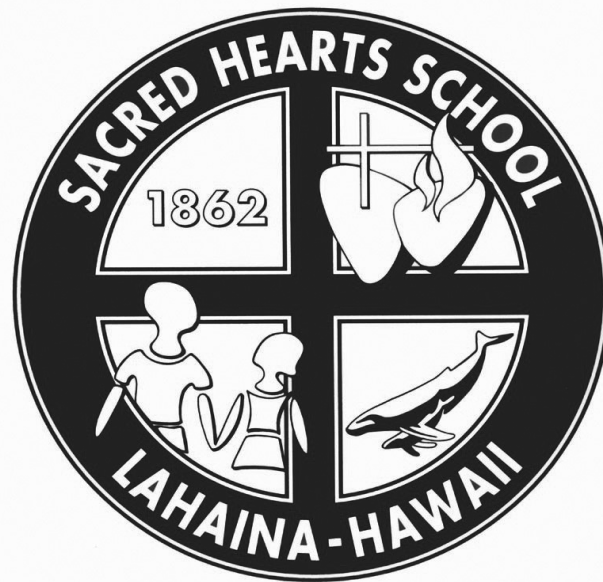


SACRED HEARTS SCHOOL

239 Dickenson Street
LAHAINA, MAUI 96761

808-661-4720

www.sacredheartsschool.net



Excellence In Education, Foundations For life.

Student & Parent Handbook Grades: K – 8

(2011-2012)

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Important Supplemental Information at the back of the Handbook

May Day Court Selection Guidelines

- * **HEARTS Information and Contract**
- * **Parent Acknowledgment Form: Creating & Maintaining Safe Environments**
- * **The Media Release (“Negative Permission”) Form**
- * **Handbook Verification Form**

*** = Forms that you must read, sign and return to the office ASAP.**

ACKNOWLEDGMENTS

We would like to thank you for selecting Sacred Hearts School as the co-educators of your child(ren). In choosing a Catholic school, you are investing in an education rich in tradition. We are dedicated to integrating the message of Jesus Christ's love with learning and living a full and purposeful life.

At Sacred Hearts School your child will discover the difference a Catholic education makes in their life. We expect that the Mission, Philosophy and Student Learning Expectations are consistent with the outcomes you desire and seek for your child during these formative years. All of us thank you for your commitment to and investment in your child's education.

Peace be with you and may God continue to bless us all!
Faculty, Staff, and Administration

SCHOOL HANDBOOK DISCLAIMER

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

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

Our school voluntarily complies with the provisions of the Buckley Amendment. Non-custodial parents will be given access to unofficial copies of student records, and teachers will be available to discuss the student's progress unless a court order providing otherwise is filed with the school.

Sacred Hearts School is a non-discriminatory educational institution and employer.

***The administration retains the right to amend the handbook for just cause,
parents will be given prompt notification if changes are made.***



PRINCIPAL'S MESSAGE

2011-2012

“Peace Be With You” students and parents,

This year the teachers and I reflected on the legacy that all of us at Sacred Hearts School have inherited with our calling to be teachers here. Did you know that Maria Lanakila Catholic Church was founded 150 years ago by the priests of the Congregation of the Sacred Hearts of Jesus and Mary? That is why the name of our school is what it is. Then from 1928 until the year 2000, the nuns of the Third Order of Franciscans from Syracuse, New York began their 72 years of teaching at our blessed school.

In the decision making process of choosing a theme for the year, we worked on keeping the charisms of these two religious orders alive in the mission and work that we do with you at Sacred Hearts School. Instead of changing the theme every year, we have decided to choose a permanent theme. We wanted a theme that reflected the spirit of both religious communities that laid the foundation of this school. Therefore, your principal and teachers are returning to a theme we chose a few years ago as our permanent school theme: **“Peace Be With You.”** The hearts of Jesus and Mary were all about peace! The Franciscan order of priests and nuns look to Saint Francis of Assisi to guide their ministry work, and peace has always been associated with the spiritual essence of St. Francis. Peace is a way of life, a living prayer that we can model.

In every thought, word and deed we express, let us all pray for and listen to God’s guidance so that we consciously give our best to God and the Sacred Hearts School community. The Father, Son, and Holy Spirit walk with us as we transition into our 149th school year! Many of our community members have been with Sacred Hearts School for a long time, and a few are new. The triad of our staff, the parents, and the students make up the formula for success in our learning community. As companions on this journey of educating the children, each piece of the triangle executes its role and each relies on the other two in order to maintain a balanced perspective of purposefulness. A Christ-centered vision, our Student Learning Expectations (SLEs), the TRIBES Agreements, this policy handbook, and our own unique gifts will surely help guide us through another year filled with appreciation, forgiveness, peacemaking, learning and living aloha.

The mission of our school is driven by the desire to provide academic excellence. We work to nurture in our community a life of prayer, faith, and service in the Catholic tradition. Sacred Hearts School impresses upon the students the belief that one person can make a difference. Our community and global outreach projects offer the students opportunities that use their virtues and multiple intelligences to make sense of the world around them. The best education “takes place when parents and educators form a coalition on behalf of the student.” (Dr. Mel Levine, *Educational Care*, 2002)

As a Catholic school, we find strength and purpose in Christ’s teachings. We strive to teach in such a way that we connect the intellect with the heart. We will work together to see with the eyes of the heart, to see each other heart to heart. Recognizing the divine spark and the spirit of truth in each other is our honorable task. I thank you and our parish for the commitment to our team effort. I am full of unembarrassed joy and I am honored to join you as we build relationships of the heart with God the Father, His Son, the Holy Spirit, and with each other.

Mrs. S.L. Hendricks, Principal, 2011-2012

PHILOSOPHY STATEMENT

Along with the parents, who are the children's first teachers, the Sacred Hearts School staff is committed to "teach as Jesus did" in our calling as educators. Sacred Hearts School is a small Catholic school providing a faith-based education to students in pre-school through eighth grade. At Sacred Hearts School, we combine current technology, diverse teaching techniques, and a contemporary curriculum in a traditional Catholic setting. Our approach to learning is to nurture the whole student: spiritually, intellectually, emotionally, and physically. At Sacred Hearts School, we believe that Gospel values and faith give today's students the fortitude to rise above tomorrow's challenges.
(revised 05/14/08)

GOALS OF CATHOLIC EDUCATION

Sacred Hearts School is a Catholic school which views itself as an important part of a larger living faith community committed to the goals of a Catholic Education. At Sacred Hearts School, instruction in Catholic religious truths and values is an integral part of the school program. Religion functions as the underlying reality in which the students' relationship with God and the experiences of learning and living achieve their deepest meaning (to teach as Jesus did).

Goals

Sacred Hearts School shows its commitment to the goals of Catholic education in the following areas:

Religious/Spiritual

The religious/spiritual goal is to foster a closer relationship with God. We strive to develop spirituality and prayer in our students so they will be able to draw from their Christian values throughout their lives.

Intellectual

The intellectual goals are to develop the students' potential in their academic abilities and to imbue the students with the desire to become lifelong learners.

Psychological

The psychological goal is focused on developing the whole child. We are concerned with an awareness of the students' individuality and the development of the students' self-confidence.

Sociological

The sociological goal is to assist our students in becoming responsible and competent members of society. We want them to be aware of what is happening in the world.

Physical

The physical goal is to promote a healthy mind and a healthy body through the use of motor skills, healthy nutrition and general fitness.

Aesthetic

The aesthetic goals show our students how to appreciate all of God's beauty around us and to emphasize the students' creativity through the arts.

MISSION STATEMENT

**The mission of the Sacred Hearts School Community
is
to provide excellence in education
and
to nurture a life of prayer, faith, and service
in the Catholic tradition.**

WE ARE “SCHOOLS ATTUNED” TEACHERS!

We are a small Catholic school devoted to the intrinsic and intellectual development of our students. Through our teachings, students develop a respect for others, themselves, and the world in which they live. We are devoted to educating *All Kinds of Minds and building a positive learning community.

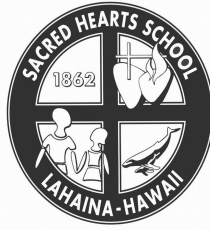
*All Kinds of Minds is the nonprofit institute founded by Dr. Mel Levine.

2011-2012 THEME

“Peace Be With You!”

SACRED HEARTS SCHOOL SLOGAN

“Excellence In Education. Foundations For Life.”



SACRED HEARTS ALMA MATER

O wherever we will go
And whatever we will do
Our loyalty and our love for our God
Will always be true

And no matter where our paths may lead
Our spirits will never part
The joyful times and the friends we have made
At good ol' Sacred Hearts

Today we can only dream
Of the gifts tomorrow will bring
All the things that we learn this day
Will teach our hearts to sing

O wherever we will go
And whatever we will do
Our loyalty and our love for our God
Will always be true

And no matter where our paths may lead
Our spirits will never part
The joyful times and the friends we have made
At good ol' Sacred Hearts
At good ol' Sacred Hearts
At good ol' Sacred Hearts

(Alma Mater was composed by Ben Uyetake, a former teacher at Sacred Hearts School, 1991.)

SCHOOLWIDE STUDENT LEARNING EXPECTATIONS

SLE #1: **H** Help My Community

SLE #2: **E** Excellence... Strive For It!

SLE #3: **A** Able To Work Independently And As A Team Mate

SLE #4: **R** Remain Committed To My Faith

SLE #5: **T** Think Before I Act

SLE #6: **S** Show Respect For All

I. GENERAL INFORMATION

SCHOOL HOURS M,T,TH,F: 7:40 a.m. – 2:15 p.m. **Wednesday:** 7:40 a.m. – 1:15 p.m.

- **Office Hours:** 7:30 a.m.- 2:30 p.m.
- **Phone:** 808-661-4720
- **Fax:** 808-667-5363

Website: www.sacredheartsschool.net

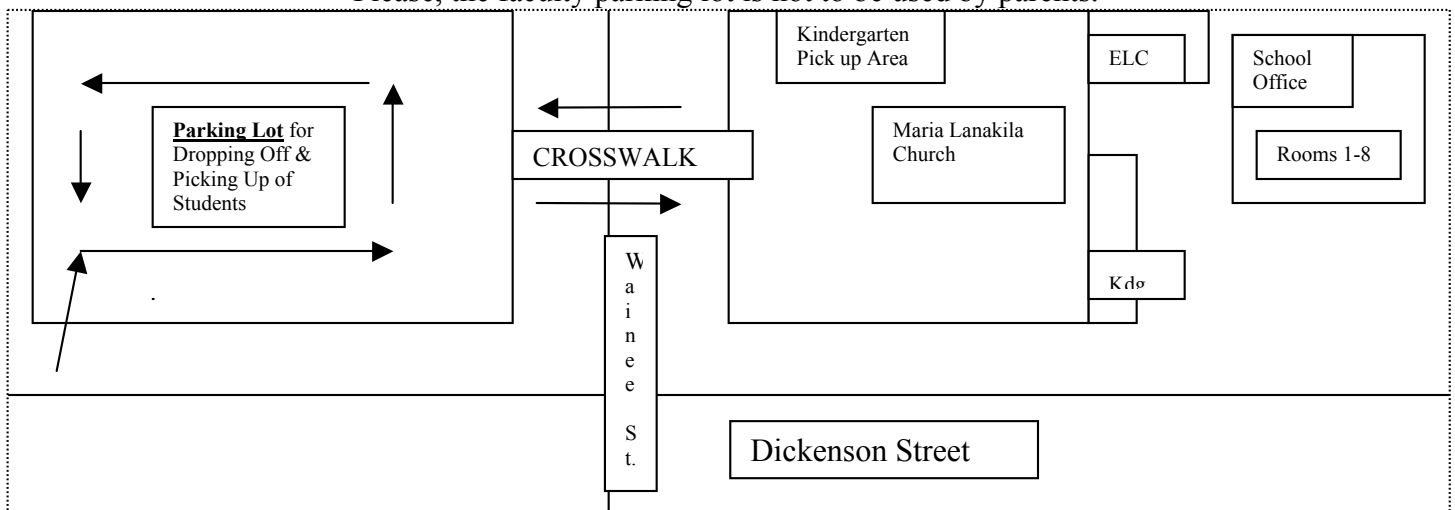
Staff and Faculty email: [first initial and last name \(no spaces\)@sacredheartsschool.net](mailto:first initial and last name (no spaces)@sacredheartsschool.net)

ARRIVAL & DISMISSAL

Students are to be dropped off and picked up at the designated area – at the parking lot directly across from Maria Lanakila Church on Waivee Street. For safety reasons, **students are NOT to be dropped off, or picked up, at either driveway on Dickenson Street at any time.** The safety of our children is our main concern. The parking lot of the Maui Jim's building is NOT the designated area for pick up. Every year these businesses complain that Sacred Hearts School parents maneuver dangerously in the Maui Jim's parking lot occupying stalls that their clients need. PLEASE, your COOPERATION and SAFE DRIVING is EXPECTED.

PLEASE PARK IN A STALL BEFORE DROPPING OFF OR PICKING UP YOUR CHILD.

Please, the faculty parking lot is not to be used by parents.



Teachers are on duty for the safety of the children. All adults and children are to follow the directions of the teachers. You are to cross only with their supervision while they are on duty.

Every morning there is a volunteer assisting the children in crossing the crosswalk in front of the church. IF FOR SOME REASON THERE IS NO ADULT, PLEASE ASSIST YOUR OWN CHILD ACROSS WAINE'E STREET. Students are NEVER to cross Honoapi'ilani Highway at the Dickenson Street intersection.

The Kindergarten class will be dismissed at 2:00 pm, 1:00 on Wednesdays. The teacher or aide will supervise all KDG students in front of the church until they are picked up by the parent/guardian.

All other students will be dismissed at 2:15 pm. *When the supervising teachers finish their crossing duty, any students still waiting for their ride will have to wait in front of the school office. For your child's safety, no student will be left unsupervised in front of the church or in the parking lot.*

Students not picked up by 2:40 (1:40 on Wednesday) will be sent to our After School Program director until you arrive. After a \$15 charge will be billed to you.

SNACKS AND LUNCHES

Families wishing to apply for the Federal Lunch Program may do so at the start of the school year or during the school year. You may qualify for a reduced lunch purchasing plan. It is easy to apply and the applications are available in the office.

A well-documented trend of obesity in the United States is directly related to one's home socialization and eating habits. At Sacred Hearts School, we strive to educate the children about their physical bodies and how their health is connected to their intellectual and emotional well-being. We do not promote the intake of sugar-laden diets or that of processed snacks, which are predominately comprised of "empty calories."

The administration and the school cafeteria are limited in their menu content due to Federal regulations associated with our Federal food subsidies. "Control" is also something that we cannot completely do regarding the meals that are brought to school from home. Wasting food is something we strive to avoid. Lunchroom monitors will report to the principal any students who repeatedly waste food or eat snacks high in sugar. The principal will then contact the parents or guardians ask for corrective measures.

Healthy snacks are available for sale in the cafeteria during small recess (9:30-9:45a.m.). Students are allowed to bring healthy snacks from home. **We are no longer selling bottled water.** The following foods are not allowed at school; soda pop, candy, sweets, "fast food" and gum. We discourage processed snacks such as bags of chips, cookies, etc. **Occasionally, ice milk/ low fat frozen treats will be given out or sold.**

All food is to be eaten in the cafeteria. Students are expected to clean the areas they use in the cafeteria by throwing cups and trash in the proper containers, and help wipe tables. Student monitors are expected to sweep and wipe tables/seats after use. Occasionally, vegetable matter will be collected for composting in our garden.

Cafeteria lunches are available to all students. All lunches are \$3.00. Free "seconds" will be given if the student has eaten all of the first serving. Students may bring a healthy, nutritious home lunch. Low fat milk is always available for sale. The majority of **"Fast Food" lunches are nutritionally void and are not allowed.** We will feed your child a school lunch should the home lunch be forgotten at home. **The school office will be phoning home if your child has more than two IOUs for lunch tickets. Please pay the IOUs as soon as you are informed.**

Any child that is LACTOSE INTOLERANT must have their doctor fill out a declaration form so that the kitchen is officially informed. The form is available in the school office. See Mrs. Pope for a copy. A simple note from the parent/guardian is not acceptable.

The cafeteria manager prints the monthly menu and each month. The menu is also posted on Option C and the Sacred Hearts School website. Occasionally, there may be a change in the menu. As soon as possible, you will be informed of the change.

Sacred Hearts School
WELLNESS POLICY
2011-2012

This policy supports the mission of Sacred Hearts School, a Hawaii Catholic School. The school community recognizes that a poor diet, combined with the lack of physical activity has a negative impact on student's health and their ability to learn, both short-term and long range.

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

The Wellness Policy of Sacred Hearts School is to:

1. Provide a positive environment and appropriate knowledge of healthy food choices and the benefits of daily physical activity that:

- a) Ensures that students have access to healthy food choices and safe physical activities at school and at school functions;
- b) Provides a pleasant eating environment and secure playground for students and staff;
- c) Allows sufficient time for students to eat lunch and to engage in social activities for physical fitness prior to consuming meals;
- d) Enables students through a comprehensive health and physical education curricula to acquire the knowledge and skills necessary to make healthy food and physical activity choices for a lifetime.

2. Reduce student access to foods of minimal nutritional value through a five year plan that focuses on and:

- a) Ensures the integrity of the school lunch program by discouraging food and beverage sales that are in conflict with the lunch program;
- b) Encourages teachers, students and parents to make healthy, nutritious food choices when food is used as part of a class or student incentive program, curricular lesson or fundraiser;
- c) Practices selective pricing that favors sales of healthy foods over unhealthy food choices.
- d) Food and beverages sold or served at school will meet or exceed the nutrition recommendations of the United States Dietary Guidelines for Americans.

3. Provide opportunities for school community involvement in the development, review, assessment, and implementation of Sacred Hearts School Wellness Policy, and to ensure that this policy is being met.

- a) A school committee shall utilize the School Health Index and/or other sources of evaluation to identify priority areas, monitor improvements, and report findings to the school principal or his/her designee annually.

Revised: February 12, 2008

II. APPLICATION/ADMISSION RECORDS/ REGISTRATION

NON-DISCRIMINATION STATEMENT

Sacred Hearts School is a non-discriminatory educational institution regarding sex, race, creed, ethnic origin, and special needs.

ADMISSION

The Hawaii Education Law now requires all children entering any school in the State for the first time to meet certain health requirements (HRS Chapters 302A). In addition, new students to Sacred Hearts are asked to submit the following:

- ❑ Birth Certificate and/or Baptismal (if Catholic)
- ❑ TB Clearance is mandatory before a student can attend school in the state of Hawaii. A TB skin test must be administered and the results must be given to the school administrator prior to any student attending ANY school in the State of Hawaii.
- ❑ Complete Health Examination Record (Form 14) to prove that all physical and required immunizations have been completed or a signed statement from a physician or medical clinic to prove that the child is receiving this care. In this case the law allows 90 days (3 months) to complete all medical requirements. After that time an official notice will be sent home stating that the child is not qualified to attend school.
- ❑ A physical exam must be completed prior to starting school.
- ❑ A copy of the most recent report card and standardized test results are to be submitted.

APPLICATION AND REGISTRATION PROCEDURES

During the month of January, parents are asked to pre-register their children for the coming school year. A Registration Fee/Book Fee is to accompany the registration contract in order to reserve a space in the class for the coming school year. All new students are required to take an entrance examination (\$35.00) and have an interview with the principal. The principal also interviews the Parents/Guardians. Academic performance is heavily considered in determining acceptance into Sacred Hearts School. All things being equal, the child's name is put on a waiting list and enrollment is filled according to:

- a) Parishioner and/or sibling in school
- b) Parishioner
- c) Sibling in School
- d) All other applicants per approval by the principal and placed in order by date of application received.

ACCESS TO RECORDS

Notification in writing must be made 24 hours prior to viewing your child's official school records. As laws dictate, we are required to give equal access to school records to a child's parents and non-custodial parents as long as the proper procedure is met. In case of a restraining court order to withhold access of a child's records to his/her parent, a copy of that order must be sent to the office and the principal notified. Any other pertinent information should be current and brought to the principal's attention.

FINALIZING REGISTRATION

All students are asked to submit the following information before school begins.

- ❑ Completion of all necessary application/enrollment forms and contracts.
- ❑ Submit completed medical forms. Parents/guardians are asked to update their child's Health Cards when their child's health status changes or when vaccinations are updated.
- ❑ Complete and sign an Emergency Card. Please be certain that you have included the name of a person who will accept the responsibility for your child when you cannot be reached, as well as the name (s) of those who have permission to pick-up your child from school.
- ❑ Pay PTG family dues, pay Registration Fee and Book Fee, pay tuition in full or sign agreement with FACTS (see payment options below).

III. FINANCIAL INFORMATION

TUITION

Tuition, Registration Fees, and Book Fees are determined annually. Included in the Registration Fees are the following: Catholic School Department fees, accreditation fees, standardized testing fees and materials, subject/unit testing, student insurance, etc. The book fee includes: use of hardcover textbooks (parents are financially responsible for replacing damaged textbooks); consumable texts and workbooks; daily planner; special events program materials; educational magazines; newsletters; and in primary grades specific instructional supplies.

TUITION ASSISTANCE

There are two main sources of financial assistance available: The Augustine Educational Foundation and the Maria Lanakila Catholic Church Parish Scholarship Fund. Applications are available in the school office early in the Second Semester. Please inquire at the school office.

PAYMENT OPTIONS

Tuition is due, in entirety prior to the first day of school. Those who are unable to accommodate this requirement can arrange to pay via the plans presented below.

Plan A: Full tuition to be paid by July 1st.

Plan B: 12 monthly automatic payments with FACTS. A small application fee is made payable to FACTS.

Plan C: We now have a credit card machine in the office for school expenditures, tuition or otherwise.

ALL 8th grade students must complete their payment plans the week before their graduation or the student will not "walk the line" in the commencement exercises. No exceptions.

REFUNDS

Registration/School Fees are non-refundable.

Students who are expelled for administrative or behavioral reasons will not be permitted a tuition refund; all others will be handled on a case-to-case basis. Those who have any unpaid balances at the end of the school year must pay in cash, cashier's check, or money order prior to receiving their child's records or re-entry into the school. At any time in the year, any returned check charges will be collected by the school office. Students who leave after a quarter has started must pay for that quarter. No refunds are given if a student leaves at any time after the first semester is concluded. No refunds are given for any registration fees, book fees or PTG fees.

MINIMUM FINANCIAL OBLIGATIONS**2011 – 2012 ACADEMIC YEAR****DUE DATES****CONTRACTUAL OBLIGATIONS**

• At time of registration	> \$ 330.00	Registration Fee per child
	> \$ 400.00	Book/Supply Fee per child
• Payment Options A, B, or C (page 11)	> \$ 5,700.00	Annual Tuition K – 5 th
• Separate Check paid to: PTG	> \$ 6,100.00	Annual Tuition 6 th -8 th
	> \$ 100.00	PTG Annual Dues per Family
• Dec '11 – Feb '12	> \$ 150.00	PTG Bazaar Scrip. \$25.00 for each additional sibling enrolled.
In April '12 if "HEARTS" hours are not served...	> 20 hrs. at \$10/hr = \$200.00 Max.	Paid to the PTG.

IV. PERFORMANCE ASSESSMENT**GRADING SYSTEM...Basic Criteria**

Grades are issued on a quarterly basis for individual subject matter, and will be based on these specific areas:

- Tests/Quizzes
- Alternate Forms of Assessment, such as research papers, projects, science logs, etc.
- In-Class Assignments
- Class Participation/Attendance
- Homework
- Conduct and Effort both in class and outside of class (halls, playground, assemblies, lunchroom, Mass)

STUDENT EVALUATION**Communicating with Parents and Students**

The student's progress in the achievement of the Hawaii Catholic Schools' subject objectives, along with character development that is age-appropriate, shall be evaluated and reported to students and parents each quarter. The outcome of these evaluations shall be promotion, acceleration, special enrichment programs, make-up work, remediation or tutoring, counseling, retention, or transfer. Mid-quarter reports are sent home to students that may receive failing grades by the time of their quarterly report card. If a student earning low C's, earns a D or an F after the mid-quarter (week 5 of the 10 week quarter), then the teacher will notify the parent in writing or by telephone or email. Remember to check Option C regularly for your child's ongoing record of assignments and grades that are posted by the teacher. A link to Option C is on our website.

At any time during the school year, a teacher may send home to parents/guardians a report of deficiency or efficiency in any subject, including the areas of the "specials"/Enrichment Classes (Art, Music, Computer, Physical Ed. (P.E.), Hawaiiana, Sci. Lab). Teachers must send notice of below average work/performance if there is a possibility of a D or F grade or of a 1 or 2 for the quarter or semester report card. No failing grade (D or F, or a 1 or 2) is given on a report card unless the parents/guardians have been notified with a deficiency report, an Option C failing grade posted, or an email or phone call from the teacher.

If the parents/guardians cannot be reached, documentation of the teacher's attempt to contact them will suffice. Such documentation will be placed in the student's personal file.

QUARTERLY REPORT CARD VERBAGE

Kindergarten through Third Grade will have their own unique report card that consists of indicators for:

- *Mastery of Grade Level Expectations* = 3
- *Meeting Grade Level Expectations* = 2
- *Approaching Grade Level Expectations* = 1

Fourth through Eighth Grade Marks

A = 93– 100 = 4 (GPA)

B = 85 – 92 = 3 (GPA)

C = 75 – 84 = 2 (GPA)

D = 70 – 74 = 1 (GPA)

F = 69 and below = 0 (GPA)

EXPLANATION OF LETTER GRADES (alpha marks)

The following grading policy determines the letter grade:

A – Excellent: Indicates outstanding achievement. Student consistently **does more** than is required. The student learns rapidly, is creative, articulate, logical, and assumes active leadership in learning activities.

B – Very Good: Indicates above-average achievement; may do more than required, demonstrates an above-average interest and initiative.

C – Average: Indicates average achievement; does assigned work in an acceptable manner and has satisfactory knowledge of the material; does the required amount of work and shows average interest and initiative in classroom activities.

D – Passing: Indicates minimum achievement or below-average work. Often, the student does not complete all assigned work, shows little interest or initiative.

F – Failure: Indicates that quantity and /or quality of work remains far below what is expected and is not considered adequate for credit.

I – Incomplete: A grade of “I” is given only if a student has passing grade in his/her course and has a serious reason for not completing his/her work on time. This work should be made up within a reasonable period of time after returning to school if an extended absence has occurred. Incomplete grades (“I”) are not given at the end of the 4th quarter.

EXPLANATION OF CONDUCT AND EFFORT MARKS

Conduct:

- 5 - Acts on principle and conviction; shows leadership; is courteous; accepts corrections.
- 4 - Usually acts on principle and conviction; shows leadership on many occasions; is usually attentive.
- 3 - Occasionally inattentive; usually participates; distracts others at times.
- 2 - Frequently needs to be reminded to be attentive; is easily distracted or distracting to others; shows resentment when corrected.
- 1 - Inattentive; non-participating; distracts others; resents correction; critical.

Effort:

- 5 - Persists in difficult tasks; utilizes additional resources; completes all assignments; work reflects effort.
- 4 - Usually completes all assignments and utilizes additional resources.
- 3 - Tries but occasionally fails to complete an assignment.
- 2 - Frequently fails to complete assignments or utilizes additional resources; work not consistent with ability.
- 1 - Gives up easily; readily offers excuses; works carelessly; fails to complete assignments.

GRADES FOR ENRICHMENT CLASSES

The students attend their Enrichment Classes only once a week. The teachers use the same grading criteria that the core subject teachers use (see Grading System...Basic Criteria posted on previous page).

- 5 – Excellent
- 4 – Above Average
- 3 – Average
- 2 – Needs Improvement
- 1 – Unsatisfactory

These numeric grades are equivalent to the alpha grades given in the core subjects (5=A, 1=F).

All Enrichment Class grades for Hawaiian Studies and Sci. Lab grades are added into the Social Studies and Science core subject grades with the Homeroom teacher.

RESPONSIBILITY FOR ONE'S OWN WORK

Sacred Hearts Students are expected to take responsibility for their own learning and to encourage other students to do the same. Cheating and plagiarism will be dealt with as serious offenses. Consequences range from zero on the work, parent conferences, and possible dismissal from Sacred Hearts School.

- **Cheating:** Taking or giving unauthorized assistance on homework, a test or assignment. Examples: copying another student's work, homework, or test answers, giving another student one's work or homework to copy; giving another student the answers to an exam.
- **Plagiarism:** Using someone else's work or ideas without giving credit to the originator. Examples: copying material from a book or an Internet site for an essay without citing the source of the material.

ACADEMIC PROBATION

All new students are automatically considered "on academic probation" for the First Quarter of school or the first ten weeks of their enrollment. *Behavior Probation is also automatic for all new students.*

Veteran students are placed on academic probation as a result of their lack of progress with regards to class work at any report card period. It is the responsibility of the student to seek tutoring with his/her teacher or independent tutor to remedy academic status.

Probation is reviewed quarterly, whether it is for behavior or academics. Any student receiving three D's or an F in a given quarter for any subject will be placed on Academic Probation for the following quarter. If improvement is not made, a single "F" in a core subject may result in the student's dismissal from Sacred Hearts School. After being on probation, two or more "D's" on the following quarter's report card will result in a continuation of Academic Probation. The principal, in conjunction with the applicable teachers, will review

the scholastic record of a student who has repeatedly been on Academic Probation and provide an individual pupil progress plan if the student is allowed to remain enrolled.

The principal makes the final decision regarding a student's dismissal. The pastor will be informed of all dismissals. Dismissal based on academics ordinarily will occur at the end of the academic year. However, students who have demonstrated the inability or unwillingness to meet the high standards of Sacred Hearts will be subject to dismissal upon any quarterly evaluation. Normally, students will not be academically dismissed without the benefit of Academic Probation being assessed for the prior quarter. Unacceptable social behavior is also grounds for dismissal.

PARENT/TEACHER CONFERENCES

At the end of the First Quarter there is a mandatory parent-teacher report card conference. These conferences provide the opportunity to discuss attitudes and values, academics, to acknowledge and encourage each of the child's strengths, to set realistic goals to overcome weaknesses and to explain the grading/rating system used.

Academic success for all students is the end-goal at Sacred Hearts School. If a conference is requested to discuss any concerns a parent or teacher may have, the office will assist in scheduling a meeting time as quickly and conveniently as possible.

COMMUNICATION

It is recommended that all problems be communicated with the teacher first. The principal may be asked to be present at the meeting. Appointments to meet with teachers may be made in writing or by calling the school office. Every attempt will be made to meet with you as soon as possible. Teacher communication with parents may be in the form of a phone call/email, informal note, or a specific school form. Professional email addresses are available to parents. Appointments with the principal may be made by calling the school office (661-4720).

V. ACADEMIC PROGRESS

HONOR ROLL REQUIREMENTS

Fourth Grade is the first time students receive alpha grades in the core subjects. The Honor Roll awards are first distributed when a child is in the Fourth Grade.

Principal's List	GPA of 4.0
First Honors	GPA of 3.5 – 3.9
Second Honors	GPA of 3.0 – 3.4

A student's "enrichment class" grades and their "conduct/effort" marks are considered in the awarding of Honor Roll status. **If a student earns a 2 in any area, they will be denied an Honor Roll certificate for that grading period.**

PROMOTION/RETENTION POLICY

The marks, grades and other assignments a student receives shall be related to the extent of the student mastering the objectives established for the student's grade level. A passing grade hinges on the student's mastering the minimum objectives in the major subject areas. The major subject areas for the purpose of deciding promotion or retention shall be Language Arts, Mathematics, Science, and Social Studies. We, at Sacred Hearts School consider Religion to be a core or major subject.(Hawaii Catholic School Department, Diocesan Education Policy Manual, March 30, 1999.)

By mid-term in the 3rd Quarter, parents will be notified by the school that there may be a possibility of their child being retained. In most cases, specific conditions will be given and available options will be discussed

with the child's parents, teacher and the principal in an effort to promote the student to the next grade level. This procedure will be followed in most cases. However, when circumstances dictate, a child will be retained for performance that has deteriorated over the final two quarters.

VI. PARENT/STUDENT RESPONSIBILITIES

THE CODE OF CHRISTIAN CONDUCT

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

Students are taught to conduct themselves as young Christians, striving to fulfill the commandment of Christ to love themselves and one another. It is within this Christian atmosphere that Sacred Hearts School asks each student to be RESPECTFUL, RESPONSIVE, RESPONSIBLE, AND RESOURCEFUL. The TRIBES© Four Agreements also support this Christian directive. At Sacred Hearts School it is the norm to seek peace and justice in all our actions. What we expect of the students we also expect of the parents.

An important part of education is to teach self-discipline by guiding and allowing the student to make choices, while emphasizing that he/she is accountable for the results of his/her choice. Cooperation between the school and the parents regarding student accountability is essential. Your child's teacher is always available to discuss questions or problems which may arise. It is sometimes necessary for the school to take a firm stand on certain issues, especially when the child's behavior infringes on the rights of others.

Sacred Hearts students should respect themselves and others and have pride in their school. Any student who acts in a manner, which reflects negatively upon the reputation of the school, may expect disciplinary action up to, and including, expulsion.

PARENT-TEACHER GUILD (PTG)

Sacred Hearts School receives invaluable help and support from parents, friends, and teachers. The PTG is a link between the home and school. The officers, committee chairpersons, pastor, associate pastor, the principal, and a teacher representative make up the Executive Board. The objectives are:

- To promote a closer relationship between parents and teachers and support the educational programs of the school
- Help with the spiritual and educational forces of the home and the school in a program of child training
- Offer, through well-planned programs, information of particular interest to parents and teachers
- Create a greater appreciation of Catholic education

PTG Executive Board Members meet on campus monthly. The PTG Executive Board is an elected group of dedicated parents and encourages any interested parent to attend any or all of the PTG meetings. A reminder of the meeting time and place will be posted in the weekly newsletter. The Parent-Teacher Guild is responsible for the annual Sacred Hearts School Bazaar, which is the major fundraiser held in March to assist in the operating budget of Sacred Hearts School.

“General Assembly Meetings” are held each school year for the entire parent body. At “Back To School” night, you will meet the Executive Board Members as well as visit your child’s classroom. These General Assembly Meetings are always informative. We ask that you attend the assembly covering the important details about the Bazaar. The principal and the PTG Board thank you in advance for making every effort possible to attend these important assemblies.

See the final pages of handbook for a description of the service agreement all parents commit to at Sacred Hearts School. You will need to fill out the “HEARTS” form and return it to the school office by Aug. 17, 2011.

STANDARDS OF CONDUCT AND SCHOOL WIDE RULES

The student understands that he/she:

- **Will conduct themselves at all times in a manner that is befitting Christian conduct.** Students will use language which affirms the value and worth of themselves and others. Students will perform no action that will be injurious to others. “Keep hands, feet and objects to oneself.”
- **Will actively participate in all spiritual services and follow the Catholic teachings and traditions.**
- **Will be on time and prepared for class.** Students will assist the class instructor and classmates in creating a positive learning experience.
- **Will respect the property of others and of the school.** We all share in the responsibility of keeping our campus clean and attractive. A student who abuses school property will be required to pay the cost of repair or replacement. **Hard back books must be covered.** A lowered grade may result if this is ignored.
- **In action and word, students will obey and be respectful toward school personnel’s guidance and direction.**
- **No electronic equipment** such as radios, CD players, MP3 players, pagers, games etc., toys, including collectibles, are allowed to be used on campus (exceptions are made for “Show and Tell”). Tape recorders are only for classroom use with the permission of the instructor and with the homeroom teacher’s knowledge. **Any student owning a cellular phone may use it to phone parents after school hours.** Personal phones need to be turned off during school hours and kept in the backpack. **Loss of personal property is not a responsibility of the school.**

- **No alcohol, cigarettes, drugs, or weapons are allowed on campus.** This will be an automatic suspension from school, and may result in expulsion. The school will file a formal report to the Police department and parents will be contacted and notified. If necessary, the student offender(s) will be taken to the police station to be counseled by a youth officer before being released to the custody of the parent(s).

As it is not possible to list all disciplinary infractions that may occur, Sacred Hearts School reserves the right to determine appropriate action for behavior not keeping with Christian values. Serious offenses will be referred to the principal and parents will be notified.

BULLYING POLICY

Sacred Hearts School recognizes that bullying and intimidation have a negative effect on school climate and negate the spirit of dignity and uniqueness of each individual we advocate in a Catholic School. Students who are intimidated and fearful cannot give their education the single-minded attention they need for success. Bullying can also lead to more serious violence. Every student has the right to an education and to be safe in and around school.

1. **Definition of Bullying.** Bullying is a pattern of abuse over time and involves a student being “picked on.” Bullying includes physical intimidation or assault; extortion; oral or written threats; teasing; putdowns; name-calling; threatening looks; gestures or action; cruel rumors; false accusations; and social isolation.
2. **Bullying is prohibited.** Sacred Hearts School shall not tolerate any bullying on school grounds or at any school activity on or off campus.
3. **Staff intervention. Sacred Hearts School expects all staff members who observe or become aware of an act of bullying to take immediate, appropriate and reasonable steps to intervene – unless intervention would be a threat to the staff members’ safety.** If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, students or staff members shall report the bullying to the school administration for further investigation.
4. **Students and parents. Sacred Hearts School expects students and parents who become aware of an act of bullying to report it to the school administration for further investigation.** Any student who retaliates against another for reporting bullying may be subject to the consequences listed below.
5. **Investigation procedures.** Upon learning about a bullying incident, the principal, or designee, shall contact the parents of both the aggressor and the victim, interview both students, and thoroughly investigate. This investigation may include interviews with students, parents, and school staff; review of school records; and identification of parent and family issues.
6. **Any form of Cyber Bullying is prohibited.** The phenomenon of abuse via the internet and phone applications is a reality we must battle. We must take concrete preventive measures as a school. One can no longer assume that ethical use of technology is universally understood and practiced, even amongst our children.

Therefore, we at Sacred Hearts School absolutely prohibit CYBER BULLYING in any form.

Any student, staff, faculty, or parent of Sacred Hearts School must understand that the Code of Christian Conduct and our adopted Bullying Policy is to be extended to technology usage also. **Using technology to harm others through any communication device such as e-mail, cell phone messages (verbal or text messaging content), camera, chat rooms, websites, Facebook or social networking sites negates the spirit of human dignity.** Cyber Bullying will not be tolerated and is grounds for suspension or expulsion. **Bullying in any form at home, after school or in school is not tolerated.**

Consequences/Intervention. Consequences for students who bully others shall depend on the results of the investigation and may include counseling, a parent conference, detention, suspension and/or expulsion.

Depending on the severity of the incident, the principal may also take appropriate steps to ensure student safety. These may include implementing a safety plan; separating and supervising the students involved; providing staff support for students as necessary; and developing a supervision plan with the parents.

PROBATION

After repeated violations of rules, procedures, and policies, a student is placed on probation for a specific period of time. A conference with the parents and the student will be held regarding the probationary status. While on probation, any form of misconduct will warrant dismissal from school.

SUSPENSION

Suspensions are the exceptional means of modifying behavior. The principal is solely responsible for determining the administration of suspensions. The pastor in turn will be informed of all suspensions. The student is not permitted to come to school for a day, or otherwise specified period of time, and is assigned scholastic work to be done at home. This work must be completed and a signature of either parent/guardian must be visible on the submitted work when returning to school. Before a student is permitted back to class, the student must be seen by the principal. When it is not possible for a suspended student to have adequate adult supervision at home, an in-school suspension will be considered. The student will be given work to complete during the school day at a designated location on campus.

EXPULSION

Expulsion is reserved for those students who commit a major violation of school rules, commit a crime, endanger or assault another student or teacher, or continually violate rules. Expulsion will also operate as a violation of the student's academic probation. No refund is given for any expulsion. In most cases, a student will have ample warning of an impending expulsion. The school reserves the right to expel a student for the greater good of the school.

DISCIPLINE

Any member of the faculty, staff, and administration has the authority and responsibility to correct misconduct at any time. All forms of disruptive conduct, violence, and intimidation will not be tolerated on the campus or in the vicinity of the school. Such behavior will be subject to disciplinary action up to and including suspension and expulsion.

CONCERNING CHILD ABUSE (SAFE ENVIRONMENT PROGRAM)

The "Policy on Allegations and Incidents of Sexual Misconduct" promulgated by the Diocese of Honolulu is incorporated in this 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 school volunteers who have ongoing, unsupervised contact with minors are required to complete background screening and safe environment training in accordance to the policies of the Diocese of Honolulu. Consistent with diocesan policy, Sacred Hearts School will conduct Safe Environment training for children/teens as part of the religious curriculum. A meeting will be held before the class is conducted to provide parents an opportunity to review the safe environment materials. Consent for participation in this program is included on the Parent Acknowledgment Form located in this handbook.

SEARCH AND SEIZURE

Students have no right or expectation of privacy in desks, lockers or other school property. School property is subject to search for good cause. Students' personal property, including handbags, is subject to search if there is a reasonable belief that contraband or stolen property will be found (Hawaii Catholic Schools, Diocesan Education Policy, March 30, 1999). The administration reserves the right, as a private educational institution, and for the safety of all students, to search and confiscate items (IAW Hawaii Catholic Schools, Diocesan

Education Policy, March 30, 1999). The student will voluntarily surrender items in question. If the student does not comply, parents will be summoned, the student will be suspended, and the search will continue in the presence of the parents.

JURISDICTION

Sacred Heart's jurisdiction over student behavior is not restricted to the school campus. It extends to all actions performed in school uniform and at all school-related functions.

VII. DRESS CODE AND GROOMING STANDARDS

DRESS CODE

Students will always be neatly and properly dressed whenever they are in the school uniform. This includes the hours **before, during, and after school**. The administration, faculty, and staff reserve the right to judge proper attire. Soiled, frayed, wrinkled, or ill-fitting uniforms are unacceptable and subject to parent/guardian notification.

Parents of students reporting to school in non-regulation attire will be called to bring the correct uniform. Students who do not follow the dress code policies will be given a consequence from the teacher or principal. If you are unsure if the items are within the guidelines of the uniform dress code, please check with the school office.

UNIFORMS

Uniforms are available through Dennis Uniform Company. The school code is **HI0925**. See final pages of handbook for a copy of the order catalog. Contact Dennis at 1-800-854-6951 or www.dennisuniform.com

- Blue polo shirt with school logo, **tucked into the shorts at all times**.
- Khaki walking shorts or skorts (length for girls to be no more than three inches above the knee and boys no longer than the middle of the knee).
- Shorts must be worn at the waist.
- Girls have the option of wearing shorts, skorts, or pants, all khaki.
- Boys have the option of wearing shorts or pants, all khaki.
- **Belts must be worn** with shorts for the 2nd through 8th grade at all times.

SHOES AND SOCKS

Shoes are to be rubber-soled. Velcro is acceptable for K-1st. Shoe laces are to be tied at all times and not twisted or wrapped. For safety reasons, platform shoes are not acceptable. Socks must be visible. "Crocs" are ok, ONLY with socks and if heel strap stays on above the heel. If a student violates this policy, they will NOT be permitted to wear Crocs for the rest of the school year. *Students may wear non-regulation footwear or clothing with their uniforms ONLY with a parental note and administrative approval.*

SHIRTS

Uniform shirts are navy blue polo style (girls have optional white uniform choices) with the school logo. All 2nd-8th grade students will wear their shirt tucked into the shorts with the belt visible. Our Annual Bazaar T-Shirts are permissible to wear for PE and during the 3 weeks on either side of the Bazaar.

SHORTS AND BELTS

Shorts are to be worn at the waist. Sagging shorts or shorts worn at the hip are not acceptable. Shorts and skorts are not to be worn rolled at the hem or waist and the length is to be no shorter than 3” above the knee. If parents cannot “fit” their child with Dennis attire, the principal must be informed and an exception to the rule must be agreed upon. **Belts are part of the uniform and should be worn at all times.** Belts are optional only for KDG and 1st grade students. Students not wearing a belt will receive a Dress Code Infraction.

P.E. UNIFORM

P.E. – Navy blue shorts with school logo, blue T-shirt with school logo – **P.E. uniform is to be worn on P.E. days only.**

SWEATSHIRTS

Sweatshirt – **only school logo sweatshirts are permitted** in inclement weather. Be prepared and order early.

FREE DRESS DAYS

Permission may be granted to wear other clothing on special occasions, such as Free Dress Days or Spring Picture Day. In these instances, parents/guardians will be informed (by the teacher or in a school newsletter or on our website) of the date and the non-uniform dress code for the special occasions. Free Dress attire should be appropriate to a student’s grade level/age. **Provocative, offensive, and other immodest or inappropriate clothes are not allowed. The parents of students in unacceptable clothing will be called to bring proper attire to the school.**

- **Girls’** short skirts and short dresses, sleeveless tops, cut off tops (any type of tops that shows the midriff), spaghetti straps, and bathing suits are not allowed. Shorts must be regulation length. Aloha print dress shall not be shorter than three inches above the knee at any point from the hemline. Shoes with socks must be worn and no platform shoes.
- **Boys’** overly baggy pants, tank tops or inappropriate logo tee shirts are not allowed. Collared aloha shirts and athletic jerseys are allowed. Shoes with socks must be worn.

GROOMING STANDARDS

HAIR

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

Boys: Hair must not fall over the eyebrows/face. Hair must be clean, well-groomed, and in a style appropriate for school. Hair must be kept at a length well above the shirt collar and must not fall over the eyebrows. With parent permission, boys may have their hair longer than the shirt collar, but it must be tied back. Any hairstyle that is interpreted to be a distraction by the teacher and/or the administration to the daily routine of the classroom environment is not acceptable. Unconventional, and extreme hairstyles, heavily gelled or spiked styles, or unusual hair coloring/bleaching are not permitted (i.e., razor designs that spell out a word or a name, partially shaved heads).

Girls: Extreme styles and unusual hair coloring, such as bleaching, are not acceptable. Hair must not fall over the eyebrows/face. Shaven heads in any fashion are not acceptable. Any hairstyle that is interpreted to be a distraction to the daily routine of the classroom environment is not acceptable. Scrunchies, elastic hair bands, and ponytail holders are to be worn on the hair and not around the wrist or arm.

JEWELRY AND MAKE-UP

Boys: One necklace in good taste is allowed.

Girls: Jewelry in good taste is allowed. One pair of stud earrings is allowed. No dangling earrings are allowed.

No other body piercing is allowed.

No eye make-up is allowed.

Clear fingernail polish is the only nail coating acceptable.

TATTOOS

Boys and Girls – No tattoos should be visible. Please wash off temporary tattoos after weekend parties.

SWIMWEAR

Swimwear can only be worn under the PE uniform on PE Days for exercise at the Aquatic Center and/or on special field trips. Board shorts may be worn for Free Dress (and for girls, must be knee length).

VIII. GENERAL SCHOOL POLICIES AND PROCEDURES

HEALTH AND MEDICAL REQUIREMENTS

Please refer to "Admission" information for more Health and Medical Requirements.

- 1) Medication must be prescribed by a physician.
- 2) Label must have specific child's name and current date.
- 3) Name of medication and directions must be clear.
- 4) Medication is to be sent to the office and administered by office personnel ONLY! The school is not responsible for treatments such as soaks, eyewashes, or dressing changes or "tweezing" splinters.
- 5) According to the Federal Lunch Program Guidelines, if a student has an allergy to milk products a form **signed by his/her doctor** must be provided to our office. A copy of this will be given to the cafeteria, the child's teacher and the school office. A letter signed by the Parent/Guardian will not be sufficient in this instance. **The Federal Lunch Program provides our office with an official form for your doctor to fill out.** Please ask the office for the official form if your child has milk allergies.

EMERGENCY PROCEDURES, SAFETY

In the event of an emergency/natural disaster, we advise that parents tune to 93.5 (KPOA FM) on your radio. In the case of an evacuation, please come to the designated evacuation site to pick up your child from school officials. Teachers will begin calling parents after the students arrive at a safe destination. Phone numbers to call in the case of an emergency are listed below. If your child has a cell phone, we expect that you will try to contact him/her via cell phone.

FIRE/TSUNAMI DRILLS

Fire Drills are conducted on a periodic basis. A tsunami drill will be performed at least once a year and parents will be informed of this via the school newsletter. Procedures conform to all state and local laws and regulations. We evacuate to the elevated hill area above the Honoapi'ilani Hwy (crossing at Dickenson St.). We will stay together as a school and contact parents by phone when time allows.

INCLEMENT WEATHER

Variable weather conditions in Hawaii do exist. The principal may decide with the concurrence of the pastor not to hold classes on a given day, or suspend classes in session when the health or safety of the school community would call for such a decision. The principal shall inform local radio stations, KPOA (93.5FM) and KNUI (104.7 FM) when necessary or advisable. **As a general rule, when the public schools close, we do also.**

CIVIL DEFENSE

In times of emergency, listen for Civil Defense information and instructions on your radio, T.V. or computer.

EMERGENCY PHONE NUMBERS

Police:	911
Fire:	911
Paramedics:	911
Poison Control Center:	800-222-1222
Water Company:	270-7633
Gas Company:	877-6557
Maui Electric:	871-7777
Maui Civil Defense:	270-7285

www.prh.noaa.gov/ptwc is the site for Pacific Tsunami Warning Center.

www.pdc.org and email info@pdc.org is the Pacific Disaster Center site for help.

HELP LINE Suicide and Crisis Center (Maui): 244-7404

Diocesan Superintendent of Schools at the Hawaii Catholic Schools (HCS) office Phone: 877-263-8855, Ext. 764 or 760 (Assistant Superintendent)

ATTENDANCE/ABSENCES

If a student is unable to attend classes, parents must call the school office at 661-4720 before 7:45 a.m. on the day of the absence.

There are only three types of **excused** absences: illness, emergency, or death in the family. All other extended absences are considered unexcused. If your child is sick, please do not send them to school. Absence due to illness for three consecutive days or more requires a **written note from the doctor** to be brought to school.

Only five absences will be allowed each quarter without a penalty applied to the student's report card. A total of **over 20 absences a year may result in retention**. If a student is absent more than five days a quarter, his/her academic grade may be lowered. If a student is absent more than 10 days a quarter (11 or more days), his/her academic grade will be an F and he/she will be on probation for the next quarter. Please see the principal if further clarification is needed.

OTHER EXTENDED ABSENCES

Parents/Guardians should make use of the school calendar when planning family activities, such as vacations and reunions. It is a heavy burden for a student to make up the work for class time missed for these occasions. It is also a heavy burden for the teacher to accommodate the student that will miss class discussions and projects.

MAKING UP MISSED WORK

Students excused for sickness, medical emergencies, or death in the family will be required to "make-up" school assignments upon return or as previously arranged with the teacher. The student will be required to complete these assignments in the same amount of time that they were absent. **For any missed school time (ex: doctor's appointments, illness, etc.) it is the student's responsibility to ask for his/her assignments that were missed due to absence from class.**

When a parent calls in the morning, he/she is responsible for requesting homework at that time. Only if time permits, assignments and homework can be available for pick-up in the office after school at 2:15 p.m. or 1:15 p.m. on Wednesday. The most reliable method to obtain homework is through Option C. Once you have created a user name and password on our data management system, assignments will be available through a link to the **Option C website, on our school website, www.sacredheartsschool.net**.

EARLY DISMISSAL

All medical appointments and other appointments should be made at times that do not conflict with school hours. If appointments must be made during the school day, a written note by a parent/guardian must be given to the teacher and the school office **before** the scheduled appointment. Before leaving campus, students must be signed out at the office by a parent or guardian. **Parents are not to go directly to the classroom.** Students will be called to the office by the office staff. **Students will be released only to those adults listed on their emergency cards.** If there should be any exception to the names on the Emergency Card, a note from the parents is required.

TARDINESS

Each student must be with his or her homeroom when the bell rings at 7:40 AM.

Kindergarten parents walk their child to the Kindergarten Classroom. We begin each day with prayer in the courtyard. If a student arrives after 7:40 but before 8:00, they are “Tardy” and must report to the office. A student who is tardy FIVE times will require some appropriate disciplinary action by the teacher. A 6th tardy will be cause for the principal’s attention. After Morning Prayer, the homeroom is an important time for communication between the teacher and students. Being tardy is disruptive to the flow of the opening structure of each day, whether it is prayer in the courtyard or morning tasks in the homeroom.

Every Monday, the entire school meets in the church at 8:00 AM for a special gathering to initiate our school week. Any student arriving after 8:00 on a Monday, needs to join their class in church immediately upon arrival to school, do not go to the office first.

FIELD TRIPS/EXCURSIONS AND LAHAINA WALKS

Field trips are privileges given to students; no student has an absolute right to a field trip. Students may be denied participation if they fail to meet academic or behavioral requirements. Parents have the right to refuse their child’s participation in any excursion.

THE STANDARD PERMISSION FORM is for planned field trips and will be sent home well in advance of an excursion, and will be posted in the student’s planner. “Permission Slips” will inform parents of all the pertinent details related to the event. Most field trips require parent chaperones and drivers. **THESE FORMS MUST BE SIGNED** by parents prior to the activity. **Getting a permission slip signed is a homework assignment and is the responsibility of the student to complete PRIOR to the designated date.** Students who fail to return a signed permission slip will NOT be permitted to attend the trip and will be staying at school doing academic work in a designated location. **NO PHONE CALL, FAX, OR LETTER GIVING PERMISSION IS ACCEPTABLE AS A SUBSTITUTE PERMISSION FORM.** **Students will not be allowed to call home the day of the trip for the parent to come to school to sign the permission slip.**

HOMEWORK POLICY

Homework is a natural extension of students’ classroom instruction and is assigned as a reinforcement of class instruction; a logical follow up to class instruction; and an opportunity to expand research of topics studied in class and which students may have a special interest. It reinforces and maintains the mastery and application of skills learned in the classroom, develops thinking skills, expands knowledge, encourages the creative use of abilities, and broadens desirable interests and habits. It is a natural preparation for continuing instruction.

A Planner or Homework Binder is required and provided to the students (grades 1-8) by the school. The student must use their planner and record homework daily. In grades 4th –8th, missing assignments will be counted against the final quarter grade average. In middle school, no “late work” will be accepted during 4th quarter.

TELEPHONE MESSAGES

Students are discouraged in using the Office or Faculty Room telephone. Office personnel will make the necessary phone calls to parents/guardians. **If it is necessary to contact your child during the school day, please call the office.**

LOCKERS (grades 6-8)

The school is not responsible for losses from lockers and reserves the right to inspect their contents and to remove any item that is in violation of school rules. It is our recommendation that the lockers be kept locked at all times. **Students will lose their locker privileges if they leave school with their lockers unlocked.** Having a locker is a privilege and lockers should be kept tidy. Parents are financially responsible for lost, stolen, or damaged textbooks. Students must purchase their own combination lock. At the end of the school year, the lockers are to be cleaned.

VISITING DURING SCHOOL HOURS

During school hours, **all parents and visitors are required to report to the school office.** Appointments to visit/observe a classroom are made through the principal with the consent of the teacher. All visitors and guests are required to abide by Sacred Hearts School regulations. This policy is designed to promote the safety and the well-being of the entire student body.

STANDARDIZED TESTS

Standardized tests are given during the school year in the fall. The Superintendent of Hawaii Catholic Schools (HCS) mandates the testing dates for the entire Diocese of Honolulu. The Diocese of Honolulu has contracted to administer the Terra Nova Test of Basic Skills. We also give an annual writing test (ECRA) to grades 4,6 & 8. For grades 5 & 8, a standardized religion test is also given annually. Prior to the administration of the standardized tests, parents/guardians are notified of the testing dates and schedule. A copy of the Terra Nova results is made available to the parents.

BIRTHDAY OR CLASS PARTIES

Birthdays at Sacred Hearts are celebrated each month with a special birthday assembly. We, therefore, discourage individual birthday parties in the classrooms. **If the teacher allows,** (teachers must approve of parties and menus **IN ADVANCE**) small celebrations may be held at the end of the school day on the playground picnic tables. Sugar laden foods are not encouraged at these events.

Parents and students are expected to pick up all trash and empty full trash cans. If a party is planned, please restrict the treats to fruits, veggies, and drinks without sugar. Here is a **suggested** list of acceptable items to supply at any party given for a class:

- 1% or fat free milk (no juice or chocolate milk)
- Cereal (not sugar laden)
- Fruits (fresh or dried)
- Turkey or Chicken Hot Dogs
- Hard boiled eggs
- Cheese and Crackers
- Peanut Butter and Crackers
- Frozen yogurt or thawed yogurt
- Soy Beans Fresh Vegetables
- All fruit popsicles

WEEKLY NEWSLETTER

Please check our website (www.sacredheartsschool.net) for the newsletter and other school related information that will be posted regularly. If divorced parents share custody of a child, we urge the parents to share school information sent home by the teacher.

SACRAMENTAL OBLIGATIONS

For students receiving the Sacraments of Reconciliation and First Holy Communion, all parents and students will be expected to attend mandatory workshops (usually in the springtime of Second Grade). You will be notified of all the details when the workshop dates are scheduled. Schedules will be posted at the rear of the church.

If you are interested in Baptism or Confirmation of your child, please call the Rectory/Parish office for information. The Sacrament of Confirmation is taken care of through the parish office for adults and high school aged children. Rectory/Parish phone number is 808-661-0552.

CONTINUING RELIGIOUS FORMATION FOR PARENTS

Maria Lanakila Church has a Religious Education Program for public school Catholic children (K-12). On Wednesday evenings, in the Mother Marianne Cope Social Hall, **Total Parish Catechesis** is held. A complete schedule of the year's faith formation sessions is available in the office. While the children are in the classrooms, their parents meet in the Social Hall for reflection on scripture, music, and guest speakers on contemporary topics.

Even though your child is being given a foundation in the Catholic doctrine while enrolled at Sacred Hearts School, you are invited to attend our Wednesday evening Total Parish Catechesis program. It runs from 6-7pm. Everyone is encouraged to attend and continue your formation of faith in your adult life.

The Secular Franciscans occasionally have film festivals that also take place in the Mother Marianne Cope Social Hall on Fridays. The films are focused on spirituality and many great classics have been shown. We will make every effort possible to inform our school community when the film festivals are occurring.

May Day Court Selection Guidelines

The focus of May Day is to teach the students and audience about the Hawaiian Monarchy and to share the talents of our community members as they in turn teach songs and dances to our students. Learning about the past and how it has led us to the present is an important piece of May Day. The faculty at Sacred Hearts School deeply respects the history of Hawaii and wishes to impart that respect for our host culture to our school community. Each year the theme of our May Day Program is unique. All grades participate in our May Day Program. The Princesses and Princes of the various islands are chosen from grades K – 7th.

The Royal Court is comprised of middle school students, with preference given to 8th graders. To dignify the history of the Royal Court, students must meet the following specific criteria:

1. Academics – Students must demonstrate effort and be in acceptable academic standing
2. Conduct – Students must demonstrate Christian conduct throughout the year
3. Interview – Students will participate in an interview
4. Essay/Projects - Completion of assignments in Hawaiian Studies Enrichment Class.
 - a. Students not previously on the court will be given priority in the selection process.
 - b. Rehearsals for the May Day Program will begin in April, before, during and/or after school.
 - c. Interview panel will consist of the May Day Director and members of the school, community and parish.
 - d. Dismissal of a Royal Court member may be the consequence for inappropriate behavior.

(Revised July, 2010)

Parent Acknowledgment Form for
CREATING AND MAINTAINING SAFE ENVIRONMENTS PROGRAM

Consistent with Diocesan Policy, Sacred Hearts School will conduct Safe Environment training as part of the Religious Education curriculum. A meeting will be offered before the class is conducted to provide parents an opportunity to review the safe environment materials that will be taught with the Human Sexuality Program.

_____ Yes, I give my consent for my child(ren) to participate in the Safe Environment Training Program.

_____ No, I do not give my consent for my child(ren) to participate in the Safe Environment Training Program. On the day(s) this lesson is presented, my child will not attend Religious Education class and will be under my supervision.

_____ I will attend the parent class and make the decision at that time. (I understand that without written parent consent, a child may not attend Religious Education class on the day(s) this lesson is presented.)

Signed (Parent/Guardian)

Date

If you did not return this form to the office, you will be asked to sign it at your First Quarter Report Card Conference in October, 2011.

Concerning Child Abuse (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 Parish.

The Church endorses the mandatory reporting provisions of H.R.S. Chapter 350 concerning child abuse. All Staff Members and Teachers/Catechists are required to sign an acknowledgement that they have read and understood the ethical and personal conduct policies of the Diocese of Honolulu.

The Safe Environment Program curriculum is taught during the Third Quarter, when the Human Sexuality curriculum is also taught.

“H.E.A.R.T.S.”

Higher Expectations Are Reached Through Service

Two Types of School Service

I/We understand that tuition does not cover the full cost of educating my children. Therefore I/we agree to commit my/our support to BOTH of the following:

- 1.) **SCHOOL “HEARTS” SERVICE TIME** – 20 hours per family with 1 child. 30 hours per family with 2 or more children.
- 2.) **BAZAAR SERVICE TIME** – The Annual Bazaar is a PTG and school community fundraiser that supplements the school’s operating annual budget. Everyone must work at the Bazaar in some way. Therefore I/we will work at least 8 hours total during the two nights. If I/we are not able to meet this obligation of the 8 hours, I/we will pay \$500.00 in return. Payment is due April 2011.

Accountability Procedure for your HEARTS Hours

To monitor **School HEARTS Service Time** a master binder will be kept in the school office. Each family will have a **Sign-in Worksheet** that will be filed alphabetically by your last name in the present grade of your oldest and/or only child. When you have completed a service for the school, you must record your service time in the office binder. It will be reviewed by the principal, secretary, or homeroom teacher and initialed. You will be billed at the end of the school year for service hours not completed (\$10.00 per hour not completed).

Suggested School Service Activities:

- Grounds beautification, campus clean up,
- Bushes and hedges or tree trimming
- Playground equipment maintained
- Landscaping, school garden
- Monitor cafeteria during lunches
- Teacher appreciation activities
- Window washing
- Clean fans in rooms, dust walls, clean closets, cabinets, shelves, wipe fingerprints, etc.
- Room parent or special program volunteers (May Day, Christmas Program)
- Clean school offices, cafeteria, stage
- Chaperone field trips, or after-school related activities, dances, fundraisers
- Assist in classrooms: grade papers, tutor, help with projects, assemblies, etc.
- Anything over 8 hours of Bazaar Service Time that is directly related to helping the Bazaar
- Yard duty, 9:30 – 9:45 a.m. recess and /or lunch recess – 11:10 to 12:30,
- **Early Learning Center Hearts hours are to be worked in the Early Learning Center under the supervision of the director, Mrs. Vanessa Perry.**

(Revised July 2010)

*Higher Expectations Are Reached Through Service
(HEARTS)*

“HEARTS” FORM to be SIGNED and RETURNED:

THE P.T.G.
“HEARTS” SERVICE COMMITMENT
(Revised August 2010)

I/We understand that all hours must be recorded (as described on the previous page). Every year, each family is expected to give 20 hours of service to the school.

If you have more than one child at SHS, add 10 more hours. For the hours not fulfilled, the PTG Executive Board will bill you at the rate of \$10.00 per hour.

Parent Signature/Date

Parent Signature/Date

If you have a special service skill or area of expertise, please fill out the form below.

I/We, _____, would like to fulfill my/our HEARTS commitment in the following way(s):

Contact Number and/or Email: _____

****OPTIONAL****

I/We would like to suggest another service idea for consideration by the PTG Board:

PLEASE RETURN THIS FORM TO SCHOOL OFFICE

Questions?

Contact the school office for name and phone number of PTG rep. in charge of “HEARTS.”

APPENDIX C

LAHAINA WALKING EXCURSION PERMISSION SLIP

In an effort to be environmentally conscious and streamline the fieldtrip process, we would appreciate your help granting the school an assumed general permission for short walking excursions within Lahaina (i.e., library, historical sites, Banyan Tree, Foodland), warranted by the school and your child's teacher.

Generally, your child's teacher will have field trips planned and permission slips sent home well in advance. Those permission slips will inform parents of all the pertinent details related to the excursion. Most field trips require parent chaperones and drivers. However, there may be times that a spontaneous trip in town would be advantageous, and a stimulating learning experience for the class.

By signing this LAHAINA WALK EXCURSION PERMISSION SLIP, your child will automatically be allowed to participate in the event, and broaden the learning environment for the class as a whole.

Again, for planned field trips and excursions, a STANDARD PERMISSION SLIP, will be sent home in advance.

<input type="checkbox"/> I /We the parent(s)/guardian(s) of: _____ AGREE:		
<ul style="list-style-type: none"> (a) To give permission for the student to participate in the Lahaina walk excursions described; (b) To release the School, its agents and employees, from any and all liability to us and to the student for any injury, damage or loss that occurs because of the student's participation in the excursion and activity, unless the injury, damage or loss is caused by the gross negligence or willful misconduct of the School or its agents and employees; and (c) In the event of illness or injury to the student, consent to and authorize such medical and dental treatment as may be deemed necessary, and agree to pay for such medical and dental costs. 		
Name of Parent(s) _____ Home Address: _____ Home Phone: _____ Cell Phone: _____ Work Phone: _____ Medical Insurance Company: _____ Phone: _____ Policy #: _____ Date of Policy: _____ Any list any special medical instructions or circumstances the School should know about in connection to Lahaina walk excursions: _____ _____		
AUTHORIZATION:		
_____	_____	_____
Print Mother's/Guardian's name	Mother's/Guardian's signature	Date
_____	_____	_____
Print Father's/Guardian's name	Father's/Guardian's signature	Date

<input type="checkbox"/> I /We the parent(s)/guardians(s) of: _____ DO NOT AGREE:		
<ul style="list-style-type: none"> (a) To give general permission for the student to participate in the Lahaina walk excursions described, and wish to be contacted and excursion discussed, approved or disapproved, before releasing the student from the Sacred Hearts School campus. 		
DELICINE AUTHORIZATION:		
_____	_____	_____
Print Mother's/Guardian's name	Mother's/Guardian's signature	Date
_____	_____	_____
Print Father's/Guardian's name	Father's/Guardian's signature	Date

SACRED HEARTS SCHOOL HANDBOOK VERIFICATION

2011-2012

We, the parents/guardians of _____ have read the 2011-2012 edition of the Student-Parent Handbook with our son/daughter. We will adhere to these regulations. I have reviewed these policies and procedures with my child/children. We understand that rules and their repercussions will be enforced.

Father's Signature

Date

Mother's Signature

Date

Or

Guardian's Signature

Date

Student Signature

Student Signature

Student Signature

Remove **this page** and return it to Homeroom Teacher with other forms below:

- ✓ *Handbook Verification*
- ✓ *HEARTS Service Commitment Form*
- ✓ *Safe Environments/Parent Acknowledgement Form*
- ✓ *Media Release (1) to use photos and/or video images of students and (2) to use your contact information in a school directory.*

The “Media Release” Form

A negative permission slip is what you sign **if you do not want** to have your child participate in something that the whole school does as part of the usual academic program. Below are the two instances for your consideration.

If you do not turn in this form, you are giving permission to print your contact information in the Sacred Hearts School directory and allowing images of your child(ren) to be public.

- (1) **Photos and/or video images of your child/children.** It will be a possibility throughout the year that **student images and events captured on camera will be uploaded to our website.** School brochures are periodically updated with photos or for the purposes of marketing/public relations. Photos of our students and teachers are often in the local newspapers. Student created artwork, photos, videos, iMovies is regularly posted and may be linked to other websites such as Olelo, Cheetah Alliance, or even You Tube, etc. If you are sensitive to the use of your child’s image or their work on internet sites that may display student created work, sign below, and send this paper to the office. We will edit images of your child out of submissions.
- (2) **The PTG School Directory.** This directory includes your name, address, phone numbers and email address. Contact information will be from the “Emergency Card” unless you sign below and submit the exact information you want used in the School Directory.

Check one or both of the following if you are denying us use of personal images/info.

- (1) _____ Please **do not use** any image of my child that will be seen by the greater public (other than the yearbook).
- (2) _____ Please **do not use** the family information from the Emergency Card in the School Directory:

Use this information instead:

_____ Address	_____
_____ Cell Phone	_____
_____ Home Phone	_____
_____ Work phone	_____
_____ Email Address	_____

Parent/Guardian Name

Date

Name of Child(ren) _____