



St. John the Baptist Catholic School

**STUDENT & PARENT HANDBOOK
2017-2018**

PRINCIPAL'S MESSAGE

Welcome to St. John the Baptist Catholic School!

This Student and Parent Handbook is a resource guide to provide our families with important information about the daily operation of St. John the Baptist Catholic School. In addition to a brief background on the school's history, philosophy and mission, the handbook includes the policies and guidelines of our Diocesan-based parish school which are necessary to create a safe and healthy learning environment for the pursuit of spiritual growth and academic excellence on our campus.

Through these various rules, procedures and expectations, our best effort is made to ensure mutual respect and responsibility for actions consistent with the doctrine and teachings of the Catholic Church. Our focus is on enabling each student to realize his or her individual learning potential in partnership with our teachers, parents and guardians in an environment that supports Christian values and morals.

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

While every attempt has been made in this handbook to describe the philosophy, services, and structure of the school's educational program and to cover as many topics and areas of concern as possible, the specific rules and procedures herein should not be considered all inclusive. We retain the right to amend the handbook in response to the ever-changing dynamics of daily life at St. John the Baptist Catholic School. Parents will be notified of any revisions that may occur throughout the school year. The Principal is the final interpreter of the content of this handbook.

Our faculty and staff look forward to having you join us in active participation in the spiritual, moral, academic, physical, and social development of all our students. We appreciate your cooperation and support of the Student and Parent Handbook's guidelines in maintaining a safe and nurturing educational environment.

Carol F. Chong
Principal

SJBSCS Reserves the right to modify, change, update or delete the content of this handbook throughout the year, in conjunction with changes to school policy.

Revised 7/11/17

DIOCESAN MISSION OF CATHOLIC EDUCATION

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

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

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

OUR SCHOOL MISSION

St. John the Baptist Catholic School perpetuates the Catholic Faith by living as Christ lives, by teaching as Christ teaches and loving as Christ love.

SCHOOL WIDE LEARNING EXPECTATIONS

- A. Active Christians who...
 - i. regularly participate in prayer, the sacraments, and other liturgical celebrations
 - ii. reach out to others through service projects
 - iii. respect life and the world in which we live
 - iv. make oral choices based on Christian values
 - v. support the mission of the Catholic Church
- B. Life-long learners who...
 - i. value continuous learning, establish goals and achieve them
 - ii. analyze information critically; think and collaborate globally
 - iii. develop positive, wholesome relationships
 - iv. work independently; are self-motivated and self-directed
 - v. utilize technology competently and responsibly
- C. Effective communicators who...
 - i. articulate ideas clearly and creatively
 - ii. understand the use of verbal and non-verbal communication
 - iii. demonstrate proper writing and oral skills
 - iv. express feelings, thoughts through the arts
 - v. listen and collaborate with others respectfully
- D. Dynamic citizens who...
 - i. follow rules, respect the rights of others, and make meaningful contributions to the community
 - ii. understand their own heritage, appreciate and respect multicultural diversity
 - iii. engage in cultural, political, and social justice issues
 - iv. demonstrate awareness of current events, world affairs, and their effect on life
- E. Healthy individuals who...
 - i. practice good personal hygiene
 - ii. eat a healthy, nutritious, and well balanced diet
 - iii. maintain a physically active life
 - iv. cope appropriately with stress and challenges
 - v. adopt a balanced and healthy lifestyle

History of St. John the Baptist Catholic School

St. John the Baptist Catholic Church first opened its doors to the people of Kalihi in May of 1844. One hundred fifteen years later, September of 1959, St. John the Baptist Catholic School opened its doors to the children of Kalihi.

The original school building was constructed in 1958-1959 under the direction of Father John M. Coulehan, M.M., 7th pastor of St. John the Baptist Parish. The convent building was added in 1962. Maryknoll Sisters opened and staffed the school from 1959-1976. In September of 1976, the Dominican Sisters of the Most Holy Rosary took over the management and operation of the school. Under the guidance of Father Laurence S. Vaughan, M.M, 10th pastor of St. John The Baptist Parish, the parishoners completed the physical facilities of the school.

In May of 1979, Bishop John J. Scanlan, D.D. blessed the new social hall, the Ministry office, Science room, Kindergarten room, and the library. In January 1985, the transfer of administration leadership for the parish and school took place between the Maryknoll Fathers and the Diocese of Honolulu.

Carol Chong became the school's first lay principal in July of 2016. In July of 2017, Father Moses Akebule was named the 19th administrator of St. John the Baptist parish and school.

GENERAL INFORMATION

OFFICE HOURS

Office hours for the Main Office and Business Office are 7:30 AM to 3:30 PM on regular school days. Office hours in summer and during intersession are 8:00 AM to 12:00 PM. The Main Office phone number is 841-5551. The Business Office phone number is 380-9914.

SCHOOL HOURS

The school day begins with morning assembly at 7:55 AM. Students are tardy after 8:15am. School ends at 2:50 PM. On designated half days, dismissal is at 12:00PM. Please consult the school calendar for half days and school holidays. **St. John the Baptist Catholic School does not assume responsibility for children who arrive on the premises before 7:00 AM.** The courtyard is supervised each school day by staff beginning at 7:00 AM. **For the safety of the student and the liability of the school, parents must supervise their child if arriving before 7:00 AM.** Students that arrive beginning at 7:00AM will be sent to morning Mass which begins at 7:15 AM.

LATE PICK-UP POLICY

Students may not wait in any area unsupervised by an authorized adult. Students may not leave campus, and subsequently return, unless accompanied and supervised by a parent/guardian or authorized adult.

Students remaining after 3:00PM (full days) or after 12:15 PM (half days) will be taken to After School Tutoring and parents will be assessed the fee of \$10.00 on full days and \$15 on half days. Homework supervision will be provided until the parent or guardian arrives to sign out the student.

In the event of an emergency situation, a call to inform Administration in the Main Office is essential so any anxiety for the child may be relieved.

BUSINESS OFFICE (also see Financial Policies and Procedures section)

The Business Office is open from 7:30 AM to 3:30 PM Monday through Friday during the school year and is closed on all school holidays. During the Summer and Spring Breaks, the Business Office hours are 8:00 AM to 12:00PM. **The Business Office phone number is 380-9914.**

The Business Office is located in the office next to the Principal's office. All financial matters are handled through the Business Office (payments for tuition, After School Tutoring, fees, FACTS contracts, etc.). We accept Cash, Cashier's Check, Check, Money Order, and Travelers Check. Payments may be made in person, through the postal service, or sent in via the student. As a matter of policy, cash payments should be made directly to the Business Office by parents/guardians during school hours and should not be sent to school via student(s). Payments are not accepted at any other location on campus.

VISITORS

All visitors must report to the school office to sign in and obtain a visitor's badge. For the safety and security of our students, no one is permitted to go directly to the classroom, library or playground. Prior arrangements to visit classrooms or

participate in school activities should be made.

PARKING

Parking lot signs should be noted. The parking lanes under the T.C. Ching building is reserved for faculty and staff parking. Parents and visitors may not park in this area between 6:30 AM – 3:30 PM.

AFTER SCHOOL TUTORING

After School Tutoring is available for registered St. John the Baptist Catholic School students for a fee. After school tutoring is for students in Grades K-8 is from the time of school dismissal until 5:30 PM. Students who do not get picked up on time will be sent directly to tutoring and parents will be assessed the drop-in fee for the day. Please call the school office if your student will be dropped off for the day. Parents will be billed for the day(s) of attendance.

MASS

Daily Mass begins every morning at 7:15AM. Students will be directed to Mass upon arrival on campus. Students that arrive after 7:35AM will wait in their morning assembly designated class line.

School Mass or Prayer Service is generally celebrated once a month in the church for all students in grades PreK-8th. The uniform of the day is the Mass uniform (white polo with khaki bottom). Students who have scheduled P.E. on the day of Mass should bring their P.E. uniform to change into. PreK will wear their usual attire of SJBCs gold t-shirt and green mesh shorts/khaki bottom. Parents are cordially invited to attend. Seating is in designated areas.

MORNING ASSEMBLY

A school wide assembly is held each morning at 7:55 AM in the front courtyard. At this time, prayers are recited as a community and positive values shared. Students are taught proper etiquette and respect for the flag and the National Anthem. Teachers are present to ensure that appropriate standards of conduct and decorum are observed. School announcements follow as well as occasional recognitions. Please do not enter the courtyard until assembly is finished out of respect for prayer, the Pledge of Allegiance to the flag, and the National Anthem.

HEALTH ROOM

The health room is available for the immediate and temporary care of injuries and illnesses that occur during the school day from 7:30 AM until 3:00 PM. The health room is staffed during school hours by office staff who are CPR/First Aid certified. Staff provides first aid care for the injured and isolates ill students until they are picked up. Due to limited space in the health room, parents must pick up their ill child(ren) within one hour after notification by the office staff. **The health room telephone number is 841-5551.** Medications may be administered by designated office staff only with proper authorization forms signed and on file.

CATERED LUNCH OPTION/SNACK BAR

St. John the Baptist School works with a private catering company as a lunch option. Students may also bring a lunch from home. Microwaves are available in each homeroom to heat up student lunches. There is no refrigeration available for student lunches. Please plan accordingly.

The snack bar is open every designated morning recess for Grades K-8. Students have the option of purchasing little snacks for a minimal fee. Cash only. Snacks are upon availability.

SCHOOL DAY SCHEDULE

Regular Day

7:55 AM	Bell: Assembly incourtyard
9:45 – 10:00 AM	Snack Break/Recess (K – 4 th)
10:05 – 10:20 AM	Snack Break (5 th – 8 th)
11:30 AM – 12:15 PM	1 st Lunch Period K – 4 th Grades
12:15 PM – 12:55	2 nd Lunch Period 5 th – 8 th Grades
2:50 PM	Dismissal (Students to car line, tutoring or walk home)

Early Dismissal Days/Half Days

7:55 AM	Second Bell: Assembly incourtyard
9:45 – 10:00 AM	Snack Break/Recess (K – 4 th)
10:05 AM – 10:20 AM	Snack Break (5 th – 8 th)
12:00 PM	Dismissal – No Lunch (Students to car line, tutoring or walk home)

I. ADMISSIONS & RECORDS

NON-DISCRIMINATION STATEMENT

St. John the Baptist Catholic School is a non-discriminatory educational institution and employer. The school does not discriminate in its employment or its admission policy on the basis of race, sex, color, religion, national origin, or disability, if with reasonable accommodation, the individual can function.

NEW STUDENT PROBATION

All students new at St. John the Baptist Catholic School will be accepted on a probationary period for the first three months of their enrollment. A probationary student, at the discretion of the administration based on a performance evaluation and/or for just cause, may be dis-enrolled at any time during this three-month interval. If the need presents itself, the probationary period may be extended or reinstated at the discretion of administration.

RETURNING STUDENTS

Each spring our families are asked to complete a not returning survey to indicate their desire and intent to reenroll. Submission of a non-refundable comprehensive fee prior to an established deadline is required for reenrollment consideration for the following school year. An Intent to Return worksheet must be returned to the Business Office by the date directed in order to reserve a space. Continued enrollment at St. John the Baptist School is not automatic. The school reserves the right to admit or deny admission to any applicant at the discretion of the administration.

STUDENT RECORDS

The Buckley Amendment also known as the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) protects the privacy of student educational records and is a Federal Law that gives the parents or legal guardians of the students the right to review their child(ren)'s records in the presence of the principal or his/her delegate. Parents have the right to request that the School correct records they believe are inaccurate, misleading or otherwise in violation of the student's privacy rights. The school will make a reasonable effort to comply with legitimate requests for inspection of records. Written requests for access to the records should be made through the school's office staff.

The school also 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 noncustodial parent with access to the academic records and to other school-related information regarding the child(ren).

If there is a court order specifying that there is to be no information given regarding a student, it is the responsibility of the custodial parent to provide the school with a current official copy of the court document(s) for the student's files and to keep school personnel informed of changes that affect the status of the order.

II. FINANCIAL POLICIES AND PROCEDURES

GENERAL FINANCIAL INFORMATION

Questions regarding financial policies and procedures should be addressed to the Business Office at 380-9914 (Business Manager). One company provides service to St. John the Baptist Catholic School: **FACTS**.

FACTS Tuition Management - collects tuition

Tuition payments through FACTS are made automatically from your designated checking, savings or credit card account.

Agreements: Every family is required to have a FACTS agreement. FACTS agreements are renewed each year for returning families. Every new or renewed contract is assessed an enrollment fee from FACTS. Contact the Business Office should there be changes to the payment plan or dates on existing FACTS agreements. Note: Automatic payments for the “monthly” tuition plan start in July and goes through May.

Unsuccessful Debits: FACTS will make up to three (3) attempts to collect a scheduled payment. Then that payment will be considered “unresolved”. An “unresolved” payment must be paid directly to the school. Transcripts for non-returning students and class assignments for returning students will not be released until the account is cleared. At the end of the school year, any outstanding account will be sent to a collection agency. Should you require changes be made to your banking account, please log into your FACTS account and change your financial information. Please contact FACTS at (866) 441-4637 for further assistance. The financially responsible party is responsible for any fees incurred resulting from a return payment from the bank or Credit Card Company.

RETURNED CHECKS

A \$30 Returned Check Fee is assessed for any unpaid check deposited to SJBCS.

DEWAR TUITION REFUND INSURANCE

Those on a monthly payment plan will be given the necessary forms from Dewar Insurance Company in the event that the student needs to be withdrawn. Tuition is pro-rated and parents’ financial obligation is paid to St. John the Baptist Catholic School in the event of student withdrawal, termination or transfer.

Parents who have paid their tuition in full may be given a pro-rated tuition refund at the discretion of the Administration. No refunds are issued after third quarter ends. The registration deposit, comprehensive, fundraiser, and PTG fees are nonrefundable or pro-rated.

Refunds are processed after the student’s departure. Kindly provide the Business Office with a forwarding address for refund purposes. Refunds or FACTS Agreement Termination are pending of any outstanding balances owed to St. John the Baptist Catholic School.

END-OF-YEAR: OUTSTANDING BALANCES ON ACCOUNT

All accounts, both tuition and fees, are to be settled by June 30th. The school reserves the right to deny re-enrollment to any child with an outstanding balance. Non-returning students will be denied records/transcripts until the balance is paid in full. Outstanding balances over \$ 3,000.00 must be paid by cashier's check or money order only. Personal checks will not be accepted.

III. TRANSFER PROCEDURES

GENERAL INFORMATION

The school office requires two weeks written notice when a student is transferring to another school. The student must return all hardback textbooks, and borrowed library books in good condition. A fee, covering full replacement cost, will be charged for any lost or damaged school property. All outstanding balances must be paid in full for the authorized release of student records and transcripts.

OVERSEAS TRANSFERS

Due to the possibility of military transfers from our school, permission is granted, at the principal's discretion, for the student's permanent records to be hand-carried by parents/guardians to the new school. Parents/guardians should obtain records from the school office no earlier than the child's last day of school.

TRANSFERS ON-ISLAND

Student records are mailed directly to the new school if it is an on-island transfer. Parents/guardians should obtain a release card and the health records, as directed after the last day of attendance.

IV. CURRICULUM

CATHOLIC RELIGIOUS STUDIES/SPIRITUAL PROGRAMS

Students of all faiths are welcome at St. John the Baptist Catholic School. All students are expected to attend classroom periods of religious instruction and scheduled church services and liturgical activities. Non-Catholic students are not required to actively participate in church services, but are required to maintain a respectful presence and attitude. Students study Catholic Doctrine and Church history and heritage and are provided time each day for prayer and worship as a community. Regular daily prayer is conducted at morning assembly, prior to lunch, and at the end of the school day. A sacred liturgical prayer space is maintained within each classroom with the opportunity to request prayers for special intentions. Special devotions include: Praying the Rosary, Blessings, Advent and Lent Penitential Services, Stations of the Cross, Retreats, Crowning of Mary, etc.

We believe that Religion is something that is lived, not just studied and mastered, or assigned a grade. However, Catholic Doctrine is designated a core subject, and

students are assigned a grade based on demonstrated performance.

Grade 2 students receive sacramental preparation for First Reconciliation, First Eucharist and Confirmation as part of the second grade religious curriculum. However, the sacraments are administered in each student's registered parish. Catholic families are requested to seek the requirements regarding these sacraments from their own individual parishes at the beginning of the school year. Permission to receive the sacraments for the first time with SJBCS classmates is required from the family's registered parish. Any arrangement for the sacrament of Baptism must be addressed with the pastor at the child's home parish well in advance of First Reconciliation, First Eucharist and Confirmation.

LANGUAGE ARTS

A comprehensive language arts curriculum challenges and engages students in all grade levels (K – 8th). Incoming/Outgoing expectations are guided by six specific strands that flow throughout the curriculum and many extracurricular activities. The six strands include: oral/listening; spelling; handwriting; grammar; reading; writing. Each of these is taught commensurate with the grade level, development, and maturity of the student. Basic skills supported by technology become the foundation for future education and are emphasized each year.

MATHEMATICS

A comprehensive math curriculum challenges and engages students in all grade levels (K – 8th). Each grade level covers specific content areas, yet there are strands that flow through grade levels. These strands are: problem-solving; patterns and number relationships; data, statistics, and probability; whole number concepts and operations; fraction concepts and operations; ratio and proportion; geometry; measurement, time, and money; and algebraic thinking. The Mathematics Program places special emphasis on hands-on learning through manipulatives and problem-solving skills. Basic computation and math in everyday life provides a realistic basis for mathematics in grades K-5. Transitional Math, Pre-Algebra and Algebra are taught at the middle school levels, Grades 6-8. Technology is used as a key resource component.

SCIENCE

The goal of the Science Program is to develop student understanding of scientific knowledge, ideas, and inquiry processes that will allow students to participate effectively as members of society. These processes and skills extend across the science curriculum for all grade levels and include: measuring; using space – time relationships; collecting and organizing data; graphing; inferring and predicting; making, selecting, and testing hypotheses; identifying and controlling variables; model building; using equipment; using scientific vocabulary; communicating; thinking and process integration.

SOCIAL STUDIES

The Social Studies Program develops an understanding of history, geography, and social institutions. It also fosters an appreciation of the peoples of the world and our own American heritage, while strengthening commitment to democratic values and processes. It promotes strong moral characteristics, effective communication, recognition of multi-cultural differences as well as problem solving and critical thinking.

COMPUTER ROOM

Computer technology in the elementary school Grades K-4th is designed to enhance basic skills within the integrated context of the curriculum. Students in grades K-4 are scheduled for exploratory or instructional periods once a week in the Computer Room. As part of Technology Acceptable Use Policy, the Center students Internet/Cyber Safety and Digital Citizenship. The skill of keyboarding is introduced and students work towards mastering this skill. The use of iPads are also introduced and students have structured instruction in various educational applications and learn essential technology skills that enhance their learning, collaboration, and global awareness. Homeroom and subject teachers may sign their class up for additional time in the Computer Room to work on special projects or research assignment depending on availability.

LIBRARY

The library skills curriculum is designed to familiarize students with the resources and procedures of libraries and to instill a love of reading. Research skills, introduction to and use of the library and introduction to various genres of literature are taught during library classes. Students K-5th visit the library once a week for check-outs, read-alouds, and formal instruction which supports their maturity levels and academic development. Students may borrow books during weekly visits.

PHYSICAL EDUCATION

The Physical Education Program (PE) for grades K-8 follows the National Standards in Physical Education. Specific content at each grade level addresses the student's personal and mental wellness, his/her physical fitness, movement exploration, participation in game-related activities, individual/team sports/skills, and in lifetime activities. Students gain an understanding of the body's function through exercise. Students in grades 5-8 spend significant time with strengthening cardiovascular endurance through running, strength building, flexibility, and traditional team sports skills. Parents are encouraged to invest in quality athletic shoes for their child(ren) to wear on PE class days. An informal health curriculum is provided to students. Subjects reinforced during the school year are first aid, safety, personal hygiene, social development, acceptance of individual differences and sportsmanship.

V. PERFORMANCE ASSESSMENT

REPORT CARDS - GRADES K-8

Computerized report cards for Grades K-8 are issued quarterly and made available on-line. The report assesses scholastic performance, level of achievement, conduct, effort, and work habits. Parents/guardians can access the report card online through GradeLink.

PERFORMANCE ASSESSMENT SYSTEM

Standards

St. John the Baptist Catholic School employs a variety of performance assessments, or grades, depending upon the developmental level of the student as well as local requirements at grade level. Assessment reporting methods vary

between grade levels and “core” and “elective” subject areas. Core subjects are Catholic Doctrine, Language Arts, Math, Science, and Social Studies. These are the grading systems:

Kindergarten and Grades 1, 2, 3

E – Exceeds standard

M – Meets standard

W – Working towards standard

N – Not at grade level standard

No mark – Standard not addressed during current marking period

Academic Marking Code: Grades 4-8

A 97-100

A- 93-96

B+ 91-92

B 87-90

B- 85-86

C+ 82-84

C 78-81

C- 75-77

D+ 74

D 71-73

D- 70

F 0-69

Behavioral Expectations/Learning Skills Code:

1=Exceeds expectations

2=Meets expectations

3=Improvement needed

4=Unsatisfactory

At the Middle School level, St. John the Baptist Catholic School uses both Formative and Summative Assessment. In 7th & 8th Grade, Formative Assessments are measured as Work Habits that include Homework and Participation. Summative Assessments include Classwork, Projects, Tests, and Quizzes. In 8th Grade, students take midterm and final exams. Narrative comments appear on the computer-generated report cards. SJBCS does not use a curve when grading nor are final grades rounded to the next percentile. Various accommodations that are made for individual students will be noted on the report card. Report Cards are issued quarterly for grades K – 8th.

STUDENT PLANNERS FOR 5TH – 8TH

Student planners are issued for students in Grades 2-8. Students in Grades 5-8 are responsible for maintaining their Student Planner with homework, assignments, and special notices. The student planner is the primary resource for all homework and assignments. Students may also be asked to access Teacher Webpages on the school website to view their homework, assignments, links or download documents for class. A conference with the child’s teacher or the principal may be scheduled to inform the parents/guardians of the areas in

which their child may need improvement. Parents/guardians may also request a conference with the teacher or administration.

ACADEMIC PROBATION GRADES FOR 5TH – 8TH

The curriculum at St. John the Baptist Catholic School is academically challenging and requires the student's consistent effort. When a student does not meet his/her full potential through lack of effort and/or has difficulty in meeting curriculum standards, he/she will be placed on academic probation for the remainder of the school year. Students receiving two (2) D's or an F in any of the core subjects on a quarterly report card will be placed on academic probation. An F received on any subsequent quarterly report card in a core subject may result in the student being asked to dis-enroll.

CONFERENCES

Formal conferences are scheduled for all parents/guardians at the end of the first quarter. Parents/guardians are required to attend this first quarter conference. Additional conferences may be scheduled at the request of the parent/guardian or teacher as necessary throughout the school year.

COMMUNICATION PROCEDURES

Communication between school and parent/guardian should begin at the lowest level whenever possible. If a teacher needs to communicate with a parent/guardian, a note may be sent home with the student, the parent called or emailed. If a parent/guardian needs to see or talk to a teacher, parents may email, or send a note through the student, or call the school and leave a voice message for the teacher. After consulting with the student's teacher, if a parent/guardian desires a conference with the principal, please call the school for an appointment.

Disciplinary Notices may also be used to inform parents of various infractions or violations of school and classroom rules. These hard copy communication notices are sent home via the student or mailed home depending on the circumstances. If not returned signed by the parent the following school day, a lunchtime or after school detention will generally be assigned.

COMPLAINT PROCESS

In the spirit of subsidiarity, if a complaint arises which is important to communicate, speak to the person with whom the complaint is directed. If it is a concern related to the classroom, address this concern at a pre-arranged meeting with the classroom teacher. If the complaint is not resolved, feel free to talk with the principal. An appointment may be scheduled with the pastor. If the complaint is still not resolved satisfactorily, send a signed and dated complaint in writing to the Superintendent of Hawaii Catholic Schools, St. Stephen Diocesan Center, 6301 Pali Highway, Kaneohe, HI 96744.

CONFIDENTIALITY

All information related to student behavior, progress, and personal information is considered confidential to everyone except the parent, the student, or another person directly involved with the student, such as a teacher, counselor or administrator. Confidential information will not be discussed out of context and/or in non-related discussions or situations. Confidential statements are reserved for only those who have

the need to know.

VI. ACADEMIC PROGRESS

ACADEMIC RECOGNITION

Students in Grades 7-8 will be recognized for their academic achievements through a semester honor roll.

ATTENDANCE RECOGNITION

Recognition of perfect attendance in all grade levels occurs at the end of the school year. Surpassing five (5) tardies within a quarter will render a student ineligible for perfect attendance recognition.

PROMOTION / RETENTION / PLACEMENT

Promotion

Promotion to the next grade level will be based upon the following:

- The student will have satisfied the requirements and objectives of his/her present grade level.
- The student will have been in attendance through May 15th of the current school year and will not have been absent more than forty (40) school days.

Retention and Placement

Retention at grade level will occur as follows:

- a) The student who is not progressing satisfactorily to meet the requirements for promotion will be identified by the appropriate teacher(s). Parent/Teacher conferences will address the student's unsatisfactory progress and possible retention in his/her present grade. The student's parents/guardians will be notified by administration of any concerns as they arise by the middle of third quarter.
- b) Progress will be periodically re-evaluated. If required, another meeting will be scheduled with the parents/guardians to discuss the possibility of failure, retention, or dismissal of a student for academic reasons.
- c) Should the student fail to progress satisfactorily after the parents/guardians have been notified of academic difficulty, the student may be retained in the same grade level or "placed" in the next grade level at the end of the school year. Students who will be retained or are placed may not typically continue at St. John the Baptist Catholic School the following school year. The parents/guardians will be given the opportunity to review the decision with the Principal.
- d) For any reason, parents/guardians wish their child to be retained in the same grade, the principal must be notified in writing by the beginning of the third quarter.
- e) These established guidelines may be modified by the administration as necessary on an individual basis.

Placement

Students who have not satisfied the requirements of their present grade level may be placed, but not promoted, into the next grade. If the administration determines that St. John the Baptist cannot provide for a student with special needs, or the student fails to successfully meet grade level requirements, the

decision may be made to disenroll the student.

GRADUATION: EIGHTH GRADE STUDENTS

Students in the eighth grade must complete the following scholastic requirements to be eligible for graduation:

1. Pass all core subjects.
2. Financial obligations met by May 5th
3. Clearance from Library, the Athletic Department and the Business Office. If the above requirements are not met, the student will not participate in the 8th grade end-of-the-year activities, to include the graduation ceremony.

Those students who have not successfully completed the requirements of study (i.e. failure of one or more core subjects for the school year) will not receive a graduation diploma but may be issued a certificate of attendance. The graduation diploma will be withheld until successful completion of a summer school program has been verified by the administration. Any high school that has accepted the student will also be notified.

VII. PARENT/ STUDENT RESPONSIBILITIES

PARENTAL RESPONSIBILITIES

Support School Policy

As parents, you are the primary educators of your child. By enrolling your child at St. John the Baptist School you are choosing its programs and faith-based curriculum over those available at other schools. If you lose confidence in our 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 the administration of St. John the Baptist School 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, with prior agreement of the pastor, 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.

Support the Parent-Teachers Guild

Quarterly meetings of the Parent-Teachers Guild (PTG) will be publicized and announced through the monthly school calendar and the school and classroom newsletters.

Develop Moral Values in Your Child

Respect for all persons is the foundation of Christian education. While it is the teacher's duty to encourage an attitude of respect and cooperation, our students must be responsible for their actions. Please discuss with your child the need to be: respectful to oneself and others; courteous to others; cooperative and considerate; aware of the impact of one's actions on others. Any demeaning or threatening behavior, including harassment, bullying, hazing or name calling, is wrong and will not be tolerated. Students who harass, bully, threaten and/or demean others will be promptly counseled and disciplined as determined appropriate. A parental conference

will be required if the behavior continues to occur. Repeated offenses will be cause for suspension and expulsion.

Support the School Development Process

Our fundraising and volunteer activities allow us to improve the resources available to support academic excellence while minimizing impact on tuition. We encourage each person to find a way to use his/her talent for the betterment of St. John the Baptist School and the educational experience of each student.

STUDENT RESPONSIBILITIES AND EXPECTATIONS

1. We take responsibility for learning. This means:
 - We arrive at school on time.
 - We are prepared for class.
 - We demonstrate a serious and responsible attitude in daily work.
 - Homework is carefully and thoughtfully completed and on time
2. We try to settle our differences in a peaceful manner. This means:
 - We respect other people's property and personal space.
 - We do not physically or verbally fight with other children.
 - We do not take anything that does not belong to us.
3. We follow directions of adults in charge, the first time given. This means:
 - We look at the speaker.
 - We do not talk back to teachers or adults in charge to include all faculty and staff members, substitutes and After School monitors.
4. We are sensitive to the needs and feelings of others. This means:
 - We use appropriate language at all times.
 - We do not bully or tease other children.
 - We never boo or whistle.
 - We are willing to help each other.
 - We are friendly and courteous.
5. We are expected to move safely through the school. This means:
 - No playing around in the bathrooms or hallways.
 - No running in the hallways or up and down stairs.

STANDARDS OF CONDUCT AND SCHOOLWIDE RULES

The following standards of conduct or rules are provided as a reference and serve as the basic guidelines for what is further expected of a student at St. John the Baptist School. The rules cannot cover, and are not intended to cover, every possible example of behavior. Students must abide by the rules set forth herein. Behavior that disrupts the education process or fails to respect human or property rights of others is unacceptable. Misbehavior at any school function on or off campus is unacceptable and St. John the Baptist School reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours. Students are expected to always:

- ❖ Respect the property of others.
- ❖ Take responsibility for their actions.
- ❖ Do all assigned work.
- ❖ Refrain from cheating and/or plagiarism.
- ❖ Obey and follow established rules and procedures.
- ❖ Treat others with respect and dignity at all times.
- ❖ Be truthful in their work and in their relationships with teachers, fellow students, and any adult monitor on school premises or on field trips.
- ❖ Conduct selves in a respectful, courteous, and quiet orderly manner, i.e. in church, in the classroom, the hallways, and on campus grounds.
- ❖ Wear the required uniform correctly.
- ❖ Remain on campus during school hours.
- ❖ Not return to campus after leaving without adult accompaniment.
- ❖ Leave all personal items at home, i.e., cards, toys, games, beepers/pagers, laser pointers, and electronic devices of any kind.
- ❖ Have cell phones off and stored in cubbies/lockers or backpacks during school hours.
- ❖ Report contraband such as alcohol, drugs, tobacco products, and weapons of any kind found or seen on campus. Our school is a non-smoking institution and is a drug-free zone.
- ❖ Refrain from using foul, abusive, or inappropriate language.
- ❖ Be intolerant of physical, mental, sexual harassment, or bullying.
- ❖ Keep our campus free of litter and graffiti, and refrain from acts of vandalism.
- ❖ Walk when indoors or in the hallways.
- ❖ Practice safety and respect for others on the playground at all times.
- ❖ Be on time for all classes.
- ❖ Do not chew gum or spit on campus at any time.
- ❖ Take responsibility for the appropriate and ethical use of technology at school and in the home.
- ❖ Keep all areas clean and discard trash in the proper receptacle in the classroom or other designated eating areas.

BULLYING POLICY

St. John the Baptist recognizes that all types of bullying and intimidation have a negative effect on school climate and negate the spirit of dignity and uniqueness of each individual. The 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. The St. John the Baptist community shall not tolerate any bullying on school grounds or at any school activity on or off campus. This includes electronic or cyber bullying that may originate from a student’s on-line computer use at home or school.

3. Staff intervention. St. John the Baptist 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 the 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. John the Baptist 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 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.

VIII. CHEATING AND PLAGERIZING

Cheating is academic deception. Plagiarizing is falsely claiming authorship. Cheating and plagiarizing are serious offenses that are unacceptable at St. John the Baptist Catholic School. The following guidelines and responsibilities for teachers and students are of consequence to note.

Teachers have the responsibility to:

- Teach or review the correct use of sources when assigning work.
- Structure conditions during testing to alleviate the possibility of cheating.
- Specify the types of collaboration that are discouraged and those that are encouraged.
- Teach students summarization of material and the distinction between summarizing and copying straight from the text.

Students have the responsibility to:

- Avoid situations that might contribute to cheating or plagiarizing
- Avoid unauthorized assistance.
- Use sources in the prescribed manner, including documenting reference materials by citing sources.
- Avoid plagiarism by:
 - Using quotation marks for statements taken from others.
 - Acknowledging information and ideas gathered from any source.
 - Consulting faculty about any questionable situations.

IX. DRESS CODE AND GROOMING STANDARDS

The dress code and grooming standards at St. John the Baptist Catholic School are established in order to maintain a positive, non-distractive, and productive environment conducive to teaching and learning. All students are required to comply with the standards set forth below with no exceptions. Uniforms are to be purchased only from the official uniform supplier and substitutions may not be made on the main articles of clothing. Outerwear, shoes and belts are the only items of apparel that may be purchased independent of the uniform supplier. Information about ordering uniforms may be obtained in the office. All students must be in complete uniform no later than one (1) week after entering school. A signed note from the parents/guardians will be needed at all times to be excused from any temporary uniform infraction. Unexcused infractions may result in the issuance of a Dress Code Notice.

UNIFORMS

The uniform dress code and grooming standards listed below are guidelines for good order. While students may not be accustomed to a uniform, it is the designated dress of the school. Every student is to follow the dress code while attending St. John the Baptist Catholic School; we also expect the support of all parents/guardians in the enforcement of these policies. Interpretation is an individual's right, but the policies and guidelines set forth by the administration will be enforced throughout the school day. When a student's dress appearance creates a negative reaction to the daily routine of the teaching environment, the parent/guardian of the student will be promptly notified with a dress code infraction. The uniform should be neat, clean, and worn properly. Final approval on the appropriateness of any uniform item lies with the school administration and supersedes this handbook.

Shoes and Socks

School shoes should be black in color. Athletic shoes of any color is acceptable on P.E. days only. Lighted versions, slip-ons, high tops, platform, patterned/plaid styles, and skate shoes are prohibited. Avoid fluorescent colored soles, shoe tongues, and shoelaces. Plain shoelaces must match the main color of the shoe and must be able to be properly tied at all times. Colored laces are not acceptable. Shoelaces are not to be twisted, tucked or wrapped. Velcro tabs are acceptable for PK-1only. Only authorized SJBCS logo socks will be worn with the shoes and must be visible and at least one inch above the ankles.

Shirts

Uniform shirts are kelly green polo style with the embroidered SJBCS school logo. Mass attire is the white polo style with the embroidered SJBCS school logo. All other styles are not acceptable. Students will wear their shirt tucked into the shorts with the belt visible at all times during the school day, including at recess and after school.

Shorts and Belts

Khaki shorts or skorts for girls must be purchased from the official uniform supplier. All other style shorts are not acceptable. Shorts are to be worn at the waist. Sagging shorts or shorts worn at the hip are not acceptable. Shorts are not to be worn rolled at the hem or waist. Girls' shorts are cuffed and boys shorts are plain. Long khaki pants

may be worn by girls and boys on cool days.

Plain unadorned belts must be black, brown, khaki, and/or black or brown with khaki. The belt is a part of the uniform and should be worn at all times. It is optional only for K- 1st students. Students in Grades 2nd–8th not wearing a belt will receive a Dress Code Infraction. Girls may choose to wear the khaki style skort which does not require a belt, also available from the uniform supplier.

Jackets

Only solid green, black or brown windbreakers, cardigans or sweaters, and knitted vests are acceptable outerwear. Green, black or brown hooded sweatshirt jackets that zip up the front with front pockets are also an appropriate outerwear option. Other styles and colors of sweatshirts are not acceptable. No logos, other than the school emblem, are acceptable. All approved outerwear will be worn correctly at all times and not tied at the waist, hanging over the hips, nor draped over the shoulders and tied at the neck/chest area. Unless it is an unusually cool day, jackets will not be worn in the church.

P.E. Uniform

P.E. uniforms are mandatory during P.E. classes and are considered the uniform of the day on P.E. days. The uniform consists of a gold t-shirt with SJBCS log with kelly green shorts. P.E. shorts are not to be worn rolled at the hem or waist nor sagging below the waist. The short's draw string lace should be tucked inside. These uniforms are purchased only through the official uniform supplier. Athletic shoes of any color is acceptable on P.E. days only. For safety reasons, jewelry will not be worn during P.E. classes and fingernails should be closely trimmed.

Uniform Care

Uniforms must be clean and properly maintained. Soiled, dirty, torn/ripped, faded or discontinued uniform styles/colors are unacceptable and will result in the issuance of a Dress Code Infraction Notice.

ALOHA FRIDAY ATTIRE

Aloha attire is allowed every Friday as an option along with the school and P.E. uniform (if the class falls on a Friday). Boys may wear an aloha shirt with a nice pair of jeans, dress pants or the school khaki shorts. No joggers! An aloha shirt is defined as a printed, short-sleeved, collared dress shirt with a Hawaiian pattern. T-shirts with surf designs or tribal prints are not considered aloha shirts and are not to be worn. Dress shoes or school shoes are to be worn.

Girls may wear a long or tea-length muumuu or aloha dress. Like the aloha shirt for boys, muumuus are often colorful with a Hawaiian pattern. Girls also have the option of wearing an aloha shirt with a nice pair of jeans, dress pants or the school khaki shorts or skort. Skinny jeans, torn jeans, leggings, sweat pants or any other type of informal bottoms are not acceptable. T-shirts with surf designs or tribal prints or flowers are not considered aloha shirts and are not to be worn. Leggings may not be worn with a muumuu dress. Sandals with a back strap or school shoes are to be worn. Slippers or sandals without a backstrap are not acceptable footwear with the aloha attire. No boots allowed.

FREE DRESS DAYS

Free dress days are designated only for certain special events as approved by the Principal. Appropriate non-uniform dress may be worn. Students having P.E. on free dress days will not need to change into the P.E. uniform. Some examples of unacceptable dress are: tank tops, spaghetti straps, clothing that exposes the midriff; provocative dresses or blouses; see-through designs; shorts that are shorter in length than the school uniform shorts; skinny jeans; jeans with holes; leggings; baggy or oversized clothing; basketball jerseys; clothing with advertising messages or designs in poor taste (clothing promoting or advertising drugs, alcohol, tobacco, or violence, or any offensive slogans or acronyms), sweatpants, or pajama-type bottoms.

No hats, caps, beanies or visors are allowed. Only closed-toed school shoes with rubber soles are acceptable. No sandals, slippers, boots, or heels are acceptable footwear. Anyone not following the guidelines for free dress will receive a Dress Code Infraction and could lose free dress privileges.

GROOMING STANDARDS

Hair

The student's hair should be kept neat, clean and styled within the guidelines below:

Girls: Highlighting or hair coloring of any color, natural or otherwise, is not acceptable. No bleaching of hair is acceptable. Hair must not fall over the eyebrows/face. Any hairstyle that is interpreted by the teacher and/or the administration to be an extreme style or a distraction to the daily routine of the classroom environment is not acceptable. Fad hairstyles and/or hair adornments such as strands and extensions deemed unusual, overly large or extreme headbands or hairclips are not acceptable. Scrunchies, elastic hair bands, elastic athletic headbands and ponytail holders are to be worn on the hair for the purposes intended and not around the wrist or arm. Combs, brushes, and other hair and toiletries are to be used in the restroom only. Hairspray, mousse or gel, aerosol or pump, and other personal toiletries such as perfumes and body sprays are not to be brought to school.

Boys: Hair must be clean, well groomed, and in a style deemed appropriate by administration for school. Hair must be kept at a length well above the shirt collar and must not fall over the eyebrows or ears. Any hairstyle that is interpreted to be an extreme style or a distraction by the teacher and/or administration to the daily routine of the classroom environment is not acceptable. Unconventional hairstyles (i.e. razor designs that spell out a word or name, mohawks, partially shaved or completely shaven heads), heavily gelled or long spiked styles, or other than natural hair color or bleaching are not permitted. Facial hair is neither acceptable nor fashionable for SJBCS students.

Jewelry

Fad or costume jewelry is not permitted for girls or boys. Bracelets and rings of any kind are not allowed. Girls only are permitted to wear stud earrings on the ear lobes only; multiple or dangling style earrings are not permitted. Multiple piercing and body decorations/tattoos are not allowed at anytime. Boys may not wear earrings of any kind. Necklaces with a small religious icon will be allowed at the discretion of the administration. This form of accessory will be worn inside the shirt. Wristwatches may be worn, but other fashionable or fad style watches including iWatches or Fitbits will

not be permitted. The school assumes no responsibility for any lost or confiscated items.

Make-up and Nails

Make-up of any kind is neither allowed nor acceptable at anytime during the school day. (i.e., foundation, blush, mascara, whether colored or clear; eyeliner and eye shadow of any color; facial powder; glitter; and/or facial decorations) If medicated facial cream is needed, a doctor's note must be submitted to the health room to be filed in the student's health folder.

Colored nail polish is not permitted. Clear nail polish is the only acceptable nail covering. Nail decorations, acrylic nails, press-on nails, and French tipped nails are not permitted. For safety and health reasons all nails are to be closely trimmed to the fingertip. Rule of thumb: when looking at the palm of the hand, the nail tip should not be seen.

X. GENERAL SCHOOL POLICIES AND PROCEDURES

HEALTH PROCEDURES AND REQUIREMENTS

Tuberculosis Clearance

The State of Hawaii requires proof that the student is free of tuberculosis in a communicable form. New students registering for the next school year will be required to provide documentation on Form 14 of having received the Intradermal PPD Mantoux test. The TB reading must be in millimeters (not as "negative" or "positive"). It must be noted on the reading, the date the test was administered and the date the test was read. The reading should be less than 10 mm. If the reading is 10 mm or more, results of a chest x-ray must be sent to the Health Room. The test must be completed within the 12 months prior to the first day of school in Hawaii and must be performed by the State of Hawaii Department of Health or by a U.S. licensed Physician, advanced Practice Registered Nurses (APRN), or Physician's Assistant (PA). Students not showing certification on the first day of school will be denied attendance. A copy of the test results is to be kept in the Health Room.

Immunizations

For admission to any kindergarten, elementary, and secondary school, a student must present documentation of vaccinations received since birth from a licensed physician or a public health official. This documentation (Form 14) should include complete date (month, day, and year) of each vaccine given because the completed date is necessary to calculate valid spacing of doses. If parents/guardians are unable to present a complete documented (Form 14) record of all immunizations for their child, the undocumented or incompletely documented required immunizations must be administered again. This includes immunizations without dates. An updated copy of your child's immunization record will be kept on file in the Health Room.

A documentation of the following vaccinations is required by the State of Hawaii Department of Health in order for new students, Grades K-12, to attend school in Hawaii:

- 5 DTP (diphtheria, tetanus, pertussis)

- 4 IPV/OPV (polio)
- 2 MMR (measles, mumps, rubella)
- 3 Hepatitis B1 OR 2 VARICELLA (2 doses required if the 1st dose was administered on or after age 13 years)

Food Allergies

Parents are required to notify administration at enrollment if their children have known food allergies. School administrators and health room staff are required to pass this information on to each teacher and staff member who may work with a food-allergic student. A list of foods to avoid and guidance about how to identify the allergen on food labels is required from the parents. A class plan for dealing with food allergies will be developed. Parents may be asked to provide non-perishable “safe snacks” to be kept on hand for unplanned special events. Reasonable accommodations will be made by the school.

Physical Examination

A record of a physical exam performed by a U.S. licensed Medical doctor (MD), doctor of Osteopathy (DO), Advanced Practice Registered Nurse (APRN), or Physician Assistant (PA) within 12 months prior to first school attendance in the State of Hawaii is required for entry. All new incoming students require a completed Form 14 with TB exam, immunizations, and physical examination. A student may attend school provisionally upon submitting written documentation from a licensed physician or an authorized representative of the Department of Health stating that the student is in the process of receiving the physical exam and any missing required immunizations. The physical must be completed within 90 days of school entry. If these requirements* are not met within 90 days from the start of school, the student will be excluded from school (Hawaii Administrative Rules 302A-1161).

If your child (grades 4 through 8) is planning to participate in a school sports program, a new physical (Blue CSL Waiver Form) will be required every school year prior to tryouts. This physical is only good for one year from the date the physical was given and should be completed during the summer prior to the new school year. This assures that the physical is current for the entire sports seasons: cheerleading, volleyball, basketball and track.

*Requirements include a complete physical, 5 DTP, 4 IPV/OPV, 2 MMR, 1-2 Varicella, and 3 HEP B.

Health Information Card

It is necessary that this card be completed upon registration. It should include your child’s medical conditions (i.e. asthma, allergies, epilepsy, diabetes, nosebleeds, etc.). Emergency contacts must be indicated. Parents/guardians must indicate any changes in writing as needed. It is imperative to have this reference should an emergency arise. Authorization for the Health Room to administer Tylenol, Motrin or cough drops to your child should be indicated on the Health Information Card.

Medication Policy

Request for Administration of Prescription Medication on School Forms must be completed by the parent and physician for all prescriptive medications. Forms may be obtained from the health room or office, and once completed, will be kept on file

throughout the school year. A separate form is necessary for each new prescription. If the student requires medicine and a medication policy form is not on file, the parent may come to the school to administer the medication in the Health Room. Forms for over-the-counter medications (such as Benadryl, Robitussin, hydrocortisone, etc.) will also be available in the Health Room (no physician signature is required). These forms may be filled out by a parent/guardian ahead of time giving the Health Room permission to administer the medication sent from home.

The required dose of medication must be sent in a container with the prescription label on it to the Health Room (along with the Request for Administration of Medication in School form). It is advisable to ask the pharmacist to make an extra bottle with a label for this purpose. Injections will not be given. Only oral or topical medications will be administered.

All medications will be administered in the Health Room by office staff. Students will not carry or administer their own medication at any time (this includes cough drops). [The Health Room will provide Tylenol, Motrin and cough drops when authorized on the Health Information Card.] All other over-the-counter (OTC) medication must be sent in to the Health Room along with an OTC medication form.

The policy for administering medication during school hours does NOT apply to activities or events before or after the regular school hours of 7:55 AM to 2:50 PM. If your child requires medication to be administered outside of these hours, or while participating in extracurricular functions, it is the parent/guardian's responsibility to make any necessary arrangements.

School Health Education

The school may elect to provide vision and dental health education as needed.

STATE OF HAWAII COMPULSORY ATTENDANCE LAW

All children who will have arrived at the age of 6 and who will not have arrived at the age of 18 or graduated on or before December 31 of any school year, shall attend school unless otherwise exempted from the requirement in accordance with the law of Hawaii.

The parents are responsible to see that their children attend school; it is the school's responsibility to keep accurate records and to monitor excuses for tardiness or absence.

ABSENCES

Medical Appointments)

If a student is removed for a medical and/or dental appointment during school time, this does not constitute absence.

Illness and Related Absences

Students may remain at home in the case of illness, accident, quarantine, or because of a death in the family. When a student misses school due to illness, he/she is to be excluded from all extra-curricular activities scheduled for that day. Absences longer than three (3) days or due to a communicable disease require a physician's note upon returning to school.

If a student becomes ill at school, he/she may not leave the school without a parent/guardian. Parents/guardians must report to the health room to pick up and sign out the student as soon as possible after notification. Parents/guardians must sign out the student in the health room or main office logbook. Students who have fever (100.4 or higher), vomiting, or diarrhea will be sent home. Students are required to stay at home for one (1) day and be free of these symptoms for 24 hours before returning to school, regardless of a doctor's clearance. If a student is out for three or more days, a clearance from a physician must be submitted to the health room upon returning to school.

Students will also be sent home if office staff suspects a student has chicken pox, conjunctivitis (pink eye), head lice, or influenza (a physician's clearance must be submitted once the student returns to school). Students with chicken pox need to be excluded from school for at least five days after the rash or until all vesicles are crusted. Students with conjunctivitis may return to school after being administered with a third dose of antibiotics. Students with influenza (flu) need to be excluded from school for seven (7) days after the onset of illness. Students with head lice need to be nit free before returning to school and checked by the office staff before readmitted. If symptom free, the student may return to school with a doctor's clearance stating the child does not have the suspected illness.

Absence for Parental Reasons

Trips or vacations scheduled during instructional days of the school year are strongly discouraged and are not considered legitimate reasons for missing school. Families who choose to travel do so with the understanding that it may negatively impact the student's academic standing. Under normal circumstances, assignments to make up will be given upon return of the student to school. The student, not the school, is responsible for arranging for all missed work and tests. Parents of students going on extended family trips, traveling with teams, etc. during the school year should contact all teachers and administration as soon as dates become available and should meet personally with the homeroom teacher prior to the trip. For such planned absences, teachers will make every effort to give the parent the student's assignments to complete while traveling. Completed assignments are due upon return to school.

Excessive Absences

High frequency of truancy, absence, and tardiness often hinder a student's ability to achieve the minimum expectations in academics and social progress. Notification of the deficiency is given to parents and if failure to resolve the problem(s) continues, the Principal may recommend termination of enrollment. In addition, students who are absent for more than forty (40) school days may not be eligible for promotion to the next grade.

Absence Reporting

Parents are requested to telephone the school before 8:00 AM to report a student's absence. When a child is absent and the parents have not called, the school will call the parent or legal guardian to verify the absence. Upon returning to school, the student must present his/her teacher with a written note signed by the parent/guardian giving the dates and reason for the absence. Absences longer than three (3) days or due to a communicable disease require a physician's note stating the child may return to school. If there is to be a restriction of any kind from physical activity, for more than 72 hours,

or three consecutive P.E. classes, the student must have a note signed by the doctor and not the parent/guardian.

Homework Requests

Homework policies vary across grade levels and from teacher to teacher. When requesting homework for an absent student, please call the office at 841-5551 prior to 9:30 A.M. and/ or email the homework request directly to your child's teacher. A parent or guardian may request that missed homework and assignments be left at the Main Office for pickup after school dismissals. The office passes on requests for the homework to the student's homeroom teacher and the Main Office merely provides a place for the parents/guardians to pick up.

Students absent for one day will receive homework upon return to school. Students should immediately check with their teachers upon their return to school to find out what work, notes, and activities were missed. Students absent due to illness or family emergencies will be given the number of school days absent plus one to make up any missed work.

TARDINESS

Students arriving after 8:15am will be considered tardy. Students arriving after 8:15am must obtain a tardy slip. Five tardies in a quarter is considered excessive. Excessive tardiness undermines our efforts to develop personal responsibility, and it is disruptive to the classroom. Students who have been tardy more than five times during a quarter will not be considered for perfect attendance awards. Excessive tardiness may constitute grounds for disenrollment.

TRUANCY

When a student is absent without a valid excuse for two (2) consecutive days, a conference should be held with the parent or legal guardian. The truancy and the fact of the conference should be recorded. If this does not result in immediate improvement, the Office of the District Superintendent shall be notified of the truancy.

EARLY RELEASES

Appointments of a professional nature (dental, optical, etc.) during school hours are discouraged. If an appointment must be made during this time, a written note from the parent/guardian is required prior to or on the day of the appointment. The note should state the date, time, and reason. The note should be sent in with the student to be turned in to the Health Room by their homeroom teacher. A doctor's slip will be submitted to the Main Office for re-admittance when returning from a doctor's appointment. When an early release is necessary, the parent/guardian will sign out the student in the Main Office logbook. If the student is returning from an appointment, the parent/guardian must sign the student back into school in the Health Room/Main Office. A student will not be released to anyone without proper written authorization by the parents/guardians. FAX or telephonic authorization is not acceptable. Early releases will not be allowed after 2:30 PM for grades K-8 unless an emergency situation arises. For the safety and security of our students, parents/ guardians must sign in at the office before going anywhere on campus. Under no circumstances may parents/guardians arrange to pick up a student outside of the school building during school hours.

TRAFFIC SAFETY: ARRIVAL AND DISMISSAL

At dismissal, parents who arrive early and park are requested to wait for the child(ren) on the benches next to the convent until the bell rings. Sitting or standing around the front office can be distracting to the classes located near the office.

All cars are to enter the school grounds via the Omilo Lane entrance for drop off and pick-ups. Please follow the lane coned off for traffic use. There is one lane for students in Grades K-8 and one lane for PreK students whose parents need to park and drop off their preschooler(s). Please follow the guidance of the CPO and the direction of the cones.

The students are to be dropped off in front. All students should exit on the passenger side (right) of the vehicle. Cars should then exit through the center driveway. Please be aware that the traffic monitor's main job is to provide for a safe drop-off and pick-up of the students. Your cooperation and support is needed to keep the traffic flowing.

No dropping off or picking up of passengers is allowed at the front gate on Omilo Lane, by the church's side door, or at any other location other than the designated drop off point. Students may wait only in areas supervised by an authorized adult and will be sent to the Main office to call parents for non-compliance.

After school, walkers are directed to leave campus upon dismissal. Students who walk or take the bus will walk downstairs with their class to the courtyard upon dismissal time. Walkers and bus riders then proceed to exit the school walking in the designated areas. They must walk along the side of the school until reaching a crosswalk. Students must cross in a crosswalk and obey all traffic rules.

Parents are responsible in informing school officials if their child(ren) are allowed to walk or take public transportation and/or a special designated bus (ex. Catlin or YMCA). If there are any changes to the family schedule (i.e. parent picking up child at SJBCS), the school (and the company) must be notified one hour before the designated dismissal time at the latest so the child can be informed.

Parking for pick up and drop off of Preschool students on an in-and-out basis is limited to the parking areas near the preschool.

Always be attentive and courteous to others who are also in a hurry to get to their destinations. Please practice safety and caution for our children's sake. The school reserves the right to take all measures necessary to preserve the safety of students.

ELECTRONIC DEVICES

It is the school's responsibility to provide the best possible education in the best possible learning environment. Permitting students to carry cell phones and to bring any other such electronic devices (iPhones, iPods, iPads, gaming devices, Nooks, Kindles, etc.) to school can easily compromise this resolve. While cell phones provide instant communication in a busy world, they are also capable of causing a unique set of problems and concerns in school. They can be a major distraction and temptation for students in the learning environment. Therefore, the following school protocol for possession and use of these items is a necessity:

Cell Phones a) may be brought to school but must be kept in the 'OFF' position during school hours and stored out of sight in the student's cubby/locker or backpack; b) may be used to make outside calls while on school property only from the school office. c) may not be used to harass or threaten any persons; d) may not be used for game playing, Internet or e-mail access, gambling or making purchases of any kind; e) may not be used for taking, sending or receiving pictures, videos or text messages; f) may not be used on field trips or during school-sponsored events.

Those students who violate any of the above rules or conditions regarding cell phones are subject to the following: First Offense: offender's phone will be confiscated and may be retrieved from the office at the end of the school day; Second Offense: offender's phone will be confiscated and must be retrieved from the office by the parent at the end of the school day; Third Offense: privilege of bringing the cell phone to school is denied.

The school will not accept any responsibility for the safety of a student's cell phone to include loss or damage due to theft, misappropriation, or accidental damage. Students should NOT lend their cell phones to others. In addition to school policy, students are reminded about the appropriate use of cell phones off campus—calling or text messaging classmates late at night is inappropriate.

Parents are asked not to call their child's cell phone during the school day. If a family emergency occurs during school hours, a student may be reached promptly through the school office. Messages will be relayed as directed. If a school emergency occurs, procedures are in place to contact students' designated parental contacts. Students who need to contact their parents while at school will be granted permission to use the telephones in the main school office if deemed appropriate/or allowed use of their cell phone to call a parent, but only from the school office setting.

iPads, iPods, Gaming devices, Nooks, Kindles, etc. – the possession of such items brought from home is banned from school grounds without explicit permission from administration.

FIELD TRIPS

Field trips are a privilege, not a right, and are designed to aid the student's educational, cultural, and social growth. Teachers will plan and organize the trips. To assure accurate numbers for reservations and bus transportation, parents/guardians must have a signed excursion permission slip. A signed field trip permission slip noting emergency contacts is mandatory for a student to leave school premises. Verbal permission over the phone, FAX messages, and/or failure to submit the proper forms will not be accepted.

If a parent/guardian's chooses to have the student not participate in a school-sponsored field trip, the parent/guardian will make arrangements to keep the student home during the time of the field trip. If a student loses the privilege to accompany the class on a field trip excursion as a punitive measure, the parents will be required to make alternative arrangements for that time. No parent/guardian should presume that an activity is a school sponsored one unless there is a written notification directly from the school or teacher informing them of the event. Parents will be requested to chaperone as needed.

HOMWORK POLICY

Homework includes exercises to reinforce daily lessons, enrichment activities, or long-range assignments intended to encourage research, time management, and responsible study habits. Homework is expected to be complete, neat, and returned on time. Students who demonstrate a pattern of less than satisfactory performance in completing and returning homework assignments will be issued a Homework Notice or an Academic Notice hard copy or by email in order to keep the parents informed. Homework requirements vary from grade level to grade level and teacher to teacher. Students in grades K-2 should spend approximately 20-30 minutes daily on homework. Students in grades 3-5 should spend 30-60 minutes daily on homework, and students in grades 6-8 should spend approximately 60-90 minutes daily on homework.

Homework is not typically given over holidays and weekends for students in the lower grade levels (K-3rd), nor is it due the first day following vacations or holidays, without the principal's approval. Students in grades 4th-8th may be assigned homework or projects over weekends and holidays.

Should a student be absent, please request homework no later than 9:30 AM, when calling the Main Office to indicate the absence. Homework assignments for absent students will be picked up at the Main Office between 3:00 and 5:30 PM. (See Homework Requests)

PROFESSIONAL BEHAVIOR

The education, safety, and well being of your child are our main concerns. The staff and faculty of St. John the Baptist School are professional educators. Discretion requires that we not discuss our students off school grounds unless specifically authorized by the principal. Conferences with any staff or faculty member may be scheduled through the main office and will be conducted in an atmosphere of mutual respect and decorum. Unscheduled conferences on or off campus are not permitted.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are mandatory after the conclusion of the First Quarter. Subsequent conferences will be scheduled when dictated by the student's academic performance or behavior or at the request of the parent or school.

XI. DISCIPLINARY POLICY

The Administration and faculty of St. John the Baptist School believe that respect is essential for a quality Christian education. When all individuals are aware of the expectations placed on them, take responsibility for their actions and accept the consequences of these actions, then good discipline will result. The guidelines established below place greater emphasis on:

1. Developing an environment where students can grow and mature as children of God by learning self-discipline and by accepting responsibility for themselves and their school community.
2. Establishing and maintaining an academic atmosphere where learning and intellectual achievement are fostered and encouraged.
3. Protecting the rights and welfare of individuals themselves and the school community as a whole.

Students will observe school rules and regulations at all times, including before and after school and on and off school property. St. John the Baptist Catholic School reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours. The student's discipline record for Disciplinary Conduct is cumulative for the year. A continued pattern of misbehavior may result in exclusion from school-related activities or dismissal from the school. The Standards of Conduct serve as a reference for the minimal acceptable behavior of each student at St. John the Baptist School. Additional rules for conduct on campus, such as in the classrooms, the library, the parish hall, and playground, are adopted as necessary and announced to the students. The primary source of daily disciplinary management is the Principal who will investigate incidents, determine the facts, assess situations, and enforce specific disciplinary action. Mitigating factors and the uniqueness of the individual are thoroughly considered in each incident. The Pastor and/or Principal are the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his (Pastor) and/or his or her (Principal) discretion. We strive to always be fair and consistent.

DISCIPLINARY ACTION

In accordance with the Hawaii Catholic Schools, the following disciplinary actions have been established and tailored to the needs of St. John the Baptist School. All of these disciplinary actions are enforced by the faculty and staff, through the Principal, using the Disciplinary Report to inform parents about: 1) Academic Notice 2) Homework Notice; 3) Notice of Unsatisfactory Conduct; 4) Dress Code Infraction; and 5) Detention Notice. Written hard copy notifications and emails to the parent are used as a means of communication between the school and home and require a parent/guardian signature or acknowledgment. Hard copy notices must be returned the next school day or a detention notice will be issued. In the case of an after school detention, a parent will be given notice before the detention is to be served.

REPRIMAND

The normal critique of student behavior is given orally by the teachers or administrators. A written record may be kept on file at the discretion of the individuals involved.

NOTICE OF UNSATISFACTORY CONDUCT

This is a written or emailed notification to a student and his/her parent/guardian of the student's failure to obey established school and/or classroom rules. Hard copy Disciplinary Notices are to be returned to the homeroom teacher with the parent/guardian's signature the next school day. Failure to do so results in an automatic detention.

Emailed notices should be acknowledged promptly.

In addition to infractions listed on the notice, unsatisfactory conduct notices will be given for the following:

- ❖ Failure to conduct oneself in a respectful, courteous, and orderly manner
- ❖ Other instances where deemed necessary by the faculty or administration

DETENTION

Detention is the temporary detaining of a student during lunch recess time or after school for repeated infractions of the school rules. It may also involve service to the school community such as campus cleanup or other projects deemed appropriate to the offense. Detentions are served after school on Tuesdays and Thursdays 3:00 – 3:30pm or may be assigned during the student’s lunchtime recess. Students serving detention after school must be picked up promptly. It is the student’s responsibility to provide his/her parent/guardian notification of the assigned detention. In most instances, a detention notice will be sent home with the student to the parent/guardian indicating why the student is being detained. The detention notice must be signed by the parent/guardian and returned the next school day. Failure to serve a scheduled detention will result in additional detention time.

In addition to the infractions listed in the comment section of the Detention Notice, detention will be given for the following:

- ❖ Three Unsatisfactory Conduct notices for prior offenses (dates will appear on the notice)
- ❖ Habitual Dress Code Notices (3 accumulated during a quarter)
- ❖ Failure to return any hard copy notice requiring a signature the following school day
- ❖ Habitual Academic Notices (3 accumulated during a quarter)
- ❖ Chewing gum, and spitting on school property or on buses when on field trips

SUSPENSION

A suspension is a temporary exclusion from classes and all school activities. The Principal, with the recommendations of the teacher(s) will determine the length of the suspension. If the suspension is to last a single day, the parent/guardian will be notified by a telephone call from the Principal. A suspension notice may follow at a later date. If the suspension is to last more than one (1) day or the student is to remain at home, parents/guardians will be notified as soon as possible and a conference scheduled between the student, parents/guardians, and appropriate school personnel. Together, they will examine the problem and work out the conditions of the suspension that insure parental cooperation and the student’s future success. A record of the suspension and conference will be kept on file. The time lost from school and the work missed as a result of the suspension will be addressed in a manner determined by the principal and the teacher. In-school suspension may be given at the discretion of administration. Parents will be informed of such.

Suspension offenses may include:

- ❖ Physical, verbal teasing, and/or sexual harassment, bullying, and/or threatening teachers or students at any time. (see Sexual Harassment Policy)
- ❖ Fighting, biting, or any inappropriate behavior resulting in harm to another individual
- ❖ Forging another’s name on anything requiring a parent/guardian signature such as referrals, tests, report cards, or field trip slips
- ❖ Plagiarism
- ❖ Illicit, unethical, and/or inappropriate use of the computer/internet at school or in the home
- ❖ Truancy (cutting class, staying at home or being elsewhere without the consent of the parent/guardian)
- ❖ Cheating, such as assisting anyone in an unfair or dishonest way to complete a test, quiz, exam, project, or homework, without permission from a teacher or aide

- ❖ Falsifying a paper or a required signature, such as on report cards, corrected papers, or graded work
- ❖ Habitual detention notices for the same offense
- ❖ Blatant disrespect toward an adult (i.e., the way a student speaks to and about persons in authority, etc.)
- ❖ Profanity, inappropriate verbal, physical expression, and/or inappropriate reaction to correction
- ❖ Having weapons of any sort in one's possession or any object used to threaten or intimidate
- ❖ Other offenses of a serious nature, which the administration deems appropriate for suspension

DISMISSAL

Dismissal is defined as a permanent exclusion from classes and all school activities. Dismissal of a student is a very serious matter and will only occur after careful appraisal by the pastor, principal, assistant principal, student, parents/guardians, and other appropriate school personnel. No dismissal will be final until an opportunity for a conference is offered to the student and parents/guardians. The student may be suspended until the conference occurs. A record of the various steps taken and conferences held will be kept on file.

A student will be subject to dismissal for the following reasons:

- Sexual harassment of any form, i.e. physical, verbal, or written expression towards any student
- Habitual infractions of school rules that result in repeated detention or suspension
- Assaulting a faculty and/or staff member, physically or verbally
- Possession, use, and/or the sale of any form of contraband on or off campus
- Possession or concealment of weapons or devices used to threaten or perceived as intimidating
- Failure to respect the property of others, such as acts of vandalism, theft, etc
- Immoral language or action directed towards students and/or faculty and staff
- Conduct detrimental to the reputation of the school
- Parental indifference to any conference that is deemed necessary may be interpreted as a lack of concern for the child's education and may be reason to terminate the child's enrollment. [Section IX. PARENTAL RESPONSIBILITIES]
- Excessive absences, tardiness, or truancy
- Inappropriate use of technology on campus or at home
- Other serious or repeated offenses, which the administration deems appropriate for dismissal

HOME-STUDY

In the event of any student infraction of a serious nature such as terroristic threatening, sexual harassment, the concealment of weapons, or drug possession, etc., the student(s) in question can be placed on mandatory home-study pending the completion of the investigation. The home-study program will remain in place while due process is being carried out.

SEXUAL HARASSMENT POLICY

St. John the Baptist Catholic School is committed to providing a safe and comfortable

environment conducive to learning and fostering mutual respect and sensitivity among all members of our school community. Sexual harassment and any activity that interferes with this environment and/or undermines personal rights will not be tolerated.

Sexual harassment is unwanted and unwelcome sexual behavior that interferes with a child's life at school. It is illegal and includes: improper physical contact; all comments that humiliate a person based on gender; unwanted sexual jokes, gestures, pictures, or gossip; unwanted physical advances or verbal approaches of a sexual nature; the demand for sexual favors by someone who has power over the student. It is often pervasive and persistent contact that may become part of a pattern of repeated misbehavior of a sexual nature that creates a hostile or offensive environment through such conduct.

If a student experiences or feels sexually harassed, the administration and its school officials must be made aware in order to respond appropriately. The school will do the following:

1. Immediately assist the student alleging harassment with the complaint process
2. Investigate discreetly and stop the offending behavior
3. Apply appropriate disciplinary procedures
4. Provide assistance, as needed, for the victim as well as the harasser
5. Prevent future occurrences
6. Keep the parents involved and informed of the process

St. John the Baptist will exercise the use of common sense and age-appropriate measures when dealing with sexual harassment. For younger children, rules will focus on conduct and appropriate behaviors-being nice, respecting our differences and personal spaces, and communicating politely. Middle schoolers and Junior High students will be given more explicit guidelines concerning sexual harassment. Behaviors will be noticed, commented on, interventions applied, and corrections made accordingly. Violators of St. John the Baptist's sexual harassment policy shall be subject to disciplinary action which may include expulsion.

All members of St. John the Baptist Catholic School community are expected to respect the rights and sensitivities of others and exercise sound judgment in doing so. St. John the Baptist Catholic School endorses and will enforce the right of everyone to participate fully in the life of the school without harassment.

XI. SCHOOL ACTIVITIES

EXTRA-CURRICULAR ACTIVITIES

St. John the Baptist has a variety of extracurricular activities which include the following: athletics, cheerleading, choir, Student Council, service clubs and Yearbook. In addition, the school sponsors or hosts other after-school activities that broaden student development and social opportunities. Many of these activities require after school time and in some, participation is determined by scheduled tryouts. Parents/guardians must be prompt in picking up their child(ren) after any extracurricular event. Please be considerate of coaches, advisors, and others who

must remain until all students are picked up by their parent/guardian. As a guideline, the student must be picked up within 15 minutes of the completion of any event. After this time, the student must be picked up in the main office. Students who habitually are not picked up within 15 minutes of the designated time may be asked to discontinue the extracurricular activity. If cancellation of an activity is required, students will be allowed to call home to inform the parents of the change.

Weekly grade checks will be conducted on Thursdays. Students who fail to maintain a grade point average of C (75%) or higher in all core subjects will lose the privilege of participating (minimum loss of time = 1 week). A student's behavior and conduct must also be deemed suitable in order to participate.

SPORT LEAGUES

St. John the Baptist participates in the Catholic School League (CSL), Grades 4-8. Eligible students may try out to participate in girls and boys volleyball, basketball, and track. All students who plan to try out for a sport are required to complete a Catholic Schools Waiver form and take an annual sport/athletic physical examination prior to trying out for a team. The sports' calendar is determined in August.

The athletic director administers the sports program. While it is the intent of our athletic department to allow as many students as possible to participate in the sports program, parents should understand that participation is by scheduled tryouts and that some students will not be chosen for the team. No student has a right to be on a team or in any other extra-curricular activity. Every student has the right to try out for a team or activity and to be fairly evaluated provided he or she has on file a medical form in which a doctor clears the student for play. All medical conditions that could affect playing and/or health should be noted. It should be noted that there will always be an element of subjectivity in the selection process and "cuts" made which may seem unfair and cause disappointment for the student. Parental assistance in helping their children understand this important life lesson is requested.

Through sports participation each member of a team will learn to set and achieve goals, to support the team's effort, to develop a positive attitude, and to learn responsibility. Athletes are taught clean and competitive play, while adhering to good sportsmanship at all times.

Students develop:

- ❖ Academic responsibility: maintaining a grade point average of a C (75%) or higher in all core subjects (Catholic Doctrine, Math, Science, Social Studies, and Language Arts). An F grade in any subject will result in suspension from play.
- ❖ Self-discipline: following behavioral guidelines communicated by the coaches, and accepting the role of student-athlete. Students who fail to behave appropriately will be disciplined.
- ❖ Christian attitudes: enhanced by praying before each athletic competition with the opposing team; demonstrating a positive attitude; being a gracious loser or a humble winner; and realizing that the outcome of the competition is important, but that consideration, respect, and effort come first.
- ❖ Decision-making skills: providing the opportunity for students to use their learned decision-making skills, such as when to perform the required skills associated with each sport and maintaining self-control when under pressure in competition.
- ❖ Life skills: promoted through cooperation with teammates, self-control, setting

- goals; striving to do your best; and maintaining a healthy mind, body, and soul.
- ❖ Leadership: selection of team captains provides students the opportunity to experience the role of a leader. Captains set the example for the younger players and the rest of the team. The coaches through example teach leadership qualities.

The following specific policies and procedures are intended to further familiarize parents, students, and coaches with the school's program. These are not all-inclusive and may be supplemented with letters sent home to the parents of students selected to a team.

Sports Season and Tryout Dates

Specific sports season dates are made by the Catholic Schools League in early August and provided as available. Tryout dates will be announced to students during morning assembly at least one week prior to the tryouts. Subsequent announcements are generally made during P.E. classes each day. Permission slips will be available to students immediately following the initial announcement of a scheduled tryout. Permission slips for participation in tryouts are mandatory and must be returned promptly by the date designated. This allows adequate time for the health room coordinator to pull medical records for the athletic department review. Students who do not return their try-out/physical permission slips on time or do not have documentation of a current physical exam/sports medical waiver on file in the health room prior to trying out will not be allowed to try out or practice. No late forms are allowed.

Academic Responsibility

Students participating in SJBCS sports program and extracurricular activities must maintain a grade point average of a C (75%) or higher in all core subjects (Catholic Doctrine, Math, Science, Social Studies, and Language Arts). An F grade in any subject will result in suspension from play. Grade and conduct checks are made prior to final team selection and once weekly on Thursdays during the season. Students who do not have a C average will not be selected to participate. If a student does not maintain this average during the activity/playing season, he/she will be suspended from play/participation (minimum loss of time = 1 week) until the average is raised. When on academic suspension, the student may not participate in the activity sessions, practice with his/her team, or be allowed playing time during games. If subsequent grade checks show no improvement, the student must continue on week-to-week suspension and can be dropped from the activity or team play for the remainder of the season, including tournament play.

Practice Schedule/Sessions

The team/activity practice schedule will be announced after final selection. A printed schedule is also given to each athlete prior to the first practice session. Practice schedules are mandatory, and two unexcused absences will result in the student being dropped. Students must notify the athletic director, coach, or activity sponsor in advance that they will not be attending. Parents and students alike should be sure of their schedules before committing to any of the academy's programs. Participation teaches commitment to oneself and other team players as well as working toward a common goal. Parents and students who are unable to accommodate the practice schedule with total commitment should not participate in the programs made available.

Uniform Policy

St. John the Baptist School supplies the sports uniform for competitive play for a rental fee of \$25 per season. Only uniforms designated by the school are allowed on the court or field of play. Uniform tops will be tucked in at all times and shorts may not be rolled at the waistband. All athletes will wear white athletic socks for all sport programs; colored socks or mixing and matching of socks is not allowed. No jewelry is allowed during practice/play. Uniforms must be clean and neat in appearance. Students are responsible for the care of the sports uniform.

Travel to Away Games

Athletes must travel to all weekday away games via bus. St. John the Baptist School provides a staff member chaperone to travel with athletes to all games. Athletes may leave with their own parents after the game, but must first notify their coach or the staff chaperone. Athletes cannot leave a game site with someone else's parent/guardian without a note from their own parent/guardian. Non-participation notes must be given to the athletic director 24 hours before game day. Transportation priority is prearranged for athletes, chaperone(s), coaches, Principal and CSL representative. With the proper permission slip, available seating will be on a first come, first serve basis to faculty and staff, family members, and to students of St. John the Baptist. Food and drink are not allowed on the buses.

Conduct

St. John the Baptist athletes will hold their conduct to the highest standards as outlined by the school and the CSL. Athletes will assist with clean up at the game site of all scheduled games before leaving the area. If they are playing the only game of the day or the last game of the day, athletes will assist with site breakdown as needed by the home team. Students who fail to behave appropriately during school, practice time, and game time will be disciplined in accordance with school rules and league requirements.

Site Set-up and Breakdown for Home Games

Athletes are required to set-up and breakdown during home games. Duties include, but are not limited to, sweeping the court prior to volleyball and basketball games, setting up and breaking down tables and chairs, setting up players' benches, etc. No athlete will be allowed to leave until all duties are completed.

Pick-up after Practice and Games

Parents must make arrangements to have the athlete/student picked up within 15 minutes after completion of the activity, practices and/or game. If parents fail to pick-up the student on time (twice), the student/athlete will be dropped from the team or activity. Disregard for this policy may lead to an automatic dismissal from the activity and any future participation in after school programs.

Violations

Any athlete that is suspended from school for any reason will automatically be suspended from play. The status of the athlete will be handled on a case-by-case basis but generally will become ineligible for future play.

Coaching Staff

St. John the Baptist's coaching staff are volunteers who give of their own personal time

to coach our students. They are members of our community who work full time, have families, and frequently volunteer their time to other agencies and organizations around Oahu. Hence, schedules for practices and meetings will be according to their availability. Coaches and their assistants are informed and briefed on the CSL and St. John the Baptist philosophy for sports programs. Any parent/guardian who disagrees with the philosophy of a coach must voice their concerns with the athletic director at an appropriate time and not directly toward the coach. The athletic director will address any further discussion or action that may be required.

Parent/Guardian and Coaches Meetings

The athletic department will schedule a meeting shortly after team selections are made. All parents/guardians are encouraged to attend. The meeting will discuss the philosophy of coaches, St. John the Baptist, and the league. All policies and procedures will also be further emphasized during this meeting. Parental support for policies and procedures is essential and any concerns that may arise must be discussed privately with the athletic director.

CHEERLEADING

Cheerleaders are selected from Grades 5-8 by tryouts. Practices are conducted after school for performances at both boys and girls Volleyball and Basketball games. Uniforms are provided by the school for a rental fee of \$25 per season. Participating students are responsible for the care and upkeep of the uniforms. Cheerleading season runs from August through April.

In the case of an excused absence, an email or parent-signed note must be presented ahead of time to inform the adult sponsor. Three (3) unexcused absences from cheer practice will result in immediate dismissal from the squad. Two (2) unexcused absences from a game will result in dismissal from the squad. Wearing the correct uniform for games is mandatory. Otherwise, the student will be sent home and the absence unexcused.

STUDENT COUNCIL

The Student Council consists of a committee of elected students along with two representatives from each homeroom in Grades 6-8. These students help plan, organize, and supervise various school wide fundraisers and service projects.

YEARBOOK

Yearbook club is made up of selected 7th and 8th grade students who volunteer to create the annual SJBCS yearbook. Students help to take pictures at school events and use the Internet and desktop publishing software to lay out the yearbook. Students learn about deadlines, time management, design concepts, and technology skills. Students are required to complete parts of the yearbook outside of school using the online software. The club meets from the beginning of August until the end of May culminating with the distribution of the yearbook.

SCHOOL BOARD

St. John the Baptist School board meetings are held once a month. Officers are selected in May for the following school year. Members of the parish, community, and alumni may be selected to the board.

PARENT-TEACHERS GUILD (PTG)

All parents are urged to attend PTG social meetings. This organization is meant to strengthen parent-teacher communication and understanding. The purpose of the PTG is to enrich and enhance quality school programs and to assist in SJBCS fundraising activities when necessary. Executive Board meetings of the PTG officers (who are elected each spring) and school administrators are held to formulate an agenda for the regular PTG meeting. Parents are encouraged to submit written suggestions to these members at any time. PTG maintains a box for correspondence in the school's main office and host an email account for questions and concerns at PTG@sjbcs.org.

PARENT ASSISTANCE/VOLUNTEER PROGRAM

Volunteers are a vital part of our school. Parents are frequently asked to assist as classroom assistants, clerical assistants, chaperones for field trips, and in many other capacities. All help is encouraged and appreciated. Volunteers and visitors must sign in at the Main Office and obtain a visitor's pass. The visitor's pass is needed every time a parent/guardian is on campus for planned activities or lunch with their student. A Volunteer Code of Conduct form and Safe Environment class must be completed and signed by each individual, and kept on file in the Main Office prior to volunteering at the school. The form is available through the Main Office.

XII. SAFE ENVIRONMENT PROGRAM

The United States Council of Catholic Bishops requires Safe Environment training to be administered to all children enrolled in our diocesan schools and parish religious education programs. The "Policy on Allegations and Incidents of Sexual Misconduct" promulgated by the Diocese of Honolulu is incorporated 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 acknowledgement that they have read and understood the ethical and personal conduct policies of the Diocese of Honolulu. The Church encourages paid and volunteer personnel to report suspected child abuse to the Principal or school official, who should contact the police or Child Protective Services. All adults who have significant or one-on-one contact with minors are required to take an on-line Diocesan Safe Environment Initial Training course, "Shield the Vulnerable" within sixty (60) days from the official start date of their assigned duties. Participants receive certification, a copy of which is kept on file in the school.

Consistent with diocesan policy, St. John the Baptist Catholic School will conduct Safe Environment training for all students as part of the religious education curriculum at a scheduled time during the course of each school year. Parents are required to sign a consent form provided in the registration materials giving permission for their child to participate in the class on prevention of sexual abuse to children. An opportunity to review the safe environment materials is provided to parents prior to the scheduled classes. A guide related to child sexual abuse and the Diocese of Honolulu's Protection Program will be sent home as notification following the classroom presentations.

XII. WELLNESS POLICY

The school's Wellness Policy supports the mission of St. John the Baptist 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. John the Baptist School which supports our school mission 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 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 that:
 - 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 a part of a class or student incentive program, curricular lesson, or fund raiser;
 - c. Practices selective pricing that favors sales of healthy foods over unhealthy food choices.

XIII. TECHNOLOGY ACCEPTABLE USE POLICY

The Technology Acceptable Use Policy provides the procedures, rules, guidelines and codes of conduct for the use of the technology and information networks at St. John the Baptist School. Use of such technology is a necessary, innate element of the SJBCS educational mission, but technology is provided to staff and students as a privilege, not a right. SJBCS is committed to protecting our students and faculty internet use through our cloud based firewall and security network. The school Internet service and network is intended for K-8 students, faculty and staff for educational purposes only, and is designed to guide users through its vast resources and to minimize the possibility of students accessing materials that are inappropriate for minors. However, the school cannot guarantee that such materials will not be accessed. A signed acceptance of

SJBCS's Technology policy by a parent/guardian, and student is required prior to giving access to any school technology.

Please review the policy below with your child(ren) prior to signing the Authorizations Release Form acknowledging acceptance of the Technology Policy.

- Students will follow teacher instructions regarding the use of the Internet service. Students will only access appropriate information which is relevant to their work. Students will make no attempt to access sites containing inappropriate material and/or sites without educational content related to their work.
- Students will not post private information about themselves or any other person through SJBCS's Internet service. Students will respect the privacy of teachers and fellow students by not giving out their personal information as well.
- Students will not use SJBCS's Internet service to chat online. The use of Instant Messaging and Chat Rooms is strictly prohibited at SJBCS.
- Students are prohibited from accessing blogging sites, profiles sites, diary sites, social-networking sites or any other site that is a combination of a diary, a personal ad or a cyber-dating website using SJBCS computers. If accessing such sites outside of SJBCS, students are prohibited from mentioning themselves or others as SJBCS students or creating groups within these sites naming St. John's as their school.
- Students are prohibited from using SJBCS computers to download MP3 files, media files, video, music, text, images, and inappropriate files. Students will not download any files without teacher permission.
- Students will not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if one's own.
- Students will not offer, provide, or purchase products or services through SJBCS's Internet service.
- Students will not compromise the integrity of the school's network. Offenses include:
 - Altering system software or hardware configurations
 - Tampering with the anti-virus software installed on SJBCS-owned devices or networks
 - Attempting to access or accessing another user's account, private files, or e-mail.
 - Attempting to access or accessing systems outside of SJBCS
 - Misrepresenting one's identity in electronic communication
 - Installing software (including games) on SJBCS-provided computers, laptops and iPads
 - Allowing or assisting unauthorized users to gain access to SJBCS computers
 - Using computing resources, including electronic mail, to send nuisance messages such as chain letters, junk mail and profane, obscene, threatening, libelous or harassing messages
 - Using the SJBCS's logos or insignias without written permission from the appropriate SJBCS authority
 - Displaying, posting, printing or sending material that is contrary to the mission or values of SJBCS, including obscene, pornographic, sexually explicit or offensive material. Any information distributed through SJBCS's computing and networking facilities is a form of publishing

- and is subject to some of the same standards as other types of publications
- Intentionally or negligently distributing malicious software, such as computer worms, viruses or Trojanhorses

St. John the Baptist Catholic School reserves the right to place reasonable restrictions on the material students may access or post through the system and will perform routine maintenance and monitoring of its Internet service. SJBCS will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through SJBCS's Internet system. In the event there is a claim that the student has violated this Policy in his/her use of the system, the student will be provided with notice and opportunity to be heard by the administration of SJBCS. Depending on the severity of the infraction, the consequence can range from a detention to an expulsion. Additional restrictions may be placed on the student's use of SJBCS's Internet service. (Please refer to SJBCS Technology Acceptable Use Policy for complete description of policy and procedures.)

XIV. EMERGENCY CRISIS PROCEDURES FOR PARENTS

St. John the Baptist realizes that there are circumstances that may disrupt the daily schedule of our school and/or potentially cause harm to our students/school. Every effort to minimize risk and to assure the safety and security of our students and our employees will be made. However, life presents personal and professional uncertainties and it is impossible to avoid every threat. A crisis plan and a crisis management team for the efficient management of internal and external communication during emergency situations that may endanger the image, health, safety, operation, or economic stability of St. John the Baptist has been created in the event of the following critical situations:

*Natural Disasters—Earthquake, Hurricane,
Tsunami Fire
Chemical Hazard
Bomb Threat
Dangerous Animal on Campus Technological—
Power Outages
Intruder or Disorderly Person on Campus Infrastructure—
Roads, Sewers, Water Weapon on Campus Pandemic Flu*

In an EMERGENCY it is crucial that we make every attempt possible to contact the primary custody contact through every means available; therefore, the EMERGENCY Alert is set to reach all communications listed for the household. Households that list the same phone number or email for either parents or primary custodian will receive multiples alerts to that number or email.

CANCELLATION OF SCHOOL

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, infrastructure issues, or public crisis. If it is announced over the radio or television that the public school system, State Department of

Education (DOE), in our area is closed or has cancelled classes for the day, SJBCS will be closed. The school may also be closed as directed by the Diocesan Office of Hawaii Catholic Schools. The ALERT NOTIFICATION System will be activated and implemented whenever possible.

Under no circumstances, however, will school be closed during the day until all children have been safely picked up by their parent or designee. Individuals authorized to pick up must be listed on the school emergency forms. It is imperative that current phone numbers be listed on the emergency forms maintained in the school office/health room and on the school's database. In the unusual circumstance where school must be cancelled during the school day, please have your child's designated pick up person come to the release site with a photo ID in the event the parent cannot come.

Do not call the school during emergencies or your child's cellphone. Please allow the school's telephone lines to remain open and available for those who have urgent needs. Cell phone calls to the school during any emergency situation should also be curtailed due to overloading the system.

EMERGENCY PLAN OF ACTION

In the event the school must be closed, the following guidelines are necessary:

Same Day Notice: Before 7:30 a.m.

1. OFFICIAL NOTICE FROM ADMINISTRATION via ALERT NOTIFICATION—NO CLASSES banner will be hung on the fence visible from the carpool lane and the fence behind kindergarten.
2. The traffic monitor and any staff arriving early will help supervise the front area and parking lot to inform arriving parents of the school's closure. Parents will not be allowed to drop off students.
3. Office will notify any other school personnel of the closure via ALERT NOTIFICATION.

Cancellation During The School Day:

Closure during school hours for non-emergency situations

1. OFFICIAL NOTICE FROM ADMINISTRATION—all directives/information to be relayed to the students regarding the emergency will be provided by the administration. ALERT NOTIFICATION will be activated for email messaging, text, and direct phone messaging.
2. All students will be required to return to their homerooms and must remain there until called for pick up. Teachers without homerooms will utilize phones throughout the school to make follow up calls to parents and additional staff members will notify classroom teachers when the parents arrive. Students will be directed to the front deck as soon as the parent or designee has arrived for pick up.

Advance Notice: Closure is anticipated

1. OFFICIAL WRITTEN NOTIFICATION from Administration to the parents will

be sent home with all students present and notification via ALERT NOTIFICATION email and direct phone messaging will be implemented.

2. Banner indicating NO CLASSES will be hung on the fences, back and front.
3. Homeroom teachers to make follow up contact with families of absent children in their class.

CRISIS PLANS

Written crisis plans are located in School Offices, Faculty Lounge, every classroom, and in the Faculty handbook for specific and detailed procedures for different disasters/emergencies. Certain actions need to occur to manage a crisis situation and the school has prudently prepared such plans in the event of a crisis. During the school year, these plans will be reviewed with the students and various scenarios will be practiced. Any situation which endangers the safety of the school community will be reported immediately to the Principal. The Principal in consultation with Pastor will determine the seriousness of the situation and implementation of the procedures outlined in the Crisis Plan will be followed.

Precautionary Action

Students are to remain in their classrooms with the doors locked until the “all clear” signal is given. This is just a precautionary action and does not involve evacuation.

Evacuation of Building/Forced Dismissal

Due to a possible unsafe situation in the building, the school community may be evacuated to the courtyard or to the church to await further instructions. Depending on the situation, there is the possibility that the students will be evacuated to another site, such as Fern Elementary School. Students may be picked up at the site by their parent or emergency contact person. Please listen to the radio for our location.

Lock Down

In the event this code level is called, the students will be trained to run to the nearest classroom. Students will be locked into the nearest classroom location, windows on doors covered and students moved to an area of the room out of visibility, remaining quiet until the “all clear signal is given.” Students may be picked up at the site by their parent or emergency designated person. Please listen to the radio for further information. Do not call the school as all open lines will be needed to maintain contact with authorities. Do not attempt to contact your child on his/her cellphone.

FOR EMERGENCY INFORMATION VIA THE MEDIA:

In the event of any school, local or national emergency or disaster, please do not try to contact the school. Instead, key radio and television stations should target parents, allowing us to keep the telephone lines open and available for those who have urgent needs.

Radio stations that will announce school closures or provide emergency information include:

- KHPR (Public Radio)
- KSSK 92.3 FM or 59 AM
- KHVH 830 AM
- KINE 105.1 FM
- KUMU
- KRTR

Television stations (Channel 2, 4, 9, and 13) will provide regular updates on the school's status.

FIRE DRILLS

The signal for a drill or actual fire is the fire alarm. Teachers are responsible for familiarizing students with the fire emergency procedures. Drills are held throughout the school year. In the event our facility was to be damaged by fire and not habitable, the children will be cared for at St. John the Baptist School.

HURRICANES

Conditions: high winds, heavy rain, flooding, and damaging surf. If a "watch" has been issued, the hurricane is expected within 36 hours. A "warning" means it is expected within 24 hours or less. When a watch is issued, we will monitor the storm and make decisions to close before the issuance of a warning. The timing of the closure will generally coincide with the end of the normal working day and should not inconvenience parents. Please note that the hurricane/tropical storm public evacuation shelter closest to the school is the parish hall.

TSUNAMIS

Conditions: series of destructive ocean waves that can affect all shoreline areas. Tsunamis may occur at any time with limited or no warning. If a "watch" has been issued, tsunamis are possible; get ready. If a "warning" is issued, you should leave coastal areas immediately. St. John the Baptist Catholic School is not located in a tsunami evacuation zone, so no evacuation is considered necessary by the state. The following procedures have been adopted in the event of a tsunami warning:

- If a warning is issued while school is in session, staff will remain with the children until all are safely picked up.
- If a warning is issued before the day normally begins, classes will be canceled and the school will be closed.

EARTHQUAKE

Should an earthquake of significant magnitude occur on Oahu, St. John the Baptist Catholic School could be damaged. We could also anticipate considerable disruption to our road networks.

Following an actual earthquake, please read the options listed below:

Option 1: If buildings are determined sound, all students and academy personnel will remain in place to await instructions from the Civil Defense agency.

Option 2: If the school is damaged or could sustain damage as the result of an aftershock, all students and personnel will move to the field at Fern Elementary School.

FLOODING

St. John the Baptist Catholic School is not located in an identified flooding zone. However, in the event of flooding, all will immediately move to the second floor.

XIV. SCHOOL SAFETY ISSUES

Safety related issues and rules are of utmost importance at St. John the Baptist Catholic School. Student safety comes first and cannot be compromised. Parental cooperation will be expected in order to promote a safe environment for all. Please take note of the following guidelines:

- The safest designated drop-off or pick-up area is in the coned-off lane flowing towards the front of the main office. Parents/guardians may use the lanes for assisted drop-off or may park in the church parking lot and accompany the students.
- Parents/guardians are advised to drop-off and pick-up children at the designated areas only.
- Refrain from cell phone use while operating your vehicle in the carpool lane.
- The first lane nearest the school is for preschool families and students. Time is limited to drop-off and pick-up only. Students in K-8 should not be in this area unless the family includes a preschool sibling.
- Parking lot signs should be noted. The coned off area is for faculty and staff to park their vehicles. Do not enter this area under the building between 6:30 AM – 3:30 PM. Drop-offs and pick-ups from this area are unsafe for the children. The area will be monitored.
- During the regular school hours (7:55 AM – 2:50 PM), all visitors to St. John the Baptist Catholic School must come to the office to sign in and obtain a visitor's pass. This includes all parents and guardians. Visits to campus for lunch or any planned activity require a visitor's pass. Do not go directly to a classroom or other campus area.
- The school hours are clearly stated under General Information. No student should be dropped off before 7:00 AM. In the afternoon, any student left after 3:00 PM will be taken to After School Tutoring and the parent must walk in to sign out the student. Parents will be charged the \$10.00 drop-in fee for the day. On designated half days, anyone not picked up after 12:00 PM will be taken to After School Tutoring for direct supervision. Parents will be assessed the \$15.00 drop-in fee for the day. Students are not to be left unattended.
- Skateboards and rollerblades are not to be used on campus.
- Students who leave the school campus at the end of the school day cannot return unless accompanied by a parent/guardian or an authorized adult. Students remaining on campus after school hours must be with an Academy sanctioned activity or registered with the After School Tutoring program.
- Students must be supervised by adults at all times while on campus and are not allowed to roam freely or to play unless directly supervised by an adult.

WE APPRECIATE YOUR KOKUA IN ADHERING TO THE GUIDELINES DESCRIBED IN THIS PARENT/STUDENT HANDBOOK for the 2017-2018 SCHOOL YEAR