



Dear Junior-Senior High School Families:

It is with great joy that I welcome our students and their parents/guardians to the new academic year at St. Joseph School.

I also welcome our new Principal Victoria Torcolini and the Elementary School Vice Principal Sr. Lisa Chettri, MSMHC. Both come with a proven commitment to Catholic education. Mrs. Susan Wehrsig and Ms. Marie Roberts will continue to serve as High School Vice Principal and Preschool Director respectively.

St. Joseph School exists to provide a solid Catholic education and formation that will help our students face life now and in the future. Our students are being formed to be men and women for others, following the example of our Lord Jesus Christ. The faculty, staff and volunteers collaborate with our parents/guardians in rounding out the students' educational experience. We are grateful for their presence.

Fr. Gregorio de Guzman and Bro. Eduardo Mabilen from the Congregation of the Blessed Sacrament join me at St. Joseph Church, and Fr. Joseph Hennen will minister at Malia Puka O Kalani. Together we look forward to being with you and serving your needs.

In Jesus, our Bread of Life,
Rev. Samuel Loterte, SSS, Pastor



Dear High School Students, Parents, and Friends,

As your new principal, I welcome you to the 2009-2010 school year at Saint Joseph School. We are anticipating an exciting year in our faith and academic community. We ask all students and parents to enter into it with a positive spirit, so that together we can accomplish great things. We welcome the new Pastor of St. Joseph Church, Fr. Samuel Loterte, and bid aloha to Fr. Thomas Purayidathil who faithfully served our school during the past two years.

For the past 140 years, Saint Joseph School has offered an education in the Catholic tradition of excellence to the youth of the Big Island of Hawaii. Whatever our students' and their families' faith beliefs might be, we expect that all students will engage in religious studies and participate in religious observances with respect and attentiveness.

This St. Joseph Jr-Sr High School's 2009-2010 Student/Parent Handbook provides information and directives that will enhance your educational experience. Each of us – students, parents, faculty, staff and administration – has roles and responsibilities to fulfill. If we do what is required and expected of us to the best of our ability, the school year will be a wonderful success.

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

Peace and All Good,
Ms. Victoria Torcolini
Principal, St. Joseph School
July 2009

2009-2010 ST. JOSEPH SCHOOL PERSONNEL

Administration

Pastor Rev. Samuel Loterte, SSS
Principal Ms. Victoria Torcolini

School Auxiliary Services

Business Manager Ms. Jerilynn Spain
Accounting Clerk Mrs. Kathryn Masulit
Lunch Prog Coord. Mrs. Rowena Austria
Campus Chaplain/Guidance
_____ Dc. LeRoy Andrews
Dir of Development Dr. Patrick Naughton
Dev Secretary Mrs. Rowena Austria
Maintenance, Security Mr. Robert Alapai
& Custodial Ms. Mabel Pacheco
_____ Mr. Danie Villena
_____ PT ES Custodian TBA
Technology Coord. Mr. James Shoemaker

Preschool

Director/Head Teacher Ms. Marie Roberts
Head Teacher Mrs. Nani Early
Team Teachers Mrs. Remy Balsis
_____ Ms. Barbara Brown
_____ Ms. Gloria Dingle
Educ. Aides Mrs. Yvette Scanlan-
Leite
_____ Sr. Leena Piholi MSMHC

Elementary Division

Vice Principal Sr. Lisa Chettri MSMHC
Secretary/Registrar Mrs. Colette Tyrin
Vol. Counselors Mr & Mrs. Don Manalili
Kindergarten Mrs. Tanya Pataray
Kdgt. Educ. Asst. TBA
1st Grade Ms. Roxane Hoshide
2nd Grade Mrs. Rebecca See
3rd Grade & Music Mrs. Carmen Stack
4th Grade Mrs. Theresa Burian
5th Grade Mrs. Rena Arima
6th Grade Mrs. Stella Kawa'auhau
Math 5-6, Science 5 Mrs. Kathryn Borris
Art, PE, Sci 6, Cmp 5-6 Mrs Marion Buscher
Computer K-4 K-4 Hmrm Teachers
Band Mr. (Bruce) Randy Skaggs
Library/Resource/Religion 3
_____ Mrs. Janan Malinowski

Junior-Senior High Division

Vice Principal/Acad Dean
_____ Mrs. Susan Wehrsig
Secretary/Registrar Mrs. Marilyn Pakeke
Reception/Attendance TBA
Athletic Director Mr. John Woolverton
Counselor Mrs. Susan Wehrsig
Dean Mrs. Kelly Chung
Health Nurse Mrs. Jet Proctor, RN
Student Council Advisor Ms. Lisa Franklin

Departments

Computer Science/Yrbook Ms. Miri Sumida
Fine & Performing Arts
Art Ms. Lisa Franklin
Band Mr. (Bruce) Randy Skaggs, Ch
Language Arts & E.S.L.
_____ Mrs. Susan Wehrsig, Ch
_____ Mrs. Elizabeth Andrade
_____ Mrs. Kelly Chung
_____ Mr. David DeCleene
_____ Mrs. Janan Malinowski
_____ Mr. John Woolverton
_____ Dr. Nathan Yocum
Library/Learning Center Ms. Miri Sumida
Mathematics Mrs. Suehere Shehata, Ch
_____ Mrs. Carolyn Schaal
& Business Mrs. Kelly Chung
Physical Education Ms. Miri Sumida, Ch
_____ Mr. John Woolverton
Science Mr. Michael Kingston, Ch
_____ Mr. Eric Hasking
Social Studies Mr. David DeCleene, Ch
_____ Dc. LeRoy Andrew
_____ Mrs. Kelly Chung
_____ Mrs. Susan Wehrsig
_____ Dr. Nathan Yocum
Theology Dc. LeRoy Andrews, Ch
_____ Mrs. Elizabeth Andrade
World Languages
Spanish Mr. David Radtke, Ch
Japanese Mrs. Miyuki Lei

TABLE OF CONTENTS

Bell Schedule	Inside front cover
Welcome: Pastor & Principal Personnel	
History of St. Joseph School	7
Identity of St. Joseph School	8
Vision	
Mission Statement	
Code of Conduct	
Expected Schoolwide Learning Results (ESLRs)	9
Schools of the Future – 21st Century Survival Skills	10
Admission Policies & Procedures	11
Application Requirements	
Registration Requirements	
Academic Program	
Curriculum Policy	13
Courses of Study	13
Electives	14
Graduation Requirements	15
Promotion Policy	16
Standardized Testing	16
Course Placement / Changes	17
Homework Website, Grades & Communication on Edline	17
Progress Reports & Report Cards	17
2009-2010 Progress Reports/Report Cards Dates	18
Grading System	18
Report Card Grades	19
Grade Point Average	20
Class Rank	20
Class Honors	22
Honor Roll	22
Graduation	22
Monitoring Academic Performance	
Scholastic Committee	22
Academic Probation	23
Consequences: Ineligibility	23
Consequences: Scholastic Committee	24
Readmission to St. Joseph School	24

Conduct & Discipline	
Code of Behavior; Importance of Discipline	25
Parental Responsibility; Getting Off to a Good Start	26
Off-Campus Conduct	27
Consequences	28
Extreme Violations of the Code of Conduct	28
Other Violations of the Code of Conduct	29
Special Consequences: Cell Phone/Electronic Communication	31
Special Consequences: Electronic Devices	32
Bullying	33
Detention	34
Disciplinary Procedures	35
Disciplinary Review	35
Discipline Committee	35
Disciplinary Probation & Ineligibility	36
Probation Procedures: Suspension, Final Suspension, Dismissal, Readmission	38
Junior High School	39
Student Services	
Student Services Team	40
Guidance & Counseling	40
Eighth Period Activities	41
Chaplain	41
Student Government	41
Student Activities	42
Athletic Program	42
Bus System	43
Accident Insurance	43
Health Service / Clinic	43
Rest Rooms	44
Wellness	44
Food Service	45
Electronic Debit Cards; Debit Card Accounting	46
Eating on Campus	46
Vending Machines	47
Procedures and Policies	
General	
Campus Hours	47
Change of Address/Phone Numbers / Etc.	48
Parental Email Addresses	48
Copy Machine	48
Custody	48

Eighteen Year Old Students	49
Field Trips & Excursions	49
International Students	49
Lockers	49
Lost and Found	50
Police	50
Review of Students Records	50
Transcripts	50
Transfers	50
Valuables	50
Visitors	51
Safety and Security	
Safe Environment Policy	51
Asbestos Hazard Emergency Response Act (AHERA)	52
Child Abuse	52
Disaster & Emergency Plan	52
Emergency Packs	54
Keys	54
Search and Seizure	54
Attendance and Punctuality	
Homeroom Attendance	55
Tardiness	55
Absences	56
Perfect Attendance	57
Appointments	57
Doctor's Release	57
Off-Campus Pass	57
Signing Out during the Day	57
Communications	
Announcements	58
Bulletin Board	58
Telephones	58
Cell Phones & Electronic Communications	58
Messages	58
Orientation Program	58
School-Home Communications & Use of Technology	57
Parent-Teacher Conferences	57
Handling Parent/Student Complaints	57
Academic Studies	
Homework	58
Plagiarism	58

Transportation and Parking	
Cars	60
Off-Limit Parking Areas	60
School Activities	
Assemblies	61
Religious Services	61
Dances	62
Dance Policy	62
Chaperones	63
Class Parties& Food	63
Financial Responsibilities & Tuition Assistance	64
School Attire	
Dress Code	65
Uniform Dress Code Policy – Young Ladies	66
Uniform Dress Code Policy – Young Men	68
Uniform Dress Code Policy – Both Young Ladies & Men	69
Consequences for Uniform Violations	69
Dress Code for Non-Uniform Attire	70
Student Net Usage Agreement and Release from Liability	71
Auxiliary Organizations	73
Student Council Officers	Inside back cover
Alma Mater	
Cardinal Pride	
2009-2010 Calendar	Back cover

HISTORY OF ST. JOSEPH SCHOOL

One hundred forty school years ago, on April 1, 1869, a small parish school of forty-two students was established in Hilo by Rev. Charles Pouzot, SS.CC., under the direction of Fr. Patrick O'Reilly, for the purpose of teaching English to the native Hawaiians. The school was named St. Joseph. Over the years, the school's enrollment increased to the point that it was necessary to build a new school on 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. The Missionary Sisters of Mary Help of Christians were welcomed to the school the same summer.

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

IDENTITY OF ST. JOSEPH SCHOOL

VISION

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

MISSION

The mission of Saint Joseph School is to proclaim the message of Jesus through education, worship and service in the Catholic tradition.

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

Excellence *as evidenced by:*
Academic achievement
Appreciation of the arts
Career and college preparation
Effective communication and interpersonal skills
Independent and informed thinking
Desire for lifelong learning

Spirituality *as evidenced by:*
Christian values and lifestyle
Development of personal prayer life
Ethical and moral character
Participation and service within a faith community
Understanding of Catholic teachings

Local and Global Connectedness *as evidenced by*
Involvement in civic, government and community organizations
Productive citizenship
Respect for individual, cultural and religious diversity
Stewardship of the environment
Utilization of technology and other scientific advances

Respect and Responsibility *as evidenced by*
Personal and social integrity
Healthy physical, emotional and mental lifestyle
Leadership development
Self-discipline

School Spirit *as evidenced by*
Contributions of time, talent and treasure
Involvement of alumni, parents and other supporters
Perpetuation of school traditions and values
Beneficial school and community relations

SCHOOLS OF THE FUTURE

In 2008-2009, 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. Often these technologies (e.g. iPods, cell phones and laptops) are banned in schools because they can disrupt learning if used inappropriately. Part of the Schools of the Future philosophy is to work with students on the ethical, moral and common sense values of technology use with students helping to develop the rules for their use. A Hawaii Community Foundation Grant will fund professional development opportunities for SJS teachers.

Survival Skills for Careers, College and Citizenship in the 21st 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

Parents and students may find more information on-line at <http://sjsfuture.pbworks.com>.

Important Notice!

As St. Joseph School progresses with the implementation of the Schools of the Future program, policies regarding the use of technology will be further clarified and promulgated to the school community. Until further written notice from the Administration, the use of cell phones and other electronic devices is governed by the policies stated later in this document.

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 parents/guardians 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 Finance Office.
2. **Payment of Tuition:** Tuition must be paid on an annual, semester or monthly basis. Parents/Guardians 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 twelve-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:** All fees are consolidated into the tuition with the exception of an athletic fee for those students participating in B.I.I.F. sports, class dues and 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:** Parents/Guardians 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.

5. **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.
6. **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.

ACADEMIC PROGRAM

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 / Keyboarding

Grade Eight

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

Note: Seventh & eighth graders must pass a semester of 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 / Honors **
Pre-Algebra / 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 / Honors 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
Biology / A.P. Biology
World Language II/III/IV
Elective (1)

Grade Eleven

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

Grade Twelve

***College Prep recommended**
Theology (Social Justice & Christian Lifestyles)
English Literature / AP Literature & Composition
American Government / AP Government

AP Calculus

World Language III/IV
Electives (2)

Grade Twelve

***General Studies recommended**
Theology (Social Justice & Christian Lifestyles)
English Literature
American Government

Life Skills (if not previously taken)
Electives (3 or 4)

ELECTIVES

Note: These electives are offered based on student interest, need, enrollment and teacher availability. *Electives offered in 2008-2009.

Academic Electives

Business
Accounting
Statistics
Business Economics

Computer Science

Basic Computer
Technology
Programming I, II
Applied Graphics*
Graphic Design*

Fine & Performing Arts

AP Art
Honors Band

Journalism

General Electives

Life Skills*
Office Assistant

Microsoft Office

Art I*, II
Fashion Design
Concert Band*: I, II, III
Ensemble*
Theater/Drama

Yearbook*

Language Arts

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

Mathematics

AP Calculus*	Mechanical Drawing
Pre-Calculus*	SAT Preparation

Physical Education

Advanced Phys Education*
Fitness

Science

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

Social Studies

AP European History*	Psychology	Current Issues
AP US Govt & Politics*	Sociology*	World Geography & Cultures
Criminal Justice*	International Relations	

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	4
Total Credits	27

General Diploma

Theology	4
Language Arts	4
Social Studies	4
Math	2
Science	3
Life Skills	1
Physical Education	1
Fine/Performing Arts	1
Electives	7
Total Credits	27

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 (12th grade)** and be eligible for graduation, students must have completed at least 27 credits as listed above under Graduation Requirements.
2. **Junior high (7th/8th 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 7th or 8th 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 7th or 8th grader who fails Theology must make up the course during summer school.
4. **Ninth and 10th grade** students are considered to be “**underclass students**” and the 11th and 12th grade students are classified as “**upperclass students**”.
 - a. In order for 9th and 10th 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 10th grade before the student will be promoted to the 11th grade and admitted to 11th grade homeroom.
 - c. Twenty-one credits must have been earned by the completion of the 11th grade before the student will be promoted to the 12th grade and be admitted to a 12th 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	Iowa Test of Basic Skills(ITBS) & Cognitive Abilities Test (CogAT)
Grade 8	Iowa Test of Basic Skills(ITBS) & Cognitive Abilities Test (CogAT)
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). ASVAB optional
Grade 12	Scholastic Aptitude test (SAT) / ACT (recommended)

In fall 2008, the ITBS/CogAT will be administered to 7th and 8th graders from Oct. 15th to 24th. The PSAT will be administered to grades 9, 10 and 11 on Wednesday, October 15th. The SAT and ACT are administered at area public schools on the following dates.

SAT 2009 Oct. 10, Nov. 7, Dec. 5 2010 Jan. 23, Mar. 13, May 1, June 1
ACT 2009 Sep. 12, Oct. 24, Dec. 12 2010 Feb. 6, Apr. 10, June 12

The school orders and administers the ITBS/CogAT 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, the Counselor, the Student Services Coordinator 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 parents/guardians 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 EDLINE

The education of SJS students is a collaborative effort among the students, their parents/guardians and the school. The teachers, counselor and administration make use of technology via a program called **EDLINE** 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 parents/guardians whether or not the student was present on any given day.

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 EDLINE so that students and parents/guardians can be updated on a regular (usually weekly) basis. Parents/guardians 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.

Please refer to page __ for additional information about the school's use of EDLINE and how to access this program.

PROGRESS REPORTS & REPORT CARDS

Other vehicles used by the school to fulfill a major part of its responsibility to communicate with the parents/guardians about students' academic status are progress reports and report cards. In order to ensure timely receipt of these reports, it is strongly recommended that parents/guardians 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. Should the signed progress report or report card not be returned on time or should a student tamper with the document or forge parent/guardian signatures, disciplinary consequences will be enforced.

- 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 parents/guardians 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.
- EDLINE provides students and their parents/guardians 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 quarters, a report card is distributed to each student to take home to his/her parents/guardians 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.

2009-2010 PROGRESS REPORTS / REPORT CARD DATES

	1 st Qtr	2 nd Qtr/1 st sem.	3 rd Qtr	4 th Qtr/2 nd sem.
Progress report distribution	9/09/09	11/13/09	2/11/10	4/22/10
Signed progress report due	9/11/09	11/17/09	2/17/10	4/27/10
Report card distribution	10/16/09	1/08/10	3/12/10	6/07/10
Signed report card due	10/20/09	1/12/10	3/23/10	No return

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 achieved 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 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 7th and 8th 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 =		3.0 grade point average

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 points for grades received in all approved courses taken by the student.

- High school courses taken at other high schools will be included in the class ranking but not in the quarterly, semester or annual GPA.
- College level course taken under the Early Admissions Program at the University of Hawaii at Hilo 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 grade point averages.
- College level courses calculated for class rank receive a quality level of 6.0 (for upper division) or a quality level of 4.0 (lower division, survey classes). Three-credit college level courses are equal to one (1) St. Joseph credit toward graduation.
- 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 or other college level courses, Cumulative G.P.A., as well as participation in school activities (e.g. class, divisional, student council offices, community service, cultural and club activities.) Refer to next section.

One Credit Courses

Level	93-100 (A)	86-92 (B)	78-85 (C)	70-77 (D)
6 (AP)	9	8	7	6
5 (Hnr)	8	7	6	5
4	7	6	5	4
3	6	5	4	3
2	5	4	3	2
1	4	3	2	1

One- Half Credit Courses

Level	93-100(A)	86-92(B)	78-85(C)	70-77(D)
6 (AP)	4.5	4	3.5	3
5 (Hnr)	4	3.5	3	2.5
4	3.5	3	2.5	2
3	3	2.5	2	1.5
2	2.5	2	1.5	1
1	2	1.5	1	.5

CLASS HONORS

Senior class honors awarded to the Valedictorian and Salutatorian are determined primarily on the basis of the highest cumulative quality points received by the member of the graduating class. A co-Valedictorian will be selected if there is a 0 to 1 point difference between first and second place. When there is a 1.5 to 2.0 difference, then these factors will be considered: SAT score, leadership, B.I.I.F. athletics, community service, clubs, awards, character. A co-Salutatorian will be selected if there is a 0 to 1 point difference between second and third place. When there is a 1.5 to 2.0 point difference, then the factors listed above 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 non-public 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 the 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 privilege 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 dismissal 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 will be placed in mandatory study hall during seventh period. Release from seventh period study 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 Counselor will interview each student on probation at least twice during the quarter.
 - 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 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 Parents/Guardians and Students – Statement of Understanding - 2008-2009 School Year* to acknowledge their intent and willingness to observe the spirit and content of the Student-Parent Handbook.

THE IMPORTANCE OF DISCIPLINE

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** (refer to page 6) 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

Since parents/guardians are the primary guardians and educators of their children, it is incumbent on them to monitor their students’ attendance and punctuality, school attire, academic progress, behavior and in general their educational experience. Thus, if a student is out of compliance with school rules and regulations, school officials will communicate with the parents, and, if necessary, call for a parent conference. From time to time students will make mistakes, and it is important that parents and school personnel allow them to learn from their mistakes and take the necessary consequences, the seriousness of which is dependent on the seriousness of the violation.

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 related to uniforms/dress code, punctuality to school and class, preparedness for class with appropriate books and materials, eating in class, gum chewing and littering. 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 that could progressively involve reprimand, detention, parent conferences, Saturday/holiday work sessions, suspension, contract, probation and/or dismissal 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 – **pp. 54ff.**]

- If an occasional infraction can be corrected immediately so the student is in compliance, a reprimand will be given and the student can continue the day properly attired.
- If there are repeated violations/dress code infractions, the student will be referred to the Dean for the following consequences: 3 = 30-minute work detention after school. 4 = 1-hour work detention after school. 5 = 2-hour work detention on a designated Saturday. 6 or more = Student-parent discipline conference
- If there is a flagrant violation, the student will either wear a school-issued uniform or call his/her parent to bring the appropriate clothing to school. The student may not be allowed to leave school to change his/her uniform or to go to class improperly attired.

attired. Instead he/she will wait with another teacher or school official until the parent or parental designee arrives with the appropriate clothing. If the student misses a presentation, quiz or test or other work assignment because of this violation, it is up to the teacher to determine whether or not he/she can make up the missed work.

OFF-CAMPUS CONDUCT

Students are expected to conduct themselves in a manner consistent with the **Code of Conduct**. St. Joseph School has total jurisdiction concerning the conduct and behavior in school, on school property, and at all school-sponsored events and activities. A student's conduct at any time, even away from school and school-related activities, reflects upon St. Joseph School and may affect his/her standing as a member of the school community.

A student in school, athletic or band uniform or an activity-related attire and/or in attendance as an SJS team member is readily considered by the public to be a representative of St. Joseph School. Serious misconduct in public whether in or out of uniform could well be grounds for dismissal.

Past experience has shown that inappropriate behaviors (e.g. fights, harassment, threats, etc.) that take place off campus can cause on-campus ramifications which can place the safety of preschool, elementary and high school students and faculty/staff members as well as visitors in jeopardy. Thus, students should realize that what they consider personal out-of-school activities can lead to on-campus retaliation and disciplinary consequences.

Infringement of civil or criminal law involving moral turpitude or other conduct which would reflect or cause discredit to the reputation of St. Joseph School by being contrary to the moral, religious, or ethical principles of the Roman Catholic Church, or the policies, goals, and commitments of St. Joseph School, as indicated in this handbook, will result in serious disciplinary action including possible suspension or dismissal.

Activities prescribed by this regulation shall include, although not necessarily limited to, the following offenses related to:

- Alcohol, illegal drugs and other hazardous substances.
- Weapons, explosive devices and dangerous/harmful materials (including any type of gun—toy or real).
- Bomb threats and other threats/acts of terrorism; threats against or assaults on other students, anyone in an authoritative position or anyone else.
- Acts of vandalism which affect a person's life, health or property.
- Theft of public or private property.
- Illegal and/or obscene/pornographic activity using the internet and/or any other form of technology.
- Witnessing, acting as a lookout, failing to report and/or withholding information which may be construed as wrongful acts of an accomplice.
- Threatening students or school personnel through words, gestures, voice, etc.

CONSEQUENCES

Inappropriate and unacceptable behavior will be met with consequences ranging from reprimand, detention, parent conferences, Saturday work sessions, suspension, contract probation and/or dismissal, depending on the seriousness of the violation, the student's previous discipline record and the impact of the particular behavior has or could have on individuals and the school community. In those cases that the administration determines appropriate/necessary, law enforcement agencies will be called to investigate the alleged violation.

Note: The lists of violations that follow are not exhaustive lists in each category. The administration has the discretionary right to add to the list or to progress to another disciplinary level when deemed necessary by the administration with or without prior notification.

EXTREME VIOLATIONS OF THE CODE OF CONDUCT

Because the following behaviors are 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, **these violations will never be tolerated and will result in the immediate dismissal** of the student from St. Joseph School:

- 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 at the school in general or any school-related activities in person, in writing or via technology.

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 matter 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 parents/guardians 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 any where 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 dismissal 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 parents/guardians 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
- Fraternizing 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 c 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 c 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 of 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, audios, walkman equipment, CD or cassette players 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

CELL PHONE POLICY (revised/effective July 30, 2008)

Student phone communication during the school day should be limited to family, work, medical or other important business that cannot wait until the end of the school day. Parents who need to communicate with their students about such matters are requested to call the main office, 935-4936 ext. 223/226, and leave a message with the secretary; messages will be forwarded promptly. A pay phone is available for student use to take care of legitimate business during the school day and should not be used for social purposes. Student use of the office phones should be the rare exception.

Cell phones will be considered **contraband between the first bell (7:40 a.m.) and the dismissal bell (2:45 p.m. on regular days; 1:15 p.m. on Wednesdays; 11:30 a.m. on exam days; etc.)** and are to **remain turned off (not on silent/vibrate) and invisible** during the school day.

Cell phone communication is forbidden between first bell and dismissal bell on any school day – even those days with special events and schedules (e.g. Ho'olaule'a, dance parties, etc.). The only proper status for a cell phone during the school day is OFF, and the best place for a cell phone during the day is locked in a locker or turned over to the office for storage. Students who use the excuses "I was just checking the time," or "It fell out of my pocket," will not be released from disciplinary consequences for misuse.

Note: Students who loan their cell phone to another student or leave their phone in a place available to other students will also be considered in violation of the cell phone policy and will have identical disciplinary consequences. It is each student's responsibility to have control over his/her cell phone.

CONSEQUENCES FOR VIOLATIONS

Faculty and staff will 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.

The first cell phone violation will result in the phone being placed in safe keeping until such time that the parent/guardian can come to school to sign it out of school possession. First time violators are required to serve a 2-hour *mandatory* Saturday work detention to be fulfilled during the next work day scheduled by the administration. [Note: Students will not be allowed to attend or participate in athletic or other events on the designated work day until they have fulfilled their 2-hour commitment.]

Second time violators will have the phone confiscated for safe keeping until such time that the parent/guardian can come to school to sign it out of school possession. If the students' parents/guardians allow the students to continue bringing the phone to school the students will be required to turn in the phones to the Dean every morning for forty-five (45) school days. The violators will also earn two afterschool 1-hour work detentions and another 2-hour *mandatory* Saturday work detention to be fulfilled during the next scheduled work day. [Note: Students will not be allowed to attend or participate in athletic or other events on the work day until they have fulfilled their commitment.] **Note:** Failure to turn in a cell phone and/or using someone else's cell phone during school hours will be considered a third violation.

Third time violators will be placed on disciplinary contract for sixty (60) school days during which time they will be subject to consequences as stated in the 2008-2009 handbook. Third-time violators will also be subject to bi-weekly disciplinary review and will be denied participation in certain school, class and club activities. The violators will continue to turn in their phones to the Dean each morning. A minimum of four hours of mandatory work detention will be imposed on the student. Any further violation will result in a Discipline Committee hearing.

Remember: The intent of this policy is to free students from a sometimes addictive attachment to their cell phone so that they can focus on their school work and activities. Lest this policy be considered too hard, the policy for a second violation at one of our neighboring public high schools is total confiscation of the cell phone by the school for the remainder of the school year.

SPECIAL CONSEQUENCES for Evidence of Possession of an Electronic Audio or Videographic Devices (IPODS, MP3, CD players, DVD players, etc.), Radios, Laser Pointers, Electronic Games,

Although these devices may serve educational purposes, they are not allowed for recreational entertainment purposes during the school day. From 7:40 a.m. to 2:30 p.m. these devices are not to be visible or in use throughout the campus. The only exception is with explicit teacher/administrative permission for a class assignment or school project during a specifically designated time of the day. Thus, these devices shall not be used during morning break or lunch period unless the student is under the supervision of a teacher or other responsible adult for sound educational reasons. Then, the visual or audio programs must be in good taste and appropriate to the purpose.

1st violation: Faculty or staff member will confiscate the electronic device and turn it over to the office or Dean until the end of the day. Student will be served a warning.

2nd violation: Faculty or staff member will confiscate the electronic device for storage in the school office until the parent/guardian picks it up any time after 2:30 p.m. that day or thereafter. The student will also be issued a 2-hour Saturday work detention.

3rd violation: Faculty or staff member will confiscate the electronic device for storage in the school office until the parent/guardian picks it up any time after 2:30 that day or thereafter. A parent-student conference will be held with the dean, and the student will be issued another 3-hour Saturday/holiday work detention. Furthermore, the student will be required to turn in the electronic device by 7:40 a.m. and may pick it up again after the dismissal bell. Failure to do so is considered a 4th violation.

4th violation: The electronic device is forbidden for the remainder of the school year and for the first semester of the next school year if the student returns to SJS. Furthermore, the student will appear before the Discipline Board who will determine the next course of action.

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, or if the bullying persists, he/she shall report the bullying to the school 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 the consequences listed in the Discipline section.
- 5. Investigation procedures.** Upon learning about a bullying incident, the principal, or designee, shall contact the parents of both the aggressor and the victim, interview both students, and thoroughly investigate. This investigation may include interviews

with students, parents, and school staff; review of school records; and identification of parent and family issues.

- 6. Consequences/intervention.** Consequences for students who bully others shall depend 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 (including extended detentions such as Saturday detention and/or manual labor).
- 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 administrator. Saturday detentions are issued for flagrant uniform violations, gum-chewing (at all), and unexcused tardies to school beyond three (3) per quarter. In some cases, the violator’s parents/guardians will be asked to assist with the supervision of their student(s) so that they can share in the consequences 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.

Saturday detentions are held once a month, or more often if needed, and students and/or their parents should not expect that the dean or other supervisor should reschedule the detention for their convenience. The best way to avoid such inconveniences is to make appropriate choices and follows the school's rules and regulations.

Repeated violations will result in the following schedule of detentions:

- First two minor detentions: Teacher giving disciplinary detention keeps student at break or lunch; files a detention slip with the Dean who will track the student's discipline record.
- Third detention: Student will serve one hour after school or will be assigned to 8th period mandatory study hall (perhaps resulting in missing or being late for athletic and extra-curricular activities.
- Subsequent detention: Dean will arrange for a parent-student conference and student will serve a Saturday detention.
- Detention subsequent to Saturday detention: Student may appear before the Discipline Board and/or be placed on disciplinary contract.

DISCIPLINARY PROCEDURES

DISCIPLINARY REVIEW

- A teacher or administrator may refer a student for disciplinary review. Parents/guardians may also request a disciplinary review.
- The Dean will distribute evaluation forms to all of the student's subject teachers.
- If fewer than three teachers submit a negative evaluation, the student will be referred to a Counselor for a conference.
- If three or more teachers submit negative evaluations, the student will be referred to the Dean who will schedule a conference with the student, his/her parents/guardians 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 of action, he/she will appear before the Discipline Committee.

DISCIPLINE 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 consequences for the inappropriate behavior of students. The committee may be convened as the result of a student's failure to comply with the expectations and

consequences of the Disciplinary Review process or to hear the appeal of a student and/or his/her parents/guardians for consequences imposed for repeated and/or major violations.

An *ad hoc* Discipline Committee consists of the following members:

- Two faculty members who do not currently teach the student, one of whom will chair the hearing.
- A third faculty member who may or may not teach the student.
- The school Counselor if deemed necessary

The student may select another administrator, faculty or staff member to accompany him/her at the meeting with the committee or the student may opt to meet alone. The student will also be accompanied by his/her parents/guardians.

The chairperson will set the date and time convenient for the members to meet. After a 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
- Dismissal

Decisions of the Committee will be conveyed to the parents/guardians in writing. In all instances of dismissal, the Pastor/Parish Administrator and Diocese will be notified.

DISCIPLINARY PROBATION & INELIGIBILITY

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

Students will automatically be placed on **Disciplinary Probation** if they receive 4 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 parents/guardians, a contract is to be signed by the student and his/her parents/guardians 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 dismissal.

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 dismissal.

DISMISSAL

The administration views dismissal 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 dismissal.

Dismissal 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.

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

READMISSION

- Application can be made only after the 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, page __.)

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 chaperones. They will participate in designated school-wide activities during Homecoming & Catholic Schools Week, Holy Week, 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, Counselor, Dean(s) of Discipline and the Health Nurse. 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. 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 parents/guardians 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 the Counselor's postings on the bulletin board and the school website (www.sjhshilo.org), seek out information from the Counselor and take initiative to obtain information, complete appropriate applications and forms, and meet deadlines. Parents are encouraged to contact the Counselor regarding any concerns they have for their son/daughter. Appointments can be made by calling the Counselor through the school office.

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 and there is no special event or activity scheduled for 8th period, 8th period will be dropped from the schedule. Period 5, 6 and 7 classes will be 80 minutes in length, thereby providing regular class time on early-dismissal days. In order to accommodate lunch service, 7th period will be split into two 40-minute segments with lunch in between. (cf. Bell Schedule – inside front cover)

The educational experience extends beyond classroom activities. Regular classes are not scheduled during the 8th period. Instead the 8th 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 8th 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 8th period offerings are an essential part of the school day, and students are required to participate in 8th period activities. Therefore, parents are asked not to give their students permission to absent themselves from the 8th 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 chair and 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 the 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 worthwhile 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

The basic responsibilities of the Athletic Department are to:

- Organize, develop and conserve the health and physical welfare of a participant.
- 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

Parents/guardians 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.]

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 parents/guardians should contact the Business Office to obtain information to file a claim within 90 days of the incident.

HEALTH SERVICES & CLINIC

- 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 Health Nurse determines that the student should not remain in school.
- When a student is ill during school hours, a permission slip to the health clinic must be issued. When the student leaves the health clinic, the Health Nurse will issue a return-to-class slip.

- The Health Nurse will notify the attendance office and the student's teacher(s) of the student's status.
- The Health Nurse may administer prescription medications to a student provided the parent/ guardian provides a written request accompanied by a written statement from the physician prescribing the medication describing the dosage and appropriate emergency measures.
- No other school personnel should administer prescription or non-prescription drug to any student.
- Health records are maintained and updated by the Health Nurse.

REST ROOMS

Lavatories are subject to inspection by the State Department of Health. Since sufficient time is provided for lavatory use (before school, at small recess, during lunch period), students should refrain from requesting excuses from class periods except in cases of emergency. Students must observe courtesy and consideration in the use of these rooms.

The use of cell phone/pager 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. (For more detail, refer to **pages 22-24 in the** Discipline section.)

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 their ability to learn, both short-term and long range.

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

The Wellness Policy of St. Joseph School is to:

1. **Provide a positive environment and appropriate knowledge of healthy food choices and the benefits of daily physical activity that:**
 - a) Ensures that students have access to healthy food choices and safe physical activities at school and at school functions;
 - b) Provides a pleasant eating environment and secure playground for students and staff;
 - c) Allows sufficient time for students to eat lunch and to engage in social activities for physical fitness 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 and snacks 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 6:45 a.m. The breakfast menu is in compliance with the Federal Breakfast and Lunch Program. **The cost of breakfast had not been announced when this handbook went to press.**
- Service stops at 7:25 a.m. so students finish meals before homeroom.
- Note: There will be no snack window breakfast service this year.

➤ **Morning break**

- Daily: Snacks (in accord with the Wellness policy) at the patio snack shop.

- Occasionally a special snack service might be available.
- **Lunch**
 - Daily: Cafeteria-prepared lunches (**price not announced when handbook went to press**) in compliance with the Federal Breakfast and Lunch Program.
 - Occasionally a special lunch service might be available.

ELECTRONIC DEBIT CARDS

The school uses an electronic meal card program for cafeteria breakfast and lunch service. Rather than paying for these meals on a daily basis, parents deposit money into an account with the Lunch Program Coordinator who prepares a debit card for each student. Deposits may be dropped off at the front office of the high school. If there is more than one student in a family in SJS, separate deposits should be made per student. It is important that parents deposit funds on a regular basis so that the student's account is not showing a deficit balance. While the school does not want to deny students a meal, it may become necessary to deny a student cafeteria service if parents fail to respond to notices from the Lunch Program Coordinator.

DEBIT CARD ACCOUNTING

In August, the Coordinator will issue a memo identifying approximate monthly cost based on the students' ages and the number of days of school per month to assist parents in calculating the amount that should be deposited into the students' accounts.

The Coordinator daily reminds students whose accounts are approaching a \$0 balance or are overdrawn that payment is due. On or about the 25th of each month, the Lunch Program Coordinator issues a written statement of account activity to the parents of each student who use a debit cards. The school recognizes that on occasion student accounts will be overdrawn.

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

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. the school, 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 vacate the hallways **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. Depending on the type of 1:30 p.m. faculty/staff meeting scheduled for the day, part or all of the school buildings may be locked for security purposes. Parents/guardians are to make ensure arrangements for students to be picked up immediately after school.

CHANGE OF ADDRESS / PHONE NUMBERS / ETC.

Parents are **required to notify the school office** when changes occur in either home addresses 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 and keeping current the emergency cards maintained by the school. Also information for the persons listed as emergency contacts or their phone/cell number 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 **EDLINE**, communication with parents/guardians via email is possible **if** parents sign onto EDLINE and approve access (by clicking on the appropriate statement school communication via email. The parents/guardians 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 parents/guardians 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.

A new internet site www.stjosephphilo.org became operational during summer 2009. Students and parents/guardians should refer to it regularly for updates on school news and information.

COPY MACHINE

The copy machine is for official use. There is a charge of 10 cents per sheet for personal use. Clearance must be obtained from office personnel. During class time, student 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, the 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 parents/guardians 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.

INTERNATIONAL STUDENTS

Each international student attending St. Joseph Jr.-Sr. High School and not residing with his/her parents must be under the supervision of a guardian. All home stay arrangements must meet with the approval of the school. Guardian contract forms must be on file with the school. These students may a monthly fee to their host families. It is recommended that international students enroll in a health insurance program. The school will provide information about such a policy.

St. Joseph School also collaborates with the International Hospitality Center by accepting students from foreign countries. These students are placed with host families by IHC and do not remit any kind of monthly fee for their home-stay expenses.

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 include 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 on some identifying marking be placed on the label or white tabs of the uniforms so the 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

The parents/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/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 two days notice prior to mailing date. There is no charge for the first request. All subsequent transcripts will be charged a fee of \$2.00.

TRANSFERS

A school campus clearance form must be obtained from the school office and initialed by all required persons before a student may transfer from or leave the school. 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, and then proceed to the upper building. There should be 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 inspection and re-inspections by EPA accredited inspectors, the assessment of condition, training for workers who may encounter asbestos in their course of work, development and selection of an appropriate response to potential exposure to asbestos material, posting warning labels and the development of management plans for each school site. The school's asbestos management plan is on file in the school office and can be reviewed by contacting the Principal.

CHILD ABUSE

Under the Hawaii Child Abuse Law (HRS Chapter 350), all school staff are "mandatory 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 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 an reasonably foreseeable, substantial risk of being harmed.

DISASTER & EMERGENCY PLAN

In case of a major storm or disaster, parents/guardians 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 parents/guardians 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 parents/guardians could pick them up.

Tsunami Warning: St. Joseph School is not in a tsunami inundation zone. In the event any warning is issued while school is in session, school personnel will remain with the students, feed and care for them, until parents/guardians can safely pick them up. If parents/guardians are in or can get to a safe area close to where they work or live, it is recommended they remain in the safe area until the "all clear" is announced to avoid contributing to unnecessary traffic on roads and highways.

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

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

Hurricane and tropical storm watches are issued by the National Weather Service 36 hours prior to the arrival of a storm. If Hawaii appears to be in the course of a hurricane or tropical storm, local warnings will be issued in 24 hours or less. When a **watch** is issued, the administration will monitor the storm and make a decision to close the school before the issuance of a **warning**. St. Joseph School generally follows the same closure actions as the public schools. School personnel will remain with any students who may have arrived at school before school closure was announced and/or whose parents/guardians cannot make it in to pick them up.

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

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

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

EMERGENCY PACKS

The school does not store an emergency supply of food and water for students and faculty/staff. Therefore, by August 15th each student should submit an emergency pack to the Health Nurse for storage at the school . The contents of these packs should include:

- 1 liter of bottled water (sealed)
- 1 small flashlight and batteries (in package)
- 2 travel pack size of tissues
- 6 granola bars or cheese/cracked packs (non-perishable foods)
- 1 emergency blanket (space/mylar) (available at surplus stores)

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/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 continue with them for life. Students and parents/guardians 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 are made and uniform checks and other school business are conducted.

Parents/guardians 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

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 three (3) 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 the student's assignment to Saturday work detention.

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 attend Saturday detention.

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 2nd and 3rd

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 student 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 will be notified about each tardy received through EDLINE email. Parents not on EDLINE 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 (ext. 223) 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 parents/guardians 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 EDLINE 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 may 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.

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 advisor.

TELEPHONES

The office phones are needed for school business and are not for student use. A pay phone is located at the entrance of the main building for the students' personal calls. **Phone calls are 50 cents per call.** Students forbidden the use of cell phones may use the school telephone for necessary calls only.

CELL PHONES & OTHER ELECTRONIC COMMUNICATION DEVICES

Discipline section (cf. p. 28ff.) for explicit information about the appropriate use of cell phone/pagers and the consequences for the violation of the regulations.

MESSAGES

Parents may phone the school receptionist 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 (**August 19, 2009 – 5:45-8:30 pm**) an **Orientation Program** is held for parents of students grades 7-12 to provide an opportunity for parent 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 bring the **Student-Parent Handbook** with them to the orientation.

A separate **Senior Parent Night** program (**August 24, 2009 – 6:00 pm**) 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 monthly newsletter which will be posted on the website by the middle of each month. The school will email newsletters and other information to parents who provide email addresses. **It is important that these 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 **EDLINE** which provides parents/guardians and students with the ability to access student grades at any time. Information on how to access EDLINE is provided to all parents/guardians at the beginning of the school year. **A brief drop-in training session will be held between 5:15 and 5:45 p.m.** the night of Parent Orientation (**August 19, 2009**) to assist new EDLINE users to sign on and being to use the program. For assistance, please contact the school's Technology Coordinator (935-4936 ext. 233) or sjshelp@gmail.com.

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 scheduled for Wednesday, October 21st, following the distribution of the first quarter report card. The school will require a conference for students who display academic problems. Parents are free to call in for an appointment for that day or another time.**

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

1st level: Parent-teacher conference

2nd level: Appeal to the Principal and the Scholastic Committee

3rd level: Appeal to the Pastor / Parish Administrator

For **school rules** and regulations

1st level: Parent-teacher conference

2nd level: Appeal to Principal and Discipline Review Committee

3rd level: Appeal to Pastor / Parish Administrator

For **administrative / business** concerns

1st level: Principal-parent conference (+ business manager, if needed)

2nd 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 parents/guardians to ensure that students make arrangements for making up assignments missed due to an 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 EDLINE site www.edline.net**. 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 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. **(Refer to p. ____.)**

VI. TRANSPORTATION AND PARKING

CARS

Students driving to school must register their 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 parents/guardians will monitor their students' compliance with Hawaii State laws re: graduated licensing system (<http://www.state.hi.us/dot/publicaffairs/safecommunities/GDL%20pdf.pdf>). However, should there be any concerns about observed behaviors, school personnel will be in contact with parents/guardians 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 held from 7:00 p.m. to 10:00 p.m. The doors are closed at 7:30 p.m. Any student or guest arriving after 7:30 p.m. 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 parents/guardians 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 parents/guardians 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 9th grade and **younger than 21** years of age. Should an outside guest be asked to leave a dance, the sponsoring SJS student's parents/guardians 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 parents/guardians to be responsible for their students' whereabouts and conduct. **(Refer to p. __ - Off Campus Conduct.)**

CHAPERONES

Only responsible adults, preferably parents, 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.stjosephhilo.org or in the business office.) At that time re-registration of current students and registration of new student begins. To complete the student's registration and course scheduling process, the parents/guardians must complete and sign the *St. Joseph School Student Enrollment Contract* and submit it with a deposit in the amount stated on the contract. It is important that both parents/guardians sign this contract if they share custody of the student.

A limited amount of tuition assistance is available to St. Joseph School families. The Business Office prepares an application packet that is required for Augustine Educational Foundation grants, St. Joseph Parish tuition assistance, merit scholarships and the work study program. **The deadline for submitting the completed information is usually mid-March. This year the deadline is Monday, March 22, 2010, in order to provide time for office personnel to check applications prior to spring break.** It is the responsibility of the parents/guardians to request the packets, complete them 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 is 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 the parents, guardians or other adults do not meet their financial responsibilities. **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.**

IX. SCHOOL ATTIRE

DRESS CODE

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).

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. If an occasional minor infraction can be corrected immediately so the student is in compliance, then all will be well. Repeated infractions will be reported to the Dean and will result in disciplinary consequences page 58). 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 be not allowed to go 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, parents/guardians 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.

2009-2010 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, maize or white with SJS crest

Mesh Performance or Interlock Performance Polos.

Long or short sleeves.

Feminine Fit Mesh Polo or Performance Polo.

Plain collar knit Peter Pan blouses: *‡ White only with SJS crest – long or short sleeves.

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**

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*
***Cable knee socks – white only** (optional accessory)

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: Jackets must be SJS jackets – either of the two Lands’ End choices below 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 classic 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

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

- 1st and 2nd violations: Visit the health room to find suitable uniform. If a fit is found, student must wear it. If no fit is found, parent must bring in uniform.
- 3rd violation: 30-minute after-school work detention
- 4th violation: 1-hour after-school work detention
- 5th violation: 2-hour work detention on Saturday designated by the Dean

Violation: Untucked shirts:

- 3rd detention received by the Dean – one hour after-school detention and phone call to the parent(s).
- 4th detention – two-hour Saturday detention
- 5th detention – parent-student conference with dean with possibility of contract.

DRESS CODE FOR NON-UNIFORM ATTIRE

Introduction

Some schools 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, skorts 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, sandals or good sneakers. Rubber soles are preferred.

Aloha Attire Days

Girls may wear attire with a Hawaiian / tropical flavor: aloha shirt or blouse, T-shirt within the theme; slacks, jeans; uniform shorts or uniform skort; uniform or other skirt; muumuu dress; sandals, shoes, sneakers. Rubber soles are preferred.

Boys may wear aloha shirt, polo shirt or T-shirt befitting the theme; 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.

Dangling Earrings for Girls

On dress-up, aloha and informal attire days, girls may wear dangling earrings (no more than 1" in length). However, if they participate in P.E. class, intramurals or any games/competition, they must remove the dangling earrings in advance.

X. STUDENT NET USE AGREEMENT AND RELEASE FROM LIABILITY

St. Joseph School is pleased to offer students access to designated computers 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 PARENTS/GUARDIANS 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.

- I. 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 SJS 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 Parents/Guardians and Student Statement of Understanding* for St. Joseph School, have read this agreement and agree to be bound by the terms and conditions of this agreement.

[To be signed on Agreement for Parents/Guardians and Students Statement of Understanding 2009-2010 School Year.]