

Greeting from St. Joseph School Principal and Elementary Vice-Principal



August, 2016

Dear Parents, Students, faculty, and Staff of Saint Joseph Schools,

May the peace of the Lord Jesus Christ be with you all!

I would like to welcome all of you to St. Joseph School for 2016-2017. Amazing things are happening at St. Joseph School! Still, we are called upon to continue giving in order to provide the best education and formation for our students. I thank you for all your many sacrifices! You are part of what makes this school great!

With God's help and with the intercession of Saint Joseph, our patron, we will continue to thrive. Let us trust in the goodness of the Lord and support each other as we move forward into the new school year.

Thank you for being part of the St. Joseph School 'Ohana.

May God Bless you All,

Dr. Llewellyn Young
Principal

August, 2016

Dear Elementary School Students, Parents, and Friends,



Welcome to the 2016-2017 school year at Saint Joseph School. Our theme for the year is **CATHOLIC SCHOOLS: Communities of Faith, Knowledge, and Service. "Sharing Vision, Teaching Values"**.

We are anticipating an exciting year in our faith and academic community. We ask all students and parents to enter into it with a positive spirit, so that together we can accomplish great things.

For the past 147 years, Saint Joseph School has offered an education in the Catholic tradition of excellence to the youth of the Big Island of Hawaii. Whatever our students' and their families' faith beliefs might be, we expect that all students will engage in religious studies and participate in religious observances with respect and attentiveness.

This St. Joseph Elementary School's 2016-2017 Student/Parent Handbook provides information and directives that will enhance your educational experience. Each of us – students, parents, faculty, staff and administration – has roles and responsibilities to fulfill. If we do what is required and expected of us to the best of our ability, the school year will be a wonderful success.

As we live our lives in Christ, "*Seek first the Kingdom of God,*" let us enjoy faithful, generous and productive lives as citizens of the Church, society and the world.

Peace and All Good,
Ms. Theresa Burian
Vice-Principal, St. Joseph Elementary School

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HISTORY OF ST. JOSEPH SCHOOL

One hundred and forty-seven years ago, on April 1, 1869 a small parish school of forty-two students was established in Hilo by Rev. Charles Pouzot, SS.CC., under the direction of Fr. Patrick O'Reilly, for the purpose of teaching English to the native Hawaiians. The school was named St. Joseph. Over the years, the school's enrollment increased to the point that it was necessary to build a new school on Waiianuenue Avenue. This school for both boys and girls was dedicated on October 10, 1875. Ten years later, three Marianist Brothers arrived in Hilo and took over the operation of the boys' school. It was blessed on October 25, 1885. The school was called St. Mary's School. In the meantime, the Sisters of St. Francis (Syracuse, NY) arrived in 1900 to staff St. Joseph School for Girls on Kapiolani Street.

In 1948 St. Mary's and St Joseph's were consolidated into a co-educational institution which was built on the present site at the intersection of Ululani and Hualalai Streets. Some nine hundred and sixty-three students were enrolled for the first year. In 1951 the Marianist Brothers were reassigned to teaching posts elsewhere. They were replaced in Hilo with a larger staff of Sisters as well as dedicated lay teachers. The opening of the new school in 1951-52 was a memorable event for it marked the beginning of St. Joseph as a complete coeducational school directly under the Pastor of St. Joseph Parish. After 109 years of ministry in Hilo, the Franciscan Sisters withdrew from St. Joseph School in June 2009. The Missionary Sisters of Mary Help of Christians were welcomed to the school that summer.

St. Joseph School also includes a Montessori-based preschool, thus providing a Catholic education from preschool through grade twelve. The student body is diverse in race, national origin and creed.

IDENTITY OF ST. JOSEPH SCHOOL

VISION

St. Joseph School builds a nurturing community through demonstration of Catholic values and implementation of an academically rigorous and spiritually rich curriculum. St. Joseph students learn, in a safe and disciplined environment, to care for themselves and others and to accept responsibility for making a just and loving society through the generous use of their personal talents and gifts.

MISSION STATEMENT

The Mission of St. Joseph School is to celebrate the uniqueness of each student through a rigorous academic program. Inspired by the Gospel message of Jesus Christ, nurtured in a faith community blessed with many cultures, gifts, and talents, we build lives of service in the spirit of our Hawaiian tradition of Aloha.

THE CODE OF CONDUCT

As members of St. Joseph School, all students and their parents as well the administration, faculty, staff and other members of the school community will conduct themselves as good representatives of the school by:

- acting with **respect** toward persons and property.
- thinking, speaking and acting with **honesty**.
- contributing to the building of strong **community**.
- promoting school spirit through **loyalty**.

CATHOLIC SCHOOLS: Communities of Faith, Knowledge, and Service.
"Educating Mind, Heart, and Spirit"

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EXPECTED SCHOOLWIDE LEARNING RESULTS

Saint Joseph School promotes...

SCHOOLS OF THE FUTURE

21ST CENTURY SKILLS

- ✚ Critical thinking and problem solving
- ✚ Collaboration across networks and leading by influence
- ✚ Agility and adaptability
- ✚ Initiative and entrepreneurship
- ✚ Effective oral and written communication
- ✚ Accessing and analyzing information
- ✚ Curiosity and imagination

Taken from *The Global Achievement Gap* by Tony Wagner.

ESLRS

Excellence *as evidenced by*
Learning as much as I can and doing my best at all times
Enjoying art, dance, drama and music
Studying hard so I can choose my future
Speaking clearly and listening carefully
Thinking on my own with good information.
Learning new ideas and skills each day

Spirituality *as evidenced by*
Living as Jesus taught us
Praying to God every day
Following the rules for a good life
Being part of and helping in my church
Learning all I can about religion

Local and Global Connectedness *as evidenced by*
Helping my neighborhood, island and country
Being a good American
Respecting all people and reaching out to those in need
Taking care of our earth and its creatures
Making good use of computers and other technology

Respect and Responsibility *as evidenced by*
Telling and living the truth
Taking care of my body, my mind and my feelings
Learning to be a good leader and a good follower
Doing the right thing at the right time in the right way

School Spirit *as evidenced by*
Sharing my abilities and talents with others
Getting my parents/guardians involved in school
Taking part in school-related activities
Being a good representative of my school

Elementary Version

ADMISSIONS POLICIES & PROCEDURES

St. Joseph School admits students regardless of race, color, or national origin to all the rights, privileges, programs, and activities accorded to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, financial assistance programs, athletic programs, or other school administered programs.

The following policy provides for establishing admission priorities for acceptance of families/students to St. Joseph School:

- Returning students are given preference over new students provided that their families have previously honored their obligations, such as the tuition contract commitment, within published time frames.
- New students will be considered for admission in the following descending priorities on a space available basis:
 - children with siblings currently in attendance in grades K-12.
 - preschool students from St. Joseph Parish families.
 - children from St. Joseph Parish families currently without children attending St. Joseph School.
 - children of practicing Catholics in parishes other than St. Joseph.
 - children whose families are faith committed.

St. Joseph Parish families are those who have been registered in the parish, attended Mass, and contributed talent, time and money to St. Joseph Parish for a period of at least one year. New parishioners, who have a record of support in their previous parish, will be given in-parish status.

In addition, students new to St. Joseph School must have demonstrated an ability performance level that is within the range of the programs at St. Joseph School by providing the following:

- records of transcripts from previous school
- previous teachers' recommendation
- satisfactory screening/testing administered by St. Joseph School

It should be noted that St. Joseph School may not have the programs and resources to assist those children who have very special academic, social or physical needs. Thus, admission may be denied on these grounds.

The school maintains the right to refuse admission to students not meeting the school's academic requirement or a lack of willingness to meet the code of conduct of the school.

By December 31st, children entering kindergarten must be five years old;

Applications for admittance will be accepted at the school office throughout the preceding school year. In the event there are more applicants than space available, confirmation of acceptance will be determined by:

- date of registration,
- satisfactory testing results,
- birth date (applicants for kindergarten and first grade),
- baptismal record, First Holy Communion
- the completed application dated with registration fee, and
- admissions order as stated above.

When the capacity of each class is reached, those meeting the above criteria but not admitted will be placed on a waiting list in case an opening occurs. In that event, families will be contacted according to the above-mentioned criteria. Applications to be considered for the following school year must be resubmitted during spring registration. By law each student must have an immunization record or waiver on file in the school office prior to the beginning of school. Admittance to class will be denied without this information.

HEALTH REQUIREMENTS

The Hawaii School Attendance Law requires all children entering any school in the state for the first time to meet certain health requirements. (HRSCH. 298)

PHYSICAL EXAMINATION AND TUBERCULIN TEST

Every applicant entering school for the first time must present a completed health record to prove that a physical examination and a tuberculin test or x-ray were completed within a year before school entrance. Physical re-examinations are not required but are recommended for students in 4th grade.

IMMUNIZATION

Each applicant must present documentation of immunization against diphtheria, pertussis, tetanus, polio, measles, rubella, mumps, Hepatitis B, Varicella. Exemptions may be allowed for medical and religious reasons upon receipt of a statement by an authorized person.

In addition to meeting the K-12 immunization requirements upon first school attendance all students must show evidence of having received these immunizations prior to 7th grade attendance.

EMERGENCY CARDS

For practical purposes all school emergency records must be accurate and current. They must contain parents/guardians' work numbers, cell phone numbers or pager numbers as well as numbers of friends, relatives or neighbors who have agreed that they will pick up the student from school in the event of an illness or emergency for which the parent/guardian cannot be contacted. Any change in address, home, or work telephone numbers, and emergency telephone numbers should be reported to the school office immediately.

FINANCIAL RESPONSIBILITIES & TUITION ASSISTANCE

In the spring of each year the school announces the Tuition and Fee Schedule for the next school year. (Copies of the schedule are available in the Business Office.) At that time re-registration of current students and registration of new students begins. To complete the student's registration and course scheduling process, the parents/guardians must complete and sign the *St. Joseph School Student Enrollment Contract* and submit it with a deposit in the amount stated on the contract. It is important that both parents/guardians sign this contract if they share custody of the student.

Parents/guardians are responsible for complying with the conditions of the *Student Enrollment Contract*. If circumstances affecting family finances and thereby school financial responsibilities should arise, it is the responsibility of the parents/guardians to contact the Business Office and/or the principal to establish an adjusted payment plan.

A limited amount of tuition assistance is available to St. Joseph School families. The Business Office prepares a tuition assistance application packet that is required for Augustine Educational Foundation grants, St. Joseph Parish tuition assistance, merit scholarships and the work-study program. The deadline for submitting the completed information is usually mid-March. It is the responsibility of the parents/guardians to request the packets, complete the forms and submit all of the required documentation with the application in a timely manner. New families just entering the school may also request financial aid, which will be determined by financial need and availability of funds.

ACADEMIC PROGRAM

RELIGIOUS INSTRUCTION

Religious instruction forms the basis for the total development of the child. All students are required to participate in religion classes and all church services during the school hours.

Catholic students in 2nd grade will receive special training for First Reconciliation and First Eucharist. Students in grades 3-6 who have not made their First Reconciliation or First Eucharist will also receive training through the parish Religious Education Program if requested by parents. Special parent meetings will be scheduled prior to the reception of each sacrament.

Community service encourages children to extend themselves to help others who might benefit from and appreciate another's generosity. Community service is the sharing of time and talents with others without payment. It helps to build self-esteem and satisfaction in the giving of oneself.

The school encourages all of our children Preschool through Gr. 12 to perform community service as an extension of their religious instruction and spiritual life. Some examples of community service are:

- Voluntary service for the school such as picking up trash, yard work, office errands, peer tutoring, reading to lower grade students, etc.
- Assisting teachers during lunch/snack or after school time
- Participation in an organization that does community service such as the Boy or Girl Scouts, assisting with younger children's sports teams, etc.

ACADEMIC SUBJECTS

Major academic subject areas are Religion, Language Arts, Reading, Math, Science, Social Studies (including 4th grade Hawaiian History) and Phonics (grade K).

In order to succeed academically and to obtain the greatest benefit from their education, students at St. Joseph School are expected to:

- Regard their school work as their primary responsibility.
- Pay attention and participate in class.
- Do their assignments with care and turn them in on time.
- Work independently or participate fully in collaborative tasks according to the teacher's directions.
- Strive not only for good grades but also for knowledge and understanding.
- Meet the standards set by each of their teachers.

NON-ACADEMIC SUBJECTS

Non-academic subjects/programs consist of Art, Computer Technology, Handwriting, Music/Band and Physical Education/Health. See *After School Program*, p. 15.

The Physical Education program carries the following requirements:

- All students must participate unless a written note is received from a parent/guardian or physician indicating medical reasons.
- St. Joseph P.E. uniforms are to be worn. See the "Uniforms" section of this handbook for Information on the P.E. uniforms or ask at the school office. **Note:** Students are to wear their P. E. uniforms to school on their P.E. day.

HOMWORK

Homework assignments will be given at all grade levels. The purpose of homework is to reinforce skills learned in class, to enhance the student's understanding of concepts and to develop self-discipline and organizational skills. Memorization is a key component of homework, which may require study time beyond the assigned work.

Teachers in grades Kindergarten and 1 provide homework sheets for students in class. In grades 2-6, it is **the child's responsibility** to write down his/her homework. Planners are provided for each child in grades 2 – 6. If a child loses the planner given, there will be a charge for a replacement.

The amount of time required for an individual to accomplish the assigned work will vary according to the child's ability, study habits and learning style. Individual teachers will determine particular homework requirements. The following is an approximate time typically spent on homework on an average day:

- Grades K and 1 15-30 minutes
- Grades 2 and 3 30-60 minutes
- Grades 4, 5 and 6 60-90 minutes

Parents/guardians are expected to support homework efforts by:

- Offering help when needed, without doing the work for the child.
- Providing necessary materials, light, work space and atmosphere for study.
- Maintaining communication with the child's teacher if problems arise and being alert to consecutive days when the child says he/she has no homework.
- Helping to build a proper attitude toward homework. For most children, this may mean reviewing any assignments before they are submitted to the teacher.

If homework is not completed, students in grades K-3 will forfeit recess to complete the work.

In grades 4-6, late assignments will be marked down in grade and may not be accepted at all, depending on the type of assignment. A recess will also be forfeited. Two late assignments will also result in detention doing community service work, such as cleaning the cafeteria. Abusers of this policy will be reported to parents and will be referred to the administration for intervention.

Homework Make-Up Following Absence from School

Students who are absent from school for whatever reason are responsible to make up their missing assignments within a reasonable time frame, usually within the week that they return. Students in this situation will do the missing assignments at home and stay in at recess to insure a timely completion of the requirements.

PROGRESS REPORTS & REPORT CARDS

To inform parents/guardians of their child's progress, report cards are sent home four times a year. Mid-quarter progress reports are sent home each quarter for students in grades 2-6 to inform parents of their student's status in time to allow those with deficiencies to work toward a better quarter grade.

The administration and teachers cannot emphasize enough the importance and necessity of parents' and particularly upper grade students' use of the school's internet service which posts current grades for each child and gives parents up-to-date academic progress for their child[ren]. An access code to insure privacy and confidentiality can be obtained by parents and students.

Note: The dates for report cards and progress reports are included in the school calendar. It is highly recommended that parents/guardians make note of these dates in their personal/family calendars. In this way they can work with the student in meeting assignment deadlines and test dates in anticipation of these marking periods.

A mandatory parent/guardian-teacher conference is scheduled for the distribution of the first report card. Students in grades 4-6 are required to be present at the parent-teacher conference. The purpose of these conferences is to focus on academic progress, positive attributes of the student and concerns of the teacher or parent/guardian.

Additional conferences may be requested by teacher, administrator or parent/guardian during the school year as necessary.

The possibility of student retention will be discussed with a parent before the end of the third quarter. Students who fail to do passable work at a grade level will be asked to repeat the grade. Passable work will be determined by grades of C or better and/or testing by the administration. Final determination of retention will be the responsibility of the administration.

GRADING POLICY

At St. Joseph School students, teachers and parents/guardians strive for high academic standards. While grades are not the only indicators of success, they provide one way of assessing a child's progress. Report cards give parents and students a sense of:

1. What the **achievement level** is for the subject, and,
2. **In what ways** within a certain subject area **a student's performance** could improve.

In grades **two through six (2-6)** the following grades and standards are used for **academic subjects** for report card purposes:

A+	99-100	Grades in the A range indicate a quality which is outstandingly superior, including the completion of all assignments, demonstrate <u>enthusiasm in the subject area and higher level cognitive skills.</u>
A	95-98	
A-	93-94	
B+	91-92	Grades in the B range indicate a high quality of work and good mastery of the subject, including above-average achievement and <u>cognitive skills.</u>
B	87-90	
B-	85-86	
C+	83-84	Grades in the C range indicate that course work has been done in an acceptable manner and the student possesses satisfactory <u>knowledge of the subject matter.</u>
C	77-82	
C-	75-76	
D	70-74	Student has done poor work, completing only a minimum amount, and has probably been negligent in completing and turning in assignments. <u>Grades of D are sufficient for proposal of retention in the same grade.</u>
F	0-69	Student has failed to meet the requirements of the class.

Kindergarten Grading Scale

M = Meets or Exceeds Expectations
S = Satisfactory Progress
N = Needs Strengthening
U = Unable to Perform
X = Not Yet Introduced

5 = Excellent
4 = Very Good
3 = Satisfactory
2 = Needs Improvement
1 = Unsatisfactory

Grade 1 Grading Scale

Academic Legend: Grade level expectations for the end of each quarter.

- 4 **Exceeds Standards:** Consistently grasps, applies and extends key concepts, processes and skills. Works beyond stated goals.
 - 3 **Meets Standards:** Grasps and applies key concepts, processes and skills.
 - 2 **Approaching Standards:** Beginning to grasp and apply key concepts, processes and skills. Makes less than expected progress.
 - 1 **Needs Support:** Does not grasp key concepts, processes and essential skills. Area of concern.
- NA Not Assessed at this time.

Non-academic Subjects, Effort and Conduct Grading

Sub-topic Code

- | | |
|---------------------|---------------------------------|
| 4 Exceeds Standards | 2 Progressing to Meet Standards |
| 3 Meets Standards | 1 Making Minimal Progress |

STUDENT RECOGNITION

PRINCIPAL'S LIST

All As, 4s and 3s

HONOR ROLL

All As, Bs, 4s and 3s

HONORABLE MENTION

All As, Bs, Cs, 4s, 3s, 2s

This system provides acknowledgement of excellence in performance as well as recognition of those students who put their best efforts in yet do not receive the highest grades.

DISCIPLINE

Reverence, Respect, & Responsibility

St. Joseph School strives to create a learning environment which fosters Christian behavior among students, a respectful attitude toward authorities and respect for all property. The school's focus is to build healthy self-esteem by offering guidance, encouragement and recognition of positive student behavior. Parents/guardians and students are asked to frequently refer to the **Personal Statement of the Code of Conduct** which requires that members of the St. Joseph School community embrace and practice the values of **RESPECT, HONESTY, COMMUNITY AND LOYALTY**.

Discipline at St. Joseph School is considered to be an aspect of moral guidance and not simply a form of punishment. Discipline will be determined at the discretion of the teacher or administration. **Conduct referral forms are used to tract student behavior that may need special attention.**

The **purpose of discipline** is to:

- provide a classroom situation conducive to learning. Every teacher in school has the right to teach, and no one should be allowed to interfere with that right. It is equally true that every child has the right to learn, and no one should be allowed to interfere with that right.
- promote character-training which recognizes the sacredness of the human person and the importance of each child as a person of integrity and worth.

Types of school discipline will consist of but not belimited to:

- verbal reprimand
- written assignments
- extra work at school (clean up, etc.)
- small fines to cover damage or replacement costs
- after-school detentions (parents will be notified)
- loss of playground privileges
- visit to the principal's/vice-principal's/counselor's office
- community service such as cleaning the cafeteria, walkways, playground
- loss of other privileges (fun activities in class or school field trips)
- suspension/expulsion (major/dangerous infraction of school policy)

Examples of inappropriate behavior requiring discipline include:

- running or shouting in the school building
- playing or loitering in bathrooms
- staying in an unsupervised area before or after school [Keikiland, upper field, band room area]
- chewing gum in school or on the playground at any time
- bringing personal electronic equipment to school (CD players, radios, etc.)
- using a cell phone for calls or texting during school hours
- playing harmful tricks on others
- using disrespectful language or actions to students, faculty, or authority figures
- using profanity
- damaging property (desks, walls, books, equipment, etc.)
- disobeying and disrespecting the school JPO (Junior Patrol Officer)
- leaving the grounds without permission during school hours
- not following school dress code and uniform guidelines
- being in an unauthorized area during school hours
- electronic readers (ex: Kindle) being used for games and not book reading

Each student understands that he/she:

- will perform no action that will be injurious to himself/herself (such as running on stairs, lanais, in classrooms; swinging from doorways; running or playing in slippers or bare feet; hanging over rails, fences, trees; smoking, using drugs or alcohol; playing in the high school buildings or on the high school campus).

- will perform no action that will be injurious to another (such as throwing stones, staples, books; inflicting physical, mental, or sexual abuse such as fighting, tripping, malicious name calling, spitting, pushing, hitting, biting, touching in inappropriate places, suggestive words or actions, etc.).
- will do no injury to another's property (such as damage to student's personal property, classroom furniture, materials and equipment; defacing school buildings, etc.).
- will obey in action and word and be respectful toward school personnel, guidance, and lawful direction (such as obedient to direction or request of any school faculty member, aide or parent volunteer; will not strike any school personnel; will not use profane language at or in conversation with any school personnel; will not be absent without parental permission, etc.).

No policy is capable of covering all disciplinary infractions that could occur. Therefore, the faculty and staff of St. Joseph School reserves the right to censure or penalize students for behavior not in keeping with Christian values even though the infraction may not be specifically listed in this handbook.

SUSPENSION

Suspensions are exceptional means of modifying behavior. The principal, vice-principal, or his /her designee is solely responsible for determining and giving out suspensions. S/he may inform the pastor of all suspensions. **Three conduct referral forms per quarter (6 per semester) may lead to a suspension.**

- **In-School Suspension:** The student is not permitted to return to class and is assigned school work which is performed either in the library or another designated area on campus under supervision of an adult.
- **Off-Campus:** The student is not permitted to come to school for a day or two and is assigned scholastic work to be done at home. Before off-campus suspension is implemented, the student's parents/guardians must assure the school administration that they will provide physical supervision of the student during the suspension.

The work assigned to a student on off-campus suspension must be completed and a signature of either parent/guardian must be visible on the work when the student returns to school. Before a student is permitted to return to school, a conference will be held with the parents/guardians present.

EXPULSION

Expulsion is the dismissal of a student from further attendance at St. Joseph School for the good of the entire school community. It is an extreme measure that is never taken lightly and is required when all else has been attempted or when the violation is so extreme in its gravity and/or potential of harm.

BEHAVIORS LEADING TO SUSPENSION OR EXPULSION

Actions, occurring on campus or at a school-related activity/event, which would warrant suspension or expulsion would include, but not be limited to, the following:

- altering official school documents or falsifying records and notes through forgery and tampering;
- cheating, dishonesty and plagiarizing (including online sources);
- chronic fighting, threatening, intimidating or harassing of others (slander, racial slurs, sexual harassment);

- inappropriate or illegal behavior in the school or community at large which is detrimental to the best interests and reputation of St. Joseph School;
- possession, passing or writing of inappropriate or pornographic literature, language, pictures or internet material;
- possession, sale, or use of cigarettes, drugs, illegal substances or alcohol;
- possession of weapons, explosive devices or dangerous/harmful materials that could be used as weapons;
- profanity, vulgarity, obscenity or suggestive actions, gestures and/or language;
- repeated and/or grave failure to adhere to the Student Internet Use Agreement and Release from Liability;
- repeated deliberate and/or flagrant disobedience of and defiance toward school authority and regulations
- threats, instigation, faking or participation in a bomb threat or any threat or act of terrorism to the school or school members in person, in writing or via technology;
- truancy or unexcused absences from school or class;
- theft of school or personal property;
- unauthorized entry/break into school buildings, rooms or vehicles or rifling through the belongings of other persons
- negative or detrimental remarks about school and/or school officials via internet, intranet and e-mail
- negative blogs concerning St. Joseph School students, teachers, faculty, staff or incidents will have consequences to those who publish the blog
- no picture taking without permission on campus or during school hours

The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion.

CLASSROOM BEHAVIOR

The classroom is a center of learning. This requires the establishment of an atmosphere conducive to effective learning and teaching. If a student's behavior consistently interferes with this endeavor, appropriate action will be taken by the teacher in consultation with the student, parent/guardian, vice principal and/or principal.

PLAYGROUND BEHAVIOR

In order to keep everyone safe on the playground, students must pay attention to what they and others are doing and use extra care. A teacher is assigned to duty when the children are on the playground during morning and lunch recess. Her/His role is to supervise the children and enforce the rules listed below, using discretion when it is necessary to add to these rules for the safety of the children. The Junior Patrol Officers (JPOs) are on duty to assist the supervising teacher.

Students on the playground must:

- Stay in sight of the teacher and JPOs so should there be a need for help, it can be rendered immediately.

- Stay well inside the playground and away from the fences.
- Play only non-violent games. No pushing, shoving, hitting, kicking, etc. allowed.
- Be respectful of others. No teasing, name-calling, bullying or excluding students allowed.
- Ask the teacher for permission to take out and use any PE equipment.
- Never step outside the playground to retrieve balls, frisbees, etc. without explicit permission from the teacher.
- Never climb trees, soccer goals or posts.
- Not leave the playground without permission from the teacher.
- Pick up after themselves and not leave trash on the playground.
- Be aware of their surroundings and never talk to strangers. If a stranger enters the playground area, students should notify the teacher on duty immediately.

In addition, on the Keikiland playground, students must:

- Use the playground equipment properly.
- Not walk up the slides or run on the playground equipment.
- Stay away from the public bathroom area and away from the large tree in the corner of the playground.

On the upper elementary field, students must:

- Remain on the lawn away from the sidewalk. The sidewalk is considered off-campus and must not be used.
- Stay away from the fences and not run on the stairs.
- Stay off the soccer goals and return balls to the net ball bag after use and/or at the end of recess.

Parents are asked to review and reinforce these rules with their children so that playground time can be fun and safe for all.

CAFETERIA BEHAVIOR

Since the entire elementary school uses the cafeteria just before the junior/senior high school students, timing and order are very necessary to avoid over-crowding, confusion, loud noises, and untidy accidents.

- Teachers will accompany their classes to the cafeteria after hands are washed.
- Both hands should be used to carry trays firmly.
- Students will sit with their classmates in their designated grade level area. Students will not be allowed to change seats once seated.
- There will be no running, shouting, kicking, leaning on tables, or playing with food.
- Students are to take their trays to the disposal area and place utensils in proper containers. Students are to clean the table and floor area where they sat.
- Talking should be in low tones appropriate for restaurants and eating areas. Therefore, talking is limited to the people next to you, or directly across from you.
- Faculty and staff are not permitted to warm food for students in the microwave oven.

ROCK CLIMBING WALL

The rock climbing wall may **ONLY** be used with proper supervision, that is, **ONLY when the physical education teacher is in the room supervising**. Anyone using the wall with improper supervision will be subject to immediate detention and may be banned from further use for the rest of the year.

SAFE ENVIRONMENT POLICY

The "Policy on Allegations and Incidents of Sexual Misconduct" promulgated by the Diocese of Honolulu is incorporated in this **Student/Parent 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 provisions of H.R.S. chapter 350 concerning child abuse. All staff members and teachers are required to sign an acknowledgment that they have read and understood the ethical and personal conduct policies of the Diocese of Honolulu.

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

Consent for the participation in this program is included in the signed acknowledgement form located in this handbook. **All school volunteers shall pass the safe environment screening before volunteering on campus. Information can be obtained at the front desk.**

CODE OF BEHAVIOR

“Catholic Education is an expression of the mission entrusted by Jesus to the Church He founded. Through education, the Church seeks to prepare its members to proclaim the Good News and to translate this proclamation into action. Since **the Christian vocation is a call to transform oneself and society with God’s help**, the educational efforts of the Church must encompass the twin purposes of personal sanctification and social reform in light of Christian values.” [*To Teach as Jesus Did*, National Council of Catholic Bishops, 1972, p. 7]

In line with the above statement, the purpose and function of St. Joseph School are to offer the option to parents who want their children educated in a Christian atmosphere. The school guides each student toward a positive self-concept, stressing the uniqueness and importance of himself/herself through spiritual, intellectual, emotional, social, cultural and physical development based on love, understanding and justice. One of the school’s concerns in guiding students is to provide them with opportunities to make informed decisions and to regard themselves and others with dignity and respect.

Parents and students are required to sign the *Agreement for Parents/Guardians and Students – Statement of Understanding – 2016-2017 School Year* – to acknowledge their intent and willingness to observe the spirit and content of the Student/Parent Handbook.

BULLYING POLICY

St. Joseph School recognized 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; teasing; putdowns; name-calling; threatening looks; gestures, or actions; cruel rumors; false accusations; and social isolation.
2. **Bullying is prohibited.** St. Joseph School community shall not tolerate any bullying on school grounds or at any school activity on or off campus. This includes **cyberbullying** which is bullying that occurs through the use of cell phones, social networking sites or web pages.
3. **Staff intervention.** St. Joseph School expects all staff members who observe or become aware of patterns of bullying to take immediate, appropriate steps to intervene—unless intervention would be a threat to the staff member’s safety. Staff members shall report patterns of bullying to the school administration so vigilance can be employed and to make sure administration knows the situation before parents call.
4. **Students and parents shall report bullying.** St. Joseph School expects students and parents 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 in the Discipline section.

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 and school staff; review of school records; and identification of parent and family issues.
6. **Consequences/intervention.** Consequences for students who bully others shall depend upon 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 of students as necessary; and developing a supervision plan with the parents.

STUDENT SERVICES

CAMPUS MINISTRY

At the heart of St. Joseph School is its mission **“to proclaim the message of Jesus through education, worship and service in the Catholic tradition.”** **Weekly masses in the Elementary School chapel permit each student to attend mass once per month.**

Each school morning students and faculty gather as a faith-based educational community, joining for prayer, patriotic exercises and announcements. Common morning prayer offers the students a variety of experiences based on the liturgical season and various modes of prayer [e.g. formulary prayer, psalmody, sacred music and gestures.] The students also pray at the beginning of class, before lunch and at the conclusion of the school day.

The school community [K-12] celebrates the Eucharist together at the beginning of the school year, on holy days of obligation, during Catholic Schools Week and on the Feast of St. Joseph. Prayer services are held by grade levels [PS, K-1, 2-3, 4-6] for the blessing of the Advent Wreath on Ash Wednesday and on different feasts and occasions. Teachers take their classes to the chapel for Stations of the Cross, the Rosary and other prayer experiences. The campus chaplain conducts Eucharistic Services outside of Mass three times a week in the elementary chapel for students, faculty, staff, parents and parishioners.

For information on religious education, sacramental preparation and volunteer service and access to the chaplain’s services see pages 5 and 15.

STUDENT SERVICES TEAM

The Student Services Team consists of the principal, vice principal, chaplain, and volunteer counselors (as deemed appropriate/necessary). This team will collaborate with the administration, faculty and staff in providing auxiliary services to oversee and enhance the educational experience of the students.

GUIDANCE AND COUNSELING

The vice principal is the counselor and confers with the principal to determine if a referral of students with problems that extend beyond the scope of the school’s assistance to a professional person or agency is warranted.

Student confidentiality will be respected. ***However, in cases in which the safety of the student or other persons might be in jeopardy and in cases in which neglect or abuse is evident, immediate action will be taken by school authorities according to state laws.***

Parents are encouraged to contact the counselor regarding any concerns they have for their son/daughter. Appointments can be made by calling the counselor through the school office.

CHAPLAIN

The chaplain assists with development of the spiritual and religious life of the school community and provides opportunities for spiritual and personal counseling for students and their parents, faculty and staff. The chaplain serves the elementary division and the high school division. He can be reached through the high school office at 935-4936.

AFTER SCHOOL ACTIVITIES

St. Joseph School assists families in providing as complete an education as possible through our after-school activities. We provide opportunities for children to take lessons in music, voice, Computer Technology, Robotics, Art and homework tutoring from qualified instructors. Students may also join Boy's and Girl's Scout programs. Students may participate in swimming, volleyball, soccer, track and field, basketball, and cheerleading as well as any other after school activity or club that may be offered.

AFTER SCHOOL PROGRAM

An after school child care program is provided by St. Joseph Elementary School. Information and fees regarding this program may be obtained from the school office. Children enrolled in the after school program will go directly to the cafeteria each day right after school dismisses. The program provides time for snacks, homework, playtime, computer and art.

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 of H.R.S. Chapter 30 concerning child abuse. All staff members and teachers are required to sign an acknowledgment that they have read and understood the ethical and personal conduct policies of the Diocese of Honolulu.

Consistent with diocesan policy, St. Joseph School will conduct Safe Environment training as part of the school curriculum. All material will be available before the class is conducted to provide parents an opportunity to review the safe environment materials. Please let your child's homeroom teacher know if you would like to review the material.

Consent to the participation in this program is included in the signed acknowledgment form located in this handbook.

WELLNESS POLICY

March 31, 2008

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

The National Catholic Education Association 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 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 and staff;
- c) Allows sufficient time for students to eat lunch and to engage in social activities for physical fitness;
- d) Enables 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:

- 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 teachers, students and parents to make healthy, nutritious food choices when food is used as 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 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, assessment, and implementation of St. Joseph School Wellness Policy, and to ensure that this policy is being met.

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.

FOOD SERVICES

BREAKFAST

Students and their families may purchase breakfast in the cafeteria at **7:00-7:30 a.m.** on school days. Since August 2005, the breakfast menu is in conformity with the Federal Lunch Program thereby **offering free and reduced breakfasts to qualified students**. Breakfast prices for 2016-2017 will be published by the food service provider HCEOC in late July. The meal will consist of a carbohydrate, protein, fruit and milk.

LUNCH

School lunch may be purchased from the cafeteria. A menu of lunches is sent home the first day of school along with information on the Federal Lunch Program offering free and reduced lunches to qualified students. Federal Lunch Program application forms may be picked up at the school office. Lunches vary in cost based on the student's age: PS 3-5 years; Grades K-3; 4-6; 7-Adult. Prices for 2016-2017 will be published by the food service provider HCEOC in late July. Please check the lunch menu to be sure your child will eat the lunch being served that day.

ELECTRONIC DEBIT ACCOUNT

The school uses an electronic meal card program. Rather than paying for lunch on a daily basis, parents/guardians deposit money into an account with the Lunch Program Coordinator who prepares a debit card for the student. Each morning homeroom teachers asks students to indicate whether they brought home lunch or they plan to purchase school lunch.

Breakfast will also be charged to the child's meal card account, so no cash is needed to buy breakfast in the morning. The person supervising breakfast in the cafeteria will check off the names of children buying breakfast. The Lunch Program Coordinator then charges the notated amount to each child's account.

Parents should please remember to check on line at Sycamore.education.com or their child's bag for notices from the Lunch Program Coordinator when their account runs low on funds.

HOME LUNCH

Children may bring their own lunch to school. It is advised that parents/guardians provide a healthy lunch. The school does not provide facilities to heat up food items so home lunches should not include such foods. Neither should non-school lunches include soda. If you are dropping off your child's home lunch, please do so before 9:00 a.m. If a home lunch is not received by the office before this time they will order a school lunch for your child. **By federal law, all children are required to have something to eat at lunch time.**

FOOD ALLERGIES

If a child has any type of food and/or milk allergy, it is the parents/guardians' responsibility to notify the school office. All children will be required to drink milk with their meal, unless the school receives a written notice from the child's parent stating that s/he does not have to drink the milk or a written notice from the child's physician stating that the child has a medical reason for not drinking the milk.

RECESS SNACKS

The school recommends that parents/guardians provide their child with a healthy snack for recess and after school. The school sells during morning recess but not after school. The snack shop menu supports the Wellness Policy. Please remember, parents/guardians do have the choice of providing a snack or giving their child money to buy a snack. The school does not let students borrow money from the office for snacks.

MEDICATIONS AT SCHOOL

Only designated office personnel will administer medications to students. **State law makes no distinction between prescription and non-prescription medication in this regard.**

Parents are asked to complete a **Student Health Questionnaire** for each child enrolled in the school. The information provided through the form will help the school serve the child.

Medication Administration Forms must be completed by the family doctor before *any* medication can be administered in the school setting. This includes over-the-counter medications, (Tylenol, Advil, cough syrups, **cough drops**, etc.), as well as prescription medications (asthma inhalers, antibiotics, AD(H)D medications, etc.). Medication Administration Forms are included in the opening-of-school packets. Parents/guardians may request another form from the school office.

St. Joseph School policy prohibits any student from carrying and/or administering any type of medication on campus during school hours. The one exception is an asthma rescue inhaler for those with asthma. This rule serves to protect students from potentially serious reactions or inappropriate usage of any medications while in school.

PROCEDURES AND POLICIES

I. GENERAL

NON-DISCRIMATORY STATEMENT

St. Joseph School is a non-discriminatory educational institution and employer.

NON-SMOKING INSTITUTION

St. Joseph School is a non-smoking institution.

ACCIDENT INSURANCE

Parents/guardians should provide health insurance for their students. If employment situations or other circumstances do not make it possible for parents to provide such insurance for their students, then it is strongly recommended that parents enroll their children in the Hawaii QUEST insurance program. Information about Quest and Medicaid coverage for children and youth up to age 19 may be obtained by calling 211 or checking online at 222.coveringkids.com.

If a student should become ill in school and it is deemed necessary for the school to call for emergency medical services it will be the student's parent(s)/guardian(s)' responsibility to pay for such services.

The school enrolls all students in a **supplemental accident insurance** policy each year. This policy reduces parents/guardians' out-of-pocket expense in case of accident or injury (not illness) suffered during school-related activities or at a school-sponsored event. This insurance does not replace a regular health insurance policy.

When a student is involved in an accident or receives an injury during school-related activities or at a school-sponsored event, the parents/guardians should contact the Business Office to obtain information on filing a claim within 90 days of the incident.

BIRTHDAY POLICY

Birthdays are special occasions, and the school will permit a small celebration of a student's birthday at school. The homeroom teacher will decide at what time of the day will be appropriate, please check with your child's teacher. Students whose birthdays are on a weekend, holiday or vacation can celebrate in anticipation of or following the birthday. Parents/guardians must make arrangements with the teacher in advance of the celebration date. Only **individual servings** will be allowed.

The school will allow only the following for a birthday celebration: cupcakes and juice in individual servings (box or plastic), goody bags or a small snack for all classmates.

Birthday party invitations may not be given out in class unless the ENTIRE class is being invited to an out-of-school party. If the entire class is not being invited, parents/guardians must mail or phone the invitations. Neither the school nor the PTG will provide parents/guardians with a list of names and addresses for this or any other purpose. **Students are encouraged *first and foremost* to celebrate with non-food items, such as birthday books or pencils.**

CAMPUS HOURS

School begins at 7:45 a.m. All students arriving before 7:45 a.m. must report to the cafeteria.

Supervision will be provided in the cafeteria beginning at 7:00 a.m. Parents who arrive earlier than that are asked to stay with their children until the supervisor arrives in the cafeteria. Parents are not to ask other parents/adults or other children to watch their children. The cafeteria staff members are not St. Joseph employees and should not be expected to supervise children.

Morning assembly with prayer, song, flag pledge and announcements will all be done in the cafeteria at 7:45 a.m. Participation in this assembly is an integral part of our program to help children focus, develop right attitudes, and get ready to learn. A warning bell rings at 7:40 a.m. This is to notify children that school will start in five minutes and they need to get down to the cafeteria. Children are considered tardy if they arrive **in the cafeteria** after the school bell rings at 7:45 a.m. Any child arriving on the school grounds **after the morning assembly starts must report** to the school office for a tardy slip. Please take seriously the importance of having students in school on time.

Students who are in the cafeteria at 7:45 a.m. shall be sitting quietly with their classmates. No breakfast will be served after 7:30 a.m. All breakfasts & morning games are to be put away BEFORE morning assembly begins at 7:45 a.m. or that student will be marked tardy. Parents are encouraged to say their goodbyes prior to morning assembly and are not permitted to accompany their child to the classroom after assembly, but should exit through the side gate. If you would like to talk with your child's teacher or observe in the classroom, please send a note, phone, or email the teacher for a scheduled appointment. The teacher should not be approached unexpectedly by a parent when s/he has students to attend or supervise. Thank you, Parents, for your cooperation.

Upon return to the classroom, students will immediately begin their morning work while teachers take attendance and lunch count. It is critical that students be in their homerooms on time. Students who are tardy miss out on this important beginning to the day and often have difficulty finishing their work. It also teaches them negative attitudes about respect, responsibility and punctuality in life.

The dismissal bell rings at 2:30 p.m. every day except Wednesday when dismissal is at 1:15 p.m.

There is no playground supervision after dismissal. **Children who have not been picked up by their parents by 2:45 p.m. (by 1:25 on Wednesdays) must report to the school office.** The child's parent/guardian will then be called, if the school is unable to make contact then the child will be sent to the afterschool program. The parent/guardian will pay the drop in fee for afterschool care when picking up their child at that time. No child is allowed to be on any campus play area unless supervised on site by his/her parent/guardian, that is, the parent must be at the play area. **Parents of children who are frequently left on the school grounds will be contacted for a conference with the vice principal to determine if the after-school program is a viable option for the parents, or if there are other options. Students are not to be left unsupervised on the campus, either indoors or outdoors, after school hours.**

CARE OF SCHOOL PROPERTY

Care of school property is a shared responsibility among all who use the school's desks, books, audio-visual aids, technology hardware and software and physical education equipment. Fines equal to repair or replacement costs will be imposed for loss or damage to school property resulting from carelessness, negligence, or disregard for school regulations. Accidental damage to property of value must be reimbursed as part of the student's social responsibility.

CHILD ABUSE REPORTING

Hawaii State law dictates that all teachers and child care givers (i.e. any employees of public or private schools) are required to report any suspected cases of child abuse or neglect to the Child Protective Service (Child Welfare Services within the Department of Human Services) or to the Police Department.

FACULTY LOUNGE

The faculty lounge is one place in the building where school staff members are allowed an uninterrupted break during the day. The lounge is not open to visitors, parents/guardians or students except by invitation. Please respect the privacy of this area.

FIELD TRIPS/EXCURSIONS

Extra-curricular activities such as field trips/excursions vary from year to year. The following procedures will apply:

- **One general field trip paper will be issued at the beginning of the school year for parents/guardians to sign. No other field trip papers will be needed through the school year, except under special circumstances.**
- Field trips/excursions are privileges afforded to students. No student has an absolute right to attend a field trip.
- Field trips are to be educational excursions and must be approved by the principal. Students without a permission form signed by parents/guardians will not be allowed to go on the field trip. Verbal permission cannot be accepted.
- Supplemental accident insurance is provided by the school which will serve as a secondary insurance for any injury/accident sustained on the field trip. (cf. p. 19) However, students are required to have primary medical insurance also.
- Students may be denied participation if they fail to meet academic or behavioral requirements. Parents also have the right to refuse to allow their child to participate in a field trip. In such instances the student must remain in school if the excursion is during the regular school day.

The school will issue information prior to each field trip. Parents/guardians are asked to have their child return the signed form(s) by the stated deadline date. If a child has not reported to school on that day, s/he will not be permitted to attend the field trip.

GUM CHEWING

Gun chewing is not permitted on St. Joseph School grounds, on school excursions, or any school-sponsored event. This policy applies to the administration, faculty, staff, parents/guardians, students and visitors.

PERSONAL BELONGINGS FROM HOME

Teachers may require the use of Ipods, MP players, cell phones, electronic readers and personal laptops to be used in a given classroom setting. Students will be notified when it is appropriate to bring them in and use them. When in the building, they should be turned off and stored safely in backpacks when not in use in required classes. If items such as these are used inappropriately during school time they will be confiscated by the teacher, vice principal or principal and returned at the end of the day. If this inappropriate use happens a second time, the item will be confiscated and returned only to the parent/guardian. **St. Joseph School will not be responsible for the loss or damage of any such items.**

LOST AND FOUND

Found items will be placed in a box inside the Health Room door. Children should check the box as soon as they discover they have lost something.

PETS

Visiting pets can present difficulties for the teacher and the learning environment. However, if the teacher feels that a child's request to bring a pet to school enhances learning and presents no hazards to students, the pet or the school, then the teacher may use his/her discretion in allowing pet visits.

Beyond pet visits to classroom, teachers who wish to have pets other than aquatic animals or terraria need to consult with administration as to the overall impact on instruction, classroom hygiene and humane treatment/care of prospective classroom animal residents.

PRIVATE SALES & SOLICITATIONS

The school's main fundraising event is the Country Fair. The PTG and some of the various St. Joseph School-related clubs/organizations also conduct fundraisers with administrative approval to support their programs and activities.

Individual students and parent/guardians are not to sell any items for personal gain or the benefit of outside organizations and clubs.

SMOKING

Smoking is prohibited at St. Joseph School. There is to be absolutely no smoking in the school building, gym, cafeteria, or bathrooms. There is also to be no smoking outside the building in close proximity of the classroom windows. There will also be no smoking on field trips, excursions or school activities held away from school. This policy applies to all persons.

STUDENT RECORDS

Student records maintained by the school office shall be made available for examination by a parent/legal guardian. Appointments are arranged to view the records with the principal. The principal and/or designated delegate must be in attendance at such viewing. Records will include the **permanent record card, standardized test scores and immunization documentation**. Release of this information is made to other educational institutions only by written request from parents/guardians.

Non-custodial parents have the right to all of the above policies. St. Joseph School abides by the provision of the Buckley Amendment with respect to the rights of non-custodial parents. St. Joseph School will provide the non-custodial parent with access to the academic records and other school-related information regarding the child unless the school is furnished with custodial papers or court orders banning such access. 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.

SCHOOL TELEPHONE

The telephone is not available for personal calls by students. The school secretary is available daily to assist parents and students. Permission to use the telephone will not be given under ordinary circumstances such as forgotten homework or making arrangements to visit a friend's house. Permission will be granted for telephone use in an emergency situation at the discretion of the office staff or the specific request of a teacher.

VISITORS

St. Joseph School welcomes parents/guardians and friends of the school to visit during Open House, Orientation Night, School Masses, and special events. During the school day, all visitors (including parents/guardians and former students) **are required to check in at the office** rather than going directly to an individual classroom. This safety measure enables the school to fulfill its responsibility of knowing who is on the campus. It also reduces disruptions to classroom time. Parents/guardians are asked **not to deliver messages, lunches, snacks or things to the classroom** of their children. Items are to be left in the office and will be delivered to the students by school personnel.

II. ATTENDANCE & PUNCTUALITY

ATTENDANCE

It is the parents/guardians' obligation to see that children are in attendance regularly. Excuses for dismissal for appointments are the parents/guardians' responsibility. Every effort should be made to schedule appointments and family vacations outside of school days/hours. If an appointment must be scheduled during school hours, written notice must be submitted to the office on or before the day of the appointment for approval by the principal or vice principal. Parents/guardians must pick up and sign out the student in the school office. It is the parents/guardians' responsibility to make arrangements with their child's teacher for any missed classroom work.

ABSENCE AND TARDINESS

If a child is ill and will be absent from school, parents/guardians should call the school office (935-4935) between 8:00-8:45 a.m. A written excuse must accompany the student upon return to school. The note should contain the **date(s) absent, cause of absence, and signature of parent/guardian**. If the student is absent three or more days, the student should also present a doctor's note. **If you know your child will be tardy, a written note of explanation is required. Excessive tardies (3 or more per quarter) may result in a disciplinary action or loss of privilege.**

It is important that the student be on time for the morning assembly which includes prayer, song, the pledge of allegiance and announcements. It is an essential time to help children settle down and focus on school. Since none of our children drive, punctuality is the responsibility of the parents/guardians and the designated driver. Parents/guardians must take this seriously for they are putting their children at a tremendous disadvantage if they are repeatedly late for school.

Each school day is an important part in the growth and development in the child's education. When an absence occurs, all class work and homework missed should be made up in order to avoid gaps in the learning process. Parents/guardians and students are strongly encouraged to refer to the **school website www.sycamoreeducation.com** regularly for homework assignments and other information. If a family cannot access the website and/or additional information is needed, please call the school office to request the homework or assistance. A message will be relayed to the appropriate teachers and homework can be picked up after school.

EXTENDED ABSENCES

Extended (more than five days) absences are a **serious matter**. No amount of make-up work can truly replace the instructional time that is lost. It is primarily the responsibility of parents/guardians to make sure that their students keep up with their school work (e.g. new material, reviews, class work, homework, quizzes, tests, projects) so that their academic progress is not adversely affected.

If a long term illness, injury or family emergency occurs, the parents/guardians should contact the school about the situation so appropriate arrangements can be made for the student's make up work. In some instances, the Hawaii Catholic Schools office recommends that students seek home schooling through the Department of Education since St. Joseph School cannot always provide these services.

Teachers will not be expected to provide work for students who miss school for anything other than an emergency or illness. If families choose to miss school, they must keep up with work by checking for homework on the SJS website. Families may ask what units will be covered and what textbooks they will need, but no more. Students will have no more than five (5) school days to turn in all make up work upon their return to school. Grades will not be adjusted to accommodate these absences.

ILLNESS

Students who become ill at school will be cared for temporarily at the office until parents/ guardians or emergency contacts pick up the students. It is important for each family to have an emergency card with current phone numbers for contact persons. **When parents go on a trip without their children, they should let the school know who is responsible for the child in the event of a problem.**

Children should not return to school after an illness until he/she is well enough to follow the normal routine, including going outdoors at recess time. They must be fever free for 24 hours before returning to school. The school does not have adequate personnel to supervise children staying indoors at recess times. On rare occasions, an exception to this policy will be granted.

Children who have lice, mites, fever or communicable diseases such as conjunctivitis (Pinkeye), ringworm and strep throat are not allowed in school. A doctor's note will be required prior to re-entry.

III. COMMUNICATIONS

HOME AND SCHOOL COMMUNICATION

The school is an extension of the home. Thus, teachers represent parents in the classroom. Therefore, there must be a unity of purpose between the home and school.

In the spirit of subsidiarity, if you have a concern or complaint which you believe is important to communicate, speak to the person with whom you have the concern or 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 vice-principal. If the complaint is still not resolved, then talk with the principal. If the complaint is still not resolved, you may then speak with the pastor. Finally, if your complaint is not resolved, you may send your signed and dated complaint to the Superintendent of Hawai'i Catholic Schools.

MESSAGES FOR TEACHERS/STAFF

Requests for conferences, teacher phone calls or classroom visitations must be routed through the school office.

Parents/guardians and visitors may visit classrooms by arranging an appointed time convenient for themselves and the teacher. At least two days' notice to the teacher will be required for parent visitors.

Parents/guardians are asked to schedule conferences with teachers outside of class time. **Teachers may be available by appointment to meet with parents/guardians on school mornings before school begins between 7:15 AM and 7:30 AM.** Teachers are available for appointments on school afternoons after school or by appointment at a mutually convenient time.

NEWSLETTERS

The school uses the written word as an official means of notifying parents/guardians about past and upcoming events, projected or approved changes in policies, good news about accomplishments within the St. Joseph family, calendar highlights and general information. **It is the school's responsibility to communicate with parents. Likewise it is the parents' responsibility to read and take to heart the information that is communicated.**

The *Cardinal Newsletter*, school-wide newsletter, is available online monthly. Parents/guardians are requested to review all the materials and to complete, sign and return all required forms by the stated deadline

ELECTRONIC COMMUNICATION

Saint Joseph School recognizes and encourages person-to-person communication, but it would also like to make use of current communication technology, most especially email and the internet. Given the hectic pace of life in the 21st century and the availability and usefulness of technology, the school strongly encourages parents/guardians to have their own email accounts to facilitate communication with the school and to access the school's website and other websites that could enhance their students' educational process.

Please check our website at www.sishilo.org to stay in touch with the latest news of our school.

We have also computerized the reporting of grades through our school website which provide students and their parents/guardians with printed or emailed reports on the status of the students' assignments, quiz and test grades and other information relative to their academic standing.

Once again, the administration and faculty cannot emphasize enough the importance and necessity for all parents/guardians to have access to and use this helpful tool to track your child[ren]'s progress on a regular basis. It is your responsibility to check your child's account regularly.

ST. JOSEPH SCHOOL: ELEMENTARY DIVISION
Uniform Dress Code and Policies for All Students: 2016-2017



Official Uniform Supplier: Lands' End Inc. Online Orders: LANDSEND.COM/SCHOOL
Phone Number: 1-800-469-2222 Preferred School Number: #9001-1882-9



SJS has two logos on file with Lands' End. Cost for putting on the logo is \$5 per item
The "St. Joseph Crest" logo, #0711223K used on all outdoor and polo shirts.
The "Cardinal in Sneakers" logo, #0711240K is for the PE heather gray T shirt.

For a full listing of available SJS uniform items, please visit the Land's End website or call to speak with a Land's End representative.

Every student is required to own a complete, official school uniform in good condition along with an official P.E. uniform. Kindergarteners: Separate PE uniforms are NOT required until First Grade.

General Dress Code Policies at All Times for All Grade Levels

- Clothing must be clean, neat, unwrinkled, unfaded, not torn, in good condition and fit well, without being too snug or inappropriate in length
- **No make-up** or nail polish/decorations will be allowed. Nails should be neatly trimmed, not seen over fingertips from an open palm.
- Jewelry for **girls** is limited to a single set of **STUD EARRINGS only**, worn on the lobe of the ear, and if desired, an inexpensive watch and/or a necklace with a Christian pendant.
- Jewelry for **boys** is limited to an inexpensive watch and/or a necklace with a Christian pendant.
- Belts must be worn for all non-elastic bottoms. **Colors allowed**: solid tan, brown or black only. No designs.
- **Boys & Girls**: Absolutely **NO** bleached tinted or colored hair or faded haircuts, this includes faux hawk or fade designs in hair. Hair gel is fine, but spiked hair is not.
- **Girls**: Hair must be neatly cut, out of the eyes and face and combed neatly, those with hair long enough for a ponytail must have it tied back and out of the face.
- **Boys**: Hair must be off the collar, neatly cut, out of the eyes and face, combed. **Hair must be trimmed so ears are visible.**
- No tattoos of any kind are allowed.
- Underwear should never be visible, either through or outside clothing.

REGULAR UNIFORM DAYS

- General Dress Code policies are to be followed.
- Only the items listed in the Uniform Dress Code are allowed. See attached sheet with Land's End items.
- Belts must be worn with all non-elastic bottoms, and must be plain black, brown or tan with no design.
- Socks must be ALL white and cover the ankle. Crew socks and anklets are permissible if they cover the ankles.
- Shoes must be rubber-soled. **Colors allowed: SOLID BLACK WITH BLACK SHOE LACES OR SOLID WHITE WITH WHITE SHOE LACES.** NO high-tops, elevated platform, character-themed or lighted shoes will be allowed. **Wheeled shoes are NOT allowed.**
- Colored T-shirts or swimsuits are not allowed under uniform shirts, even on PE days. If a T-shirt must be worn, it must be plain white and not visible.
- Shirts are to be tucked in at all times.

"DRESS UP" DAYS

Modest, dressier than "free dress" attire. Boys are expected to wear collared shirts.

"FREE DRESS" DAYS

Clothing is to be neat, clean, and conservative. General dress code policies above still apply, including shoes, socks.

In addition, the following rules must be followed:

- No drug, alcohol, rock music, gang-related, sexual or unchristian message are allowed on any clothing.
- **Girls**: Sandals must have a back-strap for safety. No heels more than 1.5 inches; no platform shoes.
- No spaghetti straps. Tops and dresses may be sleeveless. Straps must be at least two inches wide.
- No clothing that exposes the midriff area. No clothing that exposes underwear.
- Hemlines must be no more than two inches above the knee.
- **Boys**: Shoes must be worn. No platform shoes.

STUDENT INTERNET USE AGREEMENT & RELEASE FROM LIABILITY

St. Joseph School ("SJS") agrees to allow the student SJS's technology to access the internet and intranet (referred to collectively as "the Net") under the following terms and conditions:

1. **Conditional Privileges:** The Student's use of SJS access to the Net is a privilege conditional on the Student's agreeing to the terms of this policy and the Student's abiding by this agreement.
2. **Agreement:** The Student agrees to obey all federal and state laws and regulations. The Student also agrees to abide by any Net use rules instituted by SJS or in a class, written or oral.
3. **Penalties for Improper Use:** If the Student violates this agreement and misuses SJS Net Access, the Student may be subject to disciplinary action, revocation of the Student's user account and access to the Net, as well as legal or criminal action where appropriate.
4. **Misuse of SJS Net Access** includes, but is not limited to, the following:
 - a. Using the Net for any illegal activity, including computer hacking and copyright or intellectual property law violations.
 - b. Using abusive or profane language in private messages on the system or using the system to harass, insult or verbally attack others.
 - c. Posting anonymous messages on the system.
 - d. Wasteful use of limited resources provided by SJS including paper and ink.
 - e. Gaining intentional access or maintaining access to inappropriate materials.
 - f. Vandalizing, downloading or copying data of another user.
 - g. Gaining unauthorized access to resources or files.
 - h. Identifying oneself with another person's name or password, or using another user's password or account without authorization.
 - i. Using the network for financial or commercial gain.
 - j. Theft or vandalism of equipment.
 - k. Online purchasing.
 - l. Participating in chat rooms
 - m. Introducing a virus to, or otherwise improperly tampering with SJS's system.
 - n. Creating a web page or associating a web page with SJS, SJ Church, the Diocese of Honolulu, or Hawaii Catholic Schools without authorization.
 - o. Any type of cyber bullying which is bullying that occurs through the use of cell phones, social networking sites or web pages.
5. **No Expectation of Privacy:** The Student and Parent/Guardian signing the Agreement agree that if the Student uses the Net through SJS access that the Student waives any right to privacy the Student may have for such use. The Student/Guardian agree that SJS may monitor the Student's use of Net Access and may also examine all system activities the Student participated in, including but not limited to email, voice and video transmissions, to ensure proper use of the system.
6. **No Guarantee:** SJS will make good faith efforts to protect students from improper or harmful matter than may be on the Internet. At the same time in signing the Agreement, the Student and the Parent/Guardian recognize that SJS makes no guarantees about preventing improper access to such materials on the part of the Student.
7. **SJS Held Harmless and Promise Not to Sue:** In order to protect itself from future lawsuits where a Student or Parent/Guardian alleges that the Student suffered some kind of injury because the Student used SJS Net Access, SJS requires that the Student and Parent/Guardian promise to forego such claims against either the school or its employees in return for being allowed to use SJS Net Access. Therefore, the Student and Parent/Guardian agree that they will not sue SJ School or SJ Church, the Diocese of Honolulu or Hawaii Catholic Schools or its employees over any claim which come about as a result of the Student's use of the SJS Net Access.

CRISIS MANAGEMENT POLICY AND DISASTER/EMERGENCY PROCEDURES

St. Joseph School follows specific procedures for various emergency situations.

Crisis Management Policy

Action Plan

Crises are inevitable in the operation of any organization. We make every effort at St. Joseph School to minimize risk and to assure the safety and security of our students and staff. Since it is not always possible to avoid crises, planning ahead of time may prevent panic and uncertainties. It is imperative that a media crisis policy be in place for efficient and effective management of internal and external communication during situations that may endanger the health, safety, operation, image or economic stability of the school.

Evacuation Plan

Evacuation is coordinated with the aid of the Hilo Police Department. There are several options for evacuation sites. The type of emergency dictates these options. Notification will be made public as soon as the site is determined. This is what St. Joseph School will do if evacuation is necessary:

1. Determine the seriousness of the situation(s).
2. Call 911. If unable to reach 911, call emergency number directly for ambulance, fire or police (see phone listings).
3. Render assistance or call a person certified in First Aid to help. Many of the teachers and staff members in the elementary school are CPR and First Aid certified.
4. Contact the Administration (Principal or Vice Principals). Do not call or involve others without further instructions. If it is an emergency that affects the entire school, the Principal will initiate telephone notification of the Pastor, faculty, staff, parents or other persons deemed appropriate.
5. If a child is involved, a staff member will remain with the child at all times during the emergency. All other children are moved to another area. A teacher is to stay with this group until the all-clear signal is given.
6. A staff member must stand at the entrance of the emergency area to direct emergency response personnel.
7. Someone from the school must accompany the child/adult who is to be transported in an ambulance to the nearest medical facility.

Implementation of Policy

All faculty, staff and administrators shall be informed of crisis communication procedures. A complete copy of the disaster plan shall be available in the Principal's and/or Vice Principal's offices.

Drills to test compliance, implementation and familiarity with disaster policy shall be conducted at the discretion of the Principal.

Any situation that might pose a threat to the safety or security of personnel or the continued operation or fiscal stability of the school shall be reported immediately to the Principal. Any situation which poses a hazard or which may be detrimental to St. Joseph School, must be reported. Upon notification of such a situation, the Principal shall determine whether the Crisis Management Team (CMT) should be convened.

The Principal is designated as the spokesperson, unless otherwise stated by the Pastor, to represent the school's communication with the media. Other persons may also represent the school in interviews but only with the approval of the Principal or designated spokesperson.

Every contact with a media person should be documented and archived in the Principal's office.

Crisis Management Team

The Pastor and the Principal shall have the right to make decisions independently or to convene the Crisis Management Team (CMT).

The CMT shall be comprised of the Principal and representatives of all school divisions.

A copy of this policy and a roster of CMT members with appropriate telephone numbers shall be available in the offices of the Principal, the Pastor and the Superintendent of Hawaii Catholic Schools.

The CMT shall act as an advisory group in time of emergency situations. The Principal and the CMT will consult in all decisions during emergency situations that include the closure of buildings, cancellations of classes, suspension of contractual agreements and the involvement of external emergency personnel (e.g. police).

The Principal is designated as the spokesperson, unless otherwise stated by the Pastor.

Individual members of the CMT shall be indemnified by St. Joseph School against possible liability incurred in the implementation of their duties.

The CMT will analyze the effect, coverage and impact of the crisis within a week of the event.

Disaster and Emergency Plan

- **Fire Drills:** St. Joseph School conducts emergency drills on a regular basis. Fire drills are conducted monthly. Students are educated about the seriousness of all drills and are expected to file out of the building quickly and quietly or to follow instructions given by the school or local officials. If the school facilities were damaged by fire and not habitable, staff members would care for the children until parents/guardians could pick them up.
- **Tsunami Warning:** St. Joseph School is not in a tsunami inundation zone.

In the event any warning is issued while school is in session, school personnel will remain with the children, feed and care for them, until parents/guardians can safely pick them up. If parents/guardians are in or can get to a safe area close to where they work or live, it is recommended they remain in the safe area until the "all clear" is announced to avoid contributing to unnecessary traffic on roads and highways.

If the warning is issued before school begins, classes will be canceled and the school will be closed. Parents/guardians should listen to the local television and radio stations for such emergency announcements. Only the principal or designee will be allowed to make official statements to the radio and television stations for such emergency closures.

- **Hurricane and Tropical Storm Warnings:** St. Joseph School is not in a flood inundation zone so evacuation is not a normal procedure. However, if evacuation does become necessary, the nearest designated area is the high school soccer field located on Wailoa and Kapiolani streets.

Hurricane and tropical storm watches are issued by the National Weather Service 36 hours prior to the arrival of a storm. If Hawaii appears to be in the course of a hurricane or tropical storm, local warnings will be issued in 24 hours or less. When a **watch** is issued, the administration will monitor the storm and make a decision to close the school before the issuance of a **warning**. St. Joseph School generally follows the same closure actions as the public schools.

School personnel will remain with any students who may have arrived at school before school closure was announced and/or whose parents/guardians cannot make it in to pick them up.

- **Earthquake:** Should an earthquake of significant magnitude occur on Hawaii, we can anticipate considerable disruption to our road networks. If students are in school, parents/guardians may not be able to get to them. The school will take care of any students until their parents/guardians can pick them up.

In the event of an earthquake during school hours, the following procedures will be followed:

- If indoors, stay indoors and take cover under desks, tables, benches, supported doorways, or against inside walls. Stay away from glass windows and outside doors.
- If outdoors, stay outdoors and move away from the building, utility poles/wires, tall trees, etc. Once in the open, remain there until the shaking stops.
- Once the shaking stops, everyone will remain in place until advised otherwise by the principal or designee.
- No one will be able to leave the campus.
- Teachers will immediately account for all students and report any missing to the principal or designee.
- The principal or designee will make a preliminary assessment of the damage. If the classroom structure is unsafe or questionable, everyone will be taken to a safe location. The principal or designee will also determine the status of those reported missing.
- The school nurse, assisted by the office staff, will treat and care for all those who have been injured.
- The principal or designee will determine the condition/availability of survival equipment and supplies (water, food, flashlights, portable radios, extra batteries, plastic bags, etc.) and prepare and establish priorities for their use. They will also advise civil authorities of any special needs.
- Students will be moved to the high school gym if conditions warrant. They will continue to be supervised by faculty/staff.

EMERGENCY KITS

In the event of any weather related emergency we do request that you send an emergency kit to school for each child. The kit should contain the following items:

- Emergency blanket (space blanket)
- 1 liter bottle of water
- Small flashlight
- Batteries for flashlight (in package)
- 6 Granola bars or cheese and cracker packs
- Completed emergency contact card.

All emergency items (except water) are to be placed in a gallon Ziploc bag with your child's name clearly marked on the bag.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA)

In 1987 the Asbestos Hazard Emergency Response Act (AHERA) was signed into law. Since the enactment of AHERA, all schools nationwide are required to take comprehensive action to asbestos in their buildings. These actions include inspections and re-inspections by EPA accredited inspectors, the assessment of conditions, training for workers who may encounter asbestos in their course of work, development and selection of an appropriate response to potential exposure to asbestos material, posting warning labels and the development of management plans for each school site. The school's asbestos management plan is on file in the school office and can be reviewed by contacting the Principal.

ST. JOSEPH SCHOOL 2016-2017 PERSONNEL

Chief Administrators

Pastor Fr. Wilbert Laroga
Principal Dr. Llewellyn Young

School Auxiliary Services

Business Manager Mrs. Melveen Ojano
Admin Assistants Mrs. Norma Ishii
Lunch Coordinator Mrs. Teresa Fuata
Campus Chaplain /
Guidance Fr. Paterno "Poli" Labasano
Maintenance/Custodial/ Mr. Robert Alapai
Security Ms. Mabel Pacheco
Mr. Danie Villena

Pre School

Director/Head Teacher Ms. Marie Roberts
Head Teacher Mrs. Nani Early
Team Teachers Mrs. Barbara Brown
Mrs. Gloria Dingle
Ms. Colleen Higa
Miss Amanda Hilmar
Miss Latisha Lopez
Mrs. Amy Yocum

Elementary Division

Vice Principal Ms. Theresa Burian
Secretary/Registrar Mrs. Teresa Fuata
Secretary Aide Mrs. Stacelyn Dente

Kindergarten Mrs. Tanya Pataray
Kindergarten Mrs. Davina Ka'aihue
1st Grade Ms. Roxane Hoshide
1st Grade Mrs. Christelle Bockrath
2nd Grade Mrs. Deepa Davies
2nd Grade Mr. Connor Piper
3rd Grade Mrs. Stella Kawa'auhau
3rd Grade Mrs. Mellon Monello
4th Grade Ms. Theresa Burian
5th Grade Mrs. Rena Arima
6th Grade Mrs. Ingrid Moreau
Art Miss Lisa Franklin
Computer Ms. Miri Sumida
Recorders 5/ Band 6 Mr. Randy Skaggs
Library/Resource Ms. Ann Wilson

**SAINT JOSEPH SCHOOL
2016-2017 FAMILY HAND BOOK
SIGNATURE OF AGREEMENT**

- This is to certify that I have read the 2016- 2017 Saint Joseph School Handbook, and I am aware of the policies of the school.
- I agree to abide by and follow the school policies and philosophy.
- I have read and explained the student policies to my children and helped them understand that compliance is necessary and expected.

PARENT/GUARDIAN SIGNATURE

DATE

Parent/Guardian name printed

PARENT/GUARDIAN SIGNATURE

DATE

Parent/Guardian name printed

Child's full name (Please Print) Grade

PLEASE RETURN THIS PAGE TO THE OFFICE by August 18, 2017.