



St. Genevieve Elementary School

August 14, 2019

Welcome St. Genevieve Families!

We hope you had a restful and rejuvenating summer. The 2019 – 2020 school year promises to be an exciting one. Teachers have been working hard setting up classrooms and working on curriculum, and the office has been working all summer to get things in order to make this year run smoothly for you.

Enclosed in this *welcome back* packet is information that will ensure a successful year. Yes, it is a lot – but we wanted you to be as informed as possible to start out the year. There are several papers that you will need to return ASAP. This is to ensure the health and safety of your child.

DUE: FRIDAY, AUGUST 16 – Required Items to Return/Fill Out

1. School/Parent Communication Card
2. School Pick-Up Authorization Form (one per student)
3. Theme t-shirt order form (free for students – one per student)
4. Empowering God's Children Permission Slip (one per student)
5. Emergency Card: This MUST be re-filled out every year and each time you move. Please go to www.sgps.org and click the link on the bottom banner that says: Fill out your emergency card. The password to the form is: GoValiants
6. Parent/Student Handbook Agreement & Catholic Code of Conduct: The 2019 -2020 handbook is now online. Please read over and download to use as your reference this year. All families are asked to return the Catholic Code of Conduct and Parent/Student Handbook Acknowledgement by Friday, August 16, 2019.

Recommended Items/Optional Items

7. Counseling Form (all parents are notified if their child is seen by a counselor)
8. Medical Authorization Form (if applicable)
9. Daycare Sign-Up Form (if applicable)

Thank you for returning these items to your child's homeroom teacher! On Friday, we will send information about activities and calendar updates for the year. Happy First Day of School!

Warm regards,

Amanda Allen

Amanda Allen
Executive Director

*Looking forward
to a great
year!*

14024 Community Street
Panorama City, CA 91402
P: 818.892.3802 F: 818.893.8143
W: <http://spartansonline.org>



Parent Communication 2019-2020

Child's Name _____ Grade _____

Child's Name _____ Grade _____

List the e-mail addresses you would like to receive the **e-mail** updates from the school. (Please print clearly)

Parent Name

E-mail Address

Parent Name

E-mail Address

List the phone numbers that would like to receive **voice messages** from the school.

Parent Name

Phone Number

Parent Name

Phone Number

List the phone numbers that you would like to receive **text messages** from the school.

Parent Name

Phone Number

Parent Name

Phone Number

St. Genevieve Theme Shirt



T-SHIRT ORDER FORM

**DUE FRIDAY
AUG 16**

T-Shirt Order Form: Included with Registration (Student)

Child's Name: _____

Classroom Teacher: _____ Grade: _____

Size: (Please circle) 2T 3T 4T 5/6 Youth Small Youth Med Youth Large Youth XL

Adult S Adult Med. Adult Large Adult XL Adult XXL Adult XXL

ADDITIONAL ORDERS (PARENTS/SIBLINGS): \$15.00 a shirt

T-shirt can be worn on Fridays with Uniform Bottoms (with the exception of First Fridays)

Please complete ONE ORDER FORM PER PERSON/CHILD:

St. Genevieve Theme Shirt



T-SHIRT ORDER FORM

**DUE FRIDAY
AUG 16**

T-Shirt Order Form: Included with Registration (Student)

Child's Name: _____

Classroom Teacher: _____ Grade: _____

Size: (Please circle) 2T 3T 4T 5/6 Youth Small Youth Med Youth Large Youth XL

Adult S Adult Med. Adult Large Adult XL Adult XXL Adult XXL

ADDITIONAL ORDERS (PARENTS/SIBLINGS): \$15.00 a shirt

T-shirt can be worn on Fridays with Uniform Bottoms (with the exception of First Fridays)

Please complete ONE ORDER FORM PER PERSON/CHILD:



**Empowering God's Children and Young People®
Safety Program / Year 3: Internet Safety
"Children's Permission Slip"**

TO: *St. Genevieve Parents*

FROM: *St. Genevieve Parish Schools/Los Angeles Archdiocese*

SUBJECT: *"Empowering God's Children and Young People®" Safety Program*

DATE: *August, 2019*

We at **St. Genevieve** are committed to the safety and well-being of your children and in helping to empower them to protect themselves from child sexual abuse.

For this purpose, the Archdiocese of Los Angeles has created "Empowering God's Children and Young People"® Safety Program. For the 2019 – 2020 school year, we will be presenting **Year Three: Internet Safety**. Through these age-appropriate lessons, students will learn the advantages and possible dangers of using the internet and how to be safe and responsible when online. The foundation of these lessons are NetSmartz® and the Four Internet Safety Rules:

- I will tell a trusted adult if anything online makes me feel sad, scared or confused.
- I will ask my parent/guardian before sharing personal information online.
- I won't meet face-to-face with anyone from the internet.
- I will always use good "netiquette" (manners) and not be rude or mean to anyone online.

Each lesson has a "Parent/Guardian Take Home Activity" to help you discuss this important topic with your child.

Also included is a parent/guardian internet safety article that will provide valuable information on ways you can help protect your child online.

If you have questions, need any additional information about the program or would like to review any of the materials, please feel free to contact our main office(s) at 818.892.3802 (ES) or 818.894.6417 (HS).

Year 3: Internet Safety Permission Slip
"Empowering God's Children and Young People"® Safety Program
(Please sign one form per child)

I give my consent for my child to participate in the Archdiocese of Los Angeles "Empowering God's Children and Young People"® Safety Program. I understand that I need to complete and return this Permission Slip to **their assigned teacher** by **August 30, 2019**:

Child's Name: _____ Grade: _____

Parent or Guardian's Name (Printed): _____

Parent or Guardian's Signature: _____ Date: _____

2019 – 2020

St. Genevieve Parish Schools

Catholic Code of Conduct for Parents/Guardians

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

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

With the example of the Holy Family and the help of God, I will abide by this Code of Conduct while my child is enrolled at St. Genevieve Parish Schools.

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

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

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

St. Genevieve Parish Schools

Parents/Guardians Acknowledgement Form

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

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

Print Name of Parent/Guardians

Signature of Parent/Guardian

Date



Counseling Partners of Los Angeles
Committed to Success for Every Student Every Day
<http://counselingpartnersofla.org>

Informed Consent Form for Personal Counseling

Saint Genevieve School

Introduction

Counseling Partners of Los Angeles offers a comprehensive school-based counseling program and support services, providing the tools, support and oversight essential to ensure the greatest opportunity for every student to grow toward their full potential emotionally, intellectually, morally and socially. CPLA strives to have students, parents, teachers, and counselors actively involved in nurturing students' success and wellbeing by providing an exceptional level of support, expertise and oversight. CPLA is committed to success for every student every day.

There is no additional cost for counseling services as it is one of the programs offered by Saint Genevieve School. The counselors see students that are referred by faculty, parents, and the students themselves. You can refer your child for any academic, social, or emotional concerns you may have by calling the school and asking to speak with the CPLA counselor.

Background

CPLA counselors have a passion for helping children and adolescents and are very excited to work with your school. CPLA counselors are graduate level or post-graduate level students obtaining their Master's Degree in Counseling or Doctoral Degree in Counseling. On a weekly basis, the counselors meet with a licensed clinician for supervision and training. The counselor works under the license of this licensed clinician.

Provision of Services

It is the policy of CPLA to obtain parent/guardian written permission for counseling that extends beyond one session in a school year or that is planned on a regular basis. Services include intake assessment, short-term individual counseling, crisis intervention, group counseling, and outside referrals as needed.

I understand that school counseling services are aimed at the more effective education and socialization of my child within the school community. I understand that these services are not intended as a substitute for psychological counseling, diagnosis, or medication, which are not the responsibility of the CPLA counselors. I acknowledge that it is my responsibility to determine whether additional or different services are necessary and whether to seek them for my child.

Benefits/Risks

I understand that there may be both risks and benefits associated with participation in counseling. Counseling may improve my child's ability to relate to others, provide a clearer understanding of himself/herself, along with values, goals, and an ability to deal with everyday stress. I understand that counseling may also lead to unanticipated feelings and change, which might have an unexpected impact on my child and his/her relationships.

PARENTS' GUIDANCE ON SMARTPHONE SAFETY

SMARTORSCARY?

Smartphones are essentially little computers, so you might be a little worried when handing one over to your child. Take some time to understand the risks and implement a few safeguards so that you can help your child use smartphones safely.



THE RISKS

• CYBERBULLYING

With the constant connectivity of smartphones, your child may be more susceptible to cyberbullying or have more opportunities to cyberbully others.

• GEOLOCATION

A GPS-enabled smartphone can reveal your child's location through online posts and uploaded photos.

• INAPPROPRIATE CONTENT

With smartphones, your child has mobile access to content you may consider inappropriate, such as pornography or violent videos.

• SEXTING

Your child may use the Internet and social apps to send, receive, or forward revealing photos.

• VIRUSES & MALWARE

Just like a computer, a smartphone is vulnerable to security attacks if your child accesses unsecured websites and apps.

5 WAYS TO BE SMARTER THAN THE SMARTPHONE!

- 1. Be a parent and a resource.**
Establish clear guidelines, including time limits and consequences for inappropriate behavior, but be open so your child will come to you with any problems.
- 2. Set up password protection.**
This will keep everyone but you and your child from accessing personal information stored on the phone.
- 3. Update the operating system.**
New versions often contain important security fixes.
- 4. Approve apps before they are downloaded.**
Make sure you understand their capabilities and approve their content.
- 5. Understand location services.**
GPS features are useful when using maps, but you'll want to disable location-tagging when your child posts anything online.

For more resources visit NetSmartz.org/TipSheets

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A program of the

NATIONAL CENTER FOR

MISSING & EXPLOITED CHILDREN

NetSmartz Workshop



St. Genevieve Elementary School
2019-2020 Daycare Agreement

Philosophy:

Our goal is to provide a positive, safe and nurturing environment to all of the children in our care. We realize that most parents in today's society do not have the opportunity to stay at home with their children. We strive to provide a safe, comfortable, stimulating and educational environment with semi-structured plans.

Discipline Policy:

St. Genevieve Elementary School uses constructive and preventative methods of discipline to guide and teach each child to have successful social interactions. Discipline is always tempered with love and genuine care for each individual child. Staff is responsible to monitor the classroom and the playground to ensure safe and responsible behavior. Staff members direct behavior towards positive outcomes. However, we do operate on a three strikes out rule. After the third major offense, parents may be asked to find an alternative childcare solution.

Tuition Fees:

Registration fee (per family) \$60

Registering your child entitles you to the discounted rate listed below. Non-registered children pay a substantially higher rate of \$15 per day, equally roughly \$2,700 per child, per year in daycare fees.

Registered Family Daycare Rates for the Entire School Year:

1 Child	\$2,100
2 Children	\$3,150
3 Children	\$3,700

These rates reflect an approximate charge of \$3-4 per hour for one child. The second child is roughly 50% of the full cost, and the third child is only 25% of the full cost. The fourth child is free.

Registered families are billed for 10 months. This covers the entire year including the ½ month in August and June. Should you need to withdraw your child from daycare, please see the main office.

Drop-in rate for non-registered students: \$15 per day

- Please note that you will be notified of any outstanding daycare bills, but if not paid in the office by the end of the month, fees will be added to your FACTS tuition account. You will be notified prior to any totals being added to FACTS.

Payment: Your monthly daycare bill will be added onto FACTS for all registered families.

MEDICATION AUTHORIZATION AND PERMISSION FORM

Location: _____

Part A to be completed by a licensed physician unless copy of prescription and original prescription bottle is provided containing the information requested in Part A.

I hereby request that my son/daughter be allowed to take the following medication(s) at the Location identified above and/or at a Location sponsored field trip, event or activity.

Last Name of Minor	First Name	Sex	Birth Date
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Name of Medication: _____

A. Physician's Instructions. (Complete where applicable)

Purpose of Medication or Diagnosis

Dosage Prescribed	Date/Time Schedule	Dose Form (tablet/liquid)
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Please notify this office if patient misses medication Yes No

Medication may have adverse effects (explain) _____

Special instructions and/or comments: _____

Print Name of Licensed Physician	Signature of Licensed Physician	Date
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Physician Address and Phone Number

B. Permission for Administration of Medication and/or Testing at Location and/or at Location sponsored Field Trip/Event/Activity: I request that my son/daughter identified above, be permitted to carry and use emergency medication (inhaler, epi-pen, insulin, etc.) and/or test for levels of blood sugar at the Location identified above and/or at a Location sponsored field trip/event/activity as prescribed by the physician above. I acknowledge and understand that no health care professional or other trained adult may be available at the Location or at the field trip/event/activity to assist, monitor or supervise my son/daughter's self-administration of medication or testing unless arrangements have been made in advance. In the event that my son/daughter is unable to self-administer or self-test, I agree that Location staff/chaperones may assist my son/daughter to the extent possible under the circumstances, but neither they nor the Location shall be liable for any adverse consequences or injury. I hereby give the Location staff/chaperones permission to call paramedics to render treatment to my son/daughter should that be necessary and to release medical information to first responders for that purpose. For all other medications, my son/daughter and I will comply with the Location's policies and procedures and will provide the Location with any medication my son/daughter requires in its original prescription bottle.

Parent/Guardian Name: _____ Emergency phone number: _____

Parent/Guardian Signature: _____ Date: _____



UPDATES: Mark Your Calendar: 2019 - 2020

- Aug 10 New Parent Orientation @ 4 pm in the Gym
- Aug. 14 First Day of School (PK/ Elementary & High School)
- Aug 15 Feast of the Assumption (Formal Uniform Required by this time)
- Aug 26 Back to School Mass – ES (Monday @ 5:45pm) *Required Attendance*
- Sept. 8 Hollywood Bowl Gr. 7-12 (*no school Monday, Sept. 9*)
- Sept. 17 Picture Day (Formal Uniform Required)
- Sept. 21 Heal the Bay – SG Beach Clean Up Day (Wil Rogers Beach)
- Sept. 25 – Oct. 1 – Faculty Retreat/Fall Break: No School*
- Oct 18 Homecoming (*no school Monday, October 21*)
- Oct. 31 Halloween Carnival
- Nov. 4 No School – Teacher Work Day
- Nov. 15 End of Trimester 1
- Nov. 20 -22 Parent/Teacher Conferences **Required Attendance*
- Nov. 25 – 29 Thanksgiving: No School the Entire Week*
- Dec. 20 ES Christmas Program
- Dec. 21 – Jan 6 Christmas Break: No School*
- Jan 7 School Resumes
- Feb. 26 Ash Wednesday (Daycare closes at 5pm)
- Mar. 1 End of Trimester 2
- Mar. 12/13 Parent Teacher Conferences (Spring – By Request)
- April 10 – April 19 Easter Vacation: No School*
- May 22/25 Memorial Day Holiday – No School
- June 11 Last Day of School

**Things are subject to change, but this should help with planning, scheduling vacations, etc.*