



July 2022

Dear Parents and Students,

Welcome to the St. Catherine School community! We hope that the 2022-2023 school year is a rich and rewarding one for your family.

This Student and Parent Handbook is a resource to provide our families with important information about the operation of St. Catherine School and Preschool. Please take a few minutes to familiarize yourself with St. Catherine School policies and procedures. Feel free to contact me if you have questions about any of our school-wide policies.

St. Catherine School rules and procedures ensure an environment of respect and responsibility consistent with the teachings of the Catholic Church. In collaboration with parents and guardians, we strive to provide a learning experience enabling each student to realize academic and personal excellence.

Our faculty and staff look forward to having you join us in active participation in the spiritual, moral, academic, physical, and social development of our students.

*Father Nicholas Apetorgbor, Pastor
Mrs. Mandy Thronas-Brown, Interim Principal
Mrs. Kristel Bedford, Vice Principal*

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Mission Statement

St. Catherine School is committed to providing a Catholic education for the whole child, preparing each to be a responsible member of the community. Inspired by our founders, we strive to live the mission of Jesus, expressing the core values of education, justice, charity and freedom. We recognize parents as primary educators, and teachers as facilitators of discovery and learning as students continue to pursue excellence in their spiritual, academic and personal lives.

Philosophy

St. Catherine School is rooted in Catholic doctrine and traditions.

We believe that every child is created in God’s image, endowed with unique gifts enabling each to respond to the call, challenge, and commitment of Christian life in the modern world.

We believe that a coordinated community including parents, students, faculty and administrators is essential to the development of each student’s ongoing intellectual, social, moral, and physical development.

We believe that Jesus’ teachings are the foundation for all learning at St. Catherine School. This prepares our students to meet the challenges they encounter as lifelong learners.

Vision Statement

- ❖ Faith
Rooted in Catholic values and teachings, our school family grows in relationship with Jesus Christ.
- ❖ Education
St. Catherine School graduates continue to strive for excellence in their academic, personal and spiritual lives.
- ❖ Service
Students become the light of Christ by contributing to the benefit of the community.

School Song

Our School

By Buddy Lizama

Our school, on a hill above the town.
Our school, we know they’ll never let us down.
From kindergarten classroom toys,
To grown-up girls and boys,
Our memories will always bring us joy.

Our school, you are the best they say.
Our school, we know that it’s the only way.
You taught us to know right from wrong,
And taught us to be strong.
We can face the world and get along.

I felt this strong feeling when I first got here,
Guided by the Lord we learned as one.
Inspired by the love we worked together.
We pray to God you’ll always be around.
St. Catherine will always be my home ground.

St. Catherine will always be my home ground!

School Colors, Emblem, and Motto

St. Catherine School colors are maroon and gold. The emblem represents our Catholic identity and consists of an open book symbolizing spiritual and academic learning supporting three figures representing adults and children in community, with arms raised in praise to the cross, symbolizing our reliance on the grace of God. The lines radiating from the figures refers to our motto, “Lighting the Way to a Brighter Future.”



History

St. Catherine School was built in 1946 and blessed on February 15, 1947 by Pastor Fr. Joseph G. Callaghan, SM. Classes in first through fourth grades began in the nearly completed school in September, 1947, staffed by the Sisters of the Society of the Blessed Virgin Mary, (BVM) with a principal and teachers. Each year another grade was added to the offerings until the school served kindergarten through 8th grades with lay staff as well as religious.

In May of 1969 and due to declining vocations in the BVM order, they could no longer staff the school. At that time the Congregation of the Dominican Sisters of the Most Holy Rosary (Dominicans) from the Philippines assumed responsibility for St. Catherine School.

In the 1970s parents and parishioners volunteered their time to upgrade the campus with a library near the school office, playground equipment, and a parish hall which serves as our cafeteria and assembly hall. It was later named Coyle Hall in honor of Fr. Patrick Coyle, SM. who served as pastor of St. Catherine Parish. He recently celebrated his 90th birthday in Coyle Hall.

The school sustained severe damage in Hurricane Iniki in 1992 including destruction of the library. The reconstruction included classroom and office renovations, a new library (extension and remodeling of an existing building), a computer lab and Early Learning Center, housing kindergarten and preschool.

Lay teachers continued to work alongside the sisters until June 2000, when the Dominicans needed to consolidate their community. Since then, the school has been staffed entirely by lay teachers who continue the tradition of excellence in Catholic education as first envisioned by Fr. Callaghan, SM. In May 2014 we welcomed our first St. Catherine School alumni pastor, Fr. Anthony Rapozo.

Diocesan Mission Statement

The mission of Catholic education in the Roman Catholic 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.

Faculty and Staff 2022-2023

Father Nicholas Apetorgbor	Pastor and Parochial Administrator
Father Dario Rinaldi	Parochial Vicar and Middle School Catholic Doctrine (on standby)
Mrs. Mandy Thronas-Brown	Interim Principal
Mrs. Kristel Bedford	Vice Principal and Middle School Language Arts
Mr. Colton Christensen	Middle School Math and Science
Mrs. Wendy Shimabukuro	Third and Fourth Grade
Mrs. Julie Cruz	First and Second Grade
Mrs. Shanlee Gusman	Kindergarten
Ms. Nancy Hunter	Preschool Director
Mrs. Keala Unutoa	Preschool 5
Ms. Zibeth Hada	Preschool 4
Ms. Lani Figueroa	Preschool 3
Mrs. Rose Alfiler-Taboniar	Music/Hawaiiana
Ms. Andrea Alfiler	Physical Education
Mrs. Geri Guino	School Secretary
Mrs. Charisse Labuguen	Book Keeper

School Advisory Board

Mrs. Mandy Thronas-Brown, Chair
Mrs. Julie Black, Vice Chair
Mrs. Raina Bautista, Secretary

Mrs. Beverly Tobias, Member

Mr. Marc Ventura, Member
Mrs. Ann Sokei, Member
Mrs. Bronwin Farias, Member

General School Information

Office Hours

Office hours for the school office are 7:30 a.m. to 3:00 p.m.

The school office number is 808-822-4212. E-mail address scsoffice@st-catherineschool.org. Web site is www.st-catherineschool.org. St. Catherine Preschool classroom can be reached at 808-822-9229.

School Hours *****after the Pandemic Modifications are lifted-see page 11 for details*****

The school day is 7:45 a.m. to 2:15 p.m. for kindergarten through grade 8; On Fridays the school day ends at 1:15 p.m. Classrooms will be open at 7:30am. St. Catherine School cannot assume responsibility for students who are brought to school before 7:30am. There will be no afterschool care for grades K-8. Please consult the school calendar about half days and school holidays. Preschool hours are 7:30 a.m. through 5 p.m.

General School Day Schedule (detailed schedules are sent home in the first week of school)

7:45 AM		Morning Assembly
8:00 AM-8:55 AM	1 st Period	
8:55 AM-9:45 AM	2 nd Period	
9:30 AM-9:45 AM		Recess (K - 2)
9:45 AM- 10:00 AM		Recess (3 - 8)
10:00 AM - 10:50 AM	3 rd Period	
10:50 AM - 11:40 AM	4 th Period	
10:50 AM-11:10 AM		Lunch (Preschool)
11:00 AM-11:40 AM		Lunch and Recess (K - 2)
11:40 AM-12:20 AM		Lunch and Recess (3 - 8)
12:25 PM – 1:15 PM	5 th Period	
1:15 PM		Dismissal (Friday, Whole School)
1:15 PM– 2:10 PM	6 th Period	
2:10 – 3:00	7 th Period	(6 th -8 th grades)
2:15 PM		Dismissal (K - 8, Monday - Thursday)

Morning Assembly

A school wide assembly is held each morning at 7:45 a.m. in the school courtyard. During this time, positive values are encouraged and students join in school wide prayer, Pledge of Allegiance, and general announcements. Attendance is mandatory. Teachers are present to ensure respectful and appropriate behavior. Parents are encouraged to attend daily morning assembly.

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, cafeteria, or playground. Parents bringing items for their children during school hours are asked to bring the items to the office.

Parking

St. Catherine School has very limited parking and student safety is our highest priority. The turn-around in front of Coyle Hall is strictly for dropping off and picking up children. Parking in the circle is not allowed at any time, as this impairs the safe flow of traffic. Park in designated areas only and follow instructions of St. Catherine School staff on duty. The front gate will close every day from 9:00am-1:45pm.

Volunteers

Volunteers are a vital part of our school. Parents are frequently asked to assist in the classroom, office, cafeteria, playground, as chaperons for field trips, and in many other capacities. All help is encouraged and appreciated. Volunteers and visitors must sign in at the office and obtain a pass. All volunteers are asked to sign the Volunteer Agreement and adhere to the St. Catherine School Code of Conduct.

Parent Participation (Hana Makua Hours)

Each parent is required to provide a minimum of 10 hours of service in preparation for and during St. Catherine Carnival. The carnival is our major fund-raiser and service opportunities are focused on the success of this activity. Additionally, we request one parent from each class to serve as Home Room Parent. These parents serve a critical role in organizing and encouraging volunteers for our activities and special events.

Parent Teacher Guild

The purpose of the St. Catherine Parent Teacher Guild (PTG) is to serve the best interest of the school by supporting its mission, programs, activities and fundraising efforts. All parents and teachers are members of the Parent Teacher Guild which meets the second Tuesday of each month in Coyle Hall or a classroom. PTG officers include president, vice-president, secretary, and treasurer. The PTG president is also an ex-officio member of the School Advisory Board.

School Advisory Board

The School Advisory Board is a consultative committee to the Pastor and Principal which meets quarterly. Responsibilities include long range planning, finance, development, and marketing. Membership is by appointment of the Pastor.

Communication

Open and clear communication is an important aspect of St. Catherine School. Each week the Friday letter is sent via email by classroom teachers. This letter contains import information and pertinent announcements. A quarterly newsletter, The Lantern, is issued at the end of each quarter and is filled with news and student work from each class.

Parent input is important for our continuing growth and improvement. Teachers and administration welcome feedback and suggestions with the goal of improving our learning environment. E-mail and phone calls will be returned in a timely manner. Teachers are busy with students during the school day and are not available without an appointment.

After School Hours and After School Care Program Policies (SUSPENDED FOR 2022-2023 SCHOOL YEAR)

Students are given adequate time to pack their belongings before the last school bell rings. As a professional courtesy, teachers and staff members will not open any locked classroom doors for students and parents.

St. Catherine School operates an After-School Care program as an extension of our school program which is licensed by the State of Hawaii Department of Human Services. This program provides a safe and nurturing environment where students are supervised at all times. Students are provided time and space to complete homework, read, socialize appropriately, and play. Unless students are in the After-School Care program or another supervised after school program, they are to leave campus. They are not to return to campus without parental supervision and only for school sanctioned activities.

St. Catherine School policies and rules apply to the After-School Care program. Students will follow these rules and any instructions given by the ASC coordinator ensuring a safe environment. Students who do not follow these rules will not be allowed in the After-School Program. Additional policies are as follows.

1. St. Catherine School After School Care program is licensed for a maximum of 30 children, ages four years, eight months to thirteen years.
2. Students enrolled in After School Care must be enrolled in St. Catherine School. The ASC coordinator will have on file a copy of the students' Emergency and Authorized Pick up forms. All students will conform with school policy regarding TB clearance and Form 14.
3. Hours of operation begin at the close of school through 5 pm.
4. Snacks are not provided by the school; however, children are encouraged to bring healthy snacks.
5. Provisions are made for students with special needs. Restrooms and the classroom are handicap accessible.
6. Emergency medical care plans are in keeping with school policy. In case of illness or minor injury, parents will be called to pick up the child. In case of a serious or life-threatening situation, the ASC supervisor will follow first aid procedures, including calling 911, parents, and school administration. Students who are ill will not be allowed to attend After School Care.
7. After School Care coordinators are registered with PATCH and the Department of Human Services and have completed all requirements of those agencies.
8. St. Catherine School carries liability insurance as required by Hawaii Catholic Schools and the State of Hawaii.
9. In accordance with school policy, valuables and electronics should not be brought to school, and the school will not be responsible for the loss of such property.
10. Transportation is not provided for students in After School Care. ASC does not take students off campus on field trips or excursions.
11. Disclosure of information on the child is available to parents, guardians and non-custodial parents under the terms of the Buckley Amendment.
12. Students will be signed in at 15 minutes following the end of school day and will be signed out by the person picking up the child.

Specific Preschool Information

St. Catherine Preschool operates within St. Catherine School, is licensed by the Department of Human Services, and accredited by WASC and WCEA. A copy of the current operating license is posted in the preschool classroom. Operational and administrative policies for preschool are consistent with those for St. Catherine School. Any policies not found in this section will be found in corresponding sections of this handbook.

St. Catherine Preschool provides developmentally appropriate experiences that meet the needs of our children, promoting physical, social, emotional, cognitive and spiritual growth in a Catholic environment preparing children for a successful transition to kindergarten. Students work in a “prepared environment” which allows self-directed learning to take place. Teachers introduce new materials and information in group circle time as well as on an individual basis. Instruction in music, art, physical education and computer science are provided.

Field trips and community resources supplement classroom and playground learning. Parent chaperons are invited by classroom teachers to assist during field trips when appropriate. Only children enrolled in St. Catherine School may attend school field trips.

Attendance

Research shows that regular attendance in quality early childhood programs support cognitive, social and emotional skills in children. Each day students engage in a variety of learning activities which lays a foundation for future success. Unless your child is sick, we strongly encourage you to bring your child to school daily in time for our morning activities, by 8:00 am.

Preschool Hours

St. Catherine Preschool is open from 7:00 am to 5:00 pm. Teachers are in the classroom prior to 7:00 preparing for the day’s activities and are not available to supervise children until the doors are opened at 7:00. The afterschool hours for preschool are from 2:30 -5:00. All children must be picked up by a parent or authorized person by 5:00 pm. Parents who are chronically late in picking up their children may lose their spot in class. Preschool is open during the schools October, March, and summer breaks. The hours of operation are 7:30-2:30 during these times. Please refer to the school calendar for exact dates. Please see the office to register your child for the breaks, we have limited space available.

Religious Education

St. Catherine Preschool is a Catholic program. Religious education instruction instills a sense of God’s presence and love in our children, and shapes attitudes of love and respect for all of God’s creation.

Lunch Policy

If you are packing lunches, please note that St. Catherine school is a **peanut free campus. Make sure all snacks and lunches do not contain peanuts.**

Parent School Communication

A parent, guardian, or designated adult must sign each child into the program each morning and sign the child out upon leaving. This is an opportunity to communicate with teachers daily. Parents are asked to complete a developmental questionnaire upon admission. Parent-teacher conferences are held in September of each year. Lead teachers are available for conferences throughout the year. Parents are encouraged to participate in all school functions and PTG sponsored events.

Parents are not to photograph children in preschool without permission from school administration.

Admission Requirements

In addition to St. Catherine School and State of Hawaii requirements, preschool students must be potty trained.

Discipline Policies

St. Catherine Preschool staff work in partnership with parents or guardians to guide children to behave in an appropriate and compassionate manner. When a behavior arises that is not in keeping with the goals of the program, the following procedures will be in place.

1. When a behavior problem occurs in the classroom or on the playground, and redirection is not effective, the child is removed from the situation and appropriate behavior is discussed. The staff will remind the child of the rules and allow the child to rejoin the group.
2. Repeated behavior issues are discussed with parents or guardians.
3. If a problem continues, it is taken to the school principal/director and a conference will be requested between the parents and principal in order to develop an action plan. The principal may offer appropriate professional support services if appropriate and available.
4. If the above procedure has been followed and improvement is not seen, a child may be removed from the program if:
 - a. The child poses a threat to self, staff, or other children.
 - b. The child behaves in a manner that is difficult to manage in a group.
 - c. The child or parent/guardian uses language that is abusive or threatening.
 - d. Parents are frequently late in picking up the child.

Updated Covid Protocols 2022-2023

All SCS safety protocols are based on CDC and Department of Health Guidelines. They are subject to change accordingly. Families will be notified through School Speak or via email of any updates to safety protocols. Public health issues are monitored, and this policy will be updated to provide the best possible environment for our staff and students.

I. Guidelines for Cleaning, Disinfection & Hand Hygiene

1. Desks, chairs, door handles, and frequently touched surfaces are cleaned and disinfected regularly.
2. Classrooms and offices are cleaned and disinfected daily by a professional cleaning service.
3. Playground and Physical Education (PE) equipment are cleaned and disinfected regularly.
4. Teachers, students, and staff must routinely practice handwashing.

Key times for students and school personnel to do handwashing/sanitizing.

- a.) Upon arrival
- b.) Before and after exiting the classroom
- c.) After blowing nose or sneezing
- d.) After using the bathroom
- e.) Before and after eating

5. Hand sanitizer is available on campus, in each classroom, and at the school office.
6. Students should avoid touching eyes, nose, and mouths with unwashed hands
7. Students should cover their mouths and nose with a tissue. When tissues are not available, cough or sneeze into their elbows.

These practices and expectations will be taught to students in and out of the classrooms

II. Social Distancing

1.) Drop off and pick up time procedures:

1. Drop off begins at 7:30 a.m. Pick up begins at 2:15 p.m.
2. Face masks are optional.
3. Parents may come on campus.
4. Students must walk directly to their classroom.
5. At pick up, parents will drive to the roundabout to pick up their child/ren.

2.) During the School Day

- a. Student desks will be set at least 3ft apart.
- b. There will be separate recess zones and recess times.
- c. Lunch will be held in the hall in their designated zones.
- d. Students will wash hands frequently and hand sanitizer will be in each classroom.
- e. Water fountains will be used for water bottle refills. Please send a water bottle and make sure it goes home for cleaning each day.
- f. Classroom windows and doors are open as much as possible, weather permitting to circulate as much fresh air as possible. During imminent windy or rainy days- lower windows may need to close temporarily depending on the weather, while higher windows remain open.

3.) Other areas of the school

- a. To protect the well-being of our students, a separate Preschool Entrance will be utilized. Preschool parents will sign in their child outside the building gate.

PreK 3 will be dropped off at the gate closest to the school playground (in front of the Art room).
PreK 4 will be dropped off at the gate facing the elementary building (by the stairs).
PreK 5 will be dropped off at the gate facing the middle school building.

- b. Parents must sign into the office when entering the campus for ANY reason (except when dropping off their child in PreK). Anyone entering the campus after 9:00 am must park behind the Administration offices (via Haua'ala Rd). The front gate closes at 9:00 am.
- c. Teachers will ensure that 3ft social distancing is observed in all classrooms
- d. Students will work in the same desk/chair within the classrooms, limiting whole class close contact as much as possible.

4.) School Masses

- a. We will resume school masses and all parents are welcome to attend. Please see the monthly calendars for all scheduled school masses.

III. Containment Guidelines

1. Classroom supplies will not be shared. Each student will use their own supplies and not share them.
2. Temperatures will no longer be taken and recorded at the beginning of each school day. Please keep your child home if your child is not feeling well.
3. SCS will offer as many outdoor learning areas as possible to lessen high touch areas.
4. **TRAVEL BY STUDENT & STAFF:** 72 hour quarantine is no longer in effect during return from travel. Please monitor your child upon return. If they feel ill or have any symptoms, it is advisable to keep them home and to call your childcare provider. If your child comes to school with any symptoms, they will be sent home.

IV. Response to Illness

1. A student/staff member tests positive for COVID 19. The Department of Health is notified immediately, and contact tracing begins. DOH will work with school administration to notify the school community of the situation. Confidentiality will be protected by SCS and DOH.
2. If a student/staff tests positive for COVID 19, the student/staff will remain off campus for 5 days. Please provide proof of a negative test before returning to school.
3. If a member of your household tested positive for COVID 19, students should quarantine for 5 days or provide a negative test result and not showing any symptoms upon returning to school.
4. If any student/staff displays symptoms of influenza like illness, that student/staff will be sent home.
5. A student/staff with a temperature of 100.4 is required to bring in a doctor's clearance note to reenter school campus after they are fever free for 24 hours without fever suppressing medication.
6. School will consult the Department of Health, Disease Investigation Branch in all decisions related to infection control.
7. An absence of more than 3 days will require a doctor clearance/note to come back to school. Parents are required to be transparent of the health condition of their child.

V. Distance Learning

1. If the government issues a Stay-at-Home order, SCS will transition to distance learning within 3 days.
2. Students will be supplied with all learning materials for home use.
3. Teachers will utilize Google Classroom as a platform to deliver lessons. Lessons will consist of:
 - a.) Pertinent learning objectives. The goal is to keep learning moving forward.
 - b.) Video meetings daily to keep contact with students.
 - c.) Each teacher's meeting schedule will be published prior to distance learning launch.
 - d.) Requirements to log in and submit attendance daily and work accountability. Turning in work and receiving grades is mandatory.
 - e.) Help sessions through go to meeting (video) will be made available.
4. Teachers will work full time during distance learning.
5. Online attendance is mandatory, and absences are recorded.
6. At home learning time will vary by grade level.
7. Tuition payments will remain on schedule. Tuition credits (scholarships) will remain applicable. Parents should contact the school as soon as possible if unable to meet tuition payments. Each situation will be handled individually.
8. Google classroom assignments will be available to students in quarantine. This service does not constitute the full scope of distance learning. It is to provide assignments to the students. Again, the distance learning program will be enacted fully only in the event of a Stay-at-Home order from the government.

VI. Non-illness Related Healthy Habits Recommendations

These guidelines will help your learner get the most out of their school year!

1.) SLEEP Routines

Set a bedtime and wake up time for your learner and hold to it. Build a routine around going to sleep and waking up.... A bedtime story, a morning cuddle? Keeping sleep patterns regular helps learners recover mentally and physically from their day and recharge for the next day.

2.) SCREEN Routines

Monitor screen time (TV, phone, computer, tablet), especially right before bed and right after waking up. Make sure parental controls are on so that content is age appropriate. A good book, song, or conversation is always a good substitute for screen time.

3.) NUTRITION

- Eating well keeps our bodies strong and keeps our brains awake!
- Eat a full breakfast. Starting the day with a healthy breakfast gives your child a HUGE head start of a great day.
- Pack nutritious snacks and lunches, avoiding sugary drinks and snacks. No candy, soda, sport drinks or canned juice please! Best bet? WATER!!
- Your child's teacher will let you know if they are not eating lunch or if they are getting run down toward the end of the day...sometimes an adjustment to their food can make all the difference!

4.) Parties and Special Occasions

Party plan with your teachers first. Birthdays are a great time for a treat for the whole class, but the treat must be as healthy as possible. No sugary, frosting covered cupcakes please! Fruit cups and veggie sticks are great alternatives. All class treats must be individually wrapped.

Admissions and Records

Admission to St. Catherine 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.

Confidentiality

All personal and financial information submitted to the St. Catherine School is held in confidence until such time that it is no longer required, when it is destroyed.

Non-Discriminatory

St. Catherine School and Preschool does not discriminate in its admission policy on the basis of race, sex, creed, color, religion, national origin, or disability, if with reasonable accommodation, the individual can function.

Age requirements

Preschool: Two years, eight months
Kindergarten: Five years old by July 31
First Grade: Six years old by December 31

Application Process

St. Catherine School's application process includes a meeting and interview with the principal, completion of the written application, submission of previous school's records, current health form (including vaccination record, TB clearance, and physical examination), and birth certificate.

Probation

All new students are placed on probation for one quarter. This time period allows the school and parents to evaluate the child in the new setting, wait for any pertinent information on the new student that may be forthcoming, and observe the child's academic and social adjustment to the school community. If the need presents itself, the probationary period may be extended or reinstated at the discretion of the administration.

Re-enrollment

A short re-enrollment application is required for all students who wish to return to St. Catherine School. St. Catherine School reserves the right to accept or reject re-enrollment applications from returning students. Such decisions are based on parental cooperation, student's academic growth, behavior, and fulfilling financial obligation. No student will be considered enrolled unless all financial obligations have been met and all required forms turned in to the school office.

Student and Parent Requirements

Students must have all school forms, a current physical examination, immunization records (Form 14), TB test, and fees paid in full, and tuition payment arrangements made before the start of school. Students and their parent(s) or guardian(s) must also agree to abide by our school policies.

Students from divorced or separated families will need to provide a copy of the court decree specifying custodial issues and visitation schedule. We expect all parties to conduct themselves in a cordial and respectful manner at all times while on campus.

Financial Information

Tuition Obligation and Refund Policy

Parents or guardians sign a contract regarding tuition and payment schedules, with tuition paid through F.A.C.T.S. Tuition Management Company. Flexible tuition payment schedules are available. Comprehensive fees, including tuition insurance are due at the time of registration and are not refundable. Tuition insurance is required of all families in case of withdrawal or dismissal of students. This protects the family's investment should the child be removed from St. Catherine School for any reason. Tuition payments must be completed by May 31, for the concluded school year. Delinquent accounts will be forwarded to a collection agency. Students may be excluded from school until tuition accounts are made current.

Financial Assistance

Financial assistance is made available through the St. Augustine Educational Foundation, Adopt A Student Fund, Kipona Scholarship Program (elementary), and Pauahi Keiki Scholar Program (preschool). Applications are due in February and March for the following school year. Applications are available in the school office and on the school website. Families receiving financial aid from the Adopt A Student Program are required to perform an additional five hours of service per quarter. Please call the school office for service opportunities.

Fund Raising

The annual St. Catherine School Carnival is our major fundraiser for the school. All parents are required to contribute to Carnival preparation and work an 8-hour shift during Carnival weekend, the first Friday and Saturday of May. Each family is also required to sell two hundred dollars (\$200.00) in carnival scrip per child enrolled in St. Catherine School. Other fundraising events are held as needed.

Outstanding Balances

Any After School Care, Bus, Field Trip, or other outstanding balances will be billed to parents on a monthly basis, payable immediately. At the end of each school year, all balances must be cleared before registration for the following school year is accepted. Delinquent accounts will be forwarded to a collection agency.

Policies and Procedures

Attendance

Regular attendance is essential to a student's success in school. Persistent absenteeism and tardiness create a genuine hardship for the student and his class and is regarded as a very serious problem potentially affecting re-enrollment for the following year.

School begins at 7:45 am, with students reporting to Coyle Hall for morning assembly. Morning Assembly is an important time for our school community as we begin the day with community prayer, the Pledge of Allegiance, and important general announcements for the day. A student is absent if not present in school for at least half a day except if the student is on an authorized school activity. A student is present if in their homeroom by 8:00 a.m. A student is tardy if arriving after morning assembly and should report to the office for a tardy slip. Students who are tardy more than five days during the school year will not be considered for perfect attendance awards.

When a student is unable to attend school, parents must e-mail or call the school office before 8:00 am. Excused absences include illness, accident, or death in the family. If the school office does not receive a call, we will call parents if a student has not reported to school by 8:15 am.

Removing students from class in order to travel is disruptive to student learning and is strongly discouraged. Class and homework missed due to extended vacations will be the responsibility of the student and is not excused.

Students with excessive tardiness and absences will be monitored with regular review of daily attendance, parent notification of current attendance record by phone or letter, meeting(s) to develop an attendance action plan that will include teachers, parents, administrator and student, and an individualized attendance agreement. If chronic absenteeism and tardiness are negatively impacting the student's learning/academic progress, a referral may be made to the Family Court for educational neglect.

Early Release

Appointments during school hours are discouraged as this disrupts the student's classes. When an early release is necessary, the parent/guardian will sign out the student in the office. A student returning from an appointment must report to the office with a note from the parent/guardian. A student will not be released to anyone without proper written authorization by the parents/guardians.

Media Use of Photos

St. Catherine School uses local media and our web sites to showcase our community projects and promote enrollment. Parental consent for the use of student photographs, video, and artwork is implied unless expressly denied in writing.

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. St. Catherine School does not have a school nurse on staff. However, our preschool teachers, After School Care supervisor and several other staff members are certified in first aid. We will provide first aid care for the injured and care for ill students until they can be picked up.

If a child becomes sick while in school, a staff member will determine if the student can return to class. If the child is too ill, has a fever or is vomiting, parents will be called to pick up their child.

Due to limited space in the health room, parents must pick up their child(ren) in a timely manner. Students with a fever, vomiting, or diarrhea will be sent home. Students should not be sent to school if they have had these symptoms within the last 24 hours.

Minor accidents will be attended to as necessary by a member of the faculty or staff. Serious accidents are handled immediately. Parents and emergency personnel are contacted immediately. If parents or persons specified on the child's emergency form cannot be reached, the school will make every effort to have the child treated by a physician/hospital.

Medication Policy

Request for Administration of Prescription Medication in School Forms must be completed by the parent and physician for all prescriptive medications. Forms may be obtained from the 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 at the office. Forms for over-the-counter medications (such as Benadryl, Robitussin, Tylenol, etc.) will also be available in the school office (no physician signature is required). These forms may be filled out by a parent/guardian ahead of time giving the office or school staff 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 office (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 medication will be administered. Medications will be administered in the office by the office or school staff. Students are not allowed to carry or administer their own medication.

The policy for administering medication during school hours does NOT apply to activities or events before or after regular school hours (7:45 am to 2:15 pm). If your child requires medication to be administered outside of these hours, or while participating in St. Catherine School extra-curricular functions, it is the parent/guardian's responsibility to make arrangements.

Child Abuse Policy

For the health and well-being of all students, and in accordance with State law and Diocesan Policy, any staff member who suspects any type of child abuse, whether it be physical, sexual, mental, verbal or neglect, will report it to the proper authorities.

Wellness Policy

The primary goal of nutrition education is for students to develop positive attitudes, behaviors, and the appropriate skills associated with lifelong healthful and enjoyable eating patterns. Nutrition education is delivered in environments that reflect respect for body-size and or differences. Students receive consistent nutrition messages throughout the school, classroom and cafeteria.

St. Catherine School builds awareness among teachers, food-service staff, coaches, and other school staff about the importance of nutrition, physical activity and body-size acceptance to academic success and lifelong wellness, and encourages parents, teachers, school personnel, and students to serve as role models in practicing healthy eating and being physically active.

Students will be given opportunities for physical activity during the school day through daily recess periods, physical education (PE) classes, walking programs, and the integration of physical activity into the academic curriculum. We desire that all students participate in a minimum of 30 minutes of developmentally appropriate physical activity each day.

We will provide daily opportunities for all students to learn about and enjoy physical activity that will foster an understanding for the need for lifelong fitness and health.

St Catherine School provides an environment that encourages safe and enjoyable activity for all students, including those who are not athletically gifted. We encourage families to support programs outside of the school that encourage physical activities.

Convenient access to facilities for hand washing shall be available and fully equipped with soap and towels. Safe drinking water is available throughout the school day.

St. Catherine School provides adequate time for students to enjoy eating healthy foods with friends, scheduled as near the middle of the school day as possible. Our desire is to teach and demonstrate healthy eating habits. Healthy food education will be provided in classrooms. The program will be aimed at giving students the knowledge and skills necessary to live healthy productive lives.

Snacks served each morning are to make a positive contribution in the child's diet. We emphasize serving fruits and vegetable as the primary snack and water as the primary beverage. All foods offered to students during a school activity should be a good source of nutrients.

Peanut Policy

Food allergies claim an estimated 150 lives and are responsible for more than 125,000 emergency room visits each year. A major health issue such as this must be taken very seriously, and it has always been the policy of this school to make the safety and well-being of our students our top priority. Because of the increasing awareness and incidence of peanut allergies, St. Catherine School is now banning peanuts and items containing peanuts from campus.

Emergency Procedures

In the event of an emergency, illness or other problem, parents will be called at work or at home. If the parents cannot be reached, emergency contact indicated by the parent on the emergency card or registration form will be contacted. It is the parent's responsibility to inform the school immediately if there are changes for these emergency numbers. In serious emergencies, 911 will be called first and then the parents or guardians will be notified. The procedures outlined in the Crisis Plan Handbook will be followed for other emergencies.

Fire

Fire drills are held monthly with all staff and students participating. In the event our school is severely damaged by fire, the children would be evacuated and held in the parish hall, church, or athletic field if necessary, and parents/guardians will be called to pick up children.

Tsunami Warning

St. Catherine School is not located in a tsunami inundation zone, so in case of a tsunami warning we will not evacuate. These procedures will be followed in the event of a tsunami warning:

- If a warning is issued during the school day, the children will be supervised until parents can safely pick them up.
- If a warning is issued before school begins, school will likely be closed for the day as Hawaii Civil Defense urges residents to stay off roads. Parents will listen to local Civil Defense radio station (KQNG 93.5FM, 94.5 in Princeville) for specific information about school closure.

Hurricane/Tropical Storm

Hurricane or tropical storm watches are issued by the National Weather Service 36 hours prior to the arrival of the storm effects. Hurricane or tropical storm warnings are issued when one of these storms could affect Kauai in 24 hours or less. When a watch is issued, we will monitor the storm and make decisions about school closure before the issuance of a warning. Local Civil Defense radio station (KQNG 93.5FM, 94.5 in Princeville) will announce school closures.

Earthquake

Should an earthquake of significant magnitude occur on Kauai, we can anticipate considerable disruption to our roads. The children will be cared for on campus by the school staff until picked up by an authorized guardian.

Lockdown Situation

Lockdown drills are held annually. In the event of an intruder or incident that may result in harm to students and staff, the school will follow lock down routines. Following an all clear, administration will determine if the situation merits school closure. If so, students will be cared for until picked up by a parent or guardian.

School Closure Policy

In accordance with the US Department of Education and Hawaii Catholic Schools recommendations, St. Catherine School has established a set of policies to ensure the continuity of education for our students in the event of enforced school closure. Schools may be closed as a preventative measure (to prevent or decrease the spread of flu or other highly contagious illness) or when a significant proportion of students have developed a fever.

School Responsibility:

Prior to possible school closures, St. Catherine School administration will communicate with families regarding specific procedures and policies as they develop. If a school closure is imminent, a hard copy letter and e-mail will be sent home as soon as the decision is made. If a decision is made to close the school, an announcement will be made over the civil defense radio station (KQNG 93.5FM, 94.5 in Princeville). School personnel will be on campus to let parents know not to drop off children.

Administration will keep families informed of progress via school-wide e-mail and posted on St. Catherine School web site and Facebook page. Individual concerns will be handled either by phone or e-mail in a timely manner. Administration will keep St. Catherine School office open for modified hours during school closures whenever possible. In case of illness of all office staff, a teacher-in-charge will be designated to continue with administrative communication, but office hours will be suspended.

Teacher Responsibility:

If there is advance warning about school closure, teachers will send students home with all books required for period expected closed. This includes hard bound texts and consumable workbooks. Students who have been absent will have their books waiting at a designated pick up location such as the school or church office. Parents can pick up books as soon as is feasible.

If advance notice is not available and school is closed without warning, teachers in lower grades (through 4th grade) will put together packets of books and materials from the classroom needed for the anticipated period of school closure. These will be made available through the school or the church office during specific hours. Upper grade (5th -8th) students will be given a list of books needed from their lockers and they will be asked to collect them from school. Additional classroom materials will be made into packets and available at the school or church office.

Teachers will assign work and communicate with students and parents via e-mail. Parents will be expected to work with their children as required. As needed, teachers can e-mail text to students, supplementing schoolbooks.

All schoolwork will be due upon the re-opening of St. Catherine School unless another due date was given. Students who are ill at the time of reopening will turn in their work when they return to school.

Parent Responsibility:

Parents will collect books and materials from school. All hard-non-consumable textbooks remain the property of St. Catherine School and are expected to be returned undamaged.

Parents will work with their children when needed to help children understand and complete assigned work. Open communication with teachers is vital during periods of school closure. At the time of the reopening of St. Catherine School, parents must assess their child's wellness, and if necessary, will keep the child home until he/she is well.

Academic Policies

Academic Program

St. Catherine School strives to provide a rich academic program which challenges students to exceed their own expectations in the pursuit of excellence. From kindergarten through eighth grade, Mathematics, Language Arts (Literature, Writing, and Media Analysis), History/Social Studies, Science, Religion, Music, Foreign Language, Arts, and Physical Education provide a well-rounded educational experience for students. In addition to core curriculum, St. Catherine middle school students choose from a selection of elective courses offered seventh period. These courses may vary from year to year.

Among the electives offered throughout the year is Student Council, which provides an opportunity for students in grades 6 – 8 to develop leadership skills and work cooperatively as Student Council Officers. A student yearbook staff, working with a faculty advisor, prepares materials for annual publication. All students and parents are encouraged to make contributions to the yearbook.

Report Cards

Report cards are issued quarterly for grades K through 8. The assessment and progress reporting of preschool students will be contained in portfolios. A summary sheet is issued to parents each quarter. Kindergarten report cards mark attainment of benchmarks. They will be published in SchoolSpeaks the last day of each quarter.

Progress Reports Grades 3 - 8

Students who are performing below average (D or F) in any subject at each mid-quarter throughout the year will receive a progress report from the teacher of that subject. Teachers may also issue progress reports for students regardless of performance level. Parents are asked to sign and return the form, and may request a conference with that teacher.

Parent-Teacher Conferences

Parent-teacher conferences are mandatory during the last week of the first quarter, typically the last week of September. Subsequent conferences will be scheduled when dictated by the student's academic performance or behavior or at the request of the parent or school.

Evaluation and Grading

Academic subjects, which include Language Arts, Mathematics, Social Studies, Science, and Religion, will be graded as follows:

Grades K – 2	E – excellent	Grades 3 – 8	A+ = 97-100%	C- = 70-72%
	S – satisfactory		A = 93-96%	D = 60-69%
	I – improving		A- = 90-92%	F = 59% and below
	N – needs improvement		B+ = 87-89%	
			B = 83-86%	
			B- = 80-82%	
			C+ = 77-79%	
			C = 73-76%	

Grades 5 – 8 Enrichment Classes

E – excellent
S – satisfactory

I – improving
N – needs improvement

Citizenship Grades are based on a student's adherence to St. Catherine School's Schoolwide Learning Expectations and Code of Conduct.

Students earning a D or F in a core class will meet with parents, teachers, and administration to develop a plan for intervention.

Academic Testing Program

St. Catherine School administers nationally normed tests each year using the following schedule:

Terra Nova Complete Battery and Cognitive Assessment are administered to all second through eighth grade students in April. Results are available in the Spring.

ACREA/NCEA Assessment of Catholic/Christian Religious Education is administered to fifth and eighth grade students in mid-November. This assessment does not provide individual student scores, but assesses the strength of our Religious Education program.

Star 360 Assessment is used at the end of each quarter to monitor students' academic growth for grades K-2. MAP Growth Assessment is used for Third grade through eighth grade that assess each students mastery in math, reading, and language.

Academic Honors

Following each grading period, Principal's List and Honor Roll certificates will be awarded to students in third through eighth grades earning qualifying a grade point average. Awards are presented following the end of each grading period.

Principal's List	3.8 – 4.0	Grade Point Average
Honor Roll	3.6 – 3.79	Grade Point Average

Student of the Month awards are presented to one child in each grade for each month based on their academic and character development. Refer to Student Learning Expectations for criteria.

Homework Policy

Homework is assigned as the natural extension of the student's class work. The amount of home-work takes into account the nature of the subject matter and the age and ability of the students. The following schedule will be used as a guide to determine the time allotted for homework each day:

1 st grade:	10 min	4 th grade:	40 min	7 th grade:	60 min
2 nd grade:	20 min	5 th grade:	50 min	8 th grade:	60 min
3 rd grade:	30 min	6 th grade:	60 min		

Homework is not given over holidays and weekends for grades K - 5, nor is it due the first day following vacations or holidays, without the principal's approval. Students in grades 6 - 8 may be assigned homework over weekends and holidays. Should a student be absent, please request homework no later than 8:00 am, when calling the office to indicate the absence. Homework assignments for absent students will be picked up at the office. It is the responsibility of the student to discuss work missed during an absence.

Field Trips

Field trips are a privilege, and are designed to enrich students' educational, cultural, and social growth. Field trips add measurable depth to classroom learning, and are an important tool in children's education.

Because student safety is of utmost importance, St. Catherine School retains the right to prohibit a student from a particular field trip due to behavior problems. Parents will receive notices of field trips in advance of the scheduled trip date and will be asked to sign and return field trip permission forms and any fees assessed for each trip.

For safety reasons, students will not be able to participate on the field trip without a signed St. Catherine School permission form. Phone calls and personal handwritten notes will not be accepted in lieu of proper forms. Parent chaperones will be requested by sponsoring teachers as needed and appropriate.

Student Records

Parents and students are allowed to review records. A 24 hour written notice is required for review.

St. Catherine School abides by the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no access to school information, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

St. Catherine School will release student records to an official of another school in which the student has enrolled or intends to enroll with receipt of written parental permission. A school official must make a written request to release the records.

St. Catherine School maintains permanent files for each student who has been enrolled. This does not include disciplinary or financial information, which are kept for the duration of enrollment. All records are confidential.

Extra-Curricular Activities

Altar Servers

Students from grades 3 – 8 are encouraged to participate in the training that will prepare them to serve during school and Sunday Mass.

After School Enrichments

After school enrichment activities for elementary level students are provided. These activities vary by year depending on availability of sponsors, require parental approval, and may incur a nominal fee. If available detailed information will be sent home via email.

Dress Code and Grooming Standards

St. Catherine School uniform and dress code reflects a standard of excellence and self-discipline.

Students are encouraged to distinguish themselves by their character rather than by fashion. Studies have shown that schools with uniform dress experience fewer discipline issues and distractions. Parents find that uniforms make for calmer mornings and lower clothing expenses.

Shoes and Socks

Shoes must be close toed athletic type. Socks must be appropriate for school no symbols that represent inappropriate culture.

Boys and Girls Shirts

Uniform shirts are maroon or white with the St. Catherine School logo for Kindergarten through 8th grade. The preschool uniform is a maroon or white St. Catherine School t-shirt. All polo and t-shirts are available for purchase in the school office. Shirts are not to be tied at the midriff, and sleeves are not to be worn rolled up.

Girls Skirts, Jumpers, and Shorts

For school Mass girls wear plaid skirts (4th through 8th grades), jumpers (kindergarten through 3rd grades), or long khaki slacks with a black or brown belt and shirt tucked in. Skirts and jumpers must be no shorter than 3 inches above the knee. White peter pan blouses are to be worn with the jumper. Jumpers, blouses, and skirts are ordered through Dennis Uniforms. White or maroon polo shirts (available through the school office) are to be worn tucked in with plaid skirts, khaki shorts, or slacks.

Boys Pants and Shorts

Boys in kindergarten through grade 8 must wear khaki shorts or slacks. Long khaki slacks must be worn by all boys for school Mass, with shirts tucked into pants and worn with a black or brown belt.

Outer Wear

Jackets, cardigans, and sweatshirts with St. Catherine School logo can be purchased. Non-uniform outer wear is not allowed to be a part of the St. Catherine School uniform. Sweatshirts are ordered through the school office. Jackets and cardigans are purchased through Dennis Uniforms.

Uniform Care

Uniforms must be clean and properly maintained when worn to class. Stained, dirty, torn, or faded uniforms are unacceptable and will result in the issuance of a Dress Code Infraction Notice.

Free Dress

Free dress days are a privilege and given at the discretion of the administration. Appropriate free dress reflects modesty and personal pride. Ill fitting, torn, frayed, or stained clothing is not allowed. Shorts and skirts length will conform to uniform standards. Midriffs must be covered, and spaghetti straps or low cut tops are not acceptable. Athletic shoes and crew socks must be worn.

Physical Education Uniform

The PE uniform consists of black athletic shorts and maroon or white school t-shirt worn with socks and athletic shoes. This uniform may be worn on PE days (except when students attend Mass). T-shirts are available for purchase in the school office. Shorts are available through Dennis Uniforms.

Grooming

Hair: Students hair must be neat and clean. Highlighting or hair coloring is not acceptable. Extreme hairstyles, as determined by the administration, are not allowed. Facial hair is not allowed.

Jewelry: Students are discouraged from wearing jewelry due to the risk of loss. A wristwatch or simple necklace is permitted. Students can wear a single pair of earrings - stud or small hoop. The school accepts no responsibility for lost jewelry.

Makeup and Nails: Makeup and nail polish are acceptable if it is tasteful and natural. Nail polish should not be chipped or have inappropriate symbols. Nails should be kept closely trimmed to the fingertip. Rule of thumb: when looking at the palm of the hand, the nail tip should not be seen.

8th Grade Graduation

Boys: Long slacks, button front short or long sleeve dress shirt, black closed shoes. Hair should be neat.

Girls: Dress, no shorter than uniform (3 inches above the knee), modest neckline, no spaghetti straps or backless styles. Shoulder straps should be at least 2 inches wide. If shoulder straps do not conform to this guideline, a shawl or sweater may be worn during mass and graduation ceremony. If the material is sheer, appropriate undergarments should be worn.

Dress sandals or closed shoes with a modest heel are allowed. Minimal makeup is allowed. Hair should be neatly styled with no color treatments.

Safe Environment Program

The “Policy on Allegations and Incidents of Sexual Misconduct” promulgated by the Diocese of Honolulu is incorporated in this handbook by this reference. A copy of the policy is contained in the handbook, “To Offer Healing, To Restore Trust,” first published January 8, 2004. The handbook is available from the school.

The Church endorses the mandatory reporting provisions of H.R.S. Chapter 350 concerning child abuse. All staff members and teachers are required to sign an acknowledgment that they have read and understood the ethical and personal conduct policies of the Diocese of Honolulu. Consistent with diocesan policy, St. Catherine School will conduct Safe Environment training as part of the school curriculum. A meeting will be held before the class is conducted to provide parents an opportunity to review the safe environment materials. Consent for the participation in this program is included in the signed acknowledgment form located in this handbook.

All adults, whether staff or volunteer, whose service involves unsupervised contact with children will complete a background screening and Safe Environment training as mandated by the Diocese of Honolulu under the Virtus Program.

Spiritual Program

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

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

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

Liturgical Services and Observances

Throughout the year St. Catherine School students participate in many liturgical services and observances. All students, regardless of religious affiliation, are expected to participate. During the Lenten season students participate in prayer and reflection on the Stations of the Cross. This moving religious experience is open to our families and friends.

School Mass

Mass is generally celebrated twice a month, usually on the first and third Friday at 8:00 a.m. in St. Catherine Church. Mass attendance is a major component of our School's Religious curriculum. Missing a Mass or Masses will effect a student's overall Religion grade. Dress for School Mass is the formal uniform. Students who come to school without their formal uniform will be issued the necessary pieces and cost will be billed to parents. Students attend Mass with their classes and are supervised by their teachers.

Parents are welcome to join us. See the monthly school calendar for specific Mass schedule.

Sacramental Preparation

All students in second grade receive sacramental preparation for First Reconciliation and First Eucharist as part of the religion curriculum. Students and their families interested in receiving the Sacrament of Baptism may contact the Church office at 822-7900.

Technology Protocol

St. Catherine School recognizes that the use of computers and personal electronic devices are becoming increasingly important in the learning environment. Therefore, in order to maintain an environment of safety and mutual respect, the following guidelines are established. The purpose of technology use is to support appropriate research and communication by students and staff by providing access to resources and the opportunity for collaborative work. The school's goal is to prepare our students for productive participation in a digital global community.

St. Catherine School has implemented an Acceptable Use Policy which governs the use of technology in and out of the classroom by students and staff. Each student and staff member is assigned a unique e-mail address within the st-catherineschool.org domain which is managed by St. Catherine School administration. Internet service on the school campus is filtered for content, providing a safe learning environment, and users are responsible for appropriate searches and viewing.

St. Catherine School has implemented a 1:1 technology program issuing a Dell Chromebook 11 computer to each student in sixth through eighth grade for use at school and home to complete school work. These devices are issued for the duration of the school year or until such time that the privilege is revoked. Students are responsible for the proper care and upkeep of the device issued them. Any problems or damage must be reported to the staff technology coordinator immediately. Students in third through fifth grade will have use of Dell Chromebook 11 devices in their classroom, and students in preschool through second grade will have use of Apple iPads.

Students will undergo training regarding appropriate use of technology, and are responsible for adhering to St. Catherine School Acceptable Use Policy for technology. The following general guidelines recommend behavior that is respectful of oneself, others, equipment, and the learning environment.

When using computers at St. Catherine School, students will:

- follow all teacher instructions regarding the use of computers, flash drives, networks, e-mail, digital cameras, video software and other related hardware;
- respect equipment (e.g. no food, drink, or magnetic objects at or near the computers) and electrical cords;
- use computers only with teacher supervision;
- seek help when something goes wrong;
- not alter, add, or delete any software, hardware, or setup of the computer;

- not interfere with the files or folders of others;
- respect and keep work area clean ;
- be responsible for actions with computers.

When using the internet at school, students will:

- be under the supervision of a teacher at all times;
- go to internet sites specified by their teacher;
- respect the copyright laws when accessing information on the World Wide Web;
- not copy another person's work from the Internet without crediting the author.

When using e-mail at school, students will:

- not give out personal information such as surname, address or telephone number or the information of another student or teacher;
- always have teacher's permission before sending e-mail;
- ensure that any e-mail sent does not contain inappropriate content;
- ensure that any web site postings, replies, uploading are grammatically correct and proofread by at least one other person, and approved by my teacher.

When members of the St. Catherine School community, parents or students, communicate with other individuals, groups, or institutions, they do so as individuals, not as representatives of St. Catherine School.

Security on any computer system is a high priority, especially when the used by children. If you feel you can identify a security problem, notify the administration. St. Catherine School endeavors to provide appropriate supervised access to its network and to the internet. We know, however, that supervision can never be complete and individual users are expected to accept responsibility for their own actions. It is expressly prohibited to use technology in any manner in violation with federal or state regulation. This includes transmitting threatening or obscene material. Printing or downloading copyrighted materials such as music, video, or other materials is prohibited unless expressly authorized by the copyright owner or licensee or allowed under the Fair Use Doctrine. It is also unacceptable to misrepresent yourself or others or to cause harm to the network, to distribute unsolicited bulk messages, sell addresses, lobby or solicit for causes unrelated to St. Catherine School.

The use of St. Catherine School technology facilities and resources and the Internet is a privilege, not a right, and inappropriate use of these resources will result in a cancellation of a student's privileges.

Personal Electronic Devices

The possession and use of such items are prohibited from school grounds. Banned electronic items will be confiscated if present during school hours; confiscated items may be claimed by a parent or guardian. Cell Phones may be brought to school but must be kept in the OFF position during school hours. They may not be used for picture taking, to harass or threaten any persons, or for game playing, Internet or e-mail access, gambling or making purchases of any kind. Unauthorized use of cell phones during school hours will result in the confiscation of phones which may be reclaimed by a parent or guardian. New technology, such as phone watches, are included in this ban. Students who bring these devices to school are to keep them in the OFF position and in their back packs.

Student Learning Expectations

All members of the St. Catherine School community are expected to act with courtesy and integrity, and take pride in their own achievements and be accountable for their actions. To this end Student Learning Expectations have been developed to describe the skills and characteristics a graduate of St. Catherine School will possess.

A graduate of St. Catherine School is a:

Person of faith who

- understands the teachings of the Catholic faith,
- contributes to the community through service,
- respects diversity in God's creations,
- continues to grow spiritually, and
- makes moral decisions based on the teachings of the Catholic faith;

Responsible citizen who

- appreciates his/her heritage and respects cultural diversity,
- is aware of global issues and responds to them appropriately,
- understands civic and community responsibilities, and
- be accountable for his or her own behavior;

Collaborative worker who

- recognizes and respects individual differences and similarities,
- communicates interactively, displaying empathy and consideration of differing ideas,
- demonstrates responsibility and flexibility in the support of group needs and goals, and
- has a good work ethic;

Curious learner who

- analyzes, identifies, integrates and applies information,
- is able to listen actively, speak clearly, write concisely and correctly,
- has essential thinking and problem-solving skills,
- has developed an appreciation for the fine arts, and
- uses technology for learning, communication and enjoyment;

Person with a positive self-image who

- is growing in self-esteem and self-confidence,
- is self-directed,
- is able to evaluate progress and accept constructive criticism, and
- fulfills commitments.

Revised 5/2019

Student Learning Expectations

(Language for young students)

When I graduate from St. Catherine School, I will be a:

Person of faith who

- understands what the Catholic Church teaches,
- helps others and shares my gifts,
- knows that everyone and everything is loved by God,
- grows closer to God, and
- follows Jesus's example and makes good choices in my life;

Responsible member of my community who

- appreciates my family and respects people who are different,
- sees problems in the world and helps make things better, and
- makes a difference in my neighborhood and community;

Team player who

- works and plays with all kinds of people,
- listens to other people's ideas and shares my ideas with them,
- works peacefully with a team, and
- works hard and finishes what I start;

Curious learner who

- thinks about things and uses what I have learned,
- listens, speaks, and writes well,
- thinks of ways to solve problems,
- enjoys, appreciates, and takes part in music, art and dance, and
- uses technology for learning, talk, and play;

Person happy with myself who

- likes myself and knows I can do good work,
- can work by myself ,
- checks my own work and get help from others, and
- takes good care of my body by eating right and exercising.

Revised 7/2016

Citizenship and Disciplinary Policy

Guiding Principles

St. Catherine School is committed to teaching the whole child, including development of character, morals, and ethics, while preparing them to be responsible and faithful members of the community valuing education, justice, charity, and freedom. We strive to create an environment where students develop the capacity for moral decision making based on clear values and expectations. Our goal is to guide children toward self-reflection and self-discipline.

Discipline is not viewed as punishment. The aim is to maintain environmental conditions free from distracting or disruptive behavior. Based on mutual respect and group welfare, St. Catherine School discipline policy seeks to develop student ideals, attitudes, and habits as they become self-disciplined, compassionate, and responsible citizens. Students are encouraged to appropriately and respectfully question policies with which they disagree. The following are the self-discipline skills emphasized:

Learning Skills: Listening; following directions; asking questions; sharing time, space, people, and things; age appropriate social skills.

Constructive Skills: Cooperation; understanding rules; completing tasks; leadership; effective communication.

Productive Skills: Organizing time, space, people, and things; collaborative problem solving; compassionate leadership; distinguishing fact from feelings; generosity.

Code of Christian Conduct Covering Student and Parents/Guardians

The students' interest in receiving a quality, morally based education can be served if students, parents and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be an express condition of enrollment that the student behaves in a manner, both on and off campus, which is consistent with the Christian principle of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in any student/parent handbook of the school.

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to any policies, principles or procedures set forth in any student/parent handbook of the school.

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

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.

3. These expectations for students and parents/guardians include, but are not limited to, all school sponsored programs events (e.g. extended care, athletics, field trips, etc.)

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

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning.

Care of School Property

Students are expected to respect and care for all school property, including books, classroom materials, furniture, equipment, buildings, plants, signs, and all other items on school grounds. Intentional harm or vandalism will result in disciplinary action and reparations. Students are also expected to respect the personal property of others.

Conduct to and from School

St. Catherine School students are expected to conduct themselves with dignity and respect at all times, including during transit to and from school. They represent the school to the community at large and can either send a message of pride and honor or disgrace. Whether walking, biking, riding school or public buses, students are expected to abide by all pertinent laws and regulations. Failure to do so will result in disciplinary consequences.

Bullying Policy

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

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.

The St. Catherine School community expects all staff members who observe or become aware of an act of bullying to take immediate, appropriate steps to intervene, unless intervention would be a threat to staff members' safety. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report the bullying to the school administration for further investigation.

The St. Catherine School community 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 will be subject to suspension or expulsion.

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. 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.

Original Work Ethic

Students are expected to submit their own original work and provide adequate citation for work attributed to another author. By contrast, students who plagiarize or cheat create situations where essential learning may be missed, and the efforts of scholarship misunderstood. Because we intend to maintain high standards, the following examples are considered cheating and will be appropriately addressed. St. Catherine School believes it is essential that action be taken when cheating and or plagiarism occurs.

Cheating involves:

- giving or receiving help from another student during a quiz or test without the express permission of the instructor,
- using books, notes, or other sources of information during a quiz or test without the express permission of the instructor,
- obtaining a quiz or test without the express permission of the instructor before the test is administered,
- altering any grade on an assignment, test, or report card,
- engaging in any behavior that is intended to deceive.

Plagiarism involves:

- submitting a report, paper project, homework assignment or any other project that has been knowingly copied from another individual's work without clear identification of the source,
- neglecting to identify a quotation, interview information, or paraphrased passage, and
- using experimental data from other sources without instructor permission, or fabricating data to fit expected results.

Student Discipline

Students will observe school rules and regulations at all times, including before and after school and on and off school property. SCS reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours. The student's discipline record for Notices of Unsatisfactory Conduct is cumulative for the year. A continued pattern of misbehavior may result in exclusion from school-related activities or dismissal from the school. Additional rules for conduct on campus, such as in the classrooms, the library, the cafeteria, and playground, are adopted as necessary and announced to the students. The primary source of daily disciplinary management is the Principal/Assistant teachers 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. Catherine School. All of these disciplinary actions are enforced by the faculty and staff, through the Principal, using 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

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 Unsatisfactory Conduct 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 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 or teacher. 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, 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. [See Section Code of Christian Conduct Covering Student and Parents/Guardians]
 - 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.

Catholic Social Teaching

Principals of Catholic Social Teaching are an integral part of our faith and guide us in our relationship with one another. St. Catherine School community is committed to live and teach by these principles.

Dignity of the Human Person - I am created in the image and likeness of God and redeemed by Jesus; I believe every person is my brother and sister. I protect each person's right to be born and to live with dignity; and to grow, to work and to die with dignity.

Creation - I respect, protect and am grateful for all of God's creation. I know God has provided for the basic needs of all people by entrusting the environment, our property and talents, our bodies and health to our attentive care each day.

Dignity of Work - I believe all work is meant to be creative, fulfilling and sacred; our work can help build a better world and lead us to God. I believe in the basic right of human beings to work, to be paid fairly, to be treated with respect, and to work in safe and healthy conditions.

Community - I value the common good and well-being of every person. I work for strong systems that support family and community values. Relating and working together, we build friendships and discover our common goals.

Solidarity - I believe we are connected with every person in the world. I stand up for the rights of all people. We encourage, teach, nurture, and promote the growth of all individuals, regardless of how different they are from us.

Option of the Poor - I respond to the needs of the oppressed and powerless for the good of all. I choose to live more simply so that others can simply live. I treat others equally, making sure that all resources are shared with fairness. I work for peace by acting justly.

Rights and Responsibilities - I believe everyone has a right and duty to be an active part of our society. I speak out, and I respectfully listen to others' opinions, as together we make decisions that affect our lives.

Complaints and Concerns

In the spirit of subsidiarity, if you have a complaint which you believe is important to communicate, speak to the person with whom you have the complaint. 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, then talk with the principal. If the complaint is still not resolved, you may then speak with the pastor.

Amending the Handbook

This handbook is intended to describe the philosophy, services, and structure of the school's educational program. The principal is the final interpreter of the content of this handbook, and retains the right to amend the handbook for just cause. Parents will be given prompt notification if changes are made.

Appendices

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Volunteer Code of Conduct..... page 42

Student/Parent Handbook Agreement Form..... page 43