

St. Joseph Parish School



Student and Parent Handbook

2016-2017

PRE KINDERGARTEN – GRADE 8

SCHOOL OFFICE HOURS

School Year Office Hours: 7:15 a.m. - 3:30 p.m.

Wednesday: Office closes at 2:30 p.m.

Hours are adjusted accordingly for early dismissal
and modified during intersession and vacations

COMMUNICATION

School Office ...677-4475

Cafeteria677-4583

Web Site...stjosephwaipahu.org

School Fax...677-8937

Parish Office....677-4276

E-Mail... sjps@stjosephwaipahu.org

DAILY SCHEDULES

REGULAR SCHEDULE (7:25 A.M. - 3:00 P.M.)

7:25	Gathering Bell
7:30	Flag Raising and Morning Prayer
7:45	School Begins-Tardy Bell
10:00 - 10:15	Morning Recess (Grades 1-5)
11:40 - 11:55	1 st Lunch Recess (Grades 1-2)
12:05 - 12:20	1 st Lunch Recess (Grades 3-5)
12:20 - 12:55	2 nd Lunch Recess (Grades 6-8)
2:05 - 3:00	Directed Study Hall
2:50	Dismissal for PreK-Kindergarten
3:00	General Dismissal

WEDNESDAY SCHEDULE (7:25 A.M. - 2:00 P.M.)

7:25	Gathering bell
7:30	Flag Raising and Morning Prayer
7:45	School Begins- Tardy Bell
8:15 - 8:45	Schoolwide Worship
10:00 - 10:15	Morning Recess (Grades 1-5)
11:40 - 11:55	1 st Lunch Recess (Grades 1-2)
12:05 - 12:20	1 st Lunch Recess (Grades 3-5)
12:20 - 12:55	2 nd Lunch Recess (Grades 6-8))
1:05- 2:00	Directed Study Hall
1:50	Dismissal for PreK-Kindergarten
2:00	General Dismissal

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HISTORY OF ST JOSEPH SCHOOL

Under the leadership of Father Leo Taeyaerts, SS.CC., St. Joseph School was established in 1946 in an abandoned Japanese Language School. Father Leo sought the help of the Sisters of St. Joseph of Carondelet. Sister Mary Aloysia Dugger, Sister Louis Martin Bereswill, and Mother Mary Anne Dalton were sent to staff the school. Mother Mary Anne Dalton served as the superior and principal of the school when it opened in September with an enrollment of 128 students in kindergarten, first, and second grades. Father Evarist Gielen, SS.CC. replaced Father Leo in 1946.

As the school continued to grow, Father Gielen planned for a new school and convent. Bishop Sweeney blessed the convent on June 30, 1947. The school, which is the Administration building today, was completed in December of the same year. With the growing enrollment, Father Henry Boeynaems SS.CC. broke ground on March 17, 1952 for a kindergarten classroom and auditorium complete with kitchen facilities. Today, the building houses the cafeteria, P.E. room, and Development Office. Two other new buildings have been built since then; the J building was completed in 1967 and the N building was added in 1986. A Pre-Kindergarten class opened in the N building in 2001.

The Sacred Hearts Fathers were the administrators of St. Joseph School for forty years. Since 1986, the school has been under the guidance of the Missionaries of Our Lady of La Salette (MS). In the 2013-2014 school year, St. Joseph School has changed its name to St. Joseph Parish School.

MISSION OF CATHOLIC EDUCATION IN THE ROMAN CATHOLIC DIOCESE OF HONOLULU

“The mission of Catholic education in the Roman Catholic Diocese of Honolulu is to form children who are nourished spiritually, intellectually, and liturgically to share the presence of Christ in the world.

Our Catholic educational institutions are obligated by our faith to shape our youth by immersing students in curriculum and experiences rooted in Catholic teaching and doctrine with emphasis on morality and Christian character building. This formation paired with 21st Century academics and teaching methods are critical for success at any Catholic educational institution in Hawaii.

Each family has choices in the education and faith formation of their children. We expect all families who have chosen to enroll their children to share fully in the light of Christ and to cooperate and support the mission and activities of Catholic School education in the Diocese of Honolulu.”

MISSION OF ST. JOSEPH PARISH SCHOOL

St. Joseph Parish School, centered in Jesus Christ, in collaboration with the home, church, and global community, provides quality Catholic education in a safe and caring family environment. Students are prepared to achieve their full potential to be morally responsible citizens, effective communicators, active Christians, and lifelong learners. (Revised May 2013)

PHILOSOPHY OF ST. JOSEPH PARISH SCHOOL

We at St. Joseph Parish School believe parents are the primary educators of their children*. We support and assist the parents by nurturing the spiritual, intellectual, social, emotional, cultural, aesthetic, and physical growth of the whole person in a safe and caring family environment.

We recognize each person as God's creation with individual gifts to share within our school and larger community. We are committed to affirming these gifts by instilling morals, Catholic traditions, and values which give each person and a sense of self-worth and belonging and a love for life-long learning.

*Declaration on Christian Education, #3. Vatican Council II

SCHOOLWIDE LEARNING **EXPECTATIONS**

1 . RESPONSIBLE CITIZENS WHO:

- a. follow rules and accept responsibility for their actions
- b. serve others by sharing their gifts and talents
- c. work to improve the quality of life in the global community
- d. know and exercise their responsibilities as U. S. citizens

2 . EFFECTIVE COMMUNICATORS WHO:

- a. write and speak in standard English
- b. apply effective speaking, listening, and writing techniques with courtesy and open-mindedness
- c. utilize technology to obtain and convey information

3 . ACTIVE CHRISTIANS WHO:

- a. practice and live their faith on a daily basis through prayer and actions
- b. participate in church and school activities that foster spiritual growth
- c. demonstrate the teachings and practices of Christ and the Church

4 . LIFELONG LEARNERS WHO:

- a. acquire and apply knowledge to real life situations
- b. set realistic goals and strive to achieve them
- c. read for knowledge and enjoyment
- d. know where to seek information and how to interpret it

FAITH FORMATION

*A Catholic School should be a place where we encounter the living Jesus Christ-not just the values that He taught, but **the Person that He is.**"*
(Most Rev. Clarence Silva – Bishop of Honolulu)

The Religious Education Program of St. Joseph Parish School provides a solid, systematic, and progressive presentation of the essentials of our Catholic Faith. It is grounded on Sacred Scriptures, Catholic Teachings, and Human Experience. This is the core of the School's curriculum. It is geared to develop thinking faith and relate Catholic Faith with daily lives.

Faith involves the whole of the person. This holistic formation of the Catholic Faith, further aims to form individuals to become responsible citizens and active witnesses of their faith.

Ones' knowledge and understanding of the **PERSON OF JESUS CHRIST** is manifested in an individual's confidence in sharing and defending our Catholic Faith when questioned. Moreover, it is translated into actions- the living out of the Gospel values and principles, following the law of God and the Church.

"Ma ka hana ka 'ike". In the doing comes real knowledge. Faith concretized in daily moral living is doing good works and promoting consciousness and concern on social justice issues. In loving response to God's call to bring his unconditional love, mercy, and compassion, St. Joseph Parish School provides opportunities and venues where each is encouraged to willingly share their God- given talents and material resources with others especially the deprived, care for creation especially with our environment, and initiate programs for social uplifting whether in school or in their families.

Love for prayer and worship is nourished through active participation in the school's liturgical celebrations like the Holy Mass on feast days and solemnities, Sacrament of Reconciliation, Retreats and Recollection, and other special prayer services, reflective class and personal prayers and reading of the Word of God in the Scriptures.

"Possess by charity and inspired by the spirit, the pastor, associate pastors, administrators, faculty and staff bear witness by their lives and their teaching by the one Teacher, who is Christ, work in close cooperation with the parents" (GE 8) in the process of the total formation of our Catholic Faith.

CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS OR LEGAL GUARDIANS

The students' interest in receiving a quality and 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 or legal guardians to withdraw their child.

It shall be an expressed condition of enrollment that the student behaves in a manner, both on and off campus that is 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, principles or procedure set forth in any student/parent handbook of the school.

It shall be an express condition of enrollment that the parents or legal guardians of a student shall also 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, principles or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

1. Parents or legal 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.
2. Students and parents or legal 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.
3. These expectations for students and parents or legal 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, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/legal guardian and normally will first result in disciplinary action short of a requirement to withdraw from the school (e.g., suspension of student or suspension of parent/legal guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, 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 a warning.

FINANCIAL INFORMATION

TUITION AND FEES

FACTS tuition contracts for the new school year must be completed online by the second week of June. Contract agreements are binding. Late or outstanding debts may be the basis for excluding a student from school.

Pre-registration fees and deposits for new or returning students are non-refundable in the event of withdrawal, transfer, or termination. A penalty will be assessed for any classroom or library text that is damaged or lost.

TUITION AND FEES PAYMENT OPTIONS

As part of our mission to assist you in the education of your child, the following payment plans have been established for your timely tuition payment. The four options are as follows:

1. **Full Payment Plan** - Payment in full due on **July 1, 2016**. The payment fee for this plan is \$10.00.
2. **Semester Payment Plan** - 2 payments (July and December). The payment fee for this plan is \$10.00.
3. **Monthly Payment Plan** - 11 payments beginning **July 2016**. The payment fee for this plan is \$40.00.
4. **Bi-weekly Payment Plan** - 22 payments beginning **July 2016**. The payment fee for this plan is \$40.00.

The 2 payment options by which payments can be made with FACTS are:

Automatic Bank Payment (ACH) - ACH payments are those payments you have authorized FACTS to process directly through your financial institution. It is simply a bank-to-bank transfer of funds that you have pre-approved from either your checking or savings account.

Credit Card- If you elect to use this option, your payment, along with a convenience fee, will be automatically charged to your credit card. (Paying with your credit card allows you to take advantage of various bonus programs that may be offered by your credit card company.)

Please be assured that neither FACTS nor the school will have direct access to your financial account. FACTS Management Company also offers *optional* Peace of Mind coverage for the person paying tuition and his/her legal spouse.

COLLECTION AGENCY

ALL DELINQUENT ACCOUNTS ARE SUBJECT TO A COLLECTION AGENCY.

REFUND POLICY

In the event of a student's withdrawal for any reason, only the tuition portion (less initial deposit) may be pro-rated and refunded. Students are charged for an entire month if they attend one or more days in a new month. **Absolutely no refunds will be given after December 1st of the current school year.**

RETURNED CHECKS

Checks returned by the bank for insufficient funds will necessitate future payments to be made in cash or money order. A fee may be charged.

STUDENT ACCIDENT INSURANCE

Every student is required to pay a yearly rate for the purchase of student accident insurance. This fee is subject to change each year.

ANNUAL SCHOOL FUNDRAISER

Each family is required to participate in the MANDATORY SCHOOL FUNDRAISER. The type of fundraiser is subject to change each school year.

There are 3 options to fulfill your fundraiser commitment:

Option 1

\$400 to Foodland's "Give Aloha" Program (must have at least 2 separate Maika'i Card accounts with a maximum of \$249 on one account). For example, \$249 is credited to Mr. Smith's Maika'i Card account and \$151 is credited to Mrs. Smith's Maika'i card/account. Original receipts totaling \$400 must be provided to the office by the due date stated or remaining balance will be applied towards FACTS account.

Option 2

\$250 to Foodland's "Give Aloha" Program (must have at least 2 separate Maika'i Card accounts). **AND** Sell 50 Tanioka tickets at \$7.00 each. Amount of \$350 will automatically be added to your FACTS account upon confirmation of Option 2. Any monies turned into the office will be applied towards the Fundraiser portion of your FACTS account.

Option 3

Direct donation to St. Joseph Parish School of \$450. Option to add donation onto FACTS account will be available.

ADMISSION TO THE SCHOOL

Admission to St. Joseph Parish School is a privilege and is based in part on the school's ability to serve the child effectively with the resources available to the school.

St. Joseph Parish School is a Pre-Kindergarten – 8th grade co-educational parish school and an entity of the Roman Catholic Church in the State of Hawaii. St. Joseph Parish School does not discriminate on the basis of race, sex, or national origin in the administration of educational or admission policies, scholarships, athletics, or other school related programs.

REGISTRATION

Returning Students:

An Intent-To-Enroll form will be sent home in February to reserve a place for students presently enrolled in the school. A non-refundable deposit is required to insure reservation.

St. Joseph Parish School reserves the right to accept or reject re-admission of a student for the next school year at the discretion of the pastor and/or school administration. These decisions are based on cooperation, fulfillment of financial responsibilities, and educational opportunities to meet the student's needs.

New Applicants:

Student testing and interview will be in FEBRUARY.

- Parents will participate in an informational meeting on the same day. Parents may also be interviewed on this date.
- A student applying for Kindergarten must be 5 years old by December 31 of the school year for which he/she is applying.
- A student applying for Grade 1 must be 6 years old by December 31 of the school year for which he/she is applying.

REQUIREMENTS FOR ALL NEW APPLICANTS:

1. **Completed Application Form**
2. **Completed Parent/Legal Guardian Questionnaire**
3. **Copy of Child's Birth Certificate**
4. **Copy of Baptismal, First Reconciliation and First Eucharist Certificates** (if applicable)
5. **Official Transcript of Grades and Standardized Test Results** (if applicable) This information should include the work completed from the previous year and the first semester of the current school year.
6. **One Confidential Teacher's Report** This report should be completed by the applicant's current teacher.
7. **Payment of Application Fee of \$30**

LEGAL ADMITTANCE

Students will **NOT** be admitted to St. Joseph Parish School unless they comply with the following State of Hawaii regulations:

1. All new students must present a record of immunizations (Form 14), a physical, and tuberculin test before school begins.
2. All students in grades K, 4, and 7 must present a completed physical and updated immunization record before the first day of the new school year.
3. All other students must present updated documentation of immunizations against diphtheria, pertussis, tetanus, polio, measles, rubella, and mumps.
4. **ALL STUDENTS MUST HAVE THEIR EMERGENCY INFORMATION ON FILE BY THE FIRST DAY OF SCHOOL.**

ACCEPTANCE POLICY

Applicants are either:

1. Accepted without conditions.
2. Accepted on the conditions stated: (ALL JUNIOR HIGH APPLICANTS)*
 - a. The student is accepted on a probationary basis for ONE SEMESTER. Throughout the semester, the school will notify parents of the student's progress and provide whatever assistance is necessary.
 - b. At the end of the First Semester, the student's academic standing, attitude, and teachers' recommendations will be evaluated. The school may recommend one of the following:
 - Discontinue probation
 - Continue probation for the next quarter
 - Recommend the student transfer to a school where other programs may be available to meet his/her needs.

OR

3. Not Accepted

*ALL JUNIOR HIGH STUDENTS ARE ACCEPTED ON A PROBATIONARY BASIS.

CONFIDENTIAL RECORDS

NON-CUSTODIAL PARENT

St. Joseph Parish School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding their child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

LEGAL DOCUMENTS

Copies of any legal documents regarding legal guardianship of any children, court orders, or other decrees that the school is mandated to follow must be on file in the school office.

Parents who are separated or divorced must provide the school with a certified copy of the court order specifically stating any custodial arrangements that the school is required to honor. **The school will not enforce any court ordered arrangements that are not on file in the school office.**

PERMANENT RECORDS

The school keeps a record of cumulative information for each student. To insure the confidentiality of the student's records, the school will not release any records to anyone except with the written permission of the parent and/or legal guardian.

TRANSFER PROCEDURES

The school requests at least 5 days' notice when a student is transferring to another school.

1. Library books and school textbooks must be returned in good condition.
2. A fee will be charged for any damaged or lost school property.
3. All financial obligations must be settled.
4. Parents/legal guardians must sign a release card (Form 211) on or after the student's last day in attendance. This card is required by their new school.
5. Students are charged for an entire month if they attend one or more days in a new month.

TRANSCRIPTS

Copies of the student's grades, test scores, and teacher's or principal's evaluation are sent to other schools upon written request of the parents. THESE WRITTEN REQUESTS ARE TO BE GIVEN TO THE SCHOOL OFFICE. There is ONE complimentary transcript request per student, all other requests will be assessed a \$5.00 fee.

CURRICULUM INFORMATION

The curriculum follows the regulations determined by the State of Hawaii and the Catholic School Department.

ACADEMIC PROGRAM

Religion: Diocese of Honolulu Religion Curriculum
2nd Grade Parents

As primary educators of their children, parents along with the godparents, have the duty to be actively engaged in the Sacramental preparation of their children. (Norms for the Sacramental Catechesis, Diocese of Honolulu, art. 89.)
ACRE Test for Grades 5 & 8

Language Arts: Reading, Writing, Language, Speaking & Listening
Common Core State Standards (CCSS)

Mathematics: Common Core State Standards (CCSS)

Science: Next Generation Science Standards (NGSS)

Social Studies: National Standards for Social Studies (NSSS)

COMMUNITY SERVICE HOURS

Every student is expected to complete the minimum requirement of community service hours as stated. Documentation of these hours will be required for each quarter. Each grade will determine the method that is developmentally appropriate to incorporate Community Service Hours as part of the Religion Grade each quarter.

Grade	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total for Year
PreK and K	½ hour	½ hour	½ hour	½ hour	2 hours
1-2	1 hour	1 hour	1 hour	1 hour	4 hours
3-5	2 hours	2 hours	2 hours	2 hours	8 hours
6-7	4 hours	4 hours	4 hours	4 hours	16 hours
8	6 hours	6 hours	6 hours	6 hours	24 hours

HOMEWORK POLICY

Homework is assigned as a supplement to the student's class work.

Average time allotments are:

PreK - Kindergarten: 20 - 30 minutes

Grades 1 - 3: 30 - 45 minutes

Grades 4 - 5: 1 - 1½ hours

Grades 6 - 8: 1 ½ - 2 hours

Any concerns regarding homework should be addressed to the teacher prior to meeting with administration.

AT HOME FOLLOW-UP

Active interest in the student's work is strongly encouraged. Class papers, notices, and/or folders are sent home and usually require a signature to acknowledge your reception.

Because communication between the teacher and parents is essential, parents should:

1. Review all papers.
2. Praise child for their efforts.
3. Discuss concerns and action plans for improvement.
4. Sign where indicated.
5. Return signed documents to school as soon as possible.
6. Initiate further communication with the teacher by email, letter, phone call, and/or conferencing as needed.
7. Check Parent Portal daily

MARKING CODE **FOR**

Pre-Kindergarten – 2nd Enrichment Classes and Schoolwide Learning Expectations (SLEs)

Code	Student Progress
ME Meets with Excellence	Consistently meets expectations/skill
MP Meets Proficiency	Usually meets expectations/skill
DP Developing Proficiency	Sometimes meets expectations/skill
AG Area of Growth	Rarely meets expectation/skill

MARKING CODE FOR

Grades 3-8

Percentage	Letter Grade	Grade Points
97-100	A	4.0
93-96	A-	3.7
91-92	B+	3.3
87-90	B	3.0
85-86	B-	2.7
82-84	C+	2.3
78-81	C	2.0
75-77	C-	1.7
74	D+	1.3
71-73	D	1.0
70	D-	0.7
0-69	F	0

SCHOLASTIC HONORS (GRADES 3-8)

Scholastic honors are determined by averaging the points corresponding to the letter grades for the subject areas.

First Honors 4.0 – 3.7

Second Honors 3.6 – 3.0

*To be eligible for scholastic honors, a student in grades 3-8 must meet **ALL** of the following requirements:

1. 3.0 and above grade point average
2. C- and above in **ALL** the Core subjects
3. DP and above in **ALL** the Schoolwide Learning Expectations (Any AG will disqualify a student from recognition during the awards assembly.)

***Students who do not meet all the criteria for scholastic honors WILL NOT receive the award at the Awards Assembly.**

AWARDS

- Any student may also receive other awards for Christian spirit, service, effort, participation, perfect attendance, and other areas of accomplishment.
- The R.E.A.L. Award is based upon student achievement of the SLEs throughout the quarter.

END OF THE YEAR AWARDS

PreK-8 End of the Year Awards include but are not limited to the outstanding student for Christian Spirit, School Service, Religion, Language Arts, Mathematics, Social Studies, and Science. One Outstanding Award is given to a student who is outstanding in ALL THE CORE SUBJECTS. In Grades PreK-5, the REAL grades for the year will not be used to determine a student's opportunity to receive the end of the year awards. However, in grades 6-8, the REAL grades will be used to determine a student's opportunity to receive the end of the year.

REPORT TO PARENTS

Parents will be informed of their child's progress in the following ways:

- Grade updates will be available through the Parent Portal for Grades PreK - 8. It is the responsibility of the parents or legal guardians to check these updates and contact teacher(s) if there are any questions. Grade updates will be uploaded on a weekly basis.
- A mandatory parent/teacher conference will be scheduled at the end of the first quarter.
- Parent/Teacher conferences for specific students may be requested by the teachers or parents/legal guardians.
- Report cards are sent out to the parents or legal guardians quarterly. Report cards and awards will not be given in advance of the scheduled Awards Assembly.

PROMOTION / RETENTION

THE FOLLOWING MAJOR SUBJECT AREAS WILL BE CONSIDERED WHEN DETERMINING PROMOTION, RETENTION, OR OTHER ALTERNATIVES FOR A STUDENT.

- **LANGUAGE ARTS**
- **SOCIAL STUDIES**
- **MATHEMATICS**
- **SCIENCE**

Evaluations, observations, and other items may also be considered.

SUCCESS

Students who successfully completed the work required at their grade level merit promotion.

UNSATISFACTORY PROGRESS

Parents will be notified by the end of the SECOND QUARTER if their child's promotion is doubtful.

Failure to master the fundamentals in TWO OR MORE MAJOR SUBJECTS by the THIRD QUARTER of the school year will indicate the student is not ready for promotion.

Parents will be called for a conference to decide on retention or other alternatives.

RETENTION AND OTHER ALTERNATIVES

Students who do not successfully complete the grade level requirements may either:

- a. Be retained.
- b. Be recommended for promotion with conditions.

OR

- c. Be recommended to transfer to a school where alternative programs may be available to meet the student's needs.

If a student is *Promoted with Conditions*, some of the following items may be provided during the school year:

- *Accommodation(s)*
- *Intervention(s) at School*
- *Intervention(s) at home*
- *Adjusted Curriculum*
- *Other (To be explained)*

Quarterly conferences with the parent, child, and his/her teacher(s) will be required. This information will help the parent and student's teacher(s) provide every opportunity for the child's continued success to become all that God calls him/her to be.

I. PRIMARY GRADE LEVEL (PreKindergarten -Grade 2)

- A. If a student fails to master fundamentals of TWO or more major subjects by the end of the SECOND QUARTER, parents will be notified of the possible consequences.
- B. If the condition persists at the end of the THIRD QUARTER, *promotion with conditions* may be recommended.

II. MIDDLE GRADES (3-5) & JUNIOR HIGH (6-8)

- A. If a student has a 1.0 - 1.3 CUMULATIVE AVERAGE at the end of the school year, *promotion with conditions* may be recommended.
- B. If a student is *promoted with conditions*, the student must maintain AT LEAST a 1.0 average in his/her first semester.

GRADUATION

A student who completes the required work merits promotion and graduation. By the end of the first semester, parents or legal guardians will be formally notified in the form of a letter if graduation may be doubtful. A student may not have TWO or more “F’s” in core subjects as a final grade. **A student may be denied the privilege of participating in graduation ceremonies for various reasons such as disciplinary consequence or unpaid financial obligations.**

RETREAT/RECOLLECTION

- 1 Day Recollection for all Faculty and Staff
- 1 Day Recollection for Grades 3-7
- Overnight Recollection for Grade 8 (Graduating Class)

ACADEMIC SERVICES

NATIONAL STANDARDIZED TESTING

The following national standardized tests are usually administered during the Fall:

- ECRA Writing Assessment- Grades 4, 6, and 8.
- TerraNova, Third Edition and InView- Grades 2-8.
- Assessment of Catechesis / Religious Education (ACRE)- Grades 5 and 8

STUDENT SUPPORT SERVICES

*We believe that ALL students are SMART.
Every person is made in God’s image with a unique gift to offer this world.
We facilitate this process of discovering this gift.
We can make all the difference because with God everything is possible.*

We support student personal, spiritual, and academic growth by:

- Developing parent, professional, and mentoring partnerships through collaboration
- Implementing Schools Attuned, Inclusive Strategies, Cooperative Learning, Brain Gym, Project Based Learning, and Orton Gillingham based upon research
- Providing Services through Counseling and developing programs such as Peer Mediation

Some of the specific services provided are:

1. Schools Attuned Management by Profile
2. WPSII (IQ Test) (Grades Pre K-2)
3. WISC (IQ Test) (Grades 3-8)
4. Individual Counseling
5. Project Based Learning
6. Title I Services are available to eligible students
7. Academic Support Plan
8. ACTERS
9. Student Profile
10. Student Behavior Modification

ENRICHMENT PROGRAM

- Art (Visual Art, Art Presentation)
- Music
- Physical Education
- Technology/Media Class
- Junior Police Officer (J.P.O.)

EXTRA-CURRICULAR ACTIVITIES

Knights of the Altar (Grades 3-8)
Student Council (Grades 4-8)
Catholic School League Sports (Grades 5-8; Grade 4 - Division 2 Basketball only)
St. Joseph Parish School Choir/ Instrumentalists (Grades 1-8)
Yearbook (Grade 8)

EXTRA-CURRICULAR REQUIREMENTS

Extra-curricular activities are generally divided into two groups- *Fine Arts* and *Sports*. Students may participate in Sports and Choir/Instrumentalists. Students need to inform activities coordinator.

- A student must maintain a C- or better in every class and a 2.00 or better GPA
- A student must fulfill other requirements such as appropriate conduct or attitude as specified by the coordinator of the activity.
- Every first day of the week will be clearance check.
- If a student is not cleared, he/she is ineligible to participate in any extracurricular activities for the week until the next clearance check.
- Parents have the responsibility to keep updated on student eligibility: Checking grades and behavior.

Because the sports season usually begins in August, a student's cumulative grades from the previous school year will be considered as part of their eligibility. Students participating in the Catholic School League (CSL) sports program must complete a CSL Waiver form prior to the start of the sports season. The waiver form must be completed and submitted by the designated deadline for each sport. The physician signature is valid for one year from the time of his/her signature. Participants of any sport may be required to pay monies for uniforms and transportation. If uniforms are not returned at the end of each sports season, consequences will be determined by athletic director and administration.

REQUIREMENTS:

GRADES 1-2	GRADES 3-8
<ul style="list-style-type: none"> ● <i>Proficient</i> in ALL Academic Subjects. 	<ul style="list-style-type: none"> ● <i>C- and <u>Above</u></i> in ALL Academic Subjects and at least a <i>2.0 GPA</i>.
<ul style="list-style-type: none"> ● <i>Maintain a DP and Above</i> in Schoolwide Learning Expectations. 	<ul style="list-style-type: none"> ● <i>Maintain a DP and Above</i> in Schoolwide Learning Expectations.

CONSEQUENCES FOR FAILURE TO MEET REQUIREMENTS:

CONSEQUENCES
<ul style="list-style-type: none"> ● If a student is not cleared, he/she is ineligible to participate in any extra-curricular activities for the week until the next clearance check. ● Other consequences may be given at the discretion of the advisor in consultation with administration.

GENERAL SERVICES

BEFORE SCHOOL AND AFTER SCHOOL SUPERVISION

Morning supervision begins at 5:45 a.m. St. Joseph Parish School will not be responsible for students who arrive before 5:45 a.m. Students purchasing breakfast may start arriving at 6:45 a.m. Appropriate behavior is expected and the cafeteria staff reserves the right to refuse service to any student who disregards the rules. **They are expected to finish eating their breakfast and leave the cafeteria by 7:20 a.m. for the gathering at 7:25 a.m. to prepare for the morning prayer and flag raising.**

Before School Care services are provided between 5:45 a.m. – 6:45 a.m. at an additional cost.

- Students may not leave the campus once they are dropped off for school.
- Students attending daily morning Mass at 6:30 a.m. should behave appropriately and remain in Church until the closing song of Mass is completed. Otherwise they may be placed in the Before School Care program.
- Students officially enrolled in the Before School Care program will be charged a monthly supervision fee.
- Students not officially enrolled in the Before School Care program will be charged a supervision fee of \$6.00 per student per day due at the time of student pick up.

After School Care services are provided on M, T, TH, F from 3:30 p.m. – 5:30 p.m. and on Wednesday from 2:30 p.m. - 5:30 p.m. Faculty and staff provide after school supervision for 30 minutes after dismissal while students are waiting for their transportation.

- After dismissal, students enrolled in After School Care or who participate in after school activities may not leave the campus.
- Students officially enrolled in the After School Care program will be charged a monthly supervision fee.
- Students not officially enrolled in the After School Care program will be charged a supervision fee of \$16 per student per day due at the time of student pick up.
- **FOR THEIR SAFETY, ANY STUDENT REMAINING BEYOND 30 MINUTES AFTER DISMISSAL WILL AUTOMATICALLY BE PLACED IN THE AFTER SCHOOL CARE PROGRAM** and charged a **SUPERVISION FEE OF \$16.00 PER STUDENT.**

AFTER 5:30 P.M., A LATE PICK UP FEE IS CHARGED AS FOLLOWS:

1 – 30 minutes.....\$20 per student
31 – 60 minutes.....\$60 per student

All daily and late fees are due at the time of student pick up. If any fees are not paid on time, parents may be requested to remove their child(ren) from the program. A 30-day written notice is required for all withdrawals from the program.

After School Care Services will not be provided on early dismissal days. A late fee will be charged for students who are not picked up promptly.

Emergency Extended Care Services

Short-term extended care services may be available by making arrangements through the school office at least 24 hours prior to the needed service. A supervision fee will be charged.

See detailed information in Extended Care Program section of this handbook.

GENERAL INFORMATION

VISITORS

ABSOLUTELY NO ONE IS PERMITTED TO GO DIRECTLY TO THE CLASSROOM.

Everyone must report to the office for a visitor's pass. For the safety of our school community, visitors may be asked to show proper identification. Phone verification to parents or legal guardians may also be required. **Visitors, including alumni volunteers, will need to adhere to all school's policies when on campus or attending any school functions. Appropriate attire and footwear is expected.**

TRAFFIC RULES

- **SCHOOL GATES:** All gates leading to the school grounds will be closed during school hours. Everyone must park outside along Farrington Highway and report to the school office for business or before going to any of the classrooms. There is additional parking in front of the rectory. Do not park your cars in parking lots of businesses in the vicinity of the school. Gates will reopen for dismissal.

Gate Closures: 1st Gate- 7:45 a.m. or when traffic on campus clears
 2nd Gate- 8:00 a.m.

1st and 2nd gates reopen 30 minutes before dismissal

- Everyone must follow the instructions of the adult supervisors and Junior Police Officers (JPOs) on traffic duty.
- **DRIVERS ARE TO REMAIN IN THEIR CARS AT ALL TIMES.** Students will be escorted to and from the cars by the adult supervisors or JPOs.
- **FOR THE SAFETY OF EVERYONE, DO NOT DROP OFF AND PICK UP STUDENTS ALONG FARRINGTON HIGHWAY FRONTING THE CHURCH OR SCHOOL.** Tickets may be issued by the Honolulu Police Department.
- **MORNING DROP-OFF and AFTERNOON PICK-UP PROCEDURES**
All students must be picked up in the assigned designated areas (Appendix 11-12).
No one is allowed to wait in the area fronting the church or any area not supervised by faculty/staff.

PICK UP OF STUDENTS ON EXTREMELY RAINY DAYS

Students and teachers will remain in the classrooms. Parents or legal guardians must follow the directions of the traffic monitors. If there are extreme weather conditions that require the early dismissal of students, parents or legal guardians will "SIGN OUT" their child in their home rooms. After most students have left, the remaining students may be taken to the covered passageway or the cafeteria for continued supervision.

EMERGENCY INFORMATION FORM

The Emergency Information Form must be on file for every family by the first day of school. **ANY CHANGES IN THE INFORMATION PROVIDED ON THIS FORM MUST BE REPORTED TO THE SCHOOL OFFICE AS SOON AS POSSIBLE. NAMES AND PHONE NUMBERS OF EMERGENCY CONTACTS MUST BE KEPT CURRENT. THEY WILL BE CONTACTED IN THE EVENT THAT THE SCHOOL IS UNABLE TO REACH THE PARENTS OR LEGAL GUARDIANS. EMERGENCY CONTACTS SHOULD BE ABLE TO DRIVE.**

SCHOOL EXCURSIONS

School excursions are privileges and not an absolute right of students. Therefore, students may be denied participation if they fail to meet academic and/or behavioral requirements. Official permission forms will be sent home prior to the excursion. A parent or legal guardian must complete the **Authorization for Student Excursion and Activities form** (Appendix 2) and may be required to pay a fee (if any) by the due date stated. (See Appendix 2)

UNOFFICIAL PERMISSION FORMS, PHONE CALLS OR FAXES WILL NOT BE ACCEPTED. A STUDENT WILL NOT BE PERMITTED TO ATTEND THE EXCURSION WITHOUT THE OFFICIAL PERMISSION FORM WITH SIGNATURE.

Volunteers may assist as chaperones for school excursions. However, they must complete the School Activity Liability Waiver form (Appendix 3). In addition, regular contact volunteers must go through background screening and safe environment training (see SAFE Environment Program on p. 24). Minors may not accompany any volunteers on the school excursion.

MEDICATIONS

All over-the-counter and prescription medication, including cough drops, that are to be self-administered or administered by the school must be brought to the office.

Medication Used for a Specific Length of Time

Parents or legal guardians must complete a **Request for Self Administration/Administration of Medication** form (Appendix 4). The office staff will supervise a student while he/she takes the medication. All medication must be in its original container. All prescription medication must have the prescription label accompanied by the proper measuring spoon, dropper, or cup. Prescriptions that read "as needed" will not be given unless the parent has designated the time to administer the medication.

Medication Needed for Emergencies (EpiPen, Inhalers, etc)

Parents or legal guardians must complete a **School Administration of Medication** (Appendix 5) **OR Self-Administration of Medication** (Appendix 6) form for student's medication that is stored in the office for emergency use only. The form will require a physician's signature and will be effective for the current school year only.

St. Joseph Parish School will not administer medication that has EXPIRED. Either new medication or a written consent from the doctor must be submitted prior to administering of the medication. Expired medication will be disposed of properly by office staff.

When medicine has been taken, the staff member will note the date, time, and dosage given and sign the medication form.

ALLERGIES

A doctor's note must be submitted to the school if a student is allergic to items such as particular food, insect bites or stings, or has a chronic allergic cough and/or runny nose. Allergies must also be listed in the Emergency Information form. Staff will be given a copy so that the student's needs may be accommodated.

Items not taken orally such as itching cream or bug spray may be administered with written parental permission. All medication or items that are to be administered to a student must be brought to the office.

HEALTH

Parents should keep their child at home if he/she shows signs of a fever, sore throat, runny nose, rash, earache, or headache. If the child becomes ill during school hours, the parent or legal guardian will be called to pick up the child. The Department of Health requires that a child who has contracted any communicable diseases be excluded from school until a doctor's Release to Return form is received stating that the student may return to school.

CHILD ABUSE

Reporting Regulation

Hawaii State Law dictates that all teachers and caregivers are REQUIRED to report any suspected case of child abuse or neglect to Child Protective Service.

SAFE ENVIRONMENT PROGRAM

The "Policy on Allegations and Incidents of Sexual Misconduct" promulgated by the Diocese of Honolulu is incorporated in this handbook by this reference. A copy of the policy is contained in the handbook, "To Offer Healing, To Restore Trust," first published January 8, 2004. The handbook is available from the school.

The Church endorses the mandatory reporting provision H.R.S. Chapter 350 concerning child abuse. All staff members and teachers/catechists are required to sign an acknowledgement that they have read and understood the ethical and personal policies of the Diocese of Honolulu.

Consistent with diocesan policy, St. Joseph Parish School will conduct Safe Environment training as part of the religious education curriculum. A meeting will be held before the class is conducted to provide parents an opportunity to review safe environment materials.

Consent for participation in this program will be sent out to the parents or legal guardians at the beginning of the school year.

COLLECTIONS FOR CHARITY

Depending on the circumstances, donations may be requested for the needy at Thanksgiving, during Advent and Lent for the missions around the world and other charitable causes.

DONATIONS

The school does accept various types of donations for different events and other special circumstances. Possible donors should check with the administration before making specific donations that may include but not limited to special uniforms for extracurricular activities, furniture, and other items.

CAFETERIA

BREAKFAST Cost ranges from 50¢ - \$2.00

All students should finish their school breakfast by 7:20 a.m. and immediately line up for flag raising.

HOT LUNCH PROGRAM

Hot lunches must be ordered weekly, bi-monthly, or quarterly. **THERE ARE NO EXCEPTIONS.**

The price of lunches are:

- Full meal/no drink is \$3.25 each
- Sandwich bar items are \$2.50 (main entrée only)
- Salad bar is \$3.00
- Milk, juice, or water are \$1.00
- Chips - \$0.50
- Cookies - \$0.25

A student who forgets his/her lunch will be given a school lunch and an IOU will be sent home unless there is money in their school meal account.

Menus will be published quarterly.

The cafeteria/school office will no longer be giving any change.

All money will be directly deposited into the student's school meal account.

PAYFORIT NETWORK (meal account)

St. Joseph Parish School is pleased to offer parents the ability to manage their child's meal account over the Internet by using PayForIt.net, an online school management tool.

PayForIt.net may be accessed via the school's website or via www.payforit.net.

The school office will be receiving all cash or check payments to be credited to your child's meal account. Credit card payments may be done at www.payforit.net.

CAFETERIA ACCOUNT BALANCE

In an effort to be transparent, all students will be required to use their meal account for all cafeteria purchases (including breakfast, lunch, drinks and snacks). A minimum balance of \$5.00 is required. Should your account reach \$50.00 and collection efforts go unanswered, the balance will be applied to your FACTS account.

STUDENT ATTENDANCE

ABSENCE PROCEDURES

Parents are to inform the office by 9:00 a.m. of their child's absence and to obtain make-up work. The assignments may be picked up at the office between 1:00 p.m. and 3:00 p.m. If a prolonged absence is anticipated, tutoring through the Department of Education may also be considered. **A STUDENT LEAVING SCHOOL BEFORE 11:00 A.M. WILL BE RECORDED AS ABSENT FOR A FULL DAY, NOT A HALF DAY.**

A note explaining the reason for the absence is required when the student returns to school. If a student is restricted from school activities, this should also be indicated. **A doctor's statement is required before re-admittance to school if the illness was due to a communicable disease or if a student has been absent for 3 or more consecutive days.** *A student must be fever-free for 24 hours prior to returning to school.*

The school strongly discourages absences for reasons other than illness or emergencies. Parents/legal guardians should refer to the school calendar when planning family activities, such as vacations and reunions. It is difficult for a student to make up the work for class time missed for these occasions. **Teachers will not be providing any assignments in advance.** However, parents/legal guardians may check the Parent Portal on an ongoing basis. Students will be held accountable for any material covered during their absence. The extent of this accountability will be determined by the teacher(s). **Repeated or prolonged absences may affect a student's academic progress and grades.**

TARDINESS

A student arriving after 7:45 a.m. is tardy and must report to the office. The student must state his/her reason for being tardy to obtain a pass for admission to class.

A STUDENT ARRIVING AFTER 11:00 A.M. WILL BE RECORDED AS TARDY, NOT ABSENCE.

TRUANCY

If a student is truant, the administration will notify the proper authorities.

RELEASE DURING SCHOOL HOURS

Medical and dental appointments should be scheduled after school hours. A note for the expected absence should be given to the class teacher at least one day in advance.

Only authorized adults may pick up a student early. Before leaving the campus, they must report to the school office to sign the record book and may be required to provide I.D. for early release.

EXCESSIVE ABSENCES, TARDIES, AND/OR RELEASE DURING SCHOOL HOURS

Teachers will first notify parents and discuss concerns regarding consistent or excessive number of absences, tardies and/or requests for release during school hours. The administration will also be advised of the problem.

If the problem continues, the administration may take further action. **If a student is absent for 43 days or more (equivalent to one quarter), that student may be retained in that particular grade. If a student is tardy 6 or more times within one quarter, that student may be required to accept other consequences.**

PARENTAL SUPPORT AND COMMUNICATION

PARENT TEACHER GUILD (PTG)

All parents and legal guardians are members of the PARENT TEACHER GUILD. They support school functions and the needs to nurture the whole person in a Christian atmosphere. All families are encouraged to participate in any PTG sponsored fundraisers which may further assist the school. Dues are collected at the beginning of each school year and meetings are held at least three times a year.

VOLUNTEER PROGRAMS

Volunteers are a vital part of our school community. **To comply with Diocesan requirements, new and existing volunteers are to observe the formal screening procedure mandated for the Diocese of Honolulu. This policy is consistent with the requirements of the *Charter for the Protection of Children and Youth*, approved by the U.S. Catholic Bishops in November, 2002.**

Background Screening and Safe Environment training is provided to the Diocese of Honolulu by *Shield the Vulnerable*. **Fees charged will be the responsibility of the volunteer.** Volunteers should notify the school before charging the fee to the school.

REGULAR contact volunteers must go through the screening and training. *LIMITED contact volunteers* must review, complete, and sign the Volunteer Code of Conduct form (Appendix 7) prior to beginning the volunteer activity.

CALENDAR

Generally, the school calendar follows that which is prescribed by the Catholic School Department. Each family receives the school calendar before or on the first day of school. It is also available the school's website. The administration reserves the right to change schedules. Parents will be informed of any changes.

FAMILY ENVELOPE

Important information is sent home in the FAMILY ENVELOPE with the youngest child of the family. Parents should read all enclosures, sign the envelope, and return the envelope with any necessary documents the following school day. A fee may be charged for any misplaced or lost family envelope.

SCHOOL NEWSLETTER

A weekly newsletter to inform parents of important news such as upcoming events, changes in schedules, and other information is available on the school's website and is also emailed to all parents and guardians.

CAFETERIA MENUS WILL BE POSTED ON OUR SCHOOL WEBSITE QUARTERLY.

PARENT ORIENTATION

PARENTS ARE EXPECTED TO ATTEND ORIENTATION MEETINGS. At that time, teachers share their expectations and requirements for their respective grade level.

PARENT-TEACHER CONFERENCE AND COMMUNICATION PROCEDURES

A mandatory parent-teacher conference is scheduled at the end of the first quarter. At that time, parents will receive their child's first quarter report card. Students may be requested to accompany their parents for this meeting.

Throughout the year, conferences may be requested to discuss your child's strengths, areas for growth, and suggestions for improvement. **If a parent wishes to speak to the principal AFTER AN INITIAL CONFERENCE WITH THE TEACHER, a request for an appointment can be made either by phone, note, or email through the school office.**

GRIEVANCE PROCEDURE

"In the spirit of subsidiarity, if you have a complaint which you believe is important to communicate, speak to the person with whom you have the complaint. If it is a concern related to the classroom, address this concern at a pre-arranged meeting with the classroom teacher. If the complaint is not resolved, then talk with the principal. If the complaint is still not resolved, you may then speak with the pastor. If the complaint is still not resolved, you may send your signed and dated complaint in writing to the Superintendent of Hawaii Catholic Schools."

PARENTAL NON-COOPERATION

When a parent is found to be non-cooperative and excessively negative toward the school and its administration, the principal will make clear to the parent the consequences of this attitude on the growth and learning prospects of the child or on the school climate in general. If repeated efforts to elicit parental cooperation fail, the principal may move to terminate the child's enrollment with the prior agreement of the pastor. (HCS 5026.3)

Student Network/Internet Acceptable Use Policy

St. Joseph Parish School has established Network/Internet Services for our students. We are offering this tool as a valuable resource to our students and staff. The Internet is a global network that will allow your child access to thousands of libraries, databases, museums, and other sources of information. Your child will be able to communicate with people worldwide. Internet is a tool for life-long learning and will assist in preparing your child for success in life and work in the 21st Century.

While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. St. Joseph Parish School's Acceptable Use Policy restricts access that is inappropriate. Although we have the network firewall and teacher supervision as safeguards, we cannot guarantee that your child will not gain access to inappropriate material. We believe that the benefits from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. Therefore, we encourage you to use this as an opportunity to have a discussion with your child about your family values and your expectations about how these values should guide your child's activities while they are on the Internet.

Internet Terms and Conditions

1. Students are responsible for appropriate behavior on the school's computer network. St. Joseph Parish School's rules will apply just as they are in the classroom or on the playground.
2. Communications on the network are often public in nature. It is expected that the users will conduct themselves in a responsible manner and follow specific rules stated below. Internet access is a privilege. Inappropriate use or behavior on the part of any individual will result in cancellation of Internet privileges for the remainder of the year.

St. Joseph Parish School's Internet Rules

- Privacy—Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly.
- Illegal copying—Students should never download or install any commercial software, shareware, or freeware onto drives or disks unless they have written permission from the Network Administrator. Students should not copy other people's work or intrude into other people's files.
- Inappropriate materials or language—No profane, abusive, or impolite language is to be used to communicate. Materials that are not in line with rules of school behavior should not be accessed. If students encounter such materials accidentally, they should report it to their teacher immediately.

* Individual users of the Internet are expected to abide by the generally accepted rules of network etiquette.

The following are not permitted:

1. Posting personal contact information about yourself or others. Personal contact information includes addresses and telephone numbers.
2. Using the computer to harm other people or their work including harassing, insulting, or threatening others
3. Using obscene language
4. Intentionally damaging the computer systems or network in any way
5. Installing illegal software, shareware, or freeware
6. Violating copyright laws including submitting documents from the Internet as student's personal work
7. Viewing, sending, downloading, or displaying offensive messages or pictures
8. Accessing social networking sites or media such as, but not limited to, FaceBook, MySpace, YouTube, Twitter on school computers
9. Using the network for commercial purposes
10. Using another person's sign-on and/or password
11. Trespassing in someone else's folder, work, or files
12. Printing from the Internet without teacher permission

Social Networking

Students, whether on or off campus, will not post or transmit names, photographs, or any other information about St. Joseph Parish School, other students, faculty, staff, administrators or any other members of the school community on *any website social media/networking sites such as, but not limited to, FaceBook, MySpace, YouTube, Twitter, and other similar sites, newsgroups, instant messengers, email or smart phones* without consent from the school principal, parents or legal guardians (for individuals under the age of 18), or the individual.

A Student Network/Internet Use Agreement form (Appendix 8) must be completed for each student.

Usage Agreement Form

Every student must have a Usage Agreement for Students Form (Appendix 9) on file in the school office that is completed and signed by his/her parents or legal guardians. The agreement will indicate whether St. Joseph Parish School **is or is not allowed** to use the student's image, likeness, electronic image/recording, projects, and other work for press releases, displays, and St. Joseph Parish School's website. All of the uses will appear in an educational context only. Names may appear with the student's image and/or work to acknowledge achievement.

Voice Recording Authorization and Release Form (Minor)

This form (Appendix 10) must be completed for every student.

DISCIPLINE POLICY

STUDENT CONDUCT

The following rules state the responsibility of each student within our Christian community. The student is expected to act appropriately at all times in accordance with our Catholic values and morals. **Any disciplinary action taken is based upon the age appropriateness of the student.**

1. EVERY student is expected to follow the general school rules.

- a. Follow directions.
- b. Use caring and courteous words and gestures.
- c. Be prepared for class and be on task.
- d. Follow specific rules relative to the individual classrooms.
- e. Respect self, others and school, personal, public and other property.
- f. Create a safe environment.
- g. Be a responsible learner.

2. EVERY student is expected to follow the specific school rules.

- a. Follow the school dress code.
- b. Remain in school after arriving on campus in the morning and following dismissal in the afternoon if he/she is staying after school for any reason.
- c. Bring minimal amount of money for school purchases. The school is not responsible for any lost money in a student's possession.
- d. No gum chewing.
- e. Distribution of flyers and solicitation of any products must receive prior written approval by administration.
- f. No falsifying of documents, cheating, and/or plagiarism.

Plagiarism is dishonesty and cheating. Plagiarism is taking someone else's work and using it as your own. It is the unacceptable use of someone else's work. Plagiarism will not be tolerated in our school. Examples of cheating or academic dishonesty include, but are not limited to, cheating on assessments; copying of assignments; falsifying data; unauthorized collaborations; and forging of signatures. In addition, anyone involved in deliberate dishonesty will be disciplined by one or more of the following, but not limited to: Reprimand, Detention, Conference with parents/guardians, Suspension, Conduct Referral, Suspension from academic or other privileges for a stated period (like sports, banquet, honor recognition or graduation ceremonies, May Day).

- g. Not allowed to call home for homework, lunch, or any other items.

3. EVERY student is expected to follow the campus courtesy rules.

- a. SAY: "Good morning!" "Good afternoon!" "Please." "Thank you."
"Excuse me." "I'm sorry."
- b. DO: Offer your assistance.
Offer a helping hand.
Offer to give directions.
- c. BE: Caring, Friendly, Welcoming, and Respectful.

4. No policy is capable of covering all of the infractions that warrant disciplinary actions. Therefore, the administration of St. Joseph Parish School reserves the right to censure or penalize students who choose to act contrary to Christian values and principles.

SCHOOLWIDE BEHAVIOR CHART AND CONSEQUENCES		
Great Day	Green	Positive Affirmation Reward <ul style="list-style-type: none"> • Stamp, sticker, happy face • Praise Note, Praise Phone Call and/or email
1st Consequence (1 point)	Yellow	<ul style="list-style-type: none"> • Conference with Teacher • Student reflection time • Loss of privilege • Record infraction, corrective action, student signature, and date in behavior log. • Other consequences dependent upon infraction, such as time-out, loss of recess, and campus beautification.
2nd Consequence (2 points)	Orange	<ul style="list-style-type: none"> • Behavior Slip/S.L.E. Reflection sheet signed by parents and returned next school day. • Conference with teacher. • Student reflection time • If slip is not returned with the appropriate signature, parents /guardian will be notified via email or phone.
3rd Consequence (3 points)	Red	<ul style="list-style-type: none"> • Conference with teacher • Student reflection time • Student reflection and written response with parent/guardian signature to be returned the next school day. • Student conference and parent notification to discuss behavior and action plan. • Phone call to parent/guardian • Parent/teacher conference • Sent to the office • 2 reds in a week = Saturday school • Other consequences: Non- participation in special school activities and excursions

All consequences will be determined based upon the type of infraction and what is developmentally appropriate. Consequences are not limited to the items stated. All consequences are determined at the discretion of the teacher(s) and administration.

SLE Point System Chart

Accumulated Points for Qtr.	SLE Points	Notes
0-2	4	<ul style="list-style-type: none"> Students receive the number of points each day based on what color they ended on. Ex. Student ended on yellow and thus has 1 point. Total points for the quarter determine the points for each SLE. A student who has 4-6 points will get a 3 for the particular SLE.
3-5	3	
6-8	2	
9 or more	1	

Morning Assembly Rules

- Parents and Guardians are encouraged to attend the Morning Assembly. **Parents and Guardians may not proceed directly to the classrooms.**
- Use the **Quiet Signal**.
- Bookbags are placed on the ground in front of the students.
- **Use the Line Up Procedure:** space out at arm's length, no talking.
- Stand in **Pledge of Allegiance posture** facing the flag.
- Recite Pledge of Allegiance.
- Turn, face prayer leader(s), and stand in **Prayer Posture**.
- Recite prayers and responses.
- Students will proceed to classrooms quietly **using the lineup procedure.**

Hallway Rules

- Walk in the hallways.
- Use classroom voices when changing classes.
- Move to the side to allow others to pass.
- No loitering in the hallways during school hours including recess.

The Angelus Prayer/Regina Coeli

- Each day at 12:00 p.m., everyone is expected to stop and be in prayer posture for the praying of the Angelus/Regina Coeli

Cafeteria Rules

- **Breakfast**

All students on campus are required to participate in morning assembly at 7:25 a.m.

- **Order of lunch line**

- Students purchasing a hot lunch, sandwich, or salad bar must line up alphabetically to pick up lunches
- Students will be charged based on their lunch choice.
- Students with home lunches must line up behind the students who are purchasing lunches and go directly to the lunch tables upon entering the cafeteria. Students should fill all available seats on one table before finding a seat on another table.

- **While in the cafeteria**

- Use caring and courteous words and gestures.
- All students are responsible for cleaning their area.
- Students must remain in the cafeteria until their lunch, snacks and beverage are consumed otherwise they will be sent back to the cafeteria.
- Cafeteria monitors from each classroom are responsible for wiping the tables and cleaning the floor.
- All food items, snacks, and beverages must be consumed in the cafeteria.

- **After eating:**

- Everyone is responsible to check for cleanliness of the tables and floors before leaving the cafeteria.
- Students must pour left over liquids in the container provided and discard paper goods and left over food in the designated container.
- Students must SIT in the designated areas under the covered passage way near the 3rd grade classroom until directed to WALK to their assigned play area. Students may not play with any playground equipment while waiting.

CHURCH DECORUM: DURING MASS AND OTHER LITURGICAL CELEBRATIONS

- Observe silence and reverence while inside the church.
- Keep the church clean. Pick up any rubbish and fix the song books and offertory envelopes.
- Don't step on the kneeler. Put the kneeler up before leaving.
- Participate actively in the celebration.
- Refrain from going in and out of the church while the celebration is on-going.

PLAYGROUND RULES

- All food items, beverages, and snacks must be consumed in the cafeteria.
- Students are expected to use all playground equipment appropriately and safely.
STUDENTS ARE NOT ALLOWED TO BRING THEIR OWN EQUIPMENT FROM HOME.
- Students are expected to play fairly and respectfully with one another and use caring, courteous words and gestures.
- Ball playing activities are allowed only in specific areas of the campus. TAG, DODGEBALL, SHAM BATTLE, FOOTBALL, BASEBALL, AND ANY OTHER GAMES WHICH MAY CAUSE INJURY TO SELF AND OTHERS ARE NOT ALLOWED.
- Students may only go to the classrooms when accompanied by their teacher. They must wait under the covered passageway until the teacher arrives.
- Students may not retrieve any equipment on Farrington Highway, on rooftops, or over fences.
- Students are not allowed behind the Junior High building or other areas where they are not visible to the faculty or staff member on duty.
- The church office water fountains are OFF LIMITS.
- The mall and lavatories in the P Building are OFF LIMITS after the 1st morning and lunch recess.
- No playing in the lavatories.
- Students are responsible for reporting any injury to the school office.
- When the warning bell rings, students should stop playing and line up quietly.

CONSEQUENCES FOR VIOLATION OF SCHOOL POLICIES

It is our sincere hope that cooperatively we may guide students to grow in knowledge and self-control. As a result, some form of disciplinary action is necessary when a student chooses to violate any school rules, guidelines, or classroom policies. Minor and major infractions may result in a reprimand, detention, suspension, dismissal, or other recommended consequence such as the loss of a class or school privilege. Any acts that violate federal and/or state laws may lead to immediate suspension or dismissal. THE STUDENT, TEACHERS, ADMINISTRATORS, AND PARENTS/LEGAL GUARDIANS WILL CONFERENCE THROUGHOUT THE DISCIPLINARY PROCESS TO DISCUSS ACTIONS FOR IMPROVEMENT. In accordance with the Diocesan Education Handbook guidelines (5050) and our school philosophy, disciplinary action may include the following:

- **ORAL REPRIMAND** – This is the oral correction of student behavior by an appropriate person.
- **WRITTEN REPRIMAND** – This is the written correction of student behavior issued by a school official or principal and sent to the parents.
- **DETENTION** – A detention policy is used at the discretion of each teacher with the principal's approval. Parents or legal guardians will be informed of the teacher's policy at the beginning of the school year. Saturday School may be used in enforcing detention.
- **SUSPENSION** – The student will temporarily be excluded from classes and school activities. Suspension may be served in school or at home at the discretion of the principal.
- **DISMISSAL** – The student will be permanently excluded from school.

BULLYING POLICY

St. Joseph Parish School recognizes that bullying and intimidation have a negative effect on school climate and negate the spirit of dignity and uniqueness of each individual we advocate in a Catholic school. Students who are intimidated and fearful cannot give their education the single-minded attention they need for success. Bullying can also lead to more serious violence. Every student has the right to an education and to be safe in and around school.

1. **Definition of bullying.** Bullying is a pattern of abuse over time and involves a student being “picked on.” Bullying includes **physical intimidation or assault; extortion; oral or written threats; cyber bullying, teasing; putdowns; name-calling; threatening looks; gestures, or actions; cruel rumors; false accusations; social isolation.**
2. **Bullying is prohibited.** The St. Joseph Parish School community shall not tolerate any bullying on school grounds or at any school activity on or off campus.
3. **Staff Intervention** St. Joseph Parish School expects all faculty and staff members who observe or become aware of an act of bullying to take immediate, appropriate steps to intervene-unless intervention would be a threat to faculty or staff members’ safety. If a faculty or staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report the bullying to the school administration for further investigation.
4. **Students and parents/legal guardians shall report bullying.** St. Joseph Parish School expects students and parents/legal guardians who become aware of an act of bullying to report it to the school administration for further investigation. Any student who retaliates against another for reporting bullying may be subject to the consequences listed below in paragraph 6.
5. **Investigation Procedures** Upon learning about a bullying incident, the principal, or designee, shall contact the parents of both the aggressor and the

victim, interview both students, and thoroughly investigate. This investigation may include interviews with students, parents/legal guardians, and school staff; review of school records; and identification of family issues.

6. **Consequences/Intervention** Consequences for students who bully others shall depend on the results of the investigation and may include counseling; a parent conference; detention; suspension, and/or expulsion. Depending on the severity of the incident, the principal may also take appropriate steps to ensure student safety. These may include implementing a safety plan; separating and supervising the students involved; providing staff support for students as necessary; and developing a supervision plan with the parents/legal guardians.

DRESS CODE

ALL STUDENTS MUST HAVE AT LEAST ONE FORMAL UNIFORM FOR SPECIAL OCCASIONS. All uniform items listed below must be purchased at *Campus Creations* located at 98-025 Hekaha #206 behind Cutter Ford in Waimalu #484-9191.

PRE KINDERGARTENERS: MANDATORY FORMAL UNIFORM

BOYS: Royal blue polo shirt with embroidered school logo and navy blue pull-on shorts

GIRLS: Royal blue polo shirt with embroidered school logo and navy blue pull-on tab skirt or jumper

INFORMAL UNIFORM P.E. uniform shirt and shorts

BOYS: FORMAL UNIFORM

K-6 Navy blue straight legged trousers (twill) with only one set of waist side pockets
Navy blue or black belt (if pants have belt loops) MAY BE PURCHASED AT CAMPUS CREATIONS
Royal blue polo shirt with embroidered school logo

7-8 Short or long sleeve light blue oxford shirt with embroidered school logo and navy clip-on tie
Navy blue straight legged trousers (twill) with only one set of waist side pockets
Navy blue or black belt (if pants have belt loops) MAY BE PURCHASED AT CAMPUS CREATIONS

INFORMAL UNIFORM

K-8 Navy blue walk shorts, LONGER-LENGTH FLAT FRONT WALK SHORTS with only one set of waist side pockets
Navy blue or black belt (if shorts have belt loops) MAY BE PURCHASED AT CAMPUS CREATIONS
Royal blue polo shirt with embroidered school logo
Navy blue sweat pants from Campus Creations may be worn over the P.E. shorts on cold days when students have P.E.

GIRLS: FORMAL UNIFORM

K-6 School plaid jumper with embroidered school logo on left side of jumper
Royal blue polo shirt with embroidered school logo

7-8 School plaid skirt
Royal blue polo shirt with embroidered school logo

GIRLS: INFORMAL UNIFORM

K-8 School plaid walk shorts, **NAVY BLUE** dress slacks, walk shorts, **OR** tab skirt;
NO JEANS
Navy blue or black belt (if pants or shorts have belt loops); MAY BE PURCHASED AT CAMPUS CREATIONS
Royal blue polo shirt with embroidered school logo
Navy blue sweat pants from Campus Creations may be worn over the P.E. shorts on cold days when students have P.E.

- Length of girl's shorts, jumper, or skirt must be no shorter than 1" above the knee.
- Shorts worn under girl's jumper or skirt must be no longer than 2" above the hem of the jumper/skirt.
- School shirts for boys and girls must be **NEATLY TUCKED IN** at all times.
- **ONLY SOLID WHITE** undershirt for boys and girls may be worn under the school shirt.

Socks

Monogrammed St. Joseph Parish School socks; School Logo must be VISIBLE ABOVE THE ANKLES.

Shoes

PLAIN WHITE AND/OR BLACK with no COLORED logos, decorations, or blinking lights. School Logo on socks must be visible when shoes are worn. NO PLATFORM SHOES, HIGHTOPS, SHOES WITH WHEELS, OR ANY TYPE OF CHARACTERS WILL BE ALLOWED.

Sweaters, Windbreakers, & Hooded Jackets

ONLY SOLID WHITE, NAVY BLUE OR BLACK SWEATERS, WINDBREAKERS, OR HOODED JACKETS WITH OR WITHOUT BUTTONED OR ZIPPERED FRONTS WITH THE SCHOOL LOGO OR NO LOGO MAY BE WORN.

P.E. Uniform:

- It is the student's and parents' responsibility to make sure the uniform is a proper fit.
- P.E. shirts must be **tucked in neatly** at all times. ***Navy blue sweat pants from Campus Creations may be worn over the P.E. shorts on cold days when students have P.E.***
- Any color athletic shoes without spikes and cleats may be worn on P.E. day only.

Casual Dress and Aloha Attire

- Any clothing and graphics on the clothing must be appropriate to the school's mission and philosophy. All attire must be an appropriate fit and length.
- Uniform socks and shoes
- Appropriate Aloha Attire may be allowed at least once per month.

Grooming: (ALL GRADES)

BOYS: Hair must be neatly groomed. **Outlandish/bizarre hair color and styles are NOT ACCEPTABLE.** Hair should neither extend over the shirt collar nor fall over the eyebrows.

GIRLS: Hair must be neatly groomed and kept out of the eyes. **Outlandish/bizarre hair color and styles are NOT ACCEPTABLE.** Hair accessories may be worn but must be simple solid black, brown, white, gray, or navy blue. ONLY CLEAR NAIL POLISH IS ALLOWED. Make-up is not allowed.

Jewelry: (ALL GRADES)

Students may ONLY wear a watch and/or a simple chain with a small cross or religious medal. ONLY girls may wear one pair of stud earrings on their lower earlobes. Other types of jewelry will be collected and turned in to the office. Parents or guardians may pick up these items at the school office. **STUDENTS MAY NOT WEAR ANY JEWELRY ON THEIR ASSIGNED P.E. DAY.**

CONSEQUENCES FOR NON CONFORMITY TO DRESS CODE

The following consequences will be issued on a quarterly basis. Conformity to the school's dress code will be reflected in the Schoolwide Learning Expectations (SLEs) section of a student's report card. Students who have followed the school's dress code may earn a casual dress day and/or other privileges at the end of each quarter.

- **Verbal Warning**
- **Written Warning- Uniform Slip sent home**
- **Call parents to bring correct uniform items**

CONTINUOUS NON-CONFORMITY MAY RESULT IN A MORE SERIOUS CONSEQUENCE.

ELECTRONIC DEVICES AND OTHER PERSONAL PROPERTY

It is the school's responsibility to provide the best possible education in a safe and caring family environment. Permitting students to carry cell phones, pagers, or any other electronic devices (iPads, iPods, Tablets, MP3 players, etc.) in school can easily become a disruption to student learning. The school's policy regarding the possession and use of these items is as follows:

St. Joseph Parish School will not be responsible for any lost or stolen electronic devices or personal property.

Cell Phones

Upon arrival on school grounds, a student possessing a cell phone must set it in the OFF position and keep it in his/her school bag throughout the day. The phone may be set in the ON position upon dismissal, but must still be kept in the student's school bag.

After dismissal, the phone may be used for EMERGENCIES only!

Students who violate any of the above policy regarding a cell phone may forfeit their privilege of bringing them to school. The offender's phone will be confiscated and kept in the office. The school reserves the right to search confiscated cell phones to investigate items or situations that may provide evidence of wrongdoing. **CONFISCATED ITEMS WILL ONLY BE RETURNED TO THE PARENTS OR LEGAL GUARDIANS AT THE SCHOOL OFFICE.**

Other Electronic Devices- iPads, iPods, Tablets, MP3 players, etc.

The possession and/or usage of such items are banned from school grounds without explicit permission from the administration. These items will be confiscated and kept in the office. **CONFISCATED ITEMS WILL ONLY BE RETURNED TO THE PARENTS OR LEGAL GUARDIANS AT THE SCHOOL OFFICE.**

Other Personal Property

Any personal toys must be kept at home. Students should only have enough money for meals and snacks for the day. Toys or excessive amounts of money may be confiscated and kept in the office. **CONFISCATED ITEMS WILL ONLY BE RETURNED TO THE PARENTS OR LEGAL GUARDIANS AT THE SCHOOL OFFICE.**

HEALTH AND SAFETY

WELLNESS POLICY

This policy supports the mission of St. Joseph Parish School, a Hawaii Catholic school. The school community recognizes that a poor diet, combined with the lack of physical activity, has a negative impact on a student's health and their ability to learn, both short-term and long range.

The National Catholic Education Association (NCEA) statement on Accountability and Assessment in Catholic Education states that: "We hold a sacred trust to educate and form the whole person - mind, body, and spirit." As Catholic educators, we believe in providing consistent school activities and an environment in which students can learn to make lifestyle choices that promote their healthy futures.

The Wellness Policy of St. Joseph Parish School is to:

1. Provide a positive environment and appropriate knowledge of healthy food choices and the benefits of daily physical activity that:
 - a. Ensures that students have access to healthy food choices and safe physical activities at school and at school functions.
 - b. Provides a pleasant eating environment and secure playground for students, faculty, and staff.
 - c. Allow sufficient time for students to eat lunch and to engage in social activities for physical fitness prior to consuming meals.
 - d. Enable students through a comprehensive health and physical education curricula to acquire the knowledge and skills necessary to make healthy food and physical activity choices for a lifetime.
2. Reduce student access to foods of minimal nutritional value through a five-year plan that focuses on and:
 - a. Ensures the integrity of the school lunch program by discouraging food and beverage sales that are in conflict with the lunch program.
 - b. Encourages faculty, staff, students, and parents/legal guardians to make healthy and nutritious food choices when it is used as a part of a class or student incentive program, curricular lesson, or fundraiser.
 - c. Practices selective pricing that favors sales of healthy foods over unhealthy food choices.
 - d. Food and beverages sold or served at the school will meet or exceed the nutrition recommendations of the United States Dietary Guidelines for Americans.
3. Provide opportunities for school community involvement in the development, review, and implementation of St. Joseph Parish School Wellness Policy, and to ensure that this policy is being met.
 - a. A school committee shall utilize the School Health Index and/or other sources of evaluation to identify priority areas, monitor improvements, and report findings to the school principal or his/her designee annually.

ASBESTOS NOTIFICATION

St. Joseph Parish School's asbestos management plan is in on file in our office and may be reviewed by contacting the principal. Maintenance is the responsibility of the Hawaii Catholic Schools office and its agent.

CRISIS MANAGEMENT POLICY

St. Joseph Parish School will take the necessary steps to insure the safety of all the students, faculty and staff in times of crises. A Crisis Management Plan is essential in order to facilitate the procedures for emergency and/or disaster situations.

See Crisis Management Plan (located in the School and Church Offices, Faculty Lounge, every classroom, Cafeteria, and in the Faculty Handbook) for specific and detailed procedures for different emergency/disaster situations.

ST. JOSEPH PARISH SCHOOL EMERGENCY PROCEDURES GUIDE FOR PARENTS

St. Joseph Parish School realizes that there are circumstances that may disrupt the daily schedule of our students/school. We make every effort to minimize risk and to assure the safety and security of our students and our employees. However, life presents personal and professional uncertainties and it is impossible to avoid every threat. A crisis management plan and team for St. Joseph Parish School has been created in the event of the following critical situations:

- Natural Disasters- Earthquake, Hurricane/Tropical Storm, Flooding, Tsunami
- Chemical Hazard
- Dangerous Animal on Campus
- Intruder/Disorderly Person on Campus
- Active Shooter
- Suicide/Death
- Fire
- Bomb Threat/Explosive Device
- Pandemic Flu Crisis
- Traffic Emergency
- Weapons on Campus
- Medical Emergency

CANCELLATION OF SCHOOL

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, infrastructure issues, or public crisis. Announcements through radio and/or television will be made if St. Joseph Parish School will be closed. We will make every effort to contact the following stations. Please note that we may not be able to reach all of them due to caller volumes.

Radio Stations- KSSK, KCCN, KINE, and KIKI

Television Stations- KGMB, KHNL, KITV, and KHON

Closures may also be posted on the school's website and on The Parent Portal.

Under no circumstances, however, will we close school during the day until all students have been safely picked up by their parent or designee. Individuals authorized to pick up students must be listed on the school emergency forms. **It is imperative that current phone numbers be listed on the emergency forms maintained in the school office and on the school's database.**

In the unusual circumstance where school must be canceled during the school day, please have your child's designated pick up person come to the release site with a photo ID in the event the parent cannot come.

Do not call the school during emergencies. Please keep the school telephone lines open and available for those who have urgent needs.

PLAN OF ACTION

In the event that the school must be closed, the following guidelines will be followed:

SAME DAY NOTICE: *Before 7:45 a.m.*

1. OFFICIAL NOTICE FROM ADMINISTRATION- A **SCHOOL CANCELLED** banner will be hung on the fence visible from the Farrington Highway.
2. Before School Care (BSC) Personnel and specified staff members will call those parents of BSC students who have already been dropped off for immediate pick-up.
3. Staff arriving early will supervise students and inform arriving parents of the school's closure. Parents will not be allowed to drop off students.
4. Office staff will notify any other school personnel of the closure by telephone.
5. Announcements through radio and/or television will be made if St. Joseph Parish School will be closed. We will make every effort to contact the following stations. Please note that we may not be able to reach all of them due to caller volumes.
Radio Stations- KSSK, KCCN, KINE, and KIKI
Television Stations- KGMB, KHNL, KITV, and KHON
6. Closures may also be posted on the school's website and on Edline.

ADVANCE NOTICE: *At least one day before closure*

1. OFFICIAL WRITTEN NOTIFICATION from administration to the parents or legal guardians will be sent home with all students present.
2. A **SCHOOL CANCELLED** banner will be hung on the fence visible from the Farrington Highway.
3. Homeroom teachers will contact families of absent students in their class.
4. Announcements through radio and/or television will be made if St. Joseph Parish School will be closed. We will make every effort to contact the following stations. Please note that we may not be able to reach all of them due to caller volumes.
Radio Stations- KSSK, KCCN, KINE, and KIKI
Television Stations- KGMB, KHNL, KITV, and KHON
5. Closures may also be posted on the school's website and on Edline.

CONTRACT LAW

Contract Law is the predominant governing law in the Catholic Schools. As a result, our school handbook containing our major policies is the most important contract agreement between the students, parents, and our school. Parents are required to review these policies in the school handbook with their child(ren). **EVERY STUDENT IS REQUIRED TO RETURN A SIGNED CONTRACTUAL AGREEMENT FORM** (Appendix 1).

SCHOOL/PRINCIPAL'S RIGHT TO AMEND HANDBOOK

THIS HANDBOOK IS INTENDED TO DESCRIBE THE PHILOSOPHY, SERVICES, AND STRUCTURE OF THE SCHOOL'S EDUCATIONAL PROGRAM. THE SCHOOL OR THE PRINCIPAL RETAINS THE RIGHT TO AMEND THE HANDBOOK FOR JUST CAUSE. PARENTS AND GUARDIANS WILL BE NOTIFIED WITHIN 30 DAYS OF ANY CHANGES MADE TO THIS HANDBOOK.

St. Joseph Parish School

EXTENDED CARE PROGRAM BEFORE SCHOOL AND AFTER SCHOOL

2016-2017



EXTENDED CARE PROGRAM HOURS

BEFORE SCHOOL CARE	5:45 A.M.– 6:45 A.M.
AFTER SCHOOL CARE	3:30 P.M. – 5:30 P.M.
WEDNESDAYS	2:30 P.M. – 5:30 P.M.

PARENTS WILL BE INFORMED OF ANY CHANGES TO OUR SCHOOL HOURS.

SEE THE WEEKLY PARENT NEWSLETTER AND SCHOOL CALENDAR FOR DAYS WHEN THERE IS NO AFTER SCHOOL CARE SERVICES. Parents will be notified of any changes to the Extended Day Care Hours and/or Services provided.

COMMUNICATION

School Office ...677-4475

Cafeteria ...677-4583

Web Site...stjosephwaipahu.org

School Fax...677-8937

Parish Office ...677-4276

E-Mail... sjps@stjosephwaipahu.org

PROGRAM GOALS

The Extended Care Program was established in August 1996 to further assist parents in their role as the primary educators of their children. Through our Extended Care Program, St. Joseph Parish School also provides each student additional opportunities to develop as a whole person in a safe and caring family environment.

ADMISSION POLICIES

Only students enrolled at St. Joseph Parish School are eligible for the Extended Care Program. No applicant is discriminated on the basis of race, color, sex, racial or ethnic origin. St. Joseph Parish School's Extended Care Program is licensed for 60 students aged 4 to 14 years. Due to the limited number of students which can be accommodated, enrollment is on a first-come-first-serve basis. Enrolled students must obey the rules and regulations in order to continue in the extended care program.

STUDENTS WITH SPECIAL NEEDS

St. Joseph Parish School, Waipahu, will assess each student's special needs on an individual basis and will accept the student only if present staff and facilities can accommodate him/her.

Before School Care services are provided between 5:45 a.m –6:45 a.m. for an additional cost.

- Students may not leave the campus once they are dropped off for school.
- Students attending daily morning Mass at 6:20 a.m. should behave appropriately and remain in Church until the closing song of Mass is completed. Otherwise they may be placed in the Before School Care program.
- Students officially enrolled in the Before School Care program will be charged a monthly supervision fee.
- Students not officially enrolled in the Before School Care program will be charged a supervision fee of \$6.00 per student per day which must be paid upon pick up.

After School Care services are provided daily between 3:30 p.m. – 5:30 p.m. and on Wednesdays from 2:30 p.m. – 5:30 p.m. Faculty and staff provide after school supervision for 30 minutes after dismissal while students are waiting for their transportation.

- After dismissal, students enrolled in After School Care or who participate in after school activities may not leave the campus.
- Students officially enrolled in the After School Care program will be charged a monthly supervision fee.
- Students not officially enrolled in the After School Care program will be charged a supervision fee of \$16 per student per day.
- **ANY STUDENT REMAINING BEYOND 30 MINUTES AFTER DISMISSAL WILL AUTOMATICALLY BE PLACED IN THE AFTER SCHOOL CARE PROGRAM and charged a SUPERVISION FEE OF \$16.00 PER STUDENT.**

- **AFTER 5:30 P.M., A LATE PICK UP FEE IS CHARGED AS FOLLOWS:**

1 – 30 minutes.....\$20.00 per student
31 – 60 minutes.....\$60.00 per student

All daily and late fees are due at the time of pick up. If any fees are not paid on time, parents may be requested to remove their child(ren) from the program. A 30- day written notice is required for all withdrawals from the program.

After School Care Services will not be provided on early dismissal days. A late fee will be charged for students who are not picked up promptly.

Emergency Extended Care Services

Short-term extended care services may be available by making arrangements through the school office at least 24 hours prior to the needed service. A supervision fee will be charged.

REGISTRATION

Registration is on a first-come-first-serve basis.

Completed forms needed:

1. Registration Form
2. Emergency Medical Authorization Form
3. Designated Pickup Form
4. Verification of current TB Test. A negative test result must be on file before the student will be allowed to participate in the program.
5. Financial Contract
6. Handbook Verification Form

Students who do not meet the requirements listed above will not be admitted to the program.

EXTENDED CARE FEES

Before School Care

- Annual: \$400 due by August 1, 2016 (Option to apply to FACTS account is available)
- Monthly: \$45 due by the 10th of every month
- Daily: \$6.00 due at the time of student drop off

After School Care

- Annual: \$1100 due by August 1, 2016 (Option to apply to FACTS account is available)
- Monthly: \$120 due by the 10th of every month
- Daily: \$16.00 due at the time of student drop off

Before and After School Care

- Annual: \$1400 due by August 1, 2016 (Option to apply to FACTS account is available)
- Monthly: \$150 due by the 10th of every month

EXTENDED CARE SCHEDULE

REGULAR DAY SCHEDULE

3:30 p.m. - 3:45 p.m.	Check-in time
3:45 p.m. - 4:00 p.m.	Recess
4:00 p.m. - 4:30 p.m.	Homework / study time
4:30 p.m. - 4:45 p.m.	Snack
4:45 p.m. - 5:15 p.m.	Recess / Activities
5:15 p.m. - 5:30 p.m.	Clean up

EARLY DISMISSAL DAY SCHEDULE

2:30 p.m. - 2:45 p.m.	Check-in time
2:45 p.m. - 3:00 p.m.	Recess
3:00 p.m. - 4:00 p.m.	Homework / Study time
4:00 p.m. - 4:15 p.m.	Snack
4:15 p.m. - 4:30 p.m.	Recess
4:30 p.m. - 5:00 p.m.	Activities
5:00 p.m. - 5:30 p.m.	Clean up

LEGAL ADMITTANCE

Students will not be admitted to the Extended Care Program unless they comply with the following State of HI Dept. of Health regulations:

1. Present a current record of immunizations (Form 14), a physical, and tuberculin test before school begins.
2. Present updated documentation of immunizations against diphtheria, pertussis, tetanus, polio, measles, rubella, and mumps.

EMERGENCY INFORMATION FORM (pg. 22)

DESIGNATED PERSON PICK-UP FORM

Only the individuals listed on this form will be allowed to pick up a student. An ID may be requested to verify the individual. All information on this form is to be kept current.

RECORDS OF STUDENTS

Information contained on the Registration Form, the Emergency Form, and the Health Forms are for school use only. To insure the confidentiality of the student's records, the school will not release any records to anyone except with the written and signed permission of the parent.

NON-CUSTODIAL PARENT (pg.10)

LEGAL DOCUMENTS (pg.10)

DISCIPLINE POLICY (pg. 33)

ATTIRE

Students in the After School Care Program are to wear their school uniforms. They will not change into play clothes. This will prevent the possibility of losing school uniforms, shoes, etc.

FINANCIAL INFORMATION

- Students enrolled in the Extended Care Program will be charged a MONTHLY Supervision Fee.
- All other students will be charged a DAILY RATE of \$6 for the BEFORE SCHOOL CARE and \$16 for the AFTER SCHOOL CARE SERVICES.
- After School Care Services are not provided on early dismissal days. A late fee will be charged.
- No credits are given for the days when the student does not use the extended care service.

Monthly payments are due by the 10th of each month. A \$25 late fee will be assessed for payments received after the due date.

- Checks returned by the bank for insufficient funds will require future payments to be made in cash or money order. A fee will be charged for insufficient funds.
- If tuition and /or any daily, late or overtime fees are not made on time, parents may be requested to remove their child(ren) from the program. A 30 day written notice is required for all withdrawals from the program.

**Before School Care Only:	\$400* per child - \$45 per month
**After School Care Only:	\$1100* per child - \$120 per month
**Both Before and After School Care:	\$1400* per child - \$150 per month

**Charges stated above is subject to change

*The charges stated per month for each child enrolled is regardless of the number of days the child attends.

Overtime fee starts at 5:31 p.m. payable at the time of student pick up.

1 - 30 min.	\$20.00 per child
31 - 60 min.	\$60.00 per child

REFUND POLICY

In the event of a student's withdrawal for any reason from the Extended Care Program, **refunds may be given on a case by case situation.**

NO REFUNDS WILL BE GIVEN FOR ANY MONTH DURING WHICH SOME DAYS OF EXTENDED CARE SERVICES WERE ALREADY PROVIDED.

No credits are given for the days when the student does not use the extended care service.

LATE PAYMENTS / RETURNED CHECKS

A late fee of \$25.00 will be assessed if scheduled payments are not received on time.

Checks returned by the bank for insufficient funds will require payments to be made in cash or money order. A fee will be charged.

HEALTH AND SAFETY (pg. 43)

CRISIS MANAGEMENT POLICY (pg. 44)

GENERAL INFORMATION

DIRECTOR AND LEADERS

The principal of St. Joseph's School is the director of the Extended Care Program. She/He is assisted by the leaders and aides of the program. The Extended Care Program leaders are certified in First Aid and CPR.

TRANSPORTATION

No transportation services are provided to or from the Extended Care Program. All parents/legal guardians are responsible for making their own transportation arrangement.

PERSONAL BELONGINGS

All personal belongings of the student (school books, book bag, etc.) are to be marked with the student's name. The school will not be responsible for the loss of the student's personal items. Please do not allow the student to bring toys, sharp objects, or any form of weapons to school.

SNACKS

St. Joseph Parish School will provide students with daily snacks for **AFTER SCHOOL CARE ONLY**. A snack time is scheduled each afternoon.

ATTENDANCE

Between 5:45 a.m. and 6:45 a.m., all students are expected to report to their morning school leader under the covered passageway upon their arrival at school.

All students are to report to their After School Care leader under the covered passageway after the faculty and staff's traffic duty is over. **Students involved in after-school activities will report to their After School Care leader after the activity is done.** The director and leader must know where each student is at all times.

The school office (#677- 4475) should be notified if a student will be absent for that day. The parent or legal guardian is asked to send a note upon the student's return. If a student's absence from the program for any length of time is planned in advance, the staff should be notified in writing. If the student had a communicable disease, a doctor's release is required before he/she will be re-admitted to class.

MORNING DROP OFF PROCEDURE

All students are to be dropped off in the area between the main building and cafeteria. They are to report immediately to their morning school leader under the covered passage way.

AFTERNOON PICK-UP PROCEDURE

All students are to be picked up at the Cafeteria by 5:30 p.m. Parents, legal guardians, or the authorized person must report to the after school care leader to sign out the student before he/she is released for the day.

The names of anyone who will be picking up the student must be on file in the school office. No student will be released except to the parent, legal guardian, or the person listed on the Designated Pick Up form.

HEALTH AND ACCIDENTS

A student should be kept at home if he/she shows signs of fever, sore throat, runny nose, rash, earache, or headache. When in doubt, the student should be kept at home. If the student becomes ill during school hours, the parents/legal guardians will be called to pick up the student. The Department of Health requires that a student who has contracted any communicable diseases be excluded from school until a doctor's written release to return form is received stating that he/she may return to school.

If a student reports an illness or injury, he/she is sent to the office. The student will rest in the waiting area while further action is considered. The school will consult a medical doctor should any health concerns arise in the Extended Care Program.

Minor accidents are handled immediately. Parents or legal guardians will be notified as soon as possible. In the event the parents, legal guardians, or authorized persons cannot be

contacted, the school will follow the instructions provided on the Emergency Medical Authorization form and Emergency Medical Release Form.

Accident reports for all injuries will be filled out by the staff with a copy given to the parents/legal guardians and another copy kept in the school files.

MEDICATIONS (pgs. 22-23)

SCHOOL EXCURSIONS (pg. 22)

If any excursions are planned for the After School Care Program, parents or legal guardians will be notified at least two weeks in advance.

STUDENT ACCIDENT INSURANCE (pg. 7)

MESSAGES

Messages for the staff may be communicated through written notification or a call to the school office (#677-4475). Verbal messages delivered by the students will not be accepted by the After School Care Program leaders.

CHILD ABUSE REPORTING REGULATION (pg. 23)

SAFE ENVIRONMENT PROGRAM (pg. 24)

SCHOOL/PRINCIPAL'S RIGHT TO AMEND HANDBOOK (pg. 47)

HANDBOOK VERIFICATION FORM

All students and parents/legal guardians are required to read the Extended Care Section of the Student / Parent Handbook. The Handbook Verification form must be signed upon completion of reviewing the policies for the Extended Care Program.

St. Joseph Parish School

**PRE-KINDERGARTEN
PROGRAM**

2016-2017



PRE KINDERGARTEN

DAILY SCHEDULES

REGULAR SCHEDULE (7:45 A.M. – 2:50 P.M.)

7:25	Gathering bell
7:30	Flag Raising and Morning Prayer
7:45	School Begins: Morning Circle
8:00	Religion
8:30	Bathroom
8:45	Snack
9:00	Language Arts
9:45	Learning Centers (Social Studies/Science)
10:15	Outdoor Play
10:30	Bathroom
10:45	Math
11:15	Lunch
12:00	Prayer-Angelus; Bathroom
12:15	Story Time
12:45	Nap Time
1:45	Wake-Up; Journal Writing; Directed Study Period
2:40	Announcements/ Closing Prayer/End of Day

WEDNESDAY SCHEDULE (7:45 A.M. – 1:50 P.M.)

7:25	Gathering bell
7:30	Flag Raising and Morning Prayer
7:45	School Begins: Morning Circle
8:00	Bathroom
8:15	Schoolwide Worship
8:45	Bathroom
9:00	Morning Snack
9:30	Language Arts
10:15	Outdoor Play
10:30	Bathroom
10:45	Math
11:15	Lunch
12:00	Prayer-Angelus/Bathroom
12:10-12:40	Social Studies/Science
12:45	Directed Study
1:50	Dismissal

COMMITMENT TO QUALITY

In order to maintain a safe caring family environment for students, the Administration, Faculty, and Staff are committed to maintaining professional standards.

This is our commitment to children...

- *We will be knowledgeable about, abide by and advocate for the laws and regulations that enhance the quality of life for young children.*
- *We will support the rights of children to live and learn in environments that are responsive to their developmental needs.*
- *We will enhance each child's uniqueness, thereby enhancing the child's self-respect.*
- *We will improve our competencies in providing for the needs of children.*

Statement of professional ethics and standards, National Associations for the Education of Young Children (NAEYC), a professional organization for Educators, Hawaii Chapter (HAEYC).

PROGRAM GOALS

The Pre-Kindergarten program was established in April 2001 to further support and assist parents by nurturing the spiritual, intellectual, social, emotional, cultural, aesthetic and physical growth of the whole person in a safe and caring family environment. The major goal of the Pre- Kindergarten program is to provide a solid foundation for successful Kindergarten readiness and life-long learning. The integrated curriculum is designed to teach developmentally appropriate concepts through whole group, small group, cooperative learning and individual learning to meet the needs of all the students. Instructional emphasis is placed upon developing a positive self-esteem and recognizing each student as God's creation with individual gifts.

Teachers and parents are partners in the development of the whole child. Communication logs, parent bulletins, and conferences are some of the important ways to ensure a collaborative approach as educational partners.

ADMISSION TO THE SCHOOL

Admission to St. Joseph Parish School is a privilege and is based in part on the school's ability to serve the child effectively with the resources available to the school.

St. Joseph Parish School is a Pre-Kindergarten – 8th grade co-educational parish school and an entity of the Roman Catholic Church in the State of Hawaii. St. Joseph Parish School does not discriminate on the basis of race, sex, or national origin in the administration of educational or admission policies, scholarships, athletics, or other school related programs.

Applications are available through our school office. Due to the limited number of students which can be accommodated, enrollment is on a first-come-first-serve basis. However, priority is given to siblings of students enrolled at St. Joseph.

A waiting list is maintained after classes are filled. This list is used in the order the applications are received. Parents are notified when space is available.

REGISTRATION AND ACCEPTANCE

Registration is on a first-come-first-serve basis. However, priority is given to siblings of students enrolled at St. Joseph. The following is required for all prospective new students:

- Completed application form.
- Completed Parent/Guardian questionnaire
- Copy of child's Birth Certificate
- Copy of child's Baptismal Certificate
- Payment of application fee
- Assessment of student
- Personal interview with Student and Parent/Guardian

Requests for applications are available to out-of-state individuals.

CURRICULUM INFORMATION

The curriculum follows the regulations determined by the State of Hawaii and the Catholic School Department.

ACADEMIC PROGRAM

In the Pre-Kindergarten, the **Cooperative Learning Model** is a method of teaching for understanding and highly ensures student learning. The curriculum is based on developmentally appropriate national standards for early childhood education. It also adheres to the expectations of the Kindergarten program at St. Joseph Parish School. The areas of Social and Emotional development, Spirituality, Character Development, Phonemic Awareness, Writing, Math, Science, Life Skills, and Physical Education are all covered using weekly themes as the base for the Creative Curriculum. (*Various resources are used to implement a creative and emergent curriculum*).

THE COOPERATIVE LEARNING MODEL

The teaching model is used during our small group activities. It involves 4 steps:

Step 1 Introduction of concept

Teacher **demonstrates the think talk** for the students. The think talk shows students what and how they will learn the concept.

Step 2 Checking student's level of understanding

Children will have the opportunity to **verbalize the think talk** and have their first practice of the concept.

Step 3 Practice

Children have the opportunity to **further practice the concept** on their own, in pairs or in small groups.

Step 4 Mastery

Children are required to do the **work entirely on their own to demonstrate their understanding of the concept**. During this step, the teacher is checking for understanding, retention, and mastery, if it is appropriate.

Not every daily lesson ends in expecting the children to "master" the concept. Many practices may be needed before a child can master any given concept.

STAFF REQUIREMENTS

All staff must meet the teaching requirements set forth by the State of Hawaii Department of Human Services, licensing division. (S17-892.1-17). Criminal record and employment checks are done prior to employment to verify that the employee does not have a background that poses a risk to children.

HOMEWORK POLICY

Homework is usually given from Monday through Friday except on Enrichment Days. All homework assignments will be posted on the Parent Portal. The purpose of homework is to practice independently what has been taught throughout the week.

We also want each student to be responsible for completing his/her **own work in a timely manner. You or any siblings are not allowed to do the student's homework; it is his/her responsibility.** Assignments will be sent home daily. Homework is expected to be completed at home and turned in the following school day. Homework will not be graded, but checked for student understanding and completion.

Any concerns regarding homework should be addressed to the teacher prior to meeting with administration.

GENERAL INFORMATION

VISITORS

ABSOLUTELY NO ONE IS PERMITTED TO GO DIRECTLY TO THE CLASSROOM.

Everyone must report to the office for a visitor's pass. For the safety of our school community, visitors may be asked to show proper identification. Phone verification to parents or legal guardians may also be required.

MORNING DROP-OFF PROCEDURES : Parents are to enter the first driveway, turn right and follow the road past the "P" building and the "J" Building. Proceed to park their car in the area fronting the "N" building, walk their child to the Pre-Kindergarten classroom, and sign their child in. Any students arriving between 5:45 – 6:45 a.m. must be enrolled in the morning care program. After 7:30 a.m., parents are to park their car in the marked stalls near the grotto, walk their child to the office for a tardy slip, then walk their child to the classroom and sign their child in (Appendix 11).

AFTERNOON PICK-UP PROCEDURES: Parents are to enter the first driveway, turn right and follow the road past the "P" building and the "J" Building. Proceed to park their car in the area fronting the "N" building, pick up their child in the Pre-Kindergarten classroom, and sign their child out. **If a child is to be excused early**, parents must inform the teacher or phone the school office before 8:00 a.m. The student will remain in the classroom until he/she is picked up. The parent or individuals designated on the pick-up form must first report to the office. Identification may be requested. The office informs the Pre-Kindergarten teacher and the teacher or another authorized adult establishes the positive identification of the person picking up the child. The parent or guardian signs him/her out before taking the child off campus. **After 2:30**, parents are to park their car in the area fronting the "N" building and pick up their child in the Pre-Kindergarten classroom. Parents or guardians must sign them out and mark the time of departure on the sign out clipboard (Appendix 12).

SCHOOL EXCURSIONS

Transportation is provided through local bus companies such as Ground Transport or Roberts Hawaii. Community excursions or visits to the school will also be arranged as part of the children's planned curriculum.

Lunch is provided by the parent. Parents are responsible to have child(ren) **in uniform** on campus before the bus departs.

Volunteers may assist as chaperones for school excursions. Each field trip dictates the number of chaperone spaces available. Chaperones must be at least 18 years of age, have a current TB clearance, complete the **School Liability Waiver form** (Appendix 3). In addition, regular contact volunteers must go through background screening and safe environment training. Minors may not accompany any volunteers on the school excursion.

WORKING WITH STUDENTS WITH SPECIAL LEARNING NEEDS

We believe in working with all children and their families. However, sometimes our school may not be the best program for every child and their particular developmental needs.

In the event that a child is accepted and then found that he/she requires special needs, the Administration and staff will work as a team with the child's family to help the student be a successful learner.

If after much effort the school determines that it is not designed to meet the learning needs of the student, or that the child's learning needs are beyond the necessary and available resources and/or professional training of the school personnel, the administration will discuss all the alternatives inclusive of the student's transfer to an alternative school. **However, children who display aggressive and hurtful behavior over a period of time may be asked to leave the program until he/she is ready to be in the Pre K classroom environment.**

TB CLEARANCE, PHYSICAL, IMMUNIZATION RECORD

All incoming students entering Hawaii schools for the first time must provide a copy of a physical exam and proof of negative TB test (intradermal IPPD Mantoux Test) dated within one (1) year prior to the start of school in Hawaii as well as a complete immunization record. **There is NO provisional entrance for students lacking a valid tuberculin clearance.** Submitting of the **Dept. of Education Student Health Record FORM 14**, with the exception of the TB clearance, must be done within 90 days of the start of school. Students in non-compliance will be excluded from school until requirements are met. Pre-Kindergarten students are now required to submit **Dept. of Education Supplement Form 908 Early Childhood Pre-K Health Record Supplement** to your doctor for completion prior to attending school.

The Minimum Immunization Dosage Requirements for admission to the Pre-Kindergarten Class:

(5) DTaP, (4) Polio, (2) MMR, HIB, Hepatitis B, Varicella

All immunizations must meet the "minimum interval" as set by the State of Hawaii Department of Health. The Form 14 must also be completed, verified, and signed by a MD, DO, APRN, OR PA. Incomplete and inaccurate forms will be returned and could affect the child's enrollment.

NOTE: DTP or DTaP = Diphtheria-Tetanus-Pertussis/Diphtheria-Tetanus-acellular Pertussis OPV

= Oral Polio Vaccine MMR = Measles-Mumps-Rubella HIB = Haemophilus Influenza B Varicella

= Chicken Pox vaccination Tetramune = a combination of HIB/DTP

EMERGENCY CARE

If a child requires emergency medical treatment the child's parents and doctor will be called by the Office staff. If necessary, the child will be taken by ambulance to the nearest medical treatment facility (Queen's Medical Center West) and will be accompanied by a staff member from the school. Emergency personnel will use their discretion to refer student to another hospital if necessary. **Parents should keep their child at home if he/she shows signs of a fever, sore throat, runny nose, rash, earache, or headache.** If the child becomes ill during school hours, the parent or legal guardian will be called to pick up the child. The Department of Health requires that a child who has contracted any communicable diseases be excluded from school until a doctor's Release to Return form is received stating that the student may return to school.

CHILDREN WITH ILLNESS

Please remember to keep your child home if he/she is not well. It is not fair to your child to have to suffer all day in sickness, and it is not fair to the other families that their child is exposed unwillingly to sicknesses. **Sick Children will not be admitted to the Pre K Classroom.** A child should not be brought to school if s/he shows signs of fever, sore throat, a persistent runny nose that is not related to an allergy, persistent hacking cough, and rash/sores on the body that is infected and/or spreading, stomach ache, vomiting, diarrhea, earache or any other signs of illness. Parents are encouraged "when in doubt" to keep their child at home. **Students need to be fever-free for 24 hours prior to returning to school.** Parents are to call the school by 8:00 a.m. if their child will be absent and/or late.

Children will be sent home if they have a fever of 99.5, and/or if they are exhibiting signs of being ill and therefore require one on one care.

If a child becomes sick at school, a parent or an authorized person will be notified to pick up the child.

Children are to be picked up within 45 minutes of the call.

***** Children out with an illness for 3 or more consecutive school days will be required to bring in a doctor's note prior to returning to school.***

*****A child with a communicable disease must bring a doctor's release before returning.***

MEALS

Parents are required to provide breakfast for their children. Children arriving before 7:30 am may bring their breakfast into the classroom. Scheduled snack time is designated between 8:00 am-8:30 am depending upon that class' schedule. Lunch and morning snacks will be provided by the school.

STUDENT ORIENTATION

A gradual orientation and transition into class is essential to a child's emotional security, especially in a new environment. Some ideas to help the child's transition for the first time would be to have him/her bring a family picture, a favorite doll or a piece of clothing from one of the parents. The child can use those items to further comfort him/herself throughout the day.

ACCIDENT/INCIDENT REPORTS

Injury Reports are issued by staff in the event of any accidents or injuries leaving a mark.

Incident Reports are sent home when a child shows repeated incidence whereby he/she causes an injury to another and/or displays harmful negative behavior. Continued negative behavior is cause for a parent conference.

BIRTHDAYS/PARTIES

You are welcome to have a small birthday celebration for your child. However, a **ONE WEEK's notice** should be given so arrangements in the schedule can be made by your child's teacher. All birthday celebrations will be done at the end of the school day. Please keep in mind that other classes will be going on, so we request that there are no noisemakers or other party blowers. **Please keep drinks and snacks simple and minimal.** Goodie bags are optional and will be placed in the children's mail boxes to be taken home.

ITEMS FROM HOME

Except in the case of "Share Days," days that have been **set specifically** for sharing, items from home such as toys, Radios, CD's, DVD / tape players, electronic games, money, food,* should not be brought to school. St. Joseph will not accept responsibility for lost, misplaced or stolen items. This also includes personal jewelry. See Dress Code policy.

OUTSIDE SERVICES

SPECIAL SERVICES

When parents request, or when staff find it necessary, referrals for assistance will be provided to other outside consultant services, mental health agencies and/or social service agencies. Written parental consent is needed before any process can begin.

CONSULTATION/REFERRALS

St. Joseph Parish School consults with various professionals such as the State Department of Health Nursing Office and DOH Epidemiology. Other development or behavior referrals will be provided with a parent's written consent. The child's special needs will be determined through the parent's questionnaire, teacher and professional comments, and conferences held with the parent.

STUDENT ATTENDANCE

CHILDREN'S ARRIVAL and DEPARTURE

- Students are to be in school no later than 7:45 am.
- Students are to be dropped off and picked up by an authorized person on file.
- Students are to be signed in and out each day.
- Children will not be released to persons under the age of 16 or to anyone who appears to be under the influence of drugs and/or alcohol. If this occurs other authorized persons will be notified.

PARENTAL SUPPORT AND COMMUNICATION

PARENT PARTICIPATION

St. Joseph Parish School BELIEVES in working with the families in our program. Without your cooperation and assistance it will not be possible to help your child develop to his/her fullest potential. Your time, suggestions and contributions help to enrich our activities and program. We encourage parents to participate in our program, activities, and events. We realize that not all families may have the time to participate. It is because of this that we attempt to find a variety of different ways that a parent can be involved in their child's life at school.

PARENT EXPECTATIONS

We expect our parents to show a genuine interest in their child's developmental and educational experience. By doing so, all parents are expected to:

1. **Participate in a minimum of two (2) events.***
2. Check your child's mail box DAILY. Newsletters, updates and parent/teacher notes ARE ALWAYS placed in your child's binder.
3. Read the parent bulletin board in your child's class.
4. Attend Parent Teacher Guild (PTG meetings) and Parent Orientation.
5. Support and assist your child's participation in service projects.
6. Inform staff and the Administration whenever a problem or situation arises.*

**In order to help your child have a positive development and feel secure in his/her world, it is important that parents communicate any concerns regarding school or at home that may help us to better assist your child. In addition, WE CANNOT ASSIST WITH, HELP SOLVE PROBLEMS OR MAKE CHANGES IF WE ARE NOT AWARE OF YOUR CONCERNS. In turn, we commit ourselves to providing quality care, a positive learning experience, and a partnership with you the parents.*

DISCIPLINE POLICY

STUDENT CONDUCT GUIDANCE POLICY

The following methods of Guidance/Discipline are used in the Pre K classroom:

- Positive reinforcement, praising positive behavior, reminding children of limits, redirecting and encouragement are all among the first choices of guidance.
- Staff will work with the child and family to find more appropriate behaviors instead of inappropriate attention getting type behaviors. An example of appropriate attention getting behavior is asking for assistance and/or comfort.
- Physical punishment or measures that humiliate or embarrass a child may never be used by Teachers or Staff.
- If a child's behavior suggests that he/she may need to refocus and calm down, the child will be offered some quiet time. Quiet Time will not be treated as punishment or punitive. ***Quiet Time*** is a tool that allows a child to refocus and calm down. When a child is calm, teachers will take time to discuss what had happened, problem solve, and then return to the activity of the class.

For the safety of the children and staff at the Early Learning Center, “**acts of aggression**” such as kicking, hitting or biting staff and/or other children; throwing of furniture or learning tools, will not be tolerated.

First Incident: Parents will be notified of the inappropriate activity in writing.

Second Incident: Parents will be called in to meet with the teacher(s) to discuss a “**plan of action**”. Options within a plan of action include, but are not limited to: actively involving parents by having child picked up from school when incidents occur or temporary removal from the program that may lead to permanent removal from the program. Administration will be informed of incident.

******Should a family choose not to take an active and responsible role in helping their child alter his/her behavior, the parents may be asked to find alternative care for their child.******

TOUCH POLICY

Because we are a loving and nurturing environment we will comfort your child, with their consent, in times of need with: hugs, holding of hands, stroking their hair or providing a lap to sit on.



CONTRACTUAL AGREEMENT FOR PARENTS, LEGAL GUARDIANS, AND STUDENTS

STATEMENT OF UNDERSTANDING

STUDENT'S INFORMATION:

Child's Name _____ Hmrm _____ Birth Date _____

PARENTS/GUARDIANS INFORMATION:

Father/Legal Guardian's Name (please print) _____

Mother/Legal Guardian's Name (please print) _____

Home Address _____

Mailing Address _____

Phone: Home _____ Business/Cell _____

In cooperation with St. Joseph Parish School, I/we, the parents/legal guardians of the above-registered child, hereby agree:

- a. To comply with the school policies as stated in the Student and Parent Handbook. It is essential that I/we read the handbook and agree to be ruled by it. I/We understand that my/our failure to be informed will not be an acceptable excuse for violations.
- b. To do the utmost to help in the total education of my/our child. I/We are the primary educators of my/our child. I/We understand that I/we must take an active interest in my/our child's work and behavior, and should contact the school as soon as possible of any related problems. I/We also understand that I/we have an obligation to attend conferences that are scheduled to help my/our child's progress and to cooperate with the school in the resulting conclusions. I/We realize that negligence on my/our part will result in a request to withdraw my/our child from school.
- c. To uphold the reputation and the spirit of the school. I/We understand that it is my/our duty to bring all problems to the attention of the proper school personnel and to try to help, in any way I/we can, to solve these problems.
- d. To fulfill all financial obligations. I/We understand the school's policy whereby a child must be withdrawn from school in cases of delinquent tuition payments.
- e. To participate in at least ONE SCHOOL FUNDRAISER or contribute the monetary profit by a designated deadline for the school's annual fundraiser. The type of fundraiser and monetary profit is subject to change with each school year.

Father's/Legal Guardian's Signature

Date

Mother's/Legal Guardian's Signature

Date

Student's Signature (Grades 2-8 only)

Date



AUTHORIZATION FOR STUDENT EXCURSION AND ACTIVITIES

This Authorization must be completed by the student's parent(s) or legal guardian(s). If not completed and signed, the student may not be allowed to participate in the activities described.

Name of Student _____ **Grade** _____

Home Address _____ **Telephone** _____

Date, Time, and Destination: _____

Type of Transportation _____

Educational Purpose _____

Description of Activity: _____

I am/we are the parent(s)/legal guardian(s) of the student named above. By signing below, I/We

- a) give permission for the student to participate in the excursion and activity described above;
- b) give permission for the student to travel by private or commercial vehicle;
- c) release the School and its agents and employees from any and all liability to us and to the student for any injury, damage or loss that occurs because of the student's participation in the excursion and activity, unless the injury, damage or loss is caused by the gross negligence or willful misconduct of the school or its agents and employees; and
- d) in the event of illness or injury to the student, consent to and authorize such medical and dental treatment as may be deemed necessary and agree to pay for such medical and dental costs.

AUTHORIZATION:

Print or type Mother's/Legal Guardian's Name _____ Mother's/Legal Guardian's Signature _____ Date _____

Print or type Father's/Legal Guardian's Name _____ Father's/Legal Guardian's Signature _____ Date _____

Parent's Comments: Please identify any special medical instructions or other special circumstances you believe are important for the School to know about in connection with these activities. NOTE: Students should not take valuables or large sums of money on excursions.

Mother's/Legal Guardian's Contact Number _____

Father's/Legal Guardian's Contact Number _____

Doctor's Name _____ Doctor's Contact # _____

Optional authorized pick up person and contact # _____

ST. JOSEPH PARISH SCHOOL

PROVIDING QUALITY CATHOLIC EDUCATION

94-651 FARRINGTON HIGHWAY WAIPAHU, HI 96797

TEL: (808) 677-4475

FAX: (808) 677-8937

WEB: WWW.STJOSEPHWAIPAHU.ORG

EMAIL: SJPS@STJOSEPHWAIPAHU.ORG



SCHOOL ACTIVITY LIABILITY WAIVER (Adult)

Each participant, including group leaders and chaperons, must sign this form.

RELEASE OF LIABILITY

I, _____, agree on behalf of myself, my heirs, assigns, executors, and personal representatives, to hold harmless and defend ST. JOSEPH PARISH AND SCHOOL (Waipahu), in the Diocese of Honolulu, its officers, directors, agents, employees, or representatives associated with the school activity (stated below) from any and all liability claims, loss or damage arising from or in connection with my participation in the school activity.

GRADE/SCHOOL GROUP: _____

ACTIVITY: _____

DATE AND TIME OF ACTIVITY: _____

SIGNATURE: _____

PRINT NAME: _____

DATE: _____

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REQUEST FOR SELF ADMINISTRATION/SCHOOL ADMINISTRATION OF MEDICATION 2016-2017

Please complete in black or blue ink

Student's Name _____ **Grade** _____

Address _____

Home Phone _____

Please check one:

The undersigned, request and authorize the school's staff member to administer and/or store my child's medication(s) listed below.

The undersigned, request and authorize my child to self administer and/or store my child's medication(s) listed below.

I request and authorize release of information between the staff member and the prescribing physician pertinent to the child's condition in cases where the medication is prescribed. I understand that a new request is to be processed should there be any change in medication or physician's orders.

Parent/Legal Guardian's Name (Please Print) _____

Parent/Legal Guardian's Signature _____ **Date** _____

1. Medication to be Administered _____ **Dosage** _____

Type of Medication Prescription Over the Counter

2. Medication to be Administered _____ **Dosage** _____

Type of Medication Prescription Over the Counter

3. Medication to be Administered _____ **Dosage** _____

Type of Medication Prescription Over the Counter

MEDICATION LOG

DATE	NAME OF MEDICATION	TIME GIVEN	STAFF SIGNATURE



SCHOOL ADMINISTRATION OF MEDICATION FOR SCHOOL YEAR 2016-2017

A. Parent's/Guardian's Request and Authorization

I, the Undersigned, request and authorize St. Joseph Parish School to administer to my child,

_____, his/her medication, **inhaler and/or auto injectable epinephrine (EpiPen)**
Print Child's First and Last Name *Circle one or both as appropriate*

while at St. Joseph Parish School.

This authorization is given based on the following:

My child is not capable of and has not been instructed in the proper method of self administration of this medication.

I, the Undersigned, understand that St. Joseph Parish School, its employees or agents shall not incur any liability as a result of any injury arising from the school administration of the medication to my child; shall exempt from liability and hold harmless school employees or agents against any claims arising out of the school administration of medication to my child; understand that this authorization shall be effective for this current school year only and must be renewed annually.

Parent/Guardian Signature: _____ Date: _____

B. Physician's Certification

I, the Undersigned, certify that _____ has asthma, anaphylaxis or another
Student's First and Last Name

related potentially life threatening illness, and he/she is not capable of and has not been instructed in the proper method of self administration of his/her own **inhaler. and/or auto injectable epinephrine (EpiPen).**
Circle one or both as appropriate

Physician's Signature _____ Date _____

Physician's Name _____
Please print



SELF ADMINISTRATION OF MEDICATION FOR SCHOOL YEAR 2016-2017

A. Parent's/Legal Guardian's Request and Authorization

I, the Undersigned, request and authorize my child, _____, to self-administer his/her medication, **inhaler and/or auto injectable epinephrine (EpiPen)** while at St. Joseph Parish School.
Print First and Last Name
Circle one or both as appropriate

This authorization is given based on the following:

My child is capable of and has been instructed in the proper method of self administration of this medication. I understand that my child shall be permitted to carry at all times his/her medication as long as he/she doesn't endanger him/herself, or endanger other persons, and will not misuse the medication. I understand that if my child misuses or exceeds the prescribed dosage, or endangers others with the medication, school employees or agents may confiscate the medication.

I, the Undersigned understand that St. Joseph Parish School, its employees or agents shall not incur any liability as a result of any injury arising from the self administration of the medication by my child; shall exempt from liability and hold harmless school employees or agents against any claims arising out of the self administration of medication by my child; understand that this authorization shall be effective for this current school year only and must be renewed annually.

Parent/Legal Guardian Signature: _____ Date: _____

B. Physician's Certification

I, the Undersigned, certify that _____ has asthma, anaphylaxis or another related potentially life threatening illness, and he/she is capable of and has been instructed in the proper method of self administration of his/her own **inhaler and/or auto injectable epinephrine (EpiPen)**.
Student's Name
Circle one or both medications as appropriate

Physician's Signature _____ Date _____

Physician's Name _____
Please print

ST. JOSEPH PARISH SCHOOL

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Volunteer's Code of Conduct Agreement

Our children are the most important gifts God has entrusted to us. As a volunteer, I promise to strictly follow the rules and guidelines in this Volunteer's Code of Conduct Agreement as a condition of my providing services to the children and youth of **St. Joseph Parish School**. I also hereby warrant the accuracy and truthfulness of the information provided on this form. You or your agent is hereby authorized to verify the veracity of any information without liability and to perform background checks if deemed appropriate.

As a volunteer, I WILL:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Avoid situations where I am alone with children and/or youth at Church/School activities.
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth.
- Refuse to accept expensive gifts from children and/or youth or their parents.
- Refrain from giving expensive gifts to children and/or youth without prior written approval from the parents or guardians and the pastor or administrator.
- Report suspected abuse to the pastor, school administrator, or appropriate supervisor and the local Child Protection Services Agency. I understand that failure to report suspected abuse to civil authorities is, according to the law, a petty misdemeanor.
- Cooperate fully in any investigation of abuse of children and/or youth.

As a volunteer, I WILL NOT:

- Smoke or use tobacco products in the presence of the children and/or youth.
- Use, possess, or be under the influence of alcohol at any time while volunteering.
- Use, possess, or be under the influence of illegal drugs at any time.
- Pose any health risk to children and/or youth such as fevers, or other contagious situations.
- Strike, spank, shake, or slap children and/or youth.
- Humiliate, ridicule, threaten, or degrade children and/or youth.
- Touch a child and/or youth in a sexual or other inappropriate manner.
- Use any discipline that frightens or humiliates children and/or youth.
- Use profanity in the presence of children and/or youth.

I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in my removal as a volunteer of St. Joseph Parish School.

Volunteer's Printed Name: _____

Date of birth _____ (m/d/y)

Address (Street/City/State/Zip) _____

Home Phone _____ Cell Phone _____

Emergency Contact _____ Phone _____

If the above address has not been your residence for at least five(5) years, please provide other addresses and the number of years of residence on the back of this form.

Applicant's Signature: _____ Date _____

*One copy for the volunteer and one copy for parish/school files
Diocese of Honolulu, Hawaii*

ST. JOSEPH PARISH SCHOOL

PROVIDING QUALITY CATHOLIC EDUCATION

94-651 FARRINGTON HIGHWAY WAIPAHU, HI 96797

TEL (808) 677-4475

FAX: (808) 677-8937

WEB: WWW.STJOSEPHWAIPAHU.ORG

EMAIL: SJPS@STJOSEPHWAIPAHU.ORG



Student Network/Internet Use Agreement Form

Last Name of Family _____

First Name of Children <i>(also include Family Name if different from information above)</i> List from youngest to oldest.	Homeroom	Student Signature
1.		
2.		
3.		
4.		

Parent or Legal Guardian Section

As the parent(s) or legal guardian(s) of the student mentioned above, I/We have read the Network/Internet Use Agreement. I/We understand that Internet access is designed for educational purposes. I/We also understand that St. Joseph Parish School cannot be held responsible for sites that are considered inappropriate. However the faculty & staff of St. Joseph Parish School have taken every precaution within their power to provide for online safety. I/We understand that my/our son or daughter will be held responsible for violations of the Network/Internet Acceptable Use Policy.

Father/Legal Guardian Name (please print) _____

Father/Legal Guardian Signature _____

Date _____

Mother/Legal Guardian Name (please print) _____

Mother/Legal Guardian Signature _____

Date _____

Student Section

I have read the Network/Internet Use Agreement for St. Joseph Parish School. I agree to follow the rules contained in the agreement. I understand that if I violate these rules, I may lose my Network/Internet privileges for the remainder of the current school year and I may face other disciplinary measures.

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Usage Agreement for Students

The student or parent/legal guardian (if the student is under the age of 18 years) agrees to allow St. Joseph Parish School to use the student's image, likeness, electronic image/recording, projects, and other work for releases, displays, and on St. Joseph Parish School's web site. All of the uses will appear in an educational context only. Names may appear with the student's image and/or work to acknowledge achievement.

Compensation The student or parent/legal guardian (if the student is under the age of 18) agrees that there is no compensation or enumeration. The student, student's representatives, and/or parents have no attachment either now or in the future.

Last Name of Family _____

Address: _____

Phone# _____

First Name of Children (also include Family Name if different from information above) List from youngest to oldest.	Hmrm.	Please check one of the following for each child listed.
1.		<input type="checkbox"/> My child's image, likeness, electronic image/recording, projects, and other work may be used as stated above. <input type="checkbox"/> I do not want my child's image, likeness, electronic image/recording, projects, and other work used as stated above.
2.		<input type="checkbox"/> My child's image, likeness, electronic image/recording, projects, and other work may be used as stated above. <input type="checkbox"/> I do not want my child's image, likeness, electronic image/recording, projects, and other work used as stated above.
3.		<input type="checkbox"/> My child's image, likeness, electronic image/recording, projects, and other work may be used as stated above. <input type="checkbox"/> I do not want my child's image, likeness, electronic image/recording, projects, and other work used as stated above.
4.		<input type="checkbox"/> My child's image, likeness, electronic image/recording, projects, and other work may be used as stated above. <input type="checkbox"/> I do not want my child's image, likeness, electronic image/recording, projects, and other work used as stated above.

Father/Legal Guardian Name (please print):

Father/Legal Guardian Signature

Date:

Mother/Legal Guardian Name (please print)

Mother/Legal Guardian Signature

Date

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PROVIDING QUALITY CATHOLIC EDUCATION



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. VOICE RECORDING AUTHORIZATION AND RELEASE FORM (MINOR)

The undersigned, being the legal parent(s) or guardian(s) of the minor child whose name appears herein below (the "Child"), do(es) hereby grant to **ST. JOSEPH PARISH SCHOOL ("SJPS")** and to its licensees, assignees and other successors-in-interest, all rights of every kind and character whatsoever, in perpetuity, in and to the Child's appearance, likeness, name and/or voice and the results and proceeds thereof (the "Child's Performance") in connection with recording of SJPS's school song and other music.

I hereby authorize SJPS to record and photograph (on film or tape, by digital, electronic or other means) the Child's Performance, to edit the Child's Performance at SJPS's sole discretion and to include it with the performances of others and with special effects, sound effects and music: to make multiple recordings of the Child's Performance and to use and re-use the Child's Performance, in whole or in part.

I authorize SJPS to use in whole or in part, and to license others to use such recordings and photographs in any manner or media whatsoever, including, without limitation, unrestricted use for purposes of publicity, advertising and promotion and other purposes, and to use the Child's name, likeness, voice, biographic and other information concerning the Child in connection with SJPS in its sole discretion. I understand and agree that SJPS owns all rights and proceeds of the Child's Performance. I understand that SJPS intends to market the Child's Performance, and I hereby expressly waive and release the Child's claims and rights of reproduction, adaptation, distribution, performance and display under the Copyright Act of 1976.

I hereby release and discharge and agree to indemnify and hold harmless SJPS, its employees, agents, licensees, successors and assigns from any and all claims, demands or causes of action that the Child may have or may hereafter have for defamation, invasion of privacy or right of publicity, infringement of copyright or trademark, or violation of any other right arising out of or relating to any utilization of the rights granted under this agreement.

I understand and agree that I and the Child are to receive no compensation for the Child's Performance and that SJPS may profit from the Child's Performance.

All rights, licenses and privileges herein granted to SJPS are irrevocable and are not subject to rescission, restraint or injunction under any circumstances. Nothing herein shall be construed to obligate SJPS to produce or distribute any recording or to use any of the rights granted herein.

Father/Legal Guardian name (please print)

Mother/Legal Guardian name (please print)

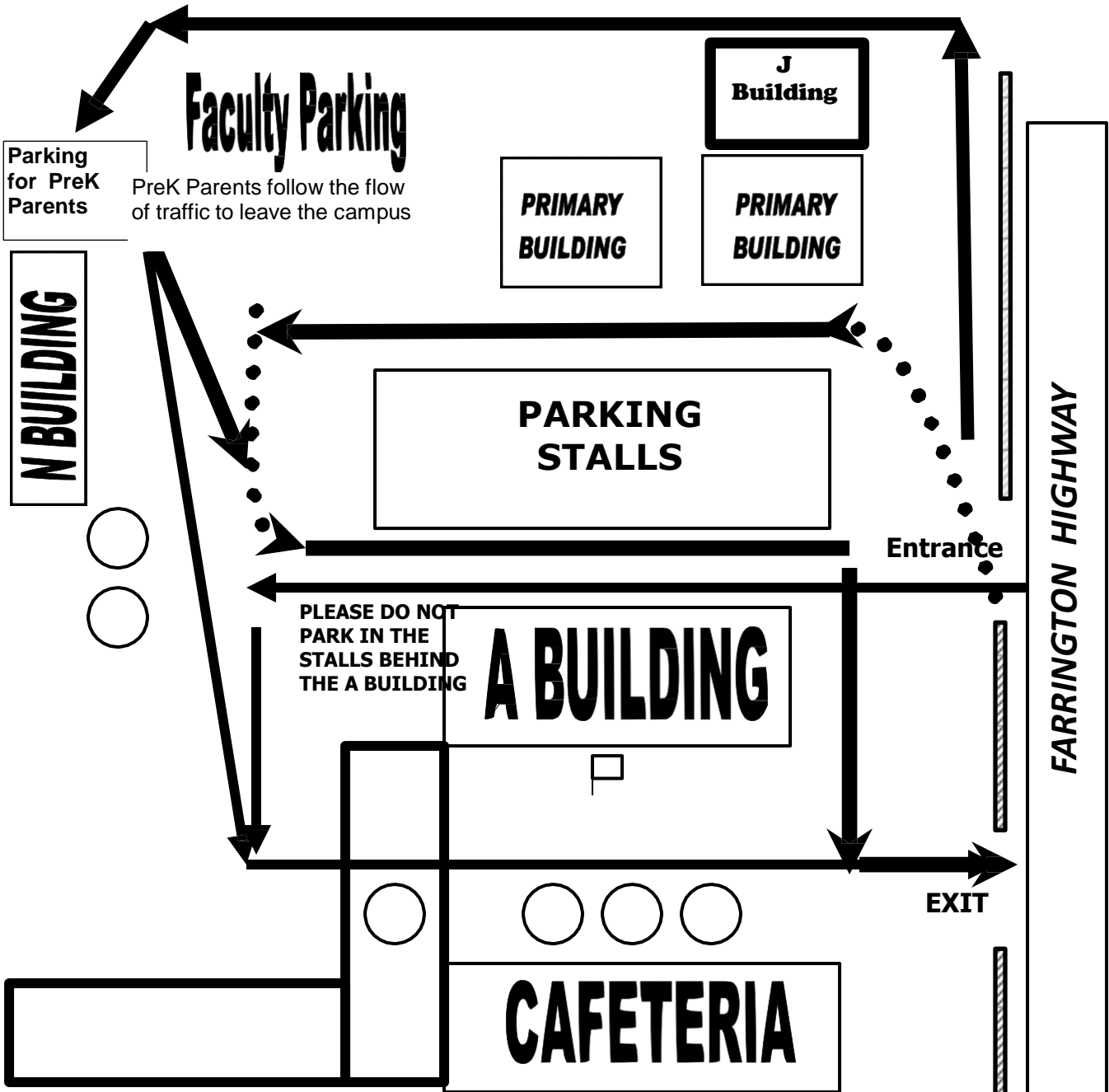
Father/Legal Guardian Signature

Mother/Legal Guardian Signature

Date

Date

Morning Drop Off Traffic Pattern



← Traffic Pattern (K-8) before 7:20 a.m.

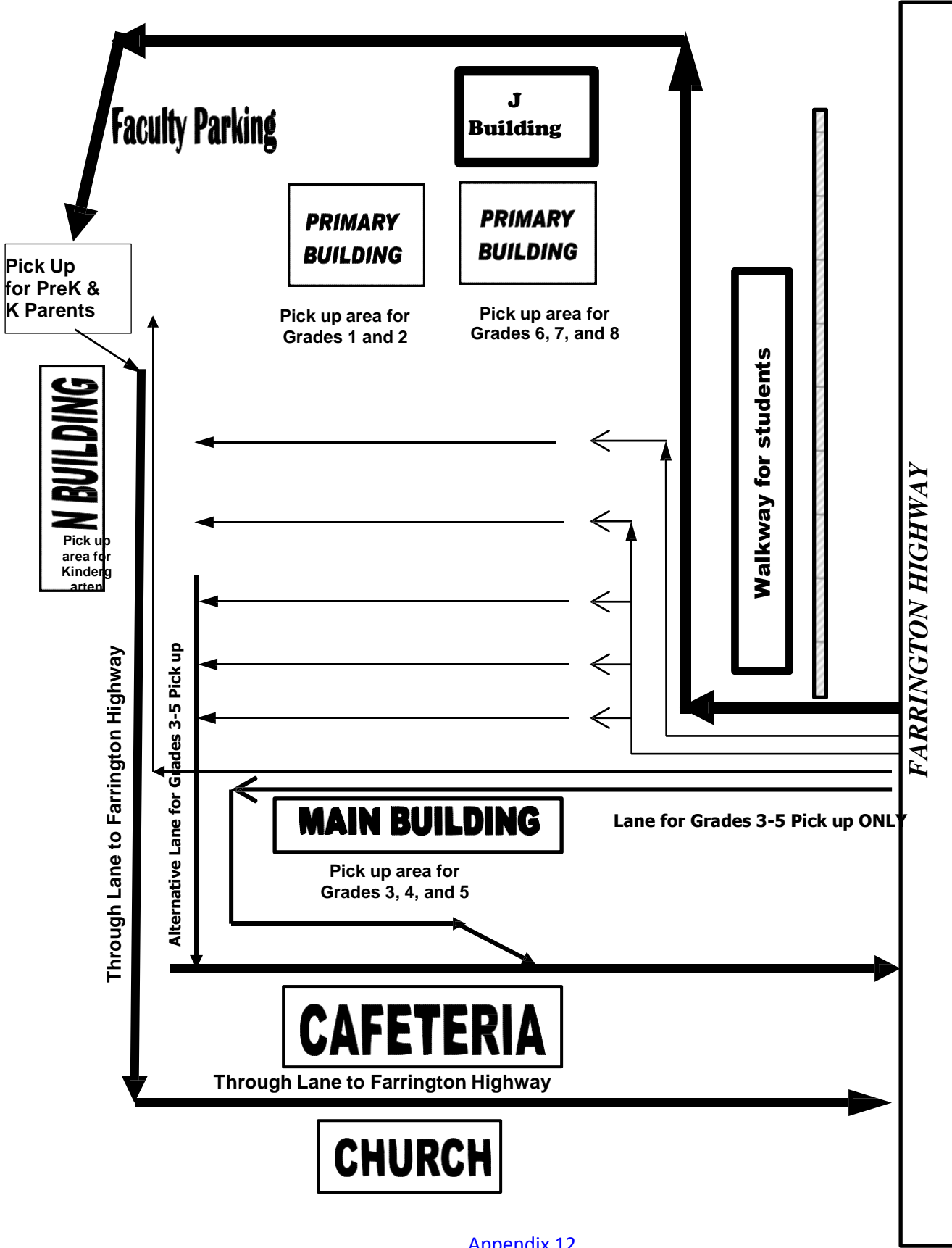
← Traffic Pattern (K-8) after 7:20 a.m.

○ Drop Off Points for students (K-8)

CHURCH

Traffic Pattern for Pre Kindergarten →

Dismissal Pick Up Traffic Pattern



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A decorative border of black scrollwork surrounds the text. The scrollwork consists of elegant, symmetrical flourishes that curve and swirl around the central text area.

ST. JOSEPH SCHOOL SONG

Hail to St. Joseph in Waipahu
Banners of white and of blue
Sing of our love that ne'er will cease
Sing of our everlasting peace
Keeping alive our Christian love
We are of one accord
Lift up your voices, sing our song as all
Races unite here as one.

Hail to the students and faculty
Sharing our faith and respect
Building community with pride
Helping ourselves with self-control
Filling our lives with happiness
As through life we go
Lift up your voices, sing our song
as all races unite here as one.