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ACADEMICS AND CO-CURRICULAR ACTIVITIES

Policies, Guidelines, and Procedures for Academics

Academic Policies

The curriculum at St. Genevieve follows a course of studies as prescribed by the Archdiocese of Los Angeles. The subjects included in this curriculum are Religion, Language Arts (Reading, Spelling, Grammar, Writing Skills, Handwriting, and Oral Language), Mathematics, Social Studies, Science, Computer Technology (Grades 3-6), Music, Art and Physical Education. The school is accredited by the Western Association of Schools and Colleges/Western Catholic Education Association. Computer Technology is integrated with Language Arts, Science and Social Studies in Grades 6-8)

In order to provide our students with the best possible quality Catholic education, St. Genevieve School Education are a part of the school curriculum. Archdiocesan approved materials are used and are available for parental review from the classroom teacher. Parents who wish to assume sole responsibility in this area must request a non-participation form when the introductory letter is sent home.

The faculty stresses the development of good habits and student determination to achieve excellence. Parents are encouraged to support their children's endeavors and to work with the teachers by continuing the learning process at home.

Religion Program

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

- Student participation in daily prayer
- School liturgies and prayer services
- Liturgical singing
- Sacramental preparation program for those receiving First Reconciliation and Eucharist

- Basic religion textbook selected from the Archdiocesan list of approved texts
- Christian service program for all students
- A Family Life/AIDS Education Program
- Penance Services for grades 3-8
- Special May celebrations honoring Mary

Eighth Grade Graduation Requirements

Granting a diploma has long been a significant academic tradition for our graduates. It embodies the completion of the courses as required by the Los Angeles Archdiocese. Therefore, participation in the eighth grade graduation ceremony is contingent upon the following criteria:

Students are expected to:

- 1.) Have no final grade average below than 70% in any single subject;
- 2.) Maintain a "C" average in conduct;
- 3.) Fulfill the twenty hours of Christian Service Hours (Parent – Student Handbook)

Grading System

- Follow the Parent – Student Handbook
- The following criteria is used for evaluation :

Homework	- 25%
Tests	- 25%
Projects	- 25%
Class Work	- 25%
Total:	100%

Awards

- One award for high average students in 8A and 8B class for each core and no-core subject and an "A" average in conduct.

Core Subjects: Religion, Literature, Language Arts, Spelling, Mathematics, Science, and Social Studies.

None – Core Subject: Music, Arts, and P.E.

- **First Honors:** Must have A and B in core and non-core subjects with 93 – 100 average and “A” average in conduct. The students will receive a **Gold Cord**.
- **Second Honors:** Must have one “C” in core subject, A and B in non-core subjects with 88 – 92 average and “A ”and “B ”average in conduct. The students will receive a **Silver Cord**.
- **Loyalty Awards** for those students who have attended St. Genevieve Elementary School from Kindergarten to Eighth Grade.
- **Perfect Attendance:** The student must not have tardy and excused or non-excused absence.
- **Altar Server:** The students must be an active member of the Parish Altar Servers.
- **Choir Member:** The students must be an active member of the School Choir or Cherubim Choir.
- **School Spirit/ Leadership:** Students Council Board Members
- **Presidential Awards:** Based on grades from the fourth grade to eighth grade.
- **Service Awards:** Students who participated in our Corazon House Build Project
- **President’s Educational Awards for Educational Achievements:** Students that show outstanding educational growth, improvement, commitment or intellectual development in their academic subjects.
- **Academic Decathlon Team**

<h3>Academic Probation</h3>

If a student’s grade point average in major subjects is below 70 at the end of the quarter, he/she will be placed on academic probation for a period of time as determined by the Administration.

While on probation, the student is expected to demonstrate improvement both in effort and academic standing. If this is not accomplished, the parents may be asked to remove the child from St. Genevieve School.

Students on Probation will not be allowed to participate in any Sports or Extracurricular activities.

Academic Integrity

Academic dishonesty (e.g. cheating, plagiarism, copying other students' work, etc.) is considered a very serious offense. Parents will be notified and a conference may be required. Any and all students involved in the incident will receive an automatic '0' for the assignment and will be unable to make up this grade. The student will be required to complete the assignment (so that he/she learns the material) but will receive no credit for it.

Standardized Testing

The school follows the standardized testing program as directed by the Archdiocesan Department of Catholic Schools:

- **Assessment of Catholic Religious Education (ACRE 1 and 2)** – administered to the fifth and eighth grades in the winter. This test identifies class/school strengths and areas for growth.
- **Iowa Test of Basic Skills (ITBS)** – administered to all students in grades 2-8 at the beginning of the school year. This test helps faculty assess a student's level of achievement, ability, and needs. The test also serves as a tool with which to evaluate curriculum and to determine instructional priorities. A copy of the scores is kept in each student's cumulative folder and a copy of the test results is sent home to parents.

Homework

The purpose of homework is to reinforce learning by encouraging further research, by organizing and applying knowledge, and by practicing necessary basic skills. Parents are encouraged to provide for their children an environment free from distraction and conducive to good study habits.

Teachers will generally assign homework daily. It is the student's responsibility to write down the assignments in the homework agenda book provided. All homework assignments should be completed neatly, carefully, and promptly.

Please check the student agenda book to see that your child is doing homework as it is assigned and that the entire assignment is completed.

Upon returning to school after an absence, it is the **student's responsibility** to find out what work must be made up. Teachers are not expected to provide class work or homework for future dates, such as for absences due to family vacations.

The following are the recommended Archdiocesan time allotments for homework:

Grades 1-2 Not to exceed one-half hour (30 minutes)
Grades 3-4 Not to exceed one hour (60 minutes)

Grades 5-6 Not to exceed one & one-half hour (90 minutes)
Grades 7-8 Not to exceed two hours (120 minutes)

**Academic and Conduct:
Grades 1 and 2**

O	Outstanding
G	Good
S	Satisfactory
NI	Needs Improvement

GRADES 3-8

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

KINDERGARTEN

The report card is developmentally based and lists skills achieved.

The following criterion is used for evaluation grades 1-8 but is not limited to:
TESTS, QUIZZES, CLASS WORK, HOMEWORK, CLASSROOM PARTICIPATION, and PROJECTS.

Honors/Awards

St. Genevieve School celebrates the academic achievement of its students through presentation of Honor Roll Awards. Students in grades 3-8 are eligible for Honor Roll as determined by their grades at the end of each quarter.

Only achievement in the following major subject areas will be considered for Honors: Religion, Reading, Language, Mathematics, Spelling, Social Studies and Science.

No student having a D in ANY subject, NI in Effort, or lower than a B in conduct will be considered for Honors.

An average will be made of the major subjects listed above. The following awards will be made using these averages:

FIRST HONORS: A & B in core and non-core subjects with an A in conduct

SECOND HONOR: One "C" in core subject, A & B in non-core subjects
GPA of 88-92 and A or B in Conduct.

St. Genevieve also recognizes students who may not achieve awards due to a lower grade point average, but who strive for excellence just the same. These students may be awarded the **EFFORT AWARD** for their hard work and consistent effort to learn more.

Each month our school awards a student from each class the **STUDENT OF THE MONTH AWARD**. This award is presented to students who work hard in school, who show outstanding citizenship, and who represent the Christian attitudes and values that our school strives to instill through our Pillars of Character Program.

Kindergarten through Second grade teachers will award the **ST. GENEVIEVE ARCHANGEL AWARD** to students who have shown outstanding citizenship and have modeled Christian behavior during the quarter. Teachers will also

give certificates for outstanding effort in various subject areas throughout the course of the year.

CALIFORNIA JUNIOR SCHOLARSHIP FEDERATION

C.J.S.F. is an academic honor society. Its purpose is to foster high standards of scholarship, service, and citizenship on the part of students in grades 7 and 8 in California. Students must maintain excellent grades, with no single grade less than a B-. The number of points earned on the quarter report card determines membership. Students must earn a total of 12 points to qualify, with A's worth 3 points and B's worth 1 point. Graduating students who have maintained membership for a total of six or more quarters in seventh and eighth grade are eligible to receive a gold seal on their diploma, and a lifetime membership pin.

Promotion

The decision to promote a student to the next grade or to retain him/her in the present grade should be based on a consideration for the overall welfare of the child. Promotion is not based on academic marks alone, but upon age, maturity, and total achievement. Retention may be considered if it is deemed to be in the best interest of the child. The classroom teacher, with the approval of the principal, will inform parents by the end of the first semester if retention in a grade is possibly considered necessary for a child to attain success and self-confidence. Teachers will then communicate regularly with the parents regarding student progress during the remainder of the academic year.

Although the opinions of the teachers and parents are significant factors, the final decision to retain a student is the responsibility of the principal.

STUDENT SERVICE PROGRAM

We are called as Christians to love and serve God. By completing Christian Service Hours we show our love for God by helping others in need. We do this out of love and without complaint or material reward. Christian service is taught and practiced at all grade levels. Grades 2-8 are required to complete and document Christian service projects. Annually, the following number of hours must be completed for each grade:

Kindergarten	2 hours
Grade One	3 hours

Grade Two	4 hours
Grade Three	5 hours
Grade Four	6 hours
Grade Five	8 hours
Grade Six	12 hours
Grade Seven	15 hours
Grade Eight	20 hours

Parents are encouraged to take an active role in helping children to develop their Christian identity and faith commitment through attendance at Sunday Mass, family prayer, family discussions regarding Catholic faith and Tradition, scripture reflection and the application of Jesus' teachings to life's daily situation.

FIELD TRIPS

The field trip policies listed below apply to class trips, school group trips (e.g. choir, academic decathlon) and trips for school sport teams.

Schools may plan field trips for one or more days including overnight field trips. Schools, at their option, may decide not to offer overnight field trips. All field trips, whether day or overnight must comply with the following requirements:

- Prior permission of the principal
- Preparation, follow-up, and specific educational goals for students
- Signed and dated Student and Youth Activity Permission Forms and Emergency Medical Authorizations from parents
- All Permission and Authorization Forms must be in the possession of the supervising adult during the trip
- All participants should have appropriate identification and travel documents
- All Archdiocesan policies on safe environment must be followed, including background checks for vendors providing the trips, as applicable.
- Transportation may be by personal car, school or chartered bus or van, boat, or airplane.
- School employees, including teachers and coaches, shall not drive students to or from athletic and co-curricular trips or events.

- Parent/guardian volunteers driving students in their own cars must be at least 25 years of age, have a clean driving record for the past three years, a valid Class C driver's license and current, valid California automobile insurance with limits of at least \$100,000/300,000. Each vehicle must have individual seat belts for each student. A copy of the parent/guardian's driver's license and insurance declaration page must be kept on file at the school. Please see Chapter 4 and Form D.1.20 of the Archdiocese of Los Angeles Injury, Illness and Loss Prevention Program for more information.
- All contracts with bus companies or other transportation vendors must be submitted to the Archdiocesan Legal Department for review prior to signature.

STUDENT AND YOUTH ACTIVITY PERMISSION FORM

CHILD'S NAME: _____ GRADE: _____
 Activity: Field Trip Other (specify) _____
 Date: _____ Cost: _____

Educational Purpose:

_____ □
 Description of Activity: _____ □
 See Attached

Mode of Transportation: __ Walk __ Car Pool
 __ Bus __ Other (specify) _____

Teacher/Adult Leader: _____
 Attire: _____

I request that my son/daughter be permitted to participate in the above activity. My child has no medical condition that would render it inappropriate for him/her to participate in this activity. I have returned the Health and Medical Release Form to the school/parish. I agree to direct my child to cooperate and conform to directions and instructions of the parish, school or Archdiocesan personnel responsible for this activity.

As a condition of participating in this activity, I hereby release and discharge The Roman Catholic Archbishop of Los Angeles, a corporation sole,

Archdiocese of Los Angeles Education & Welfare Corporation and the school and parish, their respective employees and any parent/volunteer chaperone, from any and all claims for personal injuries, wrongful death or property damage that my son/daughter may suffer as a result of participation in the activity described above, whether or not such injuries or damage are caused by the negligence (active or passive) of the Archdiocese, the parish, the school or their employees or chaperones.

Should it be necessary for my son/daughter to have medical treatment while participating in this trip, I hereby give the responsible personnel or chaperones permission to use their judgment in obtaining medical service, and I give permission to the physician selected by the school personnel or chaperone to render medical treatment deemed necessary and appropriate by the physician. I agree to relieve the school and other participating adults from any liability in connection with this request.

I understand that the insurance benefits through the school or parish, if any, may have limited application, and that I am entirely responsible for the cost of all medical treatment provided to my child. I agree to indemnify and hold the school harmless from the cost of any medical treatment and related expense and cost incurred.

Parent/Guardian_____

Date_____

Home Phone_____

Cell Phone

Work

Person to Notify in case of Emergency if Parent or Guardian is unavailable:

Name: _____

Day phone_____ Cell:_____

Internet and Technology Use Policy

St. Genevieve Elementary encourages the responsible use of technology. For this reason, students may only use the computer and network systems under adult supervision. If, during the course of use, a student comes across materials that make the student feel uncomfortable, they are to report the incident to the teacher. Students are also advised not to use the Internet or network to engage

in any illegal activity, or such behaviors that may compromise their personal safety or make the school liable for damages of any kind. Consequences for violations of these rules will result in suspension or permanent loss of access.

Students should not have a 'My Space' page unless they are 14 years of age or older. St. Genevieve School strongly discourages the use of 'My Space' by our students as it is accessible to a wide range of people and if our school is mentioned, our students may become the targets of predators. Therefore, if a student shows a picture of our school, our uniform, or any of its students, or makes mention of our teachers, students, or school name, they may be subject to suspension or expulsion. If it comes to our knowledge that students are displaying or promoting on a website any pornographic or objectionable language or material, the student is subject to suspension or expulsion.

ELECTRONIC COMMUNICATIONS POLICY

1. Systems, Devices and Materials

- **Electronic communications systems** include, but are not limited to, electronic mail, voice mail, facsimile machines, stand-alone or networked computers, intranets, the Internet/World Wide Web and any other communications systems that may be created in the future.
- **Electronic communications devices** include, but are not limited to, regular and mobile telephones, computers, laptops, electronic notebooks, audio and video equipment, flash drives, memory sticks, iPods, MP3 players, Blackberries, and other wireless equipment.
- **Electronic communications materials** include, but are not limited to, DVDs, CDs, laser discs, audio and video-tape, audio and visual recordings, films, microfiche, audio and visual broadcasts, computer operating systems, software programs, electronically stored data and text files, computer applications, e-mails, text messages, instant messages, and all other downloaded, uploaded, retrieved, opened, saved, forwarded, or otherwise accessed or stored content.

2. Electronic Communications Systems, Devices and Materials and Users Covered

- All electronic communications systems, devices and materials whether in a parish, school, or archdiocesan department or office;
- All electronic communications devices and materials taken from parish, school or archdiocesan office for use at home or on the road;
- All personal devices and materials brought from home and used on parish, school or archdiocesan premises during regular business hours;
- All personal devices and materials, regardless of location, that are used in such a manner that the parish, school or archdiocese may be implicated in their use.
- All users of electronic communications systems, devices and materials, including, but not limited to, students, employees, staff, contractors, volunteers, clergy and religious, and their families.

3. Ownership and Control of Communications

- All systems, devices and materials located in a parish, a school or an archdiocesan office, and all work performed on them, are property of the parish, school or archdiocese. These systems, devices and materials are to be used primarily to conduct official parish, school or archdiocesan business, not personal business.
- With permission from the pastor, principal or other person in charge, individuals may use systems, devices and materials, including access to the Internet, for personal business and web exploration outside regular business hours or during breaks. All users are expected to conform to appropriate content management and web surfing guidelines, whether during or outside regular business hours.
- Parish, school and archdiocesan systems, devices and materials are not private and security cannot be guaranteed. Passwords and user IDs are designed to protect confidential information, not to provide users with personal privacy. User account passwords

for systems not controlled by a centralized user directory or authentication system must be on record with the pastor, principal or other person in charge at the parish, school or archdiocesan department.

- Minors may only access the Internet from devices with updated and functioning filters for prohibited content. All obscene materials, child pornography or materials that are otherwise harmful to minors or in violation of this electronic communications policy must be blocked. Before allowing minors to access the Internet, a responsible person must ensure that content filters are "ON."
- Content filters for minors may NOT be disabled or turned "OFF" without obtaining prior permission from the archdiocesan Applied Technology Department or the person with equivalent authority at the parish or school.
- All files downloaded from the Internet, all computer disks received from outside sources, and all content uploaded from portable memory devices must be scanned with updated/current virus detection software. Immediately report any viruses, tampering or other system breaches to the person in charge at the parish, school or archdiocesan department.
- Parishes, schools and the archdiocese reserve the right to monitor, access, retrieve, read and disclose all content created, sent, received, or stored on parish, school or archdiocesan systems, devices and materials (including connections made and sites visited) to law enforcement officials or others, without prior notice.

4. Guidelines for E-mail correspondence and other electronic communications

- All users of parish, school or archdiocesan communications systems and devices should use care in creating e-mail, text, instant or voice mail messages. Even when a message has been deleted, it may still exist on a backup system, be restored, be printed out, or may have been forwarded to someone else without its creator's knowledge. The contents of e-mail and text

messages are the same as other written documentation and cannot be considered private or confidential.

- E-mail and other electronic communications are not necessarily secure.
- As with paper records, proper care should be taken in creating and retaining electronic records for future use, reference and disclosure, as applicable.
- Postings to "All Employees," "All Parents" "All Parishioners" and the like on intranets or the Internet or the World Wide Web **must be approved** by the pastor, principal or other person in charge at the parish, school or archdiocesan department before they are sent out.
- Use of personal electronic communications devices and materials during regular business hours should be kept to a minimum and limited mainly to emergencies.

5. **Prohibited Practices:**

Users of parish, school or archdiocesan electronic communication systems, devices or materials **and** users of personal devices and materials on parish, school or archdiocesan premises, during normal business hours or under circumstances when the parish, school or archdiocese may become implicated in the use, may not:

- Violate any federal, state or local laws, regulations, rules of conduct, codes of ethics, safe environment or any educational rules.
- Post or distribute personal contact information about the user or others without permission or review by a responsible adult person, unless required by the user's job duties or assigned responsibilities. Personal contact information includes names or screen names; telephone numbers; work, home or school addresses; email addresses and web addresses (URLS) of social networking sites or blogs.
- Post or distribute communications or pictures which a reasonable person, according to the teachings of the Roman Catholic Church, would consider to be defamatory, offensive, harassing, disruptive,

derogatory or bullying. This includes, but is not limited to, sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, creed, gender, national origin, sexual orientation, age, political beliefs, mental or physical disability, or veteran status.

- Engage in improper fraternizing or socializing between adults and minors. Minors may not agree to meet someone they have met online without their parents' approval and the presence of a parent at any meeting.
- Engage in pirating or unauthorized distribution (such as "podcasting") of copyrighted materials, music or film; arrange for the purchase or sale of any drugs, alcohol, or regulated substances and goods; or participate in internet gambling.
- Post chain letters or engage in "spamming" (sending annoying, unnecessary or unsolicited commercial messages); repost a message that was sent privately without permission of the person who sent the message.
- Record any telephone or other conversation without the express permission of the other participants to the conversation except where allowed by law.
- Use electronic communications devices for designing, developing, distributing or storing any works of programming or software unless explicitly required by the duties of the job or assignment;
- Upload, download, view or otherwise transmit copyrighted, trademarked, patented, or indecent material, trade secrets, or other confidential, private, or proprietary information or materials to which the user does not have access rights. Regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes. If in doubt, consult the pastor, principal or other person in charge.
- Damage, alter, disrupt, or gain unauthorized access to computers or other systems; e.g. use others' passwords, trespass on others' folders, work or files.
- Give unauthorized persons access to parish, school or archdiocesan systems, provide access to confidential information,

or otherwise jeopardize the security of the electronic communications systems (e.g. by unauthorized use or disclosure of passwords).

- Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user's job duties or assignment by a responsible person.
- Introduce a virus, attempt to breach system security or tamper with a system.
- Alter, without authorization, a start up screen or the desktop, or install applications that will subvert these functions.
- Allow any minor to access the Internet on school communications devices before a responsible adult has checked to insure that active filtering of prohibited materials is enabled.
- Use electronic communications devices or systems to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communication Commission ("FCC") or that would violate FCC rules or policies.

6. Consequences of violations of electronic communications policy

Violations of this policy, including breaches of confidentiality or security, may result in suspension of electronic communication privileges, confiscation of any electronic communication device or materials, and disciplinary action up to and including termination of employment, removal from parish or school activities, or other appropriate disciplinary action.

7 Local policies for parishes and schools

Parishes and schools should create their own policies addressing the use of electronic communications devices in classrooms or other parish or school-related settings to suit their local needs. Such policies may not deviate from this Electronic Communications Policy in any material way. Parishes and schools should incorporate paragraphs 1 through 6 of this policy in parish and parent/student handbooks in addition to local policies. The parish and school created policies should address:

- where students and staff may use electronic communications devices;
- when electronic communications devices may be used;
- where such devices will be stored when they are not in use (backpack, locker, elsewhere);
- extent to which the parish and school will communicate through email and the reasonable amount of time within which responses may be expected;
- appropriate language for email response to email or text messages that raise questions or concerns

Sample: "Thank you for sharing your concern/question with us. Because of the informal and insecure nature of electronic messaging and our inability to confirm who the senders and intended recipients of the messages are, we suggest you contact the parish or school by telephone or by regular mailed correspondence."

- consequences that will result if the parish or school policy is not followed

TUTORING

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

COUNSELING POLICY

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

Schools may engage in the following activities in addition to providing classroom instruction:

- Provide advice regarding academic subjects and student progress in school;
- Give limited guidance to students who present with non-academic personal issues or situations;
- Provide referrals to marriage and family counselors, child psychologists, licensed academic psychologists, psychiatrists and similar professional for diagnosis and treatment. If the school provides referrals to parents, the list must include at least three names of qualified persons or entities;
- Retain, where necessary, appropriate professionals to provide educational testing that is needed for assessment of a student's academic ability, learning patterns, achievement motivation, and personality factors directly related to academic learning problems, or psychological counseling services for the school. Prior to entering into such a contractual relationship, the principal will ensure that the person is credentialed, licensed or otherwise properly qualified. The school may refer a student for specific or additional testing, as appropriate, generally at the parent/guardian's expense.

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

Extracurricular Activities

Participation in all extracurricular activities is contingent upon good academic standing (with no single grade below a C-), and satisfactory grades in both effort and conduct. Students not maintaining good standing may be placed on extracurricular probation and excluded from team activities until good standing has been established as per the requirements stated. Absence from school during the day precludes participation in school sponsored extra-curricular activities on that day.

Parents must be present to pick up their children at the conclusion of the activity. Students must not be left at school longer than 15 minutes after an activity has ended. Students will be placed in the Day Care Program by the person responsible for the activity if not picked up on time.

ALTAR SERVERS

The Altar Server program is under the direction of the Pastor or his delegate and is open to boys and girls in Grades 4-8. Students are given the opportunity to give their service to the Parish by assisting the priests at the altar in daily Mass as well as on Saturday and Sunday.

ST. GENEVIEVE SCHOOL CHOIR

Students in grades 2 through 8 may join the School Choir. It meets once a week after school and sings at all school liturgies and at the Family Mass in the Parish once a month. This organization is under the direction of a faculty advisor.

ST. GENEVIEVE CHERABIM CHOIR

Students in grades 5 through 8 may audition for a place in the Cherubim Choir. It meets once or twice a week after school and sings at both parish and school liturgies. This choir is limited to between 40 and 50 members and is under the direction of the parish music director.

STUDENT COUNCIL

This service organization is comprised of members elected from the 6th through the 8th grades, includes a representative for each classroom (Grades 3-8). The organization meets regularly and is under the supervision of a faculty moderator. Its goals are to develop leadership, fellowship, and service in the school community. This organization is under the direction of a faculty advisor.

YEARBOOK

This activity is open to students in the 7th & 8th grade who wish to coordinate the production of the school yearbook. These students gather pictures of student life and school activities and assist with the formal layout of the yearbook. This program is under the direction of a faculty advisor and parents.

CYO ATHLETIC TEAMS

Our school has numerous sports teams. Competitive flag football, volleyball, and basketball are offered to the boys in grades 5-8. Competitive volleyball and basketball are offered to the girls in grades 5-8. Faculty, parents and volunteers under the supervision of the school provide coaching and supervision. The availability of volunteer coaches determines the sports offered. Practice and league games are held after school hours. These sporting activities allow students to build school spirit, good sportsmanship ideals, and to improve self-esteem.

ACADEMIC DECATHLON TEAM

The Academic Decathlon Team is open to students in grades 6-8. Students train in ten academic events including individual events in religion, math, literature, English, social studies, science, speech and fine arts. Additionally students compete in two team events: the logic quiz, and super quiz. Students meet regularly to prepare for the annual Archdiocesan competition held in March.

CHESS CLUB

VIDEO CLUB

SUMMER PROGRAMS

The principal is responsible for the over-all administration of all summer programs. All archdiocesan policies are applicable to summer programs. The principal may delegate the day-to-day operations of the summer programs.

Each year the decision to have a summer program is left to the sole discretion of the principal and, in the case of parish schools, the pastor. Considerations for implementing a summer program must include financial feasibility, purpose (e.g., enrichment, remedial, etc.), and demand for the summer programs.

Teachers have no right to employment in the summer program. Teachers employed in past summer programs have no tenure rights.

The following practices shall be observed in all summer programs:

- All summer programs shall have a budget that includes payroll, classroom materials, student activities, school maintenance costs, and utilities.
- Students enrolled in the regular school program are automatically covered by school insurance. Prior to the beginning of summer activities, a listing of non-covered students (i.e., students from other schools) shall be sent to the insurance carrier accompanied by the special coverage fee.
- All summer program finances shall be posted in the school ledger.
- The summer program staff shall participate in an orientation that includes:
 - The mission of the Catholic school.
 - Child abuse reporting requirements; Safe Environment and the Archdiocesan Guidelines for Adults Interacting with Minors.
 - Field trip policies.
 - Safety and health procedures, i.e., first aid and CPR
 - Supervision of students.
 - Emergency/Disaster plans

Non-Commercial Purposes

This section to be completed by Archdiocese/School/Parish

Archdiocese/School/Parish:

Class/Activity:

The Archdiocese/School/Parish intends to use your child’s image, name, voice and/or work for the following non-commercial purposes (describe class/activity, date(s) if applicable):

~~The following person(s)/entity not connected to the Archdiocese/School/Parish will be involved in the class/activity:~~

This section to be completed by Parent/Legal Guardian:

I, _____ (name), am the parent or legal guardian of _____ (child’s name), a minor. I hereby authorize the Archdiocese/School/Parish to use the following personal information about my child:

Please initial the applicable boxes

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

I understand and agree that my child’s image, name, voice and/or work (the “Personal Information”) will be used for the particular reasons identified above. I further understand and agree that the Archdiocese/School/Parish may use the Personal Information for other non-commercial purposes, including, but not limited to, publicity, exhibits, electronic media broadcasts or research. I understand and agree that the Personal Information of my child may be copied, edited and distributed by the Archdiocese/School/Parish in publications, catalogues, brochures, books, magazines, exhibits, films, videotapes, CDs, DVDs, email messages, websites, or any other form now known or later developed (the “Materials”).

The Archdiocese/School/Parish may use the Personal Information at its sole discretion, with or without my child’s name or with a fictitious name, and with accurate or fictitious biographical material. The Archdiocese/School/Parish will not use the Personal Information for improper purposes or in a manner inconsistent with the teachings of the Roman Catholic Church.

I waive any right to inspect or approve any Materials that may be created using the Personal Information now and in the future. While the Archdiocese/School/Parish will take care to maintain the particular intents and purposes of the photographs or electronic recordings, editing may be necessary to obtain the best results. I release and discharge the Archdiocese/School/Parish and its employees and agents from any liability that may arise out of the making or editing of the photographs or electronic

