

## Greeting from St. Joseph Pastor



Aloha Parents, Students, Members of the teaching and non-teaching staff, School Board Members and Benefactors,

Peace in the Lord Jesus Christ!

Welcome to St. Joseph School. Together let us make the new school year a productive, meaningful and memorable one. Our formation is meant to prepare us in the Mission that has been entrusted to us, that is, "To proclaim the message of Jesus through education, worship, and service in the Catholic Tradition."

We live in a fast changing world and we need to adapt to the times. We can do so with our faith and moral values as our guiding principles. This is the path to the New Evangelization.

May our patron, St Joseph, be our inspiration in our journey.

God bless you.

In Jesus, our fullness of Life,

**Fr. Samuel Loterte, SSS**  
Pastor, Saint Joseph Parish

## Greetings from the St. Joseph School Principal

We are indeed blessed, and we thank the Good Lord above for all the blessings he has bestowed on St. Joseph School!

On behalf of the School Advisory Board, Faculty, and Staff, I would like to welcome you to St. Joseph School, the only Catholic school on the Big Island of Hawai'i. St. Joseph School has a strong legacy in the Hilo community and as part of the St. Joseph Parish. It is a testament to effectively integrating Catholic morals, principles, and values into the core principles of education from preschool through high school.

We welcome you to this educational ministry, and we hope that you will make our school an extension of your home and family. We greatly rely on the involvement of family members at St. Joseph's. As we invite you to be a part of our Ohana, our successes become your successes.

May God Bless you as you make the commitment to a higher standard of education, as well as the development of strong moral character.

I join our Pastor, Father Sam, in welcoming you to St. Joseph School and to remember always to "Seek First the Kingdom of God"!

Peace and Blessings,

Dr. Llewellyn Young  
Principal, St. Joseph School

## **Catholic Identity- What Makes a Catholic School Catholic?**

While St. Joseph's provides excellent academic programs to educate and to prepare its students for higher learning, the hallmark of St. Joseph's is its Catholic identity. As the only Catholic school on the Island of Hawai'i, it is the one attribute that sets St. Joseph's apart from all other schools. While the transmission of our Catholic beliefs and practices takes place in formal religious education classes, students are brought to a fuller and richer meaning of faith through the experiences of worshipping God and the living out of that faith in every aspect of the school day.

The symbols of the Catholic faith are clearly evident in all of the classrooms and public areas of the school. These are constant reminders to our students that God is a part of all that we do. Beyond these visible signs of our faith, worship and prayer is a part of every school day. Students come to know the person of Jesus Christ by learning and living an active faith life through service. Thus, faith formation is an integral part of the fabric of a Catholic education. Faculty, staff and students participate in the celebration of sacraments including regular attendance at mass and other liturgical celebrations to mark the seasons of the Church's liturgical year.

## **Campus Ministry**

The campus ministry program provides St. Joseph students with various opportunities to enrich and to live their faith. Students participate and celebrate their faith at Mass, in prayer services, annual retreats, reconciliation services, daily prayer in the classroom, in sacramental preparation, and in putting their faith into action through service learning projects that help the poor and others in need in the community. Students must have a signed letter of permission for off-campus excursions. Thus, the campus ministry program provides opportunities for students to integrate their faith in all aspects of their lives both in the school and the community at large. The campus ministry program is an example of Catholic action. Through it, students are made aware of the global dimensions of their faith and the principles of Catholic social teachings. Campus ministry enables students of "witness" to Jesus. It empowers the students to affirm the dignity of all people by serving them as Christ would.

There are a wide variety of projects coordinated through campus ministry at St. Joseph's. The following are some examples of these projects: Organizing masses, retreats and prayer services throughout the year; Food drives "Cans that Care" for the needy, Thanksgiving Food Drive, Operation Rice Bowl, Coordinating service learning projects to fulfill the theology department requirement, Host Big Island Youth Day (Hawai'i Island), Campus beautification, Tutoring, Services for the Elderly, Bibles and rosaries for the Incarcerated, Emergency appeals – Catholic Relief Services, Right to Life, Beach clean-up, Relay for Life (Cancer), Heart walk (Heart Disease), Operation Christmas box for children.

**Attendance at masses is mandatory for all faculty, staff, and students.**

## ST. JOSEPH SCHOOL PERSONNEL

### Administration

Pastor Rev. Samuel Loterte, SSS  
Principal Dr. Llewellyn Young, Ph D.

### School Auxiliary Services

Business Manager Melveen Ojano  
Executive Assistant/Registrar  
Norma Ishii  
Administrative Assistant Maria Durch  
Jenesis Meyer  
Public Relations /Development Specialist  
Fayth Paekukui  
Director of International Program  
Miyuki Lee  
PWH Counselor Janelle Au  
Lunch Program Teresa Fuata  
Campus Chaplain/Guidance  
Fr. Zaldy Norba  
Head Maintenance Danie Villena  
Security & Custodial Robert Alapai  
Mabel Pacheco  
Albert Lopez

Info Technician Matthew Eftink

### Preschool

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

### Elementary Division

Vice Principal Theresa Burian  
Secretary/Registrar Teresa Fuata  
Administrative Assistant Stacey Dente  
Kindergarten Tanya Pataray  
Davina Kaaihue  
1<sup>st</sup> Grade Roxane Hoshide  
Christelle Bockrath  
2<sup>nd</sup> Grade Deepa Davies  
Connor Piper  
3<sup>rd</sup> Grade Stella Kawa'auhau  
Mellon Monello

4<sup>th</sup> Grade Theresa Burian  
5<sup>th</sup> Grade Rena Arima  
6<sup>th</sup> Grade Ingrid Moreau  
Library Ann Wilson  
Physical Education  
Michael Kabbeko

### Junior-Senior High Division

Vice-Principal/Academic Dean  
Susan Wehrsig  
Dean of Students Kelly Chung  
College Counselor Dr. Nathan Yocum  
Athletic Director Michael Costales  
Athletic Admin. Assistant Anna Lucas

### Departments

Library/Learning Center/Computer  
Science/Yearbook Miri Sumida

Fine Performing Arts  
Instrumental Band Randy Skaggs  
Visual Art Lisa Franklin

Language Arts Susan Wehrsig  
Lisa Franklin  
Dr. Nathan Yocum

E.S.L. Patrick Reilly

Math & Science Mark Caudill  
Matt Eftink  
Geoff Baker

Physical Education Michael Costales  
Geoff Baker

Social Studies Kelly Chung  
Susan Wehrsig  
Jacob Doolittle

World Languages Masae Gomes  
Maile Kipapa  
Suzette Ridolfi

Theology Jacob Doolittle

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## HISTORY OF ST. JOSEPH SCHOOL

**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 Waianuenue 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. In June 2009 the Franciscan Sisters withdrew from St. Joseph School after 109 years of ministry.

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

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 to others in the spirit of our Hawaiian tradition of Aloha.

### 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:

- a. Acting with **respect** toward persons and property;
- b. Thinking, speaking and acting with **honesty**;
- c. Contributing to the building of strong **community**;
- d. By promoting school spirit through **loyalty**.

## EXPECTED SCHOOL-WIDE LEARNING RESULTS (ESLRs)

*St. Joseph School promotes*

### **E**xcellence *as evidenced by:*

- **Academic achievement:** Critical thinking & problem solving
- **Career and college preparation:** Accessing and analyzing information
- **Effective oral and written communication.** Collaboration & Leading by influence
- **Appreciation of the arts:** Curiosity and imagination.
- **Life long learning:** Agility and adaptability, Initiative & entrepreneurialism

### **S**pirituality *as evidenced by:*

- **Christian values and lifestyle:** Ethical and moral character
- **Development of prayer life:** Participate and service in a faith community
- **Understanding of Catholic teachings:** Access and analyze information, Collaboration & Leading by influence

### **L**ocal and Global Connectedness *as evidenced by:*

- **Involvement in civic, government and service organizations:** Initiative & entrepreneurialism
- **Productive citizenship:** Collaboration & Leading by influence
- **Respect for individual:** Cultural and religious diversity Agility and adaptability
- **Stewardship of the environment:** Initiative & entrepreneurialism
- **Utilization of technology and other scientific advances:** Curiosity and imagination

### **R**espect and Responsibility *as evidenced by:*

- **Personal and social integrity:** Agility and adaptability
- **Healthy physical, emotional and mental lifestyle:** Initiative & entrepreneurialism
- **Leadership development:** Collaboration & Leading by influence
- **Self-discipline:** Collaboration & Leading by influence

### **S**chool Spirit *as evidenced by:*

- **Contributions of time, talent and treasure:** Collaboration & Leading by influence
- **Involvement of alumni, parents and other supporters:** Initiative & entrepreneurialism
- **Perpetuation of school traditions and values:** Collaboration & Leading by influence

**Beneficial school and community relations :** Agility and adaptability

## 21<sup>st</sup> Century Learning

In 2009, a core team of St. Joseph educators, in conjunction with two faculty members from the University of Hawaii Hilo, embarked on a journey of learning about the Schools of the Future concept. The primary purpose of this undertaking is to seek and implement systemic change that will help students improve their learning. A major innovation in this initiative is the use of what educators call *interruptive* technology in the classroom.

### **Survival Skills for Careers, College and Citizenship in the 21<sup>st</sup> Century**

In its efforts to teach students to become critical thinkers and problem solvers in readiness for the global marketplace, St. Joseph School will work to integrate the following survival skills identified by education expert Tony Wagner (*The Global Achievement Gap*):

- 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

## **ADMISSION POLICIES & PROCEDURES**

### **APPLICATION REQUIREMENTS**

1. Payment of High School Placement Test fee
2. Satisfactory results on the High School Placement Test
3. Copy of previous and current scholastic records
4. Satisfactory completion of the sixth grade (for entering seventh graders) or the previous junior-senior high grade levels (for entering eighth-twelfth graders)
5. Satisfactory appraisals by three teachers
6. Accurate completion of the St. Joseph School Application Form
7. Copy of the Baptismal certificate (Catholics only)

### **REGISTRATION REQUIREMENTS** (upon acceptance)

1. **School Contract and Deposit:** Parent/Guardians must complete and sign this document with the understanding that they are bound by its conditions. Unless there is a court order indicating that only one parent/guardian has custody of the student, or if there are mitigating circumstances that make it impossible for both parent(s)/guardian(s) to sign the contract, the school requires that both parents/guardian sign the document. A student will not be officially scheduled for classes until a completed contract and deposit have been submitted to the Business Office.
2. **Payment of Tuition:** Tuition must be paid on an annual, semester or monthly basis. Parent(s)/guardian(s) selecting the monthly plan are to pay through the FACTS Payment Service unless other arrangements have been approved by the administration. The school participates in the Tuition Refund Plan (TRP) to ensure that full tuition will be received for all students whether they complete the year at St. Joseph School or not. This plan, which is payable on July 1, is required of families that choose the two-payment or monthly payment plan; families choosing the one-payment may opt to buy into the TRP. The TRP becomes effective after the tenth day of attendance by the student.
3. **Fees and Class Dues:** Most fees are consolidated into the tuition with the exception grade 9-12 book purchases (including special class/material fees). Book rental fees for seventh and eighth graders are included in the tuition.
4. **Submission of Required Documents:** Parent(s)/guardian(s) must sign and submit the Student's Release from the previous school and a Health Card from a physician to prove that a Physical Exam, Tuberculin (TB) Test, and all required immunizations and boosters have been completed. **Tuberculin (TB) Test Results:** Any student entering school from outside the State of Hawaii for the first time must have completed a tuberculin test prior to attending school at all.
5. **Priority for Scheduling:** Currently enrolled students are given first choice in scheduling courses for the next academic year only when the registration fee is paid on or before the specified date.

# Distance Admission International Students Policies & Procedures

## APPLICATION PROCESS/ENROLLMENT

### Pre Application

All Distance Admission students who wish to “shadow” (follow around a SJS student for the day) before officially enrolling in SJS must complete the following:

1. A written request to shadow shall be submitted to the Principal, who gives written approval prior to visit.
2. Grades shall be submitted and the student shall be approved academically by the Principal and Academic Dean before a visit is permitted.
3. The student’s family shall fill out a completed enrollment contract and the immunization record before approval will be given to shadow.
4. Before admission, the student shall pay a non-refundable **\$50.00 per diem** to the business office – time will not be extended beyond initial payment. (If the payment is for one day, only a one-day visit will be permitted.)
5. The maximum amount of time permitted is one week/or 5 consecutive days – no exceptions.
6. The visiting student must be in school uniform.

### Application Process

These documents shall be submitted before acceptance and admittance to St. Joseph School:

1. Admissions Application Form
2. Birth Certificate (Passport copy will be accepted as an alternate.)
3. If Roman Catholic, a Baptismal Certificate, First Communion Certificate, and Confirmation Certificate.
4. Three Confidential Teacher Reference Reports by present teachers
5. Report Card and two years previous report cards and/or transcript showing all credits earned must be provided to St. Joseph School
6. SJS Tuition Contract, signed by the legal parents and tuition payers
7. A composition written in English by the student
8. An interview with a school representative.

### Enrollment & Agreement

1. The final enrollment decision is made by St. Joseph School.
2. The applicant will receive the written decision by a posted letter signed by the Principal of St. Joseph School.
3. St. Joseph School requires each student to complete at least the junior and senior year at St. Joseph School with passing grades before the Distance Admission student is permitted to graduate with a St. Joseph School diploma. If the student is accepted to SJS, the **legal** parents or guardians of origin shall acknowledge and sign on the agreement form that St. Joseph School shall decide the student’s grade level. This letter must be returned to SJS before the student will be permitted to enter.

### I-20 Student Visa Status (SEVIS) & Acceptance Letter

1. The school follows Student & Exchange Visitor Information System (SEVIS) rules and regulations. Therefore, all the SEVIS VISA requirements must be met.
2. The Distance Admissions students shall keep all I-20 forms issued from St. Joseph School. If the I-20 is lost or destroyed, the student must inform the school within 30 days. If the student travels outside of the United States, he/she must get St. Joseph School’s PDSO or DSO’s signature of approval before he/she leaves. If the student fails to obtain the required signature, St. Joseph School reserves the right to terminate the student’s VISA (SEVIS) status.

### Immunizations

1. TB/Health Immunization shots: A second TB test is required upon arrival in Hawaii.
2. A health examination is also required upon arrival in Hawaii
3. Student health insurance shall be obtained before arrival in case of illness or injury. Students must submit a copy of their medical insurance to the school front office. The applicant’s parents of origin are responsible for the medical insurance and personal expenses. Students must submit a copy of their health insurance to the front office.
4. The Emergency Card: New international students shall complete these forms before enrollment.
5. Student Health Questionnaire: An update is required when anything changes.

## TUITION PAYMENT/CONTRACT

### A. NEW INTERNATIONAL STUDENTS

**Distance Admission Wire Transfer or Direct Deposit of Tuition**  
**Bank of Hawaii Account # PLEASE CALL BUSINESS OFFICE**  
**Bank of Hawaii Routing # FOR INFORMATION**  
**Bank of Hawaii Swift Code #**  
**Name of Branch: Kaikoo Branch**  
**Business Address: 120 Pauahi Street Hilo, HI 96720 U.S.A.**

1. Distance Admission student tuition and all fees shall be paid in full prior to the international student beginning his/her first day of school.
2. The student's **legal** family of origin shall pay the transfer fee of \$13.00 per transaction.
3. The currency shall be converted into US dollars before transfer or direct deposit.
4. International students cannot enter U.S. more than 30 days before the starting date of school or from the date of No. 5 on the I-20 form.
5. International students are strongly recommended to come to Hawaii 29 days prior to registering at St. Joseph School. The date shown on No.5 section on the I-20 form. These 29 days will allow adequate time to process all the requirements (including Tuberculosis (TB) skin test, immunizations, health examination) for admission.
6. The following conditions will be applied before the students are permitted to begin:
  - The **legal** family of origin (*not the host family*) shall sign the contract with St. Joseph School.
  - Proof of the family's legitimacy (passport, birth certificate, driver's license, etc.) and contact information is required.
  - The student shall submit their immunization record and/or be ready to receive a TB skin test and any other immunization by Hawaii Law as soon as they arrive.
  - Through a wire transfer from their home country to a local bank, full annual tuition and all fees must be paid to the school with proof of receipt before the student will be admitted to St. Joseph School.

### B. CONTINUING STUDENTS

Continuing students shall set up a local bank account and sign up on FACTS to process their full annual tuition and all fees to the school with proof of receipt before the student will be admitted to St. Joseph School.

## HOUSING

1. St. Joseph School does not have a boarding facility; however, homestay/host families may be available. Presently, cost of room, board and meals starts at \$1,000.00 per month (amount subject to change). Joseph School shall be provided a written statement as to who is responsible for school expenditures. (*Required for INS I-20*) The names, address and phone numbers of the appointed guardian(s) shall be included.
2. The I-20 fee of \$200.00 must be paid directly to the Students and Exchange U. S. Immigration and Customs at [www.ice.gov/sevis](http://www.ice.gov/sevis)  
(*See: Student Exchange/ Visitors Column, Click on SEVP 1-901*)

## GUARDIANSHIP

1. An international student must have a Legal Guardian who is a local resident.
2. The agreement documents of host families shall be notarized.
3. All host families shall follow the host family duties required by St. Joseph School.

## ENGLISH AS A SECOND LANGUAGE (ESL) ASSESSMENT

1. ESL placement test and fees are included in the Distance Admission tuition fees.
2. Students are placed into the ESL class based on 3 factors: interview, writing sample, and standardized test scores.
  - a. A student may “test out” of ESL at any grade level by passing the interview and writing test, and testing a score of 200 (grades 11 & 12) on the paper-based **Comprehensive English Language Test** (CELT) or 500 on the paper-based ITP **Test of English as a Foreign Language** (TOEFL) (both administered at St. Joseph School); or
  - b. A score of 61 on the internet-based IBT TOEFL.
  - c. If students prefer to take the internet-based IBT TOEFL, they should make their own arrangements and payments for the online test.
3. The fee for paper-based CELT testing is included in the student’s Distance Admission tuition fees, but not for the internet-based IBT TOEFL.

### Test-Out (Test plus Teacher Permission)

	CELT	TOEFL ITP/IBT	ACCUPLACER
<b>Grade 7-8</b>	<b>150</b>	<b>450/45</b>	<b>(85)</b>
<b>Grade 9-10</b>	<b>170</b>	<b>475/53</b>	<b>(93)</b>
<b>Grade 11-12</b>	<b>200</b>	<b>500/61</b>	<b>(100)</b>

4. **“Test-out” decisions are ideally weighted as follows: 15% interview; 15% writing sample; 70% test score**
  - ✓ Student score on a standardized diagnostic test such as the CELT, TOEFL, or ACCUPLACER ESL test
  - ✓ One-to-one personal interview with the ESL teacher
  - ✓ A 50-100 word writing sample
  - ✓ Input of student’s teachers
5. Please contact the school office to schedule TOEFL test.

## CLASS SCHEDULE

Based on ESL placement test, the Academic Dean shall arrange the student’s schedule. The grade level may be adjusted because of lack of English proficiency.

## UNIFORM

New international students have to obtain school uniforms before school starts. All international students shall follow the dress code of St. Joseph School.

## ACADEMIC PROGRAM (K-12)

## CURRICULUM POLICY

The St. Joseph Curriculum Committee monitors and evaluates the curricular offerings of the school. For this reason changes may occur from year to year. All changes are made to meet the overall needs of the student with due consideration to academic potential. Whatever the reasons for curricular changes, it is the intention of the school to assure the students that there is sufficient structure within the curriculum to address their academic needs.

Changes to the curriculum of St. Joseph School are made by the Curriculum Committee as directed by:

1. Diocesan Policies;
2. State of Hawaii, Department of Education mandates;
3. Recommendations of the last accreditation Visiting Committee;
4. The School's Strategic Plan;
5. Community input and needs, as well as technological and societal changes;
6. Annual review and evaluation of the respective departments.

## COURSES OF STUDY

### Grade Seven

Theology (Christian Growth)  
Hawaiian Culture  
Composition 7  
Literature 7  
Life Science  
Math 7 or Pre-Algebra  
P.E. & Health / Art / Computer

### Grade Eight

Theology (Hebrew Scriptures)  
U.S. History to 1865  
English 8  
Earth Science  
World Language I (Japanese, Spanish, or Hawaiian)  
Pre-Algebra or Algebra I  
P.E. & Health / Art / Computer

**Note:** All students must pass Theology each semester they are enrolled in St. Joseph School. Any failures must be made up in summer school.

**Note:** Seventh & eighth graders are invited to participate in Intermediate Band which meets for an hour after school each day except Wednesday.

### Grade Nine

Theology (New Testament)  
World History  
English 9  
Conceptual Physics  
Algebra I / Algebra II  
World Language I / II  
Physical Education

### Grade Ten

Theology (Church History and Sacraments)  
U.S. History since 1865 / Honors U.S. History\*\*  
English 10  
Chemistry  
Algebra I / Algebra II / Geometry  
World Language I / II / III  
Elective

\*\*As schedule/demand allow

### Grade Eleven

**College Prep recommended**  
Theology (Christian Morality)  
American Literature  
Modern Hawaiian History /  
State & Local Government  
Pre-Calculus/Geometry  
Biology / A.P. Biology  
World Language  
Elective (1)

### Grade Twelve

**\*College Prep recommended**  
Theology (Social Justice & Christian Lifestyles)  
English Literature / AP Literature  
American Government / AP Government  
AP Composition  
Pre-Calculus/AP Calculus  
AP Chemistry  
World Language  
Electives (2)

### Grade Eleven

**\*General Studies recommended**

### Grade Twelve

**\*General Studies recommended**

Theology (Christian Morality)  
American Literature  
Modern Hawaiian History /  
State & Local Government  
Biology / A.P Biology  
Life Skills  
Electives (2)

Theology (Social Justice & Christian Lifestyles)  
English Literature  
American Government  
Senior Project  
Electives (3 or 4)

## **ELECTIVES**

**Note: These electives are offered based on student interest, need of enrollment, and teacher availability.**

### **General Electives**

Life Skills\*  
Office/Teacher Assistant

### **Computer Science**

Programming  
Technology  
Graphic Design\*  
Microsoft Office Skills  
Applied Graphics\*

### **Fine & Performing Arts**

Visual Art  
Instrumental Band  
Yearbook\*  
Studio Art 1  
Concert Band\*: I, II, III

### **Language Arts**

AP English Lit & Comp\*  
Writing Intensive  
AP Language & Comp\*  
SAT Preparation  
English as Second Language\*  
Speech Communication  
Speech & Debate\*

### **Mathematics**

AP Calculus\*  
Pre-Calculus\*

### **Physical Education**

Advanced Phys Education\*  
Fitness

### **Science**

AP Chemistry  
AP Physics  
Marine Science  
AP Biology  
Human Anatomy & Physiology  
Environmental Science\*

### **Social Studies**

Psychology  
AP US Govt. & Politics\*  
Current Issues  
Sociology\*  
Criminal Justice\*  
World Geography & Cultures

### **World Languages**

Japanese IV  
Spanish IV

## GRADUATION REQUIREMENTS

### Academic Diploma

Theology	4
Language Arts	4
Social Studies	4
Math	3
Science	3
World Language	3
Physical Education	1
Fine/Performing Arts	1
Electives	<u>4</u>
<b>Total Credits</b>	<b>27</b>

### General Diploma

Theology	4
Language Arts	4
Social Studies	4
Math	2
Science	2
Life Skills	1
Physical Education	1
Fine/Performing Arts	1
Electives	<u>8</u>
<b>Total Credits</b>	<b>27</b>

Adjustment may be made to the credit requirements (above) for transfer students who enter St. Joseph after the ninth grade.

- Because St. Joseph is a Catholic school, students in grades 9-12 are required to earn 1/2 credit in Theology for each semester they are in attendance at the school.
- All students must carry seven classes on the daily schedule per semester unless approved for Early Admissions or special studies by the Administration.

## PROMOTION POLICY

1. In order to successfully complete the **senior year (12<sup>th</sup> grade)** and be eligible for graduation, students must have completed at least 27 credits as listed above under Graduation Requirements.
2. **Junior high (7<sup>th</sup>/8<sup>th</sup> grade)** students may earn high school credits in the following subject areas: Pre-Algebra, Algebra I and World Language.
3. **Junior high students will be retained in 7<sup>th</sup> or 8<sup>th</sup> grade** if a year-long failure occurs in two or more major subjects. It is strongly recommended that students who fail any course attend summer school or receive tutoring. A 7<sup>th</sup> or 8<sup>th</sup> grader who fails Theology must make up the course during summer school.
4. **Ninth and 10<sup>th</sup> grade** students are considered to be "**underclass students**" and the 11<sup>th</sup> and 12<sup>th</sup> grade students are classified as "**upperclass students**".
  - a. In order for 9<sup>th</sup> and 10<sup>th</sup> grade students to advance to upperclass status they must successfully complete the requirements for these two grade levels as listed.
  - b. Fourteen credits must have been earned by the completion of the 10<sup>th</sup> grade before the student will be promoted to the 11<sup>th</sup> grade and admitted to 11<sup>th</sup> grade homeroom.
  - c. Twenty-one credits must have been earned by the completion of the 11<sup>th</sup> grade before the student will be promoted to the 12<sup>th</sup> grade and be admitted to a 12<sup>th</sup> grade homeroom.

**Note:** Students who may be deficient in yearly credits must enroll in summer school locally or on-line with permission in the year the deficiency occurs and not later.

## STANDARDIZED TESTS

The following standardized tests are administered at the grade levels indicated.

Grade 7	Terra Nova
Grade 8	Terra Nova
Grade 9	Preliminary Scholastic Aptitude Test (PSAT)
Grade 10	PSAT/NMSQT [National Merit Scholarship Qualifying Test.]
Grade 11	PSAT/NMSQT (National Merit Scholarship Qualifying Test).
Grade 12	Scholastic Aptitude test (SAT) / ACT (recommended – see below.)

The SAT and ACT are administered at area public schools in the following months.

<b>SAT</b>	<u>2016</u>	Oct., Nov., Dec.	<u>2017</u>	Jan., Mar., May, June
<b>ACT</b>	<u>2016</u>	Sep. Oct. Dec.	<u>2017</u>	Feb., Apr., June

The school orders and administers the Terra Nova and PSAT. Students and parents are responsible for registering for the SAT and ACT according to the calendar set by the respective agencies.

## COURSE PLACEMENT / CHANGES

Divisional advisors and teachers may be assigned to assist students in the selection of a course of study.

Some flexibility exists for changes in course assignments. The procedure for changing a course is to be accomplished within the first two weeks of school, as follows:

- The student first discusses the proposed change with his/her parent(s)/guardian(s) and the respective teachers as well as the appointed student advisor.
- If both subject teachers consider that the student has the ability to complete the course, the student obtains written permission from both teachers and presents the required form to the Academic Dean for clearance and placement. No changes are to be made to a course schedule *without parental notification and written approval*.

## HOMEWORK WEBSITE, GRADES & COMMUNICATION VIA SYCAMORE

The education of SJS students is a collaborative effort among the students, their parents/ guardians and the school. The teachers and administration make use of technology via a program called SYCAMORE to post course requirements, assignments, long term projects and test dates so that students and parents may access the information via the internet. This provides a point of reference for students and their parent(s)/guardian(s) whether or not the student was present on any given day. **Please contact the front office ASAP if you do not have access to internet at home.**

The school emphasizes that students should keep up with their assignments and studies on a daily basis and not force themselves into a position of having to make up work for lesser credit and/or expecting teachers to provide "extra credit" opportunities to make up for their poor study habits and/or grades.

The teachers also post student grades on SYCAMORE so that students and parents/ guardians can be **updated on a regular/ weekly basis**. Parent(s)/guardian(s) are strongly encouraged to take advantage of this means of communication to monitor their students' academic progress. The grading program also allows teachers to make notations about the timeliness and completeness of student work as well as opportunities for enhancing their grades.

## PROGRESS REPORTS & REPORT CARDS

Other vehicles used by the school to fulfill a major part of its responsibility to communicate with the parent(s)/guardian(s) about students' academic status are progress reports and report cards. In order to ensure timely receipt of these reports, it is strongly recommended that parent(s)/guardian(s) make note of the progress report and report card distribution dates in their personal calendars so they know when to expect these reports and when they must be returned to the school with an authorized signature. Failure to return signed progress report or report card on time or tampering with the document or forgery of parent/guardian signature will result to a call home and disciplinary consequences.

- The school year is divided into two semesters, each of which is composed of two quarters.
- At approximately the midpoint of each quarter, a progress report for all courses is distributed to each student to take home to his/her parent(s)/guardian(s) on the date listed on the school calendar. The progress report is to be signed by the parent/ guardian and returned to the homeroom teacher by the due date noted on the school calendar. If there are any disciplinary messages or excessive tardies/ absences reports from the Dean, they will be enclosed with the progress report.
- SYCAMORE provides students and their parent(s)/guardian(s) regular updates. It may occasionally happen that a teacher will call a parent/guardian to discuss a student's deficiency (especially if it happens near the end of a quarter). A record of the phone call should be placed in the student's file.
- At the end of the first, second and third quarter, a report card is distributed to each student to take home to his/her parent(s)/guardian(s) on the date listed on the school calendar. The original report card should be signed by the parent/guardian and returned to the homeroom teacher by the due date noted on the school calendar. A copy is provided for home files. The fourth quarter (final/end-of-the-year) report card will be mailed to parent/ guardian within two weeks of the last day of final exams.

## 2016-2017 PROGRESS REPORTS / REPORT CARD DATES

	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr/1 <sup>st</sup> sem.	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr/2 <sup>nd</sup> sem.
Progress report distribution	Sep 1	Nov 17	Feb 10	Apr 28
Signed progress report due	Sep 7	Nov 29	Feb 14	May 2
Report card distribution	Oct 13	Jan 9	Mar 18	
Signed report card due	Oct 18	Jan 12	Apr 4	

## GRADING SYSTEM

The letter grade system is currently employed at St. Joseph School. Refer below for an interpretation of each grade.

Passing grades in order of priority are **A, B, C,** and **D**. A failure is indicated by the letter **F**. An incomplete is indicated by the letter **I**. Incomplete work is to be resolved within two weeks after distribution of report cards. Grades C & D are acceptable for graduation.

Each letter grade is given a grade point value which is used in determining the grade point average (GPA) at the end of each marking period (quarter, semesters, end of year).

Grades for academic and general courses receive the standard equivalents:

A=4.0 B=3.0 C=2.0 D=1.0 F=0.0

Grades A-D for Advanced Placement (AP) courses receive an additional point:

A=5.0 B=4.0 C=3.0 D=2.0 F=0.0

**Grade "A" (GP=4.0; 5.0 for AP) 93–100** indicates a quality which is outstandingly superior to the work of other students. Those who receive the "A" grade should not only complete all assignments but also should demonstrate enthusiasm in the subject area and exhibit the ability to analyze and apply principles.

**Grade "B" (GP=3.0; 4.0 for AP) 86–92** indicates a high quality of work and good mastery of the subject. This reflects above-average achievement and some ability to analyze and apply principles. The "B" grade is considered a recommending grade for colleges and universities.

**Grade "C" (GP=2.0; 3.0 for AP) 78–85** indicates that the work of the class has been done in an acceptable manner and that the student secured a satisfactory knowledge of the material of the course. The student has done only the minimum amount of work required.

**Grade "D" (GP=1.0; 2.0 for AP) 70–77** indicates inferior accomplishments and is below average in his/her grasp of the subject matter. A student who earns a "D" grade has done only the minimum amount of work required and has been somewhat negligent in turning in assignments. He/she has not performed well on examinations and quizzes.

**Grade "F" (GP=0.0) 0-69** indicates that the quality and/or quantity of work is so far below what is expected of the class that it cannot be considered adequate for the granting of credit.

(For test and quiz results that are below 60%, a grade of 60 will be used for calculating averages.)

**Note:** It is the policy of the Junior-Senior High division of St. Joseph School that in required subjects in which reasonable effort is being made and in which students are working to the best of their ability, a "D" grade will be given. An "F" in this instance indicates little or no effort. **An "F" in two required subjects as the final grade at the end of the school year, will result in retention.**

## REPORT CARD GRADES

The report is an official school document which conveys to student and parent a record of the student's academic performance, conduct and effort for a given marking period.

- **Quarter Grade:** Determined according to the teacher's grading policy to reflect the quality and quantity of the student's work and participation in the course during the quarter; grade is stated in numerical figures.
- **Semester Exam Grade:** Grade earned on the semester exam, the format of which is determined by the teacher with approval by the administration; stated numerically.
- **Semester Grade:** Average of the two quarters (40% each) and the semester exam (20%). For 7<sup>th</sup> and 8<sup>th</sup> grade courses which are a quarter in duration, the final grade is based on a formula of quarter (70%) and the quarter exam (30%). Semester grades are stated numerically.
- **Final Grade:** Average of the two semester grades; figured numerically and then converted into a letter grade.

## GRADE POINT AVERAGE

### QUARTERLY G.P.A.

A student's quarterly G.P.A. is determined by averaging all grades on record for both Academic (A) and General (G) subjects. Courses receiving neither an Academic nor General designation will not be considered when computing the quarterly G.P.A. (e.g. Teacher Assistant).

Note: For the quarterly G.P.A. each eligible course is to be uniformly counted as one (1) full credit, thus giving equal weight for grades received.

Sample:	Theology (A)	B	3.0
	English (A)	A	4.0
	American. History (A)	B	3.0
	Yearbook (G)	B	3.0
	Drama (G)	B	3.0
	Algebra (A)	C	2.0
	P.E. (G)	B	<u>3.0</u>
	Total		21 points
	Total 21 points/ 7 subjects =		<b>3.0 grade point average</b>

### SEMESTER G.P.A.

A student's semester G.P.A. is determined by averaging the semester grades for both Academic (A) and General (G) subjects. Courses receiving neither an Academic nor General designation will not be considered when computing the semester G.P.A.

### ANNUAL G.P.A.

The annual G.P.A., which is computed at the end of each academic year, is the average of the final grades received by the student for all academic and general courses.

## CLASS RANK

Class rank at St. Joseph School Jr.-Sr. High Division is determined by a Quality Point System. Each course in the curriculum taken for high school credit is assigned a specific level (e.g. 6, 5, 4, 3, 2, or 1). Assigned levels are to be found in the current school catalog under each course description. Letter grades received for all courses are weighted according to quality level.

Class rank is calculated by adding all quality points for grades received in all approved courses and then dividing the total by the number of completed credits.

- Courses taken at other high schools will be included in the class ranking but not in quarterly, semester, or annual GPA.

- College level courses taken under the Early Admissions Program at the University of Hawaii at Hilo, or Hawaii Community College will also be considered for class rank with a quality level determined by the Scholastic Committee. Note: Grades received for such college level (off-campus) courses are not included when determining quarterly, semester or annual GPA.
- College level courses calculated for class rank receive a quality level of 6.0 (for upper division) or a quality of 4.0 (lower division, survey classes). Three (3) credit college level courses are equal to one (1) St. Joseph credit toward graduation,
- If a student takes a class in the 7<sup>th</sup> or 8<sup>th</sup> grade that is required for high school graduation (e.g. Algebra I, Spanish I, Japanese I), the credit and quality points of that class will be applied to class ranking.
- Off campus studies, summer classes, enrichment activities, and academic field trips (e.g. JROTC, Leadership camps, International field trips, etc.) can be considered for credit toward graduation; however these activities will not be assigned quality points, be calculated into overall GPA, or be factored into the quality point to credit ratio.
- Class rank is the primary indicator for Valedictorian and Salutatorian graduation awards. Where class rank is close between students, other considerations will include: SAT scores, enrollment in Advanced Placement (AP) or other college-level courses, cumulative GPA, as well as participation in school activities (e.g. class offices, student council offices, community service, cultural and club activities). Refer to next section.
- A student must have completed a minimum of fourteen (14) class credits at St. Joseph Jr.-Sr. High School to be eligible for Valedictorian or Salutatorian graduation awards.
- Ranking will be made available to each student, upon request, after completion of their junior year. Parents should make a formal, written request to that Principal or Academic Dean.
- The following chart shows quality points as awarded by grade and class level. Note: students who receive a "D" in any course will receive credit for completing the course, but no quality points will be awarded. Students who receive an "F" will not receive class credit or quality points.

**One Credit Courses**

Level	93-100 (A)	86-92 (B)	78-85 (C)
6 (AP)	9	8	7
5 (Hnr)	8	7	6
4	7	6	5
3	6	5	4
2	5	4	3
1	4	3	2

**One- Half Credit Courses**

Level	93-100(A)	86-92(B)	78-85(C)
6 (AP)	4.5	4	3.5
5 (Hnr)	4	3.5	3
4	3.5	3	2.5
3	3	2.5	2
2	2.5	2	1.5
1	2	1.5	1

## **SENIOR PROJECT**

Senior Project has been adopted at St. Joseph School. It challenges seniors to achieve through oral and written communication and college-preparatory research skills. The Senior Project will be required for graduation and is assigned at level 5 (same as an honors class) and students receive one credit upon completion. There will be no change in the required total number of credits for graduation; however Senior Project will be assessed quarterly, a final grade will be awarded and that grade will be factored into the GPA.

## **CLASS HONORS**

Senior class honors awarded to the Valedictorian and Salutatorian are determined primarily by the highest ratio of quality points to credits received. A co-Valedictorian can be selected if there is a ratio point difference of 0.05 or less between first and second place. When there is a ratio point difference of 0.05 to 0.10, the following factors will be considered: SAT score, leadership, B.I.I.F. athletics, community service, clubs, awards, and character. A co-Salutatorian can be selected if there is a point difference of less than 0.05. When there is a point difference of 0.05 to 0.10, the above-listed factors will also be considered.

## **HONOR ROLL**

There are two separate Honor Rolls: Principal's List and Academic Honor Roll. To merit either, a student must have a G.P.A. of 3.0 or above, as well as only as and/or Bs in all subjects and Excellent, Very Good and/or Satisfactory in conduct. To qualify for the Principal's List, a student must have a G.P.A. of 4.0 (3.95+), and to qualify for the Academic Honor Roll, a student must have a G.P.A. of 3.0-3.9 (2.95-3.94).

## **GRADUATION**

Since St. Joseph School is a Catholic private school, attendance at and graduation from the school is a privilege earned by compliance with the principles and values as well as the rules and regulations of the school and the successful completion of the academic courses and credits as prescribed in this handbook. While a student might earn sufficient credits to obtain a diploma from the school, students and parents should understand that participation in events associated with graduation (e.g. awards ceremony, baccalaureate, commencement exercises, etc.) is a privilege and not a right. The administration has the responsibility and right to uphold the integrity of the school and to withhold privileges from students who fail to uphold the principles, values, rules and regulations of the school.

# **MONITORING ACADEMIC PERFORMANCE**

## **SCHOLASTIC COMMITTEE**

### **Purpose**

To enforce academic policies and to review student requests relating to the academic policies and programs of the school.

### **Responsibilities**

The Scholastic Committee has the responsibility to:

- Approve and review student applications for Options Programs (e.g. Early Admissions, Independent Study).
- Review and make recommendations to the Principal re: all cases concerning the expulsion of students for academic reasons, students on academic probation and applications for re-admission by students who were dismissed from the school for academic reasons. Resolve differences in academic requirements for transfer students involved credits and grades.
- Hear and decide cases in which a student challenges grade(s) received.

## **ACADEMIC PROBATION**

A student will be placed on Academic Probation for the duration of a quarter if he/she receives one or more of the following on his/her report cards for the first quarter, the first semester, third quarter and second semester.

- A grade point average of less than 2.0
- A failing mark (F) in any course require for graduation.
- A failing mark (F) in any two electives.

### **CONSEQUENCES – ACADEMIC PROBATION: INELIGIBILITY**

Effective ten school days after the conclusion of the previous quarter, a student on Academic Probation becomes ineligible for two weeks for participation in:

- All B.I.I.F. (Big Island Interscholastic Federation) or B.I.I.F.-sanctioned sports contests.
- Any extracurricular activities or divisional privileges. **Note:** Election to the Homecoming or Ho'olaule'a courts is a privilege by which the student becomes a public representative of the school. Therefore, a student on Academic Probation is not eligible for election to either of these courts unless he/she has been reinstated to eligibility for two consecutive two-week periods immediately prior to the elections. If students are elected to either court and then become ineligible before the event(s), an alternate student will take his/her place or the position may be deleted from the court line-up.

A student who is placed on Academic Probation due to second semester grades is ineligible for the first two weeks at the beginning of the next school year.

In order for a student to regain eligibility for B.I.I.F. or B.I.I.F.-sanctioned sports contests, divisional privileges and/or school-related extracurricular activities after two weeks of ineligibility, the student must undergo a grade check with all his/her current teachers:

- If the student's grade point average is 2.0 or higher and if the student has no failing grades (F) in any course required for graduation or any two electives, his/her eligibility will be reinstated for the next two weeks.
- If he/she does not meet these requirements, then the term of ineligibility is extended for two more weeks.

The grade check process must be repeated every two weeks during Academic Probation. Christmas and spring recesses are not included to determine the academic review status eligibility grade check period.

### **CONSEQUENCES - ACADEMIC PROBATION: SCHOLASTIC COMMITTEE**

The Academic Dean will collaborate in compiling a list of students whose quarter / semester grades place him/her on Academic Probation.

1. Immediately after the distribution of report cards, the Scholastic Committee will meet to discuss the disposition of all Students on Academic Probation. Students on Academic Probation will be placed in mandatory study hall during eighth period. Release from eighth period study hall for school activities must be approved by the Principal or Vice Principal.
2. The following actions may be enacted by the Committee for students on probation for one quarter.
  - The Committee may decide to interview the student with parents present.
  - The Committee members may decide to interview just the students in question.
  - Committee members may be assigned to interview individual students.
  - Students may be assigned a tutor and mandatory study hall.
  - The student may be required to sign a contract outlining terms for the quarter during which the student is on probation. The student will be required to fulfill a minimum of 10 hours of verified study at home per week.
  - The student will be required to have a review every two weeks.
3. The following actions may be enacted for students on probation for two successive quarters.
  - If the student in question does not measure up to required standards due to deficiencies in effort and conduct, the student may be asked to leave at the end of the quarter. In any event, a parent conference will be called by the Scholastic Committee to discuss the case and the reasons for the decision.
  - Upon review of a case involving a student on two successive quarters of probation, the Committee may decide to draw up a contract outlining the terms under which the student in question may remain in St. Joseph School. A parent conference will be called and a contract will be reviewed, discussed and signed by the parents, student, and Principal. Should the parents refuse to sign the contract, the student will be released from the school.

### **READMISSION TO ST. JOSEPH SCHOOL**

A student asked to leave for academic reasons will not be eligible for consideration for readmission until after the successful completion of a minimum of three quarters and good conduct at another secondary school. The student's application will be subject to review by the Scholastic Committee who will make recommendation to the Principal for a final decision. Readmission is generally reserved for the beginning of a semester.

## CONDUCT & DISCIPLINE

### CODE OF BEHAVIOR [Statement from Diocese of Honolulu – Hawaii Catholic Schools]

“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 students toward a positive self-concept, stressing the uniqueness and importance of themselves 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 Parent(s)/guardian(s) 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.

### THE IMPORTANCE OF DISCIPLINE

The primary purpose of discipline is to develop self-control that will ensure the well-being and safety of all members of the school community and the structure of the school environment, and to provide an opportunity for students to learn from their mistakes.

At St. Joseph Jr./Sr. High School we strive to work with the students and their parent(s)/guardian(s) to correct the behavior that violates the **Code of Conduct** that identifies the cornerstones of attitude and behavior expected of the St. Joseph School Community: **Respect, Honesty, Community and Loyalty**.

***The Administration reserves the right and responsibility to make adjustments to these policies as it deems reasonable to do so.***

Enrollment at St. Joseph School is a privilege accorded to students whose parents/ guardians choose a Catholic school education for them. As such, students are required to follow the policies and procedures set by the school so they and their schoolmates might enjoy an optimal educational experience. Parents/ guardians, as the primary educators of their children, are likewise required to support and enforce the school’s policies and procedures and make every effort to ensure that their students are meeting their academic and behavioral responsibilities.

Discipline is a significant element in the education of children of all ages. It is a process which strengthens, molds, and corrects students through a program of teaching, supervisory control, a system of essential rules and consequential approval or punishment as appropriate. Since the chief aim of discipline is to develop self-control to ensure the well-being and safety of all members of the school community and the orderliness of the school environment, students must accept responsibility for their own actions and choices which in any way impede the attainment of these goals.

Special attention is called to the **Code of Conduct** which identifies the four cornerstones of attitude and behavior expected of members of the St. Joseph School community: **Respect, Honesty, Community and Loyalty**. The discipline policies and consequences are built on these four values/virtues.

Very simply, St. Joseph School is a faith-based educational community that can be best experienced if everyone willingly, consistently and happily accepts and performs his/her responsibilities in school and at any school-related activities.

## PARENTAL RESPONSIBILITY

Parent(s)/guardian(s) are the primary educators of their children and it is incumbent on them to monitor their students' attendance, punctuality, school attire, academic progress, behavior and, in general, their educational experience. When students make bad choices in their behaviors and attitudes while at school or within the boundaries of school functions, school officials will communicate with the parents via phone calls, electronic messages and, if necessary, a conference that will include the teacher(s), parent, student and dean.

## GETTING OFF TO A GOOD START

As the school year begins, students will be informed and reminded about school expectations and regulations. During the opening days of school, teachers and administration will issue warnings for violations of the code of conduct. Teachers or school officials will call parents to notify them about these violations and will request their full cooperation in support of school policies and regulations.

After the initial five days of school, students will be subject to disciplinary action based on the seriousness of the violation, the student's previous discipline records, the frequency of violations and the impact of the violation on the individual and the school community.

Each morning homeroom teachers will check that students are in **proper school uniforms** or in **appropriate non-uniform attire** on special days. [Please refer to the section on dress code and uniforms for specific information]

## OFF-CAMPUS CONDUCT

St. Joseph is committed to the ideals and principles of the Schools of the Future where technology is an integral part of the learning environment. As technology and its uses continue to expand our world and, thus, our classroom and subject curriculum, the administration will continue to explore the appropriate functions technology has for our students.

Our first goal is to insist on appropriate use; therefore, each teacher will determine if, how and when a cell phone, lap top, e reader and other technology will be used in his/her classroom.

Break, lunch time and study hall may NOT be used as times for students to play games or watch streaming videos as these activities limit the bandwidth appropriated for academic needs.

Students who violate classroom rules may have their phones or lap tops (or other electronic devices) confiscated and handed to the Dean of Students. A cell phone that is confiscated and given to the Dean shows a direct violation of the rules and will be subject to disciplinary action as outlined in the disciplinary procedures.

## EXTREME VIOLATIONS OF THE CODE OF CONDUCT

Because the following **behaviors are inclusive of but not limited to** grave transgressions against the Code of Conduct, especially respect for the life and safety of the individual and other persons and the building of a strong community, **the following violations will never be tolerated and will result in immediate expulsion.** The administration has the discretion to add to the list or to progress to another disciplinary level when deemed necessary without prior notification.

- Student is in possession of or under the influence of, or has sold or distributed, alcohol, narcotics, hallucinogens, intoxicants or any other illegal, (un)prescribed or controlled substances on campus or at any school-related activities.
- Student is in possession, has used or has distributed or sold weapons, explosive devices or dangerous/harmful materials that could be used as weapons either on or in close proximity to the school campus or at any school-related activities.
- Student threatens, instigates, fakes or participates in a bomb threat or any threat or act of harm or terrorism to another student, any school personnel or other persons, the school in general or any school-related activities in person, in writing or via technology.
- Student sexually assaults another student. All members of St. Joseph faculty, staff, and administration are by law Mandated Reporters. In the event that a sexual assault is reported to school personnel, that personnel is required by law to immediately report the offense to the police for further investigation. St. Joseph School does not investigate these matters; however, due to the very nature of the claims, the school will reserve the right to suspend the alleged offender for the duration of pending police investigation.

**Notification of Administration:** Students are often reluctant to discuss the on-campus presence of illegal/contraband substances, materials or activity with teachers and/or administrators. The administration requests and urges parents to discuss such matters of concern with their child(ren) and to inform the administration of any reasonable suspicion of any substance, material or activity that is illegal or detrimental to the health, safety and well-being of the students.

**Notification of Police:** When there is suspicion (without actual proof) of student involvement in contraband (drugs, weapons, harmful materials) activity, the administration will notify parent(s)/guardian(s) so they can work with their child to get desired help. Because the safety and security of students on campus is a major responsibility of the school, the administration has the right and responsibility to search the students' person, lockers and school bags when a reasonable suspicion of contraband activity exists. Should a student be found using, selling, purchasing or exchanging any contraband substance (drugs, weapons, etc.) or if there is evidence of any contraband found on a student, in student lockers or school bags, or anywhere on campus, the police will be notified for further investigation and action.

## **OTHER VIOLATIONS OF THE CODE OF CONDUCT**

Because the following behaviors are transgressions of varying degrees of severity against the Code of Conduct, they are **never acceptable and will result in a consequence** ranging from reprimand, detention, parent conferences, Saturday work sessions to suspension, contract, probation and/or expulsion depending on the seriousness of the circumstances, the frequency of the student's other violations, the student's previous discipline record and the impact these behaviors have or could potentially have on the individual and the school community:

- Altering or tampering with official school documents (including progress reports, report cards, transcripts and permission slips)
- Being in unauthorized areas before, during, after school without proper permission (including going to own or other's vehicles or meeting anyone on the roadside without administrative permission)
- Bullying (harassment involving subtle or overt force in words, gestures and deed; see Harassment below)
- Cheating or aiding another on quizzes, tests, exams, assignments or setting up to cheat; supplying or communicating in unauthorized ways before, during or after a quiz, test, exam, or assignment. Cheating also includes transferring other's work through paper copy or electronic devices with the intent of submitting it as one's own work; writing information, codes, formulas, etc. on one's own person or on objects for use during tests; programming data into watches, calculators, computers, etc.; submitting other's material without giving them credit; taking credit for group work without making an honest contribution to the process; accessing tests, answers or other materials without proper authorization.
- Defacing or destroying school property or the property of others
- Defying legitimate authority in overt word, gesture, deed or by passive-aggressive behavior
- Deliberately injuring self or another person
- Disobeying pedestrian and traffic laws
- Disobeying school regulations re: location, status and use of cell phones, pagers and other electronic devices (cf. p. 28 ff.)
- Displaying indecent and lewd behavior in word, action and/or gesture
- Displaying rowdy, loud behavior in halls, classrooms and elsewhere on campus
- Eating, drinking or chewing gum in class, assemblies and other inappropriate places
- Engaging in open and unbecoming public displays of affection (e.g. suggestive hand-holding, kissing, intimate embracing, petting) on or around the campus or at any school-related function or in uniform anywhere. Such behavior between junior and senior high students will result in a meeting with the Dean, and if warranted, disciplinary consequences.
- Entering, copying, downloading or tampering with another's computer files without appropriate reasons and prior approval
- Failing to bring appropriate books and materials to class
- Failing to comply with the *Student Net Use Agreement*
- Failing to return signed parental notices (e.g. unsatisfactory assignments and tests; progress reports and report cards; permission forms) on time
- Falsifying records and notes; forging signatures on progress reports, report cards; misrepresenting parent(s)/guardian(s) through phone calls, emails, faxes or other means of communication; fraud; destroying or interfering with others' assignments, exams, etc.
- Fighting or physically assaulting another person; planning, orchestrating, organizing, attending, recording, publishing fights on or off campus
- Fraternalizing between jr. high (grades 7-8) and sr. high (grades 9-12) students on the campus, especially in (pseudo)romantic relationships
- Gambling, betting or engaging in extortion
- Harassing or intimidating another in words, gestures, actions and/or technology to annoy, alarm or abuse:
  - Verbal (derogatory comments/jokes, sexually demeaning comments, sexual statements, slurs, anecdotes, threats, offensive words).
  - Written (suggestive or obscene letters, emails, website postings, notes, drawings or invitations).
  - Physical (unwanted, unkind, immoral and/or unlawful physical touching, contact, deliberate impeding or blocking movements, assault or any intimidating interference with normal work or movements).
  - Visual (leering gestures, displaying of sexually suggestive object, pictures, cartoons or posters). Student to student (including hazing).
  - Sexual (including, but not limited to unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact or a sexual nature).
  - Improper language/gesture(s): Any language that is malicious or disrespectful to others; gestures that suggest improper conduct).

- Hazing (i.e. gaining membership in a group through humiliation, degrading, risking injury)
- Illegally demonstrating or picketing against school policies, rules, decisions, etc.
- Leaving the campus after arrival in the morning and/or at any other time before dismissal without parental and/or school permission. **Note:** Once students arrive on campus (driving self, dropped off, parent/student carpool, County bus, etc.), they are the responsibility of the school and are **not** allowed to leave the campus for any reason (e.g. purchase food anywhere other than the cafeteria, joy-ride, shop, meet up with friends, return home for forgotten materials or change of clothing, any questionable activity) without parental permission and an off-campus pass from the office. Violation may be considered truancy even if the warning bell has not yet rung.
- Littering and/or vandalizing school and other people's property. **Note:** Students guilty of marking desks, destroying lockers, writing on bathroom and other walls, plugging sinks and toilets, etc.) will be charged for the materials and labor for repairs; furthermore, they may be required to assist school personnel in said repairs.
- Misusing/abusing fire alarm boxes, fire extinguishers, fire hoses, or any emergency equipment
- Parking in restricted areas
- Plagiarizing (i.e. claiming as one's own work or as the product of one's own thought processes) the work of another person/s from any media (e.g. books, periodicals, other printed documents, internet sources, etc.)
- Possessing and/or using cell phones, IPODS, MP3, and other audio-visual devices on campus (cf. p. 28 ff.)
- Riding skateboards, rollerblades, skate shoes, bicycles, scooters, mopeds or motorcycles on campus as well as driving cars on the lawn in restricted areas
- Sexually assaulting or harassing another through words, gestures or actions
- Smoking or chewing tobacco or other tobacco products
- Stealing or acting as an accessory to theft
- Tardiness to class (without valid pass from teacher/staff for valid business-related reasons) and tardiness to school (without a valid excuse from parent/guardian)
- Taunting or insulting a person's physical or mental differences or limitations
- Trespassing on private property and/or public property (including off-hours or when secured)
- Truancy from school for all or part of a school day.
- Using cameras, digital cameras, cell phone cameras or other electronic devices to cheat, aid another in cheating and/or for obscene, pornographic, blackmailing or threatening purposes
- Using the internet or other technology illegally and/or for pornographic, threatening or other inappropriate purposes
- Using obscene language and gestures or drawing/possessing obscene pictures or graffiti

*Dear Parents and Students:*

*As the Dean of Students at St. Joseph Jr. - Sr. High School, it is my duty to discipline first and punish after disciplinary measures fail. My intent is to always work with the student, parent and SJS Administration in matters that concern your student's behavioral issues.*

*In the first weeks of the school year I will be meeting with all members of the student body to outline the expectations for Explore, Expand, Excel that will guide them through this new school year. This meeting will also address the uniform policy and off-campus behavioral expectations. It would be beneficial to both you and your student to take time NOW to review the School Code of Conduct and the terms of Discipline set forth in this section of the Student-Parent Handbook. Also, make sure that you and your student understand the consequences that will be assigned should the terms of this Handbook agreement be violated.*

*In the event that your child incurs a disciplinary infraction this school year, I will contact you either via Sycamore, telephone or through written communication (dependent upon the severity of the infraction) as soon as humanly possible. My communication will state the infraction and provide the consequences given or anticipated. I will also ask the teacher who reported the violation to provide me with a detailed account of the event, which I will share with you (or have the teacher e-mail you directly with the account of the violation). I would appreciate that you respond to all e-mail communications and/or return all phone calls from my office so that there are no misunderstandings about reported violations and recommendations for your student.*

*I firmly believe that "children don't care how much you know until they know how much you care," and I will always make myself available to you and your student when it becomes necessary to reign-in troubling behavior. I may not always have the right answers for your student, but I promise to work with you to find whatever answers are viable in keeping your student (and the entire student body) safe, happy and productive.*

*Please don't hesitate to contact me at 935-4936 whenever you need to discuss your student's behavioral issues.*

*Thank you,  
Kelly Chung  
Dean of Students*

## **CELL PHONE POLICY GENERAL RULE:**

St. Joseph is committed to the ideals and principles of the Schools of the Future where technology is an integral part of the learning environment. As technology and its uses continue to expand our world and, thus, our classroom and subject curriculum, the administration will continue to explore the appropriate functions technology has for our students.

Our first goal is to insist on appropriate use; therefore, each teacher will determine if, how and when a cell phone, lap top, e reader and other technology will be used in his/her classroom.

Break, lunch time and study hall may NOT be used as times for students to play games or watch streaming videos as these activities limit the bandwidth appropriated for academic needs.

Students who violate classroom rules may have their phones or lap tops (or other electronic devices) confiscated and handed to the Dean of Students. A cell phone that is confiscated and given to the Dean shows a direct violation of the rules and will be subject to disciplinary action as outlined in the disciplinary procedures.

## **CONSEQUENCES FOR CELL PHONE VIOLATIONS**

Faculty and staff may confiscate cell phone between first bell and dismissal bell, take it to the office to have it placed in a marked envelope or turn it over to the Dean of Students

**CLASSROOM EXCEPTION: The following rules apply to all personal technology devices including smart phones, lap top computers, iPods and MP3 players. Today's cell phones have the capacity to serve as computers in the classroom, and because St. Joseph School is forging into the new realm of Schools of the Future, we find that it is necessary to amend our cell phone policy. As in the past, students will not be allowed to use their phones after the first bell (7:40 a.m.) during morning break, or at lunch without the expressed permission of a teacher and under the supervision of that teacher in the teacher's presence.**

A student **must ask the teacher for permission** to use a cell phone in class and, providing that the cell phone is used for the explicit purpose of researching an assignment and/or submitting work or for an actual function of the class, the teacher may grant permission.

A student who does not ask and receive permission to use his/her cell phone will have his/her phone confiscated by the teacher and turned over to the Dean of Students.

Further consequences for cell phone violations can be found under "Other Violations of the Code of Conduct" section.

## **BULLYING**

[Note: The Diocese of Honolulu requires this statement in school handbooks.]

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

1. **Definition of bullying.** Bullying is a pattern of abuse over time and involves a student being "picked on." Bullying includes physical intimidation or assault; extortion; oral or written threats; 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.
3. **Staff intervention.** St. Joseph School expects all staff members who observe or become aware of an act of bullying to take immediate, appropriate steps to intervene-unless intervention would be a threat to staff members' safety. If a staff member believes that his/her intervention has not resolved the matter, he/she shall report the bullying to administration for further investigation.
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 Discipline consequences.
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 on the results of the investigation and may include counseling; a parent conference; detention; suspension and/or expulsion. Depending on the severity of the incident, the principal may also take appropriate steps to ensure student safety. These may include implementing a safety plan; separating and supervising the students involved; providing staff support for students as necessary; and developing a supervision plan with the parents.

## DETENTION

Teachers should be responsible for monitoring detentions that they issue their own students for the first three minor infractions. A record of the date and reason of the violations and the date/time of detentions served must be kept on file in the Dean's office. After the third minor violation, the teacher must communicate with the student's parent/guardian and issue a detention slip which will be given to the dean.

Detentions will be served as follows:

- Detentions will begin at the time designated by the teacher or dean and will last the duration determined by the teacher or dean.
- If the detention is scheduled for break, the student is required to report to the detention site within three minutes of the bell, and will generally be released five minutes before the end of the break so that students may use the lavatory and collect materials for the upcoming class.
- Failure to report to the assigned break detention will result in an added break detention.
- Failure to report to detention hall for repeat detentions will result in the student being referred to the Dean (if not already) for further disciplinary action.
- There will be no eating, drinking, talking or playing of games during detention hall. The purpose of the detention is to be a corrective action for inappropriate behavior; therefore, it is not to be a play/visiting time.
- Alternative forms of detention (e.g. building or campus clean-up, Saturday work or study sessions) will be assigned at the discretion of the school administration. In some cases, the violator's parent(s)/guardian(s) may be asked to assist with the supervision of their student(s) so that they can share in the responsibility for student misbehavior and the full burden of supervision does not fall solely on the Dean or other school personnel.

Extended detentions must be served on the day and at the time designated by the administration. A student must attend this detention regardless if the student has an extracurricular activity (including an academic or athletic practice or contest) or a family commitment (other than a wake/funeral). Students and parents should keep in mind that extended detentions are the result of a series of infractions or a serious violation and can very well become a source of inconvenience to the student, his/her family or teammates.

## DISCIPLINARY PROCEDURES

Students are expected to conduct themselves in manners that do not distract and/or disrupt the learning environment. Teachers are expected to conduct their classrooms in a manner that is conducive to learning and will therefor report inappropriate behavior, insubordination, class rule violations to the student's parents via telephone or electronic communications and Mrs. Kelly Chung, Dean of Students, for follow up.

Mrs. Chung will record an individual student's violations with information regarding: date of violation, reporting teacher, type of violation, teacher-assigned consequence and communication with parent/guardian. Mrs. Chung will also communicate with the parent/guardian in an effort to establish collaborative attempt to define the reasons for the misbehaviors and to partner in efforts to correct the behaviors.

If the individual student begins to show an unacceptable pattern of behavior of continued disruption and failure to adhere to St. Joseph standards, the parents will be requested to participate in a conference with the student, teachers, and the Dean of Students to discuss how best to deal with correcting the student's behavior.

**Consequences for continued violation of school and class rules will include (but may not be limited to):**

- \*after school detentions (time to be determined by severity of violation)
- \*Saturday or non-school day work detention
- \*disciplinary tag (student behavior monitored daily by every class teacher)
- \*in-school suspension (commonly reserved for the most egregious violations such as—but not limited to—gross insubordination, bullying, fighting)
- \*disciplinary probation (a contract that severely limits a student's participation in activities and events—including participation in extracurricular activities, sports events and practices and school-sponsored activities such as Homecoming and Ho'oluale'a representation—until such time as the student has corrected his/her behaviors)
- \*expulsion (reserved for when there is no indication that the student is determined to follow the standards set for by St. Joseph School and when the parent/guardian refuses to work with the school to help modify the student's behavior)

**DISCIPLINARY REVIEW**

- \*The Dean of Students, a teacher or administrator may refer a student for disciplinary review. Parent(s)/guardian(s) may request a disciplinary review
- \*The Dean will distribute evaluation forms to all the student's subject teachers
- \*If three teachers submit negative evaluations, the student will be referred to the Dean who will schedule a conference with the student, his/her parent(s)/guardian(s) and all his/her teachers
- \*A plan of action with expectations and consequences will be developed. If the student fails to comply with the plan, he/she may be called to appear before a Discipline Committee.

**DISCIPLINARY COMMITTEE**

The Discipline Committee is an ad hoc committee whose purpose is to uphold the integrity of the school by assisting the administration in determining the appropriate actions/consequences for a student who has not complied with past prescriptions for behavior modification and expressed expectations.

The Disciplinary Committee may be convened as the result of a student's failure to uphold the terms of a disciplinary contract or to appeal consequences imposed for repeated and/or major violations.

An ad hoc committee will consist of

- \*faculty members who do not currently teach the student, one of whom will chair the hearing
- \*a faculty, staff member or administrator of the student's choosing to accompany him/her at the meeting (or the student may choose to meet with the committee alone)
- The parent(s)/guardian(s) of the students will also accompany the student

The chairperson will set the date and time convenient for the members to meet. After the review of the student's disciplinary record, a full discussion and hearing, the student and his/her parent(s)/guardian(s) will be excused, and the committee will decide the course of action to be taken. The committee may opt for one or more of the following actions or any others that are deemed appropriate and not necessarily in the order listed below:

- \*Reconsideration of the previous decision
- \*Behavior contract
- \*Suspension (in-school or off campus)
- \*Probation

\*Expulsion

Decisions of the committee will be conveyed to the parent(s)/guardian(s) in writing and in a timely matter. In all instances of expulsion, the Pastor and Diocese will be notified and any further appeals will be at the request of the parent(s)/guardian(s) to the Pastor.

**DISCIPLINARY PROBATION & INELIGIBILITY**

Students receive a mark (1=Excellent, 2=Very Good, 3=Satisfactory; 4=Needs improvement, 5=Unacceptable) for their conduct in their quarterly/semester report cards.

Students will automatically be placed on **Disciplinary Probation** if they receive 4s and/or 5s for conduct in three (3) or more courses on their report cards in any given marking period effective the date of distribution of report cards (as listed on the school calendar).

Students may also be placed on **Disciplinary Probation** as the consequence of a Disciplinary Review and/or single or series of major violations.

**DISCIPLINARY PROBATION PROCEDURES**

**As the consequence of three or more 4s (need improvements) and/or 5s (unacceptable) on the quarterly/semester report cards:**

1. Notification of the students' Disciplinary Probation status will accompany the report card. Students will automatically be placed in mandatory study hall during seventh period.
2. Disciplinary ineligibility for participation in current B.I.I.F. pre-season, season and post-season athletic contests, divisional privileges and/or school-related extracurricular activities becomes effective ten school days following the last day of the previous marking period. Should a student be placed on disciplinary ineligibility after the second semester report card, the consequences are applicable for returning student at the beginning of the next school year.
3. In order for a student to return to eligibility for B.I.I.F. or B.I.I.F. sanctioned sports contests, divisional privileges and/or school-related extracurricular activities after two weeks of ineligibility, the student must undergo a discipline review by all his/her current teachers. If the student has no more than three 4s and/or 5s in conduct, he/she may be returned to eligibility for the next two weeks. The reviews and determination about eligibility takes place every two weeks until the end of the respective quarter.

**Note:** Election to the **Homecoming or Ho`olaule`a courts** is a privilege by which the student becomes a public representative of the school. Therefore, a student on Disciplinary Probation is not eligible for election to either the Homecoming or Ho`olaule`a courts unless he/she has been reinstated to eligibility for two consecutive two-week periods immediately prior to the elections. If students are elected to either court and then becomes ineligible before the event(s), an alternate student will replace them on the court or the position may be deleted from the court line-up.

**As the consequence for a Disciplinary Review or a single and/or series of major violations, the following procedures for Disciplinary Probation will be implemented:**

1. A behavioral contract with a designated term of duration will be drawn up by the Dean of Discipline and/or Coordinator of Student Services in consultation with the Principal.
2. Following a conference with the student and his/her parent(s)/guardian(s), a contract is to be signed by the student and his/her parent(s)/guardian(s) and returned to the Dean by the designated time.
3. During the period of Disciplinary Probation, the student is ineligible for participation in B.I.I.F. or B.I.I.F.-sanctioned sports contests, divisional privileges and/or extra-curricular activities. However, the student may regain eligibility every two weeks if s/he receives favorable discipline reports and meets the criteria for reinstatement of eligibility.
4. At the end of the term of probation, there will be a faculty re-evaluation of the student's behavior after which the case will be reviewed by the administration.

5. If the student has exhibited satisfactory improvement, probation will be discontinued. If no improvement is evident, the result may be expulsion.

## **SUSPENSION**

Offenses of a serious nature may merit suspension.

1. Consonant with legislation, the student will remain in school for supervised suspension.
2. The duration of the suspension will be determined by the Administration.
3. The student is to appear in school uniform.
4. Class work will be assigned from all his/her teachers.
5. The student is responsible for making up all class work, assignments and tests.
6. The student is to report to homeroom unless otherwise stated by the Dean. In some situations (e.g. threats/fights), it may be inappropriate and inadvisable for the student to report to homeroom before in-school suspension.
7. Additional manual labor may be assigned.
8. The student will be deprived of participation in extracurricular activities, divisional privileges, and practice and participation in B.I.I.F. and B.I.I.F.-sanctioned sports during the suspension period.

## **FINAL SUSPENSION.**

A student placed on final suspension is to be notified that this is the final step before expulsion.

## **Expulsion**

The administration views expulsion as a final action taken for the benefit of the entire student body. Therefore, it is never taken lightly and will be required when all else has failed or when a violation is so serious that no other option is applicable. As stated elsewhere in this handbook, there are certain extreme violations which will result in immediate Expulsion.

Expulsion will be the result of:

- Continued inappropriate behavior after all disciplinary procedures have been followed.
- Refusal to accept the conditions of suspension and/or probation after the appellate process has been exhausted.

Expulsion will be with the concurrence of the Principal and the Pastor. The Catholic School Department will be notified in all cases involving expulsion.

## **READMISSION**

\*Application to be readmitted to St. Joseph School once a decision of expulsion has been made

can only be requested after satisfactory academic and behavioral completion of at least two semesters at another school

\*Application for re-admission to St. Joseph School must be submitted by the student to the school in writing. Reasons for desiring to return to St. Joseph School must be outlined

\*The Application for readmission will be submitted to the administration for consideration and action based on the student's progress since departure from St. Joseph School and what is in the best interest of the school.

# **JUNIOR HIGH SCHOOL**

Students in grades seven and eight are in a transitional period from elementary school into senior high school. Because of the differences between junior and senior high students, there are some regulations that will govern the behavior and activities of junior high students that will help assist in enhancing and monitoring their personal growth, safety and behavior. Students in grades nine through twelve are expected to respect and uphold the observance of these requirements.

**Seventh and eighth graders** are required to use their lockers for storage of books and other belongings not required or needed for the class in session at that time of day. Carrying an entire textbook, folder and notebook collection is not a healthy practice and often creates a nuisance in the classroom. Therefore, students are strongly advised to make sure their lockers are secure by not sharing locker combinations and/or by purchasing their own padlocks. **(See Lockers section)**

All students in grades seven and eight are required to report to the cafeteria for the first 15 minutes of lunch period to eat lunch (whether purchased in the cafeteria or brought to school) in the school cafeteria every day. They must report to the cafeteria

within five minutes of the lunch bell and remain in the cafeteria for at least fifteen minutes or longer until they finish eating their lunch whereupon they may return to the main campus.

All students in grades seven and eight may socialize in designated areas before and after school, during morning break and after returning from the cafeteria during lunch period.

Seventh and eighth students may have their own social events (e.g. dances) with the approval and supervision of their cluster advisors and other approved chaperone. They will participate in designated school-wide activities during Homecoming & Catholic Schools Week, Ho'olaule'a, assemblies, religious services, etc. as members of the student body.

## STUDENT SERVICES

### STUDENT SERVICES TEAM

The Student Services Team consists of the Principal (ex officio), Vice Principal/Academic Dean, Chaplain, College Counselor and the Dean(s) of Discipline. This team will collaborate with the administration, faculty and staff by providing auxiliary services to oversee and enhance the educational experience of the students. In specific situations in which students involved in student activities and/or athletics might be the topics of discussion, the Student Council Advisor and/or the Athletic Director may be invited for that segment of a discussion or may be given information pertinent to such students.

### GUIDANCE AND COUNSELING

Counseling is available to all students on a limited basis. Questions concerning the student and his/her relationship with the school are topics appropriate for the services of the Counselor. Specifically, areas concerning academics, career planning, college entrance, scholarships, and personal counseling are the services offered at St. Joseph School.

The Counselor, when necessary, refers students with problems that extend beyond the scope of the school's assistance to a professional person or agency.

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.

The school will make every effort to keep students and their parent(s)/guardian(s) informed about programs, services and assistance that are available (e.g. testing, college and career fairs, financial aid information, scholarships and job opportunities). However, it is the responsibility of the students to listen to announcements, check any Counselor's postings on the bulletin board and the school website ([www.sjshilo.org](http://www.sjshilo.org)), seek out information from a Counselor and take initiative to obtain information, complete appropriate applications and forms, and meet deadlines.

In addition, the priests and deacons of St. Joseph Parish and neighboring parishes are available to provide personal, moral and spiritual counseling. Besides conducting liturgical and para-liturgical services, their theological expertise works to enhance the offerings of the Theology Department.

### EIGHTH PERIOD ACTIVITIES

**Note:** When a B day falls on a Wednesday periods 5, 6, 7 and 8 will be 62 minutes in length.

The educational experience extends beyond classroom activities. Regular classes are not scheduled during the 8<sup>th</sup> period. Instead the 8<sup>th</sup> period (which normally occurs after lunch on B days) will be used for school assemblies, SBA forum, religious services, guidance sessions, career and college information programs, class/divisional meetings, activities, intramural athletics and other programs that will enhance the students' educational experience. When 8<sup>h</sup> period activities are not school-wide in nature, students in grades 7-8 will be scheduled separately from students in grades 9-12. Students are reminded that they should select activities that will enhance their college admissions and scholarship resumes.

For extraordinary reasons, students may opt for a study hall during this period; continued enrollment in study hall will be determined by the manner in which the student uses the time. Students on Academic and/or Disciplinary Probation will also be placed in mandatory tutorial groups. Attendance at and participation in the 8<sup>th</sup> period offerings are an essential part of the school

day, and students are required to participate in 8<sup>th</sup> period activities. Therefore, parents are asked not to give their students permission to absent themselves from the 8<sup>th</sup> period.

Students who earn disciplinary consequences may be required to attend mandatory study hall during 8th period, thus missing activities or regularly assigned enrichment programs.

## **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 maintains a presence in both the elementary division and in the high school as a member of the Theology Department.

## **STUDENT GOVERNMENT**

The St. Joseph Executive Board, known as the Student Council, is responsible for student assemblies and periodic Student Body Association (SBA) forums. The purpose of the forums is to inform students of the Student Council's plans and activities and to incorporate the students in the Student Council's decision making processes.

The Student Government consists of the President, Vice-President, Secretary, Treasurer and External Affairs Coordinator (EAC) and is supervised by the Student Council Advisor. (cf. Inside back cover)

Class officers, another division of the student government, are elected by their respective grade level classmates to facilitate class activities and business. The class officers consist of the President (one per grade), Vice-President (one per homeroom for the grade level or per homeroom), the Secretary (one per grade) and the Treasurer (one per grade). Each grade level selects a patron saint, class color(s), class flower and class motto.

## **STUDENT ACTIVITIES**

The student activity programs of St. Joseph School are important facets of the entire educational experience. Student activities encompass all co-curricular activities of the school, thereby providing creative outlets for student leadership and participation in a variety of programs which further school unity and civic responsibility.

The following guidelines have been established re: student organizations and activities:

1. The club or group must be officially recognized by the administration.
2. Membership must be open to all students unless the club is an honor society with specific requirements or has a purpose which requires specific qualifications.
3. The club/activity must have an administration-approved faculty or parent advisor who attends all meetings and functions.
4. The club may use the school's name in public, social, and commercial activities only if it has the permission of the Principal.
5. The club must follow school financial procedures regarding dues and fundraisers. Funds may be raised and expended only for specific and worthy purposes approved by the Principal.
6. The advisor must approve all activities. Unusual activities must be referred to the administration for approval.
7. All activities must have adequate supervision (chaperones).

## **ATHLETIC PROGRAM**

During the 2016-2017 school year, every 9-12th grade student shall play at least one BIIF sport during the year. The Athletic Director will coordinate this requirement and report to the High School Curriculum Committee regarding any requested exceptions or infractions. In addition, during the 2016-2017 school year, SJS may combine with Christian Liberty Academy for three BIIF sports:

- Girls Volleyball
- Boys Volleyball
- Girls Soccer

The basic responsibilities of the Athletic Department are to:

- Organize, develop and conserve the health and physical welfare of all participants.
- Safeguard educational values derived from interscholastic athletics.
- Cultivate high ideals of sportsmanship.
- Develop qualities and virtues for Christian athletic competition.

The self-discipline and commitment offered by athletics and the challenges met by the students participating in interscholastic competition provide a unique training opportunity that complements the other learning experiences. In compliance with B.I.I.F. regulations, the student-athlete must submit an updated physical examination form from a physician certifying the student is capable of competing in the athletic program and a completed form of consent, signed by parents/ guardians.

The student-athlete must:

- Be in good academic standing with the school and meet the academic eligibility requirements for B.I.I.F. sports.
- Be in good discipline standing with the school.
- Provide evidence of adequate insurance accident coverage.

## **BUS SYSTEM**

Bus transportation for students living in outlying areas is available through the Hele On Bus System of the County of Hawaii. For information concerning time schedules and bus stop locations, parents should contact the Hawaii Transit Agency.

A student is required to maintain St. Joseph School standards of personal conduct while riding buses to and from school. Should the school become aware of students' inappropriate behavior or language on the bus, the students will be held accountable for defaming of the good name of St. Joseph School.

## **ACCIDENT INSURANCE**

Parent(s)/guardian(s) should provide health insurance for their students. A student must have medical insurance to be eligible to participate in B.I.I.F. sports. If employment situations or other circumstances do not make it possible for parents to provide such insurance for their son/daughters, then it is strongly recommended that parents enroll their children in the Hawaii QUEST and Medicaid coverage for youth up to age 19. [For information, call 211 for Kids Insurance Hotline or go to [www.coveringkids.com](http://www.coveringkids.com).]

If a student should become ill or is injured 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 parent(s)/guardian(s) should contact the Business Office to obtain information to file a claim within 90 days of the incident.

## **HEALTH SERVICES**

- Care given in school is limited to first aid for accidents and illness. Parents are immediately notified; decisions regarding the need for medical attention are left up to the parents. However, parents will be asked to pick up a student if the school staff or faculty determines that the student should not remain in school.
- No school personnel should administer prescription or non-prescription drugs to any student.
- Health records are maintained and updated by front office personnel. Parent(s)/guardian(s) are to notify the front office as changes are made.

## **REST ROOMS**

Lavatories are subject to inspection by the State Department of Health. Students must observe courtesy and consideration in the use of these rooms.

The use of cell phone and other electronic devices is absolutely forbidden in the lavatories before and after school and at any time during the school day. Students are asked to report any inappropriate behavior or vandalism that they witness or come upon to campus security, the front office or any other adult employee on campus.

## WELLNESS POLICY

(Revised Feb. 12, 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 his/her 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 prior to consuming meals;
- 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 through a five year plan that focuses on and:**

- a) Ensures the integrity of the school lunch program by discouraging food and beverage sales that are in conflict with the lunch program;
- b) Encourages 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) 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 SERVICE

The school contracts with an independent food service (HCEOC) for the sale of school breakfasts, lunches to students. The school participates in the National Breakfast and School Lunch Program which provides breakfast and lunch daily for students. Some families may be eligible for free or discounted prices on breakfast and lunch. Information will be available in the school office on July 30th. Families that participated last year at this school or any other must apply each year. There is a ten-day grace period by which re-application and declaration of eligibility must be completed. Families who fail to re-apply for the new year will be charged the full price for any meals purchased after the first ten days of food service.

➤ **Breakfast:**

- Breakfast in the cafeteria beginning at 7:00 a.m. The breakfast menu is in compliance with the Federal Breakfast and Lunch Program. The cost of breakfast is \$2.75.
- Service stops at 7:25 a.m. so students finish meals before morning assembly.

➤ **Morning break**

- Daily Patio Snacks (in accord with the Wellness policy). Occasionally a special snack service might be available.

➤ **Lunch**

- Daily: Cafeteria-prepared lunches costs \$3.85 in compliance with the Federal Breakfast and Lunch Program.
- Occasionally a special lunch service might be available.

## Lunch Account

The Coordinator will update the meal accounts in sycamore. However, it is the responsibility of the parents to keep the account properly funded. In cases in which payment falls in arrears of more than \$15.00, a notification of discontinuance of service by a designated date will be issued.

## EATING ON CAMPUS

**Eating is not permitted in the classroom without the express permission of the teacher and only for special occasions.**

Students are encouraged to eat healthy meals and snacks to contribute their physical, mental and intellectual well-being and productivity during the school day and after-school activities. The administration is also concerned about the appearance and the cleanliness and safety of the school buildings and school grounds.

**Therefore, the following policy is in effect:**

- All food (breakfast and lunch) purchased in the cafeteria by any student must be eaten in the cafeteria and therefore may not be removed from the cafeteria.
- All food (daily morning snack) purchased from the patio snack shop must be eaten on the patio, in the courtyard or in specific places designated by administration.
- All junior high students (gr. 7 & 8) must go to the cafeteria to eat lunch (whether purchased in school or brought in from outside school).
- All senior high students (gr. 9-12) with food brought on campus from home, stores, etc. must be eaten on the patio, in the courtyard or in places designated by administration.
- Any beverages purchased from the vending machine must be consumed on the patio or in the courtyard. Soda may not be purchased during break or lunch period.

Once food is consumed and students have finished their meal in the locations designated above, they may socialize in other appropriate places on the campus.

## VENDING MACHINES

The Student Council operates vending machines in the building. To address the national concern about healthy diets in schools, the Student Council is offering a more diverse selection of beverages (water, juices, diet beverages) for student consumption. Parents are asked to discuss nutritional preferences and choices with their students.

The use of beverage vending machines is limited to morning break and lunch period (except for soda) as well as before and after schools. Students are requested to place bottles/cans in the litter barrels that are provided. Students are not permitted to purchase or consume beverages during class time nor take them into the classroom, gymnasium, library, learning center, etc.

# PROCEDURES AND POLICIES

## I. GENERAL

### CAMPUS HOURS

Students should not arrive on campus prior to the opening of the school gates at 7:00 a.m. if at all possible. Students, unless supervised for some specific purpose, are to be out of the school buildings and off the school grounds by 3:00 p.m. on regular school days. If circumstances mandate that students be dropped off at school before 7:00 a.m., they must wait outside the gates until security personnel open the gates.

In order to facilitate the cleaning of the school, all non-work study students must be off campus **by 2:45 p.m.** If they are working with a teacher after school, the teacher is responsible for keeping them in the classroom or lab. Otherwise, students must be outside the gates on the Hualalai or Ululani Street exits.

On Wednesdays, dismissal is at 1:15 p.m. Students should vacate the premises by 1:30 p.m. except for work study students. Dependent on the type of school day, 1:30 p.m. faculty/staff meetings may be scheduled for the day, part or all of the school buildings may be locked for security purposes. Parent(s)/guardian(s) are to ensure arrangements for students to be picked up immediately after school. STUDENTS ENROLLED IN THE AFTER SCHOOL PROGRAM ARE EXEMPT.

## **CHANGE OF ADDRESS / PHONE NUMBERS / ETC.**

Parents are required to notify the school office when changes occur in home address, or phone/cell numbers as well as parent's place of employment and work phone numbers. Unlisted numbers must be provided to the office for the purpose of updating records and keeping information current. Also, if information for the persons listed as emergency contacts or their phone/cell numbers should change, parents are required to notify the school. Changes may be conveyed by phone or in writing.

**Note:** There have been times when school personnel had to contact parents for emergency purposes or to discuss the students' academic/disciplinary status and could not make contact because new numbers had not been provided.

## **PARENTAL EMAIL ADDRESS & INTERNET ACCESS**

With the implementation of SYCAMORE, communication with parent(s)/guardian(s) via email is possible if parents sign onto SYCAMORE and approve access (by clicking on the appropriate statement school communication via email. The parent(s)/guardian(s) email address is not visible to the user; the word "email" is visible next to the parent/guardian identify (usually "student's name's parent" unless the parent/guardian gives their name). **The school is issuing plea to all parent(s)/guardian(s) to use the internet as an efficient and convenient means of two-way communication with school personnel.**

There is still a request for parent/guardian email addresses on the Emergency Form so that school personnel can use this as a means of communicating with them. Students and parent(s)/guardian(s) should refer to our school website, [www.sjshilo.com](http://www.sjshilo.com) regularly for updates on school news and information.

## **COPY MACHINE**

**The copy machine is for official use.** Clearance must be obtained from office personnel. During class time, students should not be sent by teachers to the office for the purpose of requesting copies unless there is a dire necessity.

## **CUSTODY**

St. Joseph School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to academic records and other school information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order and to update those records as necessary.

## **EIGHTEEN YEAR OLD STUDENTS**

Students who have attained 18 years of age must still abide by the rules of the school under which they were accepted. They must live under the supervision of parents/ guardians. They must also abide by all school rules and regulations, including having parental signatures on permission slips, progress reports and report cards, and other forms.

## **FIELD TRIPS & EXCURSIONS**

Educational outings and excursions (including retreats, overnight/off-island activities) are planned by teachers, advisors and coaches with the approval of the Principal. Chaperones (minimum ratio 1:14) are asked to participate and are to travel with and supervise the students. Flyers and "Authorization for Student Excursion and Activities" forms are sent home informing parent(s)/guardian(s) of the event, location, purpose, dates, cost and deadline date for the event. If students do not participate in school-time field trips or excursions, they are required to be in school. Students must return the "Authorization" form signed by a parent/guardian. A phone call is not acceptable.

Students may not travel either to or from excursions in private cars except in case of emergency and only when accompanied by an adult. Skateboards, roller blades, boogie boards, boom boxes, surf boards and other items deemed inappropriate are not allowed on any of these activities. All school regulations governing school activities apply.

## **LOCKERS**

Each student is assigned a locker with a combination. The lockers are the property of the school and are subject to inspection by authorized school personnel. Students are required to keep their lockers in a locked position at all times. If combination locks are found not functioning, students may use a personal combination lock or key padlock. In such cases, the combination or extra key must be given to the office for health and safety reasons. Students should not share their locker combinations with others.

The school is not responsible for stolen items.

Students may go to their lockers before school, during short recess and at lunch period as well as after school. Permission from subject teachers is required at all other times and a permission slip (locker pass) must be issued. Lockers should be kept clean and functional. Students should not paste, glue or tape any type of items on the exterior painted surfaces of lockers. Students should respect school property which includes lockers; students who abuse this privilege will be charged for damages.

### **LOST AND FOUND**

Any items which are found should be taken to the school office. Lost items are to be reported to the school security. Students are not to leave personal items in the halls. If such items are found, they will be turned in to the school office.

Since students wear uniforms, it is strongly recommended that their names or initials or some identifying marking be place on the label or white tabs of the uniforms so that misplaced articles can be returned to their owners.

### **POLICE**

Law enforcement officers may have need to question students. The Principal/designee has the responsibility to verify the identity of the officer with the Police Department. Every effort will be made to protect the student's privacy rights. Search must not be permitted unless the officer has a search warrant. Officers may not take a student from the school without permission of parents, unless the student has been placed under arrest. In that case, the Principal/designee shall notify the parents immediately.

### **REVIEW OF STUDENT RECORDS**

Parents or legal guardians have the right to inspect all of their student's records in the presence of the Principal or a designee. Behavioral records shall be inspected only in the presence of a person qualified to interpret the records. If a parent or legal guardian wishes to make such a request, he/she should submit a request in writing to the Principal, so that appropriate arrangements can be made.

### **TRANSCRIPTS**

A transcript request form may be obtained from the school's main office. The office staff requests at least a one week notice prior to the mailing date. There is no charge for the first request for current SJS students. All subsequent transcripts will be charged a fee of \$5.00.

### **TRANSFERS**

All library and rented text books as well as school-issued property must be returned. The student's locker must be cleaned and emptied. All accounts with the Business Office must be paid in full. Unless the parent/guardian has opted to purchase the special insurance policy offered by the school, he/she is responsible to pay the full tuition bill for the year.

### **VALUABLES**

Students should not wear or bring expensive jewelry or watches to school or bring large sums of money or credit cards. The school cannot be responsible for the security of such items and warns students to be careful and vigilant with their possessions (e.g. book bags, pouches, purses, wallets).

### **VISITORS**

All visitors (including parents, former students or employees) must report to the school office for permission to be on campus. At all times only those visitors with official school passes from the front office are allowed on campus. Visitors to the upper building and gym are to enter the school through the front gate, sign in and obtain a visitor pass. There are no exceptions.

Visitors will be admitted to classes as guests of a student only if the visitor is prospective student interested in attending St. Joseph School. The St. Joseph student must bring a written parental/guardian request at least three school days prior to the proposed visit. Permission from the administration as well as each respective teacher is required.

Visitors are required to wear attire acceptable to the school's standards and should conduct themselves properly in the classrooms. Passes may be revoked at any time if a visitor fails to respect these conditions. The visitor's pass must be returned to the main office when the visitor leaves.

A visitor's pass will not be issued to students who have been recently dismissed from St. Joseph School on the basis of disciplinary misconduct. Such unauthorized visitors will be considered trespassers and may be subject to police removal.

## II. SAFETY AND SECURITY

### SAFE ENVIRONMENT POLICY

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 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 acknowledgment form located in this handbook.

### 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 condition training for works 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.

### CHILD ABUSE

Under the Hawaii Child Abuse Law (HRS Chapter 350), all school staff are "mandated reporters" of Suspected Child Abuse (under eighteen years of age). This is not an option; it is a legal requirement. Child abuse and neglect means the acts or omissions of any person or entity who is in any manner or degree related to the child, is residing with the child, or is otherwise responsible for the child's care, that have caused the physical or psychological health or welfare of a minor child to be harmed, or to be subject to any reasonably foreseeable, substantial risk of being harmed.

### DISASTER & EMERGENCY PLAN

In case of a major storm or disaster, parent(s)/guardian(s) are asked to use good judgment as to whether or not to send their children to school. Stay tuned to the radio for directives from Civil Defense. Parents of students from outlying districts should make arrangements with host families within city limits for overnight stays in the event it is impossible for students to return home due to a storm or disaster. The schools should be notified of such home stay arrangements.

Copies of the school's disaster plan are available for review in the school offices. Details of this plan, as well as other information regarding safety and security, are given to parent(s)/guardian(s) at orientation sessions at the beginning of the school year.

**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 students until parent(s)/guardian(s) 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 students, feed and care for them, until parent(s)/guardian(s) can safely pick them up. If parent(s)/guardian(s) 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. Parent(s)/guardian(s) 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 our 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 parent(s)/guardian(s) 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, parent(s)/guardian(s) may not be able to get to them. The school will take care of any students until their parent(s)/guardian(s) 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, all will be taken to a safe location.
- The principal or designee will also determine the status of those reported missing.
- Faculty/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.

## **KEYS**

School personnel are instructed not to loan out their school keys to students for whatever reason. In case of necessity, the school personnel should personally open gates or classrooms for the students. Students are not to be left unattended in the school building before or after school hours.

## **SEARCH AND SEIZURE**

Students have no right or expectation of privacy in desks, lockers or other school property. School property is subject to search for good cause. Student's personal property, including handbags and backpacks, are also subject to search if there is a reasonable belief that contraband or stolen property will be found. Teachers or other school personnel must obtain the permission of the Principal or designee before conducting a search. If appropriate, a teacher or school personnel may restrict access to the property pending the Principal's/designee/s permission to conduct a search.

Before conducting any search, the Principal and others making the search will consider the circumstances, and, in the case of personal property, the basis for the belief that contraband or stolen property will be found. Indiscriminate or routine searches of lockers, desks and personal property are not appropriate. Searches shall be conducted by two or more school officials or students and there shall be a written record of any contraband or stolen property located.

## **III. ATTENDANCE AND PUNCTUALITY**

Attendance and punctuality are two important aspects of school behavior that reflect on character and academic performance. Students and parent(s)/guardian(s) should be aware that absences and tardies are recorded on the student's official transcript. These figures give information about a person's reliability, responsibility and consistency and can mean the difference between acceptance into college or not, a scholarship or not, a job or not. The school takes seriously violations of attendance and punctuality policies.

## **HOMEROOM ATTENDANCE**

The school day officially begins at **7:45 a.m.**, when students are expected to be in their respective homerooms for prayer and the flag pledge. During homeroom period, public address announcements, uniform checks, and other school business are conducted.

Parent(s)/guardian(s) of students with medical conditions that might affect their punctuality to school should present a written medical statement from the student's physician at the beginning of each school year to verify that such a condition exists.

No student is to leave the homeroom for any reason without the permission of the teacher. When announcements and class/divisional concerns are completed, the students are to use the remainder of the period for study. Four minutes between classes are allowed. Students must attend every class for which they are enrolled. Cutting classes will not be tolerated. Truancy is considered a major infraction and will result in disciplinary measures.

## **TARDINESS**

School begins promptly at **7:45 a.m.** with a warning bell at 7:40 a.m. Students who enter school (or homeroom) after the 7:45 bell must report to the office for a tardy slip.

Homeroom is where the divisions gather to hear announcements that will guide their day and it is imperative that students be on time. The school administration does note, however, that the students coming from the surrounding areas of Pahoa and Honoka'a are often met with transportation challenges that are beyond their control so we encourage the families in these out-lying areas to make adjustments to their routes and departure times that will ensure their student's punctuality.

Students who drive themselves to school and arrive late (with Starbucks, McDonald's or other such items in-hand) will be held accountable for their tardiness with possible detention and a phone call home. **STUDENTS MAY NEVER ARRIVE AT SCHOOL IN THE MORNING AND THEN LEAVE TO GO TO VARIOUS NEIGHBORHOOD BUSINESSES OR RETURN HOME FOR FORGOTTEN MATERIALS WITHOUT FIRST GETTING PERMISSION (VIA PHONE CALL) FROM PARENT AND NOTIFYING THE OFFICE.**

**Tardiness to School:** If a student arrives at school after 7:45 a.m. he/she must report to the main office and is considered tardy. In recognition of some of the challenges of daily living (e.g. illness, injury, vehicle trouble, traffic backup due to an accident), the school acknowledges that students might *occasionally* be tardy. For this reason the school will make allowances **for up to five (5) excused tardies per quarter** with the expectation that students will be in time for the first period of the day. Additional tardies per quarter will result in a consequence from other violations of the Code of Conduct.

**Unexcused** tardies (e.g. "slow start" to the day, starting later than normal traffic patterns will allow, stopping for breakfast, surfing, apathy, laziness) are precisely that – **unexcused** – and will be subject to disciplinary consequences. Any student who records more than three unexcused tardies per quarter will receive a consequence from other violations of the Code of Conduct.

**Tardiness to Class:** Students are expected to be in class on time and ready to begin work when the bell rings. Students have two breaks during the day when they can eat, use the restroom and /or go to their lockers. Because of the length of block schedule classes, additional minutes have been added to the passing time between the 2<sup>nd</sup> and 3<sup>rd</sup> classes each day to allow those students who needed to use the lavatory. Tardiness is disruptive to the entire class and will not be tolerated.

When the second bell rings to mark the beginning of each class period, teachers are required to close their classroom doors. Any student not yet in the classroom must report immediately to the office for a pass to class. Teachers will accept the students into class only upon receipt of the pass. The pass will be submitted to the Dean who will issue after-school work detention for every three (3) tardies to class. Parents not on SYCAMORE will receive a phone call regarding after-school consequences.

In the event that a student is held over in class by a previous teacher and is therefore tardy for the next class, a note from the previous teacher must be presented. All teachers are aware of this policy and will make every effort to finish their class on time so as not to cause an inconvenience for other teachers.

## **ABSENCES**

If a student is to be absent due to illness the parent/guardian must notify the school by 8:30 a.m. on the day of absence. Voice mail is available during non-school hours. If no phone call is received, the absence will be recorded as an unexcused absence. School personnel will attempt to call home and/or a parent/guardian at work if no call is received.

A student is considered absent one-half day if he/she misses more than one period but not more than two. If the student misses more than two periods, he or she is considered absent for the whole day.

**Truancy:** A student who fails to report to school for a portion of or an entire day without the knowledge and permission of his/her parent(s)/guardian(s) is considered truant and will be subjected to disciplinary consequences. Students are required to make up the work they missed during absences.

**Homework:** The school hosts a homework website via SYCAMORE on which teachers post their daily and long-term assignments as well as other information. Students and parents are advised to refer to this website so that students can keep current with their work. It is the student's responsibility to speak with his/her teachers upon return to school to make up quizzes, tests and other class work that was missed. Teachers have the prerogative not to allow a student to make up a missed quiz or test or to complete or turn in an assignment if the student was inexcusably out of class or truant on the day it was administered, assigned or due.

Excessive absences have a negative impact on a student's ability to complete his/her course requirements. If a student is absent due to a prolonged or chronic health issue or a family emergency, the school will make every effort to assist the student in completing the requirements for his/her courses. If excessive absences continue and reasonable attempts to consult with parents fail to resolve the issue, the administration retains the right to recommend termination of enrollment.

### **PERFECT ATTENDANCE**

Perfect attendance means that a student has been neither tardy nor absent from school. The only exception is an approved educational absence.

### **APPOINTMENTS**

Every effort should be made to schedule appointments (doctor, dentist, etc.) after school hours. In the event that this is impossible, a note must be sent to the office requesting early release. If the appointment will cause the student to be late for school, the office must be notified by phone. Students must report to the school office to sign out and to receive an off campus pass. If the student returns to school that day, he/she must report to the office to obtain a readmit class slip.

### **DOCTOR'S RELEASE**

If a student is absent due to illness or injury for more than three (3) consecutive days, the parent/guardian must submit a note from a physician.

### **OFF-CAMPUS PASSES**

All students are to remain on campus during school hours. Family emergency requests to leave the school grounds must be in writing from the parent/ guardian ***or a school official***. The official Off-Campus Pass is to be used. Signature of the Principal or other administrator is required. The student must report to the office before leaving campus and upon returning in school. Again, medical and dental appointments should be scheduled outside of school hours.

Off-campus passes for the purpose of conducting school business will not be granted unless the student has brought a written note with parent/guardian signature.

### **SIGNING OUT DURING THE SCHOOL DAY**

A parent/guardian is discouraged from making appointments of any type for a student during school hours. However, if this cannot be avoided, the parent should indicate this with a signed written note. The student is to present this note to the attendance secretary at the start of the school day. This information will be placed on the daily attendance report. Parent/Guardian may be called before releasing a student. Parents are expected to physically enter the front office to pick up his/her student. Students are required to notify his/her teachers via a permission slip issued from the high school front office of their early departure from school.

When it is time for the student to leave school, he/she is to report to the office and officially sign out of school in a special registry prepared for this purpose. If it is possible for the student to return to school to complete the remainder of the school day, he/she is to report to the school office to sign in before returning to class.

## IV. COMMUNICATIONS

### ANNOUNCEMENTS

Each day a bulletin of information pertaining to students and school activities is announced. All announcements are to be typed or neatly printed on the standard form available in the office. These should be turned in ten (10) minutes prior to the beginning and/or ending of the school day. These announcements must be signed by the teacher, advisor or administrator concerned. The same announcements will be posted on the bulletin board in the main hall.

**BULLETIN BOARD** The bulletin boards in the halls are used to display information of interest to the student body. Departments, divisional advisors, clubs and student government officers may put up posters concerning their respective activities. Students are not to post anything without first clearing it through the office staff or the Student Council.

### MESSAGES

Parents may phone the front office to relay a message to a student. However, it may be impossible to deliver a message if it arrives after dismissal. Parents or anyone else should not attempt to call, text message or page a student during class, assemblies, etc.

### ORIENTATION PROGRAM

At the beginning of the school year an **Orientation Program** is held for parents of students grades 7-12 to provide an opportunity for parents to meet the faculty and staff, to obtain information on their students' courses and to become familiar with the school's services and regulations. Parents are asked to read the **Student-Parent Handbook** prior to the orientation.

A separate **Senior Parent Night** program is held during the first month of school to give additional information to parents of twelfth graders. Information about academic requirements for graduation, college and scholarship application procedures and special senior class requirements and events is provided.

### SCHOOL-HOME COMMUNICATION & THE USE OF TECHNOLOGY

The school will prepare a quarterly newsletter which will be posted on the website. The school will email newsletters and other information to parents who provide email addresses. **It is important that this email address belong to parents, not students.**

The school has implemented **Easy Grade Pro**, a computerized grading program which allows teachers to print grade information for students and/or to email the same to parents/ guardians. In order to enhance communication between teachers and parents, both parties are making increased use of email and the school website to send information back and forth.

The school has also implemented SYCAMORE which provides parent(s)/guardian(s) and students with the ability to access student grades at any time. Information on how to access SYCAMORE is provided to all parent(s)/guardian(s) at the beginning of the school year. A brief drop-in training session will be held the night of Parent Orientation to assist new SYCAMORE users to sign on and being to use the program. For assistance, please contact the school's Front Office at 935-4936.

### PARENT-TEACHER CONFERENCES

Report cards are issued four times a year. Grades indicate the student's performance. Where applicable, the marking system is based on tests, class work, homework assignments, participation, as well as short/long term assignments. This also applies to the effort mark. Conduct is based on the student's respect for the school's Code of Ethics and adherence to the school's rules and regulations.

To bring about a closer cooperation between the home and the school, parents are encouraged to schedule a conference with their son/daughter's teachers. Conferences with teachers will give the parents an insight into their student's educational program. No teacher is available during teaching periods for conferences with parents. Conferences are to be arranged in advance.

**A parent/student/teacher conference is required and scheduled, following the distribution of the first quarter report card for students who display academic problems. Parents of other students are free to call in for an appointment.**

Parental and other requests to observe classes must be approved directly by the Principal. Classroom observations must not in any way disrupt the learning environment of the classroom.

## HANDLING OF PARENT/STUDENT COMPLAINTS.

Parent and student complaints are to be handled using the following procedures:

For **academic** concerns

- 1<sup>st</sup> level: Parent-teacher conference
- 2<sup>nd</sup> level: Appeal to the Principal and the Scholastic Committee
- 3<sup>rd</sup> level: Appeal to the Pastor / Parish Administrator

For **school rules** and regulations

- 1<sup>st</sup> level: Parent-teacher conference
- 2<sup>nd</sup> level: Appeal to Principal and Discipline Review Committee
- 3<sup>rd</sup> level: Appeal to Pastor / Parish Administrator

For **administrative / business** concerns

- 1<sup>st</sup> level: Principal-parent conference (+ business manager, if needed)
- 2<sup>nd</sup> level: Appeal to Pastor / Parish Administrator

## V. ACADEMIC STUDIES

### HOMEWORK

Homework is an integral part of the academic program which is more fully described in earlier sections. Responsibility rests with students and their parent(s)/guardian(s) to ensure that students make arrangements for making up assignments missed due to any absence. The school strongly recommends that all students and/or their parents have access to the internet so they can check the homework site at the SYCAMORE site [sycamoreeducation.com](http://sycamoreeducation.com). When a student returns to school, it is the student's responsibility to consult with all teachers concerning homework due or tests missed. In the case of an extended illness (more than two days), the office can assist in obtaining assignments if notified by the parent/guardian by 8:30 a.m.

### PLAGIARISM

Plagiarism, claiming another person's work as one's own, has become a major issue with the availability of information and documents on the internet. Teachers will make use of computer programs that allow them to check the originality of reports, term papers, research projects and other work submitted by students. Plagiarism is subject to disciplinary consequences.

## VI. TRANSPORTATION AND PARKING

### CARS

**Students driving to school must register their vehicle license numbers with the school office.** This is to facilitate the removal of a car in the event of emergency. For the sake of safety, students are asked not to exceed 15 mph before and after school hours on Hualalai and Ululani streets. The school expects that parent(s)/guardian(s) will monitor their students' compliance with Hawaii State laws. However, should there be any concerns about observed behavior, school personnel will be in contact with parent(s)/guardian(s) to inform them of their concerns.

Students must obtain permission from the school office or from a faculty member in order to go to their cars during school hours. Failure to request this permission is subject to disciplinary consequences.

Because the streets surrounding the campus are County owned, the school does not have jurisdiction over the parking stalls, etc. However, it is requested that students with oversized vehicles (vans, trucks, SUVs) not park in the first five angle-parking stalls on the Puna side of the crosswalk between the elementary and high school front entrances. The reason for this request is to provide adequate visual distance for drivers approaching the crosswalk and for pedestrians (especially smaller children) crossing in the crosswalk.

### OFF-LIMIT PARKING AREAS

The following areas are off-limits to student parking at all times.

- Parking lot adjacent to the school library
- Semicircular entrance driveway
- Gym driveway

- Garage driveway
- Anywhere on the grass

Faculty parking is permitted in the school parking lot. Visitors and guests may park along the semicircular entrance. Students may not visit with outsiders who walk or drive up to the campus. This regulation is in effect throughout the entire school day. Students are requested not to park in the stalls on Ululani Street fronting the elementary school up to the fence for the elementary field. The preschool parents need the spaces when they drop off and pick up their students and the elementary school faculty and staff utilize these stalls.

## **VII. SCHOOL ACTIVITIES**

### **ASSEMBLIES**

At all times the behavior of students at assemblies should be refined and courteous. An indication of the cultural and maturity level of a school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct includes whistling, uncalled-for clapping, loud, unnecessary noise and talking during a program.

Prior to the assembly, students are to report to their homerooms. Textbooks and other items are to be left in lockers. Purses and billfolds are to be taken to the gym. Setting up and dismantling the gym for assemblies is done on a rotating divisional basis. All students must help when it is their division's turn.

### **RELIGIOUS SERVICES**

As a Catholic school, religious services (Masses, prayer services, motivational speakers, retreats, etc.) are provided to address the spiritual needs of both students and staff. Attendance at religious services is mandatory for students and staff. If, for some serious reason, a student or staff member is unable to attend scheduled services, such request should be made directly to the Principal.

### **DANCES**

School dances are generally held in the evening. The doors are closed a half hour after the dance begins. Any student or guest arriving after the doors close will not be permitted entry unless a prior permission was granted in writing. Any student desiring to leave after the doors have been closed must submit a written parental permission. Junior high dances may have a different schedule.

### **DANCE POLICY**

The following policies are in effect for the planning of school dances.

1. The *Student Council Internal Public Relations Committee* chaired by the Student Body Vice-President will coordinate the social calendar of events for the school. Divisions, classes, clubs and campus organizations will submit social events for approval and placement on the school calendar to the SC advisor and administration.
2. Use of the school gym for dances must be cleared by the Athletic Department. A deposit may be required.
3. Permission/behavior agreement forms must be prepared by the sponsoring group and must clearly indicate the beginning and ending times and place of the event.
4. Permission/behavior agreement forms must be signed by parent(s)/guardian(s) as well as students and returned to the school for verification at least four (4) school days prior to the scheduled dance.
5. Students will not be allowed to leave the dance before ending time unless picked up by parents or unless a phone call from parent(s)/guardian(s) to the divisional advisor/chaperone is received at the dance. Signed notes will be accepted only if they are included with the agreement form prior to the dance.
6. At least two weeks prior to the scheduled dance, tickets will go on sale. The ticket committee will be advised by a divisional advisor or teacher. A decision will be made four (4) school days prior to a scheduled dance as to whether or not a dance will take place. This will depend on (1) signed permission slips returned, (2) guest list approval, (3) volume of ticket sales, and (4) sufficient number of chaperones and security. Faculty advisors will consult with the Student Council advisor before making a decision as to whether or not a dance will be canceled.
7. Chaperones for school dances must be at least 25 years of age and approved by the school. Sponsoring divisional/class faculty advisors must be in attendance. One chaperone for every (15) students is required. If over 100 students are in attendance, a paid security guard or policeman must also be hired.
8. The DJ or band must be approved by the school. Sponsoring divisional advisors are responsible to see the music is appropriate for a dance sponsored by a Christian school.

9. A written contract with the DJ or band is required by the school. The contract should protect both the school and the vendor in the event that the dance should be canceled. The contract can only be signed by an adult representing the school (e.g. divisional advisor, sponsoring group advisor, Student Council advisor).
10. Under no circumstances are students to encumber the school to a vendor with a binding contract.
11. Should outside guests be allowed to attend a school dance, the list must be submitted at least four (4) school days for approval by the school administration. An outside guest must be at least in the 9<sup>th</sup> grade and under 21 years of age. Should an outside guest be asked to leave a dance, the sponsoring SJS student's parent(s)/guardian(s) will be notified so that appropriate transportation arrangement can be made.
12. When students are released from dance/school activities (either early with parental permission/knowledge or at the conclusion of the event), the school's liability ends. It is incumbent upon the parent(s)/guardian(s) to be responsible for their students' whereabouts and conduct.

## CHAPERONES

Only responsible adults, preferably parents, faculty/staff should be contacted to serve as chaperones at school functions. Recent graduate, boyfriends / girlfriends and/or students from other schools should not be contacted. Chaperones must be a minimum of 25 years old, possess good character and values, and must be approved by the school. Chaperones at a ratio of 1:14 must accompany students on all school-related activities/excursions.

## CLASS PARTIES & FOOD

Parties during school hours are not permitted except with written administrative approval at least one class day prior to the event.

## NOMINATION APPROVAL TO HOMECOMING & HO`OLAULE`A COURTS

The administration will reviews all nominees to Homecoming and Ho`olaule`a courts prior to the printing and distribution of ballots. The administration has final word over the eligibility of student participation in any event in which students will represent St. Joseph Jr-Sr High School. From time to time there are extenuating, sometimes confidential, circumstances that may preclude a student's participation in Homecoming and/or Ho`olaule`a Court event though that student is not officially on Academic or Disciplinary Probation/Contract.

## VIII. FINANCIAL RESPONSIBILITIES & TUITION ASSISTANCE

In the spring of each year, the school announces the Tuition and Fee Schedule for the next school year. (Schedule available on [www.sjshilo.com](http://www.sjshilo.com) or 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, parent(s)/guardian(s) 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 parent(s)/guardian(s) sign this contract if they share custody of the student.

A limited amount of tuition assistance is available to St. Joseph School families. The Business Office has information about the application 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 online.** It is the responsibility of the parent(s)/guardian(s) to apply online, complete and submit all of the required documentation with the application. Additional funds are sometimes available later in the spring. A second application process through FACTS is available from the Business Office, but the availability of funds are very limited. Information may be obtained from the Business Office.

Although tuition and fee payment is the responsibility of the parents, guardian, or the adult who signed the contract, it sometimes the student who experiences the greatest anxiety or disappointment when payments are in arrears. The contract states that students can be denied attendance and/or participation in school activities and privileges if financial responsibilities are not met. **School activities and privileges that might be denied are, among others, attendance at the winter ball or prom, entrance into semester final exams (December & May/June), reception of yearbook and diploma.**

## SJS TIME & TALENT HOURS

Time, Talent and Treasure hours are now a minimum of **25 hours per family** and **35 hours required for families receiving tuition assistance**. A family may "opt out" and make a donation to the school for **\$350.00**. Volunteer hours from last year cannot be carried forward into the next school year. Binders have been provided in the Elementary and High School front offices to

record all donations. Any member of the family (or a friend or a relative) may do the hours for the family. All donations and hours must be recorded. With your cooperation SJS will track required hours.

## IX. SCHOOL ATTIRE

### DRESS CODE

St. Joseph Jr/Sr High School students are required to wear uniforms to school. At present there is a myriad of options for both boys and girls which can be ordered through the Land's End catalogue available in the school office.

At present, the School Administrators are exploring new ideas and designs that will, in the near future, be available for students to order: uniforms that will not only identify and unite us as a school community, but will be worn with pride by our student body members.

In the meantime, students are to be clean and well groomed, with shirts tucked and pants belted (where appropriate to uniform style); girls' skirt and skort lengths must be of modest length; hair should be of a natural color and not cut or formed in "fad" styles (boys' hair must be cut above the collar and mustaches must be groomed); shoes and socks must conform to uniform colors and not detract from the uniform, as well as they must be athletic-style and/or low-heeled.

### Accessories NOT appropriate for uniform:

#### (Girls):

- \*excessive jewelry
- \*large hoop or dangling earrings
- \* nose/facial piercings or jewelry
- \*"stretched" earlobes.

#### (Boys):

- \*ear piercings
- \*facial/tongue piercings and jewelry
- \*stretched earlobes
- \*beards or goatees

### For both girls and boys:

- \*No bandanas, caps, sweat bands or sunglasses are to be worn in school buildings
- \*No hair dyed in "striped" colors
- \*No fad haircuts (bald or side-shaven, cut-in designs)
- \*Visible tattoos must be in good taste and not offensive to common decency.

Tattoos which promote vulgarity, violence, racism, drugs or gang-related themes are strictly forbidden and, if already on the body when student enters St. Joseph School, must be covered at all times while in uniform or otherwise representing the school community.

### As always, fads come and go and the Administration may make adjustments as to what is acceptable to the St. Joseph standards.

From time to time a "free dress" or "dollar dress up" day will be awarded to the students. Homeroom teachers will cover the guidelines for these days and students will be expected to adhere to these guidelines or risk losing these privileges for the remainder of the year. Students and parents should remember that what is appropriate for the public school dress guidelines may not, in fact, be appropriate for St. Joseph. The students and parents are encouraged to ask themselves: Will the Administration approve of what I am wearing?

St. Joseph Jr.-Sr. High students should be properly attired according to the uniform dress code directives. Copies are available in the main office. Students are expected to wear their uniforms all day (during class, small break, lunch recess and after dismissal). Excessively faded, stained or frayed uniforms will not be allowed. **Polo shirts are required to be tucked in.**

Each morning homeroom teachers will check to be sure that students are in proper school uniforms or in appropriate non-uniform attire on special days. Occasional minor infractions may be corrected immediately so the student is in compliance. Repeated infractions will be reported to the Dean and will result in disciplinary consequences. If there is a flagrant violation, the student will either rent a school-owned uniform or will call his/her parent to bring the appropriate clothing to school. The student will not be allowed to go to class and will be assigned to wait with a school official. If he/she misses a quiz or test because of this violation, it is up to the teacher to determine whether or not he/she can make up the missed work.

Should the student, for some acceptable reason, come to school without uniform attire, he/she should have a written note from his/her parent/ guardian.

- The note is to be taken to the office for approval by the administration before homeroom period. If necessary, parent(s)/guardian(s) will be contacted to verify the request for exemption.
- Should the attire be inappropriate, the student's parent/guardian will be required to bring a change of clothing to school for the student. **Note:** "Not having done the laundry" is not an acceptable reason for being out of uniform.
- If the student's note is approved, the student is to carry the signed, approved note to all classes and produce it upon request. The note is to be returned to the office at the end of the school day.

In the same way St. Joseph School expects that the students will conduct themselves according to the Code of Conduct and the principles and values of the school at all times, so, too, does the school expect that SJS students will dress modestly, neatly and appropriately at all times.

## **JR-SR HIGH UNIFORM & DRESS CODE POLICY**

### **Sole Uniform Supplier: Lands' End – SJS Preferred #9000-9611-6**

Please note that this uniform list and dress code policy is for students entering **grades 7-12** only. St. Joseph Preschool (2-5 year olds) and Elementary School (K-6) have their own uniform and dress code policies. Some items might be the same, but the junior-senior high school students have a broader selection which may not be applicable or allowable for younger students. **All students must wear Lands' End uniforms** – no other brands! Sears carries some Lands' End products which could be used to determine size. However, **uniforms must be ordered through Lands' End** so that the appropriate **SJS crest** can be applied.

### **YOUNG LADIES**

#### **All \* items are Lands' End products. ‡ items must have SJS crest.**

**Polo shirts: \*‡ Red, yellow, or white [phasing out] with SJS crest**

**Mesh Performance or Interlock Performance Polos.**

**Long or short sleeves.**

**Feminine Fit Mesh Polo or Performance Polo.**

Shirts/blouses must be appropriately buttoned and must fit properly across the bustline – no gaps. [*Mesh and interlock polos must be worn tucked in all day every school day unless explicit permission to the contrary is given by administration. Feminine Fit Polo and Peter Pan blouses may be worn untucked.*] Appropriate undergarments should be worn with polo shirts and Peter Pan blouses. No black or other dark colors under white; no bathing suit tops.

#### **Girls shorts**

Note: Shorts are not to be rolled or shortened or cut and rehemmed.

**\*Black or khaki pleated front chino shorts**

**\*Khaki cargo shorts**

**Skorts:** Note: Skorts are not to be rolled or shortened or cut and re-hemmed to an inappropriate length

**\*Black or khaki chino skort**

**\*Khaki cargo chino skort**

**\*Khaki two-button chino skort**

**Skirt:** Note: Skirts are not to be rolled or shortened or cut and re-hemmed to an inappropriate length.

**\*Khaki or black pleated skirt**

**Slacks:** **\*Khaki or black pleated front chinos**

**\*Khaki plain-front chinos**

**\*Khaki stretch chino flares**

**\* Khaki crop pants**

**Belt:** Black or brown/tan appropriate to pants. Absolutely no colors or styles that detract from the uniform.

**Socks:** Note: *No theme, cartoon, seasonal, print socks*

**White only**

**Shoes:** Rubber-soled athletic shoes (predominantly black or white) or dress flats – colors should compliment uniform colors. Shoelaces – solid matching colors, properly tied. No high-top sneakers with skirts, skorts or shorts.

Note: *Students may never wear rubber slippers (“shower shoes”) to school.*

**Sweaters:** \*‡ Red, maize or white Drifter V-neck /or/ Drifter Button Cardigan sweaters /or/ red and maize Drifter Fine Gauge Cardigan with SJS crest. Note: *These are optional accessories.*

**Jackets:** **(THIS SECTION IS CURRENTLY UNDER REVIEW)**

Jackets must be SJS jackets – either of the two Lands’ End choices or an SJS athletic or other approved activity jacket or sweat shirt. No hoods may be worn in school. Athletic jackets must be approved by the administration.

\*‡ **Dark red or black Athletic Jacket** (girl/women or boy/men styles) **with SJS crest**

\*‡ **Red or black Midweight Fleece Jacket with SJS crest**

**Athletic pants: These are optional for P.E. and athletic events.**

**\*Dark red or classic black Athletic pants**

(girls/women or boy/men styles)

**P.E. 7, 8, 9 and Advanced PE Uniform Shirt**

\*‡ **Heather gray Performance Super-T shirts with SJS crest**

\*‡ **Millstone gray Performance Tee** (girl/women or boy/men styles) **with SJS crest**

**P.E. 7, 8, 9 and Advanced P.E. Shorts** (Not to be rolled!)

**\* Classic black or dark red Athletic**

**shorts (girl/women or boy/men styles).**

**Girls’ Grooming** Hair must be clean, neat and out of eyes.

Hair dyes permitted in natural colors only. No striped hair!

No fad or excessive jewelry.

No large hoop or dangling earrings

No more than two stud earrings per ear.

## YOUNG MEN

All \* items are Lands' End products. ‡ items must have SJS crest.

**Note:** Undershirts may be solid white or black with no images/words showing through; must not hang below sleeves or shirt hems.

**Polo shirt** \*‡ Maize, red or white Mesh Performance Polo or Interlock Performance Polo *with SJS crest* – long or short sleeves.

*Must be worn tucked in all day every school day unless explicit permission to the contrary is given by administration.*

**Boys Shorts** \*Khaki or black pleated front chino shorts  
\*Khaki plain-front chino shorts  
\*Khaki cargo shorts

**Boys Slacks** \*Khaki or black pleated front chino slacks  
\*Khaki plain-front chino slacks

**Socks** White Only

**Belt** Black or brown/tan appropriate to pants. *No colored belts.*

**Shoes** (Predominantly) Black or white athletic or dress shoes.

*Rubber soles preferred!*

**Shoelaces:** Must be solid matching colors and must be tied properly.

*Note: Students may never wear rubber slippers ("shower shoes") to school.*

**Sweaters** \*‡ Red, maize or white Drifter V-neck and Drifter Cardigan sweaters (button or zipper)

*Note: These are optional accessories.*

**Jackets** Jackets must be SJS jackets – either of the two Lands' End choices above or an SJS athletic jacket or sweat shirt. No hoods may be worn in school. Athletic jackets must be approved by the administration.

\*‡ Red or black Athletic Jacket (boy/men styles) *with SJS crest*

\*‡ Red or black Midweight fleece jacket *with SJS crest*

**Athletic pants** These are optional for P.E. and athletic events.

\*Dark red or classic black Athletic pants (choose from boy/men styles)

### P.E. 7, 8, 9 and Advanced PE Uniform Shirt

\*‡ Heather gray Performance Super-T with SJS crest

\*‡ Millstone gray Performing Tee (boy/men styles) with SJS crest

### P.E. 7, 8, 9 and Advanced P.E. Uniform Shorts

\*Classic black or dark red Athletic shorts (boy/men styles)

#### **Boys' Grooming**

Hair length must be above the collar, trimmed neatly and above the eyebrows.

Hair dyes permitted in natural colors only. No striped hair.

No fad haircuts (i.e. bald or side-shaven, braided hair, pony tails, cut-in designs, etc.)

Side burns must not exceed earlobes.

Neatly trimmed mustaches are allowed; no beards or other facial hair allowed.

No fad jewelry or earrings.

## BOTH YOUNG LADIES & YOUNG MEN

- Athletic team shirts may be worn only during season of play with the approval of the Athletic Director and Dean of Discipline.
- No visible or detectable piercing (e.g. facial or tongue jewelry).
- No bandanas, caps, sweat bands or sunglasses to be worn in school buildings.
- Visible tattoos must be in good taste and not offensive to common decency. Tattoos which promote vulgarity, violence, racism, drugs or gang-related themes are strictly forbidden.

If you have to **return/exchange Lands' End items**, you may take them to the local Sears so you do not have to pay postage. For more information, see order page in your catalog.

**Help reunite lost students with their found clothing:** To help ease the process, please use an indelible laundry pen to mark students' clothing. Some Lands' End items have little white tags for that purpose. Periodically check to see if ink is still legible; reapply as needed! Also feel free to check through our lost and found clothing to locate missing items.

## CONSEQUENCES FOR VIOLATION OF UNIFORM POLICY

- 1<sup>st</sup> and 2<sup>nd</sup> violations: Visit the Dean of Students to find suitable uniform. If a fit is found, student must wear it. If no fit is found, parent must bring in uniform.
- 3<sup>rd</sup> violation: or more: Please refer to Other Violations of the Code of Conduct

## DRESS CODE FOR NON-UNIFORM ATTIRE

### Introduction

Some school days will be designated as non-uniform attire days. These days will be noted on the monthly calendar and will be announced in advance. On such days, students always have the option of wearing their complete uniforms. The standard is good taste, decency in accord with the school's values, safety and appropriateness. The ultimate standard is: Will Administration approve of what I am wearing?

Dress shoes must be neat in appearance. Sandals with 2" heels or less do not have to have back straps. However, sandals higher than 2" must have back straps. Rubber soles are preferred.

### Dress-up Days

Dress up days will be held when special events occur on campus. On dress-up days, **no jeans, shorts, skirts or T-shirts are allowed.**

Girls may wear blouses with skirts (decent length) or slacks (that do not reveal abdomen, midriff, waist, or back); dresses (no strapless or revealing); dress shoes, sandals or good sneakers. Blouses should fit properly to avoid pulling on front buttons and revealing cleavage. A sweater, wrap or jacket must be worn with spaghetti strap dresses/blouses.

Boys may wear polo shirts, aloha shirts, dress shirts with collars (tie optional); dress or uniform slacks; dress shoes, or good sneakers. Rubber soles are preferred.

### St. Joseph School Aloha Shirt Days

Girls may wear the aloha shirt or blouse; slacks, jeans; uniform shorts or uniform skirt; uniform or other skirt; shoes, sneakers. Rubber soles are preferred.

Boys may wear aloha shirt; uniform or other slacks or uniform shorts; jeans; sandals, shoes, sneakers. Rubber soles are preferred.

### **Informal Attire Days**

Girls may wear shirts, blouses; polo or T-shirts; slacks, jeans, uniform shorts or skorts; knee-length Bermuda shorts (not board/biking shorts), sneakers, shoes, sandals.

Boys may wear shirts, T-shirts, polo shirts; slacks, jeans, uniform shorts; sneakers, shoes, sandals. Rubber soles are preferred.

## **X. STUDENT NET USE AGREEMENT AND RELEASE FROM LIABILITY**

St. Joseph School is pleased to offer students access to designated computers, tablets, or laptops throughout the campus for educational purposes. Access to network services will be provided to students who agree to act in a considerate and responsible manner. **At no time is any student permitted to use computers designated for faculty or staff use.** Students are responsible for appropriate behavior on the school's computers just as they are in the classrooms or anywhere on campus. Communication on computer systems is often public in nature. General school rules for behavior and communications apply.

St. Joseph School ("SJS") agrees to allow the student identified on the **AGREEMENT FOR PARENT(S)/GUARDIAN(S) AND STUDENTS STATEMENT OF UNDERSTANDING** form to use SJS' 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, copyright or intellectual property law violations, accessing or transferring pornography, cheating on assignments or tests, etc.
  - b. Using abusive, impolite 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, copying, downloading 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. Introducing a virus to, or otherwise improperly tampering with SJS' system.
  - l. Creating a web page or associating a web page with SJS, SJ Church, the Diocese of Honolulu, or Hawaii Catholic Schools without authorization.
5. **No Expectation of Privacy:** The Student and Parent/Legal Guardian signing the Contractual 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/Legal 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 Contract, the Student and the Parent/Legal 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/Legal Guardian alleges that the Student suffered some kind of injury because the Student used SJS Net Access, SJS requires that the Student and Parent/Legal 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/Legal 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.
8. **Laptop Computers:** Use of personal laptops or other electronic devices is subject to the approval of the administration and individual teachers. Students are forbidden to use DVD movies, games and online game sites during the school day unless explicit permission is granted by a teacher. Misuse of the SJS Internet Access on a laptop computer will be subject to the same disciplinary actions as misuse on school-owned computer.

We, the persons who have signed the *Agreement for Parent(s)/guardian(s) and Students Statement of Understanding* for St. Joseph School, have read this agreement and agree to be bound by the terms and conditions of this agreement.

***Agreement for Parent(s)/guardian(s) and Students Statement of Understanding  
must be signed & returned no later than the first week of school.***

## AUXILIARY ORGANIZATIONS

**St. Joseph Jr-Sr High School depends on the following auxiliary organizations whose membership consists of persons both within and outside the school community.** The four major events for the school year are: **Country Fair, Santa's Breakfast & Workshop, Cardinal Ball and the Alumni & Friends Luau.**

### SCHOOL ADVISORY BOARD

The St. Joseph School Advisory Board exists primarily to advise the Pastor/Parish Administrator and Principal in the governance of the school. Members are appointed by the Pastor/Parish Administrator of St. Joseph Church, Hilo. St. Joseph School also has a school advisory member who represents the Hawai'i Island on the Diocesan Board of Education. The Advisory School Board presently contains several standing committees: Executive, Curriculum, Athletic, Maintenance, International students, Strategic Planning, Facilities, and Finance.

### PARENT-TEACHERS GUILD (PTG)

The St. Joseph Parent-Teachers Guild consists of parent(s)/guardian(s) and teachers of students attending St. Joseph School. The purpose of the PTG is to promote a closer Christian educational relationship between the home and the school and to support St. Joseph School and its mission. Parent(s)/guardian(s) and teachers aim to cooperate effectively with each other and the student body with respect to the religious, academic, cultural, social and physical development of the students. The PTG also assists the school in obtaining the resources needed to realize its mission. The PTG is a fundraising arm of the school. Officers are elected by the membership with the approval of the Principal and Pastor.

Major Time & Talent is needed to create and execute these events in support of our SJS *Ohana*. Each family is required to serve **twenty five (25) hours** of Time & Talent (families that receive tuition assistance are required to complete **thirty five (35) hours**). Fundraising events are a great opportunity to earn these hours. All families & friends are encouraged to sign up now with the PTG officers below. Each family is awarded 2 hours of Time & Talent for each PTG meeting they attend. Meetings will be held in the St. Joseph School Cafeteria.

2016-2017 PTG General Membership Meeting:

- Thursday, September 1, 2016 – 6:00 p.m.
- Thursday, November 17, 2016 – 6:00 p.m.
- Wednesday, February 1, 2017 – 6:00 p.m.
- Thursday, April 27, 2017 – 6:00 p.m.

### **ALUMNI & FRIENDS OF ST. JOSEPH SCHOOLS:**

Alumni and Friends of St. Joseph Schools exists as a separate non-profit organization to foster fellowship among its members and to render assistance to the graduates, students and administration of St. Joseph School. The alumni help to coordinate class reunions, to communicate with graduates, and sponsor events for tuition assistance to St. Joseph families in need. Alumni & Friends traditionally sponsor the Alumni & Friends Luau the eve of High School graduation. Each year, the event honors the 50th year alumni.

- **Officers:**

- **Dr. Marlene Hapai**, President
- **Eric Paul D’Almeida**, Vice President
- **Margaret Lucas**, Treasurer
- **Jean Alves**, Membership
- **Secretary** (Currently open)

### **TRIPLE CROWN ACCREDITATION**

In 2012, St. Joseph School completed its accreditation renewal and received a six-year Triple Crown Accreditation from the:

- Western Catholic Education Association
- Hawaii Association of Independent Schools, and the
- Western Association of Schools and Colleges

The SJS School band, faculty, staff and major stakeholders have established a SJS Strategic Plan for 2012-2018, enabling St. Joseph to continue to serve 21<sup>st</sup> century learners and their families within a faith-based community on the Hawaii Island.

*The mission of Catholic education in the Diocese of Honolulu is to form children who are nourished intellectually, spiritually, and liturgically to share the presence of Christ in the world. Our Catholic educational institutions are obligated by our faith to shape our youth by immersing students in curriculum that experiences rooted in Catholic teaching and doctrine with emphasis on morality and Christian character building. This formation paired with 21<sup>st</sup> century academics and teaching methods are critical for success at any Catholic educational institution in Hawaii. Each family has choices in the education and faith formation of their children. We expect all families who have chosen to enroll their children to share fully in the light of Christ and to cooperate and support the mission and activities of Catholic School education in the Diocese of Honolulu.*

### **Parent Cooperation as a Condition of Enrollment**

*The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.*

*Admission to St. Joseph Catholic School is a privilege and is based in part on the school’s ability to serve the child effectively with the resources available to the school. This handbook is intended to describe the philosophy, services, and structure of the school’s educational program. The Principal is the final interpreter of the content of this handbook.*

### **State of Non-Discrimination**

*St. Joseph School does not discriminate on the basis of race, color, national and/or ethnic origin, sexual orientation, age, or gender in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other programs. While St. Joseph School does not discriminate against students with special needs, a full range of services might not be available.*

### **Student Council Officers**

President	James Matsumoto
Vice-President	Jasmine DeLa Cruz
Treasurer	Jaina Galves
Secretary	Striesand Galdones
EAC	Kosuke Nomaru

### **Alma Mater**

Saint Joseph's, our dear Alma Mater	It's message will ring through the years
You rest superbly supreme	To guide us, to spur us to thee,
In nature beauteous majestic	The goal set in Saint Joseph's
Of mountains and oceans serene	When hearts were so tender and free,
Your motto worthy we'll cherish	It's beacon will guide our path
And never stain your name.	Of duty to God our King,
We'll set our way e'er towards the haven	And lead to glory with our leader
Of God with whom we shall reign	Whose praises then we will sing

Refrain "Seek first the Kingdom of God"

Our Alma Mater cry.

Twill live fore'er in our hearts

Until the day we die.

### **Cardinal Pride**

<b>SCHOOL PATRON</b>	<b>ST. JOSEPH, Foster Father of Jesus</b>
<b>SCHOOL MOTTO</b>	<b>SEEK FIRST THE KINGDOM OF GOD (Matthew 6:33)</b>
<b>SCHOOL COLORS</b>	<b>RED AND GOLD</b>
<b>SCHOOL MASCOT</b>	<b>CARDINAL</b>