



2019-2020

# PARENT & STUDENT HANDBOOK



*HFCA Reserves the right to modify, change, update or delete the content of this handbook throughout the year, in conjunction with changes to school policy.*

*This handbook is intended to describe the philosophy, services, and structure of the school's educational program. The principal is the final interpreter of the content of this handbook.*

## **PRINCIPAL'S MESSAGE**

Welcome to Holy Family Catholic Academy!

This Student and Parent Handbook is a resource intended to provide our families with information regarding the daily operation of Holy Family Catholic Academy. In addition to a brief background on the school's history, philosophy and mission, the handbook includes the policies and guidelines of our Diocesan-based parish school which guide us in creating a safe and healthy learning environment for our students and their pursuit of spiritual growth and academic excellence on our campus.

By outlining Holy Family Catholic Academy's various rules, procedures, and expectations, our goal is to ensure mutual respect and responsibility for actions consistent with the doctrine and teachings of the Catholic Church. Our focus is on enabling each student to realize his or her learning potential in partnership with our teachers, parents, and guardians in an environment that supports Christian values and morals.

While every attempt has been made in this handbook to describe the philosophy, services, and structure of the school's educational program and to cover as many topics and areas of concern as possible, the specific rules and procedures herein should not be considered all-inclusive. Holy Family Catholic Academy retains the right to amend the handbook in response to the ever-changing dynamics of daily life at our school. Parents will be notified of any revisions that may occur throughout the school year.

We appreciate your cooperation and support of the HFCA Student and Parent Handbook guidelines in creating a safe and nurturing educational environment.

With aloha,

Celeste Akiu  
Principal

## **DIOCESAN MISSION OF CATHOLIC EDUCATION**

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

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

Each family has choices in the education and faith formation of their children. We expect all families who have chosen to enroll their children to share fully in the light of Christ and to cooperate and support the mission and activities of Catholic school education in the Diocese of Honolulu and at Holy Family Catholic Academy.

Holy Family Catholic Academy and Early Learning Center is a Christ-centered school, K-8, dedicated toward educating our students for the 21st century. We recognize the uniqueness of each student and strive towards the development of their full potential as successful individuals. As educators we maintain high academic standards by nurturing, encouraging, and showing respect to our students and each other. As a Catholic community, the foundation of our school is based on the precepts, traditions, and values of the Catholic Church. Holy Family Catholic Academy and Early Learning Center is a dedicated school community that supports use of individual gifts and talents to emulate Jesus and to live like Disciples of Christ today and in the future.

### **OUR CATHOLIC HISTORY**

Holy Family Catholic Academy is a Catholic elementary school providing education to students in preschool (Early Learning Center) through grade eight. Father Joseph Sherry of the Society of Mary (Marianists) started the school in 1956 under the direction of the Sisters of Notre Dame de Namur. The Marianist order had been appointed by Bishop Sweeney, Bishop of the Roman Catholic Diocese of Honolulu, to minister to the parish which was formerly a chapel associated with the Pearl Harbor Naval Base. Today, the school continues as a parish school of about 430 students, staffed by qualified lay personnel under the direction of our Pastor Father John LeVecke who serves as head administrator of the school.

Holy Family Catholic Academy operates under the auspices of the Bishop of the Catholic Diocese of Honolulu. It is licensed by the State of Hawaii and is a member of the Hawaii Catholic Schools (HCS) and the National Catholic Education Association (NCEA). Holy Family Catholic Academy is fully accredited by the Western Catholic Educational Association (WCEA)

### **OUR SCHOOL MISSION**

*“Making God’s Goodness Known, Educating for Life.” Sisters of Notre de Namur  
Holy Family Catholic Academy, since 1956.*

Holy Family Catholic Academy dedicates its focus on the personal growth of each child by teaching Catholic doctrine, building community, and providing service to others, always striving to realize each student’s individual learning potential by supporting multiple experiences for successful lifelong learning.

## **GENERAL INFORMATION**

### **OFFICE HOURS**

Office hours for the Main Office and Business Office are 7:30 AM to 3:30 PM on regular school days. Office hours in summer and during intersession are 9:00 AM to 1:00 P.M.

- Main School Office phone number is 423-9611, Ext. 301
- The Business Office phone number is 423-9611, Ext. 304 (Accounts Payable), Ext. 340 (Accounts Receivable), and Ext. 319 (Business Manager);
- After School Care is 423-9611, Ext. 313 and cell number 780- 5664.

### **SCHOOL HOURS**

The school day is 7:45 AM to 2:15 PM, grades K-4, and 7:45 AM to 2:30 PM, grades 5-8. On designated early release days and Wednesday dismissal is at 1:15 PM, grades K-4, and 1:30 PM, grades 5-8. Please consult the school calendar for early dismissal days and school holidays. Holy Family Catholic Academy does not assume responsibility for children who arrive on the premises before 7:00 AM. Students arriving before 7:00 AM will be placed in the Before School Care (BSC) Program and parents assessed the appropriate fees. The courtyard is supervised each school day by staff beginning at 7:00 AM.

### **LATE PICK-UP POLICY**

Students may not wait in any area unsupervised by an authorized adult. Students may not leave campus, and subsequently return, unless accompanied and supervised by a parent/guardian or authorized adult.

Students remaining after 3:00 PM (full days) or after 2:00 PM (half days) will be taken to the Main office for late pick-up. Upon arrival, a parent/guardian must come in and sign the student out. If pick-up is after 3:00 p.m. by the school clock, a \$10 late fee will be assessed per child. After 3:15 p.m. (M, Tu, Th, and Fri) or 2:15 p.m. (Wed) an additional \$10 fee will be charged per child and continue for every 15 minutes. Supervision will be provided until the parent or guardian arrives to sign out the student.

In the event of an emergency situation, a call to inform administration in the main office is essential so any anxiety for the child may be relieved.

### **BUSINESS OFFICE (ALSO SEE FINANCIAL POLICIES AND PROCEDURES SECTION)**

The Business Office is open from 7:30 AM to 3:30 PM Monday through Friday during the school year and is closed on all school holidays. During the Summer, Fall, and Spring Breaks, the Business Office hours are 9:00 AM to 1:00 PM. The Business Office phone number is 423- 9611, ext. 319 (Business Manager), ext. 304 (Accounts Payable) and ext. 340 (Accounts Receivable).

The Business Office is located near the school office. All financial matters are handled through the Business Office (payments for tuition, After School Care, lunch accounts, fees, FACTS Tuition agreements , etc.). We accept Cash, Cashier's Check, Check, Debit Card, Discover, MasterCard, Money Order, Travelers Check and VISA. Payments may be made in person, through the postal service, or sent in via the student. As a matter of policy, cash payments should be made directly to the Business

Office during school hours and should not be sent to school via student(s). Payments are not accepted at any other location on campus.

### **VISITORS**

All visitors must report to the school office to sign in and obtain a visitor's badge. For the safety and security of our students, no one is permitted to go directly to the classroom, cafeteria, or playground. Prior arrangements to visit classrooms or participate in school activities should be made.

### **PARKING**

Parking lot signs should be noted. The coned off area in the main parking lot is for faculty and staff to park their vehicles. Parents and visitors may not enter this area between 6:30 AM – 3:15 PM. The small parking area near the rectory is designated in and out parking primarily for parents whose children are enrolled in the Early Learning Center. Use of the Fleet Reserve parking area is also restricted to in-and-out parking only. Access to the school grounds through the school's back gate is limited to early morning (7:30- 8:00) and after school (2:30-3:00).

### **BEFORE SCHOOL/AFTER SCHOOL CARE**

Before and After School Care (BSC/ASC) is available for registered Holy Family students for a fee. Before school care hours of service are 6:00 AM to 7:00 AM. After school care is from the time of school dismissal until 5:30 PM. Registration is required to participate in the BSC/ASC Programs. Additional information is available in the BSC/ASC Handbook.

ASC contact numbers are 423-9611, Ex. 313; 780-5664 (Cell).

### **BREAKFAST PROGRAM**

Students and families may purchase and consume breakfast items in the cafeteria each day from 6:45- 7:30 AM. Students may also bring breakfast from home to be consumed in the Before School Care classroom or under the tented areas.

### **MASS**

A Mass or Prayer Service is generally celebrated once a month in the church for all students in grades K-8. The uniform of the day is the regular academy uniform. However, P.E. uniforms may be worn by students with scheduled P.E. classes on Mass days. Parents are cordially invited to attend. Seating areas for students and visitors are assigned.

### **MORNING ASSEMBLY**

A school wide assembly is held each morning at 7:45 AM in the front courtyard. At this time, we pray as a community and share positive values. Students are taught proper etiquette and respect for the American flag and patriotic songs, including the National Anthem. Teachers are present to ensure that appropriate standards of conduct and decorum are observed. School announcements follow as well as occasional recognition and award ceremonies. If you and/or your child(ren) arrive on campus during the morning assembly, please do not

enter the courtyard until assembly is finished out of respect for daily prayer, the Pledge of Allegiance to the flag, and the National Anthem.

### **HEALTH ROOM**

The health room is available for immediate and temporary care of injuries and illnesses that occur during the school day from 7:30 AM until 3:00 PM. The health room is staffed during school hours by a health care coordinator, who is CPR/First Aid certified. The health care coordinator provides first aid care for the injured and isolates ill students until they are picked up. Due to limited space in the health room, parents must pick up their ill child(ren) within one hour after notification by the health care coordinator. The health room telephone number is 423-9611 ex 305. Medications may be administered by the Health Care Coordinator only with proper authorization forms signed and on file.

### **CAFETERIA/SNACK BAR**

The cafeteria/lunchroom/snack bar serves snacks, a la carte items, hot lunches, and drinks daily. Students may also bring lunch from home. All purchases in the snack bar are made using individual student lunch accounts. Each student is issued a lunch account identification card for the purpose of charging purchases. Any student who requests a replacement card will be charged a fee. Students are allowed to purchase food items only for themselves. Families are asked to maintain a credit balance in student(s) account(s) if purchases are to be allowed. By May 5th of each school year, students must have a positive credit balance in order to continue to purchase food items. Families may block their child(ren) from making purchases on his/her lunch account or may set guidelines as to what the child(ren) is allowed to purchase by consulting directly with the Business Office.

**SCHOOL DAY SCHEDULE**  
**Holy Family Catholic Academy**  
**Bell Schedule 2019-20**

	Elementary M, T, TH, & F  Dismissal 2:15 pm	MS M, T, TH, & F  Dismissal 2:30 pm	MS Wednesday <b>Wednesday dismissal:</b> Elem: 1:15 pm MS: 1:30 pm
Morning Assembly		7:45 - 7:50	7:45 - 7:50
Homeroom		7:50 - 8:10	7:50 - 8:10
Block A		8:12 - 9:12	8:12 - 9:12
Morning Break	9:30 - 9:45	9:15 - 9:30	9:15 - 9:30
Block B		9:34 - 10:34	9:34 - 10:34
Block C		10:37 - 11:37	10:37 - 11:37
Lunch	Gr K = 10:55 - 11:40 Gr 1 & 2 = 11:00 - 11:40 Gr 3 & 4 = 11:05 - 11:40	11:40 - 12:15	11:40 - 12:15
Block D		12:19 - 1:19	12:19 - 1:19
Block E		1:22 - 2:22	
Homeroom		2:25 - 2:30	1:23 - 1:30

As of 4-15-19

**ADMISSIONS & RECORDS**

**NON-DISCRIMINATION STATEMENT**

Holy Family Catholic Academy is a non-discriminatory educational institution and employer. The school does not discriminate in its employment or its admission policy on the basis of race, sex, color, religion, national origin, or disability, if with reasonable accommodation, the individual can function.

**NEW STUDENT PROBATION**

All students new to HFCA will be accepted on a probationary period for the first three months of their enrollment. A probationary student, at the discretion of the administration based on a performance evaluation and/or for just cause, may be disenrolled at any time during this three month interval. If the need presents itself, the probationary period may be extended or reinstated at the discretion of administration.

## **RETURNING STUDENTS**

Each spring our families are asked to complete a ‘not returning survey’ to indicate their desire and intent to reenroll. Submission of a non-refundable comprehensive fee is required for the following school year enrollment. A Payment Option worksheet and a Financial Obligation worksheet must be returned to the Business Office by the date directed in order to reserve a space. Continued enrollment at Holy Family Catholic Academy is not automatic. The school reserves the right to admit or deny admission to any applicant at the discretion of the administration.

## **STUDENT RECORDS**

The Buckley Amendment also known as the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) protects the privacy of student educational records and is a Federal Law that gives the parents or legal guardians of the students the right to review their child(ren)’s records in the presence of the principal or his/her delegate. Parents have the right to request that the School correct records they believe are inaccurate, misleading or otherwise in violation of the student’s privacy rights. The school will make a reasonable effort to comply with legitimate requests for inspection of records. Written requests for access to the records should be made through the school’s administrative assistant.

The school also abides by the provisions of the Buckley Amendment with respect to the rights of noncustodial parents. In the absence of a court order to the contrary, the school will provide the noncustodial parent with access to the academic records and to other school related information regarding the child(ren).

If there is a court order specifying that there is to be no information given regarding a student, it is the responsibility of the custodial parent to provide the school with a current official copy of the court document(s) for the student’s files and to keep school personnel informed of changes that affect the status of the order.

## **FINANCIAL POLICIES AND PROCEDURES**

### **GENERAL FINANCIAL INFORMATION**

Questions regarding financial policies and procedures should be addressed to the Business Office at 423-9611, ext. 319 (Business Manager) or ext. 340 (Accounts Receivable). Two companies provide service to Holy Family: **FACTS and TADS**. Each one serves a different purpose and **each requires separate logins.**

### **FACTS Tuition Management – collects tuition and ASC (After School Care) payments**

Tuition, ASC & BSC payments through FACTS are made automatically from your designated checking, savings or credit card account.

***Agreements:*** Every family is required to have a FACTS agreement. FACTS agreements are renewed each year for returning families. Every new or renewed contract is assessed an enrollment fee from FACTS. Contact the Business Office should there be changes to the payment plan or dates on existing FACTS agreements.

Note: Automatic payments for the “monthly” tuition plan starts in June for the Academy, in July for ELC, and in August for ASC. BSC charges are submitted for payment at the end of the month’s use.

***Unsuccessful Debts:*** FACTS will make up to three (3) attempts to collect a scheduled payment. Then that payment will be considered “unresolved.” An “unresolved” payment must be paid directly to the school. Transcripts for non-returning students and class assignments for returning students will not be released until the account is cleared. At the end of the school year, any outstanding account will be sent to a collection agency. Should you require changes to be made to your banking account, please contact FACTS at (866)441-4637. The

financially responsible party is responsible for any fees incurred resulting from a return payment from the bank or Credit Card Company.

### **TADS – Financial, Admissions and Enrollment**

Families access the online services of TADS to stay current on their family's detailed financial account. TADS login is set up by the parent at the time of enrolling the student(s).

**Invoices:** All invoices will be posted a minimum of 10-days in advance with a due date of 5th, 10th, 15th, 20th, or 25th. Depending on how your TADS account is set up, invoice statements will either be emailed or mailed to you. Payment must be received by the due date to avoid a \$35 late fee.

**Payments:** We accept Cash, Cashier's Check, Personal Check, Debit Card, Discover, MasterCard and VISA. Payments may be made in person, mailed to the school, sent in via the student, or direct with TADS. To make payment through TADS, click on "BILLING". This page will show your current outstanding balance and the option to "Make Payment". Auto payments can also be done with TADS. This will require a checking, savings, or credit card on file. To set up auto payments, click "BILLING", and "Account" number, then "Settings", then EDIT. Scroll down to view and input your information and SUBMIT. (Note: TADS assesses a service charge for credit card payments, HFCA does not.)

### **TADS EDUCATE - Cafeteria**

HFCA uses a "cashless" system. Students are issued personalized ID cards. When purchasing from the cafeteria, the student ID is scanned and their detailed purchases entered. Parents have access to view in detail what their child is buying and spending. It is very important that a student maintains a positive balance on his/her account. Accounts that go into the negative are sent email reminders until the account is brought current. It is not HFCA's policy to deny a child access to food. However, in extreme cases of high negative balances, the school reserves the right to suspend purchases. Cafeteria Payments can be made directly to the school or online through the TADS Educate portal. For easier login, we highly encourage syncing TADS with Educate. Login to Educate, then at the top bar under user's name, click "sync with TADS".

### **FUNDRAISER**

Holy Family Catholic Academy conducts a fundraiser each year. The annual fundraiser obligation fee is \$300 per family and is part of your financial responsibilities to HFCA even in the event of an early withdrawal or late enrollment. Detailed information regarding the \$300 fundraiser commitment is given to families in August.

### **RETURNED CHECKS**

A \$25 Returned Check Fee is assessed for any unpaid check deposited to HFCA or Holy Family ELC.

### **REFUND POLICY**

Tuition is prorated and refunded in the event of student withdrawal, termination or transfer. No refunds are issued after third quarter ends. The registration deposit, comprehensive, fundraiser, elective, and instrument rental fees are nonrefundable.

Refunds are processed after the student's departure. Kindly provide the Business Office with a forwarding address for refund purposes. Refunds or FACTS Agreement Termination are pending of any outstanding balances owed to Holy Family Catholic Academy or ELC.

## **END-OF-YEAR: OUTSTANDING BALANCES ON ACCOUNT**

All accounts, both tuition and fees, are to be settled by June 15th. The school reserves the right to deny re-enrollment to any child with an outstanding balance. Non-returning students will be denied records/transcripts until the balance is paid in full.

## **TRANSFER PROCEDURES**

### **GENERAL INFORMATION**

The student must return all hardback textbooks, band instruments, and borrowed library books in good condition. A fee, covering full replacement cost, will be charged for any lost or damaged school property. All outstanding balances must be paid in full for the authorized release of student records and transcripts.

### **OVERSEAS TRANSFERS**

Due to the large number of military transfers from our school, permission is granted, at the principal's discretion, for the student's permanent records to be hand-carried by parents/guardians to the new school. Parents/guardians should notify and obtain records from the school office no earlier than the child's last day of school.

### **TRANSFERS ON-ISLAND**

Student records are mailed directly to the new school if it is an on-island transfer. Parents/guardians should obtain a release card and the health records, as directed after the last day of attendance.

## **CURRICULUM**

### **CATHOLIC RELIGIOUS STUDIES/SPIRITUAL PROGRAMS**

Students of all faiths are welcome at Holy Family Catholic Academy. All students are expected to attend classroom periods of religious instruction and scheduled church services and liturgical activities. Non-Catholic students are not required to actively participate in church services, but are required to maintain a respectful presence and attitude. Students study Catholic Religion, Church history, and heritage and are provided time each day for prayer and worship as a community. Regular daily prayer is conducted at morning assembly, prior to lunch, and at the end of the school day. A sacred liturgical prayer space is maintained within each classroom with the opportunity to request prayers for special intentions. Special devotions include: Praying the Rosary, Blessings, Advent and Lent Penitential Services, Stations of the Cross, retreats for all HFCA students, Crowning of Mary, etc.

We believe that Religion is something that is lived, not just studied and mastered, or assigned a grade. However, Religion is designated a core subject, and students are assigned a grade based on demonstrated performance.

Grade 2 students receive sacramental preparation for First Reconciliation and First Eucharist as part of the second grade religious curriculum. However, the sacraments are administered in each student's registered parish. Catholic families are requested to seek the requirements regarding these sacraments from their own individual parishes at the beginning of the school year. Permission to receive the sacraments for the first time with HFCA classmates is required from the family's registered parish. Any arrangement for the sacrament of Baptism must be addressed with the pastor at the child's home parish well in advance of First Reconciliation and First Eucharist.

## **COMMON CORE CATHOLIC STANDARDS INITIATIVE (CCCSI)**

Holy Family supports a curriculum that is actively integrating and adapting the Common Core State Standards (CCSS) with its outgoing learning expectations in all core subject areas, including Religion. Serving our specific school community effectively in an ever-changing world is our intent as we continuously strive to assess and update our school's existing standards with a goal of assuring a high quality education for all our students.

At Holy Family, our standards provide a strong base for our higher expectations as a quality Catholic educational institution, and assist the school in helping teachers incorporate learning opportunities which support 21st Century Skills such as: critical thinking, collaboration, communication, and creativity. As a Catholic school with a Catholic worldview, the standards we create are infused with Catholic teachings, principles, values and social justice themes. By design, our curriculum content and instructional activities are intended to bring the message of Jesus to the community and prepare our students for this life and life everlasting.

## **LANGUAGE ARTS**

A comprehensive language arts curriculum challenges and engages students in all grade levels (K–8). Incoming/Outgoing expectations are guided by six specific strands that flow throughout the curriculum and many extracurricular activities. The six strands include: oral/listening; spelling; handwriting; grammar; reading; writing. Each of these is taught commensurate with the grade level, development, and maturity of the student. Basic Language Arts skills, supported by technology, become the foundation for future education and are emphasized each year.

## **MATHEMATICS**

A comprehensive math curriculum challenges and engages students in all grade levels (K–8). Each grade level teaches specific concepts, yet there are strands that flow through grade levels. These strands are: problem solving; patterns and number relationships; data, statistics, and probability; whole number concepts and operations; fraction concepts and operations; ratio and proportion; geometry; measurement, time, and money; and algebraic thinking. The Mathematics Program places special emphasis on hands-on learning through manipulative and problem-solving skills. Basic computation and math in everyday life provides a realistic basis for mathematics in grades K-5. Transitional Math, Pre-Algebra and Algebra are taught at the middle school level, grades 6-8. Technology is used as a key resource component.

## **SCIENCE**

The goal of the Science Program is to develop student understanding of scientific knowledge, ideas, and inquiry processes that will allow students to participate effectively as members of society. These processes and skills extend across the science curriculum for all grade levels and include: measuring; using space–time relationships; collecting and organizing data; graphing; inferring and predicting; making, selecting, and testing hypotheses; identifying and controlling variables; model building; using equipment; using scientific vocabulary; communicating; thinking and process integration. The elementary Full Options Science Systems Program (FOSS) (K-6) includes teacher demonstrations and age-appropriate hands-on student involvement in all areas of general science. Emphasis is placed on a global perspective and respect for our planet. FOSS Science at the junior high level begins with life science in the seventh grade and continues with earth science in the eighth grade.

## SOCIAL STUDIES

The Social Studies Program develops an understanding of history, geography, and social institutions. It also fosters an appreciation of the peoples of the world and our own American heritage, while strengthening commitment to democratic values and processes. It promotes strong moral characteristics, effective communication, and recognition of multi-cultural differences as well as problem solving and critical thinking.

## VISUAL ARTS

The Middle School Visual Arts Program provides students with a comprehensive art program that incorporates a Choice Based Art Education (CBAE) while building a lifelong love of creating art. Students learn art history, and the basic Principles & Elements of Art while learning to work with various art mediums such as fiber, ceramics, sculpture, drawing, painting, mixed media, printmaking, photography, graphic art, and animation. Students are required to complete all artwork in class and maintain a sketchbook compilation of their drawing skills and learning process. Students complete 2 to 3 projects per quarter depending on the complexity of the project; and an Art Show is held in Spring or at the discretion of the teacher. All art supplies are provided.

## PERFORMING ARTS

Students in grades K-4 attend Music Appreciation classes that inspire participation in performances (Christmas Pageant & May Day), and to build a lifelong love and learning of music. The Middle School Performing Arts Program consists of Hawaiian Music and Band.

**Band:** provides a well-rounded musical education that focuses on building a solid foundation of musical knowledge upon which artistic performances are built. Students have the opportunity to choose amongst a variety of classical instruments to learn and develop their musical talents. Instruments are available for rent through the school for a fee or students may provide their own instruments. As students become proficient in their instrument, they move to higher levels of performance expectations and have the opportunity to participate in the Holy Family Catholic Academy Marching Band. Students in all levels of the Band program are required to perform in the Winter and Spring Concert, as well as participate in mandatory after school rehearsals set by the teacher.

**Hawaiian Music:** provides students with the opportunity to learn the Ukulele, and perform Hawaiian instrumental and vocal music. Students learn to read music and develop collaboration skills necessary to perform in large groups. Students are also introduced to the Hawaiian culture that bridges their knowledge of the ukulele, and helps to enrich their performance. All students are required to perform in the annual school May Day program and Winter and Spring Concert. Selected students have the opportunity to perform in the school's Music Ministry group that performs during school Masses. Students will need to provide their own ukuleles.

## MEDIA RESOURCE CENTER

Computer technology in the elementary school grades K-4 is designed to enhance basic skills within the integrated context of the curriculum. Students in grades K-4 are scheduled for exploratory or instructional periods once a week in the Media Resource Center. Teachers utilize this time to use the resources available in the Center to reinforce, maintain, and review topics covered in the classroom. As part of HFCA's Technology Acceptable Use Policy, the Center instructs K-4th grade students in Internet/Cyber Safety and Digital Citizenship. The Center introduces 3rd grade students to keyboarding and students continue keyboarding in 4th grade, working towards mastering this skill. In preparation for the 1:1 iPad Program in 5th grade, students in 4th grade have structured instruction in Google Apps for Education and

learn essential technology skills that enhance their learning, collaboration, and global awareness. During open period, teachers may sign their class up for additional time in the Center to work on special projects or research assignments.

### **LIBRARY**

The library skills curriculum is designed to familiarize students with the resources and procedures of libraries and to instill a love of reading. Research skills, introduction to and use of the library, and introduction to various genres of literature are taught during library classes. Students grades K-4 visit the library once a week for checkouts, read-aloud, and formal instruction which supports their maturity levels and academic development. Students may borrow books and magazines during weekly visits. The library is available until 4:00 p.m. each day after school for students and parents.

### **PHYSICAL EDUCATION**

The twice-weekly Physical Education Program (PE) for grades K-8 follows the National Standards in Physical Education. Specific content at each grade level addresses the student's personal and mental wellness, his/her physical fitness, movement exploration, participation in game-related activities, individual/team sports/skills, and in lifetime activities. Students gain an understanding of the body's function through exercise. Students in grades 4-8 spend significant time with strengthening cardiovascular endurance through running, strength building, flexibility, and traditional team sports skills. Parents are encouraged to invest in quality athletic shoes for their child(ren) to wear on PE class days. An informal health curriculum is provided to students. Subjects reinforced during the school year are first aid, safety, personal hygiene, social development, acceptance of individual differences and sportsmanship.

## **PERFORMANCE ASSESSMENT**

### **REPORT CARDS - GRADES K-8**

Computerized report cards for Kindergarten are issued twice a year, at mid-year and at the end of the year. Computerized report cards for Grades 1-8 are issued quarterly. All report cards are made available online through TADS Educate. The report card reports scholastic performance, level of achievement, conduct, effort, and work habits in the areas of homework and participation.

### **PERFORMANCE ASSESSMENT SYSTEM**

**Standards:** Holy Family Catholic Academy employs a variety of performance assessments, or grades, depending upon the developmental level of the student as well as local requirements at grade level. Assessment reporting methods vary between grade levels and "core" and "non-core" subject areas.

Core subjects are Religion, Language Arts, Math, Science, and Social Studies. There are different grading systems depending on grade level.

#### **Kindergarten**

M -Mastery

P -Progressing Well

N -Needs Improvement

I -Not Introduced Yet

#### **Grades 1st - 3rd and Electives/Non-Core Subjects**

E – Excellent

G – Good

S – Satisfactory

NI - Insufficient Progress/Needs Improvement Grades

A+	97-100	C+	77-79	4	Excels
A	93-96	C	73-76	3	Performs Satisfactory
A-	90-92	C-	70-72	2	Needs to Improve Performance
B+	87-89	D	66-69	1	Fails to Turn in Assignments/Participate
B	83-86	F	65 and Below		
B-	80-82				

#### **4th-8th Work Habits: (For 7th & 8th ONLY)**

Work habits are assessed separately in order to highlight the importance of responsible behavior in completing assignments, proactively contributing to class discussions, demonstrating active listening skills, and respect for others' ideas. Student achievement, while directly affected by work habits must stand alone as an actual representation of student learning. Rubrics for both homework and participation are based on the following scale: 4 (Excels), 3 (Performed Satisfactorily), 2 (Needs to Improve Performance) and 1 (Fails to turn in assignments/participate).

Non-core subjects and electives: Religion, Visual Arts, Band, Hawaiian Music, PE and Spanish are assigned the following scoring standard of E (Excellent), G (Good), S (Satisfactory), and NI (Needs Improvement). Students must achieve a G or E to qualify for honor roll.

#### **MIDTERMS/FINAL EXAMINATIONS**

Holy Family's 8th grade students complete mid-term and final examinations in Pre-Algebra/Algebra, Planetary/Earth Science, Language Arts and U.S. History. Students' ability for long-term retention of content and test taking skills are assessed as part of the 8th grade curriculum expectations.

#### **TADS EDUCATE – Student Portal 5th–8th**

Parents of grades 5-8, accessing Educate, are able to see current overall grade, current assignments, assignment due dates, report cards, attendance, schedule, events and teacher contact information. The Parent Portal provides grades associated with assignments. Grades are posted on a bi-weekly basis with the exception of Specials (Band, Hawaiian Music, Art and PE) that posts grades at the end of projects and performances. A conference with the child's teacher or principal may be scheduled to inform the parents/guardians of the areas in which their child may need improvement. Parents/guardians may also request a conference with the teacher, counselor or administration.

#### **ACADEMIC PROBATION GRADES FOR 5th–8th**

The curriculum at Holy Family is academically challenging and requires the student's consistent effort. When a student does not meet his/her full potential through lack of effort and/or has difficulty in meeting curriculum standards, he/she will be placed on academic probation for the remainder of the school year. Students earning two (2) D's or an F in any of the core subjects on a quarterly report card will be placed on academic probation. On academic probation, students will be on a support plan designed to help them achieve academic success at Holy Family Catholic Academy. If that plan fails and the student earns an F in subsequent grading periods, the Principal will meet with the parents, student, and teacher to see if Holy Family Catholic Academy is a good fit

for that student. Parents are encouraged to stay abreast of their child's progress and contact the teacher if questions or problems arise.

### **CONFERENCES**

Formal conferences are scheduled for all parents/guardians at the end of the first quarter. Parents/guardians are required to attend this first quarter conference. Student-led conferencing is implemented with students in grades 5th-8th. Additional conferences may be scheduled at the request of the parent/guardian or teacher as necessary throughout the school year.

### **COMMUNICATION PROCEDURES**

Communication between school and parent/guardian should begin at the lowest level whenever possible. If a teacher needs to communicate with a parent/guardian, a note may be sent home with the student, the parent called or emailed. If a parent/guardian needs to see or talk to a teacher, parents may email, or send a note through the student, or call the school and leave a voice message on the teacher's extension. After consulting with the student's teacher, if a parent/guardian desires a conference with the principal, please call the school for an appointment. If the concern is not resolved, you may then speak to the Pastor. If the complaint is still not resolved, you may send your signed and dated complaint in writing to the Superintendent of Hawaii Catholic Schools.

Academic Notices, Homework Notices, and HFCA Referral Form may be used to inform parents of various infractions or violations of school and classroom rules. These hard copy communication notices are sent home via the student or mailed home depending on the circumstances. If not returned signed by the parent the following school day, a lunchtime or after school community service will generally be assigned until the notice is acknowledged and/or returned signed.

### **GRIEVANCE PROCEDURE**

In the spirit of subsidiarity, if a complaint arises which is important to communicate, speak to the person with whom the complaint is directed. If it is a concern related to the classroom, address this concern at a prearranged meeting with the classroom teacher. If the complaint is not resolved, feel free to talk with the principal. An appointment may be scheduled with the pastor. If the complaint is still not resolved satisfactorily, send a signed and dated complaint in writing to the Superintendent of Hawaii Catholic Schools, St. Stephen Diocesan Center, 6301 Pali Highway, Kaneohe, HI 96744.

### **CONFIDENTIALITY**

All information related to student behavior, progress, and personal information is considered confidential to everyone except the parent, the student, or another person directly involved with the student, such as a teacher, counselor or administrator. Confidential information will not be discussed out of context and/or in non-related discussions or situations. Confidential statements are reserved for only those who have the need to know.

## **ACADEMIC PROGRESS**

### **ACADEMIC RECOGNITION**

Students in grades 5-8 will be recognized for their academic achievements through a semester honor roll. Qualifying students may apply for induction into the National Junior Honor Society after notification of eligibility. Selected inductees will be honored at an induction ceremony toward the end of the academic year.

## **ATTENDANCE RECOGNITION**

Recognition of perfect attendance in all grade levels occurs quarterly. Surpassing five (5) tardies within a quarter will render a student ineligible for perfect attendance recognition.

## **PROMOTION / RETENTION / PLACEMENT**

### **Promotion**

Promotion to the next grade level will be based upon the following:

1. The student will have satisfied the requirements and objectives of his/her present grade level.
2. The student will have been in attendance through May 15th of the current school year and will not have been absent more than forty (40) school days.

### **Retention and Placement**

Retention at grade level will occur as follows:

- A. The student who is not progressing satisfactorily to meet the requirements for promotion will be identified by the appropriate teacher(s). Parent/Teacher conferences will address the student's unsatisfactory progress and possible retention in his/her present grade. The student's parents/guardians will be notified by the administration of any concerns as they arise by the middle of the third quarter.
- B. Progress will be periodically re-evaluated. If required, another meeting will be scheduled with the parents/guardians to discuss the possibility of failure, retention, or dismissal of a student for academic reasons, such as failure to master prerequisite skills for the next grade level in any core subject area.
- C. Should the student fail to progress satisfactorily after the parents/guardians have been notified of academic difficulty, the student may be retained in the same grade level or "placed" in the next grade level at the end of the school year. Students who will be retained or are placed may not typically continue at Holy Family Catholic Academy the following school year. The parents/ guardians will be given the opportunity to review the decision with the Principal.
- D. If for any reason, parents/guardians wish their child to be retained in the same grade, the principal must be notified in writing by the beginning of the third quarter and a conference will be scheduled to discuss possible retention.
- E. These established guidelines may be modified by the administration as necessary on an individual basis.

### **Placement**

Students who have not satisfied the requirements of their present grade level may be placed, but not promoted to the next grade. If the administration determines that Holy Family Catholic Academy cannot provide for a student with special needs, or the student fails to successfully meet grade level requirements, the decision may be made to disenroll the student.

## **GRADUATION: EIGHTH GRADE STUDENTS**

Students in the eighth grade must complete ALL of the following scholastic requirements to be eligible for graduation:

- 1) Pass all core subjects,
- 2) Community Service Hours for 7th and 8th grade are completed,
- 3) Financial obligations met by first Monday of May, AND
- 4) Clearance from Performing Arts Department, Library, the P.E. Department and the Business Office

If the above requirements are not met, the student will not participate in the 8th grade end-of-the-year activities, to include the graduation ceremony.

Those students who have not successfully completed the requirements of study (i.e. failure of one or more core subjects for the school year) will not receive a graduation diploma but may be issued a certificate of attendance. The graduation diploma will be withheld until successful completion of a summer school program has been verified by the administration. Any high school that has accepted the student will also be notified.

## **PARENT/ STUDENT RESPONSIBILITIES**

### **PARENTAL RESPONSIBILITIES**

#### **Support School Policy**

As parents, you are the primary educators of your child. By enrolling your child at Holy Family Catholic Academy you are choosing its programs and faith-based curriculum over those available at other schools. If you lose confidence in our 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 Holy Family Catholic Academy 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, with prior agreement of the pastor, 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.

#### **Support the Parent-Teachers Guild**

Monthly meetings of the Parent-Teachers Guild (PTG) will be publicized and announced through the monthly school calendar and the Weekly News.

#### **Develop Moral Values in Your Child**

Respect for all people is the foundation of a Christian education. While it is the teacher's duty to encourage an attitude of respect and cooperation, our students must be responsible for their actions. Please discuss with your child the need to be: respectful to oneself and others; courteous to others; cooperative and considerate; aware of the impact of one's actions on others. Any demeaning or threatening behavior, including harassment, bullying, hazing or name calling, is wrong and will not be tolerated. Students who harass, bully, threaten and/or demean others will be promptly counseled and disciplined as determined appropriate. A parental conference will be required if the behavior continues to occur. Repeated offenses may be cause for suspension and expulsion.

#### **Support the School Development Process**

Our fundraising and volunteer activities allow us to improve the resources available to support academic excellence while minimizing impact on tuition. We encourage each person to find a way to use his/her talent for the betterment of Holy Family Catholic Academy and the educational experience of each student.

### **STUDENT RESPONSIBILITIES AND EXPECTATIONS**

- We take responsibility for learning. This means:
  - We arrive at school on time.
  - We are prepared for class.
  - We demonstrate a serious and responsible attitude in daily work.

- Homework is carefully and thoughtfully completed and on time.
- We try to settle our differences in a peaceful manner. This means:
  - We respect other people's property and personal space.
  - We do not physically or verbally fight with other children.
  - We do not take anything that does not belong to us.
- We follow directions of adults in charge, the first time given. This means:
  - We look at the speaker.
  - We do not talk back to teachers or adults in charge to include all faculty and staff members, substitutes, lunchroom supervisors, playground monitors, and BSC/ASC staff.
- We are sensitive to the needs and feelings of others. This means:
  - We use appropriate language at all times.
  - We do not bully or tease other children.
  - We never boo or whistle.
  - We are willing to help each other.
  - We are friendly and courteous.
- We are expected to move safely through the school. This means:
  - No playing around in the bathrooms or hallways.
  - No running on decks, in the lunchroom, hallways, or up and down stairs.

### **STANDARDS OF CONDUCT AND SCHOOL WIDE RULES**

The following standards of conduct or rules are provided as a reference and serve as the basic guidelines for what is expected of a student at Holy Family Catholic Academy. The rules cannot cover, and are not intended to cover every possible example of behavior. Students must abide by the rules set forth in classrooms and programs. Holy Family Catholic Academy reserves the right to impose consequences for inappropriate behavior which disrupts the learning environment. Students are expected to honor school rules and guidelines while on campus and attending school events before, during, after, and off campus.

- Obey and follow established rules and procedures.
- Treat others with respect and dignity at all times.
- Be truthful in their work and in their relationships with teachers, fellow students, and any adult monitor on school premises or on field trips.
- Conduct selves in a respectful, courteous, and quiet orderly manner, i.e. in church, in the classroom, the hallways, in the cafeteria/lunchroom and on campus grounds.
- Wear the required uniform.
- Report contraband such as alcohol, drugs, tobacco products, and weapons of any kind found or seen on campus. Our school is a non-smoking institution and a drug-free zone.
- Refrain from using foul, abusive, or inappropriate language.
- Be intolerant of physical, mental, sexual harassment, or bullying.
- Keeping our campus free of litter and graffiti, and refrain from acts of vandalism.
- Use crosswalks as defined by traffic safety cones.
- Walk bicycles from the street to the bike rack and secure with a locking device.
- Demonstrate a serious and responsible attitude in daily work. Bring required materials and supplies to

class as assigned. Students are not allowed to phone home for forgotten homework, schoolwork, iPad devices, hula instruments, sportswear/equipment, lunch or snack and/or musical instruments.

- Practice safety and respect for others on the playground at all times. Engage in courteous, friendly, non-competitive play during recess time.
- Be on time for school and all classes.
- Do not chew gum or spit on campus at any time.

Holy Family Catholic Academy recognizes that every student has the right to an education and to be safe in and around the school and are committed to strive to provide a school culture to support each student's personal and academic growth.

### **CHEATING AND PLAGIARIZING**

Cheating is academic deception. Plagiarizing is falsely claiming authorship. Cheating and plagiarism are serious offenses that are unacceptable at Holy Family Catholic Academy. The following guidelines and responsibilities for teachers and students are of consequence to note.

Teachers have the responsibility to:

- Teach or review the correct use of sources when assigning work.
- Structure conditions during testing to alleviate the possibility of cheating.
- Specify the types of collaboration that are discouraged and those that are encouraged.
- Teach students summarization of material and the distinction between summarizing and copying straight from the text. Remain on campus during school hours.

Students have the responsibility to:

- Avoid situations that might contribute to cheating or plagiarizing.
- Avoid unauthorized assistance.

Use sources in the prescribed manner, including documenting reference materials by citing sources.

- Avoid plagiarism by:
  - a. Using quotation marks for statements taken from others.
  - b. Acknowledging information and ideas gathered from any source.
  - c. Consulting faculty about any questionable situations.

### **DRESS CODE AND GROOMING STANDARDS**

The dress code and grooming standards at Holy Family Catholic Academy are established in order to maintain a positive and productive environment conducive to teaching and learning.

All students are required to comply with the standards set forth below. Uniforms are to be purchased only from the official uniform supplier or from the PTG used uniform selection. Substitutions may not be made on the main articles of clothing without administrative approval. Outerwear, socks, shoes and belts are the only items of apparel that may be purchased independent of the uniform supplier. Information about ordering academy uniforms may be obtained in the office. All students must be in complete uniform no later than one (1) week after entering school unless time extended by the Principal. A signed note from the parents/guardians will be needed at all times to be excused from any temporary uniform infraction. Unexcused infractions may result in

the issuance of a Dress Code Notice.

### **Shoes and Socks**

- Shoes must predominately white, gray (silver), or black.
- Shoelaces must be plain and match the color of the shoe (white, black or gray). They must be able to be properly tied at all times. Other colors of laces are not acceptable.
- Velcro tabs are acceptable for students in K-1 only.
- Plain (no logos) white socks should be worn. Socks must be either Ankle, Crew, and Knee. NO SHOW socks are not allowed.
- **FOR PE: Shoes must be athletic and predominantly white, black or gray.**

### **Shirts**

Uniform shirts are dry-fit navy blue polo style with the embroidered HFCA school logo. All other styles are not acceptable. However, if your child has an older version of the polo shirt, please let the principal know.

Students will wear their shirt tucked into the shorts with the belt visible at all times during the school day and while on campus. After-School Care will establish guidelines for students enrolled in the program.

### **Shorts and Belts**

Khaki shorts or skorts for girls must be purchased from the official uniform supplier. All other style shorts are not acceptable. Shorts are to be worn properly and at the waist. Girls' shorts may be cuffed. Boys' shorts are styled without cuffs. Long khaki pants may be worn by girls and boys on cool days if desired.

Plain unadorned belts must be navy blue, black, brown, khaki, and/or navy blue with khaki. The belt is a part of the uniform and should be worn at all times.

The belt is optional only for K-1st students. Girls may choose to wear the khaki style skort available from the uniform supplier. It does not require a belt.

### **Jackets**

Only solid navy blue windbreakers, navy blue cardigans or sweaters, and navy blue knitted vests are acceptable outerwear. Navy blue hooded sweatshirt jackets that zip up the front with front pockets are also an appropriate outerwear option. Other styles and colors of sweatshirts are not acceptable. No logos, other than the school emblem, are acceptable. All approved outerwear will be worn correctly at all times and not tied at the waist, hanging over the hips, nor draped over the shoulders and tied at the neck/chest area. Unless it is an unusually cool day, jackets will not be worn for events held in the church.

### **P.E. Uniform**

P.E. uniforms are mandatory during P.E. classes and are considered the uniform of the day on assigned P.E. days. The uniform consists of a gray HFCA t-shirt with navy blue gym shorts. PE uniform will be worn properly. The short's drawstring lace should be tucked inside. These uniforms are purchased only through the

official uniform supplier. For safety reasons, jewelry will not be worn and fingernails should be closely trimmed.

Reminder: **FOR PE: Shoes must be athletic and predominantly white, black or gray**

### **Uniform Care**

All uniforms must be clean and properly maintained. Soiled, dirty, torn/ripped, faded or discontinued uniform styles/colors are unacceptable and will result in the issuance of a Dress Code Infraction Notice.

### **FREE DRESS DAYS**

Free dress days are designated for picture taking and certain special events. Appropriate non-uniform dress may be worn. Students having P.E. on free dress days will not need to change into the uniform. The following are not allowed:

- Clothing that exposes the midriff.
- All tops must not allow undergarments to show. camisole and/or bra straps should not be visible.
- Shirts must have a shoulder strap measuring a minimum of two inches in width.
- Strapless, camisole and spaghetti straps shirts are not acceptable.
- For mesh and/or see through type of shirts, an approved type of shirt must be worn underneath.
- Overly revealing shirts are not allowed.

Anyone not following the guidelines for free dress will receive a Dress Code Infraction and could lose free dress privileges.

### **GROOMING STANDARDS**

#### **Hair**

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

**Girls:** Highlighting or hair coloring of any color, natural or otherwise, is not acceptable. No bleaching of hair is acceptable. Hair must not obstruct the face.

Any hairstyle that is interpreted by the teacher and/or the administration to be an extreme style or a distraction to the daily routine of the classroom environment is not acceptable.

Fad hairstyles and/or hair adornments such as strands and extensions deemed unusual, overly large or extreme headbands or hair clips are not acceptable. Scrunches, elastic hair bands, and ponytail holders are to be worn on the hair for the purposes intended and not around the wrist or arm. Combs, brushes, and other hair and toiletries are to be used in the restroom. Hairspray, mousse or gel, aerosol or pump, and other personal toiletries such as perfumes and body sprays are not to be brought to school.

**Boys:** Highlighting or hair coloring of any color, natural or otherwise, is not acceptable. Hair must be clean, well groomed, and in a style deemed appropriate by administration for school. Hair must be kept at a length above the shirt collar and must not fall over the eyebrows or ears.

Any hairstyle that is interpreted to be an extreme style or a distraction by the teacher and/or administration to the daily routine of the classroom environment is not acceptable.

Unconventional hairstyles (i.e. razor designs that spell out a word or name, Mohawks, partially shaved or completely shaven heads, heavily gelled or long spiked styles, or other than natural hair color or bleaching) are not permitted. Facial hair is not acceptable.

### **Jewelry**

Fad or costume jewelry is not permitted for girls or boys. Bracelets and rings of any kind are not allowed. Girls may wear small stud earrings on the ear lobes only; multiple or dangling style earrings are not permitted.

Boys may not wear earrings. Multiple piercings and body decorations/tattoos are not allowed at anytime. Necklaces with a small religious icon will be allowed at the discretion of the administration. This form of accessory will be worn inside the shirt.

Wristwatches may be worn, however, iWatches are not be permitted.

The school assumes no responsibility for any lost or confiscated items.

### **Make-up and Nails**

Make-up of any kind (i.e., foundation, blush, mascara, whether colored or clear; eyeliner and eye shadow of any color; facial powder; glitter; and/or facial decorations) is not allowed at any time during the school day.

Colored nail polish is not permitted. Clear nail polish is the only acceptable nail covering. Nail decorations, acrylic nails, press-on nails, and French tipped nails are not permitted.

## **GENERAL SCHOOL POLICIES AND PROCEDURES**

### **HEALTH PROCEDURES AND REQUIREMENTS**

#### **Tuberculosis Clearance**

The State of Hawaii requires proof that the student is free of tuberculosis in a communicable form. New students registering for the next school year will be required to provide documentation on Form 14 of having received the Intradermal PPD Mantoux test. The TB reading must be in millimeters (not as “negative” or “positive”). It must be noted on the reading, the date the test was administered and the date the test was read. The reading should be less than 10 mm. If the reading is 10 mm or more, results of a chest x-ray must be sent to the Health Room. The test must be completed within the 12 months prior to the first day of school in Hawaii and must be performed by the State of Hawaii Department of Health or by a U.S. licensed Physician, advanced Practice Registered Nurses (APRN), or Physician’s Assistant (PA). Students not showing certification on the first day of school will be denied attendance. A copy of the test results is to be kept in the Health Room.

#### **Immunizations**

For admission to any kindergarten, elementary, and secondary school, a student must present documentation of vaccinations received since birth from a licensed physician or a public health official. This documentation (Form 14) should include complete date (month, day, and year) of each vaccine given because the completed date is necessary to calculate valid spacing of doses. If parents/guardians are unable to present a complete documented (Form 14) record of all immunizations for their child, the undocumented or incompletely documented required immunizations must be administered again. This includes immunizations without dates. An updated copy of your child’s immunization record will be kept on file in the Health Room.

A documentation of the following vaccinations is required by the State of Hawaii Department of Health in order for new students, Grades K-12, to attend school in Hawaii:

- 5 DTP (diphtheria, tetanus, pertussis)
- 4 IPV/OPV (polio)
- 2 MMR (measles, mumps, rubella)
- 3 Hepatitis B
- 1 OR 2 VARICELLA (2 doses required if the 1st dose was administered on or after age 13 years)

### **Food Allergies**

Parents are required to notify administration at enrollment if their children have known food allergies.

School administrators and health room staff are required to pass this information onto each teacher and staff member who may work with a food-allergic student. A list of foods to avoid and guidance about how to identify the allergen on food labels is required from the parents. A class plan for dealing with food allergies will be developed for affected individuals in conjunction with all health information provided by the parent. Parents may be asked to provide non-perishable “safe snacks” to be kept on hand for unplanned special events. Reasonable accommodations will be made by the school.

### **Physical Examination**

A record of a physical exam performed by a U.S. licensed Medical doctor (MD), doctor of Osteopathy (DO), Advanced Practice Registered Nurse (APRN), or Physician Assistant (PA) within 12 months prior to first school attendance in the State of Hawaii is required for entry. All new incoming students require a completed Form 14 with TB exam, immunizations, and physical examination. A student may attend school provisionally upon submitting written documentation from a licensed physician or an authorized representative of the Department of Health stating that the student is in the process of receiving the physical exam and any missing required immunizations. The physical must be completed within 90 days of school entry. If these requirements\* are not met within 90 days from the start of school, the student will be excluded from school (Hawaii Administrative Rules 302A-1161).

If your child (grades 4 through 8) is planning to participate in a school sports program, a new physical (Blue CSL Waiver Form) will be required every school year prior to tryouts. This physical is only good for one year from the date the physical was given and should be completed during the summer prior to the new school year. This assures that the physical is current for the entire sports seasons: cheerleading, volleyball, basketball and track.

\*Requirements include a complete physical, 5 DTP, 4 IPV/OPV, 2 MMR, 1-2 Varicella, and 3 HEP B.

### **Health Information Card**

It is necessary that a Health Information Card Is completed upon registration. It should include your child’s medical conditions (i.e. asthma, allergies, epilepsy, diabetes, nosebleeds, etc.). Emergency contacts must be indicated. Parents/guardians must indicate any changes in writing as needed. It is imperative to have this reference should an emergency arise. Authorization for the Health Room to administer Tylenol, Motrin or cough drops to your child should be indicated on the Health Information Card.

## **Medication Policy**

Request for Administration of Prescription Medication on School Forms must be completed by the parent and physician for all prescription medications. Forms may be obtained from the health room or office, and once completed, will be kept on file throughout the school year. A separate form is necessary for each new prescription. If the student requires medicine and a medication policy form is not on file, the parent may come to the school to administer the medication in the Health Room. Forms for over-the-counter medications (such as Benadryl, Robitussin, hydrocortisone, etc.) will also be available in the Health Room (no physician signature is required). These forms may be filled out by a parent/guardian ahead of time giving the Health Room permission to administer the medication sent from home.

The required dose of medication must be sent to the Health Room in a container with the prescription label on it (along with the Request for Administration of Medication in School form). It is advisable to ask the pharmacist to make an extra bottle with a label for this purpose. Injections will not be given. Only oral or topical medications will be administered.

All medications will be administered in the Health Room by the Health Care Coordinator. Students will not carry or administer their own medication at any time (this includes cough drops). [The Health Room will provide Tylenol, Motrin and cough drops when authorized on the Health Information Card.] All other over-the-counter (OTC) medication must be sent in to the Health Room along with an OTC medication form.

The policy for administering medication during school hours does NOT apply to activities or events before or after the regular school hours of 7:45 AM to 2:40 PM. If your child requires medication to be administered outside of these hours, or while participating in Holy Family Catholic Academy extracurricular functions, it is the parent/guardian's responsibility to make any necessary arrangements.

## **School Health Education**

The school may elect to provide vision and dental health education as needed.

### **STATE OF HAWAII COMPULSORY ATTENDANCE LAW**

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**

#### **Medical Appointments**

If a student is removed for a medical and/or dental appointment during school time, this does not constitute an absence. Please provide the school a doctor's note as proof upon your child's return.

#### **Illness and Related Absences**

Students may remain at home in the case of illness, accident, quarantine, or because of a death in the family. When a student misses school due to illness, he/she is to be excluded from all extracurricular activities scheduled for that day. Absences longer than three (3) days or due to a communicable disease require a physician's note upon returning to school.

If a student becomes ill at school, he/she may not leave the school without a parent/guardian.

Parents/guardians must report to the health room to pick up and sign out the student as soon as possible after notification. Parents/guardians must sign out the student in the health room or main office logbook. Students who have a fever (100.4 or higher), vomiting, or diarrhea will be sent home. Students are required to stay at home for one (1) day and be free of these symptoms for 24 hours before returning to school, regardless of a doctor's clearance. If a student is out for three or more days, a clearance from a physician must be submitted to the health room upon returning to school.

Students will also be sent home if the health care coordinator suspects a student has chicken pox, conjunctivitis (pink eye), head lice, or influenza (a physician's clearance must be submitted once the student returns to school). Students with chicken pox need to be excluded from school for at least five days after the rash or until all vesicles are crusted. Students with conjunctivitis may return to school after being administered with a third dose of antibiotics. Students with influenza (flu) need to be excluded from school for seven (7) days after the onset of illness. Students with head lice need to be nit free before returning to school and checked by the health care coordinator before readmitted. If symptom free, the student may return to school with a doctor's clearance stating the child does not have the suspected illness.

### **Absence for Parental Reasons**

Trips or vacations scheduled during instructional days of the school year are strongly discouraged and are not considered legitimate reasons for missing school. Families who choose to travel do so with the understanding that it may negatively impact the student's academic standing. Under normal circumstances, assignments to make up will be given upon return of the student to school. The student, not the school, is responsible for arranging for all missed work and tests. Parents of students going on extended family trips, traveling with teams, etc. during the school year should contact all teachers and administration as soon as dates become available and should meet personally with the homeroom teacher prior to the trip. For such planned absences, teachers will make every effort to give the parent the student's assignments to complete while traveling. If materials are requested and prepared for a student's prolonged absence, the completed assignments are due upon return to school.

### **Excessive Absences**

High frequency of truancy, absence, and tardiness often hinder a student's ability to achieve the minimum expectations in academics and social progress. Notification of the deficiency is given to parents and if failure to resolve the problem(s) continues, the Principal may recommend termination of enrollment. In addition, students who are absent for more than forty (40) school days may not be eligible for promotion to the next grade.

### **Absence Reporting**

Parents are requested to telephone the school health room before 8:00 AM to report a student's absence. When a child is absent and the parents have not called, the school will call the parent or legal guardian to verify the absence. Upon returning to school, the student must present his/her teacher with a written note signed by the parent/guardian giving the dates and reason for the absence. Absences longer than three (3) days or due to a communicable disease require a physician's note stating the child may return to school. If there is to be a restriction of any kind from physical activity, for more than 72 hours, or three consecutive P.E. classes, the student must have a note signed by the doctor and not the parent/guardian.

## **Homework Requests**

Homework policies vary across grade levels and from teacher to teacher. Students absent for *one day* will receive homework upon return to school. When requesting homework for an absence (*two or more days*), please call the Health Care Coordinator at 423-9611, ext. 313, prior to 9:30 AM and/ or email the homework request directly to your child's teachers.

A parent or guardian may request that missed homework and assignments be left at the After School Care desk for pickup after school dismissals. Please be advised that the Health Care Coordinator and the After School Care Coordinator are not responsible for gathering requested homework. The Health Care Coordinator passes on requests for the homework to the student's homeroom teacher and the After School Care desk merely provides a place for the parents/guardians to pick up the requested homework.

Students must immediately check with their teachers upon their return to school to find out what work, notes, and activities were missed. Students absent due to illness or family emergencies will be given the number of school days absent plus one to make up any missed work.

## **TARDINESS**

Students arriving after the class line has reached the classroom will be considered tardy. Students arriving after assembly **MUST** be accompanied to the Health Room by a parent/guardian to obtain a tardy slip.

Five tardies in a quarter is considered excessive. Excessive tardiness undermines the school's efforts to develop personal responsibility, and it is disruptive to the classroom.

## **TRUANCY**

When a student 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 Superintendent shall be notified of the truancy.

Principal may recommend termination of enrollment. In addition, students who are absent for more than forty (40) school days may not be eligible for promotion to the next grade.

## **EARLY RELEASES**

Appointments of a professional nature (dental, optical, etc.) during school hours are discouraged. If an appointment must be made during this time, a written note from the parent/guardian is required prior to or on the day of the appointment. The note should state the date, time, and reason. The note should be sent in with the student to be turned in to the Health Room by their homeroom teacher. A doctor's slip will be submitted to the Main Office for re-admittance when returning from a doctor's appointment. When an early release is necessary, the parent/guardian will sign out the student in the Main Office or Health Room logbook. If the student is returning from an appointment, the parent/guardian must sign the student back into school in the Health Room/Main Office. A student will not be released to anyone without proper written authorization by the parents/guardians. FAX or telephonic authorization is not acceptable.

For the safety and security of our students, parents/ guardians must sign in at the office before going anywhere on campus. Under no circumstances may parents/guardians arrange to pick up a student outside of the school building during school hours.

## **TRAFFIC SAFETY: ARRIVAL AND DISMISSAL**

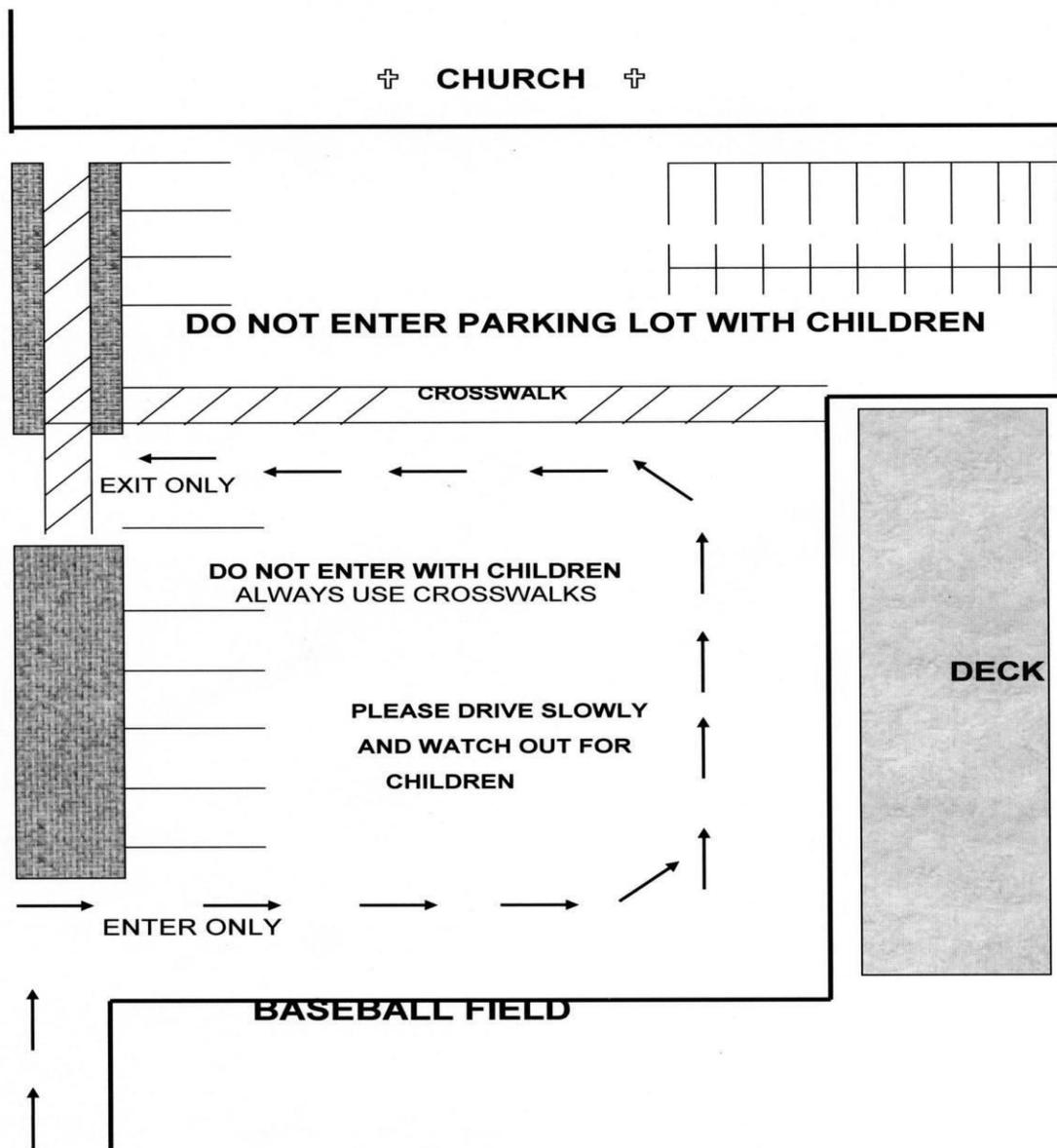
At dismissal, parents who arrive early and park are requested to wait for the child(ren) near the church lanai area closest to the employee parking lot until the bell rings. Sitting or standing around the wooden deck/gazebo area is distracting to the classes located on the deck.

- All cars are to enter the school grounds via the Main Street entrance closest to the ball field for drop off and pick-ups. The students are to be dropped off in front of the deck area's fence. All students should exit on the passenger side (right) of the vehicle. Cars should then exit through the center driveway. Please be aware that the traffic monitor's main job is to provide for a safe drop-off and pick-up of the students. Your cooperation and support of their judgment is necessary to keep the traffic flowing.
- **Parent/Guardians must remain in their vehicle while using the HFCA carpool lane. Thank YOU.**
- No dropping off or picking up of passengers is allowed at the Valkenburgh Street gate, behind the rectory adjacent to the church, or at any other location other than the designated drop off point. Students may wait only in areas supervised by an authorized adult and will be sent to the Main office to call parents for non-compliance.
- At no time will a student cross Main Street in front of the school to enter a car parked on the street or cross the parking lot by him/herself. Never signal a student to cross the street or parking lot unaccompanied; please escort the child through the painted crosswalk or gate. Do not walk through or allow your child(ren) to walk within/through the parking lots at any time. All crossing is restricted to the coned areas. Remember that children are not always alert when crossing streets or busy parking lots. Parents/guardians must set the example.
- Walkers are directed to leave campus upon dismissal via the back gate which is opened each afternoon until 3:00 p.m. for this purpose. Students who walk, ride their bikes, or take the bus, will walk downstairs with their class to the deck at dismissal time. Walkers and bus riders then proceed to exit the school through the school's back gate, walking along the fenced side of the school until reaching a crosswalk at an intersection. Students must cross in a designated crosswalk and obey all traffic rules.
- Bikers must make use of the bike rack to park their bikes and lock them securely in place. Helmets should be carried to the students' homerooms and stored within the classroom. At the end of the day, bike riders will exit at the side gate by the faculty parking area. Students must walk their bikes in the designated crosswalks and not cut through the parking lot. Bike riders are also expected to use crosswalks located at the intersection when approaching or departing campus.
- Parents are responsible for informing school officials if their child(ren) are allowed to walk, bike, or take public transportation and/or the Catlin bus to and from school. If there are any changes to the family schedule (i.e. parent picking up child at HFCA), the school (and Catlin) must be notified one hour before the designated dismissal time at the latest so the child can be informed.
- The driveway closest to the church is for the use of the faculty and staff. Due to limited stalls, the parking lot is to be used only by the faculty and staff during the school day (6:30 AM -3:15 PM). Please note the signs at the entrance to the parking lot. Drop off and pickups from this area are unsafe. The area is frequently monitored.
- Parking for pick up and drop off of Early Learning Center students on an in-and-out basis is limited to

the parking areas near the rectory, across from the fire station, and in the Fleet Reserve lot, Holy Family's neighbor in the back. Extended parking in these areas is not sanctioned. The back gate of the school is open only from 7:30-8:00 A.M. and from 2:30-3:00 P.M.

- Due to the demand and limited availability of parking, we request that our Academy K-8th parents refrain from the use of the areas reserved for the Early Learning Center. Always be attentive and courteous to others who are also in a hurry to get to their destinations. Please practice safety and caution for our children's sake. The school reserves the right to take all measures necessary to preserve the safety of students.

**FLOW OF TRAFFIC MAP( See next page)**



## **ELECTRONIC DEVICES - Cell Phones**

May be brought to school but must be kept in the 'OFF' position during school hours and stored out of sight in the student's cubby or backpack;

Cell phones are not allowed to be used during school hours. Consequences are listed on HFCA Referral Form (see below).

The school will not accept any responsibility for the safety of a student's cell phone to include loss or damage due to theft, misappropriation, or accidental damage.

Students who need to use their cell phone to contact their parents while at school will need to request permission of a staff member.

## **FIELD TRIPS**

Field trips are a privilege, not a right, and are designed to aid the student's educational, cultural, and social growth. Teachers will plan and organize the trips. To assure accurate numbers for reservations and bus transportation, parents/guardians must have a signed excursion permission slip on file. A signed field trip permission slip noting emergency contacts is mandatory for a student to leave school premises. Verbal permission over the phone, FAX messages, and/or failure to submit the proper forms will not be accepted.

If a parent/guardian chooses to have the student not participate in a school-sponsored field trip, the parent/guardian will make arrangements to keep the student home during the time of the field trip. If a student loses the privilege to accompany the class on a field trip excursion as a punitive measure, the parents will be required to make alternative arrangements for that time. No parent/guardian should presume that an activity is a school sponsored one unless there is a written notification directly from the school or teacher informing them of the event. Parents will be requested to chaperone as needed. All overnight as well as off-island trips require Permission Slips and Medical Consent to Care forms to be notarized.

## **HOMEWORK POLICY**

Homework includes exercises to reinforce daily lessons, enrichment activities, or long-range assignments intended to encourage research, time management, and responsible study habits. Homework is expected to be complete, neat, and returned on time. Students who demonstrate a pattern of less than satisfactory performance in completing and returning homework assignments will be issued a Homework Notice or an Academic Notice by hard copy or by email in order to keep the parents informed. Homework requirements vary from grade level to grade level and teacher-to-teacher.

- Students in grades K-2 should spend approximately 20-30 minutes daily on homework.
- Students in grades 3-5 should spend 30-60 minutes daily on homework
- Students in grades 6-8 should spend approximately 60-90 minutes daily on homework.

## **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences are mandatory after the conclusion of the First Quarter. Subsequent conferences will be scheduled when dictated by the student's academic performance or behavior or at the request of the parent or school.

## **DISCIPLINARY POLICY**

The Administration and faculty of Holy Family Catholic Academy believe that respect is essential for a quality Christian education. When all individuals are aware of the expectations placed on them, take responsibility for their actions and accept the consequences of these actions, then good discipline will result. The guidelines established below place greater emphasis on:

The primary source of daily disciplinary management is the Principal/Assistant Principal who will investigate incidents, determine the facts, assess situations, and enforce specific disciplinary action. Mitigating factors and the uniqueness of the individual are thoroughly considered in each incident. The Pastor and/or Principal are the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his (Pastor) and/or his or her (Principal) discretion. We strive to always be fair and consistent.

**HFCA Referral Form (see next page)**

Effective 2018-19 school year, Admin will be using the following form for disciplinary actions:

## HFCA Referral Form

**Requesting a conference to discuss**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Grade: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Person issuing Referral: \_\_\_\_\_

Date & Time of Incident: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Other students involved in the situation:

\_\_\_\_\_  
\_\_\_\_\_

What was your behavior and choices which led to you receiving this referral? (Include details)

\_\_\_\_\_  
\_\_\_\_\_

### I received this Referral for:

**BEHAVIOR** Consequences:

\_\_\_\_\_ 1<sup>st</sup> referral - Student will meet with their Hmrm teacher or staff member who issued referral.

\_\_\_\_\_ 2<sup>nd</sup> referral - Letter sent home & meeting required with Hmrm/teacher or Admin.

\_\_\_\_\_ 3<sup>rd</sup>/+ referral - Consult with administrator for next steps.

**CELL PHONE & Devices** Consequences:

\_\_\_\_\_ 1st referral - Parent/Guardian has to retrieve the phone.

\_\_\_\_\_ 2nd referral - Parent/Guardian & student are required to attend a conference with administration to pick up phone.

\_\_\_\_\_ 3rd/+ referral - Consult with administrator for next steps.

**UNATTENDED iPad** Consequences:

\_\_\_\_\_ 1st referral - Parent/Guardian has to retrieve the iPad.

\_\_\_\_\_ 2nd referral - Parent/Guardian & student are required to attend a conference with administration to pick up the iPad.

\_\_\_\_\_ 3rd/+ referral - Consult with administrator for next steps.

**INTERNET USE/DEVICE (iPad, etc)** Consequences:

\_\_\_\_\_ 1st referral - Student loses iPad and internet privileges for the remainder of the day and Parent/Guardian will need to retrieve the iPad from Admin before office closes for the day.

- Student will ALSO serve lunch detention on either the same day or the following day.

\_\_\_\_\_ 2nd referral - Student loses iPad and internet privileges remainder of the day, Parent/Guardian has to retrieve the iPad; and Parent/Guardian & Student attends conference with administration.

\_\_\_\_\_ 3rd/+ referral - Consult with administrator for next steps.

***I acknowledge that the above statement is true and understand the consequences that corresponds with this referral.***

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*For staff use only.*

Conference Notes:

Outcome of this Referral:

Would you consider this a :  Major incident or  Minor incident

Issuing Staff Member's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parents notified (date & time if applicable) \_\_\_\_\_

Hrrm & Teachers notified (date & time if applicable) \_\_\_\_\_

Student is eligible to resume lost privileges (date & time if applicable) \_\_\_\_\_

**Office staff use only.**

Entered in TADs \_\_\_\_\_

Disobedience/Disrespect

Bullying

Fighting

Not in the right place at the right time

Forgery/Theft/Plagiarism

Destructive to school property

Rude/Discourteous

Defiance

Disruption

Excessive Tardies

Failure to show self-control

Inappropriate Language

Disobey school rules

Dress Code Violation

Technology Violation

Other

## **SUSPENSION**

A suspension is a temporary exclusion from classes and all school activities. Administration, in consultation with the teacher(s), determines the length of the suspension, when deemed appropriate. If the suspension is to last a single day, the parent/guardian will be notified by a telephone call an administrator. A suspension notice may follow at a later date. If the suspension is to last more than one (1) day or the student is to remain at home, parents/guardians will be notified as soon as possible and a conference scheduled between the student, parents/guardians, and appropriate school personnel. Together, they will examine the problem and work out the conditions of the suspension that insure parental cooperation and the student's future success. A record of the suspension and conference will be kept on file. The time lost from school and the work missed as a result of the suspension will be addressed in a manner determined by the principal and the teacher. In-school suspension may be given at the discretion of administration. Parents will be informed of such.

## **DISMISSAL**

Dismissal is defined as a permanent exclusion from classes and all school activities. Dismissal of a student is a very serious matter and will only occur after careful appraisal by the pastor, principal, assistant principal, student, parents/guardians, and other appropriate school personnel. No dismissal will be final until an opportunity for a conference is offered to the student and parents/guardians. The student may be suspended until the conference occurs.

A record of the various steps taken and conferences held will be kept on file.

A student may be subject to dismissal for the following reasons:

- Habitual infractions of school rules that result in repeated detention or suspension
- Failure to respect the property of others, such as acts of vandalism, theft, etc.
- Physical harm
- Immoral language or action directed towards students and/or faculty and staff
- Conduct detrimental to the reputation of the school
- Parental indifference to any conference that is deemed necessary may be interpreted as a lack of concern for the child's education and may be a reason to terminate the child's enrollment. [Section IX. PARENTAL RESPONSIBILITIES]
- Excessive absences, tardiness, or truancy
- Inappropriate use of technology on campus or at home
- Assaulting a faculty and/or staff member, physically or verbally
- Possession, use, and/or the sale of any form of contraband on
- Possession or concealment of weapons or devices used to threaten or perceived as intimidating
- Other serious or repeated offenses, which the administration deems appropriate for dismissal

## **HOME-STUDY**

In the event of any student infraction of a serious nature such as terroristic threatening, sexual harassment, the concealment of weapons, or drug possession, etc., the student(s) in question can be placed on mandatory home study pending the completion of the investigation.

The home-study program will remain in place while due process is being carried out.

## **SEXUAL HARASSMENT/GENERAL HARASSMENT POLICY**

Holy Family Catholic Academy is committed to providing a safe and comfortable environment conducive to learning and fostering mutual respect and sensitivity among all members of our school community.

*Sexual harassment is unwanted and unwelcome sexual behavior that interferes with a child's life at school. It is illegal and includes: improper physical contact; all comments that humiliate a person based on gender; unwanted sexual jokes, gestures, pictures, or gossip; unwanted physical advances or verbal approaches of a sexual nature; the demand for sexual favors by someone who has power over the student. It is often pervasive and persistent contact that may become part of a pattern of repeated misbehavior of a sexual nature that creates a hostile or offensive environment through such conduct.*

If a student experiences or feels sexually harassed, the administration and its school officials must be informed in order to respond appropriately.

The school will do the following:

1. Immediately assist the student alleging harassment with the complaint process
2. Investigate discreetly and stop the offending behavior
3. Apply appropriate disciplinary procedures
4. Provide assistance, as needed, for the victim as well as the harasser
5. Prevent future occurrences
6. Keep the parents involved and informed of the investigation process

Holy Family will exercise the use of common sense and age-appropriate measures when dealing with sexual harassment. For younger children, rules will focus on conduct and appropriate behaviors being nice, respecting our differences and personal spaces, and communicating politely. Middle schoolers and Junior High students will be given more explicit guidelines concerning sexual harassment. Behaviors will be noticed, commented on, interventions applied, and corrections made accordingly. Violators of Holy Family Catholic Academy's sexual harassment policy shall be subject to disciplinary action which may include expulsion.

All members of Holy Family Catholic Academy community are expected to respect the rights and sensitivities of others and exercise sound judgment in doing so. Holy Family Catholic Academy endorses and will enforce the right of everyone to participate fully in the life of the school without harassment.

## **SCHOOL ACTIVITIES**

### **EXTRA-CURRICULAR ACTIVITIES**

Holy Family Catholic Academy has a variety of extracurricular activities which include the following: athletics, cheerleading, Glee Club, Band, Robotics, Student Council, and Yearbook. In addition, the school sponsors or hosts other after-school activities requiring a participation fee that broaden student development and social opportunities. Many of these activities require after school time and in some, participation is determined by scheduled tryouts. Parents/guardians must be prompt in picking up their child(ren) after any extracurricular event. Please be considerate of coaches, advisors, and others who must remain until all students are picked up by their parent/guardian. As a guideline, the student must be picked up within 15 minutes of the completion of any event. After this time, the student must be picked up in the main office. Students who habitually are not

picked up within 15 minutes of the designated time may be asked to discontinue the extracurricular activity or the parent assessed a late pick-up fee. If cancellation of an activity is required, students will be allowed to call home to inform the parents of the change.

Weekly grade checks will be conducted on Thursdays. Students who fail to maintain a grade point average of C (70%) or higher in all core subjects will lose the privilege of participating (minimum loss of time = 1 week). A student's behavior and conduct must also be deemed suitable in order to participate in any extracurricular activity.

### **CATHOLIC SCHOOL LEAGUE: GRADES 5-8 CHRISTIAN SCHOOL LEAGUE: GRADES 4-6**

Holy Family participates in the Catholic School League (CSL) and the Christian School League (CSAL) sponsored sports programs. Eligible students may try out to participate in girls and boys volleyball, basketball, and track.

All students who plan to try out for a sport are required to complete a Catholic Schools Waiver form and take an annual sport/athletic physical examination **prior** to trying out for a team.

The sports' calendar is determined in August after school begins.

The athletic director administers the sports program. While it is the intent of our athletic department to allow as many students as possible to participate in the sports program, parents should understand that participation is by scheduled tryouts and that some students will not be chosen for the team. No student has a right to be on a team or in any other extra-curricular activity. Every student has the right to try out for a team or activity and to be fairly evaluated provided he or she has on file a medical form in which a doctor clears the student for play.

All medical conditions that could affect playing and/or health should be noted. It should be noted that there will always be an element of subjectivity in the selection process, and "cuts" made which may seem unfair and cause disappointment for the student. Parental assistance in helping their children understand this important life lesson is requested.

Through sports participation each member of a team will learn to set and achieve goals, to support the team's effort, to develop a positive attitude, and to learn responsibility. Athletes are taught clean and competitive play, while adhering to good sportsmanship at all times.

Students develop:

- Academic responsibility: maintaining a grade point average of a C (70%) or higher in all core subjects (Catholic Doctrine, Math, Science, Social Studies, and Language Arts). An F grade in **any subject** will result in suspension from play for one week.
- Self-discipline: following behavioral guidelines communicated by the coaches, and accepting the role of student-athlete. Students who fail to behave appropriately will be disciplined.
- Christian attitudes: enhanced by praying before each athletic competition with the opposing team; demonstrating a positive attitude; being a gracious loser or a humble winner; and realizing that the outcome of the competition is important, but that consideration, respect, and effort come first.
- Decision-making skills: providing the opportunity for students to use their learned decision-making skills, such as when to perform the required skills associated with each sport and maintaining self-control when under pressure in competition.
- Life skills: promoted through cooperation with teammates, self-control, setting goals; striving to do your best; and maintaining a healthy mind, body, and soul.

- Leadership: selection of team captains provides students the opportunity to experience the role of a leader. Captains set the example for the younger players and the rest of the team. The coaches through example teach leadership qualities.

The following specific policies and procedures are intended to further familiarize parents, students, and coaches with the school's athletic program. These are not all-inclusive and may be supplemented with letters sent home to the parents of students selected to a team. Parents must attend a mandatory pre-season coach/ principal meeting each school year and along with the students sign off on a Code of Conduct.

### **Sports Season and Tryout Dates**

Specific sports season dates are made by the Catholic Schools League in early August and provided as available. Tryout dates will be announced to students during morning assembly at least one week prior to the tryouts and via the school's weekly newsletter. Subsequent announcements are generally made during P.E. classes each day. Permission slips will be available to students immediately following the initial announcement of a scheduled tryout. Permission slips for participation in tryouts are mandatory and must be returned promptly by the date designated. This allows adequate time for the health room coordinator to pull medical records for the athletic department review. Students who do not return their tryout/physical permission slips on time or do not have documentation of a current physical exam/sports medical waiver on file in the health room prior to trying out will not be allowed to try out or practice. No late forms are allowed.

### **Academic Responsibility**

Students participating in HFCA sports program and extracurricular activities must maintain a grade point average of 70% or higher in all core subjects (Religion, Math, Science, Social Studies, and Language Arts). An F grade in any subject will result in suspension from play for a minimum of one week. Grade and conduct checks are made prior to final team selection and once weekly on Thursdays during the season.

Students who do not have a 70% or higher will not be selected to participate. If a student does not maintain this average during the activity/playing season, he/she will be suspended from play/participation (minimum loss of time = 1 week) until the average is raised. When on academic suspension, the student may not participate in the activity sessions, practice with his/her team, or be allowed playing time during games. If subsequent grade checks show no improvement, the student must continue on week-to-week suspension and can be dropped from the activity or team play for the remainder of the season, including tournament play.

### **Practice Schedule/Sessions**

The team/activity practice schedule will be announced after final selection. A printed schedule is also given to each athlete prior to the first practice session. Practice schedules are mandatory, and two unexcused absences will result in the student being dropped. Students must notify the athletic director, coach, or activity sponsor in advance that they will not be attending. Parents and students alike should be sure of their schedules before committing to any of the academy's programs. Participation teaches commitment to oneself and other team players as well as working toward a common goal. Parents and students who are unable to accommodate the practice schedule with total commitment should not participate in the programs made available.

### **Uniform Policy**

The Academy will provide the sports uniform for competitive play. Only uniforms issued by the school are allowed on the court or field of play. Uniform tops will be tucked in at all times and shorts may not be rolled at the waistband. All athletes will wear white athletic socks for all sport programs; colored socks or mixing and matching of socks are not allowed. No jewelry is allowed during practice/play. Uniforms must be clean and neat

in appearance. All uniforms are the property of the Academy and must be returned to the athletic department at the end of the season. Students are responsible for the care of the sports uniform.

### **Travel to Away Games**

Athletes must travel to all weekday away games via bus. The Academy provides a staff member chaperone to travel with athletes to all games. Athletes may leave with their own parents after the game, but must first notify their coach or the staff chaperones. Athletes cannot leave a game site with someone else's parent/guardian without a note from their parent/guardian. Non-participation notes must be given to the athletic director 24 hours before game day. Transportation priority is pre arranged for athletes, chaperone(s), coaches, Principal/Assistant Principal and CSL representative. With the proper permission slip, available seating will be on a first come, first serve basis to faculty and staff, family members, and to students of Holy Family. Food and drink are not allowed on the buses.

### **Conduct**

Holy Family athletes will hold their conduct to the highest standards as outlined by the Academy and the CSL and CSAL. Athletes will assist with cleanup at the game site of all scheduled games before leaving the area. If they are playing the only game of the day or the last game of the day, athletes will assist with site breakdown as needed by the home team. Students who fail to behave appropriately during school, practice time, and game time will be disciplined in accordance with school rules and league requirements.

### **Site Setup and Breakdown for Home Games**

Athletes are required to setup and breakdown during home games. Duties include, but are not limited to, sweeping the court prior to volleyball and basketball games, setting up and breaking down tables and chairs, setting up players' benches, etc. No athlete will be allowed to leave until all duties are completed.

### **Pick-up after Practice and Games**

Parents must make arrangements to have the athlete/student picked up within 15 minutes after completion of the activity, practices and/or game. If parents fail to pick-up the student on time (twice), the student/athlete may be dropped from the team or activity.

Disregard for this policy may lead to an automatic dismissal from the activity and any future participation in afterschool programs.

### **Violations**

Any athlete that is suspended from school for any reason will automatically be suspended from play. The status of the athlete will be handled on a case-by-case basis but generally will become ineligible for future play.

### **Coaching Staff**

Most of the Academy's coaching staff are volunteers who give of their own personal time to coach our students. They are members of our community who work full time, have families, and frequently volunteer their time to other agencies and organizations around Oahu. Hence, schedules for practices and meetings will be according to their availability. Coaches and their assistants are informed and briefed on the CSL/CSAL and Holy Family philosophy for sports programs and are responsible for parent meetings and the dissemination of information. Any parent/guardian who disagrees with the philosophy of a coach must voice their concerns

with the athletic director at an appropriate time and not directly toward the coach. The athletic director will address any further discussion or action that may be required.

### **Parent/Guardian and Coaches Meetings**

The athletic department will schedule a meeting shortly after team selections are made. All parents/guardians must attend. The meeting will discuss the philosophy of coaches, Holy Family, and the leagues. All policies and procedures will also be further emphasized during this meeting. Parental support for policies and procedures is essential and any concerns that may arise must be discussed privately with the athletic director.

### **GLEE CLUB: GRADES 4-8**

Glee Club, an extension of the Performing Arts Program, is the Hawaiian song and dance after school program. Students learn to sing in a group setting, practice proper voice technique, musical expression, and the art of performing in front of a live audience. Students rehearse after school to prepare for school, community, and off island performances. Glee Club is a year round activity that meets once a week for 45 minutes. If a student must miss a practice or performance, the director must be notified at least 24 hours in advance via a signed note or an email from the parent/guardian. The Glee Club enables a student to express his or herself through singing and dancing. Students in Grades 4-8 must maintain a grade point average of a C (70%) or higher in all core subjects (Catholic Doctrine, Math, Science, Social Studies, and Language Arts) to participate. An F grade in any subject will not be allowed and the opportunity to participate in Glee Club may be suspended.

### **CHEERLEADING**

Cheerleaders are selected from Grades 4-8 by tryouts. Practices are conducted three days a week after school for performances at both boys and girls Volleyball and Basketball games. Uniforms are provided by the school. Participating students are responsible for the care and upkeep of the uniforms. Cheerleading season runs from August through April.

In the case of an excused absence, an email or parent-signed note must be presented ahead of time to inform the adult sponsor. Three (3) unexcused absences from cheer practice will result in immediate dismissal from the squad. Two (2) unexcused absences from a game will result in dismissal from the squad. Wearing the correct uniform for games (top, skirt, yellow bloomers, white socks, white shoes) is mandatory. Otherwise, the student will be excluded and the absence recorded as unexcused.

### **NATIONAL JUNIOR HONOR SOCIETY**

Our Ke Anuenue O Kalani chapter of the National Junior Honor Society (N.J.H.S.) promotes recognition for students in Grades 7-8 who reflect outstanding accomplishments in the areas of scholarship, leadership, service, character, and citizenship. Acceptance is based on a selection process involving several criteria. Prospective members must be academically eligible (92% grade point average) and complete an application providing evidence in support of the required criteria. A Faculty Council reviews applications and selects new members. An induction ceremony is held each May.

### **STUDENT COUNCIL**

The Student Council consists of a committee of elected students along with two representatives from each homeroom in Grades 5-8. These students help plan, organize, and supervise various school wide fundraisers and service projects.

## **YEARBOOK**

Yearbook club is made up of selected 7th and 8th grade students who volunteer to create the annual HFCA yearbook. Students help to take pictures at school events and use the Internet and desktop publishing software to lay out the yearbook. Students learn about deadlines, time management, design concepts, and technology skills. Students are required to complete parts of the yearbook outside of school using the online software. The club meets from the beginning of August until the end of May, culminating with the distribution of the yearbook.

## **SCHOOL BOARD**

Holy Family Catholic Academy board meetings are held quarterly. Members of the parish, community and school may be selected to the board.

## **PARENT-TEACHERS GUILD (PTG)**

All parents are urged to attend PTG social meetings. This organization is meant to strengthen parent- teacher communication and understanding. The purpose of the PTG is to enrich and enhance quality school programs and to assist in HFCA fundraising activities when necessary. Executive Board meetings of the PTG officers (who are elected each spring) and school administrators are held to formulate an agenda for the regular PTG meeting. Parents are encouraged to submit written suggestions to these members at any time. PTG maintains a box for correspondence in the school's main office and host an email account for questions and concerns at [PTG@hfcahawaii.org](mailto:PTG@hfcahawaii.org).

## **PARENT ASSISTANCE/VOLUNTEER PROGRAM**

Volunteers are a vital part of our school. Parents are frequently asked to assist as library aides, classroom assistants, maintenance assistants, clerical assistants, chaperones for field trips, and in many other capacities. Help is encouraged and appreciated by adults and those over age 13 with parental permission. Volunteers and visitors must sign in at the Main Office and obtain a visitor's pass. The visitor's pass is needed every time a parent/guardian is on campus for planned activities or lunch with their students. A Volunteer Code of Conduct form must be completed and signed by each individual, and kept on file in the Main Office prior to volunteering at the school. The form is available through the Main Office or PTG.

Procedures are in place for volunteers 18 and under. Those individuals seeking to volunteer must fill out a volunteer request form at least 3 business days prior to the requested date. A parent or legal guardian must sign the form and the volunteer must stay with the assigned teacher or supervisor.

### **Volunteer Rules:**

1. Volunteers must be 13 or older.
2. Dress appropriately (follow student guidelines for free dress).
3. No photos or videos of HFCA students or staff while on campus.
4. Must remain with the teacher/supervisor that has approved or requested the volunteer's services.
5. Follow all student school rules while on campus.
6. Treat all students and staff with respect and courtesy.
7. HFCA is not responsible for the student volunteer when they check out (includes lunch).
8. School reserves the right to decline the services of the volunteer.
9. The volunteer must leave all mobile devices in the office while volunteering.

## **Use of School Grounds**

School grounds are reserved for school and parish events. Organizations must communicate with the principal and pastor of HFC to request use of school grounds.

## **SAFE ENVIRONMENT PROGRAM**

The United States Council of Catholic Bishops requires Safe Environment training to be administered to all children enrolled in our diocesan schools and parish religious education programs. The “Policy on Allegations and Incidents of Sexual Misconduct” promulgated by the Diocese of Honolulu is incorporated in the handbook, “To Offer Healing, To Restore Trust,” first published in January 8, 2004. The handbook is available from the school.

The Church endorses the mandatory reporting provisions of H.R.S. Chapter 350 concerning child abuse. All Staff Members and Teachers/Catechists are required to sign an acknowledgement that they have read and understood the ethical and personal conduct policies of the Diocese of Honolulu. The Church encourages paid and volunteer personnel to report suspected child abuse directly to the Principal or school official, who should contact the police or Child Protective Services.

All adults who have significant or one-to-one contact with minors are required to take an online Diocesan Safe Environment Initial Training course, “Shield the Vulnerable” within sixty (60) days from the official start date of their assigned duties. Participants receive certification, a copy of which is kept on file in the school.

Consistent with diocesan policy, Holy Family Catholic Academy will conduct Safe Environment training for all students as part of the religious education curriculum at a scheduled time during the course of each school year. Parents are required to sign a consent form provided in the registration materials giving permission for their child to participate in the class on prevention of sexual abuse to children. An opportunity to review the safe environment materials is provided to parents prior to the scheduled classes. A guide related to child sexual abuse and the Diocese of Honolulu’s Protection Program will be sent home as notification following the classroom presentations.

## **WELLNESS POLICY**

The school’s Wellness Policy supports the mission of Holy Family Catholic Academy. The school community recognizes that a poor diet, combined with the lack of physical activity has a negative impact on student’s health and their ability to learn, both short- term and long range.

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

The Wellness Policy of Holy Family Catholic Academy which supports our school mission 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 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 that:
  - 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 a part of a class or student incentive program, curricular lesson, or fund raiser
  - c) Practices selective pricing that favors sales of healthy foods over unhealthy food choices.

## **TECHNOLOGY ACCEPTABLE USE POLICY**

The Technology Acceptable Use Policy provides the procedures, rules, guidelines and codes of conduct for the use of the technology and information networks at Holy Family Catholic Academy. Use of such technology is a necessary, innate element of the HFCA educational mission, but technology is provided to staff and students as a privilege, not a right. HFCA is committed to protecting our students and faculty internet use through our cloud based firewall and security network however HFCA. The school Internet service and network is intended for K- 8 students, faculty and staff for educational purposes only, and is designed to guide users through its vast resources and to minimize the possibility of students accessing materials that are inappropriate for minors. However, the Academy cannot guarantee that such materials will not be accessed. Parents/Guardian are required to sign the Technology Acceptable Use Policy during registration through the TADS Enrollment portal.

The Academy reserves the right to place reasonable restrictions on the material students may access or post through the system and will perform routine maintenance and monitoring of its Internet service. The Academy will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the Academy's Internet system. In the event there is a claim that the student has violated this Policy in his/her use of the system, the student will be provided with notice and opportunity to be heard by the administration of the Academy. Depending on the severity of the infraction, the consequence can range from a detention to an expulsion. Additional restrictions may be placed on the student's use of the Academy Internet service.

## **1:1 IPAD PROGRAM**

Holy Family Catholic Academy 1:1 iPad Program provides students with equitable access to technology tools for effective learning that engages them in dynamic communication, critical thinking, creativity, and digital collaboration. HFCA believes that providing students with the necessary tools to prepare them for global awareness is critical to 21st Century learning. All iPads are created with institutional Apple ID that are owned and maintained by Holy Family Catholic Academy. Students are prohibited from removing the HFCA Apple ID, or installing personal or parent Apple IDs. iPads are the sole property of HFCA. Each iPad is equipped with a protective Otter Box Defense case; students are prohibited from decorating, tampering or removing the case.

Students will receive an iPad once both Parent and Student have read/signed the "iPad Student Contract" located in the 1:1 iPad Program Handbook.

## **5th – 8th Grade iPads**

Grades 5 – 8 students are issued an iPad that will be taken back and forth between home and school. Students

will be issued a rapid charger and are expected to charge their iPads nightly so that they will be ready for school. Students are responsible for the care and safety of the iPad while in school and travelling with the iPad outside of school. If the iPad is damaged, lost or stolen the student must notify their teacher and/or the Tech Manager immediately so that every effort can be made to fix or find the iPad. iPads are provided with a protective cover. Parents are responsible for providing a carry case to be used to store the iPad when not in use.

### **Apple ID**

Students will use an institutional Apple ID created and maintained by Holy Family Catholic Academy, not individual or personal Apple IDs. Students are prohibited from removing the HFCA Apple ID, or installing personal or parent Apple IDs.

### **School Use of iPad**

iPads are intended for use at school each day. iPads contain both productivity apps and e textbooks necessary for daily learning and participation. In addition to teacher expectations for iPad use, school messages, announcements, calendars, schedules, and other communication may be accessed using the iPad.

- Students are expected to adhere to the signed Technology Acceptable Use Policy when using the iPads to access the Internet.
- **Students are responsible to bring their iPad to all classes**, unless specifically instructed not to do so by their teacher.
- Students are expected to charge their iPads at home. If a student's iPad loses its charge during the school day due to failure to FULLY charge the iPad the night before, the student will not be allowed to charge it at school.
- Students are prohibited from using or bringing portable battery chargers to school. \*\*The AppleCare warranty will be voided if damage is caused by the use of a portable battery charger and parent will purchase a new iPad for the school.\*\*

If a student leaves the iPad at home she/he is responsible for completing all course work expected that day. The absence of the iPad will not excuse the student from completing assignments or fully engaging in class activity.

**No loaner iPad will be issued for students leaving their iPad at home.**

Losing the use of the iPad does not excuse the student from completing assignments or fully engaging in class activities.

Students are prohibited from surfing the Internet or playing on apps that have not been assigned during the class period. Depending on the incident a conduct or academic notice may be issued; and/or a phone call made to the parent.

### **Damage, Loss and Theft**

Every effort should be made to ensure that the iPad is always stored carefully and out of sight. Students who willfully damage the iPad including trying to circumnavigate the school protections or "jailbreak" the iPad will have to reimburse the school for the entire purchase price of the iPad and may be subject to other disciplinary action. The cost of the repairs for damage, accidental and other, and/or loss of the iPad will be covered by the student's family. After damage is assessed, the Technology Manager will contact the parents to explain the repair needed and associated costs. Parents are required to pay this cost to the Business Office. While the repairs are being made, the student may be issued a replacement to allow him/her to continue working. HFCA is not responsible for loss of student work and data. *(Please refer to HFCA's 1:1 iPad Program Handbook for complete Policies and Procedures)*

## **EMERGENCY CRISIS PROCEDURES FOR PARENTS**

Holy Family Catholic Academy realizes that there are circumstances that may disrupt the daily schedule of our school and/or potentially cause harm to our students/school. Every effort to minimize risk and to assure the safety and security of our students and our employees will be made. However, life presents personal and professional uncertainties and it is impossible to avoid every threat. A crisis plan and a crisis management team for the efficient management of internal and external communication during emergency situations that may endanger the image, health, safety, operation, or economic stability of the Academy has been created in the event of the following critical situations:

- *Natural Disasters—Earthquake, Hurricane, Tsunami, Fire*
- *Chemical Hazard, Bomb Threat*
- *Dangerous Animal on Campus*
- *Technological—Power Outages Intruder or Disorderly Person on Campus*
- *Infrastructure—Roads, Sewers, Water Weapon on Campus*
- *Pandemic Flu*

### **ALERT NOTIFICATION SAFETY SYSTEM**

Holy Family Catholic Academy has an Alert Notification Service through TADS Educate which allows us to send a telephone or email message to our families providing them critical information about school emergencies. The service has the capability of allowing us to inform families of emergencies immediately by phone, email, and text messages of school delays or cancellations due to such things as inclement weather or public utility issues. It may also be used to relay reminders about various school events.

The successful delivery of information through the safety system is dependent upon accurate contact information which the school has on file for each student. If this information changes during the year, please let us know immediately so our records can be updated.

Please note that the Alert Notification System will appear as the following:

- TEXT: will show as an out-of-state e.g. (612) xxx-xxxx and if not answered it will leave a voice message on your answering machine or voicemail.
- Phone message will show as Holy Family Catholic Academy 808-423-9611.

### **CANCELLATION OF SCHOOL**

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, infrastructure issues, or public crisis.

- If it is announced over the radio or television that the public school system, State Department of Education (DOE), in our area is closed or has cancelled classes for the day, HFCA will be closed.
- For military reasons, HFCA may also be closed at the request of the Department of the Navy (HFCA is located on Federal Property).
- The school may also be closed as directed by the Diocesan Office of Hawaii Catholic Schools. The ALERT NOTIFICATION System will be activated and implemented whenever possible.

Under no circumstances, however, will school be closed during the day until all children have been safely picked up by their parent or designee. Individuals authorized to pick up must be listed on the school

emergency forms. It is imperative that current phone numbers be listed on the emergency forms maintained in the school office/health room and on the school's database. In the unusual circumstance where school must be cancelled during the school day, please have your child's designated pick up person come to the release site with a photo ID in the event the parent cannot come.

Do not call the school during emergencies or your child's cell phone. Please allow the school's telephone lines to remain open and available for those who have urgent needs. Cell phone calls to the school during any emergency situation should also be curtailed due to overloading the system.

### **EMERGENCY PLAN OF ACTION**

In the event the school must be closed, the following guidelines are necessary:

#### **Same Day Notice: Before 7:30 a.m.**

1. OFFICIAL NOTICE FROM ADMINISTRATION via ALERT NOTIFICATION—NO CLASSES banner will be hung on the fence visible from the carpool lane and on the back fence.
2. Before School Care (BSC) Personnel and specific staff members will call those parents of BSC students and ELC students who have already been dropped off for immediate pick-up, and assist with BSC students in the assigned classroom.
3. The traffic monitor and any staff arriving early will help supervise the deck area, entry gates (back and front), and parking lot to inform arriving parents of the school's closure.
4. Parents will not be allowed to drop off students.
5. Office will notify any other school personnel of the closure via ALERT NOTIFICATION.

#### **Cancellation During The School Day:**

Closure during school hours for non-emergency situations OFFICIAL NOTICE FROM ADMINISTRATION—all directives/information to be relayed to the students regarding the emergency will be provided by the administration.

ALERT NOTIFICATION will be activated for email messaging and direct phone messaging.

All students will be required to return to their homerooms and must remain there until called for pick up. Teachers without homerooms will utilize phones throughout the school to make follow up calls to parents and additional staff members will notify classroom teachers when the parents arrive. Students will be directed to the front deck as soon as the parent or designee has arrived for pick up.

#### **Advance Notice: Closure is anticipated**

OFFICIAL WRITTEN NOTIFICATION from Administration to the parents will be sent home with all students present and notification via ALERT NOTIFICATION email and direct phone messaging will be implemented. Banner indicating NO CLASSES will be hung on the fences, back and front. Homeroom teachers to make follow up contact with families of absent children in their class.

### **CRISIS PLANS**

Written crisis plans are located in School Offices, Faculty Lounge, Cafeteria, every classroom, and in the Faculty handbook for specific and detailed procedures for different disasters/emergencies. Certain actions need to occur to manage a crisis situation and the school has prudently prepared such plans in the event of a crisis.

During the school year, these plans will be reviewed with the students and various scenarios will be practiced.

Any situation which endangers the safety of the school community will be reported immediately to the Principal. The Principal in consultation with the Pastor and the Principal will determine the seriousness of the situation and implementation of the procedures outlined in the Crisis Plan will be followed.

### **Precautionary Action**

Students are to remain in their classrooms with the doors locked until the “all clear” signal is given. This is just a precautionary action and does not involve evacuation.

### **Evacuation of Building/Forced Dismissal**

Due to a possible unsafe situation in the building, the school community may be evacuated to the courtyard or to the church to await further instructions. Depending on the situation, there is the possibility that the students will be evacuated to another site, such as the ball fields across from the fire station or further down Main Street toward Nimitz Elementary School. Students may be picked up at the site by their parent or emergency contact person. Please listen to the radio for our location.

### **Lock Down**

In the event this code level is called, the students will be trained to run to the nearest classroom. Students will be locked into the nearest classroom location, windows on doors covered and students moved to an area of the room out of visibility, remaining quiet until the “all clear signal is given.” Students may be picked up at the site by their parent or emergency designated person. Please listen to the radio for further information. Do not call the school as all open lines will be needed to maintain contact with authorities. Do not attempt to contact your child on his/her cell phone.

### **FOR EMERGENCY INFORMATION VIA THE MEDIA:**

In the event of any school, local or national emergency or disaster, please do not try to contact the school. Instead, key radio and television stations should target parents, allowing us to keep the telephone lines open and available for those who have urgent needs.

Radio stations that will announce school closures or provide emergency information include:

- KHPR (Public Radio)
- KSSK 92.3 FM or 59 AM
- KHVH 830 AM
- KINE 105.1 FM
- KUMU 94.7
- KRTR 96.6 FM

Television stations (Channel 2, 4, 9, and 13) will provide regular updates on the school’s status.

### **FIRE DRILLS**

The signal for a drill or actual fire is the fire alarm. Teachers are responsible for familiarizing students with the fire emergency procedures. Drills are held throughout the school year. In the event our facility was to be damaged by fire and not habitable, the children will be cared for at Holy Family Church until pick-up is arranged.

## **HURRICANES**

Conditions: high winds, heavy rain, flooding, and damaging surf. If a “watch” has been issued, the hurricane is expected within 36 hours. A “warning” means it is expected within 24 hours or less. When a watch is issued, we will monitor the storm and make decisions to close before the issuance of a warning. The timing of the closure will generally coincide with the end of the normal working day and should not inconvenience parents. Please note that the hurricane/tropical storm public evacuation shelters closest to the school are located at Aliamanu Intermediate School, Salt Lake Elementary School and Moanalua High School.

## **TSUNAMIS**

Conditions: series of destructive ocean waves that can affect all shoreline areas. Tsunamis may occur at any time with limited or no warning. If a “watch” has been issued, tsunamis are possible; get ready. If a “warning” is issued, you should leave coastal areas immediately.

Holy Family Catholic Academy is not located in a tsunami evacuation zone, so no evacuation is considered necessary by the state.

The following procedures have been adopted in the event of a tsunami warning:

- If a warning is issued while school is in session, staff will remain with the children until all are safely picked up.
- If a warning is issued before the day normally begins, classes will be canceled and the school will be closed.

## **EARTHQUAKE**

Should an earthquake of significant magnitude occur on Oahu, Holy Family Catholic Academy could be damaged. We could also anticipate considerable disruption to our road networks.

Following an actual earthquake, please read the options listed below:

Option 1: If buildings are determined sound, all students and academy personnel will remain in place to await instructions from the Civil Defense agency.

Option 2: If the school is damaged or could sustain damage as the result of an aftershock, all students and Academy personnel will move to the ball field across the street on Valkenburgh.

## **FLOODING**

Holy Family Catholic Academy is not located in an identified flood zone. However, in the event of flooding, all will immediately move to the second floor.

## **SCHOOL SAFETY ISSUES**

Safety related issues and rules are of utmost importance at Holy Family Catholic Academy. Student safety comes first and cannot be compromised. Parental cooperation will be expected in order to promote a safe environment for all. Please take note of the following guidelines:

- The safest designated drop-off or pick-up area is in front of the fence-enclosed wooden deck area. Parents/guardians may use the carpool lane for assisted drop-off or may park and accompany the student(s) through the

side gate beside 4C.

- If accompanying, walk through the coned crosswalk area.
- Do not walk through the carpool lane or parking lot.
- When parking across the street, please disembark and load children from the sidewalk area and not from the street side.
- Do not signal the child(ren) to cross the street alone. This is unsafe especially at peak times in the afternoon. For those who prefer to park on the street, it is strongly recommended that the child(ren) be picked up at the side gate and personally accompanied to the vehicle via the coned crosswalk.
- Academy parents/guardians are advised to drop-off and pick-up children at the designated areas only. Use of Main Street (across from the church) and the ELC parking lot near the rectory are not designated areas for drop-off and pick-up of K-8 students. These areas do not provide safe transit for unaccompanied student(s).
- Refrain from cell phone use while operating your vehicle in the carpool lane.
- The small parking lot beside the church near the P.E. office and rectory is strictly reserved for the ELC families and students.
- Time is limited to drop-off and pick-up only. Students in K-8 should not be in this area unless the family includes an ELC sibling.
- Care should be taken to not block the priest's vehicle or parking stall/driveway when parking in this lot.
- Parking lot signs should be noted. The coned off area is for faculty and staff to park their vehicles. Do not enter this area between 6:30 AM – 3:15 PM. Drop-offs and pick-ups from this area are unsafe for the children. The area will be monitored.
- During the regular school hours (7:45 AM – 2:40 PM), all visitors to the Academy must come to the office to sign in and obtain a visitor's pass. This includes all parents and guardians.
- Visits to campus for lunch or any planned activity require a visitor's pass. Do not go directly to a classroom or other campus area.
- The school hours are clearly stated under General Information. If a student is dropped off before 7:00 AM, he/she will be placed in Before School Care for supervision or may proceed to the cafeteria to purchase breakfast. In the afternoon, any student left on the deck after 3:10 PM will be taken to the Main Office and the parent must walk in to sign out the student. On designated half days, anyone on the deck after 12:00 PM will be taken to the Main Office for direct supervision and the parent/guardian called from the office. Students are not to be left unattended.
- Students riding bicycles to and from the Academy must use the crosswalks when crossing the streets. For security reasons all riders must padlock their bicycles to the bicycle rack. Bike helmets are required safety wear and should be carried to the classroom and stored for the day.
- Skateboards and rollerblades are not to be used on campus.
- Students attending Hula, Band, Cheerleading, Sports, and any extracurricular activities after school hours on a given day may report to After School Care (ASC) after their activity only if registered in the ASC Program. ASC students must sign in first with ASC at dismissal and then proceed to the activity. The adult in charge of an activity will sign young students out from ASC for a scheduled activity and escort students back to ASC after the activity has concluded.
- Students who leave the school campus at the end of the school day cannot return to the Academy unless accompanied by a parent/guardian or an authorized adult. Students remaining on campus after school hours must be with an Academy sanctioned activity or registered with the After School Care program.
- Students must be supervised by adults at all times while on campus and are not allowed to roam freely or to play unless directly supervised by an adult.

***WE APPRECIATE YOUR KOKUA (help) IN ADHERING TO THE GUIDELINES DESCRIBED IN THIS PARENT/STUDENT HANDBOOK FOR THE 2019-2020 SCHOOL YEAR.***