

**St. Genevieve School  
Panorama City, CA 91402  
Parent/Student Calendar/Handbook  
2008-2009**

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## A

### GENERAL INFORMATION

#### **St. Genevieve Elementary School Philosophy**

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

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

St. Genevieve Elementary academic program builds a strong foundation of basic skills in core subjects such as mathematics, language arts, science, and social studies – while recognizing individual differences and learning styles. Religion classes and real-world experiences, such as community service projects and liturgical worship, develop in our students a true sense of a faith community.

Students at our school are encouraged to discover the joys of creative expression – through art, music, and physical education.

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

#### **Mission Statement**

St. Genevieve Elementary School exists to provide a quality “value-oriented” Catholic education to its students. Our goals are to work in partnership with parents, to provide a comprehensive religion program, to nurture an integrated curriculum, and to encourage a faith community. By these means, we hope to ensure an excellent Catholic academic education that will prepare students for the future.

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

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

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

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

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

- Any parent/guardian or other person whose conduct in a place where a school employee is required to be in the course of his/her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee concerted activity, including but not limited to, picketing and the distribution of handbills.
- Any parent/guardian, or other person who insults or abuses the principal or any teacher in the presence of other school personnel, students or parents and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the principal or teacher is required to be at such other place in connection with assigned school activities, risks the continuation of their child in the school.
- These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without warning.

### **RELATIONSHIP OF SCHOOL TO THE PARISH**

St. Genevieve School is an expression of the teaching mission of the Church and of St. Genevieve Parish, and of the Archdiocese of Los Angeles; St. Genevieve School exists primarily to integrate elements of faith with the learning process. The pastor is responsible to the Archbishop for the administration of the total parish, including the parish school. The principal functions as the administrator of the school and as a member of the parish staff. In the spirit of shared responsibility, the pastor recognizes the importance of involving the laity in the governance of St. Genevieve School.

### **CONSULTATIVE SCHOOL BOARDS AND PARENT ORGANIZATIONS**

It is expected that each Catholic elementary school will establish a Parent Teacher Organization and a Consultative School Board. Both groups exist to support the school and are critical to the school's viability, but they have very different functions.

#### **Parent Organizations**

The main functions of the Parent Teacher Organization are to raise funds for the school's current operational expenses, to promote parental support for the school program, and to increase mutual understanding between school and parents. The membership of the parent teacher organization shall include the pastor, the principal, the parents or legal guardians, and the faculty of the school.

Financial operation of a parent teacher organization shall be governed by the regulations for financial operations as found in the Parent Teacher Organization Bylaws (see Administrative Handbook).

#### **Consultative School Boards**

The general responsibilities of the Consultative School Board are in the following areas: strategic planning; policy development; resource development; institutional advancement; advice and counsel with regard to financial planning, management and reporting; marketing of the school and evaluation of the board's goals and activities.

The membership of the Consultative School Board should include the pastor, principal, parents (no more than one-third of the total membership), alumni parents, parishioners, members of the civic and local business community, and area educators. Under Canon Law and Archdiocesan guidelines (see Administrative Handbook for Bylaws), the members advise the administrative team (pastor and principal) and cannot make decisions binding for the parish education program without the approval of the administrative team (A Primer on Educational Governance in the Catholic Church, the CACE/NABE Governance Task Force, NCEA, 1998).

The regional supervisor at the Department of Catholic Schools is available to assist and guide schools in the implementation of a Consultative School Board.

### **Parent-Teacher Organization (PTO)**

St. Genevieve School is able to provide an excellent educational program because of the combined efforts of our parish, our school, and our school families. Through the generosity and expertise of our parents, each of our students benefits from many extra services. The main goal of the Parent-Teacher Organization is to raise money for the school through fundraising and bring home and school closer together.

#### **PARENT SERVICE PROGRAM**

The main purpose and objective of the Parent Service Program is to involve parents in their children's education through time and participation at school events. Parents who volunteer have a first hand opportunity to know our school to work closely with the faculty, and to observe their children and their children's friends in the school environment. If the parent cannot perform the service and sends a replacement, the substitute volunteer needs to be at least 21 years of age.

All families are required to participate in the service program. Each family is responsible for serving 40 service hours per school year.

A service hour is one hour of time spent by a parent or guardian performing service for the school. Contribution in kind is allowed under certain conditions such as donation of food, drinks, supplies, etc., primarily to bake sales and other school and PTO activities. Currently a donation with receipt that is valued at \$10.00 is equivalent to one service hour.

To accommodate parents with justifiable and certifiable hardships (i.e. divorced, separated, widowed, etc.) may be granted permission to contribute only 20 hours. Parents must send a letter requesting the reduction of hours to the principal in September or October.

The PTO Board Vice President manages the Service Hours Program and oversees the appointed Classroom Representatives who make monthly reports on the service hours performed by the parents.

These are the service hour allocations and limitations:

- PTO Board Members and Committee Members are automatically given 40 hours per year
- Faculty members and staff of the elementary school who have children in school are exempt from the 40 hours requirement. This ruling also applies to the parish staff
- Fiesta Booth captains can earn 25 service hours and co-captains 15 hours. Husband and wife cannot be Captain and Co-Captain. However, spouses can earn additional 5 hours during fiesta for a combined maximum of 30 hours for the Captains and 20 hours for the Co-Captains
- Each family is expected to perform 10 hours of mandatory service for the fiesta
- Parents/Guardians attending PTO general meetings will earn one service hour
- Classroom Representatives who keep records of service hours for families in their assigned classes will earn 20 hours per school year
- Parents may earn service hours during the summer classes/camp, preceding the regular school year up to 25 hours
- Service to the parish may be considered only upon the approval of the Pastor and the Principal. Parents/Guardians who serve in the various ministries of the Liturgical Service will no longer earn any service hours. These are Lectors, Eucharistic Ministers, Ushers, and Choir Members. Parents who coordinate the Altar Server Program are eligible for service hours.
- Service performed for athletic events, field trips and classroom help will be for actual hour/s served. Waiting time, before and after actual events, should not be counted as total hours served (e.g. driving students to a game is one service hour only)
- Parents in grade seven are expected to contribute at least 2 hours setting up, serving at, or cleaning up after Gratitude Night (the

Graduation dinner). If parents are not able to actually be present on that night, they may contribute either \$20.00 or purchase materials that are needed for the event itself.

There is a multitude of activities in which parents can serve to fulfill this service requirement. See (Parent Volunteer Form.) It is the responsibility of parents to find an area of service acceptable to them. A list of these areas is sent home at the beginning of the year. Any unfulfilled hours will be charged and added to individual fees at the end of the year.

### **SCHOOL PERSONNEL**

**PASTOR:**

**Fr. Alden Sisson**

**PRINCIPAL:**

**Sr. Teresa Lynch**

**ASSISTANT PRINCIPALS**

**Ms. Lourdes Jasso**

**Sr. Judy Peters**

**RELIGION COORDINATORS**

**Sr. Irene Najera**

**Mrs. Teresita Parker**

**PRIMARY COORDINATOR**

**Mrs. Imelda Enrique**

**MIDDLE SCHOOL COORDINATOR**

**Ms. Norma Anulat**

**TECHNOLOGY COORDINATOR**

**Mr. David Lopez**

**KINDERGARTEN**

**Mrs. Remedios Sanders**

**Mrs. Gina Averion**

**FIRST GRADE**

**Ms. Amanda Allen**

**Ms. Teresa Richardson**

**SECOND GRADE**

**Mrs. Teresita Parker**

**Sr. Irene Najera**

**THIRD GRADE**

**Mrs. Marilyn Ramirez**

**Mrs. Imelda Enrique**

**FOURTH GRADE**

**Mr. Nick Telesca**

**Miss Bernardita Ramos**

**FIFTH GRADE**

**Mr. Javier Vega**

**Mrs. Elizabeth Briones**

**SIXTH GRADE**

**Mrs. Milagros Laan**

**Ms. Xiomara Puentes**

**SEVENTH GRADE**

**Mrs. Marilyn Tran**

**Mr. David Lopez**

**EIGHTH GRADE**

**Mrs. Lissy Morales  
Ms. Norma Anulat**

**RESOURCE**

**Mrs. Annie Osio**

**PHYSICAL EDUCATION  
MUSIC**

**Ms. Edis Urquia  
Mr.  
Mr. Dennis Schaller**

**INSTRUCTIONAL AIDES**

**Mrs. Yolanda Dene  
Mrs. Veronica Abegg  
Mrs. Delia Alcon  
Mrs. Silvia Penaloza - Paiva  
Mrs. Evangeline Gregorio  
Ms. Jessica Gamboa  
Ms. Karla Garilazo**

**DAY CARE DIRECTOR  
DAY CARE PERSONNEL**

**Mrs. Pilar Perona  
Mrs. Delia Alcon  
Mrs. Jazmin Lopez-Altre  
Mrs. Yolanda Dene  
Mrs. Mercedes Ramirez  
Mr. Eduardo Fidel  
Ms. Evelyn Parel**

**Teacher Aide  
Spanish  
Day Care**

**Mrs. Silvia Penaloza-Paiva**

**MAINTENANCE**

**Mr. Gonzalo Ceja**

**TUITION**

**Mrs. Carol Braganza**

**BOOKKEEPERS**

**Mrs. Theresa Chmiel  
Mrs. Mary Jean Dizon**

**SECRETARY**

**Mrs. Teri Meichtry**

**HEALTH COORDINATOR**

**Mrs. Leah David**

**LIBRARY**

**Mrs. Lauren Ballas**

**COUNSELOR**

**Mrs. Lisa Rodriguez**

## **STUDENT LEARNING EXPECTATIONS**

Spiritually aware Catholics who:

- Participate willingly in parish and school community
- Practice a personal prayer life
- Show respect for life and the world in which we live
- Show knowledge of the teachings and practices of the Church

Academic and lifelong learners who:

- Possess self-esteem
- Are organized, self-motivated students
- Think independently and make good choices
- Have skills necessary to cope with challenging situations
- Appreciate the arts

Socially aware students who:

- Respect and celebrate the diversity of others
- Can resolve differences in a respectful manner
- Develop a sense of community and world citizenship
- Accept responsibility for their actions
- Respect the rights of others

Physically fit individuals who

- Take personal responsibility for a healthy lifestyle
- Understand the importance of rest and exercise
- Have knowledge of good nutrition and practice
- Demonstrate sportsmanship on the playground and in the classroom

## **SCHOOL HISTORY**

On May 24, 1950, Cardinal James McIntyre established St. Genevieve Parish in San Fernando Valley. Fr. Michael J. Ryan was appointed pastor. On Pentecost Sunday, May 28, 1950, Fr. Ryan celebrated Mass for the first time in the old Panorama Theater, and St. Genevieve became a reality. From the very

beginning, Fr. Ryan recognized the parish's need for an elementary school. In September of 1950, he announced the plans for the building of both a church and an elementary school. He also secured the services of the Sisters of St. Joseph of Newark. In October of that year, three sisters arrived to minister to the parish.

In August construction was begun on a temporary church and elementary school. The first portion of the school consisted of eight classrooms and office space. Mass was celebrated for the first time in the temporary church on August 26, 1951. On September 17, 1951, the elementary school was officially opened and classes for grades one through four were established. As the valley's population grew, so did the parish. Each year another grade was added. By January of 1955, construction on eight more classrooms was completed. There were two classrooms for each grade.

The phenomenal growth of the San Fernando Valley and of our parish led to the need of a parish high school. On December 7, 1958, a blessing and ground breaking ceremony was held for St. Genevieve High School which continues to serve our graduates as well as many students from surrounding parish schools.

In September of 1970, St. Joseph of Newark Sisters were no longer able to staff the school. The Sisters of the Holy Name were able to provide a sister to serve as principal along with other sisters. Sixteen lay teachers worked in conjunction with them until June of 1974.

The Salesian Sisters were able to staff St. Genevieve Elementary School with some sisters. In the fall of 1991, Kindergarten classes were introduced to the school. The two half-day classes were held in Valiant Hall adjacent to the high school. In 1995, construction of new parish and elementary offices were completed. The Kindergarten class was moved into a remodeled portion of the convent in June of 1995. Further remodeling in the convent was completed for a second Kindergarten classroom by the fall of 1998. This led to the opening of two full time Kindergarten classrooms.

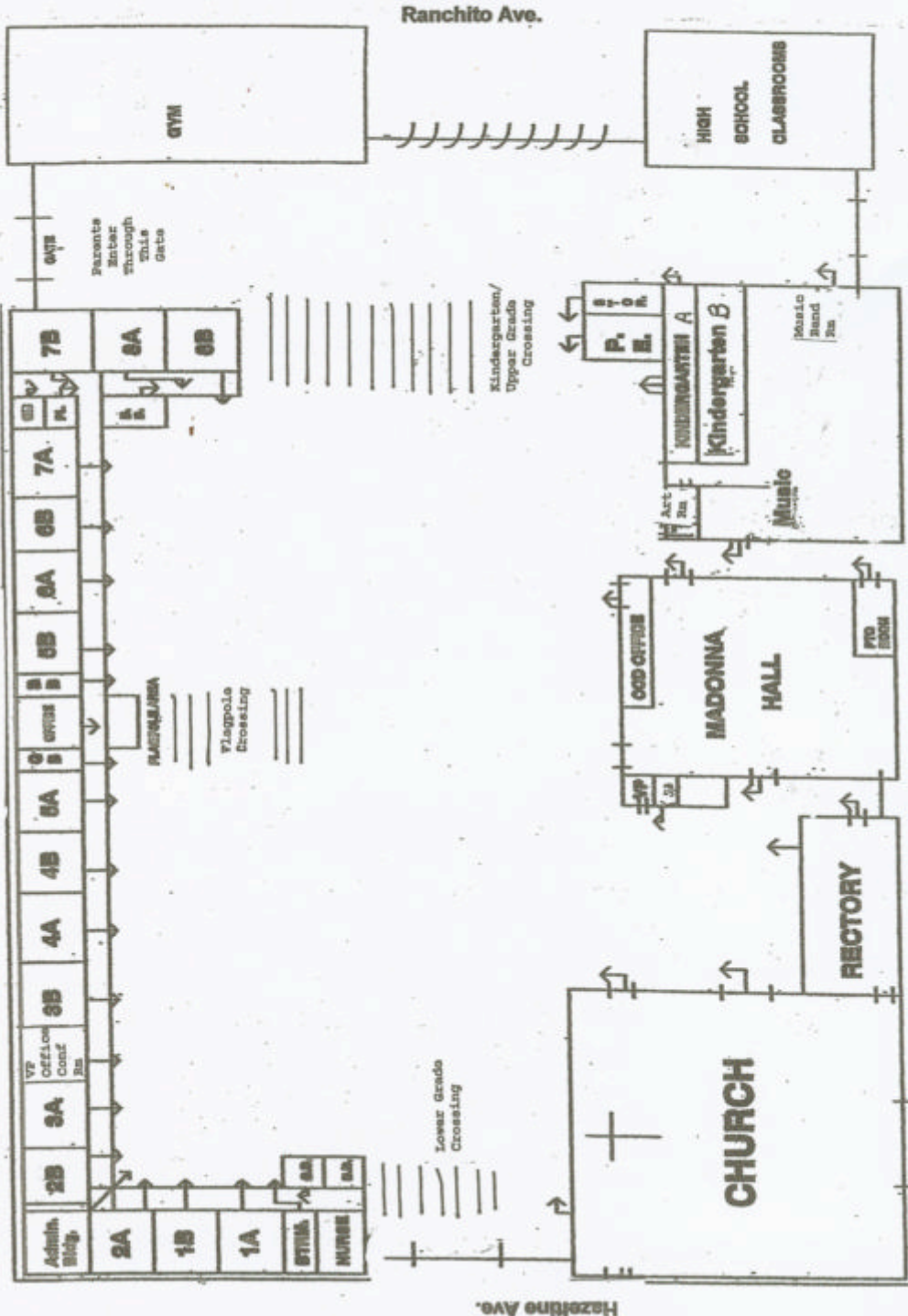
Extended daycare was begun in 1995 under the supervision of the Adeste After School Program, which was administered through Catholic Charities. The need for before school care became a need.

The Salesian Sisters left St. Genevieve School in June of 1998 after serving for twenty years. The Sister Servants of the Blessed Sacrament took over the administration and coordinated all religious activities in the school. The Sister Servants of the Blessed Sacrament left the school in June of 2005.

St. Genevieve Elementary School had a change in administration that brought us a leadership team comprised of two assistant principals and level

coordinators. Through this collaboration the school has made many innovative changes since August of 2005.

Community St.



Ranchito Ave.

Roscoe Blvd

St. Genevieve Elementary School  
Site Map

Hazeltine Ave.

<b>Daily Schedules</b>
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**Grades 1- 4**

7:50 a.m.	First Bell
7:55	Second Bell (Students arriving after 7:55 are tardy)
8:00	Classes begin
10:00	Recess
10:15	End of Recess
11:25	Lunch
12:00 p.m.	Afternoon Classes
3:00	Dismissal

**Grades 5-8**

7:50 a.m.	First Bell
7:55	Second Bell (Students arriving after 7:55 are tardy)
8:00	Morning Classes begin
10:15	Recess
10:30	End of Recess
12:00 p.m.	Lunch
12:30	Afternoon Classes
3:00	Dismissal

Kindergarten follows the schedule for Grades 1-4, though recess may vary according to need. They also have a time for a short nap in the afternoon following their lunch break.

**Dismissal for all students is 3:00 p.m.** For the safety of our students and parents, we have divided the dismissal into two sections, A-L at 2:45 p.m. and M-Z at 3:00 p.m. For safety and insurance reasons, any students left on the school grounds at 3:00 p.m. and not engaged in a supervised after school activity will be taken to Extended Daycare. Please note that charges *will be* incurred.

Early dismissal on Fridays is at 12:45 p.m.

## **ARCHDIOCESE OF LOS ANGELES "ZERO TOLERANCE POLICY"**

Under the "Zero Tolerance Policy" of the Archdiocese of Los Angeles, any person guilty of sexual misconduct with a minor under the age of 18:

- **May not have any paid or volunteer assignment in any "ministry" in the Archdiocese, and**
- **May not volunteer in any "non-ministerial" activity or event where he/she has any possibility of more than incidental contact or supervisory or disciplinary power over minors.**

Any parent or guardian who is a registered sex offender must contact the principal to discuss the requirements in order to assure compliance with the Archdiocese of Los Angeles Zero Tolerance Policy.

As members of the Archdiocese of Los Angeles community, we want to assure that we are in compliance with both Megan's Law and our "Zero Tolerance Policy."

## **SAFE ENVIRONMENT TRAINING FOR CHILDREN AND YOUTH**

Each school and religious education program must establish an ongoing safe environment training program for the children at its site. Home-based materials must be provided to all parents to help them understand and support their children's education regarding child sexual abuse. The approved programs include **Good-Touch/Bad-Touch®** and **VIRTUS® Teaching Touching Safety (Mandated September 1, 2006)**.

**Good-Touch/Bad-Touch®** is being implemented in Grades K-9 in Catholic elementary schools throughout the Archdiocese of Los Angeles. The program is designed to be age-appropriate, to support children in understanding occasions of abuse, and to give them confidence in reporting and asserting themselves in situations where they feel unsafe.

**VIRTUS® Teaching Touching Safety** is a K-12 program being implemented in religious education programs and Catholic schools. This program is a vehicle through which parents, teachers, catechists and youth ministers give children and young people the tools they need to protect themselves from those who might harm them.

The Archdiocesan Office of Safeguard the Children will work with principals at the schools and Directors of Religious Education in the parishes to establish these programs. During the 2007-2008 year, training is expected to reach most of the children in the Archdiocese of Los Angeles. Questions concerning this program can be forwarded to Sister Mary Elizabeth Galt, B.V.M., Chancellor, Coordinator of Children's Programs at 213 637 7460.

## **GUIDELINES FOR ADULTS INTERACTING WITH MINORS AT PARISH OR PARISH SCHOOL ACTIVITIES OR EVENTS**

*Revised August 20, 2007*

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

- Staff members/faculty/volunteers will ensure that minors are properly supervised at all times, thus providing them a safe environment. Minors must be viewed as "restricted individuals" because they are not adults and are not independent.
- If staff members/faculty/volunteers who are supervising minors observe a situation where civil law, parish and/or school rules are being violated, they must take appropriate action immediately.
- Staff members/faculty/volunteers should always be aware they have considerable personal power because of their ministerial positions. Therefore, they will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power.
- Staff members/faculty/volunteers must avoid assuming the role of a "father or mother figure" which may create an excessive emotional attachment for all parties.
- Attraction between adults and minors is possible, and care and caution should be taken in all interactions. The parish/school administration should be informed immediately if such an attraction exists. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are unlawful.

- Communications with minors (e.g., notes, email and internet exchanges, telephone calls) must be for professional reasons only.
- Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with minors.
- Staff members/faculty/volunteers will respect confidential information concerning minors or confidential information of a personal nature shared by a minor. However, if a minor shares confidential information that could pose a threat to the minor or to others, the staff member/faculty/volunteer has an obligation to notify the proper authorities.
- When staff members/faculty/volunteers are supervising minors or young adults at parish/parish school-sponsored activities, they may not be under the influence of alcohol, may not consume alcohol in the presence of persons under age 21, nor offer alcohol to them.
- When a staff member/faculty/volunteer is alone in a room with a minor, the door must be open or there must be clear visibility through windows.
- Staff members/faculty/volunteers are to engage in games or sports activities with minors only in the presence of other adults, or in a place openly accessible/visible to others.
- Staff members/faculty/volunteers planning parish/parish school events in their homes with minors must have the permission of the parish/school administration. In addition, staff members/faculty/volunteers may not have any minor in their homes without the knowledge of the minor's parent or guardian.
- Staff members/faculty/volunteers may not drive minors unless it is to or from a parish/parish school-sponsored activity and may never drive alone with a minor. Driving minors requires parental permission slips that indicate the transportation is by personal vehicle. The parish/parish school administration must approve any use of personal vehicles. Trips involving minors must have a sufficient number of adult chaperones and minors to preclude the appearance of inappropriate personal involvement with minors.
- Parent/guardian written permission is required for the publication of a picture of a minor.
- Adults are permitted to interact alone with minor(s) only after complying with Archdiocesan policies regarding fingerprinting and safe environment training. They may work with minors only as part of a team if they have not these requirements.

# **BOUNDARY GUIDELINES FOR JUNIOR HIGH AND HIGH SCHOOL YOUTH WORKING OR VOLUNTEERING WITH CHILDREN OR YOUTH**

*Revised August 20, 2007*

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

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

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

As a student volunteer I will:

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

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

As a Student Volunteer I will not:

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

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

Print Name of Youth: \_\_\_\_\_

Work or Volunteer Position: \_\_\_\_\_

School or Parish: \_\_\_\_\_

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

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

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

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

## **PARENT/STUDENT COMPLAINT REVIEW PROCESS**

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

### **School Level**

The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the persons directly involved.

If resolution is not achieved, the complaint should be discussed with the principal (or the pastor, if the principal is the subject of the complaint).

For elementary schools, if the principal is unable to resolve the conflict, the principal will bring the pastor into the process as appropriate.

After reviewing the facts and facilitating discussion of the problem the principal will respond to the person bringing the complaint.

### **Department of Catholic Schools Level**

- If the complaint is not resolved at the school or parish level, the complaint may be submitted in writing to the supervisor at the Department of Catholic Schools, outlining the concerns and reviewing the local process.

- The supervisor will review the complaint (with such consultation as may be appropriate) in a timely fashion and will endeavor to mediate and resolve the matter.
- However, if no agreement can be reached, the supervisor will make a final determination concerning the resolution of the complaint, based on the application of Archdiocesan and school policies and/or regulations, and communicate that determination, which will be final and binding, in writing to all parties.

## COMPLAINT REVIEW PROCESS

### **For Archdiocesan and Parish School Parents and Students**

#### **Introduction**

**Concern for the dignity and rights of each person are intrinsic to the Church's mission as a true witness to the spirit of the Gospel. The Archdiocesan Complaint Review Process offers assistance in those situations where schools and various persons come into conflict and reconciliation at the local level has been impeded.**

#### **Purpose**

The purpose of the Complaint Review Process is to provide a structure for bringing about resolution and reconciliation. This is done in an atmosphere of mutual understanding with respect for the dignity and worth of all parties. Legal representation is not permitted at any stage of the Complaint Review Process because the desired result is reconciliation,

Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form.

#### **Personal Conduct**

All those participating in the Complaint Review Process are responsible to strive toward reconciliation and act in good faith.

#### **Definitions**

The person referred to as the responsible official in the process is the person designated by the Archdiocese to coordinate the efforts to comply with and

carry out its responsibility, ordinarily the principal of the school and/or the pastor of the parish.

## **Process**

### ***School Level***

- The person bringing the complaint is encouraged to try to resolve the complaint by discussing it frankly with the responsible official and/or the persons directly involved.
- The responsible official reviews the facts presented and facilitates a thorough discussion of the problem.
- The goal is to achieve a just resolution of the problem and reconciliation among all persons concerned.
- The responsible official orally responds to the complaint and provides the person bringing the complaint with a written summary of the response.

### ***Department of Catholic Schools***

- If the complaint is not able to be resolved at the school/parish level, the person bringing the complaint states it in writing and the specific resolution sought.
- Copies of this written complaint are sent to the responsible official and the elementary supervisor of the Department of Catholic Schools.
- The elementary supervisor will review the complaint in a timely fashion and will attempt to act as a mediator to bring about mutual agreement between the person bringing the complaint and other parties.
- However, if no agreement can be reached, the elementary supervisor makes a determination concerning the resolution of the complaint, based on the application of archdiocesan and school policies and/or regulations.
- The elementary supervisor will then communicate the final determination in writing to all parties.
- There is no appeal beyond the elementary supervisor.



**St. Genevieve Elementary School  
Parent/Student Policies Agreement Form**

*(Please print except where signatures are required)*

**ACCEPTANCE OF PARENT/STUDENT HANDBOOK**

Our family has received and read the \_St. Genevieve School Parent/Student Handbook. We are aware of, understand, and agree to follow the policies and procedures stated in the Handbook. We acknowledge that the school has the right to amend the Handbook during the school year as needed and we agree to follow the policies and procedures as may be added or amended.

We understand that we may be asked to withdraw our child(ren) from the school or our child(ren) may not be invited to return the following year, if we fail to fulfill our responsibilities under the Handbook and any additions and amendments that may be made. Our signatures below indicate our commitment to fulfill our obligations according to the requirements of the Handbook.

Father's Signature \_\_\_\_\_ Date \_\_\_\_\_

Mother's Signature \_\_\_\_\_ Date \_\_\_\_\_

Print student names and grades:

Student's First Name \_\_\_\_\_ Grade \_\_ Student's First Name \_\_\_\_\_ Grade \_\_

Student's First Name \_\_\_\_\_ Grade \_\_ Student's First Name \_\_\_\_\_ Grade \_\_

Please return this signed form promptly to the School Office.  
This form will be placed in the students' permanent files.