guidelines set forth in the Administrative Handbook of the Department of Catholic Schools, Roman Catholic Archdiocese of Los Angeles, which is the source of the material herein. It is understood that enrollment at Saint Genevieve High School is acknowledgement and agreement to be governed by the Saint Genevieve High School Student/Parent Handbook. In addition, the Principal reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his discretion.**

**Parents will be notified through the school website of any changes in policy that occur during the school year.**



**Code of Conduct for Student Workers/Volunteers**

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

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

**As a student volunteer, I will:**

• Understand, respect and support the values of Christian charity and tolerance.

• Model, teach and promote behavior in conformity with the teachings of the Roman Catholic Church.

• Treat everyone with whom I interact with respect, loyalty, patience, integrity, courtesy and dignity.

• Safeguard at all times children or other youth entrusted to my care.

• Avoid situations where I am alone with a child/youth.

• Take care to be positive, supportive and caring in my speaking, writing and actions with the children/youth.

• Use positive reinforcement rather than criticism or comparison when working with children/youth.

• Cooperate fully in any investigation of abuse of children/youth. Report suspected abuse to my supervisor, or if it involves my supervisor, report it to the principal or pastor at the location.

• Be aware that young people can easily become infatuated with a youth leader or an adult. If I sense that this is happening, I will not encourage it. I will make my supervisor aware of it so that the matter can be resolved, including by reassigning me to other activities.

• Maintain appropriate physical and emotional boundaries with the children/youth.

• Dress appropriately and not wear any clothing with offensive messages or pictures.

**As a student volunteer, I will not:**

• Commit an illegal or immoral act.

• Smoke or use tobacco products.

• Use, possess or be under the influence of alcohol or illegal drugs.

• Verbally threaten or physically abuse anyone.

• Use profanity in the presence of children/youth. • Use discipline that frightens or humiliates a child/youth. • Touch a child/youth in a sexual, overly-affectionate or other inappropriate manner.

• Sexually harass, request sexual favors from, or make sexually explicit statements to anyone.

• Participate in private visits, parties or other activities with the children/youth unless approved by my supervisor.

• Accept gifts from or give gifts to children/youth in my care without approval from my supervisor.

• Tolerate inappropriate or bullying behavior by anyone towards a child/youth.

• Fraternize inappropriately with children/youth through electronic communications, social networks, media, over the internet or through other forms of communication.

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

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Youth Volunteer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Signature and Title of Witness: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Saint Genevieve Parish Schools**

**Catholic Code of Conduct for Parents/Guardians**

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

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

With the example of the Holy Family and the help of God, I will abide by this code of conduct while my child is enrolled at Saint Genevieve Catholic School.

I have read this Code of Conduct and will support and abide by this code. I will also ensure that any relative or friend who acts as my agent in any capacity understands this code and will agree to support it.

I understand that if my actions or the actions of anyone I assign as my agent are deemed by the school’s administration to be in violation of this code I may be asked to withdraw my child from Saint Genevieve School and will cooperate with that decision.

SAINT GENEVIEVE HIGH SCHOOL 2019-2020

Parent--Student Handbook Agreement

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

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

***Parents and students are asked to carefully read this handbook, then sign, and return this page to the high school. Please, inform the school if one form is being turned in for multiple students.***

I/We, (please print student names) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

have read and understand the contents of this Parent/Student Handbook including the Parent Christian Code of

Conduct. Furthermore, I/We agree to follow all the contents of the handbook during the coming school year.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_

Student Signature Grade Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_

Student Signature Grade Date

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_

Parent/Guardian Signature Date

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

E-mail (please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_