

## **CATHOLICITY STATEMENT**

### **DIOCESE OF HONOLULU**

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

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

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

## **PHILOSOPHY**

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

## **DISCLAIMER**

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

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

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

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

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## **MISSION STATEMENT**

**St. Elizabeth Catholic School is integral to the mission of the Catholic Church. We teach Jesus Christ's transforming love, compassion, care, and respect.**

**With our parents as the primary educators, we provide quality Catholic education through an integrated 21st century curriculum, preparing all students to face the challenges of life by living and modeling Catholic values.**

## **SCHOOL-WIDE LEARNING EXPECTATIONS**

**(Est. September 1999)**

**(Revised August 2023)**

St. Elizabeth Catholic School students demonstrate:

1. Catholic Values:
  - Pray daily; attend Mass and receive sacraments on a regular basis.
  - Participate in the Liturgy.
  - Practice sound moral conduct.
2. A Strong Foundation in All Curriculum Areas:
  - Perform strong reading, writing, listening and speaking skills.
  - Problem solving using Math daily.
  - Promote stewardship in Science, Social Studies, and Fine Arts.
3. Interpersonal Skills:
  - Collaborate with others.
  - Value diversity.
4. Proficient Communication:
  - Listen, read, write, and speak clearly.
  - Use technology responsibly.
5. Global Awareness:
  - Respect all cultures.
  - Understand past and present events in all societies.
6. Life-long Learning:
  - Critical Thinking –
    - **C**reative
    - **O**rganized
    - **M**otivated
    - **B**e open-minded
  - Be healthy (Physical, Emotional, Social, Spiritual).

## HISTORY

(Revised 2024)

St. Elizabeth Catholic School was opened in June 1964 to address a growing Catholic population in Oahu. At the request of the Most Rev. James J. Sweeney, Bishop of Honolulu, the Dominican Sisters of the Most Holy Rosary of the Philippines arrived to staff the school.

The first four Sisters were Sr. Caridad Pinuela, OP, Sr. Helen Magallon, OP, Sr. Juanita Veniola, OP, and Sr. Felicitas Macsera, OP.

Sr. Caridad Pinuela was the First Principal and Fr. Philibert VanFranchem,SSCC was the pastor.

The Diocesan Fathers became the administrators of the parish and the school in 1979 and in 1988 the Capuchin Franciscan Friars took over leadership. On July 1, 2009, the Diocesan Fathers once again became the administrators of the parish and the school. The Dominican Sisters of the Most Holy Rosary, Hawaii Region, continues to be a presence on campus in the leadership and teaching roles. The School is staffed by certified Administrators and educators, both religious and lay.

In 1995 the school underwent the accreditation process and was awarded a six year accreditation status by the Western Catholic Educational Association (WCEA) and the Western Association of Schools and Colleges (WASC). Since then, the school has ventured on several accreditation processes from the International Standard of Learning (ISL) Protocol. In 2024 the accreditation protocol was changed to Standards of Excellence (SE) from National Standard and Benchmarks for Effective Catholic Elementary and Secondary Schools (NSBECS). On February 5,6, &7, 2025, St. Elizabeth Catholic School will undergo accreditation under the new protocol.

In 2014, St. Elizabeth Catholic School celebrated its Golden Jubilee and on May 24, 2024 the school celebrated its 60th Anniversary.

**GENERAL INFORMATION**

**ADMINISTRATION**

**A. ENTITY OF THE CORPORATION**

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

**B. LOCAL ADMINISTRATION**

Pastor and Assistant Pastor of St. Elizabeth Parish  
Principal of St. Elizabeth Catholic School  
Parish School Board

**BUSINESS INFORMATION**

**OFFICE HOURS**

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

**Summer:** Monday – Friday: 8:00 a.m. – 3:00 p.m.  
Closed on weekends and all holidays.

**SCHOOL HOURS**

7:40 a.m. Warning Bell  
8:00 a.m. Tardy Bell  
2:30 p.m. Dismissal for Grades K – 4  
2:45 p.m. Dismissal for Grades 5 – 8  
11:45 a.m. Dismissal – Grades K – 4  
12:00 p.m. Dismissal – Grades 5 – 8

**Address:** 99-310 Moanalua Road  
Aiea, Hawaii 96701

**Telephone:** 808-488-5322

**Email:** [contact@steliz-hi.org](mailto:contact@steliz-hi.org)

**Website:** [www.steliz-hi.org](http://www.steliz-hi.org)

## **ADMISSION POLICIES**

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

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

### **Returning Students:**

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

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

### **New Applicants:**

#### **Kindergarten:**

A child entering Kindergarten shall turn 5 (five) years old by December 31<sup>st</sup> of that academic year. Applicants are individually given a readiness test followed by a parent interview with the Principal. Upon acceptance, a non-refundable deposit is required to reserve a space in the class for the next school year.

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

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

### **Requirements For All New Students:**

1. A copy of the child's birth certificate;
2. Copies of Catholic Baptismal, First Reconciliation, and First Eucharist certificates, if applicable;
3. Copies of report cards from the previous and current school year, and standardized test scores, if applicable;
4. Registration deposit;



5. Health requirements (Hawaii State Attendance Law); and
6. Parents must be willing to embrace the Philosophy and Mission Statement of the School.

**Physical Examination and Tuberculin Test:**

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

**Immunizations:**

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

**Emergency Card:**

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

**Student Insurance:**

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

**FINANCIAL INFORMATION**

Tuition pays for salaries, employee benefits, utilities, maintenance, and daily expenses. Financial obligations must be met to keep our school operating. **The tuition cost per student in Grades, PreK-8 is \$8,600.00. In addition, a non-refundable \$400.00 admission fee is required for all students for the School Year 2024-2025.** This fee covers student insurance ,book rentals, consumable materials, field trips, and diocesan fees. The Diocese of Honolulu has mandated that all new and returning students be registered with F.A.C.T.S. Tuition Management Co. All tuition payments will be made through F.A.C.T.S. Your choices for tuition payment are as follows:

**Payment Option Plans:**

**OPTION ONE: Full Payment** (automatic payment through F.A.C.T.S.)

Tuition: \$8,600.00

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

Tuition: \$8,600.00  
Down Payment \$3,000.00 (upon enrollment in FACTS)  
BALANCE DUE: \$5,600.00  
(10 (ten) months @ \$5,600: August - May)

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

First tuition payment between  
July 20th or 31st: \$4,300.00

Second tuition payment on  
November 5th or 20th: \$4,300.00

**Credit card payments (AMEX, MasterCard or Discover) are now available through F.A.C.T.S. A 2.95% finance charge will be assessed by F.A.C.T.S. for each debit/credit card payment.**

For **OPTION TWO** the balance is paid in 10 (ten) payments from August through May on the 5<sup>th</sup> or the 20<sup>th</sup> of the month through F.A.C.T.S. AUTOMATIC TUITION PAYMENT – via an automatic withdrawal from either your checking or savings account. **Please Note:** F.A.C.T.S. charges an additional \$45.00 annual enrollment fee for **OPTION TWO** and a \$15.00 enrollment fee for **OPTION THREE** and \$5.00 for those who pay in full. **Note:** FACTS charges \$30.00 for return payments.

**DISCOUNT OPTIONS**

1. One Hundred Fifty
  - a. Full Tuition Fee Payment upon enrolment (**For those who are not availing of Any Tuition Assistance**)
2. Referral Discount– \$400.00 (After completion of the First Semester or January)
3. Sibling Discount- \$400.00

**NOTE: A MAXIMUM OF ONE DISCOUNT ONLY WILL BE APPLIED.**

**Need-based financial aid will be awarded by the Principal and the Panel of Committee.**  
*Families may request additional aid by submitting an application. Please check the school website.*

**Tuition Contract**

This contract establishes my financial obligations covering the enrollment of the following student(s) at St. Elizabeth School for the academic year 2024-2025

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

As used in this contract, "I" means the parent(s), guardian(s) and/or adult(s) financially responsible for the tuition payment during the academic year 2024-2025 for the above student(s) and "SECS" means St. Elizabeth Catholic School.

1. I agree to pay the student(s) tuition to SECS for the full academic year 2024-2025.
2. I agree to be bound by the terms and conditions of the TUITION PAYMENT PREFERENCE option that I have selected. See schedule outlining tuition payment options.
3. I understand and agree that once the student starts school the tuition will be paid based on the two semesters. Tuition will not be reduced, prorated or refunded if the student does not complete the academic year for any reason, including absence, illness, withdrawal, or dismissal.
4. I understand and agree that if I do not pay all or any part of the tuition on time, SECS may refuse to allow the student to attend classes. I understand that if I have chosen the F.A.C.T.S payment option and SECS is unable to process payments because I have closed the designated account or there are insufficient funds for the scheduled payment, this is considered a failure to pay tuition.
5. I agree to be governed by the policies established in the Student/Parent Handbook.
6. This agreement may not be amended except in writing and as agreed to by St. Elizabeth Catholic School and the parties responsible for the tuition payments.

#### **Refund/ Withdrawal Policy:**

Tuition and Registration fees are non-refundable. (Please refer to the Tuition Contract Policy). All military families must present a copy of their orders. **Late arrivals** are charged for the full semester upon acceptance.

#### **Late/Non-Payment Policy:**

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

#### **Delinquent Tuition Policy:**

##### **Tuition is the lifeblood of the school!**

As with any successful business, accounts receivables play a vital role in the operation of St. Elizabeth Catholic School. The Diocese of Honolulu and Hawaii Catholic Schools holds the School accountable for timely payments and overall delinquencies.

**A significant portion of the tuition goes to the payroll needs of our faculty and staff. Their families depend on their payroll.**

Delays or delinquencies in tuition payments, greatly affects the lives of our faculty and staff as well as the obligations of the school to the different vendors.

Consistent with St. Elizabeth Catholic School Handbook, we want to emphasize the timely payment of the tuition. It is never the intention of the School to disenroll students due to non-payment, however, this policy is now strictly enforced.

Time	Action
<b>1st Notification</b> <b>(After a 5 [five] day grace period.)</b>	<ul style="list-style-type: none"> <li>• Parent is sent an email notification that the account is past due.</li> <li>• Delinquent letter (acknowledged by the Pastor and Principal) is sent home with the student.</li> </ul>
<b>2nd Notification</b> <b>(After two [2] weeks of non-payment.)</b>	<ul style="list-style-type: none"> <li>• Notify the parent that the account is still delinquent.</li> <li>• <b>Student(s) will be unable to attend class (face-to-face or online) until payment is made through F.A.C.T.S.</b></li> </ul>
<b>3rd Notification</b> <b>After 90 days past due, the account will be sent to the Collection Agency.</b>	<ul style="list-style-type: none"> <li>• Student’s enrolment will be terminated</li> </ul>

All payments must be made through F.A.C.T.S. The website for F.A.C.T.S. is <https://online.facts.mgt.com> and their phone number is 866-441-4637.

**Mandatory Fundraiser:**

St. Elizabeth Catholic School has a \$200.00 mandatory fundraiser. If it is not fulfilled by December 31, 2024, the \$200.00 will be added to your tuition.

**(Note: a \$25.00 surcharge will be assessed on all checks returned from your financial institution. After the third returned check, cash or a cashier’s check will be the only accepted form of payment.**

**ACADEMIC INFORMATION**

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

**Academic Program –**

**Religion:**

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

**Community Service Is An Integral Part of Religion:**

Grades:	K-2:	2 hours per quarter
	3-4:	5 hours per quarter
	5:	8 hours per quarter
	6:	10 hours per quarter
	7:	12 hours per quarter
	8:	15 hours per quarter

CSO: 6 hours per quarter

Choir: 1 hour per mass (family mass)  
2 hours per non-campus performance

Assisting in  
After School Activities: 4 hours per quarter

Community Service  
Outside School: Signature, letter from organization, picture or video sent to the teacher.

**Language Arts:**

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

**Mathematics:**

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

**Science:**

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

**Social Studies:**

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

**Non-Academic Programs –**

Art  
Music  
Handwriting  
Computer Education  
Physical Education / Health  
Character Development

**Grading System:**

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

**Grading Scale:**

**Abbreviation Key:**

E      Excellent  
S      Satisfactory  
S-     Needs Improvement  
IP     Insufficient Progress

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

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

#### Reports to Parents:

1. A Parent Teacher Conference at the end of the first quarter is mandatory. The student's report card is reviewed with the parents. Expectations for the school year are discussed. Teachers are encouraged to confer with parents when a student is experiencing academic difficulty.
2. Mid-quarter reports for core subjects are sent home for all students on dates indicated on the school calendar; grades are also posted on OptionC.

3. Deficiency notices are sent home throughout the school year, if warranted. Missing assignments are posted on OptionC.
4. Report cards are distributed four times a year after the completion of each quarter.
5. Parent/Teacher conferences for individual students can be arranged at the request of the administration, parents or teachers, through the school office.

#### **Awards:**

##### **Student of the Quarter:**

Students receiving all E's or E-'s will be recognized as Student of the Quarter.

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

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

##### **Year End Awards:**

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

##### **St. Elizabeth of Hungary Award**

St. Elizabeth Award is given to the student who best models the spirit and virtues of St. Elizabeth of Hungary.

##### **Loyalty Awards**

The Loyalty award is given to the St. Elizabeth Graduates who have attended the school for 9 years (Kindergarten in 2015-2016/2016-2017) and or 10 years (Preschool in 2017-2018 onward).

##### **Probation:**

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

1. The student will meet with the Principal for a conference.
2. A letter will be sent to the parents informing them of probation. A conference will be scheduled, if necessary.



3. The student will be monitored closely by the classroom teacher.
4. Participation in sports or other co-curricular activities will be evaluated until academic improvement is evident with "C" or better grades.

### **Promotion/Retention:**

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

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

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

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

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

1. Indifference or lack of effort on the part of a capable student.
2. Social immaturity.
3. Excessive absence.

### **Summer School:**

This is an academic program for students entering Grades 1-8. The program will be held depending upon the number of students that enroll and the availability of teachers.

The improvement/enrichment of Math and Reading needs of the students will be addressed. In Reading, the emphasis will be on comprehension through exposure to literature. Writing and phonics skills will be reinforced. The focus is developing a positive attitude toward reading and writing through creative and cooperative activities. Math connects key math concepts from different mathematical strands including number sense, basic operations, problem solving measurement, geometry, data analysis, patterns, and algebraic thinking.

### **Graduation:**

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

## Homework:

Homework is an integral part of learning. It is an extension of the learning that takes place in the classroom. Homework reinforces classroom learning and provides opportunities for independent study, research, and creative thinking. Homework is the responsibility of the student and should be submitted by the assigned due dates. School regulation student homework planners (Grades 3-8) must be purchased from the School office. Parents should be aware of assignments by reviewing student planners or online @OptionC.com, checking if homework is completed, signing when necessary, providing a quiet atmosphere, and enforcing time needed to complete homework. General guidelines for time spent on homework are:

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

## PARENT AND STUDENT RESPONSIBILITIES

### Attendance and Absence:

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

Parents are to notify the School office of their child's absence by 9:00 a.m. A note explaining the reason for the absence is required when the child returns to school. If a child is to be restricted from school activities after an absence, this should be indicated in the note. **Homework must be requested by 9:30 a.m. and picked up between 2:45 and 3:00 p.m. in the School office. Parents/Students should also check OptionC.com for assignments. Tutoring through the Department of Education should be arranged for exceptionally long absences.**

A student's absence may be excused for the following:

1. Personal illness;
2. Family illness;
3. Death(s) in the family; and
4. Religious holiday.

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

**Family vacations/trips** should be taken during school breaks in order to avoid unnecessary interruptions on the child's classroom learning. **If a long-term absence is necessary, a month's written notice must be submitted to the School office for approval. Emergencies are the exception. Parents are responsible to make arrangements with the**

**teacher(s) for their child's make-up work and make sure that all assignments are completed. Daily assignments may be obtained on-line through OptionC.com.**

### **Student Illness Policy:**

To keep our students healthy, St. Elizabeth Catholic School requires adherence to the guidelines of this Policy.

Students will not be allowed to attend school or related activities if they have anything contagious such as, but not limited to, the following:

- **FEVER (100 degrees or above):** May return to school when fever free for 24 hours without medication.
- **Diarrhea/Vomiting:** May return when symptom free for 24 hours.
- **Strep Throat:** May return after 24 hours of antibiotic treatment and fever free for 24 hours.
- **Conjunctivitis (pink eye):** May return 24 hours after treatment begins and eyes are free of discharge.
- **Head Lice:** May return after treatment and removal of all live lice and nits from hair.
- **Ringworm:** May return after treatment begins, area should be covered while in school for the first 48 hours of treatment.
- **Impetigo/Staph/MRSA:** May return 24 hours after treatment starts; wound must be covered with dressing taped on all 4 sides.
- **Communicable Diseases (such as, but not limited to, influenza, chickenpox, measles, mumps, pertussis, meningitis, mononucleosis, COVID-19):** May return when cleared by a medical provider. (PLEASE SEE COVID-19 ADDENDUM.) Parents need to contact the school if the child is diagnosed with a communicable disease so the school can take appropriate steps to protect the entire student population.

### **Tardiness:**

The first bell rings at 7:45 a.m. to warn students to report to their classrooms. A student is considered tardy if he/she is not seated by 8:00 a.m. Students arriving after 8:00 a.m. must obtain a tardy slip from the office before being admitted to class. Since the school does not provide supervision before 7:30 a.m. or after 3:00 p.m., St. Elizabeth Catholic School is not responsible for the safety of your children before 7:30 a.m. or after 3:00 p.m. (15 minutes after the last dismissal bell).

### **Records:**

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

### **Non-Custodial Parent:**

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

**Medication:**

**Non-prescription medications (e.g., aspirin, Tylenol, cough syrup, etc.) CANNOT BE DISPENSED BY SCHOOL PERSONNEL. The School office personnel can dispense prescription medication only if the following requirements are met:**

1. A note dated and signed by the parent/guardian must accompany the medication and be turned into the office.
2. Medication must be in the original container with a prescription label showing the child's name, name of drug, dosage, doctor's name, and prescription date.
3. Prescription must be current.
4. No more than one week of medication can be sent.
5. Advise if refrigeration is needed.
6. Medication must be kept in the office. If the child must transport the medication to school, please instruct your child to take it immediately to the office for safety reasons.
7. For their safety, if your child is on any medication not being dispensed at school, please inform the School office of the name and dosage of the medication. This will allow school personnel to monitor your child for any side effects and allow nurses to respond accordingly.

**FIELD TRIP POLICIES**

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

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

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

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

## **COMMUNICATION**

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

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

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

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

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

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

### **News Bulletins:**

eNews bulletins are sent out at least quarterly and as needed. Parents are encouraged to read the bulletins. It will contain information about upcoming school activities, changes in schedules, important deadlines, etc. Day-to-day information may be sent via email by teachers or through OptionC.com.

Important notices may require parental signature and a return slip acknowledging receipt. The prompt return of signed slips is appreciated.

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

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

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

### **Parish School Board:**

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

## STUDENT SERVICES

### Morning and After Care Services

Morning and After care are provided by the School. Please contact the office if you are interested in enrolling in the program.

### **Lunches/Snacks:**

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

### **Class Parties:**

Parties are allowed for special occasions. No school lunch will be served on these days. The occasions are Halloween, Christmas, Valentines, and the end of the school year. **Birthdays for the month may be celebrated during lunch recess with prior notification to the homeroom teacher. Some students have food allergies; check with the teacher before planning parties.**

## CO-CURRICULAR ACTIVITIES

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

- \* Altar Servers (Grades 3-8)
- \* Class Officers
- \* Hula Halau (Grades K-8)
- \* Campus Safety Officers (Grades 5-8)
- \* Praise Choir (Grades 2-8)
- \* School Yearbook (Grade 7-8)
- \* Sports (Grades 4-8)
- \* Student Council (Grades 5-8)

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

Due to rising costs of transportation to and from sports venues, together with the league fee registration, we will be charging a sports fee for students who participate in sports activities for the school year.

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

**ST. ELIZABETH SCHOOL**  
**Handbook ACKNOWLEDGMENT RECEIPT**  
**(DETACH AND RETURN BY September 5, 2024)**

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

\_\_\_\_\_  
(Family Name – Please Print)

\_\_\_\_\_  
(Student's Signature / Grade / Date)

\_\_\_\_\_  
(Student's Signature / Grade / Date)

\_\_\_\_\_  
(Student's Signature / Grade / Date)

\_\_\_\_\_  
(Student's Signature / Grade / Date)

\_\_\_\_\_  
(Student's Signature / Grade / Date)

\_\_\_\_\_  
(Parent's Signature / Date)



**ST. ELIZABETH CATHOLIC SCHOOL  
ACCEPTABLE USE POLICY (AUP)  
(DETACH AND RETURN BY September 5, 2024)**

**Sponsoring Teacher:**

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

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

**Student:**

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

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

**Parent/Guardian:**

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

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

Each child must sign the Acceptable Use Policy. Extra copies are available in the School Office.

**SAFE ENVIRONMENT PROGRAM**  
**(DETACH AND RETURN BY September 5, 2024)**

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

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

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

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

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Print Name (Parent/Guardian) Date

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Signature (Parent/Guardian) Date

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Print Student Name Grade

---

Print Student Name Grade

---

Print Student Name Grade

## CONDUCT CODE

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

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

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

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

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

Parents/Guardians are expected to work courteously and cooperatively with the School to assist the student in meeting the academic, moral and behavioral expectations of the School.

Students and parents/guardians may respectfully express their concerns about the School operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.

These expectations for students and parents/guardians include, but are not limited to, all School-sponsored programs and events (e.g., extended care, athletics, field trips, parking, dropping off and picking up of students, etc.)

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

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

**As parents, you are the primary educators of your child.** By enrolling your child at St. Elizabeth Catholic School, you are choosing its programs and curriculum over those available to other schools. If you lose confidence in St. Elizabeth Catholic School's programs and curriculum or if you find yourself in dispute with its staff and administration, we respect your right to enroll

your child elsewhere. In that event, please contact the Principal to discuss your concerns before making a final decision. Similarly, if the administration of St. Elizabeth Catholic School concludes that you are not supportive of the School's programs and curriculum or that you have become antagonistic towards its staff or other members of the School community, the Principal will contact you to discuss these concerns and, if they cannot be satisfactorily resolved, will encourage you to make arrangements for the education of your child elsewhere.

## **BULLYING POLICY**

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

1. **Definition of Bullying.** Bullying is a pattern of abuse that occurs over time and involves a student being "picked on." Bullying includes physical intimidation or assault; extortion; oral or written threats; teasing; putdowns; name-calling; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation.
2. **Bullying is Prohibited.** SECS community shall not tolerate any bullying on School grounds or at any School activity on or off campus.
3. **Staff Intervention.** SECS expects all staff members who observe or become aware of an act of bullying to take immediate, appropriate steps to intervene-- unless intervention would be a threat to the staff members' safety. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report the bullying to the School administration for further investigation.
4. **Students and Parents Shall Report Bullying.** SECS expects students and parents who become aware of an act of bullying to report it to the School administration for further investigation. Any student who retaliates against another for reporting bullying may be subject to the consequences listed below in paragraph 6.
5. **Investigation Procedures.** Upon learning about a bullying incident, the Principal, or designee, shall contact the parents of both the aggressor and the victim. The incident will be thoroughly investigated. This investigation may include interviews with other students, parents, and School staff; review of school records; and identification of parent and family issues.
6. **Consequences/Intervention.** Consequences for students who bully others shall depend on the results of the investigation and may include counseling; a parent conference; detention; suspension and/or expulsion. Depending on the severity of the incident, the Principal may also take appropriate steps to ensure student safety. These may include implementing a safety plan; separating and supervising the students involved; providing staff support for students as necessary; and developing a supervision plan with the parents.

HCS – 11/2002

## **SAFE ENVIRONMENT PROGRAM (CONCERNING CHILD ABUSE)**

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

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 understand the ethical and personal conduct policies of the Diocese of Honolulu.

Consistent with Diocesan policy, St. Elizabeth Catholic School will conduct Safe Environment training as part of the religious education curriculum. Parents may review safe environment materials on the Hawaii Catholic School Website.

An Acknowledgment Form is located in the middle of this Handbook.

### **EXPECTED BEHAVIOR**

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

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

#### **Respect authority.**

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

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

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

#### **Respect property.**

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

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

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

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

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

**Display appropriate character.**

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

**Arrivals and Dismissals**

**Students may not report to school before 7:15 a.m. unless they are enrolled in our morning care program and if arriving prior to 7:15 a.m., and not enrolled in the morning care, students should proceed directly to the Church for daily mass.** When school is dismissed, all students, except those who are enrolled in the after school program or other school-approved activities, must leave the grounds immediately. Students who are not picked up 15 minutes after the last dismissal bell (3:00 p.m. on full days; 12:15 p.m. on short days), shall be placed in the after school program and parents will be charged according to the hourly rate of the program. This includes siblings who are not enrolled in any one of the school activities.

**DISCIPLINARY POLICY**

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

1. Verbal warning.
2. Teacher and student conference.
3. Discipline note sent home.
4. After-school detention.
5. Parent/Student/Teacher conference, counseling referral, if deemed necessary.
6. Saturday detention, if warranted.
7. Note from Principal.
8. Parent/Student/Teacher conference with Principal.
9. Counseling referral to appropriate agency or medical personnel, as indicated.

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

**Specific Inappropriate Behavior:**

1. Extreme disrespect towards any member of our staff. Verbal/sexual harassment of a fellow student or any adult may warrant a serious disciplinary action according to the discretion of the Principal and Pastor of the School.
2. The possession, sale, or use of alcohol, drugs, tobacco, or any controlled substance, weapons, or any object that can pose physical threat to others, is a

misdemeanor offense according to State law. Violation of this law will be reported to the appropriate law enforcement agency. This by itself warrants a strong disciplinary action at the discretion of the Principal and Pastor of the School.

3. Fighting on campus and at School functions may result in automatic suspension/expulsion.
4. Cheating will not be tolerated. **If discovered, the student's work will be confiscated and a failing grade recorded.**
5. **Theft/dishonesty is not tolerated.**
6. Willfully damaging or destroying school or private property will result in financial restitution by the persons involved and necessary disciplinary action.
7. Gang activity is prohibited. Any dress, gestures, gang related language, will result in immediate disciplinary action.
8. Students are not allowed to hangout at "off limit" areas such as behind the School and Church buildings, Church steps (front and side), and ramps, without adult supervision.
9. Once students come on campus in the morning, they are not allowed to leave campus. Likewise, after school is dismissed and once students have left the campus, they are not allowed to return to campus.
10. Game balls (basketball, soccer ball, football, volleyball) from home cannot be brought to school. Only balls provided by the School may be used during recess.
11. Physical contact games that can cause serious physical injury or property damage (football, kickball, chase, wrestling, beaming, etc.) are not permitted.
12. All types of electronic equipment (radios, CD players, game devices, etc.), razors, skateboards, in-line skates, and toys that will take away attention from the educational environment are not allowed on campus or on field trips. If cell phones are brought to School they must be surrendered to the teacher or office prior to class time. The School will not be responsible for damage or loss of personal electronic devices such as cell phones, tablets, laptops, etc. If a student does not turn in his/her cell phone prior to class, it will be confiscated and will not be returned unless their parents settle it in the Principal's office. Specifically on the use of cell phones before and after school:
  - a. Students need to ask permission from a teacher or staff member to use cell phones;
  - a. Cell Phones are to ONLY be used to call or text parents or guardians, NO phone camera usage, game/app playing, social media browsing, etc. while on school campus;
  - b. Violation of above will result in the cell phone being confiscated and turned over to the school office for a parent or guardian to settle.

13. Students must leave the School campus promptly after classes or when activities end. **No student should remain on campus after 3:00 p.m. unless participating in an adult supervised School activity. Anyone remaining on campus after 3:00 p.m. will be placed in the After School Care Program, if registered. A “drop in” fee will be charged and must be paid at pick-up.**
14. Students are not to have more than \$5.00 in their wallets. **If it is necessary to have more money, they must bring it to the office to be put in the safe until the end of the day. The School is not responsible for any lost money in a student’s possession.**
15. Items of value, including money, and expensive jewelry, should remain at home. If special circumstances make it necessary for a student to have them, these items must be registered and left in the School office for safekeeping.
16. No gum chewing on campus or on field trips.
17. Slam/Slang books are not allowed on campus. They will be confiscated, and necessary disciplinary action will be taken.

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

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

### **DRESS CODE**

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

#### **Jewelry:**

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

Boys are not allowed to wear earrings.

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

#### **Make-Up:**

Make-up, nail polish or artificial nails are NOT allowed.

#### **Hair:**

Hair is to be neatly combed. Extreme styles are not allowed (e.g., shaved, tails, dyed, two-layered styles, mushroom cuts, razor cut designs, spiked, etc.). Hair may not be frosted or



tinted any color. **Hair accessories are limited to white, black, and navy blue. Hair should not extend beyond the eyebrows for either boys or girls. Boy's hair should not touch the collar of the shirt, cover the entire ear or cover the eyebrows. Boys are not allowed to wear hair accessories. If a hairstyle is not acceptable, students will not be allowed in class until the situation is rectified.**

## UNIFORMS

The official School uniform must be purchased through the St. Elizabeth Catholic School contracted vendors except for our PE uniforms which are purchased through our office.

### Boys' Uniform:

<b>Dress Pants:</b>	Navy Blue Twill and perfectly fit (Grades K-8)
<b>Walk Shorts:</b>	Navy Blue Twill (Grades K-8)
<b>Long Walk Shorts:</b>	Navy Blue Twill (Optional for Grades 6-8)
<b>Shirt:</b>	Embroidered SES Royal Blue Polo (only solid white short sleeved T-shirts may be worn underneath); <b><u>shirts must always be tucked in.</u></b> Overly faded shirts, shorts or pants are not acceptable.
<b>Shoes:</b>	Black, white, or navy blue (no other color allowed in trim or shoelaces). Shoelaces must be properly tied.
<b>Socks:</b>	SES Logo socks only and must be visible above the top of the shoe, including high top shoes.
<b>Size:</b>	Uniforms must fit appropriately. Pants must be worn at the waist. No oversized pants are allowed.
<b>Belt:</b>	Black or navy blue – to fit your waist.
<b>Outerwear:</b>	Official School jacket only. Hood should not be worn covering up the head inside of buildings

### Girls' Uniform:

<b>Skirts:</b>	Plaid and proper length (Grades K-8)
<b>Walk Shorts:</b>	Navy Blue Twill (Grades K-8)
<b>Skort:</b>	Navy Blue Poly/Cotton (Grades K-8)
<b>Shirt:</b>	Embroidered SES Royal Blue Polo; <b><u>shirts must always be tucked in.</u></b> Overly faded shirts, shorts, skorts or pants are not acceptable.
<b>Shoes:</b>	Black, white, or navy blue (no other color allowed in trim or shoelaces). Shoelaces must be properly tied.
<b>Socks:</b>	SES Logo socks only and must be visible above the top of the shoe, including high top shoes.
<b>Outerwear:</b>	Official School jacket only. Hood should not be worn covering up the head inside of buildings

### **Dress Uniforms For Mass Days:**

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

### **P.E. Uniforms:**

**Boys and Girls:** St. Elizabeth Catholic School T-Shirt and Shorts. **Please note: Overly faded shirts or shorts are not acceptable.**

**Grades K-8 wear PE uniforms to school on assigned PE days. All students are required to dress appropriately for P.E. Failure to do so will affect P.E. grade.**

### **Aloha Wear Guidelines:**

**Boys:** Dress pants (uniform or well fitted, no jeans) Hawaiian print collared shirts (no t-shirts), shoes and socks, or sandals with back strap.

**Girls:** Long/short muumuu, not exceeding 3" above the knee. No spaghetti straps or backless outfits. Sandals must have a back strap; heels are not to exceed 1½".

### **Free Dress Guidelines:**

Students will be allowed to wear free dress on designated occasions. This is a privilege and students are expected to dress in good taste. **If dress is unacceptable, the student will not be allowed in class until his/her parent brings a suitable change of clothes.**

**Boys:** No tank tops. Shoes and socks, or sandals with back strap. T-shirts must be in good taste (no slang or lewd prints). Bermuda length shorts (not to exceed 3" above the knee). No caps, hats, scarves, berets, bandanas. No extremely oversized clothing.

**Girls:** Length of dresses/shorts must not exceed 3" above the knee. Absolutely no spandex shorts, shirts, tops may be worn. Necklines must be modest, no bare midriffs or waists. No see-through tops, caps, hats, scarves, bandanas, berets. No extremely oversized clothing and/or short skirts or shorts. No tight or hip-hugger jeans and/or shorts. Sandals must have a back strap—heels not to exceed 1½". Socks must be worn with Sports shoes. Straps of sleeveless dresses/tops should be at least 2½" wide.

### **Consequences For Dress Code Violation:**

1. First Violation – Students will be verbally reminded, and dress code violation reminders are sent home to parents for signature.
2. Second & Third Violations – Students will serve an after-school detention on a scheduled date. A notice of detention will be sent to the parents.

3. Repeated violation will result in a scheduled conference of parents with the Principal.

**Note: Any deviation from the Dress Code for important reason(s) requires a note from parents and approval from the Principal. This deviation, excuse is good for one day only.**

## **COMPUTER/INTERNET**

### **ACCEPTABLE USE POLICY**

#### **I. INTRODUCTION**

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

#### **II. GENERAL GUIDELINES**

- A. We expect that SECS computer/Internet resources are to be used in a reasonable, efficient, ethical, moral, and legal manner in accordance with the mission statements, values, understandings and beliefs of the Hawaii Catholic Schools of the Honolulu Diocese and SECSI. **The use of SECS computer/Internet resources is a privilege, not a right.** All use of the computer/Internet resources must support the curricular goals and objectives (e.g., research, information sharing, communication, participation in the global community) and be consistent with the mission statements of SECS and Hawaii Catholic Schools.
- B. Field trips are enriching experiences of classroom learning; they are privileges afforded to students. Participation in an electronic field trip (EFT) can be denied if academic or behavioral requirements are not met. A copy of the Acceptable Use Policy (AUP) agreement must be on file; a facsimile copy is not acceptable. Failure to submit the proper form will result in students not being allowed to participate in EFTs. Phone calls or facsimiles (FAX's) will not be accepted in lieu of proper forms. Parents have the right to refuse to allow their child to participate in EFTs.
- C. Use of SECS's Internet system for commercial activities is strictly prohibited. Students are not authorized to make any purchase of goods and/or services through school accounts. SECS is not responsible for any financial obligations arising from such purchases made by students through unauthorized use of the system.
- D. For this policy, USER is herein defined as "any staff member, student or parent of St. Elizabeth Catholic School" who uses an SECS Internet connection.

- E. Network user behavior expectations include:
1. Abiding by Hawaii State and United States Federal laws and regulations. **Transmission of any material in violation of these laws and regulations is prohibited.** This includes, but is not limited to:
    - Access and/or transmission of obscene, pornographic, or sexually explicit material;
    - Access material advocating violence or discrimination (hate literature);
    - Activities disruptive to the network system;
    - Unauthorized attempts to enter restricted areas of information;
    - Transmitting threatening, defamatory or fraudulent messages;
    - Deliberate violations of copyright, or other use of another person's intellectual property without their prior written consent and/or cite credit to the author;
    - Use of inappropriate language.
  2. Avoiding unauthorized log-on by students.
  3. Refraining from theft or vandalism of hardware, software or information:
    - Obtaining a password or rights to another's directory or email;
    - Vandalism: Defined herein as any malicious or deliberate attempt to harm or disrupt services, whether by physical means or by uploading or creating computer viruses;
    - Copyright infringement.
  4. Assuring that the system remains virus free by:
    - Not using unauthorized floppy disks and/or;
    - Installing unauthorized files or programs;
    - Downloading files of any type, other than email, without the express permission of the School Technology coordinator or designated faculty member.
  5. Maintaining privacy for self and others by:
    - Not disseminating any personal information (e.g., full names, telephone numbers, addresses and/or social security numbers) without teacher and parental authorization;
    - Not accessing "chat rooms;"
    - Not agreeing to meet with any on-line acquaintance.
  6. Accepting personal responsibility by:
    - Not acting as representatives or agents of SECS without specific permission: Users telecommunicating with individuals, groups or institutions do so as individuals;
    - Acknowledging that SECS reserves the right to monitor any electronic communication on its network.
- F. Any user violating these system guidelines, being identified as a security risk, or having a history of system tampering will be denied further Internet access through the School connection.

### III. ROLES AND RESPONSIBILITIES

#### A. ST. ELIZABETH CATHOLIC SCHOOL POLICY AND REGULATIONS

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

#### B. THE SCHOOL

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

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

SECS will provide Parents/Guardians with a copy of the Acceptable Use Policy.

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

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

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

#### C. THE TEACHER

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

Teachers are responsible for explaining the SECS Acceptable Use Policy and instructing students in proper Internet etiquette as outlined in **Section II. General Guidelines** of this Handbook.

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

#### D. THE STUDENT

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

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

#### **E. THE HOME**

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

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

### **EMERGENCY / DISASTER PLAN**

#### **Fire Drills:**

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

#### **Inclement Weather:**

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

#### **Tsunami Warning:**

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

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

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

We will closely monitor any storm that could affect Oahu within 24 (twenty-four) hours or less. Listen for Civil Defense information on the radio/TV. If public school classes are canceled and/or dismissed by the State Civil Defense Office, we will also cancel and/or dismiss classes.

#### **Earthquake:**

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

#### **Bomb Threats:**

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

**Pandemic Outbreak:**

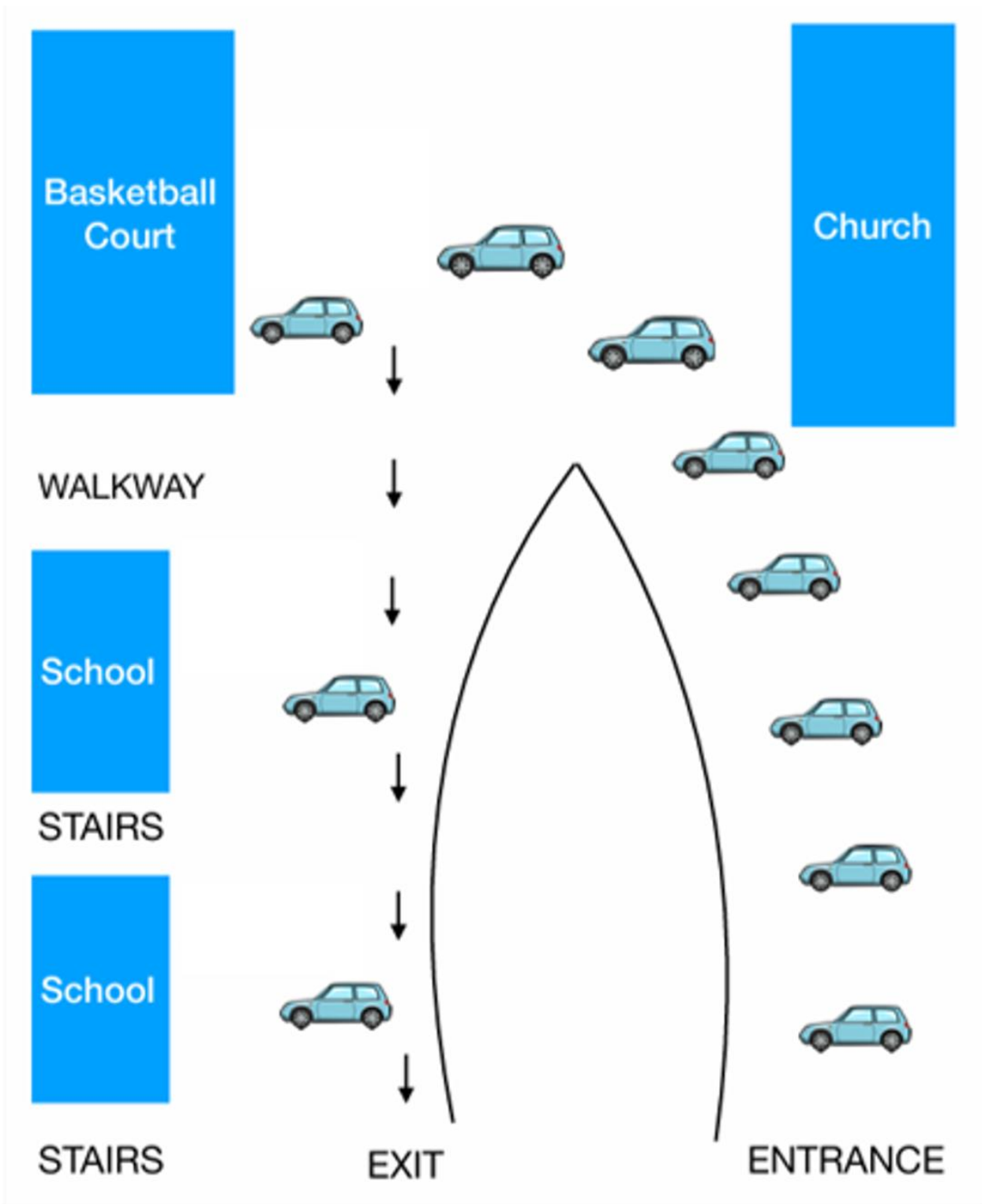
In the event of a pandemic outbreak alert, we will follow the Hawaii State Department of Health directives. (Please see the addendum to the Handbook.)

**MISCELLANEOUS INFORMATION**

**Traffic:**

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

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





Student CSO's (Campus Safety Officers) and the adult pedestrian monitor are on duty 15 minutes before and after school. Please respect their directions. If you encounter a problem, please bring it to the attention of the adult on duty.

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

#### **Visitors:**

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

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

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

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

- Disrupts or threatens to disrupt School operations;
- threatens to or attempts to do or does physical harm to School personnel, students, or others on the School premises;
- threatens the health or safety of students, School personnel, or others on the School premises; or
- uses loud or offensive language on the School premises.

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

#### **Parking:**

All visitors must adhere to entrance and exit directions when entering the School/Church property. **Parking is not available on the School grounds during school hours. This area is used as the playground. When parking in the lot adjacent to the Church and School – you must park on the concrete slab, in the designated parking stalls. The loading zone in the Church parking lot is an ACTIVE LOADING AND UNLOADING ZONE ONLY. If you will be leaving your car, please park it in a marked stall.**

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

#### **Textbooks:**

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

### **Use of Student Information / Pictures:**

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

### **Wellness Policy:**

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

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

The Wellness Policy of St. Elizabeth Catholic School is to:

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

- a) Ensures that students have access to healthy food choices and safe physical activities at school and at school functions;
- b) Provides a pleasant eating environment and secure playground for students and staff;
- c) Allows sufficient time for students to eat lunch and to engage in social activities for physical fitness;
- d) Enables students through a comprehensive health and physical education curriculum 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; and

- d) Food and beverages sold or served at school will meet or exceed the nutrition recommendations of the United States Dietary guidelines for Americans.

## NOTES

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