

**Damien Memorial School
Parent-Student Handbook
2017-2018**



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*Damien Memorial School
1401 Houghtailing Street
Honolulu, HI 96817
www.damien.edu*

*Catholic Education in the Tradition of
The Congregation of Christian Brothers
Accredited by
the Western Association of Schools and Colleges,
the Western Catholic Educational Association,
and the Hawaii Association of Independent Schools*

ADMINISTRATION

Mr. Wes R. Porter	President
Bro. Daniel J. Casey, CFC	Principal
Mr. Stephen Lewis '75	Vice-Principal
Ms. Daniela Checinski	Dean of Students
Mrs. Elle Zieser	Dean of Students
Mr. Wallace Aina, Jr. '70	Director of Athletics
Mr. Brent Limos, '94	Director of Admissions
Ms. Tiffany Sawai	Chief Financial Officer

IMPORTANT PHONE NUMBERS

School Office, Mrs. Lota	841-0195
Middle School Office, Mrs. Teraoka	ext. 548
School Secretary, Mrs. Lewis	ext. 503
Dean of Students, Mrs. Zieser	ext. 508
Dean of Students, Ms. Checinski	ext. 513
Admissions Office, Mr. Limos	ext. 527
Attendance Office	440-9567
Athletic Director, Mr. Aina	ext. 507
Business Office	841-0198
Office of Institutional Advancement	ext. 532
Cafeteria	847-4359
School Fax	847-1401
Business Office Fax	847-0384

**Damien Memorial School
2017 – 2018 School Calendar**

August 1	New Teacher Orientation
August 2	Faculty/Staff Retreat
August 3	Faculty/Staff Meeting
August 4	Student Orientation
August 7	1st Quarter Begins
August 17	HCS Mass of the Holy Spirit (student holiday)
August 18	Statehood Day Holiday
September 4	Labor Day Holiday
October 6	1st Quarter ends
October 9-13	Fall Break
October 16	2nd Quarter Begins
October 25	Testing Day
November 10	Veterans' Day Holiday
November 23-24	Thanksgiving Break
December 19	2nd Quarter Ends
December 19	Middle School Semester Ends
December 20-22	Semester Exams
December 25-Jan 5	Christmas Break
January 5	Faculty/Staff In-Service
January 8	3rd Quarter Begins
February 2	ACCE (student holiday)
January 15	Martin Luther King Day Holiday
February 19	Presidents' Day Holiday
March 16	3rd Quarter Ends
March 19-23	Spring Break
March 26	Kuhio Day Holiday
March 27	4th Quarter Begins
March 30	Good Friday Holiday
April 2	Easter Monday
May 8-10, 14-17	AP Exams
May 7	Patrons' Day Holiday
May 25	4th Quarter Ends
May 25	Eighth Grade Graduation
May 26	Baccalaureate Mass & Luncheon
May 27	High School Graduation
May 28	Memorial Day Holiday
May 29	Diploma Pick-up
May 29 – 31	Semester Exams

See "Calendar" at www.damien.edu for updates.

**BELL SCHEDULES
2017-2018**

SCHEDULE I (Regular Day - 45 minute periods)

7:40 am	Warning Bell
7:45 - 7:55	Homeroom
8:00 - 8:45	Period 1
8:50 - 9:35	Period 2
9:40 - 10:25	Period 3
10:30 - 11:15	Period 4
11:20 - 12:05	Period 5
12:10 - 12:55	Period 6
1:00 - 1:45	Period 7
1:50 - 2:35	Period 8

SCHEDULE II (Early Dismissal Days - 40 minute periods)

7:40 am	Warning Bell
7:45 - 7:55	Homeroom
8:00 - 8:40	Period 1
8:45 - 9:25	Period 2
9:30 - 10:10	Period 3
10:15 - 10:55	Period 4
11:00 - 11:40	Period 5
11:45 - 12:25	Period 6
12:30 - 1:10	Period 7
1:15 - 1:55	Period 8

SCHEDULE III (Liturgies / Morning Assemblies - 35 minute periods)

7:40 am	Warning Bell
7:45 - 7:55	Homeroom
8:00 - 8:35	Period 1
8:40 - 9:15	Period 2
9:20 - 10:35	Liturgy/Assembly
10:40 - 11:15	Period 3
11:20 - 11:55	Period 4
12:00 - 12:35	Period 5
12:40 - 1:15	Period 6
1:20 - 1:55	Period 7
2:00 - 2:35	Period 8

SCHEDULE IV (Afternoon Assemblies - 35 minute periods)

7:40 am	Warning Bell
7:45 - 7:55	Homeroom
8:00 - 8:35	Period 1
8:40 - 9:15	Period 2
9:20 - 9:55	Period 3
10:00 - 10:35	Period 4
10:40 - 11:15	Period 5
11:20 - 11:55	Period 6
12:00 - 12:35	Period 7
12:40 - 1:15	Period 8
1:20 - 2:35	Assembly

SCHEDULE V (Half Day - 30 minute periods)

7:40 a.m.	Warning Bell
7:45 - 7:55	Homeroom
8:00 - 8:30	Period 1
8:35 - 9:05	Period 2
9:10 - 9:40	Period 3
9:45 - 10:15	Period 4
10:20 - 10:50	Period 5
10:55 - 11:25	Period 6
11:30 - 12:00	Period 7
12:05 - 12:35	Period 8

Mission Statement

Damien Memorial School guides students from all walks of life to become responsible, respectful and community-minded men and women who are prepared to excel in higher education and are ready for the challenges in their future. As a community of faith, missioned by the Roman Catholic Church, we espouse the message of the Gospel of Jesus Christ as exemplified in the Essential Elements of an Edmund Rice Christian Brother Education and through the selfless service of Saint Damien of Molokai.

St. Damien Joseph de Veuster of Moloka'i

Joseph de Veuster was born in Tremelo, Belgium in 1840 when few people in Europe had any firsthand knowledge of leprosy, now known as Hansen's disease. By the time he died at the age of 49, people all over the world knew about this disease because of his unceasing work to improve the inhuman conditions of the lepers on the island of Moloka'i where he encountered human misery and physical suffering. People all over the world took notice that his human compassion could soften the ravages of this disease.

Forced to quit school at the age of 13, he began to work on the family's farm. At the age of 19, Joseph entered the Congregation of the Sacred Hearts of Jesus and Mary taking the name of a fourth-century physician and martyr. When his brother (also of the same order) fell ill and was unable to go to the Hawaiian Islands as assigned, Damien volunteered with no hesitation to take his place. In May 1864, two months after his arrival in Honolulu, he was ordained and assigned to the island of Hawai'i.

In 1873, he went to the Hawaiian government's leper colony on the island of Moloka'i as part of a team of chaplains for three months each year. Damien soon volunteered to remain permanently. There he cared for the people's physical, medical and spiritual needs. Shortly after, he became the strongest advocate to secure the

support which the Hawaiian government promised. Kamiano, as he was known to the Hawaiian people, helped build new homes, a new church, a new school and an orphanage. The sisters of Syracuse led by Mother Marianne Cope joined the settlement.

Along with administering the faith and tending to the sick, he coordinated funding and medical services to the most needy and isolated people on earth. He also helped his patients construct houses and churches and even assisted in creating a running water system. Most importantly, his fame was his tremendous kindness, easing the suffering and treating the afflicted with the utmost respect leaving a legacy of selflessness and compassion that the people of Hawai'i have never forgotten.

Damien's close contact with those he was helping led to his contracting Hansen's disease. In 1889, Damien died from the disease he worked so hard to treat. At his request, he was buried in Kalaupapa. In 1936, the Belgium government applied for and was granted in having his body moved to Belgium where he received a hero's welcome by King Leopold III. Later, part of his body was returned to his beloved Kalaupapa. In 1977, Damien was proclaimed Venerable Father Damien by Pope Paul VI, the first step to sainthood. On October 11, 2009, he was canonized by Pope Benedict XVI.

Blessed Edmund Rice

Damien Memorial School was founded by the Christian Brothers who were founded by Edmund Ignatius Rice. Edmund Ignatius Rice was born in Callan, Ireland in 1762 when Catholics faced oppression under Penal Laws enforced by the British authorities. His education, like that of many Irish Catholics at that time, was greatly compromised under those conditions. He obtained his education, like the rest of the boys of the Rice family, at home through a member of the Augustinian friars. In 1779, Edmund apprenticed under his uncle who owned a merchant business in the nearby port town of Waterford. When his uncle died, the business was passed on to Edmund. Under those conditions, he still managed to forge a successful career in business.

In about 1785, Edmund married Mary Elliot. Tragically, Mary (pregnant at the time) accidentally died either by falling

off a horse or was thrown out of a carriage by a panicked horse. A daughter was born on Mary's deathbed but the daughter, also named Mary, was handicapped. Edmund was left a widower with an infant daughter in delicate health.

Edmund began to devote his life to prayer and charitable work, particularly with the poor and marginalized of Waterford. In 1802, he established a makeshift school on his own property, but he found that the children were so difficult to manage that the teachers resigned. To continue his work, he sold his thriving business and devoted himself to training teachers who dedicated their lives to prayers and to teach children free of charge. Despite the difficulties involved, Edmund's classes became very popular and a second school was set up on another of his properties.

The turning point in Edmund's vocation took place when two men, Thomas Grosvenor and Patrick Finn came to him with a desire of joining a congregation but had not decided which one to join. They remained with Edmund Rice's schools and formed their own congregation. The success of the schools led to more permanent buildings which began construction in 1802. Mount Sion monastery was blessed in 1803. In 1808, seven of the staff including Edmund took religious vows. Later, Edmund sought approval from Pope Pius VII for the community to be made into a pontifical congregation with a Superior General. Ultimately he obtained this, and as Superior General he was able to move brothers across diocesan boundaries. In the 1820's more difficulties emerged because of the tremendous growth. So, the congregation became two distinct congregations, the Christian Brothers and the Presentation Brothers.

In 1838, Edmund left the North Richmond Street community and returned to Mount Sion in poor health. At age 76 he called for an election of a new Superior General and Brother Michael Paul Riordan was elected. In 1841, Edmund's health took a turn for the worse. Edmund died in 1844 in Waterford where his remains lie in a casket to this day. The first attempt to introduce Edmund Rice to sainthood was in 1911 but the cause was officially opened in 1957. In 1996, Edmund Rice was declared Blessed Edmund Ignatius Rice. His official feast day is May 5. Today, Presentation Brothers and Christian Brothers can be found all over the world continuing the legacy of Blessed Edmund Ignatius Rice.

Essential Elements of an Edmund Rice Christian Brother Education

PREAMBLE

Blessed Edmund was given the grace to respond to the call of Jesus by identifying with Christ in the poor. His example evoked a deep awareness of God's loving presence in all with whom he came in contact. He awakened within them a consciousness of their dignity as children of God. He invited his followers to share his gospel insight, and empowered them to reach out to the needy, especially the materially poor.

The life of Blessed Edmund Rice - businessman, husband, father, widower, religious brother, teacher, and founder - challenges all involved in Christian Brother education to live and teach gospel values in today's world. His charism inspires the Essential Elements of a Christian Brother Education:

"Edmund Rice was moved by the Holy Spirit to open his whole heart to Christ present and appealing to him in the poor (1984 General Chapter)."

ELEMENTS

In ministry begun by Jesus Christ and inspired by the vision of Blessed Edmund Rice, a Christian Brother education...
Evangelizes youth within the mission of the Church.

- A Christian Brother education proclaims the Good News of Jesus Christ.
- The Gospel message of Jesus permeates the curriculum, the activities, and all other aspects of a Christian Brother education

Proclaims and witnesses to its Catholic identity.

- A Christian Brother education gives priority to religious formation through formal religious instruction and through opportunities for faith development and service by means of liturgies, retreats, vocation awareness, daily prayer, and other programs.
- A Christian Brother education joins in the sacramental life of the Church, witnesses faith life through the prominent use of signs and symbols, fosters devotion to Mary, and is in union with the Church through commitment to service and formation of community.
- Catholic identity permeates all endeavors of Christian Brother education: all classes and activities, procedures and policies, services and programs.
- All staff involved in Christian Brother education give daily witness to their integral role in the community's faith formation.

Stands in solidarity with those marginalized by poverty and injustice.

- The policies, the structures, and the climate of a Christian Brother education witness and promote concern for the disadvantaged.

- A Christian Brother education includes advocacy and education for peace and justice, care for the earth, and global awareness. It prepares students to work toward the creation of a just society.
- A Christian Brother education actively encourages ministries that work with and for the poor and marginalized.
- Education and support for mission areas at home and abroad characterize Christian Brother education.
- A Christian Brother education establishes tuition and scholarship policies that open its education to the poor.

Fosters and invigorates a community of faith.

- A Christian Brother education witnesses and celebrates Gospel values.
- A Christian Brother education provides a disciplined, safe atmosphere in which students are free to grow and take responsibility for their own learning and for the life of the community.
- Caring, compassionate relationships characterize a Christian Brother educational community.

Celebrates the value and dignity of each person and nurtures the development of the whole person.

- A Christian Brother education values the diversity of the human family and seeks to reflect local diversity in its student population and professional staff.
- Strong programs of personal, professional and pastoral care are integral to a Christian Brother education.
- A Christian Brother education embraces human fragility and welcomes God's healing.
- Christian Brother education values co-curricular activities, special events, and other programs that are important to students' complete education.
- A Christian Brother education strives to provide just remuneration for its staff.

Calls for collaboration and shared responsibility in its mission.

- Christian Brother education empowers all members of the community to share responsibility in the shaping of its mission.
- A Christian Brother education collaborates with parents, the primary educators.
- A Christian Brother education fosters collaboration with other Christian Brother ministries on local, regional, and international levels to address common concerns and to celebrate a common heritage.
- A Christian Brother education encourages a deeper understanding and living of the charism of Blessed Edmund.
- A Christian Brother Education promotes active participation in governance by boards and diocesan officials.

Pursues excellence in all its endeavors.

- Strong academic curriculum, high expectations, and a quest for excellence characterize a Christian Brother education.
- A Christian Brother education develops a curriculum that promotes the harmonious growth of the whole person, fosters the development of higher-order thinking, and prepares its students for life-long learning.

DIOCESE OF HONOLULU

Damien is not a diocesan school and, therefore, is not corporately associated with the Diocese of Honolulu. Damien is separately incorporated and maintains its religious association with the Catholic Church chiefly through the Congregation of Christian Brothers.

The diocese and Damien, however, are of the same church and we work closely together on education, service, and religious matters in Honolulu and throughout Hawaii.

ACADEMIC POLICIES AND PROCEDURES

A. Admissions

Damien Memorial School, mindful of its primary mission to be a witness to the love of Christ for all, admits students of any race, gender, color, national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. Damien Memorial School does not discriminate on the basis of race, color, national and/or ethnic origin in the administration of its educational policies, admissions policies, scholarship programs, and athletic and other school-administered programs. While Damien Memorial School does not discriminate against students with special

needs, a full range of services and programs may not be available for those students.

Damien Memorial School accepts applications for students entering grades 6 through 12. A student must first successfully complete the grade prior to the grade he/she is applying to in order to be considered for admission to Damien Memorial School. Applications may be obtained through the Admissions Office. Following the completion of the Damien Entrance Exam for students applying for grades 6 - 9, the Admissions Office may arrange an interview with the student and his/her parents or legal guardians (from here on referred to as "parents" or

“parent”). All records, including test scores, recommendations, official transcripts, and interview results, will be forwarded to the Damien Admissions Committee, which will make a recommendation to the Director of Admissions as to whether or not the student should be admitted to Damien Memorial School. After reviewing all pertinent information, the Principal will make the final determination as to the student’s application for admission. Students applying for grades 10 – 12 will be evaluated on a case-by-case basis.

All students accepted into and entering Damien for the first time are placed on academic and disciplinary probation from the start of the school year and shall remain on probation until the First Quarter grades have been posted. Students entering Damien other than at the start of the school year or beyond the First Quarter shall have their eligibility determined by their most current work performance record. Evaluation of probationary students will be done by the Principal together with the Admissions Director and the student’s counselor.

B. Academic Records

Parents of students have the right to inspect and review all official records, files, and data directly relating to their son/daughter. Requests to view these records should be made in writing to the Principal. Information contained in the personal records of students will not be released to any other person, agency, or organization without the written approval of the student’s parents with the exception of information to school officials, including teachers, who have a legitimate educational interest, or legal subpoena.

Non-custodial parents will be given access to academic records and to information regarding the progress of their children, unless there is a court order specifically stating that the non-custodial parent is denied access to such information.

Divorced and/or separated parents must file a court-certified copy of the section of the custody section of the divorce or separation decree with the School Registrar. Damien Memorial School will not be held responsible for failing to honor arrangements that have not been made known.

C. Graduation Requirements

To graduate from high school at Damien Memorial School, a student must accumulate a minimum of twenty-six (26) credits, including the following core areas:

- 4 credits Religion*
- 4 credits English
- 3 credits Science
- 3 credits Mathematics
- 4 credits Social Studies
- 2 credits World Language**
- 1 credit Physical Education
- .5 credit Speech
- 4.5 credits Electives

Beginning with the Class of 2020, the graduation requirements will be as follows:

- 4 credits Religion*
- 4 credits English
- 4 credits Social Studies
- 3 credits Mathematics
- 3 credits Science
- 2 credits World Language**
- 1 credit Physical Education
- .5 credit Health
- .5 credit Speech
- 4 credits Electives

*The requirement for Religion may be waived for a student transferring to Damien Memorial School from a public school or non-Catholic private school based on the time spent at that school.

**Both credits must be earned in the same language.

To graduate from middle school at Damien Memorial School, a student must fulfill all course requirements of the 8th grade.

Failure of two or more classes may affect re-admission into Damien.

Christian Service Requirement

As a Catholic school, Damien is strongly committed to helping the “least of Jesus’ brothers and sisters” as called for in the Scriptures, the bishops’ document on Catholic education: *To Teach as Jesus Did*, the document: *Essential Elements of an Edmund Rice Christian Brother Education*, and the school’s Mission Statement. Because of this commitment, participation in Christian Service is a requirement of all Damien students. Earning a Damien diploma is contingent on completing these Christian Service requirements. Ideally, students will look for service opportunities that involve direct contact with the poor and marginalized. In order to develop a life-long spirit of service and self-giving, Damien requires the following of its students:

Grades 6 – 8

- Students will complete two group projects, one per semester.

Grades 9 through 11

Beginning with the class of 2019, the Christian Service requirement is 30 hours per year. All other rules mentioned above remain in effect, with the following modification:

- Students may earn one and one-half hours of credit for every hour of Christian Service performed in direct service to the materially poor (i.e., serving meals to the poor, tutoring disadvantaged children, etc.), performing services at/for Damien Memorial School, or performing services at/for their respective parish, church, or previous school.

- To receive this bonus, the student is required to receive approval from the Christian Service coordinator or his/her religion teacher prior to starting the service project. Projects completed without this approval will not be given bonus credit.
- For grade 9 students only, up to 10 hours may be earned for service to family. The student's parents must submit written verification that family service was completed.

Grade 12

- A minimum of 25 hours must be earned each academic year that a student attends Damien. Hours must be earned by the last day of class for the academic year.
- Students who do not fulfill the 25-hour requirement during an academic year must complete the outstanding balance, plus 5 additional hours, during the summer immediately following that academic year.
- Hours earned in excess of the 25-hour requirement will not be applied towards any future year requirement. These hours will be applied, however, toward the Christian Service Award that is presented at graduation to seniors who have worked more than double the hours required for graduation.
- Hours earned in one of Damien's service organizations, namely Campus Ministry, Key Club, Leo Club, NHS, and NJHS may be applied to the annual requirement. These service hours may not be applied to the annual requirement if completed during the school day.
- No hours may be earned for office help or teacher's aide work during school hours.
- No hours may be earned for political activities or compensated activities.
- Students who fail to complete the Christian Service requirement by the last day of classes will be placed on probation for the upcoming school year until the outstanding and current requirements are met. If either requirement remains incomplete at the end of the probation year, the student may be dismissed from Damien.
- Seniors who fail to complete their Christian Service requirement by the last day of classes may be excluded from participation in the graduation exercises.

D. Course Credit

1. Students are required to pass all classes each year if credit is to be earned for those classes. All failed courses must be made up in a manner approved by the Principal or his delegate. A student wishing to take a course at any school other than Damien Memorial School for the purpose of earning credits must submit a course description of the class to the Principal or his delegate PRIOR to registering for that class. If prior approval is not obtained, credit for the class may not be given. All core courses must be taken at Damien Memorial School.
2. For a student to sit for semester exams, all obligations to the school (financial and otherwise) must be satisfied.

E. Drop/Add Policy

All changes to a student's schedule must be approved by the School and will only be considered after a written request from a parent is submitted and the student has met with a counselor. Students wishing to add, drop, or otherwise change a class may do so without penalty (no transcript record or grade) during Week One of the course term. From Weeks Two through Five, a student receiving an approved change will receive a grade of "W" on the transcript, but it will have no effect on the GPA. Approved class changes after Week Five will result in a "WP" (withdraw passing) or a "WF" (withdraw failing) being recorded on their transcript. A "WP" has no effect on the GPA. A "WF" counts as an "F" toward the GPA. No courses may be added or dropped after the end of the first quarter unless under special circumstances approved by the principal. A dropped course must be replaced by another course; exceptions may be granted by the principal.

F. Grading Policies

The grading scale for Damien Memorial School is as follows:

Numeric to Alpha Grade	
90 - 100 = A	70 - 74 = C
85 - 89 = B+	65 - 69 = D
80 - 84 = B	64 - 0 = F
75 - 79 = C+	

GPA Calculation Table

Grade	College Prep	Honors	Adv. Placement
A	4.0	4.5	5.0
B+	3.5	4.0	4.5
B	3.0	3.5	4.0
C+	2.5	3.0	3.5
C	2.0	2.5	3.0
D	1.0	1.5	2.0
F	0.0	0.0	0.0

Only classes taken at Damien will be counted towards GPA.

Exceptions:

- Transfer from another school after grade 9.
- On-line AP classes sanctioned by Damien.
- If a class is repeated at Damien due to a failure, the new grade will replace the failure in the GPA calculation and both grades will be shown on transcript.
- If a class is repeated at a school other than Damien due to failure, both failure and new grade will not be computed in GPA and both grades will be shown on transcript.

G. Report Cards

Report cards are mailed to parents at the end of each quarter. Questions regarding grades and other information contained on the report card should be directed to the student's grade-level counselor.

H. Mid-Quarter Progress Reports and Conferences

Mid-Quarter reports are mailed to parents at the mid-point of each quarter. Teachers may also send out a report at other times during the year when they feel that improvement is needed in a student's work. Progress reports are also available for students throughout the school year. Questions about progress reports should be directed to the student's teacher. Parents are required to check PowerSchool regularly to monitor their child's progress. Parents may also request a conference with their child's teacher(s) or counselor at any time.

I. Academic Probation

Students failing multiple classes may be put on an Academic Probation and will be monitored by grade-level counselor and vice principal.

J. Promotion & Failure

All students must take a minimum of seven (7) classes per year. If a student fails a required course for graduation, he/she must repeat the course either in the summer or next school year if the course will fit in his/her schedule.

K. Early Semester/Final Exams

While Damien discourages parents from requesting permission for their son or daughter to take semester exams early, we recognize that there may be emergency situations that will cause a student to miss a scheduled exam date (or dates). The following procedure is to be followed in those situations where such an emergency arises:

- 1) A parent request must be submitted to the student's grade-level counselor no less than one week prior to the scheduled exam.
- 2) The grade-level counselor will consult with the affected teacher(s). The counselor will be responsible for determining if the request is granted.
- 3) If the request is granted, the counselor will work with the student and teacher to schedule a make-up date for the exam. If the make-up date runs into the next grading period, or summer vacation, the student will receive an incomplete until the exam is made up. Once the exam is made up, the revised grades will be submitted for entry into the Academic Record. A new report card will be printed and mailed out to the parent.

L. Academic Awards

Damien will hold two honors assemblies: one in August to acknowledge honor students from the second semester of the previous school year, and one in January to acknowledge honor students from the first semester. The August assembly, the school will present Grade Point Average awards: the student with the highest cumulative GPA in each grade-level will earn the Gold Medal, the second highest will earn the Silver Medal and the third highest will earn the Bronze Medal.

The following scale is used to determine placement on the Honor Roll:

Quarter GPA of 3.20 – 3.59	Second Honors
Quarter GPA of 3.60 – 3.99	First Honors
Quarter GPA of 4.0 or above	President's List

A grade of "D" or lower in any subject precludes a student from being on the Honor Roll regardless of GPA.

At graduation, awards are presented in a variety of areas. The school administration selects recipients of graduation awards according to criteria that includes, but is not limited to, academic performance, citizenship, and moral character. The decision of the school administration in this matter is final.

M. Valedictorian and Salutatorian (Senior Year)

Recipients of this honor must have attended Damien Memorial School from sophomore to senior years. Criteria for these awards will include student's cumulative GPA at the end of the seventh semester, strength of schedule, participation, attendance and overall character. The decision of the principal in this matter is final.

N. Valedictorian (Eighth Grade)

To qualify for this honor, a student must have attended Damien Memorial School for both seventh and eighth grades. Criteria for this award will include student's cumulative GPA at the end of the first semester of the eighth grade, grades from the third quarter of the eighth grade, strength of schedule, participation in activities, attendance, and overall character. The decision of the principal in this matter is final.

O. Academic Expulsion

A student with multiple failures with little chance to recover these failures may be expelled from Damien. The decision to expel rests with the principal whose decision is final.

STUDENT EXPECTATIONS

Introduction

Damien Memorial School is committed to fostering a culture that values education beyond the classroom. A school is only as good as the positive conduct and behavior of its students. Damien Memorial School is

committed to maintaining an environment that is safe both physically and emotionally, fosters spiritual growth, promotes respect for others and their property, pursues learning with complete academic integrity, and is free of any form of substance abuse. The school's policies

regarding conduct seek to create an environment in which adults and students alike develop the capacity for moral decision-making based upon Gospel values. In order to develop sound judgment, an individual needs to learn that actions have consequences. Discipline in this context functions to maintain and reinforce positive behavior and eliminate negative outcomes. We believe in the importance of maintaining a community of faith and learning built on the worth and dignity of all students and their ability to grow through their mistakes by taking ownership of their consequences and steps moving forward. All policies are in effect at all times, and at all school functions whether on or off campus.

Citizenship Grade

All students begin the semester with an A grade in Citizenship and 0 demerits. The Citizenship grade at the end of the semester is determined by the scale and rubric below. This Citizenship grade is accounted for in the student's GPA and represents the student's adherence to and investment in the values and appropriate behavior outlined by Damien Memorial School.

Grade	Demerits
A	0-3
B+	4-5
B	6-8
C+	9
C	10-12
D	13-17
F	18

Code of Conduct

Since no list can possibly cover every situation of a student's actions, common sense, mature judgement and choices, and Christian values are the guidelines by which every student's conduct is measured. If a student's conduct is outside these guidelines, a dean of students will determine the penalty of this misconduct. The following student misconducts are contrary to student expectations and could be severely damaging to the individual student and Damien Memorial School.

A. CLASSES OF OFFENSES

1. Class One Offenses

This category includes any offense that violates the values of Damien Memorial School or the values of the Catholic Church, seriously damages the reputation of the individual student and/or the school, or potentially damages the integrity of the school community. The greatest number of demerits will be assigned for these offenses; any one of these offences may result in the convening of the Discipline Board and expulsion.

- a. Use of, selling or providing of, involvement in, or possession of any illegal substance or paraphernalia on campus, in or around the area of the school, or at any school function or being under the influence of

an illegal substance prior to coming to school or to a school function

- b. Serious or willful abuse of prescription drugs
- c. Use of, selling or providing of, involvement in, possession of, or consumption of alcohol on campus, in or around the area of the school, or at any school function; drinking of alcohol anywhere prior to coming to school or to a school activity
- d. Use of, selling or providing of, involvement in, possession of, consumption of, or smoking of any tobacco product, e-cigarette, or similar product in or around the area of the school or at any school function
- e. Use of performance-enhancing drugs.
- f. The online posting or disseminating of any image, video, or statement that may be embarrassing, offensive, damaging, or harmful to the Damien community; to any member of the Damien community; or to any other individual, school, group, or organization.
- g. Threatening or cursing at any member of the school administration, faculty, or staff
- h. Committing of physical harm; serious or willful threat of physical harm.
- i. Any serious act of violence.
- j. Bullying or harassment
- k. Possession of any weapon or item that may cause serious injury.
- l. Theft
- m. Intentional damage of school property
- n. Possession of or distribution of pornographic material
- o. Truancy
- p. Serious sexual misconduct
- q. Violation of Probation
- r. Any other offense of a serious of a critical nature, as determined by the School Administration

Commission of a Class One offense may affect consequences assigned to future rule violations even after probation has expired.

2. Class Two Offenses

This category includes offenses of a serious nature. A dean of students determines the penalty assigned.

Offenses in this category include:

- a. Flagrant disregard of authority
- b. Flagrant disruptive conduct in class or at any school functions, on or off campus
- c. Fighting on campus or in the area around the campus
- d. Any attempt to frighten, coerce, badger, or embarrass that is deemed harmful.
- e. Any horseplay or roughhousing that results in injury
- f. Gambling
- g. Plagiarism: the practice of taking someone else's work or ideas and passing them off as one's own, or the offering of one's own work for another to plagiarize.

- h. Cheating: any copying of another student's work during exams, quizzes, etc., or any use of unauthorized notes during exams/quizzes is cheating. Any behavior that may be construed as cheating (looking at another student's work during a test, for example) is also a Class Two offense.
- i. Possession of or creation of any sexually offensive material, including drawings, photos, pictures, etc.
- j. Failure to attend class, assemblies, or other required school activity
- k. Leaving a class without the permission of the teacher
- l. Failure to report to the Dean's Office when instructed
- m. Any other offense of a serious nature, as determined by a dean of students

Penalties include 5 or more Demerits.

Commission of a Class Two offense may affect consequences assigned to future rule violations even after probation has expired.

3. Class Three Offenses

Upon the first infraction of a Class 3 offense, students will be counseled and given a warning. For the second infraction, students will receive 1 demerit. If a third infraction occurs, students receive 3 demerits. A fourth infraction, 5 demerits. Additional demerits will be assigned for repeated offenses. For example, if a student is written up for not wearing their ID badge after the first warning, they will receive 1 demerit. The second time that the student arrives to school with no ID badge, they will receive 3 demerits. If the student does not wear their ID badge a third time, he/she will receive 5 demerits. Provided that the student did not receive demerits for any other infractions and did not redeem any demerits, they will end the Semester with 9 demerits, resulting in a citizenship grade of a C+.

Offenses in this category include:

- a. Failure to follow a teacher's disciplinary rules
- b. Disrupting Class
- c. Failure to report for detention
- d. Dress code violations
- e. Offensive language and/or behavior
- f. Public display of affection (PDA)
- g. Violation of Library regulations
- h. Repeated tardiness to class or to school
- i. Gum chewing
- j. Copying homework and/or other assignments
- k. Failure to properly display identification card; defacing or damaging an ID card
- l. Violation of off-limits regulations
- m. Food/drink outside cafeteria without permission
- n. Inappropriate use of electronics during school hours
- o. Unauthorized use or visual possession of a cell phone or other electronic device during the school day.

- p. Other offenses of a less serious nature, as determined by a dean of students

B. DEMERIT REDEMPTION

If eligible, students may work off demerits in the form of community service and restitution. The office of the Dean of Students will provide "Work-Day Wednesdays" for eligible students to work off demerits. Work-Day Wednesdays will be offered 3 times per month, and students must receive approval with scheduled appointment for specific dates. Students may work off demerits at the discretion of the Deans, on a case by case basis. Students can work off up to 8 demerits per semester; however, it is at the Dean's discretion to revoke this privilege for repeated and habitual offenses.

If students have reached 18 demerits by the end of the semester and have not redeemed any those demerits, they are subject to appearing before the disciplinary board.

C. THE DISCIPLINARY BOARD

Members of the Disciplinary Board include:
Vice Principal, Dean, Counselor, a Teacher

Students will appear before the Disciplinary Board if they have reached 18 demerits which can occur for the following reasons:

- The student has been charged with a class one offense that is of a serious nature and may result in expulsion.
- The student has accumulated 18 demerits for lower level infractions and has not redeemed any of them prior to the last day of the semester.

The student will be suspended from school until a Disciplinary Board appointment has been scheduled. The Disciplinary Board will meet with the student and their family members during their scheduled meeting to discuss appropriate consequences. Once the meeting is adjourned, the Disciplinary Board will make a recommendation to the Principal. The Principal will render a decision and inform the family as soon as possible of the Disciplinary Board meeting. If students are deemed fit to continue as a Damien Memorial School student, they will return to school and be placed on a probation that may include specific stipulations at the discretion of the Dean's office.

D. PROBATION

Disciplinary probation is for students who have committed serious offenses, and have already met with the Disciplinary Board. The terms and conditions of the probation are established by the Deans on a case by case basis. Probations can be temporary or permanent. Offences may affect consequences to future violations even after probation has expired.

E. EXPULSION

A student may be expelled from Damien for a grave reason, for violation of the terms of a disciplinary probation,

or for any other reason deemed necessary by the principal. Once a decision is made to expel a student from school, a dean of students informs the parents. Upon expulsion, all student services cease and the expulsion is recorded on the student's permanent record. However, parents are usually given the option of withdrawing the student before expulsion becomes effective.

From the time parents are first informed of the decision to expel, parents have three (3) days to withdraw their son/daughter. After three days, the student may be expelled. The student remains on suspension until final resolution.

If a student is expelled from Damien Memorial School or withdrawn under the liability of expulsion, the following policies will apply:

- The parents of the expelled/withdrawn student will contact the School Registrar to make the necessary arrangements for the student's release from Damien Memorial School
- The expelled/withdrawn student will not be allowed on the Damien campus for any reason while he/she

is still a high school student and/or until his/her class would have graduated from Damien

- The expelled/withdrawn student will not be permitted to attend any Damien school function on or off campus
- Refunding of tuition, fees, etc. will be arranged according to the terms established by the Damien Business Office
- The DMS laptop and power cord must be returned to the technology department.
- Student ID card must be returned to Damien Memorial School
- All issued sports equipment must be returned to the Athletic Department

Exemptions from any of these policies must be requested directly from the Principal except tuition refund which must be directed to the President.

Damien Memorial School reserves the right to amend this new demerit system or any portion of this handbook. All changes will be updated on the school website where the e-copy of the handbook is available.

DAMIEN MEMORIAL SCHOOL DRESS CODE

Damien Memorial School recognizes each student as an individual with his/her own particular style and means of expression. Our Dress Code is not meant to inhibit the development of the individual. Rather, it is structured to maximize each student's potential and to develop within each student the daily discipline needed to come to school properly dressed and groomed. Neatness in general appearance will always be a priority in a Damien student's life. Students are expected to use good sense in grooming and in dress. The fact that some type of clothing or other aspects of a student's appearance are not specifically forbidden in the Dress Code does not make them necessarily acceptable. Any article of apparel that is considered to be in poor taste or offensive in wording and/or design, including items worn under a shirt, will be considered a violation of the Damien Dress Code. The determination of what is and is not acceptable rests with the School Administration.

DRESS CODE REQUIREMENTS

All students on most days must wear a designated purple or black Damien polo shirt purchased through the school.

All students on most days must wear khaki shorts or khaki slacks. Girls may also choose to wear khaki skorts. Girls may wear plaid skorts for the 2017-2018 school year if they fit properly. All shorts, slacks, and skorts must be purchased from Dennis Uniform Company.

For 2017-2018 school year, students may wear any Damien polo shirt on Mondays. This option will eventually be phased out.

For the 2017-2018 school year, students may wear a Damien aloha shirt or approved polo shirt on Fridays. Two aloha shirts are already in circulation and a third will be available sometime during the 2017 fall semester. Eventually, only this newly-designed Damien aloha shirt will be allowed as a Friday alternative to the approved polos.

On days we have all-school liturgies and other dress-up occasions, boys will be required to wear approved khaki slacks, any white dress shirt, and a tie. Girls will be required to wear approved khaki slacks or khaki skorts with any white, collared blouse; girls will not be required to wear a tie. Students may not wear shorts on dress-up days.

Students may wear any approved Damien jacket or pullover. For the 2018-2019 school year, outerwear will be limited to the Damien letterman's jacket and two cotton-blend jackets. One of the cotton-blend jackets will be available for all students, another will be for those in Damien activities: sports, clubs, etc. This jacket will be the same for all activities except for limited design and lettering options to identify the activity.

Shoes must be low-cut, solid white or solid black shoes, similar to Vans. Vans will meet our low-cut, solid white or

solid black requirement, but other brands can achieve that same look and will be allowed. If students wear socks, they must be no-show socks or ankle socks, and must match the shoe color. Uniform shoes may not be worn during PE and other athletic activities, as we will require school shoes remain clean and in good repair.

ID photo badge must be worn and visible at all times. Lost, defaced or damaged ID cards must be replaced at a cost of \$5.00

For Men

1. Hair
 - a. Hair must always be properly groomed.
 - b. Outlandishly long or short styles are not permitted.
 - c. Hair should not extend over the back of the collar or ears.
 - d. Shaving of the head in any style or form is not permitted.
 - e. No tinting, coloring, or highlighting of hair is permitted.
 - f. Sideburns must not extend below the ear.
 - g. No mohawk/faux hawk hairstyles.
2. Facial Hair
 - a. All students must arrive at school clean-shaven each day.
 - b. Beards, mustaches, and other forms of facial hair are not permitted.
3. Jewelry
 - a. No form of ear-wear of any kind is permitted. This includes earrings, studs, pins, bars, and gauges.
 - b. Chains, medals, etc. must only be worn under the shirt, except for the Encounter Cross or other small cross or crucifix.
 - c. Body and tongue piercings are not allowed. No upper-body visible tattoos when in school dress code.
4. Headgear
 - a. Caps, hats, etc. may not be worn on campus during the school day, except when prior approval has been granted for special events by the Administration.
 - b. Hoods may not be worn on campus during school hours.
5. ID photo badge to be worn and visible at all times. Lost, defaced, or damaged ID cards must be replaced at a cost of \$5.00. ID cards remain the property of DMS.

For Women

1. Hair
 - a. Hair must always be properly groomed.

Students must arrive on campus in full dress code including ID.

Students not in proper dress code or hair regulation may be suspended until issues are remedied.

- b. Outlandishly short styles are not permitted.
 - c. Hair must be tied back in classes where it might pose a safety hazard. (example: lab; PE)
 - d. No extreme tinting, coloring, highlighting of hair is permitted.
2. Jewelry
 - a. One earring may be worn in lower ear lobe only. No extreme size (longer than 2" or wider than 1") or style is allowed. Cartilage piercings are not allowed.
 - b. Excessive amounts of large bracelets and necklaces are not allowed.
 - c. Chains, medals, etc. must only be worn under the shirt, except for the Encounter Cross or other small cross or crucifix
 - d. Body and tongue piercing are not allowed. No upper-body visible tattoos when wearing school uniform.
 3. Headgear
 - a. Caps, hats, etc. may not be worn on campus during the school day, except when prior approval has been granted for special events by the Administration. A simple, solid colored, matching headband may be worn.
 - b. Caps, hats, etc. may not be worn on campus during the school day, except when prior approval has been granted for special events by the Administration.
 4. ID photo badge to be worn and visible at all times. Lost, defaced, or damaged ID cards must be replaced at a cost of \$5.00. ID cards remain the property of DMS

GUIDELINES FOR ALL DRESS DOWN DAYS

Occasionally throughout the school year, dress-down days are allowed. The following guidelines apply for these days; any exceptions will be announced. Students who have questions about any of these details should see a Dean of Students **before** the dress-down day. On dress-down days, students always have the option of dressing according to regular dress-code rules.

ID cards must be worn on dress-down days, the same as any other school day.

For Women

Bottoms:

1. Untorn jeans, jogger pants (not sweats), khakis, and capris are allowed.
2. Walking shorts are allowed but must meet the 'fist' rule (*3 inches above the knee*).
3. Uniform skirts are allowed.

No spandex, sweats (including jogger sweats), or leggings.

No board shorts or other athletic shorts.

No dresses.

Tops:

1. Approved Damien affiliated shirts must be worn at all times.
2. Damien long sleeves including hoodies, jackets, and sweaters are allowed;

no non-Damien tops of any kind are allowed.

Shoes:

1. Closed-toe shoes (athletic shoes, converse, loafers) are allowed.
2. Sandals are allowed but must have a back strap.

No slippers or flip-flops.

No "Pali Hawaiian" slippers.

Jewelry:

All regular school rules apply.

For Men

Bottoms:

1. Untorn jeans, jogger pants (not sweats), khakis are allowed.
2. Walking shorts are allowed.
3. Regular dress pants are allowed.

No board shorts.

No sweats including jogger sweats.

No athletic pants or shorts.

Tops:

1. Approved Damien affiliated shirts must be worn at all times.
2. Damien long sleeves including hoodies, jackets, and sweaters are allowed.

No non-Damien tops of any kind are allowed.

Shoes:

1. Closed-toe shoes (athletic shoes, converse, loafers) are allowed.
2. Sandals are allowed but must have a back strap.

No slippers or flip-flops.

No "Pali Hawaiian" slippers.

Jewelry:

All regular school rules apply.

POLICIES AND PROCEDURES

A. Attendance

Damien Memorial School is governed by the Instructional Policies for all schools of the State of Hawaii regarding attendance:

- a. "Twenty or more absences from any course in a particular semester will normally result in a failure for the semester. Cases where the circumstances are unusual and warrant special consideration should be brought to the attention of the School Principal."
- b. "Unless otherwise excluded, compulsory school attendance is required of all children between the ages of 6 and 18. Failure to diligently enforce a child's regular school attendance may result in a fine and/or imprisonment."

Damien Memorial School has agreed to follow the procedures and policies regarding truancy that have been developed by the Honolulu Police Department and the Hawaii State Department of Education. In brief, those policies involve:

- a. Returning of first time truants to their school by police officers.
- b. Taking repeat offenders into custody, and charging them as truants according to Section 571-11(2)(E).
- c. The issuance by the school, of an official pass authorizing the student to be away from school. The

student must have this pass on his/her person if stopped by police officers, or he/she may be charged as truant.

B. Absence

A telephone call from a parent is always required when a student is absent from school. The parent calling should contact the school at 440-9567 by 9:00 a.m. If no telephone call is received by 9:00 a.m., the school will contact the parent to confirm the absence. The school reserves the right to determine if a tardy or absence is excused or unexcused.

In the event a student is absent **for more than one day**, a parent may want to contact the school to request assignments that the student may complete at home. This should be done before 9 a.m. on the day that the student is absent. Teachers will email assignments to parents or post them on line.

When a student is absent from school for four or more periods of the school day, he/she may not participate in any school-related or school-sponsored activity for that day. This restriction applies to athletic practices and/or games, dances, etc. Should a student be absent on a Friday, or a day preceding a holiday or holiday weekend,

and wishes to participate in an activity over that weekend, the student must submit a written note explaining his/her absence to the supervisor of the activity. The supervisor will refer the note to a School Administrator to approve and keep on file.

C. Early Dismissal

A student requesting an "early dismissal", for such reasons as medical appointments, family matters, etc., must submit a written request to the Principal's Office before school on, or before, the date for which the request is made. Failure to do so may result in the student being denied the request for early dismissal. Parents must report to the Main Office to sign out their son/daughter. Students who drive or take public transportation, must sign themselves out.

D. Tardy

A student is considered tardy for school if he/she is not in his/her homeroom class when the bell rings at 7:45 a.m. A student who is tardy for school must report directly to the Principal's Office to obtain a Tardy Slip, which must be presented to the teacher whose class he/she will be entering. Although there may be justifiable reasons for a student's tardiness, it will nevertheless be entered into that student's Attendance Record. Excessive tardiness will result in detention.

Damien Memorial School does not and will not accept responsibility for any student who arrives at school before 6:30 a.m. or stays after 3:30 p.m. if not involved in a school-sponsored activity.

No student may leave the school grounds for any reason during the school day without first obtaining either an early dismissal from the attendance office or permission to do so from the Dean's Office.

A student who becomes ill during the school day must first inform his/her teacher who will instruct the student to go directly to the Health Office. The parents of the student will be contacted and arrangements to pick up the student will be made. It is vital that parents keep the school apprised of any changes in telephone numbers or addresses if a parent needs to be contacted.

If a student's parents will be away from home for an extended period of time, the Dean's Office should be notified as to who will be responsible for the student during the parents' absence, in the event that a serious matter requires contacting a supervisory adult.

While it is a parent's right to have his/her son/daughter excused from school for a family vacation, trip, etc., Damien Memorial School nevertheless discourages such actions, as they create an unnecessary disruption in the student's learning time. However, should such a situation arise, a parent must contact the attendance office at least seven (7) days in advance of the student's absence so that

special arrangements can be made with the student's teachers.

E. Extra-Curricular Participation

To be eligible for extracurricular activities, a student must have a GPA of 2.0 at the end of each quarter. Ineligible students will not be allowed to participate in any extracurricular activities for the duration of the subsequent quarter.

An ineligibility list will be posted no later than five days after the end of the quarter. The student's ineligibility for participation will begin on the Monday following the posting of the ineligibility list.

To ensure that academic success remains a priority for each student, and to give each student the motivation to immediately improve his work, an appeal process for restoring eligibility has been established. A student may appeal his/her ineligibility once a year at each level of athletic involvement (Intermediate, JV, and Varsity), as well as club involvement.

All ineligible students remain so for the first three (3) weeks of the subsequent grading period. Following this time, an appeal process may be undertaken. The process begins with a written request from the student and his/her parents to the Principal to reexamine the student's eligibility. The Principal and Athletic Director will then discuss the student's current academic status with each of the student's instructors. The Athletic Director will conduct weekly checks with the student-athlete's teachers to monitor his/her academic and classroom behavior. This report will be submitted and discussed with the Principal. If, in the opinion of the Principal, the student has made a strong effort to improve the quality of his/her academic work, the student may be ruled as eligible for participation. If, in the opinion of the Principal, the progress has not been sufficient, then the student will remain ineligible for the remainder of the quarter.

Students who fail a course at the end of the 2nd semester may make up the class in a summer school class approved beforehand by the Counselor as well as either the Principal or Vice-Principal. If that course is satisfactorily passed and gives the student a GPA of 2.0, the student will be considered for eligibility.

F. Drug Abuse

Any student found to be in possession of, selling of, involved with, or under the influence of alcohol, marijuana, any narcotic, hallucinogen, hypnotic, or sedative drug, or any chemical or stimulant not prescribed for him/her by a licensed physician, while in school or while participating in or attending a school-sponsored function, shall be suspended from classes and removed from the school premises until a hearing of his/her offense is held with a dean of students. If the student is found guilty of any

offense involving the above-named substances, he/she shall either be placed on Permanent Probation or shall be expelled from the school. If the student is placed on a Permanent Probation, he/she shall be required to submit to a counseling service to be determined by a dean of students for mandatory random drug evaluation including blood and urine testing. The student must fully cooperate with all counseling service personnel and must complete all treatment. The student may also be required to attend substance abuse classes either at Damien or at an off-campus site. Results of testing/evaluation must be released to the school administration. This policy also applies to students' serious or willful abuse of prescription medications.

G. Computer Use

The inappropriate use of Damien's computer resources, facilities, and Internet accounts, as determined by the instructor or supervisor of those resources, will result in the immediate cancellation of a student's computer privileges at the school. The use of Damien's computer facilities and resources and Internet accounts must be in support of educational objectives consistent with those of Damien Memorial School. The transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to the following: copyrighted material, threatening or obscene material or material protected by trade secret. Usage for commercial, political, or advertising purposes is also prohibited. Email on the Damien network is not private. Illegal activity will be reported to the authorities. Because users are identified as having an email account at "damien.edu," they should not present their personal views, ideas, questions, or actions as representing Damien Memorial School. Because security in any computer system is a high priority, if a user identifies a security problem, he/she should immediately notify a systems administrator. Giving access information (passwords, etc.) to other people or attempting to log on to a Damien computer or network using another person's account will result in immediate cancellation of the user's privileges. Intentional damaging of computer equipment, hardware, software, or data, including creating or intentionally uploading of computer viruses is considered serious vandalism and is a Class One Offense.

H. Pregnancy

Damien Memorial School supports the teachings of the Catholic Church to hold life sacred from conception until natural death. If a student becomes pregnant while enrolled at Damien, the school will work with her family to recommend counseling in proper prenatal care that will ensure the physical well-being of the mother and child, as well as the mother's psychological well-being. She will be allowed to attend classes and participate in activities in accordance with the recommendation of her physician and consultation with school administration. Similar provisions, where applicable, will be offered to the father of the child if he is a Damien student. After the birth of the child, the

student may return to school when her physician deems it appropriate to do so, in consultation with school administration. Whereas the school respects each life as being created in God's image, the school also requests that the child not be brought to school during the class day or to school sponsored extracurricular activities.

As a Catholic school, Damien Memorial School condemns the practice of abortion. Damien Memorial School will make every effort to work with the student considering such a choice, and with her family to explore alternate choices to abortion. If a pregnant student's decision to have an abortion becomes public knowledge, she may be dismissed from school. If the father of the child is a Damien student and his participation in supporting and/or financing the decision to have an abortion becomes a matter of public knowledge, he may be dismissed from school.

I. Bullying

Because a safe and civil environment in school is necessary for students to learn, achieve high academic standards, and grow in their faith life, Damien Memorial School prohibits acts of bullying. Bullying, like other disruptive or violent behaviors, is conduct that disturbs both a student's ability to learn and a school's ability to educate its students in a safe environment. Bullying is any unwanted, aggressive behavior that is repeated, causes the victim harm, and typically involves students not equal in power.

J. Harassment

Harassment includes inappropriate, repeated conduct or communication that denigrates or shows hostility to a student, faculty, or staff member on the basis of race, gender, color, or national origin. Examples include, but are not limited to, sexual innuendos, joking of a sexual or ethnic nature, sexual propositions, offensive images, unwelcome physical contact, or inappropriate comments about appearance.

K. Health Aide

The Health Aide office is located on the second floor between the 200 and 300 classroom wings. The health office assists the administration in forming health policies, keeps track of health records, provides minor assistance to students who become ill at school, and provides some first aid. Parents are normally notified when students use the services of the health office. Calls to parents by students must be made from the health office or from another school phone under the supervision of the health aide or other staff member.

L. Illness

While attendance is important, contagious illnesses need to be isolated. The school makes accommodations for students who become sick at school by removing them from the rest of the student population until the parent or

other authorized person can take the student home. Students with fevers or communicable diseases will be sent home to reduce the risk of infection to the student body.

Students who come to the Health Room and are found to have a temperature of 100 degrees or higher, vomiting, having diarrhea will be sent home.

M. Medication

The school does not supply aspirin, ibuprofen, acetaminophen, antacid, or any other medication.

Any medication students are to take during the school day must . . .

1. Be transported in its original container that states by the pharmacist or licensed issuer the student's name, dosage, and administration details. Parents are responsible for notifying the school of any changes to a prescription.
2. Be transported to and from the school by the student's parent and given directly to the health aide or other authorized staff member. All medication left at school will be destroyed at the end of the school year unless picked up by a parent.
3. Be accompanied by a letter from the parents specifically requesting its administration during the school day and indicating any other details regarding dosage, administration, etc.

This applies to any non-prescription or over-the-counter medication the student is required to take. However, since OTC medication does not normally come with a pharmacist's label, a doctor's note confirming need and dosage must accompany such medication.

Any emergency medication, such as an Epi-pen, needed by a student must . . .

1. Be accompanied by a letter from a physician confirming the need for an Epi-pen and the details for its use.
2. Be accompanied by a letter from the parents specifically requesting its administration during the school day and indicating any other details regarding dosage, administration, etc. This letter must detail the circumstances under which the medication must be taken and include a statement, "I/we release the school of any liability and hold the school harmless regarding the use of the (Epi-pen, inhaler, etc.)"
3. Be transported to and from the school by the student's parent and given directly to the health aide or other authorized staff member.
4. Be transported in its original container that states the student's name, dosage, and administration details.

In addition to the stipulations above, if students are required to carry emergency medication with them, like an

Epi-pen or an inhaler, both the letter from the parent and the letter from the physician must indicate that.

A student's serious or willful misuse of any medication may be considered a Class One offense.

At the end of the school year parents are responsible to pick up all medications. All medication left in the Health Room/school office will be disposed of at the end of the school year.

N. Health Records

Parents of all new students and ninth grade students must submit a health record for those students. Specifically, students entering Damien for the first time in either grades six, seven, or eight must have on file with the school a health record that was completed no earlier than May of the school year before grade six. Parents of students entering grade nine, including those who already have a grad-six health record on file at Damien, must submit a health record completed no earlier than May of the school year before grade nine. Parents of students entering Damien for the first time in grades ten, eleven, or twelve must also submit a health record completed no earlier than May of the school year before grade nine. The simple way to remember this regulation is that Damien must have health records for students "new and nine." The acceptable form for submitting a health record is available on the Damien website or from the school Health Aide. Other forms may be acceptable if the details generally match the details on the Damien form, including the section indicating the completion of a tuberculosis examination. All health records remain on file until withdrawal or graduation.

O. Care of School Property

Students should take pride in the care of the buildings and equipment of the school. Defacing buildings, desks, bulletin boards, and other equipment will not be tolerated. Students will be held responsible for any damage they cause to school property and may be required to pay for repair or replacement of the property. Offenders may also be subject to disciplinary action as determined by a dean of students. If the damage caused is intentional and/or extensive, expulsion may result.

P. Food on Campus

Food that is brought to school or purchased from the Cafeteria must be eaten only in the Cafeteria or the mall area adjacent to the Cafeteria. No food or drink other than water is to be consumed in classrooms, the gymnasium, the locker room, or any other common area on campus. Purchase of snacks, soda, or juice from school vending machines will be allowed only before school, after school, or during the lunch periods.

Q. Loitering

Students are not to loiter in the immediate area of the school. Whenever in the surrounding neighborhood,

Damien students are required to conduct themselves in a mature and responsible manner.

R. Off Limits

The following areas of campus are off limits for students twenty-four hours a day, seven days a week:

- The area behind the band room.
- The service drive on the Ewa side of campus.
- The outdoor learning center off Kohou street, except under direct teacher supervision.
- The maintenance area near the outdoor basketball courts.
- The faculty lounge.
- Any area (office, classroom, etc.) without the appropriate school employee present.
- The kitchen off the cafeteria unless approved and scheduled in advance.
- Anywhere beyond the main doors of the Ching Building. Athletes may use the batting cage only when a coach is present.

The following areas are off limits during the school day while classes are in session:

- Any school parking lot. A student may be in the parking lot during the school day if arriving late to school; if appropriately signed out for an early dismissal; or with the permission of the principal, the vice principal, or a dean of students.
- The outdoor basketball courts.

No loitering is allowed anywhere above the ground floor after 3:30 PM on a school day. Students may go to their second-floor lockers but must do so alone and without delay.

200- and 300-building bathrooms will be locked each day at 3:30 PM. Bathrooms off the picnic-table area will remain open until 6 PM or if there is a campus event requiring their use.

Except at times classrooms and offices are used for school-approved activities, no loitering is allowed in the 200 or 300 buildings or in any area near classrooms on days school is not in session. Students may go to their lockers but must do so alone and without delay.

When students are on campus when school is not in session to attend school-approved events, they must remain in the event area with a supervisor and not enter the classroom areas or other areas above the ground floor.

Any violation of these off-limits regulations is a Class Three offense. Breaking of other school rules or the committing of other inappropriate behavior while off limits may be a Class Two or Class One offense.

S. Public Displays of Affection (PDA)

Public displays of affection are in poor taste and are inappropriate on a Catholic school campus. Some examples of inappropriate public displays of affection are: sitting or lying on another's lap, prolonged kisses or embraces, caressing and groping, etc.

T. Conduct at School Functions

Students are held responsible for their conduct while in attendance at any school function, both on and off campus, are subject to all regulations of the school, and shall be governed accordingly. "Sportsmanship" is a hallmark of the Damien student. Whether a spectator or participant, in victory or in defeat, at all athletic events the Damien student is to demonstrate maturity and Christian conduct at all times.

U. Dance Policies

Damien dances are for high school students unless designated otherwise. Students who have formerly attended Damien must obtain permission to attend a dance from a dean of students at least three (3) days before the dance. Once inside the dance area, students are not permitted to leave and return. All students attending school dances are expected to be dressed in an appropriate manner. Students considered being inappropriately dressed or whose behavior is considered inappropriate may be asked to leave the dance. All posted rules for dress and behavior must be adhered to without exception. All other applicable rules of conduct will be in effect at these dances. Guests of Damien students are the responsibility of the Damien Student. Dances at school end at 10:00 p.m. and students should be picked up by 10:30 p.m.

Middle school students may not attend Damien High School dances. Middle school dances will be scheduled separately and specific rules of conduct will be announced and posted. Middle School students attending dances must be picked up by 9:15 p.m.

V. Lockers/Personal Property

Each student will have a locker assigned to him/her for the school year. It is his/her responsibility to keep the locker clean, orderly, and free of objectionable pictures and/or other material. No student may put his/her books or other possessions in a locker that has not been assigned to him/her. Only locks sold by the school may be used to secure lockers. The school assumes no responsibility for loss or damage to personal property kept in lockers. Lockers are the property of Damien Memorial School, and the school reserves the right to search all lockers or personal property at any time. These regulations also apply to athletic lockers.

W. Telephone Use

There are no public pay telephones on campus. Students wishing to make a telephone call during school hours should do so on one of the telephones in the main office,

health office, or principal's office, or they may obtain permission from a member of the faculty or staff to use their own cellular telephones. Students may not use or visually possess a cell phone during the school day without permission from a member of the faculty or staff. Violation of this regulation may result in the phone's confiscation. Use of a cell phone during an emergency drill or during an actual emergency may compromise campus safety and will be treated as a more serious offense.

X. Messages

It is the policy of the School that no telephone messages will be delivered to students except those from parents or those of an emergency nature. The message will be conveyed to the student in as prompt a manner as possible. Students will not be called to the Main Office to receive telephone calls during class except in cases of extreme emergency.

Y. Visitors on Campus

All visitors must report to the Main Office before proceeding anywhere else on campus.

Z. Senior Responsibilities & Privileges

As the most mature and experienced students at Damien, seniors are expected to serve as positive role models to the rest of the student body. Senior leadership is vital to the proper functioning of the school. Because of the unusual position that seniors are asked to fulfill, they are generally permitted special privileges during the fourth quarter of the school year. The Student Government may request specific privileges each year during the third quarter, and those requests shall be reviewed by the Administration for approval.

AA. Parking Regulations

Parking on campus for students is limited to the marked stalls in the school parking lot. Any student who wishes to park on campus must purchase a parking permit from the Dean's Office. Seniors have priority in purchasing a parking permit. Depending on the availability of remaining permits, juniors, sophomores, and finally freshmen, will be afforded the opportunity to purchase a permit. Permits are non-transferable. At the end of the school year all parking passes must be returned to the Dean's Office. Students are not permitted to go to their cars during the school day without permission from a supervisor or administrator.

Any vehicle parked in the school parking lot is parked at the owner's risk. Damien Memorial School does not hold itself liable or responsible for theft of any vehicle or theft of a vehicle's contents or damage to the vehicle. All off-campus parking is subject to local and state law.

BB. Communication with Faculty/Staff

Questions and concerns should be handled at the lowest possible levels. Parents with concerns about a class should first attempt to address their concerns with the

teacher. Only after such attempts have failed should further communication be initiated, in the following order: appropriate department chair, grade-level counselor, vice principal, principal. This same procedure applies to athletics and activities. Parents should contact the coach before contacting the Athletic Director or Principal.

CC. Publicity

The use of students' photographs and information in school publications and publicity is authorized without compensation or fee.

DD. Obligations

Parent and student understand and agree that they must remain current with all obligations with the school and its departments, particularly financial obligations, and the consequences for non-compliance, as set forth in the Enrollment Contract.

EE. Handbook Revision

The School Administration reserves the right to change portions of this handbook at any time.

FF. Acceptable Electronic Equipment Use Policy

This policy applies to all technology resources brought onto campus or those provided by the school for students.

Introduction

Damien Memorial School has implemented a One to One Technology Program to allow students access to our wireless Internet for educational purposes. This Acceptable Use Policy (AUP) provides guidelines for responsible and ethical use of technology and allows our students to access the learning potential this program offers while protecting their safety and privacy. This program is a privilege. The Acceptable Use Policy applies, but is not limited to, all privately owned devices that are capable of wirelessly connecting to a network and storing data. If applicable, devices must have up-to-date virus protection software running on their device. Also covered in this policy are the accompanying storage devices such as thumb drives and external devices. Examples include:

- Laptops
- Smartphones
- Tablets
- Netbooks

Guidelines

Violations of this Acceptable Use Policy may result in the confiscation or loss of use of the device, disciplinary action, and/or criminal prosecution.

1. Students take full responsibility for the security of their Damien issued MacBook and personal devices. Damien Memorial is not responsible for the security of the Damien issued MacBook and personal devices.

2. Students are responsible for the proper care of their Damien issued MacBook and personal devices and any costs of repair or modification not covered by the AppleCare Protection Plan.
3. Students have no right or expectation of confidentiality or privacy with respect to the use of the Internet at Damien Memorial School. The administration reserves the right to monitor, log, and review the Internet usage of each student on the network and to inspect the device for evidence that the student has violated this Acceptable Use Policy or any school rule, or has engaged in misconduct while using their Damien issued MacBook or personal devices.
4. Damien issued MacBook and personal devices are to be used for educational purposes only. Students may not disable or bypass any filter on the Damien network. It is prohibited to use the device for illegal purposes, for-profit purposes, political activity, any activity that compromises the security of a computer or network, or for antisocial communication. The same standards of behavior prohibiting hate speech, harassment, discriminatory remarks, threatening statements, etc. that apply to interpersonal communications are also applied to student communication on their Damien issued MacBook and personal devices. Cyberbullying will not be tolerated, nor will communication that is damaging to the reputation of Damien Memorial School or members of the Damien community.
5. Use of Damien issued MacBook and personal devices within the classroom is at the discretion of the teacher. Students must comply with teachers' request to shut down any device.
6. The Damien issued MacBook and personal devices may not be used to record, transmit, or post photos, sound, or video of a person or persons on campus except for approved projects with the express permission of the teacher.
7. Damien issued MacBook should be fully charged outside of school unless the teacher grants specific permission.
8. **The student may only use Damien's secured wireless network. Use of other wireless connections such as 3G or 4G is not allowed during school hours.**
9. Students may not use any of these devices during the school day, including **lunchtime** and during the passing of classes, without explicit permission from a faculty or staff member.
10. **Students and parents are expected to comply with all terms of the "Leased MacBook Pro Use Agreement."**
11. **It is highly recommended that all students use a protective case for the MacBook Pro in their possession.**

Prayer for the Canonization of Blessed Edmund Ignatius Rice

O God, Who by the inspiration of the Holy Spirit and because of Your love for youth chose Edmund Rice to establish a new family of Religious Brothers in Your Church, look favorably on his life, we ask You, and, if it be for Your glory, hear our prayers that he may soon be declared a Saint. This we ask, as we ask all our prayers, through Christ our Lord. Amen.

Alma Mater

*Damien Alma Mater
Tender, true, and bold
Proudly in the heavens
Gleams thy mauve and gold
Glory's mantle cloaks thee
God our guide is nigh
And our hearts forever
Love thee Damien High
And our hearts forever
Praise thee Damien High*

School Motto	"Viriliter Age" - "Act Courageously"
School Colors	Mauve (purple) and Gold
School Team Name	Monarchs

STUDENT/PARENT CERTIFICATION STATEMENT

TO THE STUDENT:

After reading and discussing this Handbook with your parent(s), please sign in the space provided below. Then, have one of your parents sign in the space provided for their signature. Tear out this page after you and your parent have signed, and return the page to your homeroom teacher no later than Friday, August 11, 2017.

I have read the 2017-2018 edition of the Damien Memorial School Handbook and agree to abide by all policies and procedures contained within.

Print Student Name

Homeroom

Student Signature

Date

I have read and discussed the 2016-2017 Damien Memorial School Handbook with my son/daughter, and agree to abide by all policies and procedures contained within.

Parent Signature

Date