

Saint Ann's Model Schools

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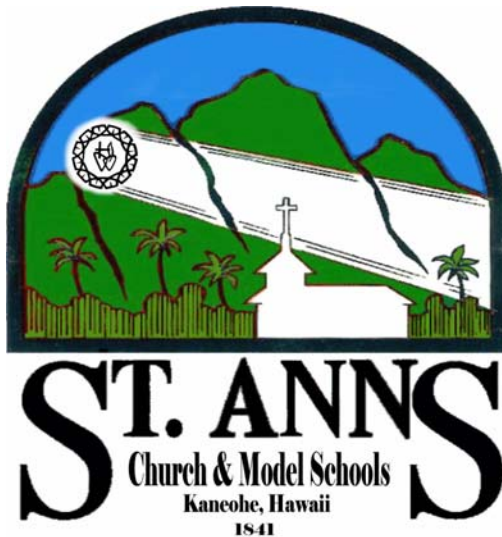
STUDENT/PARENT HANDBOOK
(GRADES 1-8) 2008-2009

Kane'ohe, Hawaii

To the Sacred Hearts of Jesus & Mary, Honor & Glory!

STUDENT/PARENT HANDBOOK

Grades 1-8



***ST. ANN'S MODEL SCHOOLS
46-125 HAIKU ROAD
KANEEOHE, HAWAII 96744***

***School Motto: A'OLE NOU WALE NO
Not For Ourselves Alone***

School Colors: Red and White



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APPENDIX

MISSION STATEMENT

The purpose of St. Ann's Model Schools (ages 3- Grade 8) is to fulfill part of the Parish's educational ministry. Through this participation, we teach our children to be a community of Catholics responsibly committed in Word and Action to the proclamation and celebration of the Gospel.

PHILOSOPHY STATEMENT

St. Ann's Model Schools (ages 3 to Grade 8) is a Catholic Parish community dedicated to the charism of the Congregation of the Sacred Hearts of Jesus and Mary. As individual members, we strive for the universal goal: To teach as Jesus did.

We exemplify the values and principles of Jesus and instill them in our students. In partnership with parents, who are the primary educators, we believe that given the right conditions, all children can learn. The entire school community works together to empower and challenge our students to become:

faithful witnesses of Jesus Christ;
seekers of academic and aesthetic excellence;
independent yet cooperative learners;
global citizens in service to the common good.

OUR CATHOLIC IDENTITY

St. Ann's Model Schools provides a challenging, coherent, and relevant Religion curriculum that fulfills the schools' philosophy and mission by emphasizing that all children can learn and have the right to Religious Education. The first five strands of the Religion curriculum are based on the Catechism of the Catholic Church, which are Creed, Liturgy and Sacraments, Morality, Prayer and Scripture. The sixth strand is on the SS.CC. Charism, which functions as the heart of the parish /Schools' identity. This is due to the strong historical and relevant presence of the Congregation of the Sacred Hearts of Jesus and Mary for over 165 years in the parish community.

Service Learning is an integral part of our Religion Curriculum. Service Learning is a process that is more than mere isolated acts of volunteerism, but rather an on-going process that services local and global communities. At St. Ann's Model Schools, classes identify a community in need and determine ways in which students can learn, serve, and reflect upon that community's needs. Service Learning Projects are integrated throughout curricular areas and are linked to one or more themes of Catholic Social Teaching.

Students at St. Ann's Model Schools strive to incorporate moral decision-making and critical thinking skills to be a community of individuals responsibly committed in word and action to the principles and values of Jesus Christ. Students are taught to be aware of others and that God is present in all of our lives. Through various curricular areas, music, art, writing projects, service learning projects, informal and formal prayers, reflection and meditation, St. Ann's students develop an awareness of Catholic attitudes and behavior that can be applied to their own personal lives.

MODEL SCHOOL – ages 3 to Grade 8

In the school year 1994-95, St. Ann's Schools launched a program called **New Horizons 2000**. This program was a school wide endeavor to restructure the teaching/learning environment for the next millennium. **New Horizons** was based on the idea that, given the right conditions, all children can learn. All teachers and staff learned to speak and to use the common language of Direct Instruction and Cooperative Learning in their classrooms. We worked to empower the whole child to become responsible and committed Christians, self-directed learners, effective communicators, creative thinkers, and quality producers. Through **New Horizons**, we believed that excellence is taking what we do best and doing it better.

Having achieved the goals of **New Horizons 2000**, St. Ann's became the first Early Learning Center and School to achieve a model status in the State of Hawaii. We offered to the educational community the opportunity to observe demonstrations of effective instruction in the classroom through our Teacher Training Academy.

Continuing the success and accomplishments of **New Horizons**, St. Ann's administration and faculty reviewed the latest educational research and developed a plan to sustain and expand **New Horizons**. In March of 2000, *Odyssey of a Vision* was initiated. Built on the foundational underpinnings of **New Horizons**, *Odyssey of a Vision* called for vigilant monitoring and coaching to continue progress in the models of teaching. *Odyssey* also looked ahead at the most recent educational research to broaden our vision of excellence. Whereas **New Horizons** emphasized effective instruction through the models of teaching, *Odyssey* shifted more of our attention to curriculum content, application and assessment. In *Odyssey of a Vision*, teachers took a more active leadership role in developing curriculum and authentic evaluation measurements. Students became more involved in their role as learners through self-assessment, real life application, and integration of learning in different subjects areas.

Odyssey of a Vision furthered our understanding of the basic belief, given the right conditions all children can learn. We researched ways and methods to better create these "conditions for learning". We investigated and revisited studies on multiple intelligences; we took our school motto: A' Ole Nou Wale No (Not for ourselves alone) and added a new level of meaning through Service Learning which involved entire school community from ages 3 to Grade 8 in various service learning experiences.

Odyssey also prompted us to investigate studies on curriculum development and student learning that gave us the foundation to look at the cause/effect relationship between writing across the curriculum and student achievement, self-esteem and motivation. We found much information on the cause/effect relationship between writing across the curriculum and student achievement, self-esteem and motivation. In order to keep the premise of effective instruction alive and thriving in the classrooms, the Concept Model of teaching and the technique of Interpretive Discussion were introduced. This model helped to foster higher-level thinking and problem solving.

Our journey continues as we now move from the *Odyssey of a Vision* to ***A Vision Shared: the journey is the destination***. St. Ann's Model Schools will continue to sustain and maintain the comprehensive program of effective instruction by expanding and enriching the teaching and learning environment for this millennium.

A Vision Shared continues to work to empower the whole child to become: faithful witnesses to Jesus Christ; seekers of academic and aesthetic excellence; independent, yet cooperative learners; and global citizens of service to the common good. As a parish school, ***A Vision Shared*** enables us to continue to serve each other; our parents; our students; the parish church and the community at large. We believe that excellence is taking what we do best and doing it better.



Goals for “A Vision Shared: the journey is the destination”

- 1. Students will apply, demonstrate and actively participate in Faith Formation activities and events that extend classroom learning to choose Christ-like behaviors.*
- 2. Students will utilize assessment strategies that assist them to identify strengths and growth areas so they may recognize their giftedness and move toward future challenges.*
- 3. Students will creatively use technology skills to enhance problem solving, critical thinking and real life application of learning.*
- 4. Students will participate in projects, events and activities that integrate reading, writing, technology and fine arts across the curriculum.*

Pillars to Support Implementation

- 1. Students as responsible members of a faith community.*
- 2. Teachers as leaders and models in faith and teaching. (Staff Development)*
- 3. Curriculum that fosters a community of faith, compassion and excellence*
- 4. Partnerships with parents, parish and local/global community*

Phases of Implementation

- | | |
|------------------|----------------------------------|
| <i>Phase I</i> | <i>June 2006 – June 2008</i> |
| <i>Phase II</i> | <i>August 2008 – August 2010</i> |
| <i>Phase III</i> | <i>August 2010 – August 2012</i> |

Student Learning Expectations



OUR STUDENTS WILL BE...

1. committed and responsible Catholics

- making Christ-like decisions
- demonstrating basic knowledge of Catholic Church teachings and practices
- participating in community Liturgical and Para-Liturgical celebrations
- modeling values of the Sacred Hearts: adoration, reconciliation, compassion and service

2. caring and respectful of our heritage

- demonstrating knowledge and appreciation of the heritage of the Congregation of the Sacred Hearts of Jesus and Mary as given by St. Ann's Kupuna (elders) generation;
- participating in multi-cultural activities and projects that reflect our cultural diversity

3. seekers of excellence for themselves and others

- displaying confidence and self-motivation in academic and aesthetic achievement
- demonstrating initiative to take on new challenges
- using the "power of praise" to encourage others towards excellence

4. of service to the common good, living not for themselves alone (A'ole no wale nou)

- participating in school, community, global service learning experiences
- demonstrating Stewardship of God's creation
- practicing campus courtesy

OUR STUDENTS MUST BE SKILLED IN...

5. cooperative partnerships

- participating as team players
- using talents and teaching others
- demonstrating respect for self, others, God, Church, authority, property
(ELC = share, care and play fair)

6. independent learning

- engaging in original thought
- analyzing and assessing personal progress
- creating quality products
- demonstrating mastery and application of basic learning skills

7. critical problem solving

- analyzing, considering alternatives and making effective decisions
- using logic and judgment in discovering solutions

8. effective communication

- articulating ideas (verbal, non-verbal and written) clearly, creatively and effectively
- speaking with confidence and poise
- expressing written ideas concisely using correct grammar and mechanics
- utilizing technology effectively
- listening critically yet compassionately

CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS/GUARDIANS

Parents are the primary educators for their children. Parents who enroll their child(ren) at St. Ann's Model Schools, are choosing its programs and curriculum over those available at other schools. The students' interest in receiving a quality, morally based education can be served if students, parents and school officials work together. Differences between these individuals can be resolved. In some instances, however, the school may find it necessary, in the best interest of the student, to require parents/guardians to withdraw their child.

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

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

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

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

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

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

The school reserves the right to determine which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will result in a verbal or written warning to the student and/or parent/guardian and will first result in disciplinary action short of a requirement to withdraw from the school (e.g. suspension of student or suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc.) The school reserves the right to determine when conduct is of such a severe nature as to warrant immediate action without a warning.

SECTION 1

BACKGROUND

Proud History

During the persecution of Catholics in Hawaii (circa 1849), many natives had fled from Honolulu over the Pali trail to the windward side and settled in the Koolau area. Father Robert Walsh, SS.CC. (Congregation of the Sacred Hearts of Jesus and Mary, the same community as that of Father Damien of Molokai) began ministering to these Catholics. In 1841, Father Robert Martial Janvier, SS.CC. replaced Fr. Walsh and centered the mission in the Heeiea area.

Parish tradition has it that a village chief had gone to a Protestant Missionary asking for lamp oil. The missionary could not give him any oil. The chief then went to the Catholic mission (at that time located on Mokapu Point) and received his oil. In gratitude, the chief gave the missionaries of the Congregation of the Sacred Hearts a six acre parcel of property in Heeiea. The missionaries moved the small Catholic mission to this property, the present location.

From the Church's very beginning in 1841, the missionaries established classes for the children in the district. At first, these classes were instructions about the Catholic faith; very quickly they included reading, writing, arithmetic, and a little geography.

In 1871, a boarding school was established for eight boys by Fr. Mattias Limburg, SS.CC. The following year, 1872, a regular day school was started for boys and girls. The McCabe family was instrumental in running the school until the arrival of the Maryknoll Sisters in 1927.

In 1960, St. Ann's School extended its curriculum to include a high school for young women. The high school closed in 1969. In 1988, the administration of St. Ann's School saw the need to provide quality child care coupled with an opportunity to prepare younger children for our own kindergarten. Twenty years after the closing of the high school, the Early Learning Center opened in 1989, in the renovated high school building. The Early Learning Center soon established itself as the feeder to the grade school.

In 1994 and again in 2000, St. Ann's Model Schools (ages 3 to Grade 8) was granted a six year accreditation certificate from the Western Association of Schools and Colleges (WASC) and the Western Catholic Education Association (WCEA). The Early Learning Center was the first preschool in the State of Hawaii to be accredited by both organizations.

Accreditation, License and Certification:

St. Ann's Model Schools (ages 3 to Grade 8) is fully accredited by the Western Association of Schools and Colleges (WASC) and the Western Catholic Educational Association. (WCEA)

St. Ann's Model Schools is licensed by the Roman Catholic Church, Diocese of Honolulu in the State of Hawaii. Additionally, St. Ann's Early Learning Center and St. Ann's Extended Day Programs are licensed by the Department of Human Services: Child Care Connection, Good Beginnings Alliance.

St. Ann's teachers and staff are certified to teach in their areas of competency through the Hawaii Catholic School Office. All faculty members receive additional training and certification in "Creating Safe Environments". through the Roman Catholic Diocese of Honolulu. This training is mandated for all members of the clergy, religious, lay employees and volunteers of the Roman Catholic Church in the State of Hawaii who have regular or continuing contact with youth.

Administration:

The Pastor

The Pastor of St. Ann's has the ultimate responsibility in the governance, spiritual welfare and education of the Parish. The Pastor supports, encourages and promotes excellence in education. He is committed to quality programs for all children of the parish and those who have entrusted their children to our care.

Education Team –

The leadership of St. Ann's parish community has united all educational programs for greater unity, collaboration, cooperation and communication. By working together and sharing common goals and problems, it hopes that there will be a better understanding of our mission, an appreciation of the individual difficulties and a respect for personal talents. The Education Team coordinates the educational programs of the parish.

The Education Team is composed of:

The Parish Director of Education (PDE) who is responsible to maintain Catholic identity, program unity, coordinate program development and foster communications.

The School Principal who is responsible for programs and development in Grades 1-8.

The Early Learning Center Principal who is responsible for the programs and development for children ages 2.5 to under 7.

The Religious Education Principal who is responsible for Parish Religious programs and development for children in PreK to High School, including the Youth Ministry.

The Adult Faith Formation Principal who is responsible for Parish wide programs for the ongoing faith development of adults.

Education Council:

The Education Council is an advisory body to the Pastor and the Education Team in achieving the goals of St. Ann's Church and Model Schools of providing quality Catholic education. The Council is made up of parents from the ELC, School and Religious Education programs.

The Council is responsible for the following:

- a. become aware of the parish vision for education;
- b. support and enhance the parish vision through a demonstrated commitment;
- c. generate means of articulating the parish vision to parents and wider community;
- d. with the leadership of the Education Team, advise and assist in developing and expanding special projects.
- e. assist the administrators of the Early Learning Center, School and Religious Education with funding resources.

All meetings of the Council, both regular and special, are open to St. Ann's community unless the President or Council by majority vote deem it necessary to go into executive session for discussion, deliberation and vote. If any person other than a member of the Council wishes to bring a matter before the Council, such person must submit the item to the President for placement on the meeting agenda prior to the meeting. The Executive Committee plans and approves the final agenda for regularly scheduled meetings.

Faculty:

Teachers at St. Ann's are called to form a faith community where students can discover the Catholic attitude and values in the lives of those who teach them. The school selects teachers both for their effectiveness in teaching subject matter and for their ability to affect student growth. Teachers are concerned with the Catholic philosophy of education, professional competency, student behavior and learning outcomes

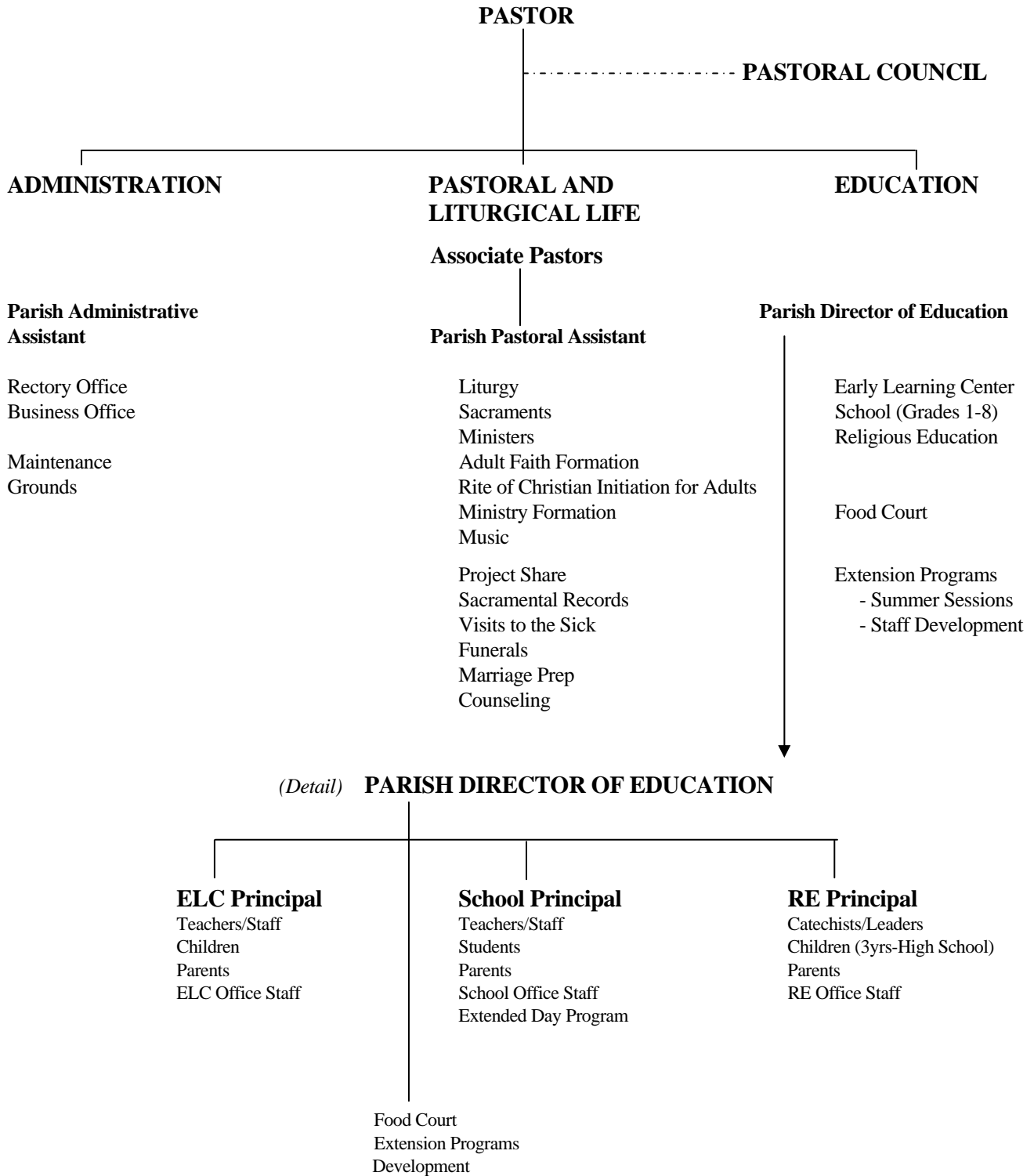
The members of the St. Ann's faculty are all graduates from accredited colleges, universities or National Credential Agencies. All Early Learning Teachers hold a minimum of a Child Development Associate (CDA) certificate up to a Bachelor of Arts degree. Teachers in the School hold a minimum of a Bachelor of Arts degree on up to a Master's degree.

St. Ann's believes that a strong staff development program is key to continuing student success. All teachers participate in ongoing staff development conducted by **Alii Institute: a professional training institute**. In addition, teachers and staff are given opportunities to attend educational workshops, courses and seminars.

The entire faculty (ages 3 to Grade 8) uses the common language of Direct Instruction and Cooperative Learning models in the classroom. The faculty is committed to creating the best environment that allows and supports the right conditions for all children to learn.

ST. ANN'S CHURCH & MODEL SCHOOLS ORGANIZATIONAL CHART

(Revised June '07)



-- EDUCATION COUNCIL (advisory to the entire Education Team)

SECTION 2

ACADEMIC INFORMATION

Courses:

1. Religion: All students are required to participate in Religion classes and other spiritual, liturgical activities. St. Ann's Model Schools' Religion program consists of a curriculum that includes preparation and planning for liturgies and prayer services that occur throughout the school year and for the reception of sacraments.
2. Language Arts: Grammar, Reading Comprehension, Literature, Spelling, Vocabulary, Phonics, Composition, Speech, Penmanship, Critical and Writing Skills
3. Mathematics (Grs. 1-7) Pre-Algebra/Algebra (Grs. 7-8)
4. Social Studies/Hawaiiana
5. Science/Health
6. Fine Arts: Music/Art
7. Technology: Computer
8. Physical Education
(If for any reason, a student cannot participate in the P.E. program, the school is to given a written notice from a doctor.)

Report Cards and Grading System:

In order to inform parents of their child's progress, parent-teacher conferences are held during the school year and four formal, written report cards are sent to parents. A compulsory parent-teacher conference is held at the end of the first quarter and optional parent-teacher conferences are scheduled at the end of the second and third quarters. Parents will be notified by mail if a teacher is requesting a mandatory conference for the second or third quarter.

The marks or grades a student receives are related to the degree of mastery of the objectives for the student's grade level. A passing grade depends on the student's mastering the minimum objectives in the major subject areas.

THE MAJOR SUBJECT AREAS FOR THE PURPOSE OF DECIDING PROMOTION OR RETENTION SHALL BE ENGLISH (including Reading in lower grades), MATHEMATICS, SCIENCE AND SOCIAL STUDIES.

[Catholic School Department Policy #5033]

Grading Scale:

A+ ... 98-100	C+ ... 81-84
A 95-97	C 78-80
A- 93-94	C- 75-77
B+ ... 90-92	D+ ... 73-74
B 88-89	D 71-72
B- 85-87	D- 70

O ... Outstanding S ... Satisfactory U ... Unsatisfactory

IP ... Insufficient Progress NI ... Needs Improvement

Incomplete Grade (I):

A student who has not mastered the minimum objectives in a given subject is to receive an Incomplete grade. An Incomplete grade is to be made up no later than the middle of the next quarter. Students who have not made up the Incomplete grade will then receive an "F" on their report card. A student who receives an "F" on their report card is an exception to our policy. It is not our intent to fail students or to have students fail their courses, but to encourage students to work toward completing all minimum expectations in all subject areas.

Whenever a student receives an Incomplete grade in a major subject area, a letter is mailed home stating the assignments, work, and/or tests that need to be completed and the due date the teacher can expect to receive these assignments. If necessary, a conference is held with the parent(s) and student to discuss a remedial plan of action. A student must work toward changing the Incomplete to a letter grade before the next grading period.

Honors Recognition:

Students in grades 4 through 8 receive an Honors Certificate if they maintain a grade point average of 3.0 or better at the end of each quarter. A First Honors Certificate is awarded to students who maintain a 3.5 GPA or better and a Second Honors Certificate is awarded to students who maintain a 3.0 to 3.4 GPA. A student who maintains a GPA higher than a 4.0 is awarded the Principal's Award. A student must complete all requirements for all subject areas. A student who receives an Incomplete grade does not qualify for an Honors Certificate.

Minimum Achievement:

A student at each grade level must achieve a minimum of a "D-" in all major subjects for the final grade in order to complete the grade level program. A grade of less than a "D-" in the major core subjects of Language Arts, Math, Social Studies and Science for the year constitutes unsatisfactory achievement for that grade level. A student may be placed on Academic Probation for the next school year or be recommended for retention.

Students in grades 1-4 are referred to the Learning Lab for extended support in Language Arts, Reading, or Math. The purpose of the Learning Lab is to strengthen the student's skill level in the recommended subject area.

Summer School is required for a student who has not made up an Incomplete grade(s) before the last grading period. Teachers may also require students to attend Summer School because grades indicate a weak mastery of skills in core subject areas.

Progress/Deficiency Reports:

A Progress Report is sent home mid-quarter for students in grades 1 and 2.

A Deficiency Report is mailed home for students in grades 3-8 in the middle of each quarter. This is to let parents know that a student is not performing satisfactorily in a particular subject.

Transition Period:

St. Ann's Model Schools recognizes that all incoming students require a transition period in adjusting to new schedules, routines and environment. St. Ann's Summer Sessions program provides for a "Transitions" class that familiarizes the incoming student to the St. Ann's experience. In addition, the first quarter of the school year is designated as a "transition period". Teachers and staff observe and monitor the adjustment of new students so that the early signs of difficulties may be addressed immediately.

Academic or Behavioral Probation:

Teachers and staff closely monitor students demonstrating difficulties in academic or behavior adjustments. At the first level, a teacher works with the student and his/her parents to identify means in addressing the situation.

At a second level, the principal, teacher, parents and student establish a plan and time frame – a preliminary probation period – to achieve improvement. Preliminary probation is not less than two weeks and not more than four weeks. At the end of this period, the student must have consistently demonstrated at least average progress as outlined in the plan.

At the last level, a Child Study Team (see also page 27) is established to determine alternate methods and, if necessary, to make recommendations for outside referral. The Child Study Team prescribes a program of action. During this program of action, a student is placed on academic or behavioral probation. This probation period is not less than four weeks and not more than one academic quarter. While on probation, the student must demonstrate responsible choices that reflect the criteria specified in the program of action. The Child Study Team meets at the end of this probation period to evaluate results. The team may recommend:

- a) to mainstream (the student has demonstrated marked improvement)
- b) to extend probation (for not more than one academic quarter) or
- c) that an alternate academic setting would best fit the needs of the student.

Homework:

Homework is important. It is an extension of the learning that takes place in school. Homework provides practice and drill which reinforce classroom learning. It also provides opportunities for independent study, research and creative thinking. Required reading and studying for quizzes and tests are considered homework.

The suggested homework times are:

Grades	1 and 2.20 to 30 minutes
	3 and 4.	30 to 45 minutes
	5.	45 to 60 minutes
	6, 7, 8.	1 ½ to 2 hours

When a student is absent, parents may request homework by calling the school office no later than 8:30 a.m. Assignments are ready for pickup in the school office at 2:30 p.m. If requests for homework are received late in the school day, there is no guarantee that the assignments will be ready by 2:30 p.m. Students are responsible for all work missed during absences.

Testing Program:

The Iowa Test of Basic Skills (ITBS) is administered to students in grades 1-8 in the Fall of each school year. The ITBS assesses the student's competencies in Reading, Language Arts, Mathematics, Listening and Thinking skills, Science and Social Studies. The results are sent home to parents approximately 5-6 weeks after tests are administered.

Textbooks:

Textbooks belong to the school. They are rented and checked out to a student for his/her use for all or part of the school year. Books which are frequently carried home for homework MUST BE COVERED. Parents are asked to check students' book frequently to be sure the books are covered.

Parents are to provide book covering for texts. Brown postal wrapping paper is a good book covering that holds up to everyday wear and tear. A reasonable amount of textbook wear and tear is to be expected; however, any damage or loss due to carelessness or intentional mistreatment becomes the student's (and parents') responsibility.

Student Permanent Records:

The school keeps a record of accumulated information for each student. Student records are personal and confidential. Records are available only to the parents or legal guardians, and authorized persons of the school as indicated by the Principal. Access to student records is made through the school office. Parents or legal guardians may review the complete file containing their child's school records after prior arrangements have been made with the Principal. Student record information is not given over the telephone.

Both parents are entitled to access their child's academic records or other school information unless there is a court order to the contrary. It is the responsibility of the custodial parent to provide the school with an official copy of the court order. "Never-married parents" are also to provide the school with custody documents.

Records may be transferred to a child's new school with parental approval. Requests for records are to be made in writing.

Transcripts:

Transcripts are records of a student's previous and present grades and standardized test results. Copies of a student's transcripts are sent to other schools upon written request of the parents. These written requests are to be submitted to the school office. There is no charge for the first transcript request. Thereafter, there is a fee for all other transcript requests.

Transfer Procedures:

The school requests at least 10 days' written notice when a student is transferring to another school.

All school textbooks and library books are to be returned in good condition. A fee will be charged for any damaged or lost school property. All financial obligations must be settled with the Business Office. These conditions must be met before a release is processed.

Emergency Information:

Emergency information must be on file for every family. The information provided allows school officials to reach parents in case of an emergency. An emergency card is sent home the first day of school.

Any changes in the information provided are to be reported to the school office as soon as possible. Names and phone numbers of emergency contact people are to be kept current. In the event that the school is unable to reach parents, the people listed on the emergency card will be contacted.

Legal Documents:

The school abides by the provisions of the Buckley Amendment. This means that non-custodial parents will be given access to the academic records and to information regarding the academic progress of their children, unless there is a court order specifically stating that the non-custodial parent is denied access to such information. It is the custodial parent's responsibility to provide the school with a court-certified copy of the court order and update these records when necessary.

Copies must be made for the school office of any legal documents regarding guardianship of any child and/or any other court order regulations specified in any decree which the school must follow. These documents are kept in a confidential file in the principal's office.

Excursions:

Teachers plan excursions during the year as enriching educational experiences with the purpose of meeting specific classroom objectives. Students are held to the same behavior expectations while on an excursion as they do in a regular classroom. The students accept full responsibility for his/her actions while on an excursion. Excursions are privileges given to students; no student has an absolute right to participate in an excursion.

An authorization form is sent home at least 2 weeks prior to an excursion for parents to sign. The excursion form contains information as to the date, time, destination and description of the excursion. Any special instructions are also included. Both parents (if applicable) are asked to sign this form. The authorization form is the only official form that is acceptable. Phone calls or other written notes cannot replace the official excursion form and will not be accepted. Students who fail to submit a proper authorization form cannot be allowed to go on the excursion.

A student can be denied participation in an excursion if he/she does not meet academic and/or behavioral requirements. Parents will be notified if this becomes necessary.

Students are required to travel to and from excursion sites with their classes only on authorized buses. All excursions are adequately chaperoned.

From time to time throughout the school year, parents may be asked to volunteer for room aides, yard supervision, library aides and /or excursion chaperones. In order to be eligible as a volunteer, parents are asked to read and sign a Volunteer Code of Conduct Agreement and application form at the beginning of the school year. This form is sent home the first day of school and must be signed and returned to the school office where it is kept on file. A copy of this form is found in the appendix of this handbook. Parents asked to be excursion chaperones must also sign a Liability Waiver form for each excursion he/she chaperones. Parent chaperones wear identification badges while accompanying a class on an excursion.



SECTION 3

SCHOOL HOURS ATTENDANCE, TARDY and RELEASE

Hours of Operation:

The school day begins at 7:45 a.m. and ends at 2:30 p.m. on regular days. Early dismissal days end at 12:30 p.m. and at 11:30 a.m. on special days. Consult the school calendar for early dismissal times, holidays and vacation periods.

Visitors:

All visitors and parents are to check-in at the school office before proceeding to classrooms. Upon check-in, visitors and parents sign in and receive a visitor's pass. When leaving the campus, visitors and parents check out at the school office and return the visitor's pass. Visits to classrooms, playground and Food Court during school hours must be prearranged and approved by the school office. Visitors and parents are to be dressed appropriately.

Arrivals and Dismissals:

It is for the safety of the children that parents make suitable arrangements to have their students dropped off and picked up from school on time. Supervision is provided on the school grounds from 7:30 a.m. until 3:00 p.m. on regular days. On early dismissal days supervision is provided on the school grounds from 7:30 a.m. until 1:00 p.m. (12:30 dismissal) or 12:00 p.m. (11:30 dismissal). Parents are to make proper arrangements to pick up their children by 3:00 p.m. or take advantage of the Extended Day Program. When students leave campus at the end of the school day, they are not allowed to return to 'hang out' with other students who are on campus after school working with a teacher, or playing sports. School personnel supervise students during designated extracurricular activities held on campus.

Attendance:

Regular attendance is essential to a student's success in school. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem. The student is missing valuable teacher guidance and sequence of instruction. It is difficult for a student to return to school and benefit from the total dynamic of teacher-student interaction and cooperative grouping when habitually absent.

Absences:

Should it be necessary for a student to be absent, it is the responsibility of the parent to call the School Office between 7:30 and 8:30 a.m. The office may call a parent if this policy is not followed. It is important that a child attend school unless he/she is ill. Parents are asked to schedule doctor or dentist appointments outside of the school day whenever possible. Students are required to bring a written note from their parents upon returning to school after an absence.

Parents are notified by mail when a student has 5 or more absences in a quarter. All absences are listed on the daily absentee list, and except for those authorized by the school office, appear on the student's report card and permanent transcripts.

Notification in writing must be given to the Principal at least two weeks in advance if a student is to be out for an extended absence. A student must have a doctor's note if the extended absence is due to illness. The Principal then consults with the student's teacher(s) and inform them of the expected absence. The teacher(s) notifies the parent of any make-up work that needs to be completed when the student returns to school. The parents and student must realize that although make-up work can be done, actual instructional time can never be made up during an extended absence. **Parents are urged to schedule trips during students' vacation times.**

Tardiness:

Students are required by law to attend school **punctually and regularly**. At St. Ann's Model School, the first bell rings at 7:45 a.m. This is the gathering bell and students report directly to the classroom and/or morning assembly lines. A student is considered tardy if he/she is not present at the morning assembly by 7:55 a.m. The school office when deemed necessary makes exceptions for inclement weather or mass traffic situations. In this case, the student is marked with an excused tardy. An excused tardy is not recorded on the student's attendance record. If a student is late, a note must accompany the student explaining the reason for the tardy or the parent must call the school office to inform them that the child is arriving late.

Parents are notified by mail when a student has 5 or more tardies in a quarter. An individual plan may be worked out with each student by the Principal, in consultation with the child's teacher, to make up time lost due to extreme tardiness.

Release From School:

If a child is to be excused early, there must be a very good reason and such a request is to be presented in writing before 8:00 a.m. and approved by the Principal. A phone call may be made to the office for early release in case of an emergency only.

A student leaving campus during the school day waits in the School Office until he/she is picked up. The school secretary or another authorized adult establishes the positive identification of the person picking up the student. The parent/guardian signs a Release Form in the office before taking a student off campus during the school day.



SECTION 4

MEDICAL INFORMATION

Sick Students:

A student who is ill during school hours, is sent to the health room. A child should not be sent to school if he/she shows signs of fever, sore throat, rash, earache or headache. When in doubt, the child should be kept at home. If the student cannot be helped in the health room, the parent is called to pick up the child in the school office. The regular release of student procedure is followed.

The Department of Health requires that a student who contracts any of the following diseases be excluded from school:

<u>Disease</u>	<u>Exclusion from School:</u>
Chicken Pox	For 1 week after eruption first appears
Conjunctivitis, acute discharging Influenza	Bacterial (pink eye) as long as eyes are red and During Acute Illness
Measles	For 4 days from onset of swelling; less, if swelling has subsided
Rubella (German Measles)	For 4 days after rash appears
Active tuberculosis	Until authorized by the Department of Health
Head Lice (Ukus)	<u>Until head is clear of ukus and eggs (nits)</u> Child is removed from school when live head lice and/or nits are discovered.

In order for a child to re-enter school after being out with head lice, he/she must be examined by school personnel in the school office. An adult is to accompany and wait until child is cleared for re-entry.

Chronic cases may be referred to a physician. If referred to a physician, a child may re-enter school only with a physician's clearance.

The Department of Health also requires that a student who has contracted any of the listed diseases or has a communicable disease be excluded from school until a doctor's written Release to Return form is received stating that the student may return to school. The child's parent will be called to pick child up from school if this form is not received upon student's return to school.

If a child requires emergency treatment, the parents and/or doctor are called. The child is taken by ambulance to the nearest medical treatment facility. If the child's doctor cannot be reached, the school contacts its own health consultant.

Health Requirements Required Before Entry to School:

The Hawaii School Attendance Health Law requires tuberculosis screening, immunization and physical examination for all students entering the Hawaii school system for the first time by the first day of school. Children without a tuberculosis clearance will not be admitted to school. The following must be submitted before entry to school:

1. A physical examination within one year prior to school entry date.
2. The complete series of required immunizations. Each applicant must present documentary evidence of immunization against diphtheria, pertussis, tetanus, polio, measles, rubella, and mumps and Hepatitis B.
3. All incoming 7th grade students must provide the school with a record of the following immunizations:
 - 2 doses of MMR (measles, mumps, rubella) vaccine
 - 3 doses of hepatitis B vaccine
 - 1 or 2 doses of varicella (chicken pox) vaccine (depending on the students age) *

* A documented history of varicella disease (chicken pox), signed by your child's doctor, may be used in place of the varicella vaccine requirement.

By the first day of 7th grade, students must have completed the required immunizations or a doctor's appointment slip showing that they will complete the required vaccines or the student will not be allowed to attend school.

Your health care provider will document the required health information on the official Student's Health Record (Form 14). This form becomes part of your child's official school records and is transferred along with other official records when your child changes schools. Physical re-examinations are not required but are recommended for students in 4th and 7th grades.

Dispensing of Medication:

Under ordinary circumstances, school personnel do not administer medication. St. Ann's Model Schools recognizes, however, that in extraordinary circumstances, request to dispense medication may be made by a parent. In this case, a parent must complete a Medication Use form. The name of the medication, prescription number and dispensing pharmacy must be listed. All medication must be in its original container with clear directions on its label. Medication is brought to the school office with the Medication Use form.

Policy for Acceptance of Self-Administered Medication:

Ordinarily, all medications are stored in the school office and dispensed under supervision by an adult. St. Ann's Model School recognizes, however, that students with asthma and/or anaphylaxis or other potentially life-threatening illnesses need the ability to self-administer medication(s). Students who carry and self-administer their own inhaler for asthma and/or auto-injectable epinephrine must adhere to his/her own prescribed dosage of medication and may be permitted to carry his/her medication as long as he/she does not endanger him/herself or others through misuse of the medication

Parents are to notify the school office if their child needs to self-administer medication to him/herself. A Self-Administered Authorization form can be obtained from the school office for this purpose. This form authorizes a child to self-administer medicine. It also states that the parents shall not hold the school and its employees liable for any injury that may arise from the child administering his/her own medicine and the parent indemnifies and holds harmless the school and its employees of any claims arising from the self-administration of medication by his/her child. A written certification from the student's physician stating the student's illness and that the student was properly instructed and is capable of self-administering his/her medication is also a part of this authorization form.

Authorization forms are effective for the current school year only and shall be renewed each school year.

Insurance Coverage:

A compulsory insurance carrier, designated by Hawaii Catholic Schools Department, covers all students. The insurance covers injuries during the hours and days when school is in session and while attending or participating in school sponsored and supervised activities. It also covers travel during such activities in transportation arranged by the school. Coverage includes participation in sports, religious services and necessary travel as defined by the policy. The cost of the student insurance is part of the comprehensive fees paid at the beginning of each school year.

Medical Coverage:

Each Student must have on file medical insurance coverage information (personal physician's name and phone number included).

SECTION 5

FINANCIAL INFORMATION

Tuition:

Tuition pays for salaries, employee benefits, electricity, water, maintenance and the daily expenses that must be met to keep the school operating.

Tuition is pro-rated on a ten-month basis and is refundable only for full, unattended months. (#8-school contract)

Parents select and agree to pay tuition in accordance with either Plan A, Plan B or Plan C:

Plan A: Tuition payment in full by the July Registration day of the current school year, less deposit.

Plan B: Tuition paid in advance in four installments, less deposit (option includes a service fee)

1st Installment: July Registration

2nd Installment: October 20th

3rd Installment: January 20th

4th Installment: April 20th

Plan C: Tuition paid in advance in ten monthly payments, less deposit. (option includes a service fee) . The first payment is due at the July Registration. Thereafter, monthly payments begin on August 20th and end on April 20th.

In addition to the tuition rates, each grade pays a Comprehensive Fee that covers book rentals, consumable workbooks/books, paper, art and classroom supplies, testing fees, etc. Comprehensive Fees (including book rental) must be paid on Registration day and are non-refundable.

Family Tuition Rates

St. Ann's Model Schools offers a family tuition rate for families that have two or more children enrolled. Families who have children enrolled in both the School and Early Learning Center are also eligible for the family tuition rate. An Early Learning Center child is considered the first child if enrolled by the first quarter of the school year. If family enrollment takes place after the first semester, then the School child is considered the first child.

Financial Suspension:

If tuition payment is not received by the due date, a child is placed on financial suspension. A student on financial suspension is not admitted to school until the delinquent tuition is paid. A student remaining on financial suspension for more than 15 days is released without academic credit for the quarter. Tuition is charged through the suspended days. If a student is released, the student must go through the full enrollment process in order to re-enter.

It is advisable that delinquent tuition be made directly to the Business Office for immediate attention to your account, however, payments may be made at the School Office.

Upon receipt of a student's late tuition payment, the Business Office issues a "Change of Status" form. The parent (student) presents the completed form to the school office. The student is then admitted into class.

All checks returned for insufficient funds will be assessed a service charge of \$50.00 for each returned check. The Business Office reserves the right to refuse personal and/or business checks as payment when an account is judged to be a poor credit risk.

Refund Policy:

St. Ann's Model School requires written notice to the school from the person responsible for the student if the student is to be withdrawn from enrollment. Tuition is charged through the withdrawal date regardless of whether or not the student has been in attendance. If the withdrawal is other than the last school day of the month, the tuition for the month will be charged. There is a \$50.00 withdrawal fee. Registration and Comprehensive Fees are not refundable.



REGISTRATION PROCEDURES:

Returning Students:

Each year, parents must register their child for the coming school year. Since acceptance for the next year is not automatic, the school reserves the right to accept or reject applications. Such decisions are based on parental cooperation, student department, educational opportunities and space availability.

A non-refundable deposit is required at the time of registration. NO student will be considered registered unless the deposit, the previous year's tuition and outstanding financial balances (library fines, lost books, etc.) have been paid in full and received in the business office by the end of the school year.

Intent to Return forms are sent home the first week of March each school year and is due by the third week of March of the same year.

Registration for the new school year is held the third Saturday in July each year. All accounts must be paid in full before a student can register for a new school year. The following information is submitted and collected:

1. Application for each registered child
2. Contract signed by parents or guardians
3. Payment of tuition and comprehensive fees

Parents may also sign up for Extended Day services, purchase lunch tokens, exchange or purchase recycled school uniforms and sign up for extracurricular activities that are available for the school year. School calendars and Parent/Student Handbooks are also distributed on registration day.

New Students:

Applications for new students may be obtained at the school office between regular business hours, Monday through Friday. New students applying for grades One through Eight are required to take an entrance examination. St. Ann's gives preference in admission first, to Catholic students whose parents are registered and active members of our parish; second, to Catholic students living outside of our parish boundaries; third, to non-Catholic students.

In addition, new students are asked to submit the following:

1. Baptismal and First Eucharist certificates (if Catholic).
2. A copy of child's Birth certificate and Social Security number.
3. Complete Health Examination Record (Form 14) to prove that a Physical Examination, TB skin test and all required immunizations have been completed.
4. Copies of the most recent report card and Standardized test scores
5. One confidential Teacher Recommendation Form completed by child's current teacher.
6. Payment of application fee.

Claims of legal guardianship and custody rights must be proved by document to be filed in school office.

Parents or guardians of all new students are interviewed by the Principal and/or Admissions Committee.



SECTION 6

STUDENT SERVICES

Extended Day Program

St. Ann's Extended Day program is licensed by the Department of Human Services for 150 children ages 5.5 through 13 in Grades 1 to 6.

The Extended Day service is provided at St. Ann's Model Schools for working parents who are unable to arrange for after school supervision of their child. It is an extension of the regular school day and is open only to registered St. Ann's students.

The Extended Day PM program consists of hourly sessions for homework study, enrichment activities, sports and games from 2:30 to 5:30 p.m. on regular school days and from 11:30/12:30 to 5:30 p.m. on early dismissal days.

An extended AM program is provided from 6:30 - 7:30 a.m. on each school day.

Extended Day booklets and registration forms are available on Registration Day, thereafter, at the school office. Each year, regardless if the child was registered in the previous year, parents must fill out a new registration form. Registration forms are dated as they are received. The maximum number of 150 children may be enrolled in this program.

Food Court:

St. Ann's Model School provides hot entrees and ala carte items that are available in the Students' Food Court located in the school cafeteria.

Ala carte breakfast items are available for purchase from 7:00 to 7:40 a.m.

Meal tokens (red and/or white) may be purchased from 7:00 to 7:45 a.m. in the morning and from 9:45 to 10:05 a.m. and 11:20 to 12:05 p.m. in the Students' Food Court.

White Meal Tokens are used to purchase hot entrees only. Milk is included for grades 1-4 Juice is included for grades 5-8. Red Meal Tokens are used to purchase ala carte items. Tokens are not interchangeable, that is, white meal tokens cannot be used to purchase ala carte items and red meal tokens cannot be used to purchase hot entrees. Tokens are not refundable.

All Student Food Court entrees and ala carte prices are available at the beginning of the school year and are sent home the first day of school. Information on the daily special meals and ala carte items are sent home on a regular basis.

Library Policies:

Introductory Statements:

1. The Library is a year-round service for students, teachers, staff and administration of St. Ann's Model Schools.
2. The Library is a support to and an integral part of the students' learning experiences at St. Ann's Model Schools.
3. Library service focuses on:
 - a. programs and activities that encourage and support reading
 - b. resources in reading and research
 - c. extension and enrichment of curriculum
4. Whenever possible, Library procedures and policies mirror and correspond to those which students will be expected to follow in the Public Library System.
5. It is the responsibility of all who use the Library to:
 - a. select appropriate books
 - b. take proper care of borrowed books
 - c. return books by the due date and, in some cases,
 - d. pay library fines and/or replacement costs of the book(s)

Library Schedule:

1. Grades 1-4 are scheduled to visit the library at least once a week. All other grades arrange for class visits as needed.
2. The fall schedule is established within the first three days of school with each teacher. The School Year schedule is published and posted in the library.
3. The summer schedule is established within the first three days of summer sessions with each teacher. The summer schedule is published and posted in the library.
4. If a class visit is cancelled due to alternate use of the library, the librarian, together with the classroom teacher, will reschedule the weekly class visit.
5. If a class visit is cancelled due to alternate activities with the class, the teacher, together with the librarian will negotiate a "make-up" time if this is possible. If no alternate time is available, then the class forfeits the visit for that week.
6. Teachers may schedule additional library visits for special projects, activities, and enrichment. The teacher and librarian negotiate additional class visits.

7. Students in Grades 3-8 are welcomed to visit the library before school, during recess and after school. Each week, students in Grades 1-2 are scheduled to visit the library as a class. The Library hours are posted.
8. Students use the library visit to borrow books, return books, conduct research or for quiet study.

Borrowing Policies:

1. Students may borrow books from the library during the regularly scheduled weekly class visit, morning recess, or lunch recess. Books are not checked out before or after regular school hours.
2. Students may borrow books from any section of the library. Teachers and the Librarian encourage students to borrow books that correspond to personal reading level and taste.
3. Students may borrow two to three books during a two-week period. Borrowed books may be renewed once.
4. Teachers and Staff may borrow up to 25 books during a two-week period. Borrowed books may be renewed.
5. Students, Teachers, and Staff use the established library procedures to borrow books.
6. Since the Library is year-round, there are no "black-out" times for borrowing books. However, the library is closed one week during Christmas break and two weeks during the summer for vacation time. Notice is given before these sessions regarding vacation closure.

Return Policies:

1. Books are returned on the due date. Usually, the books are returned during the regularly scheduled weekly class visit.
2. Students who do not return books during the class visit, are allowed to browse the library, check-out books (if within the two-three book limit), or continue with research.
3. If books are not returned during the regular weekly class visit, the student has until the end of the school day to return the due books. After this time, the books are considered over-due.
4. Over due books are charged \$.10 per day, per book. Books not returned within four weeks (20 days) are charged the entire replacement cost plus 15% shipping and handling.

5. In the case of a student, after four weeks (20 days) over due, notice is given to the parents, principal and the business office to add the library fine AND the cost of the book plus 15% to student's account.
6. In the case of a teacher, after four weeks (20 days) over due, notice and billing is given to the teacher and principal of the total library fine AND the cost of the book plus 15%.

Computer Lab:

Students in grades one through eight are scheduled to use the Computer Lab once a week. Additional use of the Computer Lab may be prearranged with the computer lab teacher. The use of the lab is a privilege. Students may be suspended from the use of the Computer Lab for inappropriate behavior and/or of computer equipment.

St. Ann's Model School offers students access to the Internet. In order to gain Internet access, all students must obtain parental permission. An Authorized User Policy Consent Form is sent home at the beginning of the school year. Should a parent prefer that a student not have Internet access, use of the computers is still available for more traditional purposes such as word processing, research papers and class assignments.

Learning Lab and Child Study Service:

Early intervention and accurate prescription makes a dramatic difference in student success in school. The Learning Lab services children who benefit from additional academic support. The lab supports and enhances classroom instruction. Students in grades 1 through 8 are referred to the Learning Lab by the classroom teacher. They are referred to the Lab for extended work in language arts (reading, phonics, writing) or math for a specific period of time. The goal of this program is to provide supplemental instruction that will strengthen a student's academic skill in language arts or math.

The Child Study concept is another intervention and prescription approach to assist children experiencing difficulty.

A child Study team is a group of professionals in dialogue to determine the best possible action for a particular child/student. After reviewing the data, conducting interviews and seeking appropriate research, the Child Study team makes recommendations to the administrator(s), teacher(s) and parents regarding reasonable alternatives for the future growth and development of the child/student.

Summer School:

St. Ann's Summer Sessions provides opportunities for academic classes and exciting summer experiences. Sessions include classes that cover basic review to strengthen academic skills and a wide variety of enrichment classes for children who wish to expand their learning in new areas. Registration is welcomed for boys and girls entering first through eight grade.

Summer School is held for 6 weeks beginning in June and ending in July. Information on St. Ann's Summer School is available in April of each year. Contact the Extension Office for more information.



SECTION 7

STUDENT ACTIVITIES

St. Ann's Model School offers a variety of extracurricular activities. The students are also offered opportunities in which they may be of service to the school and to other students.

All students participating in extracurricular and service activities are eligible to join a program at the opening of each school year unless previously notified by the principal. Students are expected to maintain their academic responsibilities as well as reflect acceptable academic and behavior expectations in all subject areas.

Eligibility:

Eligibility is determined by status of the quarter report card closest to the start of the school year. A student must have a minimum Grade Point Average of "C-" and a satisfactory report in conduct and effort in all subject areas.

Non-Eligibility:

Teachers fill out progress reports on a regular basis for participating students who are not on task in any subject area. These reports are given to the Faculty Advisor responsible for the activity. It is the responsibility of the Athletic Director or Faculty Advisor to notify coaches and teachers of any student who is receiving a warning, or is going to be ineligible or in extreme cases, removed from practices, games or extracurricular activities.

The student may not be eligible for practices, games or extracurricular activities if the student has reports of:

1. overdue and incomplete work
2. insufficient progress in work or homework
3. below average on quiz and/or test scores
4. inappropriate discipline problems or behavior

A student will first receive a warning notice. If immediate improvement does not occur, a student will be not be eligible to participate in practices, games or extracurricular activities for 5 school days. If practices, games or activities are scheduled within the 5-day ineligible period, the student will not be allowed to play, attend or participate in the activity. If satisfactory improvement is noted, the student will be given a change of status form at the end of this period. The student may rejoin the team or extracurricular program. The principal will make a determination, after consultation with the Faculty Advisor, Athletic Advisor, coaches, and/or teachers, whether or not a student will be reinstated, remain ineligible, or removed from activity.

If a student becomes ineligible twice, he/she will be removed from play or participation in the extracurricular activity.

Athletic Program:

The athletic program at St. Ann's Model School is an integral part of the extracurricular program and the educational process. It provides the student athletes wholesome opportunities to develop favorable habits and attitudes of social and group living in an environment of Christian principles and values.

Participation in athletics is a privilege. A high standard of Christian attitude, behavior and academic achievement is expected of each and every athlete.

Student athletes must follow all school policies and regulation in regard to academics, discipline, uniform code and personal grooming. An athlete is to be respectful to his/her teammates and coaches at all times. The athlete is responsible for the equipment used during a sport's season and will be assessed for any loss or damage.

All student athletes are expected to display sportsmanlike conduct toward an opponent, official, coach or teammate at all times. The use of profanity, dirty play, or humiliation of an opponent or teammate is not tolerated. Disciplinary action is taken and may lead to suspension or expulsion from the team.

St. Ann's students in grades 5-8 participate in the Catholic School League's sports program that consists of volleyball, basketball, and track. Participation in any of the sport's program is dependent on whether or not volunteer coaches are available. Coaches are expected to model the standard of Christian attitude, behavior and sportsmanship when working and training with the student athletes.

All students who participate in the CSL must have a physical examination within one year of participating in a sport and complete a Catholic School Waiver Form. The seasons are as follows:

Volleyball (boys & girls)	August
Basketball (DII boys)	October
Track and Field (boys and girls)	January (one time event)
Basketball (DI boys & girls)	February

Athletic Season Travel:

All student athletes must travel as a team to the game site. During regular school days, buses are provided by the school to transport students to and from the game site as private vehicles are not allowed. The student athlete may leave after a game only if the parent or authorized person signs the student out with the team coach. If a student is not picked up by his/her parent at the game site, the student must return to the school in the authorized transportation. When games are scheduled on weekends or holidays, parents are expected to transport their child(ren) to the game site.

Athletic Fees and Uniforms:

Uniform costs are the sole responsibility of students participating in the athletic program. Uniforms are approved by the Athletic Director and/or Principal before they are purchased. Uniforms purchased by students are kept by the students at the end of the season.

All students participating in the sports program will be assessed a fee for each sport in which the student is involved. This fee helps to defray the cost of travel expense, membership, entrance and tournament fees for each sport.

In addition to the liability insurance provided by the Church, parents must provide coverage for their children through their own insurance. (Catholic School Policy #5046)

Choir:

Choir provides an outlet for creativity, performance, and an opportunity to develop choral skills. Students in grades 3 through 5 may audition for a position in the choir, where they learn various musical elements and the art of performing.

As a choir member, self-discipline is needed for concentration in listening, singing, speaking, modeling, and memorization. Each member must show responsibility to the choir and the director by attending each rehearsal and performance. A positive attitude will help the members of the choir to have positive experiences and great performances.

Whenever possible, choir practices are scheduled during the week in the regular school schedule and during the afternoon recess period. Parents will be notified when there is a need to schedule special practices after school or on non-school days.

Other Fine Arts Opportunities:

Whenever possible, opportunities are made available to students such as piano lessons. Presently, students in grades 2-4 are scheduled for piano lessons during the school year. Piano, Art and other fine arts opportunities are also available during the summer session.

Junior Police Officer (JPO):

The opportunity to become a Junior Police Officer is available to students in grades 5 through 8. JPO duty gives students a sense of sharing responsibility for the safety of others. Commitment, discipline and responsibility are displayed by attendance and by carrying out assigned duties with diligence.

The JPO squad is divided into morning and afternoon groups. Each group is divided into teams and officers are appointed by the JPO advisor to lead the teams in carrying out their responsibilities of directing traffic and assisting students, parents and faculty in crossing at designated areas.

Students develop the ability to make decisions concerning safety, in accordance with laws and rules, while assisting with the flow of traffic. JPOs learn to cooperate with law enforcement officers, teachers, students and parents. They also learn awareness of safety rules and understand the necessity for them.

Library Aides:

Positions are available to students in grades 6, 7, and 8 to aid the Library Clerk in her duties. Interested students can sign-up at the beginning of each school year.

Library aides are responsible to the Library clerk and help to catalogue, locate and shelve books. They also assist students in borrowing books from the library.

Student library aides develop self-discipline by being role models for students who use the library services. They work as a team helping other library aides to complete assigned tasks, attend regularly scheduled meetings and keep the work schedules assigned to them. Library Aides are scheduled for regular duty during recess periods and before and after school.

Student Council:

Students in grades 3-8 have the opportunity to develop leadership skills by representing and leading their peers in a student government. Student Council provides students with an avenue to attain a leadership position among their peers.

Students involved in Student Council develop self-discipline by being proper role models for the school. The Student Council develops life skills such as cooperation, listening to other's needs, serving and leading the student body. Members realize, also, that they are responsible for representing the school in a positive light. Each member learns to work for the common welfare of the entire student body. Council members learn to fairly represent cares and concerns of all students and by cooperating with other council members to plan and implement activities addressing those cares and concerns.

SECTION 8

STUDENT EXPECTATIONS

Conduct:

St. Ann's Model School respects the dignity of all members of the school community. Therefore, we maintain a system of Cooperative/Assertive discipline in which teachers work with students, colleagues, and parents to create positive classroom behavior. Positive reinforcement is emphasized daily in the Cooperative Learning Model in the classroom. Students are praised for their positive behavior on the playground, at assemblies, liturgies and in their daily interaction with one another.

Positive Recognition:

St. Ann's students are acknowledged for their special gifts and talents by recognition of weekly birthday announcements and birthday cards. A special bulletin board, located in the cafeteria, highlight students and/or students' class work from each grade regularly. Each quarter students are recognized at an awards ceremony for their academic achievements and accomplishments. Recognition in the first and third quarters takes place in the classrooms. Awards for the second and fourth quarters occur at a school-wide assembly.

Positive behavior is emphasized and encouraged through incentives such as stickers, coupons redeemable for prizes or treats, Good News cards, praise notes and progress reports or notices of improvement sent to parents regularly.

Students are guided to use their decision and problem-solving skills to prevent negative behavior. Consequences are established for negative behaviors.

General Behavior:

The behavior expected from a student at St. Ann's is a combination of common courtesy and safety considerations. Designated classroom rules are to be followed in conjunction with the general school rules.

It is expected that students be familiar with all school regulations and obey them. The general rules are:

1. A student is to be courteous and considerate to others. Rudeness of any kind is not tolerated. The solicitation of money from another student regardless of the amount is strictly prohibited.
2. A student conducts him/herself with Christian attitude. Fighting, bullying, or other horseplay that might result in injury to another is never tolerated.
3. A Student is responsible for school property. Vandalism to facilities classroom equipment, sports equipment and cafeteria equipment are not acceptable.

4. A student is expected to obey all state and civil laws. Harassment; threats, verbal, written or implied; stealing; the use of drugs or alcohol; smoking; gambling; obscene language or behavior; carrying of dangerous weapons or items construed as weapons (i.e. pocket knives, razors, sharp objects, etc.) are misdemeanor offenses according to state law.

5. For after school pick-up, a student is to wait at the designated Pick Up/Drop Off area near the grass. Horseplay, running, yelling, and screaming are not tolerated. The sidewalk and the office lanai are two safe places to walk to the front parking lot with parents. Cutting across the turn around zone is an endangerment as well as a traffic hazard. **No student should be waiting in front of the Food Court for pick up after school.**

Campus Guidelines:

- Skates (roller blades) or skateboards are not permitted on the school grounds for any reason at any time.
- Bicycles that are brought to school are to be locked in the designated area. Students are not allowed to ride bikes on the school grounds before, during and after school.
- Gum chewing is not allowed before, during and after school hours anywhere on campus.
- Radios, Walkman, CD's, Ipods, MP3 Players, electronic games/devices and tape players are not to be brought to school or on a bus during excursions. Digital cameras are not allowed on campus.
- **The use of cellular phones on campus is strictly prohibited.** If taken away, parents will be called to the office to retrieve the cell phone. *After 3:00p, students will be allowed to use cell phones to contact parents for safety reasons. The use of the cell phone will be restricted to making parent contact, however, we cannot control who the student calls, thus the school cannot assume the responsibility that students are contacting parents.
- Toys, jump ropes and game balls are not to be brought to school.
- Students are not to play ball games, run, jump rope or use the playground equipment before the 7:45 a.m. bell.
- Physical contact games are not permitted on campus, e.g. wrestling, football, tag, or tag football.
- Students may not be on the Physical Fitness equipment before and after school unless supervised by an adult.

Students also have a responsibility to respect school environment, which is, the building, grounds, bathrooms and equipment, by keeping it clean and free of litter.

Students are expected to listen, obey and respect the JPOs at all times.

Students may bring playing cards, jacks and board games to school. The school is not responsible for any lost or damaged games brought to school by students.

Students in grades 1-4 may play on the playground equipment during recess under the supervision of the adult yard monitor. Grades 5-8 are scheduled on a rotation basis to play on the basketball and volleyball courts. Schedules are posted in the homeroom classrooms and on the school office doors.

Students of St. Ann's Model Schools are expected to participate in all educational programs, school events (including religious services), fundraising, and community service projects.

All students are to report to class on time, have necessary textbooks and supplies, and be respectful in manner and attitude at all times when attending class.

When school expectations become a challenge for a student, every effort is made to work with the student, in partnership with the parents. Parents are contacted by telephone, written correspondence or a request for a conference is made.

Bullying Policy:

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

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

Consequences:

Policy #5051-2. from the Catholic School Department Policy explicitly delineates disciplinary actions as follows:

1. Reprimand: The normal critique of student behavior made by teachers and Principal and given orally.
2. Warning: A serious censure of student behavior issued by the Principal in writing. (Conduct Referral) Warnings imply that suspension from school is being considered if the situation is not corrected. Consultations may be had with parents or guardians. Record of warning will be kept on file.
3. Suspension: A temporary exclusion from classes and school activities. At St. Ann's Model School there are two kinds of suspensions:

In-School Suspension: Student remains in school but is suspended from a regular classroom and has no contact with other students. The student is assigned to a special area where all assignments for the day is completed under supervision of a designated person assigned by the Principal.

At-Home Suspension: Student is suspended to his/her parents and is expected to complete his/her assignments given by his/her teacher. Completed work is turned in to the teachers when student returns to school.

If the suspension is to last more than a day, or if the student is to remain at home, parents and guardians will be notified immediately. A conference will be scheduled with the student, parents and appropriate school personnel, to examine the problem and work out conditions to insure parental cooperation and the student's future success. Record of the suspension and consultation shall be kept on file.

4. Dismissal: A permanent exclusion from school. Every effort is made to help a student work through whatever difficulties he/she is experiencing. After careful appraisal by the Principal, teachers, parents, student and after consultation with the Pastor, a student may be asked to look for another environment that would best fit his/her needs.

DRESS CODE:

St. Ann's students are expected to be well groomed and neat at all times. Wearing the school uniform on or off campus is a sign that the student belongs to the St. Ann's Model School community. Therefore, students in uniform should reflect Christian values and standards in their behavior.

Uniform Regulations:

All uniforms, including those for PE, are to be purchased from *Potpourri*, located at 727 Waikamilo Road.

BOYS

GRADES 1-8

Formal:

Shirts:	white, short-sleeved polo shirt with school logo	Pants:
	gray	
Socks:	<u>solid</u> white – socks must cover ankles	

Informal:

Walk Shorts:	gray. . . optional for grades 1 and 2 only
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GIRLS

GRADES 1-8

Formal:

Skirts:	red plaid for grades 1-8, grades 1-5 have straps. Length is limited to 2 inches above the kneecaps.
Blouse:	white, Oxford type
Socks:	<u>solid</u> white with SAMS initials (required sock from <i>Potpourri</i>)

Shorts worn under girls' skirts are not allowed to show below the hemline. Formal uniforms are to be worn for church liturgies. Skirts should not be worn with the waistband rolled up. The bottom of the skirt hem should sit on or below the kneecap.

Colored tee shirts and colored under garments are not to be worn under white uniform shirts and blouses. Only plain white tee shirts and plain white under garments may be worn under uniform tops.

Hats, headscarves, excessive hair accessories (i.e. beads, mini-clips, etc.), sunglasses and gloves are not to be worn to school.

P.E. Uniforms – Boys and Girls:

Tee Shirts red – Na Ali'i logo on front
Shorts red – Na Ali'i logo on front

St. Ann's Sports uniforms are not acceptable for the regular P. E. uniform.
Colored or print shorts are not to be worn under P. E. shorts.

Students may wear their P.E. uniforms under the regular school uniform on regular scheduled P. E. days. Students in grades 1-3 may wear their P. E. uniform to school on scheduled P. E. days only.

Students in grades 4-8 are to change into P. E. uniform during regular P. E. periods. Students who are scheduled for P. E. classes before lunch are to change back to regular school uniform for afternoon classes.

Jackets/Sweaters:

SOLID-COLORED RED, WHITE, BLACK, GRAY OR COMBINATION OF TWO OR MORE OF THESE COLORS MAY BE USED FOR JACKETS, SWEATERS & VESTS. Outerwear are to be plain. "Potpourri" carries regulation sweaters & jackets.

Red, white, black or gray sweatshirt type jackets that are buttoned or zippered in front are allowed. SWEATSHIRT PULLOVERS ARE NOT ALLOWED.

Jackets with decorations, names, words, designs or logos printed on them other than ones purchased from *Potpourri* are not allowed. When in doubt, remember that plain, undecorated jackets and sweaters of acceptable uniform colors are allowed.

Shoes – Boys and Girls:

Solid black, white, gray or a combination of these colors, plain, undecorated athletic shoes are allowed. Regular, flat, black or gray street shoes are allowed. Platform type tennis or regular shoes and skate shoes ("Heelys") are not to be worn. Colored, decorated and jeweled or glittered shoelaces are not allowed. Shoelaces must be tied at all times. Boots, slippers and open-toed sandals are not to be worn to school. Any shoes deemed unsafe or dangerous will not be allowed.

UNIFORMS AND ALL PERSONAL ITEMS ARE TO BE LABELED WITH STUDENT'S NAME.

Aloha Wear Attire:

Girls: Long or short mu'umu'u (spaghetti straps, backless, thigh-high, or high side slits, or low cut mu'umu'us are not allowed). Long or tea-length Hawaiian print skirts with plain tops or blouses (no advertising, slogans or caricatures) are allowed.

Socks with regular dress shoes, canvas or tennis shoes, dress sandals with back straps, closed/buckled sandals may be worn. (Sandals must be worn at all times, even during recess).

Boys: Dress pants, any color, and Hawaiian print shirts are allowed. Polo shirts with just a company logo are not considered Aloha Wear. Jeans are not allowed.

Students are responsible for observing the Dress Code and parents are responsible for enforcing it. Students who do not adhere to the guidelines will be sent to the office to call parents to bring a change of clothes or regular school uniform.

Free Dress Attire:

Free dress includes Aloha Wear attire, dresses, blouses or tops that cover the midriff, have a modest neckline, are without spaghetti straps and are free from logos, caricatures and writing. Baggy style clothing, tank tops, jams, t-shirts, beach attire, torn jeans, hip-hugger type jeans, cut out shoulders, cut out backs or backless dresses, and tight or clingy apparel are inappropriate.

Hair:

Boy's Hair: Hair is to be neatly groomed at all times. Boys' hair, in its natural state, is not to be longer than the top of the collar. **Hair is not to be dyed, streaked or colored, have tracks, razor cuts, undercut, cropped, shaved completely, unevenly shaved, too full or fall below the eyes.** Hair should be trimmed above the ears and collar. Faddish styles that draw unnecessary attention are unacceptable. Extreme hairstyles are never allowed.

Girl's Hair: Hair is to be clean and neatly groomed at all times. No beads or excessive hair accessories are allowed. Hair is to be kept out of the student's eyes. **Hair is not to be dyed, streaked or colored, have tracks, razor cuts, cropped, shaved completely, unevenly shaved, too full or fall below the eyes.** Faddish styles and extreme hairstyles that draw unnecessary attention are not allowed.

Make-up:

Make-up, eyeliner, mascara, colored nail polish, and tinted or colored artificial nails are not allowed. Tattoos and/or body-piercing devices are not allowed.

Jewelry:

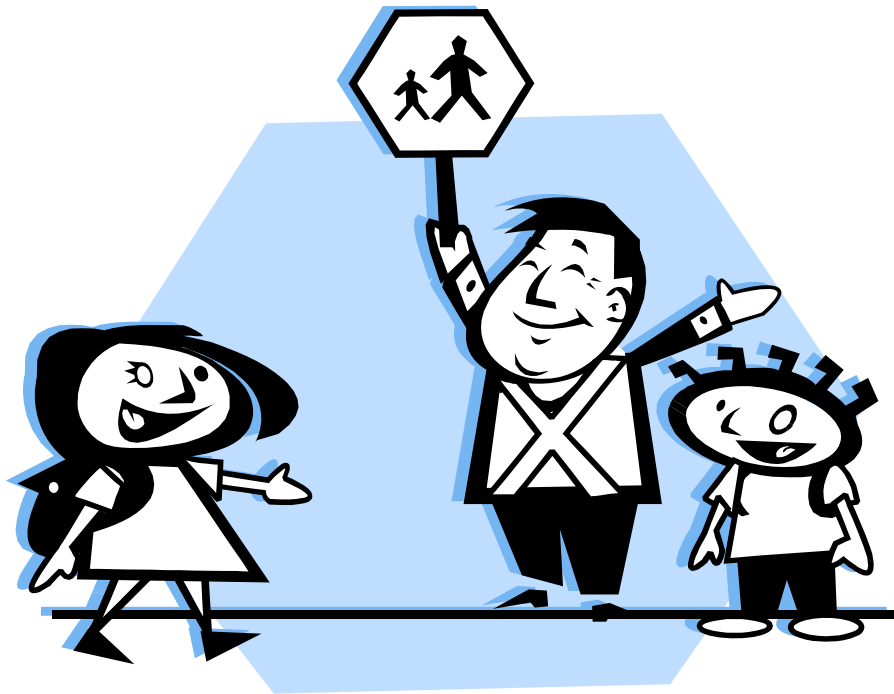
1. One pair of simple stud-type earrings is acceptable. Hoops, multiple earrings or dangling types which hang off earlobes are not allowed.
2. One thin chain with/without a pendant, one ring and/or one bracelet

THE SCHOOL IS NOT RESPONSIBLE FOR LOST JEWELRY.

IN CASE OF NEW STYLES OR DISAGREEMENT ON THE INTERPRETATION OF THE DRESS CODE, THE PRINCIPAL WILL MAKE THE FINAL DECISION.

After School Change of Clothing:

Only students participating in a sports program or authorized special event may change into practice clothes after school. All other students are not allowed to change into free dress on campus at the end of the school day.



SECTION 9

COMMUNICATION

Assignment Books:

Grades 2 through 8 utilize an assignment book in which students make note of homework assignments and messages to parents. In the first grade, teachers send out a weekly assignment sheet at the beginning of each week

Calendar:

A calendar for all three educational programs, the School, ELC, and Religious Education, is distributed to all families on registration day each year. This calendar gives pertinent information of important dates, deadlines, holidays, vacations, early dismissal days, and parent-teacher conferences.

Concerns:

The best way to handle a problem is at the level at which it occurs. A classroom concern should be addressed to the teacher or teachers involved. Parents with teachers can usually solve a problem in a mutually satisfying manner. However, if the problem persists, parents are encouraged to seek further assistance from the Principal. In the rare event that the problem cannot be resolved with the Principal then parents and/or Principal directs the concern to the Parish Director of Education (PDE). The final recourse for parents rest with the Pastor. It is recommended that Parents voice their concerns to the proper person(s) to ensure immediate and appropriate action.

Conferences:

Parent-Teacher Conferences are scheduled at the end of the first and second quarters of the year. The first quarter conference is mandatory for all students. At the end of the second quarter, parents will be notified by mail if a teacher is requesting a mandatory conference. Otherwise, all parents may sign up for a conference with their child's teacher. Consult the school calendar for specific dates. A parent or guardian may request a conference with a teacher at any time. The parent/guardian may do so through the school office or by writing a note to the teacher.

Newsletters:

The Principal's Newsletter is sent out regularly throughout the year. It is also inserted in the Church bulletin once a month.

Many teachers send out weekly and monthly newsletters relating to the events in their grade level, such as notes informing parents of special happenings and informing parents of the students' accomplishments and challenges.

Open House:

Both the School and ELC plan an Open House at the beginning of each new school year. This allows for socializing between teachers and parents. Parents are then encouraged to visit their child's classroom to receive the goals, objectives and teacher expectations as well as observe their child's classroom environment. The Open House also gives parents the opportunity to see the school grounds and facilities.

Parent Information:

Written notices of school events, changes in the school calendar, dates of meetings and other information are sent home, usually on a Thursday, via each child, in a family message envelope. Parents are to remove notices, sign the envelope and return promptly.

Notices, announcements, daily menu and items of interest to the parents are posted on the bulletin board located on the wall next to the school office.

Use of Student Information/Pictures:

St. Ann's Model School reserves the right to use student pictures in publications and on the school's website. The office must have on file a written notice from any parent prohibiting the use of their child's picture in school publications and website. Such notice must be received by September 30th of the current school year.

Parental Agreement:

Registration at St. Ann's Model School indicates the student's and parent's agreement to abide by all rules, regulations and policies contained in the St. Ann's Student/Parent handbook. Both parent and student are asked to read the handbook carefully and to sign the agreement found on the bottom portion of the letter inserted in each handbook. The signatures indicate that parent and student have read the handbook and agree to abide by all rules, regulations and policies stated in the Parent/Student Handbook. The signed agreement is returned to the student's homeroom teacher the first week school is in session.

School's Right to Amend:

St. Ann's Model School retains the right to amend this handbook for just cause. Parents will be given sufficient notification when changes occur.

Wellness Policy

St. Ann's Model School

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

The NCEA (National Catholic Educational 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 St. Ann's Model School is to:

1. Provide a positive environment and appropriate knowledge of healthy food choices and the benefits of daily physical activity that:
 - a. Ensures that students have access to healthy food choices and safe physical activities at school and at school functions;
 - b. Provides a pleasant eating environment and secure playground for safe students and staff;
 - c. Allows sufficient time for students to eat lunch and to engage in social activities for physical fitness prior to consuming meals;
 - d. Enables students, through a comprehensive health and skills necessary to make healthy food and physical activity choices for a lifetime.
2. Reduce student access to foods of minimal nutritional value through a five year plan that focuses on and:
 - a. Ensures that integrity of the school lunch program by discouraging food and beverage sales that are in conflict with the lunch program;
 - b. Encourages teachers, students and parents to make healthy, nutritious food choices when food is used as part of a class or student incentive program, curricular lesson, or fund raiser;
 - c. Practices selective pricing that favors sales of healthy foods over unhealthy food choices.
3. Provide opportunities for school community involvement in the development, Review and implementation of the St. Ann's Model School Wellness Policy, and to ensure that this policy is being met.

Concerning Child Abuse (Safe Environment Program):

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

The Church endorses the mandatory reporting provisions of H.R.S. Chapter 350 concerning child abuse. All staff members and teachers are required to sign an acknowledgment that they have read and understood the ethical and personal conduct policies of the Diocese of Honolulu.

Consistent with diocesan policy, St. Ann’s Model Schools will conduct Safe Environment training as part of the school curriculum. A meeting will be held before the class is conducted to provide parents an opportunity to review the safe environment materials. Consent for the participation in this program is included in the signed acknowledgment form located in this handbook.



SECTION 10

MISCELLANEOUS INFORMATION

Fundraisers:

St. Ann's Model Schools sponsors a major fundraiser each school year. At contract signing in July of each year, parents and guardians agree to participate in the major fundraiser as outline in item #11 of the school contract.

Insurance:

Student accident medical insurance is provided for all students officially enrolled in St. Ann's Model School. The At School Protection Insurance covers each student while on school premises during regular school hours and all school sponsored activities that are approved and supervised by proper school authority. The student is covered for the regular nine month school year. Claims must be filed within 90 days of the injury. Forms are available in the school office.

Parental Support:

Parent volunteers and support are encouraged for a number of reasons:

1. To develop a positive home-school relationship
2. To provide assistance with special projects, events, excursions and clerical work
3. To develop greater appreciation for the school as a partnership between parents and educators
4. To provide opportunities for contributing skills and talents
5. To increase communication

Parents wishing to volunteer as chaperones and/or volunteers throughout the school year must fill out the Volunteer Code of Conduct Agreement and Application form. In connection with the United States Conference of Catholic Bishops (USCCB), the Diocese of Honolulu requires that all volunteers who have contact with children complete this form. The information you provide will be held in confidence. This form is found in the Student /Parent Handbook and must be returned to the school office. A copy of this form is kept in the parish and school offices. In order to be a chaperone or volunteer for any school activity you must have completed and turned in this form to the school office.

Parking:

Parents who have business at the School, Rectory or Business Office may park in the front parking lot between the hours of 7:30am and 3:00pm. Only faculty and staff are allowed to park in the lot adjacent to the administration building. Only Early Learning Center parents are allowed to use the Early Learning Center parking lot in front of the Parish Center.

Telephone:

Teachers may contact parents by telephone for immediate communication and feedback. Parents may contact teachers through the school office. If the teacher is not available, a message is left for the teacher to return the call.

There is a phone in the school office for students to use only in the case of an emergency. This telephone is not intended to be used for personal matters. Students are not allowed to use the phone during regular class time unless written permission is given by a teacher.

Traffic:

The drop-off and pick-up of students take place only in the side parking lot facing the main entrance to the school grounds. When entering the parking lot from Haiku Road, school parents are to drive straight ahead to the parking lot clearly marked with traffic cones. Children are dropped off and picked up in this area. Parents make a U-turn and drive back out to the main parking lot. Parents also dropping off students in the Early Learning Center may then proceed to the ELC parking lot. A traffic diagram is inserted in the Appendix of this book.

Student JPOs (Junior Police Officers) are on duty 15 minutes before and after school. They are trained by the Honolulu Police Department and monitored by an adult when on duty. Parents are asked to be attentive and cooperative in following directions. The JPOs are on duty for the safety of the children. Any problems should be brought to the attention of the adult on duty.

Children are not to be dropped off or picked up in front of the church, anywhere along Haiku Road or in the main parking lot area. Children are to use a marked crosswalk when crossing Haiku Road. To avoid traffic congestion, there is no parking on Haiku Road at the church and school entrances. In order for traffic to flow, cars are not to park, at any time, under the Porte-Cochere, drive-through lanes in the parking lot or in the drop-off / pick-up zone.

SECTION 11

CRISIS MANAGEMENT POLICY and DISASTER/EMERGENCY PLAN

St. Ann's Model Schools follows specific procedures for various emergency situations. Complete policy and emergency plans are detailed in the faculty handbook.

Parents shall be informed of any school wide crisis that could pose a threat to the safety or security of the students. Please do not call during emergencies. Telephone lines need to be kept open and available to take care of urgent needs.

CRISIS MANAGEMENT POLICY:

Action Plan:

Crises are inevitable in the operation of any organization. We make every effort at St. Ann's Model Schools to minimize risk and to assure the safety and security of our students and employees. Since it is not always possible to avoid crisis, planning ahead of time may prevent panic and uncertainties. It is imperative that a media crisis policy be in place for efficient and effective management of internal and external communication during emergency situations that may endanger the health, safety, operation, image or economic stability of the schools.

Evacuation Plan:

Evacuation is coordinated with the aid of the Honolulu Police Department, Kaneohe Branch. There are several options for evacuation sites. The type of emergency dictates these options. Notification will be made public as soon as the site is determined.

Response to emergency situation:

1. Determine the seriousness of the situations.
2. Call 911. If unable to reach 911, call emergency number directly for ambulance, fire or police (see phone listings).
3. Render assistance or call a certified First Aid Person to help you.
4. Contact Parish Director of Education or Principal. Do not call or involve others without further instructions. If it is an emergency that affects the entire school, the PDE will initiate telephone notification of pastor, faculty, staff, parents, or other persons deemed appropriate.
5. If a child is involved, a staff member must remain with the child at all times during the emergency. All other children are moved to another area. A teacher is to stay with this group until the all-clear signal is given.
6. A staff member must stand at the entrance of the emergency area to direct emergency response personnel.
7. Someone from the School must accompany the child/adult who is to be transported in an ambulance to the nearest medical facility.

Implementation of Policy:

1. All faculty, staff and administrators shall be informed of crisis communication procedures. A summarized copy of the policy shall be included in the Faculty and Student Handbooks. A complete copy of the disaster plan shall be available in all libraries and the offices of the Pastor, PDE and all Principals. Failure to comply with the policy shall be grounds for disciplinary actions.
2. Drills to test compliance, implementation, and familiarity with disaster policy shall be conducted at the discretion of the Education Team.
3. Any situation that might pose a possible threat to the safety or security of personnel or the continued operation or fiscal stability of the schools shall be reported immediately to the Parish Director of Education or Principal. Any situation which poses a hazard or which may be detrimental to St. Ann's Model Schools must be reported. Upon notification of such a situation, the Parish Director of Education or, in her absence, the Principal shall determine whether the Crisis management Team (CMT) should be convened.
4. The PDE is designated as the spokesperson, unless otherwise stated by the Pastor, to represent the schools' communication with journalists. Other persons may also represent the schools in interviews but only with the approval of the PDE or designated spokesperson.
5. Every contact with a journalist should be documented on a Media Contact Sheet and archived in the PDE office.

Crisis Management Team *(A listing of the Crisis Management Team responsibilities follow.)*

1. The Pastor and Parish Director of Education shall have the right to make decisions independently or to convene the Crisis Management Team (CMT).
2. The CMT shall be comprised of the Parish Director of Education (PDE), the Principals of the ELC, School and Religious Education and the faculty members from the school.
3. A copy of this policy and a roster of CMT members with appropriate telephone numbers shall be available in the offices of the Pastor, the office of the Superintendent of Hawaii Catholic Schools, the office of the PDE and the offices of the Principals.
4. The CMT shall act as an advisory group in time of emergency situations. The Pastor and Education team will consult in all decisions during emergency situations that include the closure of buildings, cancellations of classes, suspension of contractual agreements, and the involvement of external emergency personnel such as police.
5. The PDE is designated as the spokesperson, unless otherwise stated by the Pastor.
6. St. Ann's Church and Schools shall indemnify individual members of the CMT against possible liability incurred in the implementation of their duties.
7. The CMT will analyze the effect, coverage and impact of the crisis within a week of the event.

Crisis Team:

POSITION/ PERSON	BACKUP	RESPONSIBILITY	TIMETABLE
Pastor	PDE	Decision-Making	Throughout
PDE	Pastor or SCH Principal	Decision making Secure copy of Crisis Plan with layout for rally points Spokesperson Internal over emergency phone system Internal over walkie-talkie External to media/parents	Immediately And Throughout
School Principal	SCH Secretary	Decision making w/ Pastor and/or PDE Secure copy of Crisis Plan Master Listing/Emergency phone of all SCH students Coordinate Emergency Exit Procedures Use of red flag for directions Internal communication over walkie-talkie Last person to leave campus	Throughout
ELC Principal	ELC Secretary	Decision making w/ Pastor and/or PDE Master Listing/Emergency Phone of all ELC children Ensure all out of ELC (last person to leave ELC) Internal communication over walkie-talkie	Throughout
Religious Ed. Principal	RE Secretary	Decision making Secure copy of Crisis Plan Master Listing/Emergency phone of all RE/YM students Check lower level for lock-down Directions over megaphone for exit Lead off-site Evacuation Internal communication over walkie-talkie	Throughout
SCH/ELC Office Clerk		Check SCH upper level or ELC for lock-down Directions over megaphone for exit Internal communication over walkie-talkie	Throughout
SCH Office Secretary		PA system "ON" for lock-down Secure office emergency bag for evacuation	Immediate
PDE/ELC Secretary		Sound lock-down bell Sound all clear bells Pull alarm system for evacuation Set system for evacuation Off-site vehicle transport	Immediate
RE Secretary		Set up rally points – direct classes Front parking lot Heeia Park Alternate sites	Immediate
All teachers with assistance from aides		Secure class for lock-down Evacuation Class emergency backpacks Clipboard of roll book Direct class to rally point Account for all students	Immediate and Throughout
4 designated teachers*		Internal communication with walkie-talkie *walkie-talkie in emergency backpack	Immediate and Throughout

CRISIS AND EMERGENCY PLAN:

St. Ann's Model School and Early Learning Center are equipped with fire extinguishers and First-Aid kits. In the event of fire, flood or natural disaster, the following procedures are taken:

Evacuation and Lock-Down Drills:

Drills are held regularly. Children have been taught and regularly practice what to do during an evacuation and/or lock-down drill. If school facilities were to be damaged and not habitable, school personnel will care for the children and will call for parents to pick up their children as soon as possible

Lock-Down Procedures:

- Lock classroom doors; children, teachers and aides remain inside rooms.
- Children on playground should move to the nearest open door and proceed with lock-down
- AUDIOABLE signal over PA system: Three quick rings of the school bell repeated 12+ times.
- VISUAL signal w/o PA: A staff member walks from room to room with a RED folder with a star.
- The "all Clear" signal is one long ring from the school bell. Children may return to their classrooms and their normal routine.

Evacuation Procedures:

ALL TEACHERS AND STUDENTS MUST LISTEN FOR EXIT DIRECTIONS.

EXIT VIA ROLLING GATE: (Appendix – Map 1)

- ELC exit through gates surrounding the play area and move toward ELC parking
- ELC line up in front parking area or follow directions to rally point

- SCH classes exit grass area toward rolling gate
- SCH line up in front parking or follow directions to rally point

- PARISH CENTER exit toward front parking area or follow directions to rally point
- FOOD COURT exit Haiku doors to front parking or follow directions to rally point
- All office staff exit via nearest door and to rally point
- Rectory office staff blocks exit driveway until all children are at rally points.

EXIT VIA FACULTY PARKING: (Appendix – Map 2)

- ELC exit gates surrounding the play area and move toward SCH office breezeway
- ELC line up in front parking area of follow directions to rally point
- SCH classes upper level exit using Church side walk
- SCH classes lower level exit using faculty parking road
- Line up in front parking area or follow directions to rally point
- PARISH CENTER exit toward Admin breezeway and follow directions to rally point
- FOOD COURT exit Haiku doors and follow direction to rally point
- All Office staff exit via nearest door and to rally point
- Rectory office staff blocks entrance driveway until all children are at rally points

EXIT OFF ST. ANN'S PROPERTY

ALL TEACHERS AND STUDENTS SHOULD LISTEN FOR EXIT DIRECTIONS

--TO HEEIA PARK— (Appendix – Map 3)

- Follow exit to rolling gate
- Classes will walk single file (two classes at a time) along Haiku sidewalk to the light
- Classes will cross at the light and walk to Heeia Park
- At Heeia Park, classes will line up at rally point and listen for directions

--TO KING INTERMEDIATE SCHOOL— (Appendix – Map 4)

- Follow exit to faculty parking area
- Classes will walk single file (two classes at a time) along Haiku sidewalk to the light
- Classes will cross at the light and walk to King Intermediate
- At the Armory parking lot, classes will line up at rally point and listen for directions

--EXIT TO GRASSY AREA—NEAR PLAY EQUIPMENT (Appendix – Map 5)

- ELC exit through gates surrounding the play area and move toward play equipment
- ELC line up at rally point
- SCH classes exit to play equipment area
- SCH line up at rally point
- PARISH CENTER exit through rolling gate to rally point on grass
- FOOD COURT exit school-side doors to rally point on grass
- All Office staff exit via nearest door and to rally point
- Rectory office staff remain in front of property to direct emergency vehicles

Tsunami Warning:

The school is not in a tsunami inundation zone, so we do not anticipate an evacuation. The following procedures have been adopted in the event of a Tsunami Warning:

1. If a Warning is issued during school hours, we will feed and take care of the children until parents can safely pick them up. You need not leave work or rush to pick up your children. It is recommended you remain in a safe area until the "all clear" is announced and avoid contributing to unnecessary traffic on roads and highways.
2. If a Warning is issued before school opens, please keep your children home. School will be closed. Listen to your local radio station.

Hurricane/Tropical Storm/Flooding:

The school is not in a flood inundation zone, so evacuation is not the normal procedure. However, if evacuation does become necessary, the nearest designated area is Heeia School on Haiku Road, located approximately two blocks from St. Ann's School in the direction of Kahekili Highway.

Hurricane or Tropical Storm Watches are issued by the National Weather Service 36 hours prior to the arrival of a storm. Hurricane or Tropical Storm Warnings are issued when one of these storms could affect Oahu in 24 hours or less. When a Watch is issued, we will monitor the storm and make a decision to close the school before the issuance of a Warning.

Earthquake:

Should an earthquake of significant magnitude occur on Oahu, we can anticipate considerable disruption to our road networks. If your children are at school, you may not be able to get to them. Please be assured that we will take care of the children until you can safely pick them up.

Please be assured that we will take good care of your children during any emergency or disaster. If school is to be closed, it will be announced over radio or television. In the event that school is closed, all children will be supervised until their parents or authorized persons have picked them up.

STATEMENT OF NON-DISCRIMINATION

"Schools in the Diocese of Honolulu, mindful of their primary mission as effective instruments of the educational ministry of the Church, and the witnesses to the love of Christ for all, shall not discriminate against any applicant, employee or student because of race, color, creed or racial and ethnic origin and disability.

Coeducational schools shall not discriminate against an applicant or student on the basis of gender." (Catholic School Department Policy #6022)



PRAYER TO ST. ANN

**Protect us good St. Ann,
grandmother of Jesus and
mother of Mary. Help us to
respect and appreciate the
heritage of the
Congregation of the Sacred Hearts
of Jesus and Mary
as given us by our
"Kupuna Generation". Give
us the strength and wisdom
to continue their legacy of
commitment, caring, excellence
and service. And, let us
always remember that we live
"Not for ourselves alone".**

A'OLE NOU WALE NO. AMEN!

