



Soaring **T**oward **S**uccess!

PARENT HANDBOOK

2022-23

St. Theresa Parent Handbook 2022-23

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DIOCESAN MISSION STATEMENT

We in the Diocese of Honolulu are a believing and loving community united in the Baptism of Jesus Christ as it is lived within the Roman Catholic Church.

As the local Church, we are commissioned to understand and to live Christ's call to respond to the Good News. Through our willingness to reach out, our efforts toward unity, and our commitment to renewal, we believe that we will become more fully the People of God, joined in the struggle to build a more just society and to serve human needs as Jesus Christ did. We acknowledge that Hawaii, born of water and fire, is peopled by those called to perpetuate the life of the land in righteousness. As Church, we also celebrate the powerful, life-giving presence of the Holy Spirit manifested in the richness and beauty of this land and its people. Together we find ways to build a true family, respecting our unique cultures while sharing our common hopes and concerns. We believe that only in this way can we continue the work of building the Kingdom of God and develop leadership for the future.

The overall mission of the Church calls us to a life of community in the Holy Spirit through proclamation, discernment and affirmation, service, and celebration. Therefore, as individuals, as families, as parishes and as a diocese, we are organized to respond to this mission with personal commitment and communal action.

Handbook Section 1

ST. THERESA SCHOOL MISSION STATEMENT

St. Theresa School, the westernmost Catholic elementary school in the United States, is dedicated to guiding learners as they follow the footsteps of Jesus. Faith, 'Ohana (family) and a quality education are the pillars upon which we build tomorrow's leaders.

ST. THERESA SCHOOL MOTTO

STS: Soaring Toward Success: Spiritually, Academically, Physically and in Service to our Community.

ST. THERESA SCHOOL PHILOSOPHY

St. Theresa Catholic School believes that an excellent academic and moral education is a gateway to fulfilling a future for our learners. We provide an atmosphere for growth as Catholic Christians in every aspect of our school. The teachings of Jesus provide a direction for our school. Scripture tells us to love God with our whole heart, soul and all our strength and to love our neighbor as ourselves. Thus, our mission as educators calls us to develop our learners' hearts through nurturing personal development; their soul through instruction and modeling of faith and morals; and their strength of mind through a standards based academic program. We lead them to love their neighbor through Catholic Social Teaching and engage them in acts of community service. St. Theresa School believes that a partnership is necessary in fulfilling the responsibility of forming a child. We work with parents, parish, and community to lead each child to his/her greatest potential.

ST. THERESA SCHOOL GOALS

1. To instill in all learners an appreciation of their human dignity as children of God.
2. To create an educational environment where staff, learners, and parents experience community in striving to live the Gospel spirit.
3. To complement the efforts of parents in teaching basic values.
4. To develop the potential of all learners and respect each person's individuality.
5. To give the children an appreciation of their intellectual, cultural, and religious heritage, while inspiring good academic habits for their future.

SCHOOLWIDE LEARNING EXPECTATIONS (SLEs)

“You shall love the Lord, your God, with all your heart, with all your soul, and with all your mind. This is the greatest and the first commandment. The second is like it; you shall love your neighbor as yourself” (Mt. 22:37).

The Seven Principles of Catholic Social Teachings that are grounded in scripture provides the foundation for our Schoolwide Learning Expectations.

- **The Dignity of the Human Person:** God made all of us no matter what the differences are. We must treat one another with respect and fairness, by giving each great dignity.
- **We are called to live as Family and Community:** Jesus tells us that we create a loving community by helping our family and community members especially those in need.
- **Rights and Responsibilities:** It is our responsibility to see that others get their basic “rights” to survive and live with dignity.
- **Call to Stewardship:** God calls us to take care of the Earth and all its creation as well as our own health and using our personal property carefully.
- **An Option for the Poor and Vulnerable:** Our Church teaches that the poor and vulnerable people must be treated with extra respect and care and given what they need.
- **The Dignity and Rights of the Workers:** Through our work we earn what we need to live. We use our talents to work with God to create our world. It is important to assure safe conditions, reasonable work hours and fair wages for each worker.
- **Solidarity:** Our family is not only our immediate family members, but we are family with all the people of the world. As a family, we must care about the well-being of each other, making sure other family members have what they need and are being treated fairly.

GOVERNANCE OF ST. THERESA SCHOOL

St. Theresa School is in the Diocese of Honolulu and therefore under the jurisdiction of the Superintendent of Catholic Schools, with the Diocesan Department of Education and the Bishop.

Local administration of the school includes the pastor, who has ultimate responsibility for the school, and the principal, who handles day-to-day administration. Cohort Board: STS does not have a traditional community-based school board. We are in a Cohort with 2 other schools: St. Michael and St. Joseph (both on Oahu). The Cohort holds formal quarterly meetings for strategic planning. The Cohort finance council meets with each school individually each quarter for an indepth review of finance statements and accounting practices. Our Cohort board presiding officer is Dr. Llewellyn Young, HCS Superintendent.

The **Institutional Advancement Committee (IAC)** is the parent arm of school administration. The IAC consists of teams tasked with carrying out activities essential to maintaining a school culture that adheres to our mission.

Any committees or advisory groups have as their final purpose: **To promote the welfare of all our children; to encourage greater cooperation between the school and home; to promote social activities; and to help the school financially. All parents are invited and encouraged to be involved in the IAC.**

COMMITTEES OVERVIEW

IAC The Institutional Advancement Committee is an action committee comprised of teams:

1. Alumni Team
Purpose: to build endowment fund for long term school viability
2. Community Building Team
Purpose: to promote positive, o'hana driven school culture
3. Marketing Team
Purpose: to consistently promote St. Theresa School in media
4. Beautification Team
Purpose: to offer continuing programs to our learners to enrich their academic and social growth.
5. Grants Team
Purpose: to procure funding and programs for the betterment of St. Theresa School
6. Parent Teacher Learner (PTL)
Purpose: to plan and execute activities that directly impact teachers and learners on campus

Handbook Section 2
ADMISSION POLICIES

NOTICE OF NONDISCRIMINATORY LEARNER POLICY

All learners will be accepted regardless of religion, race, color, or ethnic origin. However, Catholic families are given first preference. Parents are expected to meet their financial obligations and/or apply for tuition assistance. Family involvement in school life is expected and required.

Age of Admission

Children must be at least 2 years and 8 months old, and toilet trained by the day they enter preschool. Preschool requirements and information are provided under a separate cover in the preschool handbook.

To enter Kindergarten a child must be five years of age on or before July. 31.

Admission Requirements

New Admissions - \$175 Registration Fee *nonrefundable*

The following items are to be submitted at the time of registration of new learners.

1. Learner's birth certificate
2. Learner's baptismal certificate and First Communion/Confirmation (if applicable).
3. Latest report card and/or release card from the last school attended.

A conference with the principal or the pastor may be required of new learners and is required for new middle school applicants. *A three-week probationary period is required. Middle school will not accept new admissions in the 4th quarter.*

Mid-year Admissions

The following forms must be submitted to complete the registration process.

1. Birth certificate
2. Baptismal/First Communion/Confirmation Certificate (for Catholic learners only)
3. A copy of your child's current report card
4. Teacher References--
 - * Preschool to Grade 3--[1 reference from current teacher or parent from preschool age children].
 - * Grades 4 to 8--[2 references--current teacher required]
5. Completed STS registration form and payment.
6. Current Standardized test scores
7. Parent and learner interview with School Principal

Acceptance: An Admission Review Committee (principal, pastor, grade level teachers) will determine acceptance.

Learners are admitted based on the belief that the school will be able to serve their needs successfully. The school has the right to terminate enrollment if it is determined at any time in the year that resources to meet the needs of learners/families are lacking.

Returning Registration - \$150.00 Registration Fee *nonrefundable*

Each spring, parents must re-enroll their child for the upcoming school year. Learners are readmitted if:

1. Parents accept the basic philosophy of the school, as determined by their support and cooperation.
2. The current program is meeting academic and social needs.
3. Previous tuition and book fees are paid to date.
4. Registration fee is paid in full.

Every learner must be officially registered as follows:

1. Fill out the necessary forms, including health form updates.
2. Pay fees as applicable.
3. FACTS account has been set up and verified by office.

FINANCIAL POLICIES

All parents who want a Catholic education for their children may have it, but they must recognize their obligation to the school. This obligation demands an interest and concern for the needs of the school including prompt tuition payments and participation in fundraising and service hours to the school.

1. All parents must sign a contract enrolling in the FACTS tuition payment program.
2. A registration fee is required upon filing an application for admission. This deposit is neither refundable nor deductible from tuition.
3. To participate in graduation exercises, all tuition, fees, and parent required hours must be paid in full. This is also expected of parents whose children will no longer be attending St. Theresa School the following year. Records will be withheld until all financial obligations to the school are complete. Once accounts are cleared learner records will be sent to the next school. Accounts not cleared will be forwarded to a collection agency.
4. If the bank does not accept a check, a penalty charge of \$10 will be added.
(A revised tuition and fees cost schedule for the coming year will be sent home no later than the month of April)

POLICY ON UNPAID TUITION-OPTIONS FOR PARENTS:

All new and returning families to the school are required to sign up with the FACTS tuition payment program. If sufficient funds are not in the bank account, the FACTS Company will notify the parents and will charge a \$30 late fee. Delinquent accounts will be sent to collection agency at the end of the school year. Families with outstanding balance at the end of the school year may not enroll in the new school year.

Tuition Assistance Program (Financial Aid)

Several Financial Aid opportunities are available to offset tuition costs. Augustine Educational Foundation, Open Doors, and Kamehameha Scholarships accept applications privately. The St. Theresa Tuition Assistance Program (TAP) is available through the school. Augustine Educational Foundation applications serve as TAP application.

FUNDRAISING

The carnival in April is the major fundraiser for the school. All families are required to participate. Each family is required to sell a set amount of carnival tickets to be determined by the Carnival Committee. Should the carnival be cancelled for any reason, families are expected to participate in alternate fundraisers.

REQUIRED CARNIVAL SERVICE HOURS

Each family is obligated to contribute service hours for the good of the school. Twenty (20) hours are designated to be served at the carnival. Part of the hours may be served during prep/breakdown. Every family must work during the event.

Handbook Section 3

HEALTH AND SAFETY

Family Data and Emergency Contact Information

Each family is required to fill in the requested emergency information on their School Speak profile. It gives the school a means of reaching parents and gives permission to act in an emergency if parents cannot be reached. Information should be kept current.

Medications

Medications, including over the counter medication, can be administered by school personnel with written parental and physician permission. If a child is taking medication and must take the medicine during school hours, it is kept in the school office and administered by the principal and/or secretary, unless otherwise indicated. Medication to suppress a fever may not be given.

Please send a written, signed note specifying when the medication is to be given and how much is to be administered. Also, specify the period of days for which the medication is intended. The label on a prescription bottle does not replace a signed note of permission. **Medication must be in its original container.**

Illness on Campus

Learners should not be sent to school if they have a fever (temperature of 100.4 or higher) that has been controlled by medication within the last 24 hours. They must be fever free/medication free for 24 hours prior to entering school. If a child develops a temperature of 99.9 during the school day, parents will be notified. If a child develops a temperature of 100.4 during the school day, child will be held in the health room and parent notified to pick up child immediately. Children displaying or complaining of other symptoms will be handled on a case by case basis, and parents will be notified if symptoms persist. **See STS Healthy Habits Policy for complete guidelines on virus control.**

Health Records

The State of Hawaii requires that each child have an individual health record. Each learner entering school must have a file containing updated immunization records and any necessary, special health considerations. Please submit to the office additional information that may arise during the year for verification and updating of records.

EMERGENCY PROCEDURES

In the event of a medical emergency, illness or other problem, parents will be called at work or at home. If the parent cannot be reached, emergency contacts indicated by the parent on their School Speak profile will be contacted. It is the parent's responsibility to inform the school immediately if there are any changes for these emergency numbers. In serious emergencies, 911 will be called first and then the parents or guardians will be notified.

Emergency and Emergency Weather Procedures

Parents/guardians will be contacted via text and email upon activation of emergency procedures. Parents are responsible to ensure that their current phone numbers are listed in School Speak.

Fire:

Fire drills are held monthly. In the event our school is severely damaged the children will be held in the parish church or cafeteria and parents/ guardians will be notified to pick up their child.

Tsunami warning:

The school is in a tsunami zone. The following procedures have been adopted in the event of a tsunami warning:

- If a warning is issued and a tsunami is imminent, the entire school will be evacuated via staff cars to the pavilions at the 12 mi. marker on Koke'e Rd. This will be the meeting place and pick up for parents to come and pick up their children.
- If a watch or warning is issued before school begins, the school will close.
- If a watch occurs during the school day, learners will stay at school until parents or another designated person picks them up.

Hurricane / Tropical Storm:

Hurricane or tropical storm watches are issued by the National Weather Service 36 hours prior to the arrival of the storm effects. Hurricane or tropical storm warnings are issued when one of these storms could affect Kauai in 24 hours or less. When a warning is issued school will be closed. When a watch is issued, we will monitor the storm and make decisions about school closure before the issuance of a warning.

Flash Flood:

In case of a flash flood warning, tsunami procedure will be enacted.

Earthquake:

Should an earthquake of significant magnitude occur on Kauai, we can anticipate considerable disruption to our road networks. The children will be taken care of by the school staff until everyone is picked up by a parent / guardian.

Chemical/Hazmat Danger:

"Shelter in Place" emergency will require all learners to be held in a common area until an ALL CLEAR is reported by the Hawaii Emergency management agency or the Kauai Emergency Management Agency via AM/FM radio. "Shelter in Place" is activated by the Civil Defense air attack siren. Learners may not be released to parents until an all clear is announced.

Stay at Home Mandate

In the event of a State or County stay at home mandate due to pandemic or other cause, St. Theresa School will shift to distance learning within 3 days of mandate for the prescribed period of quarantine. On campus classes will resume with appropriate accommodations as soon as is socially and legally acceptable.

Lockdown

STS staff will lock down the campus in any perceived or reported threat to our campus or immediate neighborhood. Lockdowns are in place until administration deems "all clear" appropriate. No one is admitted to campus and no learners may be released during a lockdown.

CAMPUS SAFETY:

Learners are expected to:

- a. Stay within the schoolyard boundaries.
- b. Get permission from the teacher and principal to leave school grounds.
- c. Always keep the lanai and steps free in case of an emergency.
- d. Park bicycles in the rack provided.
- e. Not ride bicycles on school grounds.
- f. Notify the playground supervisor if a ball goes into the street.

CHILD ABUSE POLICY

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 School and online at www.hi-care.org.

The school 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 acknowledgment that they have read and understood the ethical and personal conduct policies of the Diocese of Honolulu. Consistent with diocesan policy, St. Theresa 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 an opportunity to review the safe environment materials.

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

All volunteers need to complete a safe environment Virtus class. Please turn in a copy of the certificate of completion to the school office.

Handbook Section 4

ATTENDANCE INFORMATION

School Hours

The school office is open from 7:30 AM until 3:15 PM on school days. The times of summer hours will be given before the last day of school.

Arrivals and Dismissals

The school will be responsible for the children during school hours from 7:30 am to 2:30 pm including recesses. No learner may be dropped off before 7:30.

All learners are to be on campus by 7:55 am and must be off campus at 2:30 pm daily. Learners are expected to leave the school/parish property after dismissal; they are not to loiter on the school or parish grounds.

Parents may not call school to change preset pick up plans for their learner. Changing plans midday creates inconsistency and confusion for learners. **In the event of an emergency**, parents may call the office to have learner wait in the office for pick up after school.

Those learners riding the County bus after school are to report to the office to walk together to the bus stop. The school is not responsible for children's activities on the playground during non-school hours. The school is not responsible for accompanying children to the Boys and Girls Club bus or county bus.

The west parking lot is only for faculty/staff parking and drop off only. **No parking in this lot.** Parking for drop off and pick up is on Kaumuali'i Hwy, in the east parking lot, or outside faculty parking fence. For safety reasons, please no parking on the sidewalk on Elepaio next to the school.

STATE OF HAWAII COMPULSORY ATTENDANCE (HCS 5021)

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

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

ABSENCES (HCS 5022)

Taking time for vacation while school is in session is strongly discouraged.

The official school calendar of the Honolulu Diocese and State of Hawaii specifies a certain number of teaching days each scholastic year. Since parents are expected to cooperate with this policy, it is the parents' obligation to inform the school office when their child is unable to attend school. If a learner will be absent from school, the parent is required to call the office between 7:30 – 8:30 AM to inform the school. A call will be made to the home if a learner is absent and not excused.

Excessive Absences

When high frequency of truancy, absence, and tardiness hinder the learner's ability to achieve the minimum expectations in academics and social progress, and when reasonable attempts to consult with parents fail to resolve the problems, the principal may recommend termination of enrollment. (HCS 5026.4) **A learner who is absent for more than twenty (20) school days may not be eligible for promotion to the next grade.**

Medical Appointments (HCS 5022.1)

Medical and dental appointments during school time constitute absence, or half day absence if a child leaves from school or arrives to school late. For perfect attendance awards, the appointment slip from the doctor must be presented to the office. Otherwise, the absence will be counted against perfect attendance. **Please refrain from scheduling routine medical/dental appointments during school hours.**

Illness and Related Absences (HCS 5022.2)

Learners should remain at home in the case of illness, accident, quarantine. The teacher and parent will help the learner make up for lost time after a short absence. Sometimes this will require extra time spent after school or increased homework, at the discretion of the teacher.

Learners returning to school after having a contagious disease are required to present a medical doctor's clearance before being readmitted. If the illness results in more than one day missed, the assignments may be picked up after school dismissal. Please do not expect a teacher to gather homework before the end of the day. The teachers need to be engaged with the class during all school hours.

Absence for Parental Reasons (HCS 5022.3)

Parental wishes will be respected whenever possible, if the good order of the school is not jeopardized. Under these circumstances, the learner is responsible for getting and making up missed work. Repeated or prolonged absences might work against the learner's academic progress and possibly their right to continue in attendance.

Policy for make-up work: Daily work can be compiled in the office by the teacher for pick up by parent. Learner has number of days to turn in work equal to number of days absent. In the event of an extended, planned absence the teacher is NOT responsible to provide work for the learner ahead of time. Work will be compiled and given on the day of return. Teacher will set due date on that make up work.

Tardiness

Whenever tardy, learner and parent are to report to the office to get an admission slip to present to the teacher. The office should be given a note or explanation of the reason for the child's tardiness. A learner is considered tardy at 8:00 AM.

After four unexcused tardies in a quarter a learner will be given a disciplinary citation with escalating consequences for each subsequent tardy, including a parent meeting and detention. **All families are encouraged to arrive at school on time.**

Excuses and Releases

Parents must notify the office ***one day in advance*** if planning an early pick-up for any reason. The teachers who have the learners at those times will be notified. Parents must pick up their child at the school office, not at the classroom door. Parents will sign their child in and out at the office front counter.

The following information must be provided by phone call or email:

- Who is picking up the child?
- The time of departure.
- Reason for early pickup.

Parents are encouraged to make all medical and dental appointments after school hours or on free days whenever possible.

Truancy (HCS 5024)

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

OTHER POLICIES

SCHOOL SPEAK

STS utilizes the online portal SCHOOL SPEAK as its main mode of communication. All school policies, events, and news are posted and are updated weekly. Individual classroom information including announcements, progress reports, and homework are posted by teachers. Parents are responsible for checking SCHOOL SPEAK regularly and acknowledging information. Please keep profiles updated and UNCHECK the box under phone number to allow for school to text.

CELL PHONE and other Electronics POLICY

Learner cell phones may not be used on campus during school hours. If cell phones are brought to school, they must be turned off. The cell phone must be checked in with the teacher before school begins and be picked up at the end of the day. Learners may not be in possession of electronic devices that can call out, receive calls, record images/videos, or record voices. These devices include but are not limited to iPad, Apple Watch, Kindle Fire. Use of cell phones or other electronic devices during school hours or failure to turn in cell phones to teachers at the start of the day will result in confiscating the device and may result in citation.

CHANGE OF ADDRESS AND TELEPHONE NUMBERS

Please promptly notify the school office in writing and update your School Speak profile if any change of address, telephone number or email address. This is recorded on the learner's emergency card, tuition records, permanent records, and the school's files.

SCHOOL LUNCH

STS does not offer school lunch. Learners must bring a prepared home lunch and snack each day, along with a water bottle. Microwaves are available for 30 sec. warm up. Refrigerators are available for storage. Subway Waimea delivers lunches to the school daily if ordered on their app by 10:00am.

Handbook Section 5

ACADEMIC POLICIES

ACCREDITATION STATUS

The Western Catholic Educational Association, and the Western Association of Schools and Colleges (WCEA/WASC) accredited St. Theresa School for the next six years. The school is accredited from June 30, 2017 through June 30, 2023.

CURRICULUM OVERVIEW

Religion: St. Theresa School is rooted in Christ and strives to teach His ways and values. Religious classes are given daily, and all learners participate in a weekly Children's Liturgy. Following the Church's liturgical year, the learners participate in seasonal prayer services and other devotions such as the Stations of the Cross and the rosary.

Language Arts: In grades K-8, learners are provided with the basic skills of reading, writing, language. Scott Foresman Reading Street curriculum is used as a base for comprehension and grammar lessons. Accelerated Reader is a reading incentive program utilized in all grades.

Math: Basic math skills are taught in grades K-1. Houghton Mifflin GoMath is used in grades 2-6, Prealgebra in grade 7 and Algebra in grade 8. All classes utilize ability grouping to differentiate instruction.

Science: Houghton Mifflin Science Fusion curriculum is the base curriculum in Science. Workbook and online components merge to engage all learners. STEM learning is enhanced with frequent field trips, experiments, PBL activities, and gardening. Middle School learners participate in the annual Regional Science and Engineering Fair.

Social Studies: Social Studies is taught in all grade levels, focusing on communities and social awareness at appropriate age levels. Hawaiiana is taught in 4th grade and Hawaiian History is 7th grade curriculum. 8th graders study American History and Civics in preparation for high school.

STREAM: Art, PE, gardening, leadership training choir, and available electives are included as enrichment to core curriculum. Educational field trips are planned with consideration of relevant purpose, reasonable cost, and time.

Emphasis on STREAM (Science, Technology, Religion, Engineering, Art, and Math) and project-based learning is evident and documented in all areas of curriculum. A STREAM night is held annually to display learner progress.

Reporting to Parents

To inform parents of their child's progress, a formal report card is sent home after each of the four (4) quarters and a written mid-quarter report each quarter. A compulsory parent-teacher conference is held at the end of the first quarter. Additional conferences may be scheduled at the request of the parent/guardian or teacher as necessary throughout the school year.

If a parent is interested in seeing a teacher or the principal at any other time, please feel free to do so. Much can be accomplished through cooperation and understanding. Teachers are available any day after school from 2:30-3:00p.m. An appointment is always the best policy.

In grades K-8, an online grading system is in place. Parents and learners may log in to SCHOOL SPEAK to check progress and see assignments at anytime.

Evaluation and Grading System

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

<u>Grades K-3</u>	<u>Grades 4-8</u>	
E Excellent	A+ = 100-99 = 4.33	C+ = 84-82 = 2.33 F= 66 below
G Good	A = 98-95 = 4.00	C = 81-78 = 2.00
S Satisfactory	A- = 94-93 = 3.67	C- = 77-75 = 1.67
NI Needs Improvement	B+ = 92-91 = 3.33	D+ = 74-73 = 1.33
IP Insufficient Progress	B = 90-87 = 3.00	D = 72-69 = 1.00
	B- = 86-85 = 2.67	D- = 68-67 = 0.67

Non-academic subjects, such as Physical Education, Art and Enrichment will be graded using a Mark system (check, X, or plus) These grades are not factored into the average for Honor Roll purposes.

Recognition of Academic Excellence

Learners in grades 4-8 are eligible to be on the honor roll. Fourth graders are eligible for the honor roll beginning in the second semester. A mark of "D or F" in **any subject** automatically make a learner ineligible for the honor roll. Two unsatisfactory grades () in **non-academic courses** make a learner ineligible for the honor roll.

Principal's List

Learners must have an average of 4.0, based on a 4-point scale and no checks in Dignity, Responsibility, or Stewardship sections of report card.

High Honors

Learners must have an average of 3.5-3.9, based on a 4-point scale, with no more than 2 checks in Dignity, Responsibility, or Stewardship sections of report card.

Honor Roll

Learners must have an average of 3.0-3.4, based on a 4-point scale, with no more than 3 checks in Dignity, Responsibility, or Stewardship sections of report card.

Promotion / Placement / Retention

If a learner fails to master the fundamentals of two (2) core academic subjects during the school year, he/she will be placed on probation in the fall quarter of the next grade, with the understanding that tutoring and/or attending summer school is necessary. At the end of the first quarter the learner will be evaluated to see if he/she should remain in the grade or go back to the previous grade.

Retention in the same grade for the following year will be recommended if the learner has not met the requirements to move to the next grade level. A cumulative GPA of less than 1.0 is cause for retention. In the case of placement or retention, conferences with the parents will be held before a final decision is made.

Review of Records

Parents can review records. Twenty-four hour written notice is requested for this review. St. Theresa School abides by the provisions of the Buckley Amendment with respect to the right of the non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Homework

The purpose of homework is to strengthen parent awareness of school learning and instill self-motivation in learners. Every learner is required to read at least 35 minutes each day (some part of this time shall be completed in school). If learners have not completed daily class work, they may have to take it home as additional homework. In general, homework will not be given over the weekends or holidays. Parents are asked to create a homework routine for their children. If no homework is given, use time to complete any work not finished in school, review basic math facts, go over spelling words, review prayers, read books and newspapers, watch the news, and become involved in extra credit projects.

Assigned homework should not exceed 35 minutes unless there is unfinished classwork to complete. Homework assignment books are mandatory for grades 3-8. Learners will write in their assignments daily.

EXTRA CURRICULAR ACTIVITIES

Sports

The sports program is designed to encourage learners to develop good sportsmanship and school spirit. Participations required a C average in all subjects and good behavior. St. Theresa School may participate with other private schools in volleyball, softball, soccer, basketball, and track meets.

Altar Servers

All learners from grades 3-8 are encouraged to participate in the training that will enable them to serve at Mass.

Learner Council

The Learner Council is comprised of 6th-8th graders and provides an opportunity for learners to develop leadership skills and work cooperatively, assisting in school functions and activities.

Service Projects

All learners are expected to live out the school Learner Learning Expectations of service to others. "It is giving that we receive." Throughout the year opportunities will be presented for learners to give of themselves for the betterment of others or the community. In grades 6-8, 1 hour of service per week is included in curriculum.

Field Trips

Field trips are an integral part of the curriculum. However, field trips are a privilege, and no learner has an absolute right to participate. Parents also have the right to refuse to allow their child to participate in any field trip. Parents are expected to sign the permission form that releases the school from liability. A telephone call will not be accepted in lieu of the proper form.

Discipline Guidelines

The discipline policy that is implemented at St. Theresa School is guided by Christian values of proper behavior. Harassment, either verbal or physical, will not be tolerated. Every learner is expected to comply with the rules and regulations of the school. Toys, cell phones, video games or other electronics are not to be brought to school.

Basic Rules:

- Be kind.**
- Show respect for self and others**
- Be willing to listen.**
- Keep hands and feet to self always**
- Follow school policies.**

Unacceptable conduct will be handled in one or all the following ways:

Reprimand

This is the normal critique of unacceptable behavior made by teachers, staff, or principal. It is usually given verbally.

Warning

A written notice of unacceptable conduct will be given in the form of a disciplinary citation. The first citation is a warning, alerting parents to situation. Subsequent violations of conduct policy will result in citations with escalating consequences: warning, conference, detention, suspension, dismissal.

Suspension

Suspension is the temporary exclusion of the learner from classes and school activities. Suspension will be at home, unless in-school suspension is requested by administration. The length may be one day to several days. Parents / guardians will be notified immediately of the suspension and a parent conference will be held. ***Automatic suspension.** Regardless of age, any St. Theresa learner suspected of the possession, use or transfer of illegal goods or substances or other criminal activity shall be automatically suspended (out of school suspension). Threats of physical violence (verbal or written) are grounds for immediate suspension pending investigation. A conference with learner, parents, teacher, pastor, and principal is required to determine suitable disciplinary action.*

Dismissal

Dismissal is the permanent exclusion of the learner from the school. Dismissal of a learner is a serious matter that requires an appraisal by the pastor, principal, learner, and parents. No dismissal will be final until a conference is held with the learner, parents / guardians, and school personnel. The learner may be suspended while arrangements are being made for this conference. Records of the procedure will be kept throughout the process. *The following may result in immediate dismissal at the discretion of administration: possession of illegal goods or substances, criminal activity, fighting, verbal or sexual assault, threatening behavior in any form.* Dismissal may also be considered due to parent failure to comply with school policies.

Bullying Policy

St. Theresa School recognizes that bullying and intimidation have a negative effect on school climate and negate the spirit of dignity and uniqueness of everyone. Learners 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 learner 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 learner 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.** St. Theresa School community shall not tolerate any bullying on school grounds or at any school activity on or off campus.
3. **Staff intervention.** St. Theresa School expects all staff members who observe or become aware of an act of bullying to take immediate, appropriate steps to intervene-unless intervention would be a threat to 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. **Learners and parents shall report bullying.** St. Theresa School expects learners and parents who become aware of an act of bullying to report it to the school administration for further investigation. Any learner who retaliates against another for reporting bullying may be subject to the consequences listed below in paragraph 6.
5. **Investigation procedures.** Upon learning about a bullying incident, the principal, or designee, shall contact the parents of both the aggressor and the victim, interview both, and thoroughly investigate. This investigation may include interviews with learners, parents, and school staff; review of school records; and identification of parent and family issues.
6. **Consequences/intervention.** Consequences for those 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 learner safety.

Other Disciplinary Actions

No policy can cover all disciplinary infractions that can occur. Therefore, the administration of St. Theresa School reserves the right to impose disciplinary action for behavior not in keeping with Christian values.

Appeals

The principal, in consultation with the pastor, is the final authority in all-disciplinary situations. The principal, at her or his discretion, may waive any disciplinary rule for a just cause.

COMPLAINTS AND CONCERNS

1. Parents who have complaints about a teacher's instruction or classroom management should communicate directly with the teacher, outside of teaching hours or by email.
2. If the problems are not resolved, parents should bring them to the attention of the principal. Any complaints relating to general school administration should be expressed to the principal. If problems are not resolved with the principal, parents may contact the Pastor.
3. Learners who have concerns of a serious nature should request a personal conference with their teacher and, if they wish, include their parents. If the problem is not resolved, the learner should bring it to the attention of the principal. The principal will make every attempt to facilitate a solution to the problem.
4. If a learner needs to see a counselor a referral will be made to the parents to make the appropriate arrangements.
5. In some cases, the counselor may be invited to be part of a group conference. The teacher, administration, or parent may make this request of the counselor.
6. Complaints about administration may be made to the Pastor (econselva@rcchawaii.org)

Handbook Section 7

DRESS CODE

All uniforms may be viewed and/or ordered through FRENCH TOAST school uniform site (go to Shop by School- school code QS475DS). If ordering from other than French Toast, please check their website to view appropriate styles and colors. All skirts/shorts must be no higher than 2 inches above the top of the knee. STS logo polo shirts may be purchased in office. Plain gray or white polo shirts are acceptable under jumpers. Polo shirts are to be worn tucked in. PE shirts may be worn untucked.

Girls Kindergarten- 2nd Grade:

Navy V Neck Pleated Jumper, logo polo in white or gray, navy shorts, navy pants

Girls' 3rd- 8th Grade:

Navy Kick Pleat, Pleated, or Long skirt, logo polo in white or gray, navy shorts, navy pants.

Boys Kindergarten-8th Grade:

Navy shorts, Navy pants, logo polo in white or gray

Socks – Socks must be worn and must be visible. **Only white, navy, or black socks** may be worn. Girls may wear solid color white, navy, or black ~~tights~~

Shoes – Dress or tennis shoes are acceptable. **No boots, slippers, or open toed sandals.**

Belts – Must be worn with pants or shorts designed for one. Quick release (magnetic) belts are recommended for Kindergarten.

Jackets and Sweaters- School logo jackets (available in office) and navy sweaters (French Toast) are the only acceptable outerwear.

Hair - All learners are expected to have neat hairstyles. Dyed or bleached hair, colored gel in the hair, razor patterns, and tall spikes (more than one inch), and mohawks will not be accepted.

Girls and Boys: Hair must be kept neat and off the face. Hair may not cover eyebrows or ears. Boy's hair must be kept off collar (in a bun). Girl's hair must be pulled back in a bun, ponytail, or braid.

Make-up/Tattoos/Jewelry – Make-up, nail polish, and jewelry, including necklaces, bracelets, and rings, are not acceptable. Girls are permitted only one pair of post earrings and they will be worn in the ear only; multiple or dangling style earrings are not permitted. Wristwatches may be worn. Multiple piercing and tattoos, or body decoration is not allowed at any time. Boys are not permitted to wear earrings.

Mass Days – Learners will wear the formal uniform (jumpers, skirts for girls and long pants for boys) on Mass days. In the extremely hot and humid months of the year, the learners may want to bring uniform shorts for the rest of the day.

Special Dress Days – On certain days, specified by the principal, the learners might wear “dress down” casual/play clothes. The last Wednesday of each month learners may wear “dress up” Hawaiian wear for Aloha Wednesday.

Dress Code continued:

Guidelines for modesty:

- Sleeveless shirts are allowed if they are a button up and/or have a collar. (sleeveless shirts have 2-inch-wide strap coverage on the shoulder.) Tank tops, halter tops, strapless tops, spaghetti straps are not permitted.
- Tight-fitting tops and tight jeans/pants are not appropriate. Attire must not be ripped or have holes.
- Shorts and skirts may be no shorter than two inches above the knee.
- **Leggings worn as pants or leggings worn with skirts that are shorter than 2- inches above the knee are not appropriate** (Leggings may only be worn with skirts or dresses of the appropriate listed length)
- All logos, graphics, words/phrases, or other writing must be appropriate for a Christian school environment, in other words, carry positive messages.

PE Clothes – Learners in grades kindergarten through 8th grade are required to have the school PE uniform. This can be purchased through the school office or School Speak.

Handbook Section 8

VISITORS

Visitors are welcome. However, parents, volunteers, and all visitors are required to sign in at the office before going to the classroom or other areas.

All volunteers in contact with learners must sign a Volunteer Code of Conduct form and complete the Virtus Safe Environment training.

Parking lot gates are closed daily from 8:00am- 2:00pm for security reasons. Visitors may park behind the church and walk into school office from Elepaio Rd. side ramp.

Parents entering the school campus during school hours may NOT go to classrooms. Sign in at the office is required.

Policies and Procedures - AGREEMENTS

Read and Review All Agreements. Sign forms on School Speak under AGREEMENTS tab.

STS CHROMEBOOK AGREEMENT

Learners in grades 1-8 will be issued Chromebooks for use in school. This document provides learners and their parents/guardians with information about taking care of the equipment, using it to complete assignments, and being a good digital citizen. Learners and their parents/guardians are reminded that use of TECHNOLOGY is a privilege and not a right and that everything done on any device, network, or electronic communication device may be monitored by the school authorities. Inappropriate use of the TECHNOLOGY can result in limited or banned computer use, disciplinary consequences, removal from courses, loss of credit, receiving a failing grade, and/or legal action.

Learners and their parents/guardians are responsible for reviewing the Chromebook Agreement.

STS retains sole right of possession of the Chromebook. The Chromebooks are LOANED to the learners for educational purposes for the academic year. Moreover, STS administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add, delete installed software or hardware.

Responsibility for the Chromebook

Learners are solely responsible for the Chromebooks issued to them and must adhere to the following rules:

- comply with the Chromebook Agreement, STS Acceptable Use Policy, and all policies of the school district when using their Chromebooks.
- treat their device with care and never leave it in an unsecured location.
- promptly report any problems with their Chromebook to teacher.
- may NOT remove or interfere with the serial number and other identification.
- may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover or plastic casing.
- may not attempt to install or run any operating system on the Chromebook other than the ChromeOS operating system supported by the school.
- keep their device clean and must not touch the screen with anything (e.g., your finger, pen, pencil, etc.) other than approved computer screen cleaners.

Taking Care of Your Chromebook: Learners are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be reported to a teacher. If a loaner Chromebook is warranted, one will be issued to the learner until their Chromebook can be repaired or replaced.

General Precautions:

- No food or drink is allowed next to your Chromebooks while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Learners should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.

Carrying the Chromebook: The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling.

Screen Care: The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in a backpack that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, notebooks).

Using Your Chromebook At School: The Chromebook is intended for use at school every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, learner handbooks and schedules may be accessed using the Chromebook. Learners must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.

Personalizing the Chromebook: Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of STS. Spot checks for compliance will be done by administration or STS Technicians at any time.

Software on Chromebooks: Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must always remain on the Chromebook in usable condition and easily accessible. All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted. From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on learners. Applications that are no longer needed will automatically be removed by the school as well. Virus Protection: Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

Additional Software: Learners are unable to install additional software on their Chromebook other than what has been approved by STS.

Inspection: Learners may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

Monitoring of Use: In compliance with state and federal regulations, the district utilizes CIPA (Children’s Internet Protection Act) compliant filtering. The district also uses third party solutions to monitor content for threats, violence, illegal activity, etc. Notifications come to district tech support and administration regarding suspicious activity and, when concerns are identified, disciplinary action and/or parent contact may occur. Learners should be aware that there should be no expectation of privacy when using the district network or equipment.

Capturing photos or recording videos with the Chromebook is strictly prohibited.

Network Connectivity: STS makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the school will not be responsible for lost or missing data.

Repairing or Replacing Your Chromebook Chromebooks Undergoing Repair:

- Loaner Chromebooks may be issued to learners when they leave their Chromebook for repair.
- If repair is needed due to malicious damage or any other misuse, the school may refuse to provide a loaner Chromebook.
- Repaired Chromebooks will end up with the original factory image as first received. It is important that learners keep their school data synced to cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.
- Learners and parents will be charged for Chromebook damage that is a result of misuse or abusive handling.

Responsibility for Electronic Data Learners are solely responsible for any apps or extensions on their Chromebook that are not installed by a member of the school staff. Learners are responsible for backing up their data to protect from loss. Users of school technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school-issued applications and are given no guarantees that data will be retained or destroyed. Copyright and File Sharing Learners are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Acceptable Use Policy.

The school will make its best attempt to purchase replacement parts at the best possible price.

Loss or theft of the device is also the learner’s responsibility and will result in the learner being charged the full \$300.00 replacement cost to purchase a new device.

Parents' Guide to Safe and Responsible Learner Internet Use

STS recognizes that with new technologies come new challenges to both teachers and parents. Below is a series of suggestions drawn from a wide variety of professional sources that may aid you, the parent, in effectively guiding your learner's use of the Chromebook.

- Take extra steps to protect your child. Use the Internet with your child to help develop safe surfing habits. Children often model adult behavior.
- Go where your child goes online. Monitor the places that your child visits. Let your child know that you are there and help teach them how to act as they work and socializes online.
- Review your child's friends list. You may want to limit your child's online "friends" to people your child knows and is working with in real life.
- Understand sites' privacy policies. Internet sites should spell out your rights to review and delete your child's information.
- Report unwelcome or malicious online threats. Report immediately to the school any online interactions that can be considered threatening.
- Read and share with your child the Chromebook Learner User Agreement and Parent Permission Form. By reading and discussing the care and use policies, you can create a clear set of expectations and limitations for your child

Permissions and Agreements Continued

Photographs/Videos AGREEMENT

As a parent or guardian, I hereby consent to the use of photographs/videotape taken during the school year for publicity, promotional and/or educational purposes (including publications, presentation or broadcast via newspaper, internet, or other media sources). I do this with full knowledge and consent and waive all claims for compensation for use, or for damages.

Internet Use AGREEMENT

With your permission your learner will be able to access the Internet at school as part of their class instruction. Below are the rules for use at the school. Please read before you consider granting permission.

Guidelines for Internet Usage

1. All learners must have signed permission (this form) from their parents that authorizes them access to the Internet.
 2. Teachers will set the parameters of Chromebook usage. Random searches, chats, emails, gaming is not allowed at any time.
 3. Learners are to notify the teacher immediately of any disturbing material they may encounter on the internet.
 4. Learners are not to give out personal information such as telephone number, full name, address, etc. to anyone on the Internet.
 5. Learners are to never give anyone their password to any of their accounts or allow another learner to use their account to access the Internet or school network.
 6. Learners may not download internet software to Chromebooks.
 7. Learners may not engage in illegal activity, violate copyright laws, or compromise the security of the school network.
 8. Learners may not bring their personal laptop, tablet, or smartphone to school for classroom use.
 9. Learners may not capture photos or record videos on campus with Chromebook.
- Violation of any of these rules may result in forfeiture of permission to use the Internet and school network and/or appropriate disciplinary action.*

Fundraising AGREEMENT

20 Carnival Hours: STS Carnival is held in April. Volunteers are needed for: Chair or co-chair, steering committee member, booth coordinator, food preparation, booth worker, set up, break down. Prep work, such as sign painting, advertising efforts, and donation procurement. Active work during carnival hours. Only adults or children aged 16+ may earn service hours. Every family must work at the carnival event.

I understand that as a parent I am part of the IAC and have a responsibility to take part in fundraisers and events that benefit the school.

Financial AGREEMENT

Parents must read and agree with financial responsibilities outlined in handbook.

AMENDING THE HANDBOOK

The principal retains the right to amend the handbook for just cause. Parents will be given prompt notification if changes are made.

Daily Schedule 2022-23

Monday- Friday

7:30-7:55 drop off

9:00-9:25 Recess 1 9:30-9:55 Recess 2 10:00-10:25 Recess 3

11:00-11:25 Lunch 1 11:30-12:00 Lunch 2

11:30-11:55 Recess 1 12:00-12:25 Recess 2 12:30-12:55 Recess 3

2:30 all school dismissal

Schedule add ons:

Fridays: 8:10am Mass

First Friday of the month: *Recycling Drop Off. 12:00 dismissal. STS Newsletter posted to School Speak*

Last Friday of the month: *Aloha Friday (Hawaiian dress up day for all learners)/Spirit Rally*

List of Yearly School Events (events may be added or cancelled)

August- Individual parent/teacher meetings.

September- Grandparents Day Luncheon

October- Trunk or Treat or Halloween Event

November- Thanksgiving Food Drive. Charity Event.

December- Christmas Song Program, class Christmas parties

January- STREAM Night

February- Open House. Registration opens.

April- Carnival

May- Teacher Appreciation Week, May Day Program, 8th Grade graduation, end of year picnic.

Please acknowledge understanding and agreement to the following 7 policies on School Speak under AGREEMENTS tab:

Parent Handbook, Chrome Agreement, Photo Release, Internet Usage, IAC involvement, Healthy Habits Policy, Financial Understanding, and Fundraiser Agreement.

STS Directory

Father Edwin Conselva- Pastor

(808) 337-1351

- School administration concerns
- Sacramental inquiries

Wendy Castillo- Principal

(808) 337-1351 x40

wendy.castillo@sttheresakauai.com

- Academic/Curriculum information
- Teaching staff concerns
- Learner program information
- Site/campus concerns
- Volunteering information
- Testing

Camille Hesapene- Office Manager

(808) 337-1351 x36

camille.hesapene@sttheresakauai.com

- FACTS
- Tuition Assistance Program
- Refunds/Reimbursements
- Fundraisers
- Payment inquiries

Front Desk Secretary

(808) 337-1351 x21

- Uniform purchase
- School Speak log in information.
- Registration
- School hours/vacation information
- Records review or transfer

Dee Young- Parish Secretary

(808) 337-1548

- St. Theresa Parish information
- Church schedule information (wedding, baptism, funeral)
- Sacramental inquiries

Contact classroom teacher directly by email.

- Homework
- Classroom routines
- Class parties/events/fundraisers
- Field trip information/chaperoning
- Grading
- Discipline