

St. Genevieve High School

Welcome

PARENT-STUDENT HANDBOOK



Welcome to the St. Genevieve High School Parent Student Handbook. It provides essential information about the policies and procedures that the school expects parents and students to understand and follow. By reading the Handbook and signing the Acknowledgment parents and students agree to be bound by the school's Code of Conduct and all other school policies and procedures. You can print out a copy of the Handbook if you wish, but the binding document is the one that is online. The school reserves the right to amend the Parent Student Handbook at any time. Parents/guardians will be asked to sign an acknowledgment of receipt. Ignorance of the rules and procedures of the school cannot be an excuse for failure to comply.

School website: <https://sgps.org/>

Chapter-1

INTRODUCTION TO THE HANDBOOK

Sections of this Parent-Student Handbook are particular to St. Genevieve High School. Other sections are policies and procedures of the Archdiocese of Los Angeles, most of which can be found in the ADLA Administrative Handbook at <http://handbook.la-archdiocese.org/>.

RESPONSIBILITIES OF THE SCHOOL

It is the responsibility of Saint Genevieve High School to:

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

RESPONSIBILITIES OF THE STUDENT

It is the student's responsibility to:

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

Section-2-01

Mission Statement and Philosophy

School Name

Saint Genevieve High School

Patron Saint

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

School Motto

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

School Nickname/Moniker

The Valiants

School Colors

Silver & Blue

Alma Mater

To thee our Alma Mater,

Through all eternity

We pledge our hearts and honor,

And all our loyalty.

And wherever our paths may take us,

To thee we will be true,

As the voices ring,

As the praises we sing--

Of the good old Silver and Blue!

Section 1: Philosophy, Mission & History

Saint Genevieve High School Philosophy

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

Recognizing that parents and guardians are the primary educators of their children, we called to maintain a partnership in providing an excellent holistic education and to provide opportunities for parents to be inspired. Together we are called to shine our light by learning to become disciples, mentors, leaders, and neighbors to one

together. We are called to shine our light by learning to become disciples, mentors, leaders, and neighbors to one another. As people of faith and students of the Gospel, we are called to reach our fullest potential to succeed spiritually, academically, athletically and creatively.

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

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

MISSION STATEMENT

To Know God,

To Live With Honor,

To Change the World!

Section-2-02

Integral Student Outcomes (ISO) / Learning Expectations

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-2-03

History of the School

History

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

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

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

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

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

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

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

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

Learning Alongside A President

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

California."

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

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

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

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

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

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

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

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

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

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

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

Dear Rosalynn Premieres at the Rosebowl: Numerous students had a hand in the making of the documentary, *Dear Rosalynn*, a biography of our former first lady as told through the eyes of St. Genevieve students. On Friday, February 2, 2018, more than 1200 students along with hundreds of parents, students from other schools, special friends and benefactors, and relatives of the Carters had an experience of a lifetime. Former President Jimmy Carter escorted his wife, Rosalynn from the 50 yard line of the Rosebowl walking toward our Valiant Community with a display of mutual affection from our community to them. Once seated, they watched performances ranging from Preschoolers singing, International students performing a traditional Chinese dance to the football squad dancing to Volare. Following the opening acts was the world premiere of *Dear Rosalynn...on the Jumbo-Tron*.

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

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

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

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

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

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

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

Even Further: By 2016-17, the administration had changed once again to include the President-Principal over both schools and one Executive Director whose main job was to oversee the day to day efficient running of the schools with an emphasis on managing the academic life of the school.

Unification Results: At the 2018 commencement, for the first time in 18 years, perhaps longer, the valedictorian and salutatorian were both "lifers" or students who had attended St. Genevieve since kindergarten.

and salutation were both letters, of students who had attended St. Genevieve since kindergarten.

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

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

- **Arun Gandhi**, activist, diversity speaker and grandson of the father of modern India, Mohandas Gandhi
- **Sister Clare Fitzgerald**, motivational speaker and teacher, expert on the history of Catholic education
- **Richard Riordan**, 39th Mayor of Los Angeles
- **Jeffrey Cleveland**, English Channel and long-distance swimmer
- **Pastor Dan Ariail**, former pastor of the Maranatha Baptist Church, author of "The Carpenter's Apprentice"
- **Michael Josephson**, attorney, civic activist, and founder of Character Counts
- **Julia Chavez Rodriguez**, community activist and granddaughter of labor organizer and civil rights leader Cesar Chavez
- **Dr. Gerald Durley**, motivational speaker, pastor of Providence Missionary Baptist Church (Atlanta)
- **Dr. William Shultz**, former Executive Director of Amnesty International
- **Oatess Archey**, former Federal Bureau of Investigation agent and author of "Going Over All the Hurdles"
- **Mike Medavoy**, film producer, Chairman and CEO of Phoenix Pictures
- **Sister Helen Prejean**, activist and opponent of capital punishment, author of "Dead Man Walking"
- **Edward James Olmos**, actor, producer, director, community organizer
- **Helen Reddy**, former recording and television star, environmentalist
- **Chuck D**, rapper, author, motivational speaker and record producer, leader of the rap group Public Enemy
- **Immaculee Ilibagiza**, survivor of Rwandan genocide, author of "*Left to Tell*"
- **C.T. Vivian**, footsoldier to Martin Luther King and Presidential Medal of Freedom recipient
- **Ron Meyer**, Vice Chairman of NBCUniversal
- **Senator Kamala Harris**, United States Senator representing California

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

Current Enrollment: St. Genevieve High School currently enrolls approximately 525 students from more than 20 San Fernando Valley parishes.

Graduates: Since 1963, more than 5,000 young Catholic men and women have graduated from St. Genevieve High School. They have attended—and continue to attend—colleges and universities throughout California and across the nation, and are employed in a wide range of careers. It has been a particular point of pride that for generations our graduates have

Growth of Academics and Athletics: In recent years, additional Advanced Placement classes have been

added more and more St. Gen students are opting to take Advanced Placement classes with a growing success rate. For several years, our Advanced A.P. Calculus class has achieved a 100% passing rate.

Typically 96-99% of seniors are accepted and attend college. The number of students being accepted and attending 4 year university is also on the rise with 70% of the class of 2015 going to a four year school.

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

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

Inspiration Building: Looking to the future, St. Genevieve Parish and Schools launched the Inspiration Building Campaign in September 2015 with a goal to build a Parish and Performing Arts Center. By summer of 2019, the campaign had raised \$30 million with a groundbreaking to happen during the fall of 2019. Projected completion is set for some time in 2021.

Section-2-04

Accreditation

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

[3.1.3 - Accreditation of Schools \(la-archdiocese.org\)](http://la-archdiocese.org)

Section-2-06

School Personnel Lists

Saint Genevieve High School Faculty Administrators

ADMINISTRATION

Rev. Joy Lawrence Santos	Pastor
Mr. Daniel Horn	Principal/President
Mr. Vince O'Donoghue	Vice-President
Ms. Amanda Allen	Executive Director of Parish Schools
Mrs. Marilyn Tran	Associate Director of Parish Schools
Mr. Patrick Palmeter	Associate Director of Parish Schools

Ms. Emily Squiller	Instructional Coach & Assistant Director
Mr. Delvon Roe	Director of Character Formation
Mr. Brandon Tovar	Director of Charfactor Formation
Mr. Marlon Archey	Director of Athletics
Mr. Juan Jasso	Director of Admissions/Alumni Relations
Mr. Gabe Bencomo	Director of Counseling (Grades 11/12)
Mrs. Maria Alvarez	Academic Counselor (Grades 9/10)
Ms. Judy Zhu Students)	Academic Counselor (International

See the school website website for a complete list of Faculty, Staff and Coaches under the tab titled About us on the home page

[Faculty & Staff – St. Genevieve Parish Schools \(sgps.org\)](http://www.sgps.org)

Section-2-07

School Schedule and Calendar

All school scheduled events, daily schedule and classes can be viewed on the school's website at [http://www.sgps.org/](http://www.sgps.org) (Click on the calendar tab in the upper right corner next to the search emoji)

LUNCH/NUTRITION/DINNER

Students are expected to remain in supervised areas and within eyesight of assigned faculty supervisors during lunch and nutrition. Students are not permitted on the field and faculty/staff parking lot. Students are not allowed in the gymnasium, locker-room, weight room or other facilities unless faculty/staff supervision is present. Students are not allowed in the school building unless faculty/staff supervision is present. Students are to use the restrooms

on the outside first floor. Students are expected to help maintain and improve the cleanliness of our campus by disposing of litter properly. Students are allowed to have water and water only in the classroom. **Open food and beverages are not allowed in the building, in addition to glass containers.** Student lunches should be properly sealed, but should not be stored in student lockers overnight. Students should report any spills or accidents to a teacher or staff member as soon as a spill occurs. Students may not go outside the school premises to receive items from family or friends. This includes passing food and items through the school gates. Items should be properly distributed through the main office. Students that make the choice of eating late due to other interests will not be excused if they are tardy to class.

FOOD SERVICE

Food service is available during lunch and nutrition in the Valiant Cafe. Students have the option of going through the "Café Line" or the "Vending Machine Line". Students will form two single-file lines in order to be served. **Students are not to purchase food for other students, "cut" into line, and/or loiter around the line.** Students that are not purchasing items should not be in the Valiant Café. Students are responsible for their own mess and are expected to clean up after themselves. It is not the Cafe's responsibility to pick up student's trash. Students are not allowed to order from off campus eateries and have food delivered to the school, this includes delivery apps like Doordash, etc...

OFF CAMPUS PERMITS

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

Section-2-08

School Map

SINGLE ENTRANCE

For the safety and well being of our community, **ALL VISITORS must check in with Campus Safety at the single entrance location.** Please reference the [Campus Map](#).

Parents may only drop off items that are school related:

- Examples: textbooks, musical instruments, uniform items, etc.

Please do not drop off birthday items without seeking approval 48 hours in advance.

HS Approval - Director of Character.

ES - Homeroom teacher.

- Examples: balloons, flowers, birthday cakes/cupcakes.

APPOINTMENTS REQUIRED

ALL FAMILIES must have a reason to be on campus. Appointments are required to conduct any school business.

Section-2-09

School website and social media

Please, refer to the school's website <https://sgps.org/> for information regarding class schedules, upcoming events, important dates, and other valuable information that may be of interest to you and your Saint Genevieve student.

The school must own and control all internet presence including, name, image, logo, likeness and all social media. Individuals or groups may not personally launch anything that can be regarded as owned, sponsored, endorsed, or supported by the parish, school, or any related or affiliated ministry. Individuals or groups may not host any school website on their own domain or with a web hosting service that does not have a contract with the school itself. Those who violate this section will be asked to shutdown their site or turn it over to the school. Failure to comply may result in removal of the student/family from the school.

Parent Guidelines

Parents/guardians should act responsibly and respectfully at all times, understanding that their conduct reflects on the school community.

[SGPS Code of Conduct](#)

Section-2-14

Dress/Uniform Code

DRESS CODE EXPECTATIONS

Our dress code is based upon modesty, neatness, and cleanliness. Since the parent is the primary educator of the student, it is the parent's responsibility to ensure that the student abides by the school's rules, expectations, regulations, and standards.

Anytime, you are on campus or at a school sponsored event you need to abide by our dress code.

The administration reserves the right to request any student to change attire; in addition, students out of dress code may be suspended until the situation is corrected or students may be given the item by the school and parents are held financially responsible. Admission to school, class or school events can be denied because of Dress Code violations. Any student violating these policies may be detained by the Director of Character Formation until parents are notified. The Director of Character Formation's office is the final interpreter of dress code violations.

There are three types of Uniforms:

1. **Daily school uniform:** All items worn should be purchased in the school Uniform store or approved by the Athletic Director or the Director of Character Formation.
2. **Formal uniform:** All formal uniform items should be purchased through School Uniforms Tommy Hilfiger [Tommy School Wear](#). Grades 10, 11 and 12 can continue to wear formal uniform items purchased through Dennis Uniform.
3. **Special uniform days:** Dress code for special days and events will be published by the Director of Character Formation and/or Administration.

Daily Dress Code for Both Girls/Boys

Students may wear solid colored thermals, long sleeve shirts or turtle necks that are school colors (navy blue, white, gray) underneath their school uniform.

Pictured below are some examples of the items for sale in the Student Store including Hoodies, Tee shirts, Pants and shorts.



COSMETICS

Cosmetics may be worn if applied tastefully and in moderation. Lightly and tastefully use make-up of any color.

Cosmetics may be worn if applied lightly and is modest; lipstick and nail polish may be of any color.

HAIR

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

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

HATS/BANDANAS

Hats, hair nets, bandannas, beanies may not be worn in the building. Students may not wear hoods in the building during the school hours.



JACKETS/OUTERWEAR

Only school jackets may be worn. No hooded sweatshirts may be worn except official Saint Genevieve monogrammed outerwear. Any exceptions must be approved by the Director of Character Formation or his/her designee. During inclement weather rain coats/jackets may be worn, but should be removed upon entering class.

JEWELRY

Jewelry may be worn in moderation. Stud earrings can be worn. As a safety precaution, large hoop earrings and long dangling earrings hanging below the ear lobe may not be worn. Small nose rings are allowed but any other body piercings may not be visible at any time.

SOCKS

Socks must be worn with all uniform attire. White tights or stockings may be worn with the formal skirt uniform.

SUNGLASSES

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

TATTOOS

Tattoos must be appropriate for a Catholic School/National School of Character. The school leadership reserves the right to determine what is appropriate.

No tattoos will be permitted from the neck up.

REGULATIONS FOR MODIFIED ATTIRE

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

GIRLS' GROOMING

Regulations for Non-uniform Dress Days

- **Shirts/Blouses** — Blouses may not be sheer without an undershirt nor cut too low in the back or front. Necklines should not exceed past the armpits. No "spaghetti strap", strapless, sleeveless, transparent, bare midriff or tops and outfits that provide minimum coverage or are of a suggestive nature may be worn. Shirts/Blouses must cover the shoulder.
- **Skirts/Dresses** — Skirts, dresses, dress slacks and jumpers must be modest and appropriate for a Catholic school. Mini-skirts are not permitted; the length is to be at the top of the knee while standing.
- **Pants** — traditional cut; not rolled at the bottom. Denim jeans may be worn. However, they may not be worn to mass, Night School, or special events, and must be clean and in good repair without any rips or holes. The waist size should be no larger than two inches greater than the natural waist line and the length cannot be long enough so that pants drag on the floor. Pants must have a sewn hem and cannot be frayed, cut or torn in any way. Pants must be worn with the top above the wearer's hips. Pants may not be rolled up. **Leggings/yoga tights may not be worn as a substitute for pants and/or worn as outer clothing.**
- **Shoes** — must be worn with socks. Clean athletic or dress shoes may be worn. No open-toed footwear is allowed. If boots are worn, they must be dress style and lace up only. Shoes may be flat or have a

allowed. If boots are worn, they must be dress style and lace-up only. Shoes may be flat or have a moderate heel. Wedges and block heels are acceptable. **Spike heels are not permitted.**

BOYS' GROOMING

- **Sideburns** — are to be no longer than the bottom of the ear lobe. The width of sideburns may be no more than one inch.
- **Facial Hair** — reasonably trimmed and neatly maintained facial hair is permitted. Facial hair should not extend to the neck or look unkempt.

Regulations for Non-uniform Dress Days

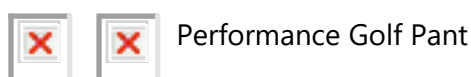
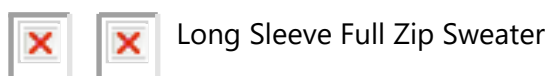
- **Shirts** — no tank tops are allowed and T-shirts must be appropriate for a Catholic School.
- **Pants** — traditional cut; not rolled at the bottom. Denim jeans may be worn. However, they may not be worn to mass, Night School, or special events, and must be clean and in good repair without any rips or holes. The waist size should be no larger than two inches greater than the natural waist line and the length cannot be long enough so that pants drag on the floor. Pants must have a sewn hem and cannot be frayed, cut or torn in any way. Pants must be worn with the top above the wearer's hips. Pants may not be rolled up.
- **Shoes** — must be worn with socks. Clean athletic or dress shoes with soles of 1 inch or less may be worn. No open-toed footwear is allowed. **No Crocks, Sandles, or Foam Runners.** If boots are worn, they must be dress style and lace-up only.



Regulations for Mass /Formal Attire



Students must wear the formal attire required by the school and purchased through Tommy Hilfiger. Students must wear this uniform in its entirety for mass and other events when specified. Students may not wear the Mass/formal attire as regular uniform attire.

Students in Grades 10, 11 and 12 can continue to wear formal uniform items purchased through Dennis Uniform.

Below are items from Tommy Hilfiger



  Solid Pleated Skirt Charcoal Gray

  Cardigan Sweater

GIRLS' FORMAL ATTIRE

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

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

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

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

Slacks- must be sand, pleated slacks purchased at Tommy Hilfiger. Slacks should be properly fitted and ironed.

Socks – Socks must be worn and they must be white. Calf length or higher.

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

BOYS' FORMAL ATTIRE

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

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

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

Slacks – must be sand, pleated slacks purchased at Tommy Hilfiger. Slacks should be properly fitted and ironed.

Belt – must be black and fit properly. No oversized belt buckles

Socks – must be black, dress socks.

Shoes – must be black dress shoes. Shoes should be free of any embellishments or designs. **Black Tennis Shoes**

Shoes must be black dress shoes. Shoes should be free of any embellishments or designs. Black Tennis Shoes are not allowed.



Section-2-15

Relationship of School to Parish

Saint Genevieve High School is a Parish High School.

[3.3.2 - Administrative Structure of Archdiocesan and Parish High Schools \(la-archdiocese.org\)](http://la-archdiocese.org)

Topic-2-16-3

Additional School governance information

Administration and Philosophy of All High Schools

Archdiocesan high schools are organized and governed by the archdiocese through the [Department of Catholic Schools](#) and are administered by principals, and where applicable, presidents.

Parish high schools are administered by pastors and principals and, where applicable, presidents. Parish high schools are organized and financially supported by specific parishes but serve the community of students who attend. The principal and/or president of a parish high school is responsible to the pastor and accountable to the Department of Catholic Schools for the implementation of archdiocesan policies and procedures.

Private Catholic high schools are directly accountable to the religious institute or the governing board that owns and sponsors the school according to its individual bylaws. Private Catholic schools exist as Catholic institutions in the [Archdiocese of Los Angeles](#) with the approval of the archbishop; accordingly, they are expected to adhere to the policies and procedures of this Administrative Handbook that relate to Catholic identity and religious education.

High schools in the archdiocese have a written statement of philosophy that explains the purpose of the institution. The philosophy is based on the archdiocesan mission for Catholic education and follows the guidelines of the [Western Catholic Education Association and Western Association of Schools and Colleges](#).

Consultative Boards/Committees

All high school boards, organizations, and/or committees are advisory to the president or principal. These groups include parent-teacher organizations, booster clubs, development boards, and any official organization of the school. No school organization may operate independently of the school principal. All activities of the organization must receive the approval and permission of the president or principal. Organizations such as alumni groups cannot engage in any fundraising activities that are not approved by the principal or president.

Topic-2-16-5

Parent or Parent-Teacher Organizations

Not Applicable

Topic-3-1-1

Introduction

FAMILY PRESENCE AT WEEKLY MASS

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

Section-3-2

Sacraments (First Reconciliation, First Communion, Confirmation)

Students are encouraged to reach out to their local Parish to celebrate the Sacraments. Saint Genevieve students wishing to participate should call the Parish office (818) 894-2261

Section-3-4

Campus Ministry

All members of the community are considered campus ministries.

Section-3-5

Christian Service Program

CHRISTIAN SERVICE

The Christian Service Program at Saint Genevieve High School is intended to provide all students the opportunity to put into practice the command of Jesus to, "Love one another as I have loved you" (John 15:12) through practical hands-on service to the people of the community. The rich tradition of the Catholic faith provides us with our foundation for service in the Corporal Acts of Mercy, as identified by Jesus in Matthew 25. Use these as your guide to live the commandments and to choose your service opportunities.

THE CORPORAL ACTS OF MERCY

To feed the hungry

To give drink to the thirsty

To clothe the naked

To visit the imprisoned

To shelter the homeless

To visit the sick

To bury the dead

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

The procedure for documenting Christian service retreat events is outlined in the following pages of this handbook. Please read the procedure carefully, and as you do so pray for ways that you can minister to those in need.

Please note that the Christian Service Events are a school requirement and a call to discipleship. A student risks their enrollment at Saint Genevieve High School if he/she does not complete their Christian Service Events.

Seniors will not be allowed to graduate unless they have completed all the events.

"In every way I have shown you that by hard work of that sort we must help the weak, and keep in mind the words of the Lord Jesus who himself said, 'It is more blessed to give than to receive.'" - Acts 20: 35

Christian Service Program

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

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

Senior Year:

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

Junior Year:

- Juniors will provide various types of service to various elementary and junior high schools in the San Fernando Valley, including Saint Genevieve.
- Students may assist in some of the following activities when in attendance of visiting other schools: tutoring, classroom/playground assistance, facility support, and student mentoring and parent aid.
- Students will document their participation via photos/videos and create a presentation.

- Teachers and students will take part in a reflection activity to fully understand the importance of service to those who support our school community.

Sophomores

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

Freshmen

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

When

- Each service event will take place at least once or twice per school year
- Each grade level Religion teacher will coordinate the events and send permission slips and information home to parents/guardians.

Cost

- A transportation fee may be required per student based on the event location.
- Money or lunch might be necessary dependent on the event. A bagged lunch can also be brought if the event details permit it

What if

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

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

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

Section-3-6

Retreats

Students at St. Genevieve have multiple opportunities to participate on Retreats, information disseminated by Theology Department.

Freshmen: All freshmen are invited to attend the overnight retreat hosted at St. Genevieve High School supervised by teachers and staff. The freshmen overnight retreats are divided up by gender and small groups are led by our senior leaders. The retreats take place on two consecutive week-ends during the month of August. Students participate in a variety of activities acclimating them to high school life and form unique bonds with the other students in their freshmen class.

Sophomores/Juniors: Sophomores and Junior students participate in an off campus one day retreat during the school year. This retreat provides them an opportunity to grow spiritually and reflect on the person they want to become.

Juniors/Seniors: Juniors and Seniors are invited to attend our flagship retreat - Kairos. This 4 day overnight retreat, invites young adults to grow closer in their relationship to God and to make the Catholic faith their own as they begin to transition into adulthood.

St. Genevieve High School *encourages all* students to participate in the above retreats.

Topic-4-03-4

Inoculation requirements of the CA Department of Health

IMMUNIZATION REQUIREMENTS

The California Health and Safety Code requires students to provide proof of immunization for school entry and also requires schools with kindergarten or seventh grade to assess and report annually on the immunization status of students in these grades. Schools may report online at Shots for School. Issued annually by the State of California, all directives regarding immunization shall be implemented.

Up-to-date information on immunization requirements can be found at [Shots for School](#), the County of Los Angeles Department of Public Health, and the [California Code of Regulations section on immunization](#).

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

Topic-4-04-1

Absence

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

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

ATTENDANCE AT EVENTS AND SPECIAL DAYS OF SCHOOL

Most events such as Masses, the Hollywood Bowl concert, Open House, class retreats, the Homecoming Parade and Football game, Welcome Freshmen Day, Back to School Night and other Evening Days of school are considered school days and attendance is required like any other school day.

SGHS recognizes the need to graduate knowledgeable young men and women as well as cultivating leadership and moral development is greater today than ever before. Therefore, to educate our youth beyond the textbooks and classroom curriculum it is important to our philosophy and mission that attendance at these events is a necessary component for continued enrollment.

****Students who miss any such events may be subject to a fine or loss of financial aid.**

****Students missing several events may be asked to withdraw or re-registration may be denied.**

ABSENCES

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

- Parents/guardians only must call the Main Office at (818) 894-6417 x 100 each day the student is absent. Failure to call by 9:00 a.m. will result in an unexcused absence. Parents will receive an automated message informing parent/guardian of student's absence, if school has not been contacted.
- Parents and/or students must notify the student's academic counselor and teachers of their absences, in an effort to keep up to date on their academics.
- A prolonged absence of five or more days due to illness requires a note from a Doctor's office for re-admittance to school. The doctor's note must be presented to the main office upon the student's return to class.
- A note explaining the reason for the absence and signed by a parent or guardian is required upon returning to school. The note must be given to the main office, even if a parent has telephoned the school regarding the student's absence.
- When the parents or guardians are out of town, it is their responsibility to inform the school of who will be contacted for absences, school concerns and whom to notify in cases of emergency.

Excused & Unexcused Absences

Students with unexcused absences may not be allowed to make up missed work. Schoolwork missed because of an excused absence must be made up according to the teacher's classroom policies. It is the student's responsibility to make arrangements with the teacher. Makeup assessments scheduled between student and teacher are subject to a grade of zero if the student fails to adhere to the established timeline.

REQUESTS FOR HOMEWORK

A student absent may request homework and other class assignments from their teachers. Students should also include their academic counselor in their requests to teachers. Students absent are encouraged to get assignments from their Google classroom and contact teachers via e-mail.

Topic-4-04-2

Absences with Acceptable Excuse

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

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

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

A = Absent – no notice given to school; unexcused absent

M = Medical – illness, doctor appointment, quarantine; excused absent

F = Family – death/funeral, family illness, car accident; excused absent

O = Other – school meeting, counseling, visit to nurse's office; excused absent

T = Tardy – all tardies will be considered unexcused, without approval of an administrator

Topic-4-04-3

Extended Absences

EXTENUATING CIRCUMSTANCES

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

FAMILY TRIPS

Parents should check the school calendar prior to scheduling family trips. The administration discourages families from scheduling vacations during the school year. Parents should contact the academic counselor and the Director of Character Formation in writing or by e-mail to indicate specific reasons for the trip and excuse of absence; **please do not contact the teacher directly.** The Administration reserves the right to deny a request at any time during the school year and will evaluate cases on an individual basis. When the parents or guardians are out of town, it is the parents or guardians responsibility to inform the school who will be calling in for absences and whom to notify in cases of emergency. If permission is granted, the days absent are excused and apply towards the ten (10) days maximum allowable before credit may be denied or the grade reduced. It is the responsibility of the student to make up all class work, assignments, quizzes and tests. Makeup assessments scheduled between student and teacher are subject to a grade of zero if the student fails to adhere to the established timeline.

Failure to make up work may result in loss of credit. Failure of parents to notify the administration may result in the days absent being "unexcused". Students with unexcused absences will not be allowed to make up missed work. **Students will not be allowed to take semester exams early or late due to family vacations.**

FAMILY EMERGENCIES

The administration discourages families from scheduling vacations during the school year; however family emergencies can arise. Parents should contact the grade level academic counselor and the Director of Character Formation in writing to indicate specific reasons for the trip and request an excuse of absence.

Topic-4-04-4

Leaving School Early

Leaving School Early:

A student may not leave the school before the regular dismissal time without a request from a parent/guardian; the student must be signed out in accordance with the school's standard procedures and checked out through the school main office. The student's reason for leaving school early must be recorded in writing.

Check Out Policy

Only legal guardians or adults listed on the emergency card are allowed to check students out early. The guardians must call the main office and pick up the students at the single entry gate. Everyone checking a student out of school is required to enter the campus through the single entrance located on Community Street and may be asked to provide identification. [Campus Map](#)

Some reminders:

- Leaving campus without following the procedure will be considered truancy.
- Students who drive to school will not be allowed to drive other students who are checking out early.
- Students are not allowed to leave campus for lunch.
- Students will not be checked out early once special events start like Mass, Night Schools, Hollywood Bowl, etc...

Topic-4-04-5

Tardiness

TARDINESS

Tardiness is defined as the arrival on campus after the first period has begun or the arrival in class after the bell has rung to begin class (student must be in his/her assigned seat). Tardiness is disruptive to the educational process. All tardies will be considered unexcused, without approval of an administrator. Tardies are cumulative, counted for every class, and cleared at the semester.

TARDINESS POLICY

- Step 1

1st to 4th tardy – Warning to student. Presented by one or more of the following manner: verbally by teacher and/or attendance office, automated call to parent on the day student is tardy, or email by the Director of Character Formation.

- Step 2

5th tardy – A two hour Saturday detention will be issued with a \$20.00 fee, that will be donated to our sister school in South Sudan, Saint Genevieve for Girls. A parent conference will need to be held. Parent conferences will need to be made during school hours. Students may be asked during detention to perform tasks that will be beneficial to their school and/or community. However, these tasks may not be counted towards Christian Service Hours. Failure to complete a Saturday detention will result in an automatic suspension the following school day.

- Step 3

6th tardy – Student will be placed on probation and possible loss of privileges. Including a portion of financial assistance may be forfeited.

- Step 4

Additional Tardies – Student may be asked to withdraw. Guardians/or student may request a Discipline Review Board.

Please note that students may move up to the next step before guardians can be notified of the students infractions.

In addition, failure on the part of the students and /or Parents/Guardians to return signed paperwork does not exclude the student from further consequences.

Topic-4-04-6

Truancy

Any intentional, unjustified, unauthorized, or illegal absence from compulsory education. It is a deliberate absence by a student's own free will and usually does not refer to a valid excused absence.

Topic-4-05-1

Parent Teacher Conferences

ROLE OF THE PARENT

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

- To establish a home environment which teaches the moral values, religious habits, social skills, self-discipline, and commitment to learning upon which successful Catholic schooling is based.
- To make a wise and informed choice of schools for their children, keeping in mind that each school has its own unique character, tone and strengths.
- To be fully informed regarding all aspects of their children's developmental progress, and, where needed, to take and or support the appropriate remedial action.
- To make every effort to establish and maintain a collaborative and mutually supportive relationship with the school that they have selected for their children.

COMMUNICATIONS

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

Messages may be left for teachers via e-mail, allowing for 24 to 48 hours to respond.

Parents are invited to Back-to-School Night to meet the faculty. Additionally, the school schedules Parent-Student-Teacher Conference Night for the parents to meet with their student's teachers in order to discuss academic progress in each class.

CONFERENCES

Teachers and administrators will only conduct conferences with students and their parents or legal guardians. Other relatives, friends and family associates are not permitted to be present. Siblings may wait in designated areas however, supervision is not provided by the school. In cases of divorced or separated parents, it is the responsibility of the custodial parent, not the school, to inform the other parent on matters of discipline, academic progress and times of conferences.

Topic-4-05-2

Parent Messages and Phone Calls

Parent Messages and Phone Calls

St. Genevieve High School attempts to communicate through various methods including the following:

- Phone calls
- Email
- Social Media
 - o Instagram @valiantspirit.com
 - o Twitter @valiantspirit.com
 - o Facebook Facebook.com/valiants

Topic-4-05-3

Parent to School Communication

Parent to School Communication

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

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

These Christian principles include but are not limited to:

- Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
- Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
- In a place where a school employee is required to be in the course of his or her duties, any parent/guardian or other person whose conduct materially disrupts class work or extracurricular activities or involves substantial disorder may be guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee-concerted activity, including but not limited to picketing and distributing handbills.
- Any parent/guardian or other person could risk his or her child's continuation in school if he or she insults

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

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

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

Section-4-07

Safety and Security Procedures

EMERGENCY PROCEDURES

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

In the event of an emergency, Saint Genevieve Parish School will make every effort to communicate the status of our students to Parents/Guardians; however, it is extremely important that *Parents/Guardians do not attempt to come to school to remove your student*. 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. Students and staff may be relocated to areas on or near the campus in the event that the school building proper or the school grounds pose a hazard to the staff and students. The locations of On-Sight Emergency Response Teams will depend on location of the crisis and damage to the facilities. Should the building become a hazard, access will be restricted and no one will be allowed to enter or leave the building until local officials have given us clearance.

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

The emergency plan has as its primary objectives:

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

Possible Situations for Activating Emergency Plan

- a Civil Disturbance
- a Lock Down
- a Fire
- a Earthquake
- a Bomb Threat
- a Power Loss
- a Chemical Spill/Hazmat situation
- a Severe Weather of any kind

FIRE DRILLS

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

EARTHQUAKE PREPAREDNESS AND PROCEDURES

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

Section-4-08

Arrival/Dismissal Procedures

ARRIVAL/DEPARTURE CONCERNS

The following procedure is for both Morning Drop off and Afternoon Pick Up. All drivers are asked to follow this plan. This plan would also apply to Night Schools and other special days.

Grade 12 parents/guardians are to arrive driving south on Hazeltine, left on Community immediately enter the coned section for drop off/pick up...then go north on Murrieta.

Grade 11 parents/guardians are to arrive driving south on Murrieta, left on Community immediately enter the coned section for drop off/pickup...then exit north on Costello.

Grade 10 parents/guardians are to arrive driving south on Costello, left on Community immediately enter the coned section for drop off/pickup...then exit north on Colbath.

Grade 9 parents/guardians are to arrive driving south on Colbath, left on Community immediately enter the coned section for drop off...then exit by going straight on Community or left or right on Ranchito.

If you have children in different grades, please drop/off and pick up in the area designated for your oldest child.

Please see the following video: [Instructional Video Drop off and Pick up](#)

Some Reminders:

- Parents are not allowed to drive on campus to drop off or pick up students.
- Parents should remember to drop off and pick up in "Safe Areas". Avoid dropping and picking up students at the cross walk, stop signs, red zones, and in the middle of the street. Not only is it illegal, but it is extremely unsafe for everyone.
- Parents should avoid making U-Turns and Y-Turns for the safety of students and pedestrians. These are illegal at stop signs.
- Parents are discouraged from dropping off students on Roscoe Boulevard in the morning because no stopping is allowed between 7:00 and 9:00 AM on Roscoe. It is dangerous and a traffic violation!
- Please be respectful of our neighbors and do not honk, block driveways or move their trash cans.
- Please be courteous to teachers, administrators, our security guard and adults helping to control and monitor the traffic at both schools. Remember to slow down and be careful for the safety of everyone!
- Students are responsible for informing their driver, if other than their parent/guardian of our school rules and policies when being dropped off or picked up.
- To avoid traffic issues in the afternoon, parents are urged to avoid Community Street and pick up their students on the side streets like Colbath or Costello or further down Ranchito towards Woodman.
- For safety & insurance reasons, we ask that students do not arrive at school before 7:30 a.m., since it is impossible for the school to provide adequate supervision before that time. This same policy holds true after school for students who are waiting for rides or who have not departed campus and do not have an after-school activity. Students should be picked up within 20 minutes of the daily dismissal time.
- Any student who is not involved in an approved and supervised after-school activity may not remain on campus after 20 minutes of dismissal. It is the parent's responsibility to know the whereabouts of their student once school has dismissed.
- Students should not loiter outside nor around the school campus or in front of neighbor's homes.

PICKING UP STUDENTS

Students should be picked up promptly after their activities. Students and parents are expected to abide by the "20 Minute Rule" when a student's extra-curricular activity has concluded. In regards to Night School events or upon returning to school from an event supervision is provided for one half hour. Parents who are late in picking up their children will assume the cost of the personnel supervising. The cost may be \$10.00 for every fifteen minutes.

EARLY DISMISSAL

No student may leave campus without the expressed permission of his/her parents, leaving campus for any reason without following procedures will be considered truancy. Students can only be checked out of school by a parent, guardian or an adult who is on the Emergency Card. Students will not be allowed to leave special events, like MASS or night schools once the event begins. Requests for early dismissal, other than for illness, must be made by telephone and in writing to the Main Office. Medical and dental appointments should be scheduled outside school hours. After a student checks out of school, they must leave campus.

NEIGHBORHOOD RELATIONS

Saint Genevieve High School wishes to maintain good relations with our neighbors. Local residents have a right to

privacy, private property, and freedom from profane and/or abusive language. Students/Parents must not loiter, litter, trespass or create problems for residents of the community. While Saint Genevieve High School cannot be held responsible for the acts of students off campus, the administration may take disciplinary action. Students should always behave in a Valiant manner, on or off campus.

Section-4-09

Automobiles/Parking Lot

PARKING REGULATIONS

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

The school accepts no responsibility for any tickets, damages, or accidents student may incur.

NEIGHBORHOOD RELATIONS

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

Topic-4-11-04

School Procedures for Immunization and Screenings

School Procedures for Immunization and Screenings

Saint Genevieve High School follows the immunization requirements of the CA Department of Health detailed here: <http://www.shotsforschool.org/>

Topic-4-11-09

Allergies

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.

Topic-4-11-12

Accident Procedures

FIRST AID

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

STUDENT ILLNESS/ACCIDENT PROCEDURE

Unusual illness or accidents occurring at school will be reported immediately to the school office. A written report of the circumstances and witnesses will be made by the lead staff member administering first aid and filed with the Director of Character Formation.

A complete and current emergency card is to be filled out by the parent for each student so that if he/she becomes ill or meets with an accident, the parent or guardian can be contacted immediately.

Parents/Guardians and students must ensure that an updated emergency card is filed with the attendance office. The school will not be responsible nor liable especially when the parents have failed to notify the school when there has been a change of phone number and/or address.

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

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

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

Section-4-14

International Students

Any questions regarding International Cohort please reach International Student Counselor (9th-12th Grade) Ms. Judy Zhu.

Topic-5-01-1

Religion Curriculum

CURRICULUM

Religion Curriculum:

Freshmen

Fall Semester: *Sacred Scripture*

Spring Semester: *Christology*

Sophomores

Fall Semester: *Jesus' Mission*

Spring Semester: *Church Mission*

Juniors

Fall Semester: *Sacramental Theology*

Spring Semester: *Morality and Ethics*

Seniors

Fall Semester: *World Religions*

Spring Semester: *Christian Morality*

Topic-5-01-2

Honors/Advanced Placement/International Baccalaureate

Honors Curriculum

Honors classes are designed to give students a more challenging and fast-paced curriculum. These courses are meant to prepare students for future enrollment in AP or Dual Enrollment classes. Students must meet the specific pathways that are designed by the faculty of St. Genevieve High School to be enrolled in Honors classes.

AP Curriculum

The Advanced Placement Program (AP) enables willing and academically prepared students to pursue college-level studies while still in high school. The program consists of college-level courses developed by the CollegeBoard AP Program. Students must meet the specific pathways that are designed by the faculty of St. Genevieve High School to be enrolled in AP classes.

Dual Enrollment

St. Genevieve High School has partnered with Los Angeles Valley College (LAVC) to develop a dual enrollment program. This program is designed for students to take college level courses taught by LAVC faculty, while enrolled in high school. Students are able to receive credit for both high school and college

for completing and passing the course. This grade will be added to a student's college transcript, as well as high school transcript. Students are placed in the program based on their previous academic performance. Students must receive permission from a St. Genevieve High School academic counselor prior to enrolling in the class. Parents will not have access to student academic records from LAVC according to FERPA laws.

**St. Genevieve High School does not offer an International Baccalaureate program.*

****St. Genevieve High School does not offer an International Baccalaureate program.***

Topic-5-01-3

Homework

HOMEWORK

Classroom instruction alone is not sufficient for solid learning. Students will have daily assignments or review work to complete at home. Please see Google Classroom for homework assigned by each teacher.

Topic-5-01-4

Graduation Requirements

GRADUATION REQUIREMENTS

A student of Saint Genevieve High School must fulfill the following requirements for graduation. Each student will take one English and one Religion class each semester. Students must complete a minimum of 275 units for graduation. Each subject completed with a passing mark is equivalent to five units per semester. Seniors are required to attend an Exit Interview with the College Advisor by May 1st. Seniors are required to complete a senior survey indicating college acceptance and financial award information.

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

No senior will be given a diploma/transcript that has failed a class, has any remaining financial obligation or has not completed their service hours. All athletic fees, school fees, extra-curricular activity fees, including graduation fees, and tuition MUST be paid in full before seniors will be allowed to participate in senior activities, including Grad Nite, prom and the graduation ceremony. Students that have paid for Grad Nite, prom, and their graduation but have not paid other school fees, may have these funds transferred by the school to cover other school fees that are preminent. The student then may not be allowed to participate in these activities.

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

Religion	4 years – 40 units	Physical Education	4 years – 40 units
English	4 years – 40 units	Health Education	1 semester – 5 units
Social Studies	3 years – 30 units	Electives	3 years – 35 units
Mathematics	3 years – 30 units	Visual/Performing Arts	1 year – 10 units
Science (recommended)	2 years – 20 units	World Languages	2 years – 20 units (3 years)

Topic-5-02-1

Assessments

FINAL EXAMINATIONS

ALL students are expected to be present for their semester finals this week barring an illness that impairs their thinking and/or a Family Emergency. Please be advised a doctors note may be requested if a student is absent. Students will NOT be excused finals weeks due to Family Vacations. The school has scheduled a three-week break over the holidays to allow ample time for travel. Students without an excused absence during this week – will receive a zero on their finals which will undoubtedly affect their final grade. An absence during finals week must be approved through the counselors. Teachers do not make these decisions

Topic-5-02-2

Grading Scale

GRADES AND GRADING

Section 5-2-2 Grading Scale

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

Parents and students are responsible for checking Aeries and reviewing their student's grades throughout each semester.

Topic-5-02-4

High School Grade Reporting

Reporting to Parents

Parents and students have access to Aeries, the portal for up-to-date student grades. Parent-Student-Teacher conferences are scheduled quarterly as needed.

Progress Reports

Progress Reports are sent home after each 5-week grading period. Only students meeting one of the following criteria will receive an paper Progress Report:

Below a 2.0 GPA

One grade of "F"

Two grades of "D"

These students need to have their Progress Report signed by a parent/guardian and returned to their grade level academic counselor by the given deadline.

Report Cards

Report cards are issued at the end of each semester. Report cards are sent home via U.S. Mail.

Transcripts

Students needing a transcript should contact the Counseling Office.

Appealing Grades

All semester grades are final, unless a student/family believes a semester grade is unfair, unjust or incorrectly calculated. Marks for work habits and citizenship are not appealable.

If a student/family believes a semester grade is unfair, unjust or incorrectly calculated, the student/family may appeal the semester grade via the following process:

1. Speak with the teacher prior to the end of the semester to make sure the student/family understands how the grade was earned/calculated. If the conversation resolves the dispute, the process ends here.
2. If the issue is not resolved and the student/family still disputes the grade, the matter will be referred to the administration.

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

Topic-5-02-5

Make-Up Work/Absences

Excused and Unexcused Absences

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

**Please See Attendance Policy Section of The Handbook.*

Requests for Student Work

Absent students should contact their teachers via email and consult Google Classroom for any work that may be missed.

Extenuating Circumstances

Students who have excessive absences or tardies as a result of unusual circumstances beyond their control will have their case reviewed by the administration.

Family Trips

Parents should check the school calendar prior to scheduling family trips. The administration discourages families from scheduling vacations during the school year. Parents should contact the academic counselor and the Director of Character Formation in writing or by e-mail to indicate specific reasons for the trip and excuse of absence; **teachers should not be contacted directly**. The Administration reserves the right to deny a request at any time during the school year and will evaluate cases on an individual basis.

It is the responsibility of the student to make up all class work, assignments, quizzes and tests. Failure to make up work may result in loss of credit. Makeup assessments scheduled between student and teacher are subject to a

work may result in loss of credit. Makeup assessments scheduled between student and teacher are subject to a grade of zero if the student fails to adhere to the established timeline. Failure of parents to notify the administration, may result in the days absent being "unexcused". Students with unexcused absences will not be allowed to make up missed work.

tify the administration may result in the days absent being "unexcused". Students with unexcused absences will not be allowed to make up missed work.

Students will not be allowed to take semester exams early or late due to family vacations.

Family Emergencies

Family emergencies can arise that cause student absence from school. In these cases, it is the family's responsibility to contact the grade-level academic counselor and Director of Character Formation.

Topic-5-02-6

Course Deficiency/Failure

Semester Grades

Semester grades of "D" or "F" should immediately be remediated in summer school.

Concurrent Enrollment

Any student wishing to concurrently enroll in a course at a different school must receive permission from their academic counselor. A student is not allowed to enroll in the same class simultaneously during the same academic semester.

Probation

Any student who falls below an academic GPA of 2.0 or earns one or more F's will be placed on academic probation. Students may have the opportunity of being placed on academic probation (once per school year). Students can be removed from academic probation at the end of the ten week grading period if they have earned an academic GPA of 2.0 or better with no F's. Students who are on academic probation and earn below a 2.0 GPA will be required to attend mandatory tutoring with their teachers, recommended by their academic counselor. While on probation, students may continue to participate in co-curricular activities; however, attending mandatory tutoring takes priority over participating in co-curricular activities.

Ineligibility

Following probation, if a student is still below an academic GPA of 2.0, he/she becomes ineligible. A student may continue to participate in practices, rehearsals, etc., but may not participate in games, performances, etc. In addition, students may not receive athletic equipment or game uniforms. Mandatory tutoring takes priority over all co-curricular activities.

Summer School

Grades of "D" or "F" should be remediated during summer school. The summer school grade will be averaged into the student's overall academic records. Academic counselor approval is needed prior to enrolling in any summer school courses. It is the students' and parents' responsibility to make up grades/failed classes. *Please see Summer School 5-11.*

Academic Dismissal

A student with 3 or more failing grades in one semester or who receives (3) semester "F's during the academic year may be asked to leave the school. Any student who has incurred a grade of "F" in a semester and fails to make up the credit in summer school may have their registration for the following academic year revoked. A student below a 2.0 academic GPA for two consecutive semesters may be asked to withdraw.

Topic-5-02-7

Conduct/Citizenship Grades

Section 5-2-7 Conduct/Citizenship Grades

Students are given a Conduct/Citizenship grade for each grading period. This reflects a student's behavior. The following are the marks used:

O - Outstanding

S - Satisfactory

N - Needs Improvement

U - Unsatisfactory

Section-5-03

Standardized Testing

[Star Assessments](#) are short tests that provide teachers with learning data. This helps teachers get the best data to help your child in the classroom. ***Star assessments may impact course placement.***

PSAT

Students in grades 9-11 take the PSAT. The PSAT/NMSQT is the Preliminary SAT/National Merit Scholarship Qualifying Test. The PSAT won't count towards your college admissions applications, but it is the qualifying test for the [National Merit Scholarship](#).

Topic-5-03-1

College Entrance Exam Requirements

[Star Assessments](#) are short tests that provide teachers with learning data. Star tests are computer adaptive, which means they adjust to each answer your child provides. This helps teachers get the best data to help your child in the shortest amount of testing time (about one-third of the time other tests take).

Your child in ninth and tenth grade may take a Star test for math, reading, or other subjects of their teacher's choice.

Juniors take the PSAT. The PSAT/NMSQT is the Preliminary SAT/National Merit Scholarship Qualifying Test. The PSAT is a great primer for the SAT, and even the ACT, but it's more than just a trial run. PSAT scores are used to identify National Merit Scholars and award merit scholarships. The PSAT won't count towards your college admissions applications, but it is the qualifying test for the [National Merit Scholarship](#). Some of the highest scoring students may win scholarship money, so while you shouldn't stress out about the PSAT, you certainly shouldn't ignore it either. Use the PSAT as practice for the SAT and ACT and an important guidepost on your college admissions journey.

Section-5-04

Recess and Lunch/Nutrition

LUNCH/NUTRITION/DINNER

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

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

FOOD SERVICE

Food service is available during lunch and nutrition in the Valiant Cafe. Students have the option of going through the "Café Line" or the "Vending Machine Line". Students will form two single-file lines in order to be served.

Students are not to purchase food for other students, "cut" into line, and/or loiter around the line. Students that are not purchasing items should not be in the Valiant Café. Students are responsible for their own mess and are expected to clean up after themselves. It is not the Cafe's responsibility to pick up student's trash.

OFF CAMPUS PERMITS

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

Section-5-05

Supplies and Textbooks

The supplies and textbook(s) needed for a class will vary and is included in the class syllabus. Families are required to purchase the appropriate textbook and necessary supplies for classes. Textbooks can be purchased through the website <http://gen.shelfit.com/> or students can purchase books through other means.

Section-5-06

Honors and Awards

Honors Classes: Guidelines and recommendations for student eligibility for placement in advanced courses are posted by each Academic Department. Final placement in these courses will be determined by the academic counselors who will consider each student holistically to determine the most appropriate placement. Current teacher recommendations, student transcript, student work habits, standardized test scores and progress report grades will all be taken into consideration.

HONOR ROLL CRITERIA

1. First Honors Academic GPA 3.75 and above; 2nd Honors Academic GPA 3.5-3.74
2. No report card grades of "D" or "F"
3. Student must not be on academic and/or behavior probation for any reason.
4. No incidents of cheating or violations of academic honesty.

Students will be removed from the Honor Roll if an incident of cheating or a violation of academic honesty occurs after earning a place on the Honor Roll.

Section-5-08

Academic Probation, Retention/Transfer

ACADEMIC PROBATION:

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

Academic/Discipline Probation

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

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

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

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

Ineligibility:

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

DISCIPLINE/ACADEMIC REVIEW BOARD

Students who are asked to withdraw from Saint Genevieve High School may ask for a Discipline Review Board, on the condition that the student has not had a Review Board in the last 12 months. The board advises the Principal on matters of school policy concerning Discipline and Character Formation and makes recommendations to the Principal concerning disciplinary sanctions, expulsion or non-retention.

Duties and Responsibilities:

The Disciplinary/Academic Review Board is composed of 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.

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-5-09

Counseling

Topic-5-09-2

Additional Counseling Information

Personal Counseling

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

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

Section-5-11

Summer School

SUMMER SCHOOL

St. Genevieve does not offer summer school. St. Genevieve will only accept and recognize grades when students retake a class that they originally earned a D or F. Students should contact and get approval from their academic counselor prior to enrolling in any summer school courses.

Students who fail a class during the academic school year are encouraged to make up the failing grade. Failure to do so may result in the student being asked to withdraw.

It is the students' and parents' responsibility to make up grades/failed classes. While a D is a passing grade on a high school transcript, St. Genevieve will strongly suggest you retake the course to maintain maximum CSU/UC eligibility.

Any class(es) students enrolled in must be UC/CSU approved courses to receive credits from Saint Genevieve High School.

Section-6-01

Before & After School Policies and Programs

CO-CURRICULAR ACTIVITIES

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

PICKING UP STUDENTS

Students should be picked up promptly after their activities. Students and parents are expected to abide by the "20 Minute Rule" when a student's extra-curricular activity has concluded. In regards to Night School events or upon returning to school from an event supervision is provided for one half hour. Parents who are late in picking up their children will assume the cost of the personnel supervising. The cost may be \$10.00 for every fifteen minutes.

Section-6-02

School Field Trips and Excursions

EXCURSIONS AND FIELD TRIPS

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

Topic-6-04-1

Election rules

ELECTION RULES

General Rules:

1. **Be respectful:** although elections are competitive, keep in mind that ASB members are meant to act as role models for other students.
2. Use appropriate language and visuals during campaigning, avoid content from social media that is regarded as inappropriate.

- is regarded as inappropriate.
3. Turn in all required forms completed and by the time of the specified deadlines.
 4. Targeting or maiming the campaigns of other candidates will not be tolerated.
 5. **Remember what ASB is all about: servant leadership.**

Campaigning Rules:

1. Failure to abide by the following rules may result in voiding the candidate's application.
2. Candidates are responsible for following the Do's and Don'ts of the ASB Campaign Rules posted on the school's website.
3. Candidates are allowed to hang posters **no larger than 36"x 48"**.
4. Candidates must use **BLUE PAINTER'S TAPE** for your posters.
5. Buttons and other small campaign items may be distributed.
6. There is a **\$50 limit** to campaign spending, have all receipts available upon request.

You are responsible for removing ALL posters by the end of election day.

Speech Rules:

1. Failure to abide by the following rules may result in voiding the candidate's application.
2. **Keep your speech appropriate** in both time (approximately two minutes) and language.
3. Speeches must not attack the character or personal life of another person.

Topic-6-04-2

Authority

ASSOCIATED STUDENT BODY (ASB)

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

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

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

The goals of student government are to include:

- Developing the students' understanding of the philosophy, goals and objectives of the high school;
- Encouraging the students to become active members of the high school community which offers various

- opportunities of personal interaction with peers, staff and parents;
- Assisting students in developing leadership and organizational skills in planning and sponsoring events and activities.

Section-6-05

Clubs/Organizations/Honor Societies

CLUBS

Students are encouraged to partake in extra curricular activities and may submit a proposal for a new or existing club. All club proposals must have a moderator and must be submitted to the Director of Character Formation for approval. Students may not proceed with club meetings or activities until approval for the club has been granted.

Topic-6-06-1

Formal Dances (Homecoming, Winter Formal, Prom)

Dances are school-sponsored activities; therefore, all school regulations are applicable at these functions. All dances are scheduled between 7:30 and 11:00 p.m. Each dance requires a dance contract that parents and students are required to sign. Students and their guest may not attend if a contract is not turned in on time as stated by the Director of Character Formation.

The rules governing dances are:

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

Attire: Students are expected to know and make responsible decisions as to what to wear for school social events. Our students must realize that different occasions dictate the appropriate dress for social functions. It is hoped that students will make mature and responsible decisions regarding dress for social events, keeping in mind Saint Genevieve's standard of modesty and good taste in Dress Code. Guidelines have been posted on the school website to assist parents and students. Any student whose attire is deemed inappropriate by an administrator may be denied access into the dance and parents contacted.

All students must be picked up by 11:30 p.m. Chaperons will leave at 12:00 midnight. Any student not picked up by 11:30 p.m. will not be allowed to attend dances for the remainder of the school year. The school will accept no liability for students on school grounds or Parish grounds after 12:00 midnight. For their own safety, students without transportation remaining past midnight may be dropped off at the local police station.

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

SCHOOL DANCE /SCHOOL FUNCTIONS

Students will arrive at the event and will remain at the dance/function, alcohol and drug free. Students judged to be under the influence of drugs or alcohol by the school administration will have their parents contacted and sent home. Disciplinary actions and the students consequences will be addressed at a later time by the Director of Character Formation. Ticket sales will not be refunded.

Students will arrive dressed in attire that is appropriate for a Catholic coed- dance and will follow the dress code guidelines stated on the school's website and on the student bulletin board. Students will follow the Parent/Student Handbook guidelines for attire. Students will remain dressed in the same manner in which they checked into the dance. Any alterations made to the student's attire during the dance/function that violates the dress code may result in the student being removed from the event. the Ticket sales will not be refunded to students who fail to follow the dress code guidelines.

There will be a "friendly frisk" at the door, any refusal to a search may result in non-admittance into the dance/function. Any student or guest found to possess drugs or any alcoholic beverages will not be admitted into the dance. Disciplinary actions will be taken in accordance with the Parent/Student Handbook. A student is responsible for his/her behavior as well as that of their guest and will be held accountable and subject to discipline for their behavior and their guest. Outside guests must be escorted in by the Saint Genevieve student that has invited them to the event. Outside guests must be no older than 20 years of age.

Students who are found to be in violation of the Parent/Student Handbook or have conducted themselves in an inappropriate manner, may be removed from the dance and placed in a designated area until they can be picked up by a parent/guardian.

All students may begin to enter the dance/function at the designated time indicated on the dance/function contract. Students will not be allowed to enter the dance after the set time indicated on the contract. Ticket sales will not be refunded if students fail to enter the event on time. Proof of identification (School ID or license) will be needed by all students attending the dance. Students will not be permitted to leave the dance and return at any time during the event. Students will only be permitted to leave once the dance has finished at the set time indicated on the event contract. Students may not get picked up early . If a student must leave for a serious emergency, permission must be given by an administrator after speaking or meeting with the parent/guardian.

School dances and functions are school sponsored event and students are therefore expected to conduct themselves in a manner that is appropriate of a Saint Genevieve student and are subject to the school's discipline and dress code.

PROM

In order for students to purchase a Prom ticket they must first complete the "**Prom Contract and Permission Slip**

. " This contract must bear the signature of the Saint Genevieve student, if appropriate the student's date, and the signature(s) of their parent(s) or guardian(s). All students attending Saint Genevieve must complete the prom contract with the appropriate information and signatures regardless of whether or not their date attends Saint Genevieve High School.

All tuition and fees must be paid in full in order to attend the Prom or any other graduation activity (**includes all tuition, late payments, band fees, detention fees, lock fees, athletic fees, and other fees for the entire school year**). **"Additionally, the school reserves the right to apply money paid for graduation fee, prom, grad night and other such events to any tuition in arrears and the student will then be denied the opportunity to participate in said events."** Parent – Student Handbook

Topic-6-06-2

Graduation Celebration/Grad Night

GRAD NITE

The cost to attend Grad Nite will vary depending on the location of the event. **The fee to attend Grad Nite is not refundable or transferable.** The cost to attend may include the price of admission to the destination, and the bus transportation costs. Additional costs will be communicated to the students and parents. Saint Genevieve can only offer this special Grad Nite opportunity to Saint Genevieve High School seniors. Parents and/or guests will not be able to attend. All students must arrive together using transportation provided by the school; students may not travel to the location on their own. Seniors who fail any class will not meet graduation requirements, and thus will not be eligible to attend Grad Nite. Grad Nite tickets will only be sold at the main office from a set date announced by the school. Tickets must be purchased during this time as the deadline is firm. Failure to meet the payment deadline for any Grad Nite or any school event that involves some type of student payment may lead to that student being excluded from that event.

REQUIREMENTS TO ATTEND GRAD NITE

- In order for a senior student to purchase a Grad Nite ticket they must first complete the "**Grad Nite Permission Slip Contract.**" This contract must bear the signature of the student and the signature(s) of their parent(s) or guardian(s).
- All school rules and policies apply on the bus ride and time spent at the Grad Nite location.
- For safety and supervision reasons students are not permitted to leave the Grad Nite location for any reason. Students may not leave early. Any emergency that may arise will need to be approved by an administrator. Personal vehicles may not be driven to the Grad Nite location.
- All tuition and fees must be paid in full to attend Grad Nite or any other graduation activity, this includes all tuition, late payments, athletic fees and other fees for the entire school year.
- The Grad Nite Permission Slip Contract and non-refundable fee is due at the announced date and must be turned in on time. Students and/or parents may not sell or give Grad Nite tickets to any other student/person. **Grad Nite tickets are not refundable or transferable.**
- There will be a "friendly frisk" at the bus. Any person found to possess alcohol or drugs will not be admitted on the bus. Disciplinary actions will be taken as determined by the school's administration.
- No food or drinks are allowed on the bus. Any food or drinks will be confiscated and discarded.
- If a student is judged by the administration or one of its designated representatives to be under the influence of drugs or alcohol, the parents will be called to pick up their student. The student will be subject to disciplinary actions as decided by the school's administration.

- Each student will be held accountable for their words, actions, and behavior. Students are expected to conduct themselves in a manner that is respectful.
- In terms of attire, students are expected to follow the guidelines of the school as well as those laid out by Grad Nite location that is being visited.
- Students will not be permitted to board the bus until instructed by the lead person and after going through a "friendly frisk".
- All students must ride on the designated bus to and from the Grad Nite location.
- St. Genevieve does not sponsor any other parties for its students and accepts no responsibility for these parties.
- Failure to meet the payment deadline for any event that involves some type of student payment may lead to that student being excluded from that event.
- Parents will be contacted to pick up their student at the Grad Nite location if their student is found to be behaving inappropriately or conducting themselves in a manner that portrays the school in a negative manner. The student will be subject to disciplinary actions as decided by the school's administration.

GRADUATION CEREMONY

Graduation is a joyous occasion for the seniors and their families, and we want it to be celebrated with proper dignity and decorum. Family and friends of all seniors are to hold their applause until all the seniors have been awarded their diplomas. After the last senior receives his/her diploma, we all can stand together and applaud for everyone.

Seniors are to report to school (senior hallway) on time as designated by the school's administration. The ceremony is an honor and a privilege given to the senior class and will be conducted in a dignified manner. The school reserves the right to remove any student or guest from the ceremony due to behavior, which the school's administration judges to be inappropriate. The regulation cap and gown (**without any additions or alterations**) are the required dress. Students are expected to adhere to the school's dress code. Since graduation is a dress-up occasion, any student attire judged to be inappropriate by the school's administration may result in that student forfeiting his/her privilege to participate in the ceremony.

Due to fire regulations, seating in the church will be limited. Admission to graduation will be **by ticket only. Each graduate candidate will each receive a designated number of complimentary admission tickets to the ceremony, as determined by the school's administration.** T

No helium balloons, signs, posters, noise makers, or flowers are allowed in church during the graduation ceremony. Please keep all these items in your cars. During the graduation ceremony, all video cameras must be in the back half of the church.

Seniors who fail any class, who fail to make up missing credits, or fail to complete their retreat or attend/make up

their Christian service event will not meet graduation requirements and thus will not be eligible to participate in graduation.

Topic-6-07-2

Additional Student Publications Information

STUDENT PUBLICATIONS

Publications by students must first be discussed and reviewed by administration before made public or distributed. Student publications must first be approved by an administrator. Publications that are deeming, offensive, or reflects negatively on the school may result in serious consequences.

Section-6-08

Parent/Guardian Release for Student or Minor (Noncommercial)

Publication of the Image, Name, Voice, or Work of a Student or Minor:

Without the written permission of the parents/guardians of a student or minor, a location may not publish or use for noncommercial purposes the image, name, voice, or work of the student or minor. This policy includes but is not limited to publicity, exhibits, printed or electronic media broadcasts, student publications, marketing, or research. The location must obtain the signature of the parents/guardians on the Parent/Guardian Release for Student or Minor (Noncommercial) before any such publication or use (which will be given to the students in the beginning of the year). Authorization page is in the Parent-Student Policies Agreement Form - Chapter 11.

Section-6-09

Class Rings (High Schools only)

HIGH SCHOOL RINGS

High school rings are purchased independently by students through a third party company. It is not the responsibility of the school to address any issues that may occur between the student and the company's transaction of school rings. The school is not responsible for any lost or damaged school rings.

Section-6-10

Student Identification Cards

Student ID

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

Students are expected to be able to present their student identification card when requested by an administrator, teacher, or school staff.

Section-6-11

Yearbook

Currently Saint Genevieve does not publish a school yearbook. Photos of school events and the student body are posted on the school's website for students and families to enjoy.

Topic-6-12-01

School Athletic Handbook [if applicable]

[2023-2024 Student Athletic Handbook \(1\).pdf](#)

Topic-6-12-02

Sports by Season Pep Squads, Cheer

ATHLETIC ACTIVITIES

Baseball

Basketball Boys/Girls

Cheerleading

Cross Country Boys/Girls

Drill/Dance Team

Cheerleading

Football

Soccer Boys/Girls

Softball

Swimming

Track & Field Boys/Girls

Volleyball Boys/Girls

CHEER LEADERS/PEP ORGANIZATIONS

1. Always be positive; never be negative. Base your crowd control plan on this rule.
2. Choose the appropriate cheers at the right time, insuring that cheering is positive and does not inflame or incite rooting sections and spectators.
3. Adhere to all CAA and CIF regulations on the use of noisemakers and musical instruments at athletic events.
4. Keep skits at pep rallies positive; build the skits around your team, not the opponent. Never belittle, degrade, or put down the opponent in a skit. Posters, banners, etc., used at rallies and games should follow the same guidelines. Avoid the use of provocative words as "kill", "cripple", "bury", etc. Do not use words that could be considered racist.
5. Cheers must always be of a positive nature. Provocative, vulgar and obscene language and gestures must not be used.
6. Do not use cheers which use the opponent school's name, colors, symbols, mascots, coaches' or players' names in a derogatory manner. Such activities may start out as "fun" but can lead to ugly incidents.
7. Do not use cheers which are aimed at game officials. "Booing" is not an expression of good sportsmanship.
8. Work cooperatively with your opponent and cheerleading squad.
9. Because of the confined environment, special guidelines must be followed at basketball and volleyball games. Do not use noisemakers, bells, horns, etc., in the gym. The host school may have a "pep" band of not more than 12 members. The band may play before and after games and during time-outs and intermissions. Electronic amplification is prohibited. The visiting school is not permitted to bring a pep band. Do not conduct cheers at the same time as the visiting cheerleading squad. Discourage all cheering, whistling, foot-stomping, or other activities designed to deliberately distract a player who is about to shout a free throw. Do not permit taunting of an opponent who has committed a foul by pointing and shouting "you! you! you!"

Topic-6-12-03

Selection Process/Requirements for Participation

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

SPECIFIC REGULATIONS REGARDING ELIGIBILITY FOR CO-CURRICULAR ACTIVITIES

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

PROBATION

Any student who falls below an academic GPA of 2.0 or earns one or more F's will be placed on academic probation. Students may have the opportunity for academic probation (once per school year). Students can be removed from academic probation at the end of the ten week grading period if they have earned an academic

removed from academic probation at the end of the ten week grading period if they have earned an academic GPA of 2.0 or better with no F's. Students who are on academic probation and below a 2.0 GPA will be required to attend mandatory tutoring. Students who are failing a class but above a 2.0 GPA must make every effort to remediate the failing grade. Students that do not schedule tutoring to improve a failing grade may be required to attend mandatory tutoring. While on probation, students may continue to participate in co-curricular activities; however, attending mandatory tutoring takes priority over participating in rehearsals and practices of co-curricular activities.

INELIGIBILITY

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

ATTENDANCE

A student must be present for 3 or more class periods to be eligible to participate in any extra-curricular activity or event on the same day (or that weekend if the absence was on Friday). The exception is a school-sponsored activity which requires the student to be away from school or the approval of the administration. Violation can result in team forfeiture and will result in disciplinary action against the violator.

Excused absences will be at the discretion of the Administration.

TRYOUT

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

Topic-6-12-04

Athletic Medical Clearance

PHYSICAL EXAMINATIONS

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

Topic-6-12-05

Injuries and accidents

*See Athletic Handbook

Topic-6-12-06

Athletic Fees, Equipment and Uniforms

FEES

There is a fee to participate in athletics. Fees are nonrefundable and must be paid prior to participating in practice and/or games and may change without notice. Game uniforms and equipment may not be issued until all fees are paid in full. Spirit packs and other team items are not included in the schools' athletic fee.

Athletic fees for members of the football team are \$250.00. All other sports, including lower levels is \$175.00 per sport season.

EQUIPMENT/UNIFORMS

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

Topic-6-12-07

Discipline Policies and Procedures in Athletics

*See Athletic Handbook

Topic-6-12-08

Varsity Jackets and Sweaters

LETTERS AND TROPHIES

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

Topic-6-12-09

Sportsmanship Code for Spectators

CODE OF ETHICS

The following guidelines are taken from the Code of Ethics of the Catholic Athletic Association and the CIF Southern Section Blue Book which defines appropriate behavior for students, spectators and parents.

A. PLAYERS

1. Serve as positive examples by exercising self-control and good sportsmanship. Always shake hands with the opponents at the conclusion of a game whether you win or lose. For an even more positive display of good sportsmanship, a tradition of having starting line-ups shake hands before the game might be initiated.
2. Accept both victory and defeat with pride and compassion, pray before the game, asking the Lord's help in preventing serious injuries in any contest, never cheer when an opponent is hurt nor taunt an opponent for a mistake or failure, offer a hand to help a fallen opponent up off the floor or field, ignore unsportsmanlike conduct from the opponents or spectators, as the provocation may not be noted by officials but your reaction may be, resulting in critical penalties for you or your team.
3. Accept seriously the responsibility and privilege of representing your school and community. Take care of the facilities you are using when playing at a host school; do not steal, damage facilities or equipment, or leave graffiti on walls, etc. Remember, in the eyes of your host, you are your school.

B. PARENTS

1. Insists that your sons and daughters adhere to the highest standards of good sportsmanship on or off the playing field, as athletes or spectators.
2. Support the school athletic program through participation in "booster" clubs, security programs, and by attendance at athletic events.
3. Above all, provide "adult" example of good sportsmanship to all your people, be they players or spectators.
4. Parents are not allowed to raise money for any team or team function without the approval of the athletic director.
5. The administration reserves the right to remove or prohibit parents from athletic events for inappropriate behavior.

C. STUDENT SUPPORTERS AND SPECTATORS

1. Use announcements and posters to promote school spirit and good sportsmanship at events. Signs and posters are the responsibility of cheerleaders and/or pep squad organizations and must be approved by the school.
2. Promote pre-game interest and activity so that the athletic program is shared by all, not just athletes. Give positive support at all rallies.
3. Be a good host or guest in relationship to your opponents. Treat them as you would wish to be treated. Be respectful during the playing of the national anthem, pre-game ceremonies, half-time activities and the singing of the Alma Mater.
4. Exhibit the highest degree of good sportsmanship at all events. Follow the directions of cheerleaders and security personnel. Stay away from the visiting school's rooting section and avoid any provocative activity. Students involved in unauthorized activity at athletic events will be subject to disciplinary action.

5. Stay away from the other school's campus and vicinity prior to and after athletic events (except on official school business). Any vandalism or destruction of another school's property will subject the student responsible to severe disciplinary action.
6. Stay out of playing areas until contests are completed.
7. Treat all visiting teams, students and spectators as guests. Remember, you are your school.

PLEASE REFER TO THE CODE OF CONDUCT AND RESPECTFUL BEHAVIOR FROM PARENTS, GUARDIANS, OR OTHER FAMILY MEMBERS IN THE PARENT EXPECTATION SECTION OF THE HANDBOOK.

Topic-6-12-10

Coach/Trainer Certification [Play Like a Champion]

*See Athletic Handbook

Section-7-1

Tuition and General Fees

Tuition 2024-2025

Standard Tuition: \$13,475.00 per student, per year plus
\$125.00 Capital Campaign

International Students: \$26,000.00 per student, per year

FACTS Enrollment Fee is \$50.00.

Financial Aid Fee: \$50.00 per student

FEES FOR 2024-2025

Freshmen Registration* \$1000.00 per student per year

Incentive: If paid on or before 3/15 you will receive a \$250 discount reducing your fee to \$750

Registration Fee*(returning student) \$1000.00 per student per year

Incentive: If paid on or before 4/20 you will receive a \$250 discount reducing your fee to \$750

Graduation Fee* \$150.00 per student per year

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

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

Section-7-2

Tuition Collection

PAYMENTS TO ST. GENEVIEVE SCHOOLS

It is preferable payments are made electronically. When checks and money orders are utilized they must be made payable to St. Genevieve **High School**.

The school is not responsible for any payments made to individuals including coaches, moderators, etc.

When cash is exchanged, it should be done in the main office or school store where a school receipt will be issued. Office personnel are instructed to always issue a receipt for cash.

- Checks and money orders should be written to the school and never to an individual teacher, coach or moderator. This ensures accurate record bookkeeping. If there is any deviation to this policy, please let an administrator know immediately.

FINANCIAL EXPECTATIONS

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

Communication with the Tuition Manager: **If a payment is going to be late, please immediately communicate with the tuition office.**

When financial obligations are not met, it impacts the school's ability to operate. Therefore, the school reserves the right to withhold testing, grades and diplomas as well as to deny students the privilege of participating in school sponsored activities including but not limited to dances, prom, grad night, and graduation.

SENIOR STUDENTS

Participating in graduation, grad night, the prom and other affiliated activities are privileges; they are not rights. **The school reserves the right to deny the opportunity to participate in graduation ceremonies and other senior privileges as determined by the school if tuition and fees are owed to the school.**

Additionally, the school reserves the right to apply money paid for graduation fee, prom, grad night and other such events to any tuition in arrears and the student will then be denied the opportunity to participate in said events.

TUITION IN ARREARS

When tuition is 10 calendar days past due, a student may no longer be permitted to attend classes and/or participate in school events until tuition becomes current.

Students will receive grades of "Incomplete" until tuition is current.

Final semester exams must be made up within three school days or an "Incomplete" grades becomes an "F."

The school reserves the right to pursue legal means to collect any outstanding tuition and fees.

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

RETURNED CHECKS

There is a \$35.00 penalty for check returned by the bank, as Non-Sufficient Funds. Money orders will be required for all future payments.

LATE PAYMENTS

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

Tuition payments must be made through FACTS

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

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

RE-REGISTRATION

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

The school Administration reserves the right to refuse re-admission/registration of any student. This includes issues related to the student such as but not limited to: lack of academic progress, discipline concerns, and violation of probation. This also includes the willingness and resolve of the family to comply with the Code of Conduct and all the rules and regulations of the Parent Student Handbook

Section-7-3

Tuition Assistance

FINANCIAL AID OPTIONS

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

The Catholic Education Foundation (CEF):

CEF offers financial support to students who meet certain financial requirements. A family should first fill out the application for CEF before applying to Saint Genevieve for financial aid.

CEF applications will be made available through our main office in November and must be returned to our main office by December

2. Saint Genevieve Financial Aid:

Negotiated & based on available funding. Go to [TuitionAssistance 2024-25.pdf \(sgps.org\)](#) for information and requirements.

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

A \$50.00 processing fee in a form of a check or money orders must be submitted with completed packet

Tuition Grant application must be completed and turned in with required paperwork to the main office by **April 20th** for returning students and by **January 20th** for incoming 9th grade students (late applications **may** not be considered)

Registration fee must be paid

Proof of Income submitted. See below for what is required:

Most recent completed income tax returns or

Most recent completed income tax returns plus W-2s

If a family member has not worked anytime during the last 12 months, they must provide a formal & legal notice / action of layoff status, disability benefits, social security benefits, unemployment benefits, and/ or welfare benefits, and court order of legal separation/divorce for spousal and child support.

Submit 3 months of bank statements (checking, savings, etc.)

Submit car registration form(s)

Student must participate in one fundraiser and perform 5 hours of service to the school

Student must currently have a minimum of 2.0 GPA to be considered for tuition award

Student must maintain the 2.0 GPA each grading period or risk losing the tuition award

Students must refrain from being suspended or placed on probation by the Administration

Parents agree to participate in two major fundraisers by selling \$360 worth of fundraising.

Each family receiving more than \$2,000.00 per child in grant assistance is required to purchase \$1,500.00 in Scrip.

Parents agree to complete the required number of service hours or pay \$15.00 for each hour not served

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

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

To qualify for this financial assistance you have to agree to the following terms.

TERMS OF Financial Assistance

Students agree to the following to remain eligible to receive Financial Assistance

Maintain a positive attitude and do your best at all times.

Show respect for all members of the school community, their property, and school property.

Complete all assignments in a timely manner.

Work toward being a positive role model and leader.

A good attendance record.

Maintain a minimum academic G.P.A. of 2.0 or better with no "D" or "F" letter grades.

Attend tutoring sessions as per counselor's recommendation.

Attend all Night School Events and Open House or risk losing financial assistance.

Follow all the rules in Parents/Student Handbook. St. Genevieve recommends that all students read the Parent/Student Handbook.

Participate in fundraising activities during the school if asked.

Perform 5 hours of service for my school.

Section-7-4

Parent Service and Fundraising Requirements

FEE FOR SERVICE HOURS NOT COMPLETED BY PARENTS/GUARDIANS

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

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

Section-7-5

Costs/Fees (when applicable for field trips, supplies, sports, senior fees, etc.)

Costs/Fees (when applicable for field trips, supplies, senior fees, ect)

The respective Teams, Clubs, and organizations will provide information regarding any fees/costs for events and activities. The information will be found with the appropriate announcements.

Topic-8-1-01

Discipline and Procedures

DISCIPLINARY CONSEQUENCES

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

REFERRALS

A student whose conduct is not corrected by parent-teacher efforts will be referred to the Director of Character Formation. Referrals to the Director of Character Formation may result in parent/guardian notification and a Saturday Service commitment. A second referral for conduct issues may result, in addition to a Saturday service commitment, the offending student immediately being placed on probation. Students receiving excessive referrals may lose school privileges, such as: attending school events, "Free Dress", after-school activities, Homecoming, Prom, Graduation, etc.

Topic-8-1-07

Academic Dishonesty Policy

ACADEMIC HONESTY

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

The school will follow these steps. However, in extremely serious cases students may be suspended, asked to withdraw, or expelled.

1. First Offense:

- a. A zero is given for the assignment.
- b. Disciplinary referral is issued.
- c. Conference with parents is required.
- d. Student is placed on probation.
- e. Student may lose any Saint Genevieve scholarship/financial aid.
- f. Student may be removed from any leadership position or may be barred from being a candidate for leadership.

2. Second Offense:

- a. Student may be asked to withdraw from school.

Cheating/Plagiarism:

Due to the fact that academic dishonesty has an effect on student's grades and has serious disciplinary

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

- Receiving or supplying unauthorized information
- Copying the work of others or permitting your work to be copied
- Possession of unauthorized materials during an exam
- Changing the answer after the work has been completed
- Copying and submitting the assignment of another student
- Pre-written or custom made ordered essays written by anyone other than the student
- Material submitted from a foreign website

AI Policy

Conclusion: Saint Genevieve Parish Schools aims to foster a safe, respectful, and productive learning environment while promoting responsible use of AI technology.

INAPPROPRIATE USE OF AI TECHNOLOGY MAY RESULT IN DISCIPLINARY CONSEQUENCES

Chapter-11

PARENT-STUDENT POLICIES AGREEMENT FORM

All policies and forms parent must sign at the beginning of the school year can be found on [SchoolAdmin](#). Failure to complete these forms, may result in your student being asked to stay home until forms are completed.

[SchoolAdmin Login](#)

