

# STUDENT/PARENT HANDBOOK



**2016-2017**

**"A Vision of Commitment"**  
**(St. Elizabeth School Alma Mater)**  
Lyrics and Music by Toni Borreliz

A vision of commitment -  
To the spirit...mind...and soul,  
A School built on compassion  
St. Elizabeth, St. Elizabeth -  
Onward we do go!

St. Elizabeth of Hungary -  
The queen with a giving heart;  
A friend and servant to the poor -  
A "gift forever to impart." (refrain)

To meet the needs of one another,  
And challenges of each day;  
As citizens of tomorrow  
Our learning grows along the way.

A vision of commitment -  
To the spirit...mind...and soul,  
A School built on compassion  
St. Elizabeth, St. Elizabeth -  
Onward we do go...  
Onward we do go...  
A vision of commitment.

## **CATHOLICITY STATEMENT – DIOCESE OF HONOLULU**

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

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

There are many choices a family has in education and faith formation of their children. We invite all families who have chosen to enroll their children to share in the light of Christ and to cooperate and support the mission and framework of Catholic education in the Diocese of Honolulu.

### **PHILOSOPHY**

St. Elizabeth School is a Catholic community centered in Christ and committed to the formation of the whole child. We strive for academic excellence through a curriculum that integrates Catholic truths and values. We foster caring, respect, compassion, diversity and student responsibility in accordance with the teachings of Jesus Christ. We promote optimal learning through spiritual, intellectual, psychological, physical and sociological development.

### **DISCLAIMER**

In every school it is necessary for certain policies and procedures to be established if the school is to function effectively. The efficiency of and harmony within a school community depend upon each member clearly understanding their responsibilities and expectations.

The purpose of this handbook is primarily to serve as a guidebook of information for parents, students, and teachers of the St. Elizabeth School. No one is required to memorize its content, but everyone is asked to be familiar with it and use it as a reference.

The school reserves the right, without prior notice, to change or delete, supplement or otherwise amend at any time the information, requirements and policies contained in this handbook. Parents will be notified immediately if changes are made.

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

Revised and published in July 2013

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## MISSION

St. Elizabeth School is integral to the mission of the Catholic Church. We proclaim the Good News as we encounter the living God who, in Jesus Christ, reveals His transforming love, compassion and truth.

In cooperation with parents, **who are the primary educators**, the community of St. Elizabeth School is committed to provide quality education incorporating Catholic teachings and values in an integrated curriculum designed to enhance life-long learning skills. By living and modeling Catholic values, we create a caring community of trust and mutual respect that prepares students to face the challenges of life.

## SCHOOL-WIDE LEARNING EXPECTATIONS (Est. September 1999)

St. Elizabeth students demonstrate:

1. Catholic values by
  - recognizing and explaining teachings of the Catholic Church (profession of faith belief)
  - understanding the significance and richness of the liturgy, its symbolism and the doctrine (participate in the sacraments and other liturgical celebrations)
  - developing and experiencing a life of prayer (Christian prayer)
  - applying an understanding of sound moral conduct based on Catholic values (life in Christ)
  - supporting the Mission of the Catholic Church
2. A strong foundation in all curriculum areas by
  - displaying proficient listening, reading, writing and speaking skills which enable communication with others in standard English
  - applying mathematics in real world situations
  - understanding the impact of human thought and actions on the universe based on the scientific world view, physical science, earth science and life science
  - modeling characteristics of responsible citizenship on a local, national and global level
  - integrating the religious values of community, message, service and worship across the curriculum
  - formulating appropriate choices and taking positive action regarding their own health; developing physical skills and discovering an alternate means of self-expression
  - expressing an appreciation for the fine arts – music, art, theater, dance

3. Interpersonal skills by
  - developing self-esteem and self-discipline reflected in social behavior
  - practicing responsibility and leadership skills
  - collaborating with others to establish and accomplish goals
  - working cooperatively with others and respecting divergent points of view
4. Proficient communication by
  - articulating ideas clearly, creatively and effectively
  - utilizing technology competently
  - recognizing, understanding and using non-verbal communication
  - exchanging ideas in team work groups
5. Global awareness by
  - understanding their heritage, appreciating and respecting multicultural diversity
  - being cognizant of current events/world affairs and their effect on life
  - discussing cultural, political & social issues
6. Life-long learning by
  - developing critical thinking skills
  - working independently; being self-directed and motivated
  - applying organizational skills
  - demonstrating physical/emotional well-being

## **HISTORY**

St. Elizabeth School was established in 1964 under the pastorship of Father Philibert Vanfrachem, S.S.C.C. and staffed by the Dominican Sisters of the Most Holy Rosary. The Diocesan Fathers became the administrators of the parish and the school in 1979. In 1988 the Capuchin Franciscan Friars took over leadership. On July 1, 2009, the Diocesan Fathers became administrators for the parish and the school. The Dominican Sisters of the Most Holy Rosary continue to be a consistent asset to the leadership of our school. At present, St. Elizabeth School is staffed by certified educators, both religious and lay.

## **GENERAL INFORMATION**

### **ADMINISTRATION**

#### **A. ENTITY OF THE CORPORATION**

Roman Catholic Church in the State of Hawaii/St. Elizabeth Church

#### **B. LOCAL ADMINISTRATION**

Pastor and Asst. Pastor of St. Elizabeth Parish  
Principal and Asst. Principal of St. Elizabeth School  
Parish School Board

### **BUSINESS INFORMATION**

#### **OFFICE HOURS**

##### **School Year:**

Monday-Friday: 7:30 a.m. - 3:00 p.m.  
Early Dismissal Days: 7:30 a.m. - 12:00 p.m.  
Closed on weekends and all school holidays

##### **Summer:**

Monday-Friday: 8:00 a.m. - 12:00 p.m.  
Closed on weekends and all holidays

#### **SCHOOL HOURS**

7:45 a.m. Warning Bell  
7:50 a.m. Tardy Bell  
2:30 p.m. Dismissal for Grades K - 4  
2:45 p.m. Dismissal for Grades 5 - 8  
11:45 p.m. Dismissal – 1<sup>st</sup> and 3<sup>rd</sup> Fridays of the month, Gr. K-4  
12:00 p.m. Dismissal – 1<sup>st</sup> and 3<sup>rd</sup> Fridays of the month, Gr. 5-8

**Address:** 99-310 Moanalua Road, Aiea, HI 96701  
**Telephone:** (808) 488 - 5322 Fax: (808) 486 – 0856  
**E-Mail:** [snagasawa@steliz-hi.org](mailto:snagasawa@steliz-hi.org)  
**Website:** [www.steliz-hi.org](http://www.steliz-hi.org)



## ADMISSION POLICIES

St. Elizabeth School's primary mission is to be an effective instrument in the educational ministry of the Catholic Church and to witness the love of Christ for all. Therefore, we do not discriminate against any applicant on the basis of race, sex, creed, color, religion or national origin.

However, being that St. Elizabeth School is a parish school, when available space is limited, preference is given to Catholic students that belong to the parish, then to Catholic students outside of parish, and then to non-Catholic students. Students must meet all admission requirements.

### **Returning Students:**

Each school year, parents must re-enroll their child/children for the coming year. **Intent to Return** form is sent home to parents in late January. Since acceptance for the next school year is not automatic, the school reserves the right to accept or decline applications at the discretion of the Pastor and Principal. Such decisions are based on parental cooperation and acceptance of school's philosophy, academic performance, behavior, attendance, fulfillment of financial responsibilities and educational opportunity available. A letter of non-acceptance is made in writing.

Upon acceptance, a non-refundable deposit is required by the stated deadline to insure a reservation. No student is officially registered unless the deposit is made and previous year's tuition has been paid in full by the deadline set forth during the school year.

### **New Applicants:**

#### **Kindergarten:**

A child entering Kindergarten shall be four years and eight months by September 1 of that year. Applicants are given a readiness test individually followed by a parent interview with the principal. Upon acceptance, a non-refundable deposit is required to reserve space in the class for the next school year.

#### **Grades 1-7:**

During the months of February and March new applicants are tested and accepted to fill vacancies. Decisions are based on academic performance, school records, test scores, educational needs of the students and parent's interview with the Principal.

### **Requirements for all new students:**

1. Copy of child's birth certificate
2. Copies of Catholic Baptismal/First Reconciliation and First Eucharist, if applicable.
3. Copies of report cards from the previous and current school years and standardized test scores if applicable.
4. Registration deposit
5. Health Requirements (Hawaii State Attendance Law)
6. Parents are willing to embrace the Philosophy of the school

### **Physical Examinations and Tuberculin Test:**

Applicants attending school for the first time must present a completed health record to prove that a physical examination and tuberculin test or X-ray were completed within a year before school entrance. Physical examinations are required for students in K, 4th and 7th grade.

### **Immunization:**

Applicant must present documentary evidence of immunization against diphtheria, pertussis, tetanus, polio, measles, rubella, mumps, varicella and Hepatitis B.

### **Emergency Card:**

Every family must have an emergency card on file. The information provided allows school officials to contact parents if an emergency arises. It is the parents' responsibility to keep that information current, including home/work phone numbers and allergies/medications needed. If parents cannot be reached, names and phone numbers of emergency contact persons must be current. They should also be able to pick up the child if necessary. Medical coverage information (personal physician's name/insurance plan and phone number) must be included.

### **Student Insurance**

All students are covered under Servco Insurance Services for School Year Student Accident Insurance.

## FINANCIAL INFORMATION

Tuition pays for salaries, employee benefits, utilities, maintenance, and daily expenses that must be met to keep our school operating. **The tuition cost per student in Grades K-8 is \$6,350.00 - \$6,500.00. In addition, a non-refundable \$300.00 admission fee is required for all students for the School Year 2016-17.** This fee covers textbook rentals, consumable workbooks, field trips, health insurance, student diocesan fees, technology fees, athletic fees, etc. The Diocese of Honolulu has mandated that all new and returning students be registered with FACTS Tuition Management Co. All tuition payments will be made through FACTS starting with the except those who pay in full. Your choices for tuition payment are as follows:

**OPTION ONE: Full payment** (on registration day or Automatic payment through FACTS)

Tuition.....\$6,350.00

**OPTION TWO: F.A.C.T.S. Monthly Payment Plan**

Tuition.....\$6,500.00

Registration..... - 2,850.00

BALANCE DUE .....\$3,650.00 (10 months @ \$365.00: August-May)

**OPTION THREE: F.A.C.T.S. Two Payment Plan**

First tuition payment on July 5<sup>th</sup> or 20<sup>th</sup> ..... \$3,250.00

Second tuition payment on November 5<sup>th</sup> or 20<sup>th</sup> ..... \$3,250.00

**Credit card payments (AMEX, MasterCard or Discover) are now available through FACTS. A 2.75% finance charge will be assessed by FACTS for each credit card payment.**

For Option Two, the balance is paid in 10 payments of \$365.00 from August through May on the 5<sup>th</sup> or the 20<sup>th</sup> of the month through FACTS AUTOMATIC TUITION PAYMENT—an automatic withdrawal from either your checking or savings account. **Please Note:** FACTS charges an additional \$40.00 annual enrollment fee for Option Two and a \$10.00 enrollment fee for Option Three.

**Refund Policy:**

Tuition, once a student starts school, is non-refundable. All military families must present a copy of orders. **Late arrivals** are charged for the full semester upon acceptance.

**Late/Non-Payment Policy:**

- Monthly payments are subject to F.A.C.T.S.'s late payment policy
- All graduating 8<sup>th</sup> graders accounts must be fully paid by the 5<sup>th</sup> of May, all other accounts must be fully paid by the 20<sup>th</sup> of May.**
- The school reserves the right to deny re-admission of student(s) if account is not fully paid by the deadline (May 20<sup>th</sup>)
- Delinquent accounts are handled appropriately on individual basis

(NOTE: A \$25.00 surcharge will be assessed on all checks returned from your financial institution. **Only Cash or Cashier's check** will be accepted after the **third** returned check)

## ACADEMIC INFORMATION

The academic curriculum follows the guidelines determined by Hawaii Catholic Schools.

### **Academic Program:**

#### **Religion**

The Religion curriculum reflects the mission and philosophy of St. Elizabeth School. With faith in Jesus as the root of all instruction, the curriculum integrates thinking and believing in ways that encourage student growth, nurture faith and inspire action to meet the challenges of living in Christ. All students are required to participate in scheduled daily prayer, religion classes, religious activities and church services that are held during school hours. Included as part of the Religion curriculum is the Human Sexuality program, which requires written parental permission and is taught within the context of Catholic teachings and tradition.

#### **Community Service is integral part of Religion**

<b>Grades: K-2:</b>	<b>2 hours/Quarter</b>
3-4:	5 hours/Quarter
5:	8 hours/Quarter
6:	10 hours/Quarter
7:	12 hours/Quarter
8:	15 hours/Quarter

#### **Language Arts**

The Language Arts curriculum develops students' skills to become proficient in listening, reading, writing and speaking. Academic areas covered are English Grammar, Spelling/ Phonics/ Vocabulary, Writing Workshop, Speech and Drama, Reading and Literature.

#### **Mathematics**

The Math curriculum is designed to develop the students' math power so they can apply mathematics to the world outside of the classroom. It includes the investigation of mathematical connections so that students can see mathematics as an integrated whole. The focus is on mathematical literacy, developing the students' ability to explore, make conjectures, and reason logically as well as use a variety of mathematical strategies effectively to solve problems.

## **Science**

The Science curriculum imparts an understanding of the basic truths of nature and man's relationship to them. Students investigate, reflect and evaluate the scientific concepts in Life, Physical and Earth Science.

## **Health**

The Health curriculum provides students with an information base that reflects personal and community applications concerning health and wellness. The goal is to influence individual behavior and provide guidance that enables students to make appropriate choices and take a positive action regarding their own health.

## **Social Studies**

The Social Studies curriculum develops the knowledge, skills and attitudes students need to be effective citizens in society.

## **Non-Academic Programs:**

- Handwriting
- Computer Education
- Art
- Music
- Physical Education
- Character Development

## **Grading System:**

The marks, grades and other assessments a student receives shall reflect the student's mastery of objectives established for the grade level. Modification can be made for students with special needs. A passing grade depends on the student's mastery of the minimum objectives in the major subject areas. The major subject areas evaluated for promotion or retention, are Language Arts, Mathematics, Science and Social Studies (Catholic School Diocesan Handbook #5053)

## **Grading Scale:**

Abbreviation Key	
E	Excellent
S	Satisfactory
S-	Needs Improvement
IP	Insufficient Progress

**Grading Scale:**

<b>Grade 1-3</b>	<b>Grade 4-8</b>	<b>Percentages</b>	<b>GPE</b>		
E	A	100	4.0		
		99	3.95		
		98	3.9		
		97	3.85		
E-	A-	96	3.8		
		95	3.725		
		94	3.65		
		93	3.575		
	B+	92	3.5		
		91	3.25		
		S+	B	90	3.0
				89	2.94
88	2.87				
	B-			87	2.8
		86	2.7		
		85	2.6		
			C+	84	2.5
83	2.33				
82	2.17				
S	C			81	2.0
		80	1.95		
		79	1.9		
		78	1.85		
	C-	77	1.8		
		76	1.7		
		75	1.6		
			D+	74	1.5
73	1.3				
S-	D			72	1.1
				71	0.95
			D-	70	0.80
				IP	F

Note: Quarterly grades should be the average of the mid-quarter reports plus second half of the quarter.

## **Reports to Parents:**

1. Parent Teacher Conference at the end of the first quarter is mandatory. The report card is reviewed with the parents. Expectations for the school year are discussed. Teachers are encouraged to confer with parents when a student is experiencing academic difficulty.
2. Mid-Quarter Reports for core subjects are sent home for all students on dates indicated on the school calendar; grades are also posted on Option C.
3. Deficiency notices are sent home throughout the school year, if warranted. Missing assignments are posted on Option C.
4. Report Cards are distributed four times a year after the completion of each quarter.
5. Parent/Teacher Conferences for individual students can be arranged at the request of administration, parents or teacher through the school office.

## **Honors/Principal's List:**

Students receiving cumulative quarter grades of 3.0 to 3.4 are placed on the Honor Roll. Those receiving quarter grades of 3.5 to 4.0 are placed on the Principal's List. A grade of "D" in any subject disqualifies a student from being on the Honors'/Principal's List.

## **Year End Awards:**

At the end of the school year, students are recognized for academic excellence. Students' grades for all four quarters are averaged. The students receiving the highest grade point average in all academic subjects in grades 4-8 will receive 1<sup>st</sup> Honors, the second highest receives 2<sup>nd</sup> Honors and the third highest receives 3<sup>rd</sup> Honors. Students in grades 1-8 receiving excellent grade point average in a specific subject(s) receive a subject award.

## **Probation:**

Students' grades are reviewed by the administration prior to report cards being distributed. Grades of "D" or lower in 2 or more core subject areas (Religion, Language Arts, Math, Science and Social Studies) will result in academic probation. The purpose of probation is to help the student regain an acceptable academic standing. The following process is employed (please refer to page 11):

1. Student will meet with the Principal for a conference.
2. A letter will be sent to the parents informing them of the probation. A conference will be scheduled if necessary.
3. Student will be monitored closely by the classroom teacher.
4. Participation in sports or other co-curricular activities will be evaluated until academic improvement is evident with "C" or better grades.

**Promotion/Retention:**

Students who master the minimum objectives in the core subject areas with a "D" or better are promoted to the next grade level.

Students receiving a grade of "F" in two or more core subject areas for two or more quarters, especially during the last semester are considered unsatisfactory.

Students who do not successfully master the minimum objectives in the core subject areas with a "D" or better are required to do one of the following:

1. be retained in the same grade level if minimum objectives are not met in more than one subject area.
2. be recommended for promotion on a probation basis and required to attend summer school.
3. be recommended for transfer to a school where alternative programs are available to meet the student's needs.

Promotion and retention are based on an evaluation of academic, social and emotional growth. Some reasons for considering retention other than grades are:

1. indifference or lack of effort on the part of a capable student.
2. social immaturity.
3. excessive absence.

**Summer School:**

An academic program for students entering Grades 1-8, depending upon the number of students and availability of teachers. The improvement /enrichment Math and Reading needs of the students are addressed. In Reading the emphasis will be on comprehension through an exposure to literature. Writing and phonics skills are reinforced. The focus is developing a positive attitude toward reading and writing through creative and cooperative activities. Math connects key Math concepts from different mathematical strands including number sense, basic operations, problem solving, measurement, geometry, data analysis, patterns, and algebraic thinking.



**Graduation:**

8<sup>th</sup> Grade students completing all the course work required with a "C-" or better grade merit graduation. At the end of the first semester, students in danger of not graduating will be notified. Students may be denied the privilege of participating in graduation ceremonies for unsatisfactory grades, disciplinary reasons or unpaid financial obligations.

**Homework:**

Homework is an integral part of learning. It is an extension of the learning that takes place in the classroom. Homework reinforces classroom learning and provides opportunities for independent study, research and creative thinking. Homework is the responsibility of the student and should be submitted by assigned due dates. School regulation student homework planners (Grs. 4-8) must be purchased from the School Office. Parents should be aware of assignments by reviewing student planners or as online @ OptionC.com, checking if homework is completed, signing when necessary, providing a quiet atmosphere and enforcing time needed to complete homework. General guidelines for time spent on homework are:

Kindergarten:	20 - 30 minutes
Grades 1 - 2:	45 minutes – 1 hour
Grades 3 - 5:	1 - 1 ½ hours
Grades 6 - 8:	2 hours

**PARENT AND STUDENT RESPONSIBILITIES****Attendance and Absence:**

Students are required by law to attend school punctually and regularly. Regular attendance is essential to a student's success in school. Most subject content is taught in sequence, so that student knowledge is built upon prior background and subsequent lessons. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem.

Parents are to notify the school office of their child's absence by 9:00 a.m. A note explaining the reason for absence is required upon return to school. If a student is to be restricted from school activities after an absence, this should also be indicated in the note. **Homework must be requested by 9:30 a.m. and picked up between 2:45 and 3:00 p.m. in the School Office. Parents/students should also check Option C for assignments.**

A doctor's note is required for re-admittance to school if the illness was due to a communicable disease.

Tutoring through the Department of Education should be arranged for exceptionally long absences.

Students' absences are excused for the following:

1. Personal illness
2. Family illness
3. Death in the family
4. Religious holiday

Absences in excess of 20 days during the school year will be evaluated for possible grade retention. Medical and dental appointments should be scheduled after school hours. If this is not possible, students may be excused for these special appointments if prior notification is made with the student's teacher(s) and make-up work is completed.

**Family vacations/trips** should be taken during school breaks in order to avoid unnecessary interruptions on the child's classroom learning. **If a long-term absence is necessary, a month's written notice must be submitted to the school office for approval. Emergencies are the exception. Parents are responsible to make arrangement(s) with the teacher(s) for their child's make-up work and make sure that all assignments are completed. Daily assignments may be obtained on-line through Option C.com.**

#### **Tardiness:**

The first bell rings at 7:45 a.m. to warn students to report to their classrooms. A student is considered tardy if he/she is not seated at the 8:00 a.m. Students arriving after 8:00 a.m. must obtain a tardy slip from the Office before being admitted to class.

#### **Arrivals and Dismissals:**

Students may not report to school before 7:30 a.m. unless, they are enrolled in the Kama'aina Kids' morning care program.

When school is dismissed, all students except those who are enrolled in Kama'aina Kids' after school program or other school-approved activities, must leave the grounds immediately. Students who are not picked up 15 minutes after the last dismissal bell (3:00 p.m. on full days; 12:15 p.m. on short days), shall be placed in the Kama'aina Kids' program and parents will be charged according to the hourly rate of the program. This includes siblings who are not enrolled in any one of the school activities.

Since the school does not provide supervision before 7:30 a.m. or after 3:00 p.m. or 15 minutes after the last dismissal bell, St. Elizabeth School is not responsible for the safety of your child/dren before 7:30 a.m. and 15 minutes after the last dismissal bell.

**Records:**

Parents/legal guardians upon request may review their child's cumulative folder containing their child's school records in the presence of the principal or his/her delegate. Request shall be made in writing with a twenty-four (24) - hour notice. Student record information will not be given over the phone.

**Non Custodial Parent:**

St. Elizabeth 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 access to the academic records and other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

**Medication:**

**Non-prescription medications (e.g. aspirin, Tylenol, cough syrup, etc.) cannot be administered by school personnel. The School Office personnel can administer prescription medication only if the following requirements are met:**

1. A note dated and signed by the parent must accompany the medication and be turned in to the office.
2. Medication must be in the original container with a prescription label in the child's name indicating drug identification, dosage, doctor's name and prescription date.
3. Prescription must be current.
4. No more than one week of medication can be sent.
5. Advise if refrigeration is needed.
6. Medication must be kept in the office. If the child has to transport the medication to school, please instruct your child to take it immediately to the office for safety reasons.
7. For the safety of your child, please inform the school office if your child is on medication (name & dosage of the medication in order to monitor side effects and for nurses to respond accordingly).

**FIELD TRIP POLICIES**

Field trips are enriching experiences of classroom learning. They are privileges afforded to students. Participation in a field trip can be denied if academic or behavioral requirements are not met. As long as Safe Environment requirements are met, parents are invited to help supervise field trips. Due to safety reasons, siblings are not allowed to accompany parents on class field trips. **No exceptions can be made.**

The official Parents' Excursion/Activity Permission Form is the only acceptable authorization form that can be used. Failure to submit a proper field trip form will result in the child not being allowed to participate in the field trip. Phone calls will not be accepted in lieu of proper forms. Parents have the right to refuse to allow their child to participate in a field trip; however, arrangements must be made for childcare.

A student's misbehavior on a field trip will result in:

1. immediate pick-up from the field trip by administration, and/or
2. forfeiture of privilege to go on future field trips.

## COMMUNICATION

### **Parent-Teacher-Administration:**

It is best to handle a problem at the level that it occurs. Parents are encouraged to bring their concern to our attention immediately. If a parent is concerned about a problem that happened in the classroom, the classroom teacher should be consulted.

If the problem persists or the parent is not satisfied with the resolution of the problem, an appointment to meet with the Principal/Assistant Principal should be made through the School Office.

If the problem is still not resolved, parents may then speak with the pastor, by scheduling an appointment with the parish secretary.

If the problem is still not resolved, parents may send a signed and dated complaint in writing to the Superintendent of Hawaii Catholic Schools.

**\*\*Please note** that Teachers' primary responsibility in the morning or during school hours is attending to their students. Therefore, drop-in visits to the classroom are not allowed. Appointments to meet with a teacher can be made through the School Office or by letter sent directly to the teacher. The teacher will contact parents by telephone or letter if necessary.

### **News Bulletins:**

Newsletters are sent out quarterly and as needed. Parents are encouraged to look for the letters that will contain information about up-coming school activities, changes in schedules, important deadlines etc. Day to day information may be sent through email by teachers or through option C.

Important notices require parental signature and a return slip to acknowledge receipt. Prompt return of these slips is appreciated.

### **Parent-Teachers Guild (PTG)**

Every parent whose child is officially enrolled in St. Elizabeth School automatically becomes a member of the Parent-Teachers Guild or PTG. The purpose of this organization is to assist the school in accomplishing its spiritual and educational goals and objectives for the year in order to provide our students the quality education they deserve. The organization is also charged with raising funds that help offset some of the school's operating costs in order to maintain a tuition that is affordable to our families.

PTG meetings are scheduled every other month throughout the school year. These meetings are means of communication between school and parents. Parents are informed on the school activities, updates of academic and non-academic programs, etc. Parents are strongly encouraged to participate in these meetings to help us develop our partnership in the education of our students. Scheduled dates for PTG Meetings are listed on the School Calendar.

### **Parish School Board**

Parish School Board is an advisory group to the pastor in the administration of the school on a parish level. Membership is selected from the parish community and the community at large.

## **STUDENT SERVICES**

### **Morning/After School Extended Care Program:**

Kama'aina Kids provides an extended care service to meet the needs of the working parents for Grs K-4. Please contact the School Office for program brochure.

### **Study Skills Program:**

As an extended service, Kama'aina Kids provides before/after school Study Skills Program to allow students in Grades 5-8 to study in a quiet supervised atmosphere.

### **Lunches/Snacks:**

Food Service is provided by a local catering company. Lunches served are prepared according to the federal food and nutritional guidelines to insure a healthy and balanced meal. Parents must provide snacks/drink for their child(ren) everyday.

### **Class Parties:**

Parties are allowed for special occasions. No school lunch will be served on these days. They are Halloween, Christmas, Valentines and the end of the school year.

**Birthdays for the month are to be celebrated on the 4th Friday of the month only, no exceptions. Please be aware that some students have food allergies, check with the teacher before planning parties.**

### **CO-CURRICULAR ACTIVITIES**

To help the students develop all their talents, the following activities are available for students' participation:

- \* Altar Servers (Grades 3-8)
- \* Artzy Kids (Grades K-8)
- \* Class Officers
- \* Hula Halau (Grades K-8)
- \* Campus Safety Officers (Grades 5-8)
- \* Praise Choir (Grades 3-8)
- \* Robotics
- \* School Yearbook/Newspaper Staff (Grade 8)
- \* Sports (Grades 4-8)
- \* Student Council (Grades 5-8)

In order to keep a balance between academics and co-curricular activities, especially those that demand more practice hours after school, a student must keep a "C" or 2.0 grade in each of the core subjects during the quarter.

***\*\*After school hours, students enrolled in co-curricular activities are required to remain on campus under adult supervision. Once activity has concluded, students must leave the campus immediately or be enrolled in before/after school care or the Study Skills Program.***

## CONDUCT CODE

It is our goal (administration, faculty, staff and parents) to cooperatively guide our students to grow in self-control. The guiding principle of our behavior code is to act in a Christian manner guided by Christ's teaching, "Love your neighbor as yourself." Whenever a student chooses to violate school rules, guidelines or classroom policies, some form of disciplinary action is necessary to help the student rehabilitate and grow in self-control.

### ***Code of Christian Conduct Expected of Students, Parents and Guardians***

To insure continued enrollment a student must behave in a manner, both on and off campus that is consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to any policies, principles or procedures set forth in this student/parent handbook of the school.

The parents/guardians of a student likewise, shall also embody the standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to any policies, principles or procedures set forth in this student/parent handbook of the school.

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

- Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school.
- Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
- These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, parking, dropping off and picking up of students, etc.)

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and will result in disciplinary action short of a requirement to withdraw from the school (e.g. suspension of student or suspension of parent/ guardian's privilege to come on the campus grounds and/or participate in parish school activities , volunteer work, etc.).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal. In some rare instances, however, the school (Principal and/or Pastor) may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

As parents, you are the primary educators of your child. By enrolling your child at St. Elizabeth School, you are choosing its programs and curriculum over those available to other schools. If you lose confidence in St. Elizabeth's programs and curriculum or if you find yourself in dispute with its staff and administration, we respect your right to enroll your child elsewhere. In that event, please contact the Principal to discuss your concerns before making a final decision. Similarly, if administration of St. Elizabeth concludes that you are not supportive of the School's programs and curriculum or that you have become antagonistic towards its staff or other members of the School community, the Principal will contact you to discuss these concerns and, if they cannot be satisfactorily resolved, will encourage you to make arrangements for the education of your child elsewhere.

## **BULLYING POLICY**

St. Elizabeth School recognizes that bullying and intimidation have a negative effect on school climate and negate the spirit 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.** SES community shall not tolerate any bullying on school grounds or at any school activity on or off campus.
3. **Staff intervention.** SES 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. **Student and parents shall report bullying.** SES 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 below in paragraph 6.
5. **Investigation procedures.** Upon learning about a bullying incident, the principal, or designee, shall contact the parents of both the aggressor and the victim, interview both students, and thoroughly investigate. This investigation may include interviews with students, parents, 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.

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### **SAFE ENVIRONMENT PROGRAM (Concerning Child Abuse)**

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 this policy is contained in the handbook, “ To Offer Healing, To Restore Trust,” first published in 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/ Catechists 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. Elizabeth School will conduct Safe Environment training as part of the religious education curriculum. A meeting will be held before the class to provide parents an opportunity to review the safe environment materials.

Consent for participation in this program is included on the Parent Acknowledgment Form located in this Handbook on the last page.

## **EXPECTED BEHAVIOR**

### **Be prompt and be prepared.**

1. Come to class on time.
2. Have needed materials.
3. Have assignments completed.

### **Respect authority.**

1. Listen to authority.
2. Follow directions promptly.
3. Accept responsibility for behavior/action.

### **Respect rights of others.**

1. Use appropriate voice and language.
2. Listen to speaker.
3. Respect opinions and points of others.
4. Avoid harassing a fellow student or any adult on campus.

### **Respect property.**

1. Proper use of books, other classroom materials/ equipment and furniture
2. Proper care of restrooms, buildings and surroundings

### **Display a concern for learning.**

1. Remain on task.
2. Allow others to remain on task.

### **Display appropriate social skills.**

1. Cope (disagreement, teasing, failure), settle differences peacefully
2. Display courtesy and tact.
3. Interact with others appropriately.

**Display appropriate character.**

1. Be positive.
2. Be productive.
3. Be responsible.

**DISCIPLINARY POLICY**

St. Elizabeth School prides itself on the fact that students are challenged to practice respect, responsibility and resilience. These qualities surpass academic achievement. We educate the whole child: body, mind and soul. When a student chooses not to try his or her best and presents behavioral challenges, the following procedure will be implemented. Each level is accompanied by clear and detailed documentation prepared by referring teacher or staff member.

1. Verbal Warning
2. Teacher and Student Conference
3. Discipline Note Sent Home
4. After-School Detention
5. Parent/Student/Teacher Conference, counseling referral if indicated
6. Saturday Detention, if warranted
7. Note From Principal
8. Parent/Student/Teacher Conference with Principal
9. Counseling referrals to appropriate agency or medical personnel, as indicated

\*\*Please note that some behaviors will result in immediate conference with the principal and may result in counseling referral, suspension or expulsion.

**Specific Inappropriate Behavior:**

1. Extreme disrespect towards any member of our staff, verbal/sexual harassment of fellow student or any adult may warrant a serious disciplinary action according to the discretion of the principal and pastor of the School.
2. The possession, sale, or use of alcohol, drugs, tobacco, or any controlled substance, weapons or any object that can pose physical threat to others is a misdemeanor offense according to State law. Violation of this law will be reported to the appropriate law enforcement agency. This by itself warrants a strong disciplinary action at the discretion of the principal and the pastor of the School.

3. Fighting on campus and at school functions may result in automatic suspension/expulsion.
4. Cheating will not be tolerated. **If discovered, student's work will be confiscated and a failing grade recorded.**
5. **Theft/dishonesty is not tolerated.**
6. Willfully damaging or destroying school or private property will result in financial restitution by persons involved and necessary disciplinary action.
7. Gang activity is prohibited. Any dress, gestures, language-use related to gangs will result in immediate disciplinary action.
8. Students are not allowed to hangout on "off limit" areas such as behind the school and church buildings, church steps (front and side) and ramps without adult supervision.
9. Once on campus, students are not allowed to leave. After school dismissal, students are not allowed to return to campus once they have left the school grounds.
10. Game balls (basketball, soccer ball, football, volleyball) from home can not be brought to school. Only balls provided by the school may be used during recess.
11. Physical contact games that can cause serious physical injury or property damage (football, kickball, chase, wrestling, beaming, etc.) are not permitted.
12. Pagers, cellular phones, all types of electronic equipment (radios, CD players, games, etc.), razors, skateboards, in-line skates and toys that will take away attention from the educational environment are not allowed on campus or on field trips. These items if brought need to be surrendered to the teacher or school office prior to class time.
13. Students must leave the school grounds promptly after classes or when activities end. No student should remain on campus after 3:00p.m. unless participating in an adult supervised school activity. **Anyone remaining on campus after 3:00 p.m. will be placed in either the Extended Care or the Study Skills Programs.** A "drop-in" fee will be charged and must be paid upon pick-up.

14. Students are not to have more than \$5.00 in their wallets. **If it is necessary to have more money, they must bring it to the office to be put in the safe until the end of the day. The school is not responsible for any lost money in a student's possession.**
15. Items of value, including money and expensive jewelry, should remain at home. If special circumstances make it necessary for a student to have them, these items must be registered and left in the school office for safekeeping.
16. No gum chewing on campus or on field trips.
17. Slam, Slang books are not allowed on campus. They will be confiscated and necessary disciplinary action will be taken.

**\*\*All confiscated contraband items will be held in the office until the last day of school.**

No policy is capable of covering all of the infractions that can occur warranting disciplinary action. Therefore, the Administration of St. Elizabeth School reserves the right to censure or penalize students for behavior that is not appropriate and in accordance with Christian values and principles.

## DRESS CODE

Students of St. Elizabeth School are expected to be neat and well groomed at all times. Neglect or indifference toward the following regulations may lead to disciplinary action.

### **Jewelry:**

Girls are permitted to wear one pair of simple stud earrings in the traditional lower part of the earlobe. No dangling or loop earrings allowed.

Boys are not allowed to wear earrings.

Only a simple chain with a cross/religious medal may be worn around the neck. No other jewelry allowed with the exception of wristwatches.

### **Make-Up:**

No make-up, nail polish or artificial nails are allowed.

### **Hair:**

Hair is to be neatly combed. Extreme styles are not allowed (e.g. shaved, tails, dyed, two-layered styles, mushroom cuts, razor cut designs, spiked, etc.). Hair may not be frosted or tinted any color. **Hair accessories limited to white, black, and navy blue.**

Hair should not extend beyond the eyebrows for either boys or girls. Boy's hair should not touch the collar of the shirt, cover the entire ear or cover the eyebrows. **If hairstyle is not acceptable, students will not be allowed in class until the situation is rectified.**

### **Uniforms:**

The official school uniform must be purchased through the St. Elizabeth School contracted vendors with the exception of our PE uniforms which are purchased through our office.

### **BOYS' UNIFORM:**

**Dress pants:** Navy Blue Twill and perfectly fit (Grades K-8)

**Walk Shorts:** Navy Blue Twill (Grades K-8)

**Long Walk Shorts:** Navy Blue Twill (Optional for Grades 6-8)

**Shirt:** Embroidered SES Light Blue Polo (only solid white short sleeved T-shirts may be worn underneath); shirt must be tucked in at all times. Overly faded shirts, shorts or pants are not acceptable.

**Shoes:** Black, white or navy blue (no other color allowed in trim or shoelaces). Shoelaces must be properly tied.

- Socks:** SES Logo socks only and must be visible above top of the shoe, including high top shoes
- Size:** Uniforms must fit appropriately. Pants must be worn at the waist. No oversized pants are allowed.
- Belt:** Black or navy blue - to fit waist
- Outerwear:** Official school jacket only

**GIRLS' UNIFORM:**

- Skirts:** Plaid, and proper length (Grade K-8)
- Walk Shorts:** Navy Blue Twill (Grades K-8)
- Skort:** Navy Blue Poly/cotton (Grades K-8)
- Long Pants:** Navy Blue Twill (Grades 7-8)
- Shirt:** Embroidered SES Light Blue Polo; shirt must be tucked in at all times. Overly faded shirts, shorts, skorts or pants are not acceptable.
- Shoes:** Black, white or navy blue (no other color allowed in trim or shoelaces). Shoelaces must be properly tied.
- Socks:** SES Logo socks only and must be visible above top of the shoe
- Outerwear:** Official school jacket only

**Dress Uniforms for Mass Days:**

- Boys:** Dress pants, SES Light Blue Polo
- Girls:** Plaid skirts, SES Light Blue Polo

**PE UNIFORMS:**

- Boys and Girls:** St. Elizabeth School T-shirt and Shorts (No spandex or bike shorts allowed under PE shorts.) **Please note: overly faded shirts or shorts are not acceptable.**

**Grades K-8 should wear PE uniforms to school on assigned PE days.**

**Aloha Wear Guidelines:**

- Boys:** Dress pants (uniform or well fitted, no jeans)  
Hawaiian print collared shirts (no T-shirts)  
Shoes and socks, or sandals with back strap
- Girls:** Long/short muumuu, not exceeding 3" above the knee  
No spaghetti straps or backless outfits  
Sandals must have back strap--heels not to exceed 1 ½ "

**Free Dress Guidelines:**

Students will be allowed to wear free dress on designated occasions. This is a privilege and students are expected to dress in good taste.

**If dress is unacceptable, the student will not be allowed in class until his/her parent brings a suitable change of clothes.**

**Boys:** No tank tops

Shoes and socks, or sandals with back strap

T-shirts must be in good taste (no slang or lewd prints).

Bermuda length shorts (not to exceed 3" above the knee)

No caps, hats, scarves, berets, bandannas

No extremely oversized clothing

**Girls:** Length of dresses/shorts must not exceed 3" above the knee.

Absolutely **no** spandex shorts, shirts, tops may be worn.

Necklines must be modest, no bare midriffs or waists.

No see-through tops, caps, hats, scarves, bandannas, berets

No extremely oversized clothing and/or short skirts or shorts

No tight or hip-hugger jeans and/or shorts

Sandals must have a back strap--heels not to exceed 1 ½"

Sport shoes must be worn with socks

**Consequences for Dress Code Violation:**

1. First violation - Student will be verbally reminded and dress code violation reminder is sent home to parents for signature.
2. Second & Third violations – student will serve an after school detention on scheduled date. A notice of detention will be sent to the parents.
3. Repeated violation will result in a scheduled conference of parents with the Principal or Assistant Principal.

**\*\* All students are required to dress appropriately for P.E.**

**Failure to do so will affect P.E. grade.**

**Note: Any deviation from the Dress Code for important reason(s) requires a note from parents and approval from the Principal/Asst. Principal in order to obtain an excuse good for one day only.**



## **COMPUTER/INTERNETACCEPTABLE USE POLICY:**

### **I. INTRODUCTION**

As an integral part of the Aiea community, St. Elizabeth School strives to prepare our students to live their Catholic faith within a global, technological society. Today's world information bank demands that our students learn to access, manage, evaluate, apply and organize unlimited data using a variety of technology tools, including the Internet. Developing electronic information research skills enables students to access extensive library systems and databases, and to interact with others beyond the school community. As a technology tool, Internet access enhances unique resource opportunities; such as facilitating research, encouraging communication, inviting collaboration and promoting greater participation in the global community. We envision the use of multimedia technology to enhance the lifelong formation and education for our students, faculty and staff.

### **II. GENERAL GUIDELINES**

- A. We expect that St. Elizabeth School computer/Internet resources are to be used in a reasonable, efficient, ethical, moral, and legal manner in accordance with the mission statements, values, understandings and beliefs of the Hawaii Catholic Schools of the Honolulu Diocese and St. Elizabeth School. The use of SES computer/Internet resources is a privilege, not a right. All use of the computer /Internet resources must support the curricular goals and objectives (e.g. research, information sharing, communication, participation in the global community) and be consistent with the mission statements of St. Elizabeth School and Hawaii Catholic Schools.
  
- B. Field trips are enriching experiences of classroom learning; they are privileges afforded to students. Participation in an electronic field trip (EFT) can be denied if academic or behavioral requirements are not met. A copy of the Acceptable Use Policy (AUP) agreement must be on file; no facsimile is acceptable. Failure to submit the proper form will result in students not being allowed to participate in EFTs. Phone calls or facsimiles (FAX's) will not be accepted in lieu of proper forms. Parents have the right to refuse to allow their child to participate in EFTs.

- C. Use of St. Elizabeth School Internet system for commercial activities is strictly prohibited. Students are not authorized to make any purchases of goods and/or services through school accounts. St. Elizabeth School is not responsible for any financial obligations arising from such purchases made by students through unauthorized use of the system.
- D. For the purpose of this policy, USER is herein defined as “any staff member, student or parent of St. Elizabeth School student” who uses an SES Internet connection.
- E. Network user behavior expectations include:
1. abiding by Hawaii State and United States Federal laws and regulations.  
**Transmission of any material in violation of these laws and regulations is prohibited.** This includes, but is not limited to
    - access and/or transmission of obscene, pornographic, or sexually explicit material
    - access material advocating violence or discrimination (hate literature)
    - activities disruptive to the network system
    - unauthorized attempts to enter restricted areas of information
    - transmitting threatening, defamatory or fraudulent messages
    - deliberate violations of copyright, or other use of another person’s intellectual property without their prior written consent and/or cite credit to the author
    - use of inappropriate language
  2. avoiding unauthorized log-on by students
  3. refraining from theft or vandalism of hardware, software or information
    - obtaining a password or rights to another’s directory or e-mail
    - vandalism: defined here as any malicious or deliberate attempt to harm or disrupt services, whether by physical means or by uploading or creating computer viruses
    - copyright infringement

4. assuring that the system remains virus free by:
  - not using unauthorized floppy disks and/or
  - installing unauthorized files or programs
  - downloading files of any type, other than e-mail, without the expressed permission of the school Technology coordinator or designated faculty member
5. maintaining privacy for self and others by
  - not disseminating any personal information (e.g. full names, telephone numbers, addresses and/or social security numbers) without teacher and parental authorization
  - not accessing “chat rooms”
  - not agreeing to meet with any on-line acquaintance
6. accepting personal responsibility by:
  - not acting as representatives or agents of St. Elizabeth School without specific permission: users telecommunicating with individuals, groups or institutions do so as individuals
  - acknowledging that SES reserves the right to monitor any electronic communication on its network

F. Any user violating these system guidelines, being identified as a security risk, or having a history of system tampering will be denied further Internet access through the school connection.

### **III. ROLES and RESPONSIBILITIES**

#### **A. DIOCESAN SCHOOL BOARD POLICY and REGULATIONS**

Use of computer resources must support the educational mission of Hawaii Catholic Schools and abide by Hawaii State and United States Federal laws and regulations (including but not limited to all federal copyright and trademark laws and licensing agreements).

#### **B. THE SCHOOL**

We expect that St. Elizabeth School network system is to be used in a reasonable, efficient, ethical, moral, and legal manner in accordance with the mission statements, values, understandings and beliefs of the Hawaii Catholic Schools of the Honolulu Diocese and St. Elizabeth School. The use of SES computer/Internet resource is a privilege, not a right.

In addition to the **BEHAVIORAL EXPECTATIONS** documented in the Student/Parent Handbook, students will follow the **General Guidelines** as defined in Section II of this policy.

St. Elizabeth School provides parents with a copy of the Acceptable Use Policy.

Publication of student/staff work on the Internet must comply with all federal and state laws.

St. Elizabeth School makes no warranties of any kind, whether expressed or implied, for the service it provides. St. Elizabeth School makes no guarantee that the system will be error free and specifically denies any responsibility for the accuracy or quality of information obtained through the Internet access. Use of any information obtained via the SES network system is at the user's own risk.

St. Elizabeth School will not be responsible for any damages that users may experience while using the SES network system. This includes loss of data, non-deliveries, mis-deliveries, or service interruptions.

#### C. THE TEACHER

Teachers will receive inservice on educational Internet usage and are responsible for evaluating websites used on the St. Elizabeth School Internet system.

Teachers are responsible for explaining the St. Elizabeth School Acceptable Use Policy and instructing students in the proper Internet etiquette as outlined in the **General Guidelines** under Section II of this document.

Teachers have the authority to monitor any student's electronic communication on the SES network.

#### D. THE STUDENT

**The use of SES computer/Internet resources is a privilege, not a right.** In addition to complying with the **BEHAVIORAL EXPECTATIONS** documented in the Student/Parent Handbook, students will follow the **General Guidelines** as defined in Section II of this policy.

Students are responsible for their own actions. Any willful damage or destruction of school or private property will result in, but is not limited to, financial restitution by the persons involved. Furthermore, any inappropriate use of computer/Internet resources will result in the cancellation of computer/Internet access on the SES network.

## E. THE HOME

Parents/guardians should support their child's use of the St. Elizabeth School Internet system by reinforcing the educational goals and promoting responsible Internet use as defined in this policy.

Parents/guardians obtaining Internet access for their children at home must realize that they are the only adults in a position to supervise their children's Internet activities.

## EMERGENCY/DISASTER PLAN

### **Fire Drills:**

Drills are held periodically to prepare students for an emergency. Fire alarms are signaled by a long buzzer. Fire drill procedures are posted on the bulletin boards in each classroom.

### **Inclement Weather:**

Classes will be suspended if in session or canceled if the health and safety of the school community are at risk. Parents will be informed through option C parent alert system and the local radio/TV stations if the need arises.

### **Tsunami Warning:**

The school is not in a tsunami zone and therefore will not have to evacuate. In the event of a Tsunami warning:

- Students will be cared for until parents can safely pick them up.
- If a warning is issued before school opens, please keep your children home. School will be closed.

### **Hurricane/Tropical Storm:**

If a storm should affect Oahu within 24 hours or less, we will monitor the storm and make a decision to close the school. Listen for Civil Defense information on the radio/TV. We will follow the directions for the public schools in our area. When public school classes are canceled or dismissed by the State Civil Defense Office, we will follow the same directions.

### **Earthquake:**

Should an earthquake of significant magnitude occur on Oahu, we can anticipate considerable disruption to our transportation system. Please be assured that your children will be cared for until they can be safely picked up by individuals designated on the Emergency Form.

### **Bomb Threats:**

In the event of a bomb threat, be assured that the administration has a plan in place for the safety of the children.

### **Pandemic Outbreak:**

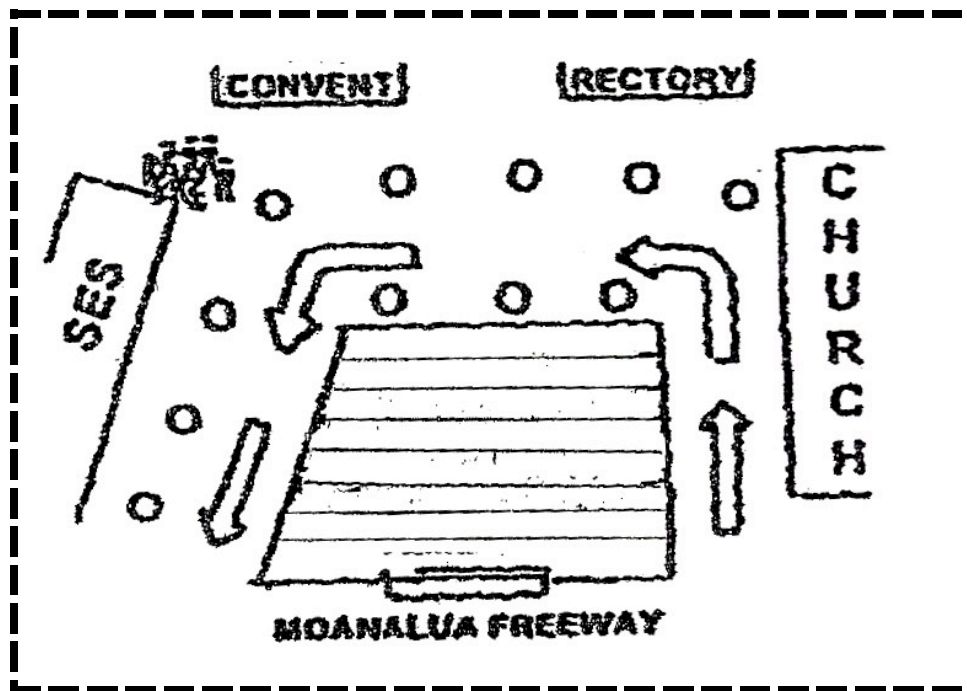
In the event of a pandemic outbreak alert, we follow the Hawaii State Department of Health directives.

## MISCELLANEOUS INFORMATION

### Traffic:

The school grounds should be properly entered and exited for the safety of the students. Cars should not exceed 5 miles per hour on school property. Students must be dropped/picked up in the areas designated for that purpose. If you park your car, please accompany your child to the classroom. **Cars must not be unattended by driver with engines running.**

Please refer to the diagram of traffic flow pattern within the school grounds. Traffic flow patterns are subject to change.



Student JPO'S (Junior Police Officers) and the adult pedestrian monitor are on duty 15 minutes before and after school. They are trained by the Honolulu Police Department. Please respect their directions. If you encounter a problem, bring it to the attention of the adult on duty.

Students are dropped off and picked up in the coned area on the school side of the parking lot. Follow the traffic arrow through the parking lot to keep the traffic flowing. For the safety of our students, **please refrain from using cell phones while driving on school/church property.**

**Visitors:**

**For security reasons, no one is allowed to go directly to classrooms at any time.** All visitors must report to the school office, sign in and pick up a Visitor's Pass. Visits to the classroom, library, playground, etc. must be pre-arranged and approved by the school office.

All school volunteers, including parents, must attend a Safe Environment Class to obtain certification.

**Authority to Direct Persons to Leave the School Premises:**

The School Administration is authorized to direct individuals to leave the school grounds if he/she:

- disrupts or threatens to disrupt school operations;
- threatens to or attempts to do or does physical harm to school personnel, students, or others on the school premises;
- threatens the health or safety of students, school personnel, or others on the school premises;
- intentionally causes damage to school or property of others on the school premises;
- or
- uses loud or offensive language on the school premises.

The person may be directed to leave the school premises by the Administration. If the person refuses to leave the premises as directed, the administrator or other authorized personnel shall seek the assistance of a law enforcement officer and request that they take such action as is deemed necessary.

**Parking:**

All visitors must adhere to entrance and exit directions when entering school/church property. Parking is not available on the school grounds during school hours: this area is used as the playground. **When parking in the lot that is adjacent to the church and school —you must park on the concrete slab, in the designated parking stalls.**

**\*\*All entrance/ exit/ parking directions are subject to change.**

**Textbooks:**

Textbooks are provided for students to use on loan. Because of the high cost of textbooks, the family is responsible for their care. Books must be covered. Stretchable cloth book covers can damage book bindings and are not allowed. A fee will be charged for damaged or lost texts.

**Use of Student Information/Pictures:**

No personal student information or pictures will be used without parental consent; generic information will be used for statistical purposes only.



## **Wellness Policy:**

This policy supports the mission of St. Elizabeth School, a Hawaii Catholic School. The school community recognizes that a poor diet, combined with lack of physical activity has a negative impact on students' 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 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. Elizabeth School is to:

1. Provide a positive environment and appropriate knowledge of healthy food choices and the benefits of daily physical activity that:
  - a) ensures that students have access to healthy food choices and safe physical activities at school and at school functions;
  - b) provides a pleasant eating environment and secure playground for students and staff;
  - c) allows sufficient time for students to eat lunch and to engage in social activities for physical fitness;
  - d) enables students through a comprehensive health and physical education curricula to acquire the knowledge and skills necessary to make healthy food and physical activity choices for a lifetime.
2. Reduce student access to foods of minimal nutritional value 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.

**ST. ELIZABETH SCHOOL  
HANDBOOK ACKNOWLEDGMENT RECEIPT  
(DETACH AND RETURN BY August 26, 2016)**

My son/daughter \_\_\_\_\_ and I have read this handbook together. We agree to be governed by the policies set forth in this handbook.

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(Family Name – Please Print)

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(Student's Signature/Grade/Date)

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(Student's Signature/Grade/Date)

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(Student's Signature/Grade/Date)

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(Student's Signature/Grade/Date)

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(Student's Signature/Grade/Date)

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(Parent's Signature/Date)

OVER

## St. Elizabeth School Acceptable Use Agreement (AUP)

### Sponsoring Teacher:

I have identified the Internet as a valuable resource, which can be used to enhance my presentation of the curriculum. I recommend \_\_\_\_\_ as a user of this resource. He/she has received instruction on the appropriate use of the Internet and on the meaning of the St. Elizabeth School AUP. I will provide guidance to my students in finding appropriate material and information on the Internet during class activities.

Date: \_\_\_\_\_ Teacher's Signature: \_\_\_\_\_

### Student:

I have participated in an orientation session on the acceptable use of the Internet. I understand my responsibilities pertaining to the use of the Internet and agree to follow the Internet guidelines developed in the St. Elizabeth School AUP. Further, I understand that any violation of the conditions or rules of the AUP may result in the suspension of privileges and/or other consequences deemed necessary by my school.

Date: \_\_\_\_\_ Student's Name/Grade: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

### Parent/Guardian:

I have read the St. Elizabeth School AUP and understand that this Internet access is designed for educational purposes. Although I understand that St. Elizabeth School has taken precautions to circumvent student access to controversial material, I recognize that it may be impossible to restrict access to all controversial materials and I will not hold St. Elizabeth School responsible for materials acquired from the Internet. I assume full responsibility for supervising my child's Internet usage in the home.

Date: \_\_\_\_\_ Parent/Guardian's Name: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

**Each** child must sign the Acceptable Use Agreement—extra copies available in School Office.

**Safe Environment Program**  
**(DETACH AND RETURN BY August 26, 2016)**

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

\_\_\_\_\_ Yes, I give my consent for my child(ren) to participate in the Safe Environment training program.

\_\_\_\_\_ No, I do not give my consent for my child(ren) to participate in the Safe Environment training program. On the day this lesson is presented, my child(ren) will not attend religious education class and will be under my supervision.

\_\_\_\_\_ I will attend the parent class and make my decision at that time.  
(I understand that without written parent consent, a child may not attend religious education class on the day this lesson is presented.)

\_\_\_\_\_

Print Name (Parent/Guardian)

Date

\_\_\_\_\_

Signature(Parent/Guardian)

Date

\_\_\_\_\_

Print Student Name

Grade

\_\_\_\_\_

Print Student Name

Grade

\_\_\_\_\_

Print Student Name

Grade