



## Welcome to Our Lady of Good Counsel School & Preschool!

This compilation of the General Student and Family handbook, Preschool Handbook, and Volunteer Handbook, serves as a resource to provide our families with important information about the operation of Our Lady of Good Counsel School & Preschool. In addition to a brief background on the school's history, philosophy and mission, the handbook includes policies and guidelines necessary to create a safe and healthy learning environment for the pursuit of academic excellence and faith formation.

Through these various rules and procedures, our best effort is made to ensure mutual respect and responsibility for actions consistent with the teachings of the Catholic Church. Our focus is on enabling each student to realize his or her individual learning potential in partnership with our teachers, parents, and guardians.

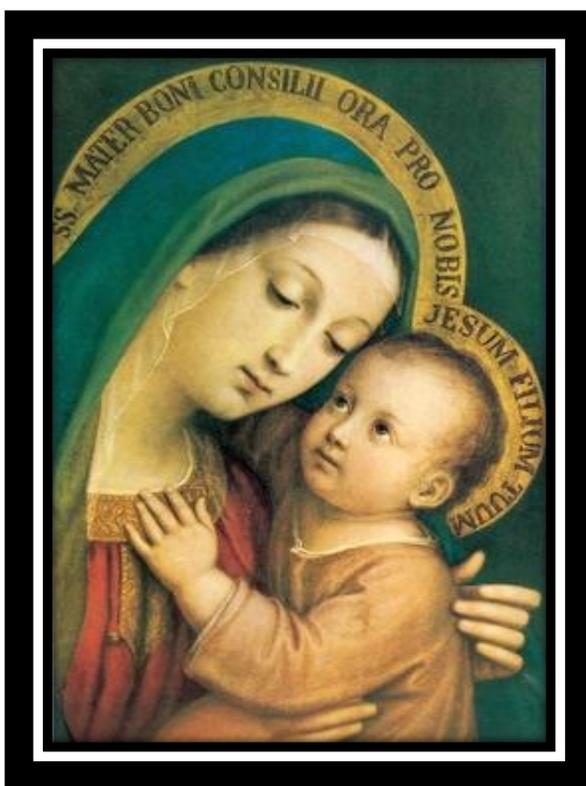
While every attempt has been made in this handbook to cover as many areas of concern as possible, the specific rules and procedures herein should not be considered all inclusive. We retain the right to amend the handbook in response to dynamics of daily life at Our Lady of Good Counsel School & Preschool. Parents will be promptly notified of any revisions that may occur throughout the school year.

Our faculty and staff look forward to having you join us in active participation in the spiritual, moral, academic, physical, and social development of our students.

Mrs. Chantelle Luarca  
Principal

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

## *Prayer to Our Lady of Good Counsel*



*Most Glorious Virgin, chosen by the Eternal Counsel to be the Mother of the Eternal Word made flesh, thou who art the treasurer of Divine graces, and the advocate of sinners, I, thy most unworthy servant, have recourse to thee; be thou pleased to be my guide and counselor*

*in this vale of tears.*

*Obtain for me through the Most Precious Blood of thy Divine Son, the forgiveness of my sins, the salvation of my soul, and the means necessary to obtain it.*

*In like manner, obtain for Holy Mother the Church victory over her enemies, and the spread of the kingdom of Jesus Christ upon the whole earth. Amen.*

*Imprimatur: + Patrick A. O'Boyle*

## **I. GENERAL SCHOOL INFORMATION**

### **PHILOSOPHY**

The philosophy of Our Lady of Good Counsel School is based on the Gospel principles of message, community, worship, and service. The school views itself as a living faith community committed to the goals of a Roman Catholic education.

Our Lady of Good Counsel School supports the Declaration on Christian Education, which states that parents are the primary educators of their children. The faculty and staff are privileged to assist the parents in their tremendous responsibility of providing an education in the Roman Catholic tradition.

### **HISTORY**

Our Lady of Good Counsel School is a Catholic Parish Elementary School, which opened in September of 1964. At present, the school provides classes for Preschool 3-year old through the eighth grade. The school had been staffed at its inception by the Franciscan Sisters, the Sisters of the Third Franciscan Order, Syracuse, New York, and is presently staffed with qualified lay teachers. The spirit of St. Francis of Assisi has been a marked element of the educational principles guiding the faculty and staff in their efforts to impart Christian education to the children of the school.

Our Preschool, Morning, and After School Programs are licensed by the State of Hawaii. Our school is also accredited by two national organizations: Western Association of Schools and Colleges and Western Catholic Educational Association in 2010. We were blessed to have received a six-year term of accreditation.

### **MISSION STATEMENTS**

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

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

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

**The mission of Our Lady of Good Counsel School is to create a Christ-centered environment that offers a firm educational foundation and emphasizes the dignity and self-worth of the person in relation to God, family, school, and community.**

**MOTTO**

*Together with Christ, what we Believe, we can Achieve!*

**SCHOOLWIDE LEARNING EXPECTATIONS**

Our Lady of Good Counsel School & Preschool has developed these learning expectations to serve as a framework and guidance tools for curricula. These expectations are broad statements of what our students, staff, and administration is striving to achieve.

**Our Lady of Good Counsel students are .....**

**1. Active Christians who are able:**

- a. to pray
- b. to show respect for self, others, God, Church, authority, and property
- c. to be knowledgeable in our faith, and church teachings
- d. to respond in Mass

**2. Life Long Learners who are able:**

- a. to read for enjoyment and learning
- b. to demonstrate a foundation in the basics of all subjects
- c. to use study and research skills

**3. Problem Solvers who are able:**

- a. to work both independently and together to create solutions
- b. to analyze and make good moral choices
- c. to appreciate different points of view and perspectives

**4. Effective Communicators who are able:**

- a. to speak publicly with confidence and poise
- b. to express written thoughts clearly, using correct grammar and mechanics
- c. to express thoughtful opinions while working cooperatively with others

**5. Self-Evaluators who are able:**

- a. to plan, set, and work towards goals
- b. to demonstrate self-control and responsible behavior
- c. to assess own strengths and areas for improvement

## **GOLDEN RULES**

1. **Respect for others and yourself.**
2. **Listen attentively.**
3. **Show your appreciation.**
4. **Physical & Emotional Safety (No Teasing).**
5. **Campus Courtesy (Good manners at-all-times)**

### **School Office Information**

Office hours for the school are 7:30 a.m. – 3:00 p.m. on regular school days. On half-days, the office will be open from 7:30 a.m. – 12:00 p.m., and Wednesdays from 7:30 a.m. – 1:30 p.m. During the summer, our school office will be open from 8:00 a.m. – 12:00 p.m. If you need to contact the school's office 455-4533.

### **Non-Smoking Facility**

Our Lady of Good Counsel School is a non-smoking institution. Please refrain from smoking while on the property.

### **Visitors and Volunteers**

All visitors (includes all family members) and volunteers are required to check in at the office immediately upon entering the campus.

### **AFTER SCHOOL HOURS**

After the school day has ended, students and their parents are **not allowed** back into the classroom, unless given permission by the classroom teacher or administration. Students are given adequate time to pack their belongings before the last school bell rings. As a professional courtesy, all teachers and staff members will not open any locked classroom doors for students and parents. Please do not put them in an awkward position by asking them to violate this policy. This policy is still in effect when a classroom is being used for the After-School Care Program. Students and their parents are not allowed to enter the classrooms if their child is not a part of that program group.

## II. FAITH DEVELOPMENT

### **Admissions of Children of Civil Union Parents to Catholic Schools:**

**Parents, and those who take their place, have both the obligation and the right to educate their children. Catholic parents have also the duty and the right to choose those means and institutes which, in their local circumstances, can best promote the Catholic education of their children. (Canon 793)**

**The challenge becomes when parents, or those who take their place, may not want to expose their child to the full teachings of the Catholic Church. All parents or legal guardians of students or potential students must agree that their child will be taught appropriate Catholic doctrines and traditions, including teachings in areas of morality.**

**If any parent(s), whether in a civil union or not, wish to not have their child exposed to any part of Catholic teaching, then the principal and pastor should meet with the parents to explain that the curriculum is set appropriately for Catholic education, and that the parent(s) will need to discern whether or not a Catholic school setting meets their needs. If they decide to not have their child participate in the entire curriculum, then the child will not be accepted or continued in the school.**

### **SPIRITUAL PROGRAMS**

Our school's philosophy is based on the Gospel principles of message, worship, community, and service. Worship is an integral part of the philosophy which enriches and enhances the lives of all at our school. Growing in faith by listening to God's word and worshipping as a school community through the school Masses, rosary and prayer services, and other liturgical services are some of the ways we encourage our children and staff to grow as a faith community. We also focus on class service projects throughout the school year. Aiding our fellow students, school, church, and other communities is another important Gospel principle that we encourage in our students.

Students of all faiths are welcome at Our Lady of Good Counsel School & Preschool. All students are expected to attend classroom periods of religious instruction and scheduled liturgical events. Non-Catholic students are not required to actively participate in church liturgical services, but are mandated to maintain a respectful attitude at such times. Students study Catholic Doctrine and Traditions and are provided time for prayer, worship, and service to the community.

We believe that religion is something that is lived, not just studied, and mastered, or assigned a grade, therefore the entire school participates in community service projects to answer the call for social justice.

Catholic students in Grade 2 receive sacramental preparation for First Reconciliation, First Eucharist, and Confirmation as part of the second-grade religious curriculum. However, the sacraments are administered in each student's registered parish, unless given permission to join the class at Our Lady of Good Counsel Church. Families are requested to seek the requirements regarding these sacraments from their own individual parishes at the beginning of the school year.

Students and their families interested in receiving the sacrament of Baptism or RCIA classes, should contact the Church office at 455-3012.

## **MASS, ROSARY DEVOTION, OTHER LITURGICAL SERVICES**

Mass is celebrated several times each month, usually falling on a Thursday. Mass and other liturgical celebrations are noted on the monthly calendar. On Mass celebrations, the students are required to be in standard attire. Parents and family members are welcomed and encouraged to participate in the liturgy with the students.

Rosary is done once a month by the school community. The school community tries to schedule it on the first Friday of each month if possible. The rosary devotion is noted on the monthly calendar.

During Lent, the students participate in Stations of the Cross and do a reenactment. This moving religious experience is always open to our families and friends.

The sacrament of Reconciliation is done for the school community twice a year. The first is during Advent and the second is during Lent.

## **SAFE ENVIRONMENT PROGRAM**

The "Policy on Allegations and Incidents of Sexual Misconduct" promulgated by the Diocese of Honolulu is incorporated in this handbook by this reference. A copy of the policy is contained in the handbook, "To Offer Healing, To Restore Trust", first published January 8, 2004. The handbook is available through 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 acknowledgement that they have read and understood the ethical and personal conduct policies of the Catholic Diocese of Honolulu.

Consistent with diocesan policy, Our Lady of Good Counsel School will conduct classes for students that address personal safety and creating safe environment on school campuses. Meetings will be held to provide parents an opportunity to review personal

safety and safe environment materials. Consent for student participation in the program by parents and/or guardians will be kept on file.

Consent for the participation in this program is included with the handbook acknowledgement form.

### **III. ADMISSIONS & PARENT INFORMATION**

#### **ADMISSION**

*“Admission to Our Lady of Good Counsel Catholic School is a privilege and is based in part on the school’s ability to serve the child effectively with the resources available to the school.”*

OLGC School’s goal is to educate and support our Catholic parish community. It is our policy to accept qualified applicants in the following order: 1) siblings of registered students, 2) children of registered OLGC parishioners, 3) other Catholics who desire to enter our Catholic faith community, 4) applicants of other faiths who desire the religious and educational environment of OLGC School are also welcomed.

Our Lady of Good Counsel School & Preschool is a non-discriminatory educational institution and employer.

#### **AGE PREFERENCES**

Preschool: Three or four years old by August 1<sup>st</sup>

Kindergarten: Five years old by August 1<sup>st</sup>

**All applicants will be screened and/or interviewed by a staff member. Applicants who are born prior to the preference birthday dates will also be screened for readiness to be determined by the teacher and/or administration. This is done to ensure that the applicant meets minimal behavior and skill requirements needed to be successful in our program and to be promoted to the next level.**

**Please note that the DOE has a set of guidelines regarding birth date requirements for enrollment. Our guidelines for enrollment and promotion to the next grade level are based upon teacher observations, emotional and social growth, and student progress in skills that we deem are important for success at the next level. We strive to place each student at the level that may ensure success and happiness for the student.**

**ALL NEW STUDENTS ARE PLACED ON PROBATION FOR THE FIRST QUARTER.** This time-period allows the school and parent(s) to evaluate the child in the new setting, wait for any pertinent information on the new student that may be forthcoming, and observe the child’s academic and social adjustment to the school community. If the need presents itself, the probationary period may be extended or reinstated at the discretion of the administration.

## **REFUND POLICY**

No refunds or transfer of funds from one student to another will be given/or allowed for registration, comprehensive or capital improvement fees.

If a student is dismissed at any time by the administration of the school because of conduct or failing grades, no refund will be given.

In the event the student is withdrawn prior to the start of the school year the following will be followed:

<i>Withdraw notice in May:</i>	<i>Fees and Registration will be kept</i>
<i>Withdraw notice in June:</i>	<i>Fees and One Monthly Payment will be kept plus registration</i>
<i>Withdraw notice in July:</i>	<i>Fees and Two Monthly Payments will be kept plus registration</i>
<i>Withdraw after the start of school:</i>	<i>No Refund except for military or Work related transfers</i>

*In the case of payment in full, the refund will be equal to the amount that would be refunded to those paying on the monthly schedule.*

## **NO REFUNDS WILL BE ISSUED AFTER THE END OF THE FIRST QUARTER OF THE SCHOOL YEAR**

## **REGISTRATION**

Registration is required for all students who wish to return to Our Lady of Good Counsel School. With the acceptance to return will be information regarding the registration fee, comprehensive fee, tuition, and payment plan options. OLGC School reserves the right to accept or reject reregistration applications from returning students. Such decisions are based on parental cooperation and behavior towards the administration and teachers, student's academic growth and behavior, fulfilling financial obligations, and available educational opportunities. No student will be considered enrolled unless all financial obligations have been met and all required forms turned into the school office. All fees (registration and comprehensive) are nonrefundable.

## **STUDENT and PARENT REQUIREMENTS**

New students entering grades one through eight must turn in a Release Card to the School Office prior to starting school. Students must have all school forms, and all tuition and fees paid in full before the start of school unless other options have been agreed upon. Students from divorced or separated families are required to provide a copy of the court decree specifying custodial issues and legal rights. Students and their parent(s) or guardians must also agree to abide by and be governed by our school policies and the Code of Christian Conduct for Parents and Students. Students/parents without all of these requirements will not be allowed into the classroom at the start of the school year.

## **SEPARATED & DIVORCED PARENTS**

**Parents that are separated or divorced with temporary or permanent custody arrangements will need to provide the principal with an official, updated copy of any court-ordered parenting plan.** We expect both parties to conduct themselves in a cordial and respectful manner when dealing with the student's issues and while on campus for student activities.

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

## **IV. GENERAL SCHOOL POLICIES & PROCEDURES**

### **ATTENDANCE**

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism and tardiness creates a genuine hardship for a student and is regarded as a very serious problem and may affect re-registration the following year.

### **State of Hawaii Compulsory Attendance Law**

**All children between the ages of 6 and 18 are required to attend school unless otherwise exempted in accordance with the laws of Hawaii. The parents are responsible to see that their children attend school. It is the school's responsibility to keep accurate records and to monitor excuses for tardiness or absence. Students who are absent 15 days or more in a school year may not be eligible for promotion to the next grade level and may face criminal charges.**

### **ABSENCES:**

**The following is a list of circumstances that are recognized as excused school absences: 1) medical appointments, 2) illness and related absences (student's illness, accident, quarantine, or death in the family).** The teacher will assist in gathering the student's work after a short absence if requested. When the absence is expected to be prolonged, tutoring should be arranged through the DOE, Office of the District Superintendent.

### **Absence for Parental Reasons:**

Absences that are **not** due to illness, injury, or death in the family, are for parental reasons. Parental wishes are respected, if the good order of the school and the learning of the student is not jeopardized. Under these circumstances, the student, not the school,

is responsible for making up missed work. Parents please note that repeated or prolonged absences might work against the student's academic progress and possibly the student's right to continue in attendance. Parents may access missed homework assignments through Jupiter. Teachers are not required to give missed assignments ahead of time. The standard amount of time upon the return of the student will be given to turn in assignments and schedule missed tests/quizzes.

Time lost cannot be made up during a recess break or a few days after school. It is vital for students to be in school, learning with their classmates each day. For a long-term absence to be excused, the parents must provide a physician's note stating that the child was out because of doctor's orders/recommendation. The note should include the time period that the physician recommended remaining out of school.

If the absence is due to a death in the family, especially if the funeral is off island, then the administration will use discretion in determining a reasonable amount of time to be out of school. The family should be in contact with the administration prior to the absence to discuss the time that the student will be missing from school.

Repeated or prolonged absences could work against the student's academic progress and possibly the student's privilege to continue in attendance.

Missing 15 days or more is a cause for concern, and may result in retention and/or removal from the school. The administration reserves the right to request medical documentation for absences after the 15 days.

### **Truancy**

**When a student is absent without a valid excuse for two (2) days, a conference may be held with the parent(s) or legal guardian(s). The truancy and the fact of the conference will be recorded with the school's office. If this does not result in immediate improvement, the police and the superintendent may be notified (See Compulsory Attendance).**

### **Reporting an absence**

When a student is unable to attend school, parents should call between 7:30 a.m. and 8:15 a.m. (4554533). Parents should give the student's name, grade, teacher's name, and the reason for the absence. If the parents forget to call, a school representative will be calling the parents to confirm the absence and reason.

**If a child is absent for three or more days, the school requires a physician's note prior to returning to school.**

The school may request at any time a physician's note stating that the child has been under his/her care and is fit to return to school. If the student has a high frequency of absences, the school reserves the right to request a physician's note regarding the health status of the student.

## **HOMEWORK REQUEST DUE TO ABSENCE**

Homework should be requested by 8:15 a.m. Homework will be available for pick up at the end of the school day. Parents are encouraged to log onto Jupiter for homework information.

## **TARDY**

When a student arrives on campus any time after the 7:50 a.m. bell, he/she is considered tardy. All tardy students must report to our School Office to receive a TARDY slip. **If a student arrives at 8:15 or later, the parent must accompany the child to the office to be admitted.** A record will be kept in the Student's Permanent Record File of the number of times that he or she is tardy.

During the school day, a student is also considered tardy if he or she enters a class three minutes after the recess bell has rung without a valid excuse. In this case, the student will be sent to the office to explain the circumstances. A record will be kept of the number of times that the student is tardy.

*Excessive absences and/or tardiness within any quarter may result in an administrative probation, school service, and/or nonrenewal of a student's re-registration for the following year.*

## **SIGNING OUT A STUDENT BEFORE THE END OF SCHOOL**

Signing out early should not be done lightly. Instruction and learning in the classroom is important and goes on until the final dismissal bell. If a student is continuously signed out early, the administration may request a parent conference to review the situation.

### **Personal Electronic Devices:**

It is the school's responsibility to provide the best possible education which includes limiting distractions that affect the routine of the school. Permitting students to carry and use cell phones and electronic devices (iPod, MP3 players, Game Boy, etc) to school can easily compromise this resolve. Lost, stolen or damages caused to such items disrupts the entire school and this type of disruption is not necessary. School protocol for possession and use of these items are:

**Cell Phones:** may be brought to school and turned in to the homeroom teacher until the end of the school day. It may not be used for taking unauthorized pictures during the school day, may not be used to harass, or threaten, may not be used for game playing, Internet or e-mail access, gambling, or making purchases of any kind and may not be used to call family members for things forgotten at home or in the car.

**“Smart Phones” and electronic tablets have shown to be a valuable educational tool. If the student's teacher gives permission for the device(s) to be brought to the classroom to be used for educational purposes, then it will be allowed. However, those who violate any of the above rules or conditions regarding the use**

of electronic devices will forfeit their privileges of bringing them to school. **Offender's phones or electronic devices will be confiscated and kept until the parent comes to pick it up or the administration speaks with them about the violation. The teacher will send a written note home outlining the parameters of cell phones, tablets, and laptops when used during the school day. Please note that violation of rules of privacy will be punished and may result in criminal prosecution.**

### **Field Trips**

Field trips to nearby points of interest are scheduled by various classroom teachers throughout the school year. **Field trips are privileges and students can be denied participation if they fail to meet academic or behavioral requirements.** These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of field trips in advance of the scheduled trip date and will be asked to sign field trip permission forms. Students will not be able to participate on the field trip without a signed OLCG school permission slip. **Phone calls and personal handwritten notes will not be accepted in lieu of proper forms.** If you are available to help at any time or for a specific trip, please inform the teacher.

Parents are discouraged from showing up without notice on the field trips. If the field trip or a teacher determines a need for additional assistance, the teacher will call parents who have indicated that they are able to assist. Parents who are asked to assist must read and sign the volunteer handbook and submit the negative results of a current TB test or chest x-ray. Parents are also reminded that they must treat each student fairly and may not treat their own child differently (ex.: carrying child, buying treats, separating from the group, excessive correcting of behavior.).

**PARENTS ARE NOT TO PRESUME THAT AN ACTIVITY IS A SCHOOL SPONSORED FUNCTION UNLESS OFFICIAL FIELD TRIP FORMS ARE SENT HOME AND COLLECTED. THIS INCLUDES ALL EXTRA-CURRICULAR ACTIVITIES SUCH AS SPORTS.**

All volunteers are required to read the volunteer handbook and sign that they have read the guidelines before assisting the teachers or school. Volunteers may be held liable if found negligent in their duties or supervision.

### **INSURANCE**

All students enrolled at Our Lady of Good Counsel School are covered by student insurance while participating in school sanctioned activities. The insurance is part of the comprehensive fees paid prior to the start of school.

## **LATE PICK UP AFTER SCHOOL**

A late fee pick-up charge will be sent to parents. This charge has been established and approved by the Pastor and Principal of the school.

If a student is found on campus 15 minutes after the dismissal, a call will be made to the parents and the child will be placed in After School Care until someone picks the child up. The family will be charged according to the amount of time in the program. Students are put in the Afterschool Care Program to ensure their safety and well-being.

**LATE FEE CHARGES FOR THOSE NOT IN AFTER SCHOOL CARE IS \$1.00 PER MINUTE FROM 2:45 P.M. AND 1:30 P.M. ON WEDNESDAYS.**

**LATE FEE CHARGES FOR AFTER SCHOOL CARE PROGRAM: \$1.00 per minute after 5:30 pm.**

**If the late fee pick-up is not paid in a timely manner, “financial suspension” may be imposed.**

A calendar will be sent to you monthly indicating all scheduled holidays, professional days, holy days, and half days.

## **LUNCH AND SNACKS**

Our Lady of Good Counsel School does not have a cafeteria. Children are to provide their own lunches and snacks. We do offer two optional catered lunch programs for an additional fee. Order forms for both services are sent home periodically. Credit or refunds are not given for days absent from school.

*\*Microwave ovens are not for warming or cooking home lunches. The microwave oven is for class activities and the occasional lunch emergency.*

## **MESSAGE ENVELOPE**

A message envelope will be sent home with every student each Thursday with notices from the school and Parents as Partners which will require a response or signature. Memos not requiring a signature will be sent through Jupiter and may be viewed on the school's website. Parents need to empty and view its contents and all information sent via Jupiter, sign the envelope each week, and return the envelope to school. The replacement cost for lost or damaged envelopes is \$1.

## **PARKING**

Our Lady of Good Counsel School & Preschool does not have a designated parking lot but does share the facilities of the parish. We do have morning and afternoon traffic procedures, please read about this in the general handbook section.

## **Playground Rules**

Students are to remain on the field or blacktop area during outdoor recesses. When the fields are muddy, it will be off limits. Tackle football and any other dangerous contact games are not permitted. Misuse or destruction of playground equipment will not be tolerated. Replacement cost of the school equipment that the student willfully damaged will be charged to the student and his/her family.

## **RECESS POLICIES**

Students are given two recess periods each full day of school. All students should be out of the classroom during recess. Students are encouraged to socialize and play. Our library is also open for students to use. In the event of rain, students will have a supervised free time in the classroom or lanai. Quiet games, talking with friends, etc. are usually allowed by the supervising staff member.

## **TELEPHONE**

Our school phone is a business line and we discourage the students from using the phone unnecessarily. Students may use the school office phone in the event of an emergency. Emergencies would include forgotten lunches, tutoring, or canceled school club meetings in the afternoon. Changing afternoon plans to go with friends does not constitute an emergency.

Students may not use the phone because of forgotten assignments and P.E. clothes. Occasionally, teachers will require the students to contact their parents immediately. These calls will be done under the supervision of the teacher, teacher's assistant, or office staff.

Students are not allowed to use cell phones during the school hours to make personal calls or play games. Phones will be confiscated and must be picked up by the parent(s) or guardians.

## **TRANSPORTATION**

**Our school does not provide transportation to and from school. Parents must find or provide transportation for their child.**

## **VALUABLES/TOYS**

Common sense and consideration is the best guide in determining whether to bring personal possessions to school. **Do not** allow your child to wear expensive jewelry, bring toys, pagers, cellular phones, electronic equipment, sharp objects, or dangerous and harmful weapons to school. Every year there seems to be something new that many students begin to collect and trade. Please keep these items at home. All personal belongings of your child (school books, backpack, lunch box, P.E. attire, jackets, etc.) are to be marked with your child's name. All valuables confiscated during the school day will be held in the office until a parent/guardian is able to pick it up.

*The school will not be responsible for the loss of or damage to your child's personal items.*

## **VISITORS AND GUEST SPEAKERS**

To preserve our safe environment for our students, all visitors/guest speakers are required to check in at the school office immediately upon entering our campus. Visitors and guest speakers are defined as anyone who is not a faculty or staff member of the school or parish.

## **VOLUNTEERS**

Our Lady of Good Counsel School takes delight in having volunteers assist in the. Volunteers must abide by the Diocesan Policies about assisting in the school. Please refer to the volunteer section of this handbook.

**Please note that the school has the right to refuse or terminate volunteer services at any time.**

## **WITHDRAWAL FROM SCHOOL**

A letter stating that the child is withdrawing from the school due to parental request should be submitted to the school office as soon as possible. Teachers will summarize the progress of the student and prepare the file for forwarding to the next school of enrollment. Please send a written request for a release card to the school office.

**Note: the school's "No Refund" policy.**

## **V. DISCIPLINARY POLICIES**

### **DISCIPLINE PHILOSOPHY**

Discipline is a means of developing responsible use of freedom. Respect for all is a key factor in religious education and is essential to a strong educational program. This respect is expressed in attitudes and behavior that affect the learning progress of every student. Our rules and goals are to develop students who are courteous, respectful of themselves, peers, environment, school, and the parish church that they represent. Consequences for inappropriate behavior choices will be demerits, detention, and a lower conduct grade on the report card.

The formal policy that is implemented at OLG School is guided by Christian values for proper behavior. It is important that our students act with love and respect toward all and the property of others. All faculty members have the authority and responsibility to maintain discipline in and out of the classroom. School discipline policies have been established and will be enforced. When a student is having a problem, the teacher may set up a conference with the student, and/or the parent, use classroom disciplinary procedures, or refer the situation directly to the Principal.

Our goal is rehabilitation and growth. When it becomes necessary to bring greater pressure to bear through warnings, suspension, or the threat of imminent dismissal, it will

be with great reluctance if we must dismiss a student from the school community.

## **RULES FOR GENERAL BEHAVIOR**

**Catholic School students are held to strict standards of conduct whether inside or outside the school.** The behavior expected from students at OLG School is a combination of common courtesy, respect, and safety considerations. With these principles in mind, we will be asking all students to respect the sanctity of the school, by acting properly at all times on and off campus, and refrain from using profanity, and excessive forms of affection toward the opposite sex on school grounds and while on and off campus.

The administration of the school reserves the right to discipline students for actions on and off the school campus that is detrimental to the image of the school. Should a student be arrested or accused of a crime, the administration reserves the right to place the student on probation until the matter is resolved.

**MINOR INFRACTIONS:** Minor infractions will be recorded by the classroom teacher or staff member that oversees the student at the time of the infraction. A conduct referral will be filled out and parents will be notified via Jupiter. An accumulation of conduct referrals will warrant detention or school service, depending on the grade level of the student. If inappropriate choices continue then other consequences will be looked at. Other consequences may be suspension, behavior contract, or additional detention hours. A student's conduct grade will be linked to the conduct referral system. Examples of minor infractions would be gum chewing, running in the hall, listening to inappropriate music, and uniform violations.

5 Conduct Referrals: 2 hours detention

Grades K - 4 will serve their detention during recess.

Grades 5 - 8 will serve their detention after school.

10 Conduct Referrals: 1-day suspension at home.

Students must make up all work or receive the zero. **The work must be submitted upon return to school or receive a zero for the assignments.** The student must meet with all subject area teachers if a test or quiz has been missed due to suspension on the day they return to school. The meeting is to schedule a make-up date. If the student does not meet with the teacher(s), then the student will receive a zero, **and the test or quiz may not be rescheduled.**

**Suspensions will be recorded on the permanent record folder and the student's conduct grade will be an F.**

15 demerits 2-day suspension.

**Academic obligations are the same as for a one (1) day suspension.** Parents are to meet with homeroom teacher and administration regarding behavior probation terms.

## GRADING

Grades 5 - 8:	A	= 0 Conduct Referrals	Grades K - 4:	S+	= 0 - 2
	A-	= 1 - 2 Conduct Referrals		S	= 3 - 4
	B	= 3		S-	= 5 - 6
	B-	= 4		NI	= 7 - 8
	C	= 5		U	= 9+
	C-	= 6			
	D	= 7			
	D-	= 8			
	F	= 9+			

**SERIOUS INFRACTIONS:** Serious infractions are dealt with immediately on an individual basis by the Administration. Parents will be notified with the demerit slip by the Jupiter system or phone call regarding the consequences for the infraction. The demerit slip will also show the number of demerits were issued for the offense for example, copying homework may be worth 2 demerits. Immediate dismissal or suspension from school, or criminal charges may be a consequence for serious infractions. Examples of major offenses would include the following: bringing, distributing, or using items that cause disruptions in and out of the classroom, unauthorized use of computers, going to inappropriate web sites, harassment, fighting; hostile defiance of staff, possession of weapons, threats to other students or self, possession/distribution or use of tobacco or any controlled substance; gambling, vandalism, intimidation, theft, etc.

**Cheating** is an act of dishonesty. Cheating is using information or the passing on of information (cell phone messaging, palm pilot, notes, textbook, peers, etc.) that is not allowed by the instructor during an assessment. Notebooks, notes on paper, student's body, furniture or floor, and textbooks that are opened during an assessment will also be considered cheating. The student will receive a zero for the assessment. Cheating is also copying another student's class work or homework with or without the owner's permission. A student that allows others to copy his/her work will receive similar consequences. In addition to the grading consequences, other consequences may be issued by the administration such as detention and/or suspension.

**Academic cheating and/or plagiarism are also considered a serious offense.**

Plagiarism is stealing from another individual. It is an improper behavioral choice made by the student, whether it is homework, class work, or a test. The student will receive a zero for the specified assignment, test, or project. Any student assisting with this infraction will receive similar consequences.

**Harassment, Hazing, Intimidation, Bullying, or Violence:** OLG C is committed to providing a safe learning environment and does not tolerate any type of behavior that would interfere with the student's ability to learn. Any incident of harassment, hazing, intimidation, bullying or violence should be reported immediately to staff member to permit the school to take appropriate action.

Once reported, the complaint will be investigated and handled in accordance with existing school policies and procedures. The accused student will be given the opportunity to explain his or her conduct. Our Lady of Good Counsel School administration may take disciplinary action, up to and including suspension and/or dismissal. The final decision on any disciplinary action will not be made public.

### **BULLYING POLICY**

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

- 1. Definition of bullying.** Bullying is a pattern of abuse over time and involves a student being "picked on." Bullying includes physical intimidation or assault; extortion; oral or written threats; teasing; putdowns; name-calling; threatening looks; gestures, or actions; cruel rumors; false accusations; and social isolation.
- 2. Bullying is prohibited.** Our Lady of Good Counsel School community shall not tolerate any bullying on school grounds or at any school activity on or off campus.
- 3. Staff intervention.** Our Lady of Good Counsel School expects all staff members who observe or become aware of an act of bullying to take immediate, appropriate steps to intervene-unless intervention would be a threat to staff members' safety. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report the bullying to the school administration for further investigation.
- 4. Students and parents shall report bullying.** Our Lady of Good Counsel School expects students and parents who become aware of an act of bullying to report it to the school administration for further investigation. Any student who retaliates against another for reporting bullying may be subject to the consequences listed below 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 a supervision plan with the parents. The final decision on any disciplinary action will not be made public.

**SUSPENSIONS:** Suspensions from school are given by the administration for serious infractions of school rules and policies. Parents may need to meet with the Principal and/or Pastor before a student may be reinstated in school. Reinstatement will not be granted until the Principal and/or Pastor are satisfied that the reason for misconduct has been effectively eliminated. The work missed during a suspension must be completed and turned in on time as specified by the teacher(s).

Suspensions are given for several reasons. The first would be if the administration needs additional time to discuss the student's action(s) and other possible consequences. Another reason would be that the student's behavior has been so disruptive or that the student is having difficulty comprehending the seriousness of the action(s) (15 demerits) that the only reasonable way to deal with the situation is to remove the student from the school or classroom environment. Suspensions are recorded on the student's permanent record. Occasionally, the behavior is so disruptive that an immediate suspension is required. Parents will be called and arrangements must be made to pick up the student immediately.

**Suspension from school will automatically drop the student's conduct grade to an F.**

**Refusing to pick up your child from school in a timely manner may be grounds for dismissal or nonrenewal the following school year.**

**DETENTION:** Detention for grades 5 - 8 will be administered after school on a need basis. Students will meet with the detention staff member until their detention hours are completed. Students will be supervised by the Principal or other faculty/staff members.

**DISMISSAL:** A student who decides by his/her behavior choice or repeated behavior choices that he or she does not want to be part of our school family will be dismissed. Tuition refunds **will not** be given for students who are dismissed by the administration.

The administration reserves the right to waive any disciplinary regulation for just cause.

## **VI. EMERGENCY OPERATING PROCEDURES**

### **Emergency or Crisis Philosophy**

Crisis and/or emergencies are inevitable in the operation of any organization. We make every effort at Our Lady of Good Counsel School to minimize risks and to assure the safety and security of our students and faculty. However, life presents personal and professional uncertainties and it is impossible to avoid and prepare for every threat. A crisis media policy is required for the efficient and effective management of internal and external communication during emergency situations that may endanger the image, health, safety, operation, or economic stability of Our Lady of Good Counsel School. The guidelines that have been prepared are designed to assist us with various critical events or situations while minimizing further damage.

It is essential that you establish individual and family plans in the event of an emergency or crisis. These plans should include who will be able to pick up your child in the event you are not in the immediate vicinity or cannot get to the school in a timely manner. These individuals should be your designated emergency pick up persons. Please remember that a staff member from the school and/or parish will remain with the students until the last student has been picked up.

Our Lady of Good Counsel School realizes that there are circumstances that may disrupt the daily schedule of our school and/or potentially cause harm to our students/school. The school has created an action plan in the event of the following emergency/hazardous situations:

**Natural Disasters**

**Bomb Threat**

**Chemical Hazard**

**Dangerous animal on campus**

**Disorderly or hostile person on campus**

**Fire**

**Pandemic Flu**

The school crisis plan(s) are available for review upon request. Drills will be done throughout the school year without notice. In the event of a pandemic flu crisis, the school will continue to operate until it is ordered to close or the school cannot function safely due to lack of staffing. All efforts will be made to continue to provide for your child's education

through Edline.

## **CANCELLATION OF SCHOOL DURING THE SCHOOL DAY**

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. If it is announced over the radio or television that the public schools in our area are closing, we will also, likely, be closing. Do not call the school during emergencies. Please keep the telephone lines open and available for those who have urgent needs.

In the unusual circumstance where school must be canceled during the school day, please have your designated emergency pick-up person come to the site with a photo ID if you, the parent cannot come yourself.

Radio stations to listen to for information:

- KSSK (92.3)
- KAIM (95.5)
- KCCN (100.3)

Television stations to watch for information:

- KHON
- KFVE
- KITV
- KGMB
- KHNL

## **CRISIS CODES**

The school has prepared plans in the event of a crisis. During the school year, these plans will be reviewed with the students and will practice certain scenarios. In the event that the student population needs to be evacuated, please listen to the media for information on where to pick up your children. In the event of an emergency, we are requesting that parents come to the evacuation site to sign out their children.

### **Code Yellow: Precautionary Move**

Students are to remain in their classrooms with the doors locked until the “all clear” signal is given. This is just a precautionary action.

### **Code Blue: Evacuate of building and/or campus**

Due to a possible unsafe situation, the school will be evacuated to the church parking lot and wait for further instructions. There is the possibility that the children will be evacuated to one of the predetermined sites. Students may be picked up at the site by their parent or emergency designated person. Please listen to the radio for our location.

### **Code Red: Lock Down**

In the event this code is called, the students will be trained to run into the nearest classroom. Students will be locked into the nearest classroom location until the “all clear signal is given.” Students may be picked up at the site by their parent or emergency designated person. Please listen to the radio for further information. Do not call the school because we will need to be in contact with the authorities.

### **EVACUATION SITES**

Now, the following locations are possible but not limited to evacuation sites, depending on the crisis:

Pearl City High School

Momilani Elementary School

C & C Bus Barn

Highlands District Park

Our Lady of Good Counsel Church

## **VII. GRADING POLICIES**

### **CLASS INFORMATION SHEETS**

Teachers provide a list of Catholic Schools of Hawaii standards at the beginning of every quarter. It is an informative tool that will list the learning goals of the quarter. All standards may be viewed on the school’s website. Parents should view the sheets to be aware of what their children are learning. Spelling standards are linked with Reading and Writing. Therefore, there is no separate Class Information Sheet for Spelling.

### **PRIVACY RIGHTS AND CONFIDENTIALITY**

Student records are closed to all except authorized persons of the school as indicated by our Diocesan policies. Parents and/or legal guardians have the right to inspect all of their child’s records in the presence of the Principal or his/her delegate. Parents should send in a written request to the administration.

### **HOMEWORK**

Homework is important and valuable to the student for two reasons. The assigned work develops the student’s responsibility and gives the student time to reinforce the lessons given in class. Homework projects can provide opportunities to learn time management, independent study, research, and creative thinking skills.

Parents can help their child by providing a quiet, comfortable place for the student to work with minimum distractions and by seeing that the assignments are completed. Students in grades 2 – 8 are provided with a homework assignment book and teachers of kindergarten/grade 1 provide a homework calendar. Parents are asked to log onto Jupiter regularly to check on grades, assignments, and announcements from both the

teacher and the school.

The average recommended time allotment for homework and studying are as follows:

Grades K -1 =	15 to 30 minutes
Grades 2 - 3 =	30 to 45 minutes
Grades 4 - 5 =	45 to 60 minutes
Grades 6 - 8 =	60 - 90 minutes

If your child is having great difficulty with the assignments and/or is taking an extraordinary amount of time to accomplish the work, please send a note to the teacher. This recommended time allotment does not include study or free reading time.

All requests for homework should be made by 8:15 a.m. It will be available for pickup after school is dismissed.

### **HOMEWORK GRADING POLICY**

Homework is an important part of teaching our students responsibility as well as reinforcing lessons done in the classroom. Responsibility is taught and encouraged while keeping in mind the students' age and development. While we are preparing our students for high school, our policies will reflect inclusion and age appropriateness.

Grades 1 - 5: 5 points will be deducted from the grade earned for each day the assignment is overdue. The written grade on the paper should show the student and parents what the child would have earned if on time and the consequence for being late in the form of a grade reduction. If the child does not turn in the assignment in 3 days, then the grade earned will be a zero.

Grades 6 - 8: 10 points will be deducted from the grade earned for each day the assignment is overdue. The written grade on the paper should show the student and parents what the child would have earned if on time and the consequence for being late in the form of a grade reduction. If the child does not turn in the assignment in 3 days, then the grade earned will be a zero. Project grade deduction will be 50 points for being late.

**Retest** or some type of assessment is needed to ensure that students are achieving minimal mastery of curriculum goals set by the teacher/school. If more than 50% of the class fails an exam, a retest (not the original test) or other type of assessment will be given to the class after a review. The period of the review and the date of the retest will be at the discretion of the teacher who will provide adequate notification. Students who passed the first exam are not required to take the retest, but may do so if they desire. The score on the retest will be the final undisputed grade for that exam, even if the original score was higher.

If 50% or more of the class pass an exam and a few students fail, the student(s) may

choose to be retested. To qualify for a retest the student must notify the teacher after having the test returned to him/her. The retest date will be provided by the teacher and the student may opt for additional assistance after school. The final test score will be the average of the retest score and the original test score.

Any student who requests a retest but fails to show up for it will forfeit this privilege. If a student is unable to make it due to an excused absence or verifiable family emergency, then the retest will be rescheduled as soon as possible. If a teacher finds that a student is not preparing for the first test and is depending on retests on a regular basis, then the parents will be notified, and this educational benefit may be suspended.

### **MAKE-UP WORK**

Our teachers will provide work for excused absences (student illness, family illness, or death in the family). The general due date time frame for the make-up work from an excused absence to be turned in will be two days plus every day of being absent. This is only a guide, students should verify with the individual teacher(s) when the assignment is due. If a short or long term pre-assigned project is due during the student's absence, then it will be due when the student returns to school. Students or their parents are responsible for requesting the homework immediately upon the student's return to school. The teachers are not required to give the missed work to the students in advance for absences due to parental requests.

All students are responsible for re-scheduling tests that may have been administered during their absence. This is why attendance is crucial. Information on the tests may come from textbooks and lectures. Failure to schedule make-up tests will result in a zero, and a lowering of their report card grade.

Work, tests, or projects previously assigned prior to the absence will be due as soon as the child returns to school.

### **REPORT CARDS**

Report cards are given four times a year for grades Preschool, Kindergarten through - grade 8. All subjects are considered important in the development of the whole child. Carefully review your child's report card and contact the teacher if you have questions regarding your child's progress. Should you wish to contest a grade on the report card, you will have one week (5 school days) to do. After that time period, the grade on the report card will be final.

### **Academic Probation**

Students in grades 5 - 8 will be put on academic probation if they receive one (1) F on their report card at the end of the quarter. Students will be reevaluated at the midpoint of the following quarter. If a student remains on academic probation for two consecutive quarters, the administration reserves the right to call a conference with all concerned parties. Discussion will focus on the possibility of required summer school attendance

with probationary return status, dismissal and/or retention if the student does not show significant improvement after attempts are made to work with the student and family.

### **Promotions, Probation, Retention, and Academic Dismissal**

Promotions are based on the student's mastering the minimal objectives in the major subject areas. **Promotion may also depend on parental cooperation in getting additional information from an outside source (pediatrician, psychologist, educational testing, etc.) to assist the school in determining what the best course of action for their child is.**

If a student receives two (2) Fs or more as Final grades in the major subject areas (language arts, mathematics, science, religion, literature, spelling, and social studies), the possibility of required summer school attendance with probationary return status retention and/or dismissal, will be considered. The decision will be made by the Administration after holding a conference with the teacher(s) and student's family. These decisions are always difficult, but are made in the best interest of the child.

### **AWARDS**

Our school strives to recognize positive behavior and achievement. Recognition is given for academic achievement and participation in our various school programs at the end of each quarter for grades 3 - 8.

### **GRADING SCALE**

Our grading scale is based on recommendations from our Catholic School Department.

#### **K - 2**

<b>S+</b>	<b>93 - 100</b>
<b>S</b>	<b>85 - 92</b>
<b>S-</b>	<b>75 - 84</b>
<b>NI</b>	<b>65 - 74</b>
<b>U</b>	<b>0 - 64</b>

#### **Gr. 3 - 8**

<b>A+</b>	<b>100</b>	<b>C+</b>	<b>82-84</b>
<b>A</b>	<b>97-99</b>	<b>C</b>	<b>78-81</b>
<b>A-</b>	<b>93-96</b>	<b>C-</b>	<b>75-77</b>
<b>B+</b>	<b>91-92</b>	<b>D+</b>	<b>71-74</b>
<b>B</b>	<b>87-90</b>	<b>D</b>	<b>68-70</b>
<b>B-</b>	<b>85-86</b>	<b>D-</b>	<b>65-67</b>

### **HONOR ROLL**

The Honor Roll is a special recognition for outstanding academic achievement and attitude. It is based on the student's total grade point average for the preceding quarter or semester, as well as behavior (total amount of demerits). The minimum grade point required for Honor Roll recognition based on all subjects is a 3.0. All academic grades should be at least of a C or Satisfactory level (S-), and the conduct of a student cannot be below a Satisfactory level (S-). The conduct grade is primarily based on the total amount of demerits received during the quarter.

Principal's List: GPA of 4.0 or higher

First Honors: GPA of 3.6 - 3.9  
Second Honors: GPA of 3.0 - 3.5

## **VIII. GRIEVANCE PROCEDURES**

In the spirit of cooperation, if you have a complaint which you believe is important to communicate, speak to the person with whom you have the complaint. If it is a concern related to the classroom, address this concern at a pre-arranged meeting with the classroom teacher. If the complaint is not resolved, then talk with the principal. If the complaint is still not resolved, you may then speak with the pastor. If the complaint is still not resolved, you may send your signed and dated complaint in writing to the Superintendent of Hawaii Catholic Schools.

## **IX. HEALTH PROCEDURES AND REQUIREMENTS**

### **HEALTH, ILLNESS, ACCIDENTS, & SPECIAL HEALTH NEEDS**

#### **HEALTH REQUIREMENTS**

The Hawaii Education Law requires all children entering any school in the State for the first time to meet certain health requirements.

All new students and students entering grades K, four, and seven must have a current physical examination (Form 14 or SH20) and present documentary evidence of state required immunizations. The applicant must also show documentation of the results of a tuberculin test or x-ray taken no more than within a year before school entrance. Our Lady of Good Counsel School is mandated to follow all State of Hawaii Department of Health requirements.

It is the responsibility of the parents to submit all health requirement records to the School Office **prior** to the first day of school. **Without this Health Clearance, the child will not be admitted to class.** You may obtain this form from our school office.

Students who are planning to try out for our Catholic School League Program must have a current physical examination. This physical must be done no earlier than March 1 of the previous school year.

**To keep infectious illnesses from spreading in our school community, we ask parents to keep your child home if the following symptoms are displayed:**

- 1) Elevated fever 100 DEGREES or HIGHER
- 2) If your child is sent home from school with a fever, he/she must stay home at least one day
- 3) Vomiting or diarrhea.
- 4) \*Contagious diseases: conjunctivitis, chicken pox, mumps, etc.

*\*A doctor's statement is required for re-admittance after being diagnosed and treated for a contagious disease.*

## **ACCIDENTS & ILLNESS DURING SCHOOL**

Our Lady of Good Counsel School & Preschool does not have a school nurse on staff. However, several other members of our faculty are certified in first aid. We will provide first aid for the injured and ill student until the student can be picked up. Due to limited space in the health room, parents must pick up their ill child(ren) within two hours after notification by the office. If you cannot pick up your child in a timely manner, we encourage you to seek the assistance of a family member or friend.

Minor accidents will be attended to as necessary by a member of the faculty or staff. The standard procedure will be to wash the injured area with soap and water, peroxide, apply ointment, and cover with a bandage. Cold compresses will also be used as needed.

Serious accidents are handled immediately. Parents will be notified as soon as possible. If parents or persons specified on the child's emergency form cannot be contacted, the school will make every effort to have the child treated by a physician/hospital selected by the school.

Accident reports for all injuries will be filled out by the staff with a copy given to the parents and another copy kept in the school files. The school insurance company accident form will be filled out by the school and given to the parents to take to their doctor for accidents that require a physician's treatment.

**Refusing to pick up your sick child from school in a timely (2 hours from initial contact) manner may be grounds for dismissal or nonrenewal the following school year.**

## **EMERGENCY STUDENT INFORMATION**

**EMERGENCY FILE:** In case of an emergency, each student is required to have on file at the school office the following information:

- 1) Names of parent(s) or guardian(s).
- 2) An up-to-date address.
- 3) Home phone number and parents' work phone numbers.
- 4) Emergency contact number(s) of a friend or a relative, in the event the parents cannot be reached.
- 5) A physician's name and phone number.
- 6) Medical alert information.
- 7) Designated Emergency Pickup in the event of school closure during the day
- 8) Divorce & Custodial Decree in the case of divorce or separation
- 9) Parental Visitation Schedule in the case of divorce or separation
- 10) Copy of medical insurance card

*Please notify the school office immediately, if you have a change of address or telephone number during the school year.*

### **Mandated Reporters**

Under the Hawaii Child Abuse Law, all faculty and staff members are “mandated reporters” of Suspected Child Abuse. This is not an option for our faculty and staff; this is a legal requirement.

The school does not pass judgment on injuries. It acts in the interest of every child by reporting injuries to the authorities who are trained in assessing them. Once a report is generated by the school, the administration then follows the directives of the lead agency. This agency’s representative will determine what actions if any are warranted. If the schools were to accept explanations offered by children and their families, actual abuse could go unreported. We must err on the side of reporting for safety and legal reasons.

### **Tuberculosis Clearance**

The State of Hawaii requires proof that the student is free of tuberculosis in a communicable form. New students registering for the next school year will be required to provide documentation on Form 14 of having received the Intradermal PPD Mantoux test or chest x-ray. The TB reading must be in millimeters (not as “negative” or “positive”). The test must be completed within the 12 months prior to the first day of school in Hawaii. Students not showing certification on the first day of school will be denied attendance until the requirement is fulfilled.

### **Immunizations**

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

Documentation of the following vaccinations is required by the State of Hawaii Department of Health for new students to attend school in Hawaii.

- 5 DTP (diphtheria, tetanus, pertussis)
- 4 IPV/OPV (polio)
- 2MMR (measles, mumps, rubella)
- 3 Hepatitis B

- 1 or 2 VARICELLA (2 doses required if the 1<sup>st</sup> dose was administered on or after age 13 years)

Required Immunizations for Grade 7 attendance (new and returning students must complete these requirements):

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

An updated copy of your child's immunization record will be kept on file in the school office.

### **Food Allergies**

Parents are required to notify administration at enrollment if their children have known food allergies. It should be documented on the student emergency card. In the event a student with severe peanut allergies is enrolled in our school and the school is notified, then the school will require everyone to respect the decision to become a "peanut free" school zone for the safety of that student.

### **Medication Policy**

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

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

All medications will be administered by a member of the school staff. Students are not allowed to carry or administer their own medication unless the Self-Medicating School Form has been completed by the physician.

The policy for administering medication during school hours does NOT apply to activities or events before or after the regular school hours of 7:30 am to 2:30 pm. If your child requires medication to be administered outside of these hours, or while participating in Our Lady of Good Counsel School extracurricular functions, it is the parent/guardian's responsibility to make any necessary arrangements.

### **SELF-ADMINISTERED MEDICATION**

Ordinarily, all medications are stored in the school office and dispersed under supervision by an adult. 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, commonly called an "EpiPen" must adhere to his/her own prescribed dosage of medication and may be permitted to carry his/her inhaler/EpiPen if he/she does not endanger him/herself or others through the misuse of the inhaler or EpiPen or exceed the student's prescribed dosage.

The attached form must be completed and kept on file with the student's health record in order to permit students to carry their own medication. The attached form includes:  
Written authorization by the parent or legal guardian to permit the self-administration of the medication. Written certification from the student's physician stating that the student has asthma, anaphylaxis, or another potentially life-threatening illness, and is capable of and has been instructed in the proper method of self-administration of the medication; Signed statement by the parent or legal guardian that the school and its employees shall not incur any liability as a result of any injury arising from the self-administration of medication by his/her child; and permission shall be effective for the current school year and shall be renewed each school year.

### **Physical Examination**

A record of a physical exam performed within 12 months prior to the first day of school is required. All new incoming students are required to have a completed Form 14 with TB exam, immunization record, and physical examination. A student may attend school provisionally upon submitting written proof from a licensed physician or an authorized representative of the Department of Health stating that the student is in the process of receiving the physical exam and any missing required immunizations. The physical must be completed within 90 days of school entry. If the requirements are not met, the student will be excluded from school (Hawaii Administrative Rules 302A-1161).

If your child (grades 5 through 8) is planning to try out and/or participate in the school sports program, a physical will be required every year. This physical is only good for one year from the date the physical was given and should be completed during the summer

prior to the new school year. This assures that the physical is current for the entire sports season; volleyball, basketball, and track.

## **SPECIAL NEEDS**

The school is unable to provide special care to children who are physically, emotionally, or psychologically challenged. However, the school will assess each student and the nature of the disability on an individual basis and will accept the student only if the present staff and the facilities can reasonably accommodate the student.

## **X. PARENTAL RESPONSIBILITIES**

### **PARENTAL STATEMENT OF UNDERSTANDING & CODE OF CONDUCT**

As parents, you are the primary educators of your child. By enrolling your child at Our Lady of Good Counsel School, you are choosing its programs and curriculum over those available at other schools. If you lose confidence in Our Lady of Good Counsel's programs and curriculum or if you find yourself in dispute with its staff and administration, we respect your right to enroll your child elsewhere. In that event, please contact the Principal to discuss your concerns before making a final decision. Similarly, if the administration of Our Lady of Good Counsel School concludes that you are not supportive of the School's administrative actions, programs, curriculum, or that you have become antagonistic towards its staff, or other members of the school community, the Principal will contact you to discuss these concerns. Full-time and part-time teachers should be afforded the same respect regarding their assignments and projects. Email communication between parents and faculty should be respectful always. If the concerns cannot be satisfactorily resolved, the administration will direct you to decide for the education of your child elsewhere.

Parents are required to read, sign, and abide by the Parent Code of Conduct which is included in your registration packet.

### **PARENT RESPONSIBILITIES**

Parents who are divorced or separated are responsible for giving the administration a copy of the court document verifying who has legal and physical custody of the child/children. The parents are also responsible for giving the school a copy of the visitation schedule. The school will not accept responsibility if these documents are not in the student file or updated.

**Parents are not allowed to take matters into their own hands when there is a problem between a student and their child.** If your child is having problems with another student, then the proper procedure is to notify the teacher. If all attempts fail to rectify the situation, then the administration will be called in to assist in the matter.

## **PARENTTEACHER CONFERENCE**

Parent/Teacher conferences are scheduled mid-quarter. The first conference is mandatory. Students may also be requested to accompany their parents for this meeting. Parents are required to attend the mandated conferences. Those who cancel appointments or refuse to attend these conferences are missing an opportunity to work with the teachers on a plan that is meant to assist their child in becoming more successful.

Throughout the year, conferences may be requested to discuss your child's strengths, weaknesses, and suggestions for improvement. If a parent requests to speak to the Principal **AFTER AN INITIAL CONFERENCE WITH THE TEACHER**, the parent may do so. A request for an appointment may be made either by phone or note.

## **PARENT AS PARTNERS GROUP**

Meetings will be publicized and announced via a banner and announcement in the Thursday Envelope and through Jupiter. Please make all efforts to attend and be active in our school community. Your time and effort is always appreciated. By attending the meetings, you will be credited with two hours of volunteering.

## **PARENTS AS MORAL TEACHERS FOR THEIR CHILD AND OTHER STUDENTS**

Respect for all persons is the foundation of Christian Education. While it is the teacher's duty to encourage an attitude of respect, cooperation, and responsibility, our students must be taught and encouraged to be responsible for their actions. Please discuss with your child the need to:

- Be respectful to oneself and others
- Be courteous to others
- Be cooperative and considerate of others
- Be aware of the impact of his/her actions and words on others

While at school we will encourage the following life-long expectations and responsibilities and ask you to do the same at home with your child:

- ✓ Take responsibility for their own learning.
  - Arrive at school on time
  - Be prepared for class (supplies, homework)
  - Demonstrate a responsible attitude towards daily work
  - Turn in quality work on time
  
- ✓ Settle our differences in a peaceful manner.
  - Respect other people's property and personal space

No physical or verbal fighting  
Do not take anything that does not belong to you  
Respect someone's right to say "NO"

- ✓ Be respectful of the adults in charge, the first-time directions are given.
  - Look at the speaker
  - Do not speak in a disrespectful manner to the teacher, staff member, volunteer, or substitute
  - If you would like to see changes in the rules, then speak with the principal
  
- ✓ Be sensitive to the needs and feelings of others.
  - Use appropriate language always
  - Do not bully or tease others
  - Never boo or whistle in church or during an assembly
  - Help and encourage others
  - Be friendly and courteous
  
- ✓ Move safely through the school
  - No playing in the bathrooms or hallways
  - No running in the hallways, stairs, or classrooms.

## **VOLUNTEER HOURS**

All families are strongly encouraged to meet the minimum of 20 hours of volunteer service to the school. Volunteering and becoming involved only strengthens our school for your child. There are many ways to fulfill this responsibility, a flier was sent out in the registration packet. Contact the school office if you need another copy.

## **XI. STUDENT DROP OFF & PICK UP INFORMATION**

### **EARLY PICK UP**

Doctor and dental appointments should be made for times other than school hours. In cases of emergencies, arrangements may be made for the student's release during the school day. Please keep in mind that the student is responsible for all work, quizzes, and tests missed.

For your child's safety and consideration to the teacher, any student leaving early must come to school with a written note informing your child's teacher and the school office of the following:

1. Date of early dismissal
2. A time student will be picked up

3. Name of person picking up student(s)
4. Parent signatures

**Anyone picking up a child early must report to the school office to sign the student out of school.**

### **PICK UP AND DROP OFF TIME**

The school does not assume any responsibility for children who are not placed in our Morning or After School Care Program. This would be those students who arrive on campus (OLGC Church is considered part of the school campus) prior to 7:15 a.m. (OLGC time) or those who remain on campus 15 minutes after dismissal.

For the safety of our children, we ask that you drop off your child between 7:15 and 7:45 a.m. and pick up your child within 15 minutes of dismissal, unless arrangements have been made to place your child in one of our programs.

If a student is found on school grounds prior to 7:15 a.m. without adult supervision or 15 minutes after dismissal, he or she will be directed to the Morning or After School Care Program, and the family charged accordingly. This is done for the safety and wellbeing of the student. **If the charge is not paid in a timely manner, “financial suspension” may be imposed.**

When waiting for students to be dismissed at the end of the school day, we are asking parents to please wait in or by your vehicle until the dismissal time. In order to ensure student safety and avoid disruptions in the classroom, we need to keep the hallways and doorways clear at all times.

A morning care fee has been established for those placed in the program on an occasional basis or those dropped off before 7:15 a.m. If a student is found on school grounds prior to 7:15 a.m., he or she will be directed to the Morning Care Program. This is done for the safety and wellbeing of the student.

### **\*ARRIVAL PRIOR TO 7:15 A.M. WITHOUT ADULT SUPERVISION**

Before 7:00 a.m.	\$10 per day
7:00 - 7:15 a.m.	\$ 5 per day

### **\*LATE PICK UP CHARGES FROM AFTER SCHOOL CARE PROGRAM: \$1.00 per minute after 5:30 P.M.**

\* Time is according to the school clock.

Payment should be made at the time of pick up or the next school day. If payment is not made in a timely manner then a “financial suspension” will be implemented for the student.

## **TRAFFIC REGULATIONS**

### **Church/School Parking Lot**

For the safety of all, please **follow the directions of our Traffic Patrol. PLEASE NO CELL PHONE USE WHILE DRIVING THROUGH OUR CAMPUS!**

### **Drive through service in the morning**

Families may drive through the school property to drop off their children in the morning. Drivers must stay in the coned lanes and are not allowed to park unless they are dropping off a preschooler or are directed by staff members. Children in kindergarten through grade 8 are old enough to walk themselves to their classroom or waiting area in the morning. If you have school business, please park in the church lot and walk down. Please refrain from using the cell phone while driving through the property and especially while in our drive through lane.

### **Drive up Service for After School on Hoolana Street**

Please do not block driveways and do not come too early. Pick up services will begin at the end of the school day.

### **Preschool Only: Pick up Monday – Friday, except for Wednesday and half day dismissal:**

On half day (11:30 am) and Wednesday (1:15 pm) dismissals: please arrive 30 minutes before the general dismissal.

## **XII. STUDENT SUPPORT SERVICES & SPORTS**

### **MILK PROGRAM**

Our Lady of Good Counsel School operates a Milk Program that is available during our morning and lunch breaks. Milk will be available for students at a cost. Milk order forms will be available throughout the school year.

**No Refunds will be given for unused milk due to absences, class parties, or field trips throughout the year.**

### **MORNING & AFTER SCHOOL CARE PROGRAM**

The school is licensed to operate a Morning and After School Care Program by the Department of Social Services and Housing. The purpose of the program is to provide a safe place for children who need supervision before and after school hours. It is designed to enhance the moral, social, emotional, intellectual, and physical development of the child enrolled in the program under the direction of the director, leaders, and assistant leaders of the program. For more information on this program, please contact the school office.

### **EXTRA HELP SESSIONS**

If a student needs extra help, the teachers are available most days after our car pick up

except for Wednesday, due to faculty meetings. Students who participate in these services, must report directly to the teacher's room for help and leave the campus immediately, or he/she will be put in the After-School Care Program and charged accordingly. For those in the After-School Care Program, they must check in with their group leader before going for the extra help sessions.

## **SPORTS**

Our Lady of Good Counsel School participates in the Catholic School League. Volleyball, basketball, and track teams are organized under the direction of our Athletic Director. **Every student who meets the age or grade requirements has the right to try out, to be evaluated, but not to play, or have equal playing time.**

**The sports calendar is outlined below and specific dates are determined in August by the Catholic School League Board in August.**

Girls & Boys Volleyball (August - October)

Girls & Boys Basketball Division II – Grade 4 - 6 (October - January)

Girls & Boys Basketball Division I – Grade 5 – 8 (October – January)

Boys & Girls Track and Field (January)

Students interested in trying out for these teams must meet the following criteria:

- ✓ Demonstrate basic fundamentals and skill development.
- ✓ Current physical exam or CSL waiver
- ✓ Grades and behavior expectations must continue to meet the standards stated in the General Behavior Section of the handbook.
- ✓ Be willing to stay after school to practice and attend study hall sessions
- ✓ Pay a sports fee that is used to help defray the cost of registering the team and bus transportation.
- ✓ Receive approval of the administration after reviewing grades and conduct history.

Upon making the team, the student-athletes must:

- ✓ Demonstrate good sportsmanship and positive attitude.
- ✓ Demonstrate teamwork and cooperation.
- ✓ Maintain grades and student responsibilities.
- ✓ **Commit to attending all practices, games, and tournament play.**

### **Academic Grades and Behavior Eligibility:**

All student athletes are reminded that the sports season is short and missing a game due to academic deficiencies is a hardship on the remainder of the team. It is the responsibility of each student to maintain his/her grades and turn in all assignments on time. **Grades will be checked every Tuesday during the season and tournament play period to determine eligibility. No updates will be made prior to Tuesday of each week.** If a student's grade(s) or behavior begins to decline, the following procedure(s) will be in effect:

- \*1. If a student has earned a Failing grade (F) or an Unsatisfactory (U), the student will be suspended from play for one week. The student may attend practices with parental permission. If subsequent grade checks show no significant improvement (5%) then the suspension will continue for one more week. If the subsequent grade check shows no significant improvement (5%), then the student may be removed from the team and will not be eligible for team play for the remainder of the season**
- 2. Demerit slips acquired during the school day will not be a factor in the student's eligibility to play, unless the student is suspended from school or it is a part of the consequences set by the Principal and/or Pastor.**
  - Sufficient improvement: A student raising the grade of the deficient subject(s) a minimum of 5% or ½ grade higher and/or teacher approval.

### **CONDUCT OF THE ATHLETE & FAMILY**

Our Lady of Good Counsel School will hold the athlete and their family to the highest standards of behavior as stated in our handbook. Athletes will assist with clean up at the game site of all scheduled games before leaving the area, including home games.

### **TRAVELING TO OFF CAMPUS GAMES**

Students must travel to all away games via a licensed bus company unless it is a weekend game or tournament. The school will provide a staff member or coach to travel with the athletes to all games. Athletes may leave with their parents after the game and cleaning up, but must first notify their coach or school staff chaperone. Student-athletes cannot leave a game site with someone else's parent/guardian without a note from their own parent/guardian.

Transportation priority is prearranged for athletes, chaperone(s), coaches, Principal, and CSL representatives. With the proper permission slip, available seating will be on a first come, first serve basis to faculty and staff, and family members of the athlete.

Parents must plan to have the athlete picked up within 15 minutes after completion of practices and games. If parents fail to pick up the athlete on time (twice), then the athlete may be suspended from the team. If parents continue to neglect this policy for any sports program, their child may not be permitted to participate in any future CSL program for the school year.

### **XIII. TECHNOLOGY POLICIES**

#### **Improper Use of Computers and other Personal Mobile Devices:**

Students utilize various technology tools in the classroom to communicate with peers and teachers.

We will be adhering to the following Acceptable Use Policy (AUP), which covers specific terms of technology use.

### **Purpose Statement**

Our Lady of Good Counsel School believes that technology is a tool for learning that expands our instructional repertoire and is a vehicle that can enhance instructional delivery, enrich student performance, and increase student engagement. Internet access is available to all students and teachers to offer a wide variety of educational opportunities. The OLGC Students network is filtered and monitored for content that is harmful to minors.

We will educate the students on appropriate online behaviors, including how to properly access materials and to interact with others appropriately on social websites. Students will also be educated on cyberbullying and how to respond to socially inappropriate communication. The Digital Citizenship component of Information Technology classes will educate students on how to effectively protect their online identity as well as preventing personal information from being disclosed.

### **Student Acceptable Use Policy**

The following are the agreements that our students will follow as they use technology at Our Lady of Good Counsel

School.

*As a student at Our Lady of Good Counsel School, I promise to use technology correctly and responsibly. And I agree to follow these rules:*

1. I will use all technology in a responsible and careful manner. I will not damage hardware or change any settings without the permission of a teacher.
2. I will never use technology to harass, frighten, or bully anyone, including teachers and classmates.
3. I will never share my passwords with anyone other than my parent/guardian if the information is requested.
4. I will obey the copyright laws, and not take credit for another person's work.
5. I will promptly tell an adult if I see or read something that is inappropriate, dangerous, threatening, or makes me feel uncomfortable.
6. I will use technology and the Internet for schoolwork only. I will only use the programs, websites, applications and databases that my teacher has approved.
7. I will not view, send or display inappropriate pictures or messages, including uploading content to unsecured public websites.
8. I will not use technology to play online games that are objectionable and have inappropriate content, such as violence or graphic content.

### **Consequences:**

*First Offense:* The student will lose technology privileges for one week, and the parents will be notified of the broken rule(s).

*Second Offense:* The student will lose technology privileges for up to two weeks, and the parents will conference with the teacher and/or principal to discuss the rule violation(s). Limited access to the computers and/or Internet may be enforced. *Third Offense:* The student will lose computer privileges for the remainder of the quarter, and the student must meet with the teacher, principal and parents to develop a plan for continued computer use.

***Blogs at school:***

*Students may use the school computer system only for legitimate educational purposes, which include class work and independent research that is similar to the subject studied in school. Students shall not access entertainment sites, such as social networking sites or gaming sites, except for legitimate educational purposes under the supervision of a teacher or other professional.*

***Personal Mobile Device/Computer device:***

*All student use of the school's internet system, personal cell phones, or other digital devices used by students while on campus is subject to the provisions of the Disciplinary Code. Students may not share or post personal information about or images of any other student or staff member without permission from that student or staff member. If a student is found to have used a personal cell phone or digital device in a manner that is not in accord with this Acceptable Use Policy, in addition to other disciplinary actions, the administrator may confiscate the student's use of any personal cell phone or digital device.*

***Off-Campus Expression:***

*Maintaining or posting material to a Web site or blog that threatens, or causes a likelihood of substantial disruption in school, including harming or interfering with the rights of other students to participate fully in school or extracurricular activities, is a violation of the student disciplinary code and subject to appropriate penalties.*

***Email:***

*Creating and sending email messages to any member of the school community that threatens, or causes a likelihood of substantial disruption in school, including harming or interfering with the rights of other students to participate fully in school or extracurricular activities, is a violation of the student disciplinary code and subject to appropriate penalties.*

*The school reserves the right to search anything brought on the property of the school.*

**Procedures:**

- a. **Reprimand:** the normal critique of a student's behavior by teachers, staff, and principal given orally.
- b. **Demerit:** Written notice of infraction.
- c. **Suspension:** a temporary exclusion from classes and school activities. 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 and a conference may be scheduled with the student, parents, and appropriate school personnel to examine the problem and to work out conditions to insure parental cooperation and the student's future success. Record of the suspension and consultation will be kept on file.
- d. **Permanent exclusion from school.** Dismissal of a student is so serious a matter that it should never be done without careful appraisals by the Pastor, Principal, student, and parents in consultation. The student may be suspended while arrangements are being made for consultation.

This disciplinary system has been developed to challenge students to work toward greater self-responsibility. We thank you for your interest and support in providing for the education of each child in a climate of concern, cooperation, and respect.

**No policy can cover all the rules and disciplinary infractions that may occur. Therefore, the administration of OLGC School will examine the offense and administer appropriate consequences.**

**NOTE:** When the Principal is unavailable or off campus, all serious infraction cases will be referred to the Vice-Principal, Pastor, or a designated faculty member.

#### **XIV. TUITION & OTHER PAYMENTS**

##### **TUITION**

**School Tuition, Extended Care Tuition, and Fees are to be paid in full prior to the start of the new school year, unless other financial arrangements have been agreed to. In the event tuition arrangements and fees have not been fulfilled within 30 days of its due date, the student will be placed on “Financial Suspension,” and not allowed in the classroom.** As a school, we do not take pleasure in these drastic measures; however, we must also fulfill our financial obligations. If there is a change in your employment status that affects your tuition payment, the administration urges you to contact the school office immediately. We would like to work together to keep your child in our school, and this is only possible with communication and honesty.

Information regarding the school tuition and extended care payment deadlines are sent to parents along with the packet of school information. In addition to the cost of the tuition, there is a non-refundable comprehensive and capital improvement fees. The comprehensive fee includes the cost of textbook rental, consumable workbooks/textbooks, school accident insurance, parent group dues, diocesan fees, diocesan testing, and school excursion fee.

The capital improvement fee allows the school to plan and implement annual maintenance for the structure of the school as well as purchase or plan improvements for the school facilities.

**Billing and invoices are not mailed to the parents/guardians, please check your financial agreement for all deadlines.**

##### **FINANCIAL SUSPENSION**

A student will be placed on financial suspension for a maximum time period of two weeks as a last resort when financial obligations have not been met. The student may return to the classroom once the financial debt has been cleared or an agreement has been reached. If at the end of the two-week period, no communication or payment is made, then the student may be released.

## **INSUFFICIENT FUNDS POLICY REGARDING ALL PAYMENTS TO Our Lady of Good Counsel School**

A charge of \$25 will be assessed for each check returned or insufficient funds posting for our electronic payments in addition to the late fee payment policy. In the event of a third incident of insufficient funds, the following will occur:

**In the case of tuition and school fees:** Responsible party for tuition and fees must plan to pay the remainder of the tuition in full in the event there are three (3) cases of insufficient funds. The student will be placed on financial suspension for one week, while financial arrangements are made. In the event insufficient action to remedy the situation is determined, then the child will be released from our school after the one-week deadline.

**In the case of the lunch program:** Responsible party for lunch payments will need to pay the monthly bill with cash, cashier's check, or money order for the remainder of the school year.

### **LATE FEE POLICY**

All delinquent payments will be assessed an additional charge. The following is based on business days.

1 - 10 days	Payment + 3%
11 - 20 days	Payment + 5%
20+ days	Payment + 10%
30+ days	"Financial Suspension" + Payment + 10% late fee

### **DAMAGED OR LOST SCHOOL EQUIPMENT**

The replacement of any lost or damaged school property is the responsibility of the student who has been assigned the missing or damaged book or is responsible for the damage to school property. If the student is found to be partially responsible, then the student will pay for a portion of the cost to replace or repair the damaged school item. Students will not be allowed to re-register or return until their family account is cleared.

### **RECEIPTS FOR PAYMENTS**

Receipts will only be given for cash payments. Your canceled check will be considered your receipt.

## **XV. UNIFORM POLICIES**

### **UNIFORMS**

The pride our students show in their appearance and in their attire contributes greatly to their attitude in school and the respect they earn through the community. This pride in being a Christian person and a student of Our Lady of Good Counsel School is well

worth preserving and fostering. **Therefore, soiled, dirty, torn/ripped, faded or discontinued uniform styles/colors are unacceptable and will result in a demerit after a reminder to discard/repair the uniform.**

Therefore, our parents and students are asked to cooperate with the following guidelines. All students are not allowed to color or streak their hair outside the range of normal hair colors, wear baseball caps, hats, visors, and sunglasses during school. Students are also not allowed to carry or have their pagers and cellular phones on during the school day. Cellular phones will be confiscated and held in the office until a parent/guardian is able to pick it up. We also do not encourage or accept body piercing and body tattoos.

If a student violates the dress code, the child will face consequences. Depending on the violation, a student will face immediate consequences in school. Students who do not have the proper attire will be lent items to correct their uniform in addition to receiving a demerit slip. Students who are in violation of hair coloring or hair cut styles will be given a specified amount of time to correct the situation or risk suspension.

#### **GIRL'S STANDARD ATTIRE GRADES K – 8**

**Standard attire is to be worn on days that students attend church services.**

1. Blue plaid skorts for Grades K- 4 and blue plaid skirts (no shorter than 3 inches above the knee) for Grades 5 - 8 are available from the designated uniform vendor.
2. Blue Polo Shirt for K- 8 with the school logo, are available from the designated uniform vendor. Polo shirts are required to be tucked into the skorts or skirt. Our goal is a neat and a modest appearance.
3. Solid white, black, or navy-blue quarter or crew length socks.
4. Jewelry may be worn with limitation. No dangling earrings will be allowed. Only one bracelet, one watch, and one pair of earrings may be worn during school. No one may wear any jewelry or charms that are indicative of non-Christian philosophy.
5. Make-up and nail polish not allowed. Clear lip gloss will be the exception, unless given permission by the administration for a special event.
6. Shoes must be the athletic type that is **predominately white, navy/dark blue**, or black, with matching white, blue, or black solid color laces.
7. Jackets and sweatshirts must have the school logo and purchased at the designated uniform vendor. Please have your child's name on the jacket.
8. Undershirts may be worn but must be white, and the sleeves must not be visibly sticking out of the uniform sleeves.

#### **BOY'S STANDARD ATTIRE GRADES K - 8**

**Standard attire is to be worn on days that students attend church services.**

1. Long navy-blue slacks purchased from the designated uniform vendor
2. Blue shirts with the school logo from the designated uniform vendor

3. Grades K - 8 uniform shirts are required to be tucked into the slacks. A belt (solid white, black or blue in color) must be worn if the pants have belt loops. Our goal is a neat appearance.
4. Solid white, black, or navy-blue quarter or crew length socks.
5. Jewelry may be worn with limitation. Only one watch may be worn and boys are not allowed to wear earrings. No one may wear any jewelry or charms that are indicative of non-Christian philosophy.
6. Shoes must be the athletic type that is predominately white, **navy/dark blue**, or black, with matching white, blue, or black solid color laces.
7. Jackets and sweatshirts must have the school logo and purchased at the designated uniform vendor. Please have your child's name on the jacket.
8. Undershirts may be worn but must be white, and the sleeves must not be visibly sticking out of the uniform sleeves.

### **\*\*OPTIONAL UNIFORM GRADES K - 8**

#### **Girls K - 8:**

Girls may wear skorts, navy blue walking shorts, or navy-blue slacks on days that the students are not attending church. The skorts may be purchased through Potpourri. The walking shorts or blue slacks may be purchased from the designated uniform vendor. A belt (solid white, black or blue in color) must be worn if the pants have belt loops.

#### **Boys: K - 8**

Boys may wear navy blue walking shorts on days that the students are not attending church. Shorts and slacks may be purchased from the designated uniform vendor. A belt (solid white, black or blue in color) must be worn if the pants have belt loops.

### **PHYSICAL EDUCATION ATTIRE**

Our P.E. attire consists of the O.L.G.C. Physical Education shirt and shorts. These articles are to be purchased from the designated uniform vendor. Athletic shoes are also a requirement.

### **PRESCHOOL UNIFORM**

- 1) Preschoolers wear the Physical Education uniform which consists of the O.L.G.C. Physical Education shirt and knit shorts. These articles are to be purchased from the designated uniform vendor.
- 2) Solid white, black, or navy-blue socks.
- 3) Shoes must be the athletic type that is predominately white, blue, or black, with matching white, **navy/dark blue**, or black solid color laces.
- 4) Jackets and sweatshirts/sweatpants purchased at the designated uniform vendor
- 5) Undershirts may be worn but must be white, and the sleeves must not be visibly sticking out of the uniform sleeves.

### **\*\*OPTIONAL UNIFORM PRESCHOOL**

A navy blue sweat pants or sweatshirt imprinted with the school logo from the designated uniform vendor may be worn.

## **\*\*NON-UNIFORM ATTIRE**

- 1) Skirts/Dresses/Jumpers must be **NO** shorter than 5” above the knee (from kneeling position). No shorts, tights, leggings or spandex skirts. Leggings worn under appropriate length dresses or skirts are acceptable. The midriff should not be exposed. Attire that is provocative (clinging to the body) or of questionable taste should be avoided.
- 2) **No** spaghetti straps and/or open back dresses, low cut or transparent blouses.
- 3) **No** oversized clothes (pants and or shirts).
- 4) Collared shirts, blouses, shirts with double stitching (appropriate designs).  
**No** tank tops.
- 5) **Shoes or sandals** are to be worn at all times. Sandals must have a back strap. Rubberized footwear such as Flojos and Reefs are not acceptable.
- 6) Dress jeans or long slacks may be worn. They should fit well. The jeans or slacks should not have fringed hems or holes (by design or due to wear).
- 7) The only shorts acceptable will be our school uniform walking shorts. They may be worn with an acceptable top.
- 8) Make up is not allowed. Clear lip gloss will be the exception, unless given permission by the administration for a special event.

Our goal is to give the students a chance to demonstrate they have grown and can make appropriate free dress choices that follow the school guidelines, show personal pride, and respect to the institution they attend.

\*\* All students are expected to comply with the guidelines for wearing Optional and Non-Uniform Dress Attire. Students who choose not to comply with the dress code for optional attire will lose the privilege of wearing the optional and/or non-uniform dress attire until his/her teacher feels the student has the potential of following the school uniform policies.

## **FOR ALL STUDENTS**

- 1) Hairstyles for all students should be neat and conservative. Extreme forms of hairstyles are prohibited. These include tails, long nape fringes, and tracks, as well as hairstyles that fall outside the range of normal hair color and/or patterns. In addition to the general guidelines for hair, the boy’s hair length should fall above the collar of the shirt and lobes of the ears, and the bangs if combed down should be above the eyebrows. Boys are also not allowed to wear pony tails. **In addition to the general guidelines, all girls’ hair should be cut back neatly and/or clipped back so that it will not fall into her eyes. Girls should not wear their hair completely down.**
- 2) Shoe color will be predominately white, **navy/dark blue**, or black. Dress shoes (closed) or tennis shoes may be worn. Slippers, sandals, and boots are not allowed. Shoes with laces should be tied at all times.

- 3) School jackets and sweatshirts with the logo must be purchased through the designated uniform vendor
- 4) Turtlenecks, sweatshirts, long sleeve shirts, and colored T-shirts are not allowed under the uniform shirt or blouse. A solid white undershirt may be worn.
- 5) Grades Preschool 8 students not in uniform on regular school days require a note from their parent stating the reasons.
- 6) All clothing should be marked with the student's name.

## **XVI: GRADUATION FOR PRESCHOOL & 8<sup>TH</sup> GRADE**

### **GRADUATION MILESTONES**

At Our Lady of Good Counsel School, we recognize two special moments in our students' lives. We honor our preschool 4-year-old and eighth grade classes with graduation ceremonies as they embark on the next phase of their education. Both take place at the end of May and the students need to fulfill all academic, social, and financial requirements in order to participate in the ceremonies and be promoted to the next grade level.

**PRESCHOOL 3-Year Old Class** will celebrate the completion of their first year of preschool with song. Students will need to satisfactorily complete the academic and social outcomes, return all school property, and all financial debts must be paid in full to be eligible for completion ceremonies.

Boys: Shirt (Polo or button down) with long slacks, shoes and socks.

Girls: Dress, muumuu, or blouse and skirt. Shoes or sandals may be worn.

**Preschool 4** will need to satisfactorily complete the academic outcomes, return all school property, and all financial debts must be paid in full to be eligible for graduation ceremonies.

The boys and girls will be provided with a cap and gown to wear during the ceremony. At the end of the ceremony, the gown must be returned to the teacher.

### **8<sup>th</sup> GRADE GRADUATION:**

**Eighth grade students** must satisfactorily complete all scholastic requirements, return all school property, and all financial debts must be paid in full to be eligible for graduation ceremonies.

Boys:

- Long sleeve white button down shirt
- Long black dress slacks

- Black shoes
- Black socks
- Hair should be neatly trimmed.

Girls:

- Long or tea length white muumuu or dress. Slits should not be higher than the knee, modest neckline, no spaghetti straps or backless styles.
- If the material is sheer, then appropriate under garments should be worn.
- Comfortable white sandals or dress shoes
- Minimal make up allowed (light blush, mascara, light lip color), we want to accentuate their natural beauty.

All school rules are in effect for the eighth grade. Proper behavior and attitude is expected always. Non-compliance may result in exclusion from the graduation ceremony.

## **XVII: WELLNESS POLICY**

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

The NCEA 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 Our Lady of Good Counsel School is to:

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

2. Reduce student access to foods of minimal nutritional value through a five-year plan that focuses on and encourages teachers, students and parents to make healthy, nutritious food choices when food is used as a part of a class or student incentive program, curricular lesson, or fundraiser.

### **WHO DO I SPEAK TO?**

At Our Lady of Good Counsel, we operate under the governance system of the Church, which is to deal with issues at the local level. If you have a concern, please address the issue with the teacher. If you are not satisfied, then please contact the Principal. The last level of this process would be our Pastor.

When in doubt about who to contact regarding your concern, call the school office. The receptionist or secretary will direct you to the appropriate person to help answer your concern. Generally, if your question is about your child's learning, leave a message for your child's teacher. We ask that you follow the policies in these matters.

1. Help Needed: MESSAGES TO STUDENT  
Who to Call: School Office  
Phone: (808)455-4533
2. Help Needed: DID I MAKE MY PAYMENT FOR LUNCH OR AFTER SCHOOL CARE?  
Who to Call: Accounts Receivable  
Phone: (808)455-4533
3. Help Needed: TUITION QUESTION  
Who to Call: Accounts Receivable  
Phone: (808)455-4533
4. Help Needed: Classroom Concerns: time spent on H.W., general H.W. concerns, lesson objectives, info about child, report card, and child has a problem with another student, etc.  
Who to call: classroom or subject teacher  
Phone: (808)455-4533 Leave a message, the teacher will return your call as soon as possible or email.

**TEACHERS are expected to check Jupiter or email before the start of the school day and at the end of the school day. Parents should receive a response to messages sent during school breaks or the weekend. Response will be given on the following school day.**

**Please do not ask the teacher questions at 7:30 am., the teacher needs to devote his/her attention to all the students in the classroom.**

If you are still concerned after speaking with the teacher, you may set up a conference with the Principal.

Phone: (808)455-4533 to arrange a meeting.

If you are still concerned after speaking with the Principal, you may request a meeting with the Pastor.

Phone: (808)455-3012 to arrange a meeting.

## **MORNING AND AFTER SCHOOL CARE PROGRAM ADDITIONAL INFORMATION**

### **DESCRIPTION OF SERVICE**

Our Afterschool Care Program is licensed by the State of Hawai'i and follows the guidelines regarding adult to student ratios.

Morning Care: Morning Care is provided everyday (Monday through Friday), from 6:30am to 7:15 a.m. for an additional cost.

After School Care: The Afterschool Care Program is provided on days that school is in session (Monday through Friday) from the time school is dismissed until 5:30 p.m., unless specified otherwise through the school calendar or bulletins at an additional cost.

Ratio: 1 adult: 20 children

**Both programs fall under our Extended Care Service and is licensed by the State of Hawaii. Under our license we can accommodate 58 students from kindergarten through grade 6. The ratio for the groups is 20:1.**

### **SCHOOL HOURS**

SCHOOL:	Full day	7:50 a.m.	2:30 p.m.
	Half day	7:50 a.m.	11:30 a.m.
	Wednesday	7:50 a.m.	1:15 p.m.
OFFICE:	Full day	7:30 a.m.	3:00 p.m.
	Half day	7:30 a.m.	12:00 p.m.
	Wednesday	7:30 a.m.	1:30 p.m.

Our summer office hours are from 8:00 a.m. 12:00 p.m., Monday through Friday. We are closed on State and Federal holidays. Hours are subject to change.

**AFTER HOURS: IF THERE IS AN EMERGENCY, PLEASE CALL (808) 380-6685. There will be someone at this number from 3 pm to 5:30pm (M, T, Th, and F. On Wednesday, the line will be available from 1:30pm to 5:30pm.**

### **MONTHS OF OPERATION**

Generally, the Morning and After School Care Programs are in session during the months of August through May. For the exact days of its operation, refer to the school year calendar.

### **ELIGIBILITY**

Students currently enrolled in kindergarten through grade six at Our Lady of Good Counsel School are eligible for enrollment into our child care programs. Registration into these programs is based on a first-come first-serve basis.

### **REGISTRATION/ENROLLMENT FORMS**

Forms may be obtained through the school office during business hours. Registration is on a first-come first-serve basis and according to the enrollment number of each group.

Completed forms need to be in at the time of enrollment along with payment:

- Application Form
- Emergency Card/Field Trip Form
- Health information Form (Form 14)
- Early Childhood Pre-K Health Record Supplement Form (Preschool)
- Verification of negative TB tine test
- Authorized Pick Up Form (for ASC and Preschool)
- Student Usage Agreement
- OLGK Handbook Acknowledgement Form
- Code of Christian Conduct Form

Children who do not meet the requirements listed above will not be allowed into the program(s).

### **ATTENDANCE, ABSENCE, DEPARTURE\***

**If a child falls ill during the school day, he/she may not check into the Afterschool Care Program.** After school is dismissed, the children are expected to report to their Afterschool Care Group Leader. This is to be done before any child goes to another activity in which the student may be taking part in. The director and leader must know where each child is always.

\*Parents must notify the school office whenever there is a change in the afternoon routine of their child, including immediate pick up after school. Parents may pick up their child at the most convenient time prior to 5:30 pm from Afterschool Care. They must report to their child's leader before their child is released. No child will be released except to the parent or person designated on the authorized pick up form. Parents or authorized adult must sign out the student before the student is released for the day. **Please be sure the names of anyone who will be picking up your child are on file in the school office. This will assist our Afterschool Care Program.**

## **DISCIPLINE**

Discipline is a means of developing responsible use of freedom. Respect for all is a key factor in religious education and is essential to a strong educational program. This respect is expressed in attitudes and behavior that affect the learning progress of every student.

The formal policy that is implemented at OLGC School is guided by Christian values for proper behavior. It is important that our students act with love and respect towards all. ALL school rules and policies are in effect during the Morning and After School Care Programs.

All faculty members have the authority and responsibility to maintain discipline in and out of the classroom. School discipline policies have been established and will be consistently enforced. When a student is having a problem, the teacher may:

1. conference with the student and/or parent
2. use classroom disciplinary procedures
3. or refer the situation directly to the Principal or Afterschool Care Assistant Director.

**REMOVAL: Students will be removed from the program(s) if their continued negative behavior and attitude towards their peers, the program, and the adults in charge does not improve after conferencing or a serious infraction has occurred.**

## **FIELD TRIPS**

Field trips to nearby points of interest are scheduled by the staff of the Afterschool Care Program several times during the school year at an additional cost to cover transportation and other fees. These trips are designed to supplement the program and provide students an opportunity to model positive behavior and manners while in public. Parents will receive notices of field trips well in advance of the scheduled trip date and will be asked

to sign field trip permission forms. Students will not be able to participate on the field trip without a signed permission slip.

***Parents who choose not to allow their child on the field trips will need to keep their child at home.***

### **LATE PICK UP**

A late pick up charge will be sent to parents. This charge has been established and approved by the Pastor and Principal of the school.

**\*LATE PICK UP CHARGES FROM AFTER SCHOOL CARE PROGRAM:  
\$1.00 per minute after 5:30 p.m.**

***\* Time is according to the School Clock.***

Please remember that our staff members also have families and things to do after their scheduled work period. If the late fee is not paid in a timely manner, removal from the program and “financial suspension” may be imposed.

**If a child is picked up late more than two times during the month, suspension, or dismissal from the program will be considered.**

A calendar will be sent to you on a monthly basis indicating all scheduled Holidays, Professional Days, Holy Days, and Half-days.

### **STAFF**

The Principal of Our Lady of Good Counsel School is the Director of the Morning and After School Care Programs. The Assistant Director and group leaders assist he/she. Each member of the staff has complied with all regulations by the State Department of Social Services and Housing and the Catholic School Department.

### **PAYMENTS**

Late pickup fees are due immediately after billing. If payment is late a penalty fee will be added to the total amount owed. In the event payment is not made within 7 days, the student will be removed from the program.

### **REFUND & WITHDRAWAL POLICY**

A letter stating that the child is withdrawing from the program due to parent request should be submitted to the school office two (2) weeks prior to the student’s last day. If advance payments have been made, a partial refund may be made to the student’s family.

### **SCHEDULE (subject to change)**

Half school days:

- 11:30 a.m. Report to leader/classroom
- 11:45 a.m. Clean up and prepare for lunch
- 12:15 p.m. Clean up, younger students prepare for nap, others have outside play
- 12:45 p.m. Homework/SSR
- 1:45 p.m. Outside play
- 2:45 p.m. Clean up and prepare for snack
- 3:05 p.m. Video or craft
- 4:30 p.m. Water and bathroom break
- 5:00 p.m. Move to pickup area, quiet indoor activities
- 5:30 p.m. Closed, late pick up penalties in effect

Wednesday dismissal at 1:15 p.m.:

- 1:15 p.m. Report to leader/classroom
- 1:30 p.m. Homework/ Silent Reading
- 2:30 p.m. Clean up and prepare for snack
- 3:00 p.m. Video or craft
- 4:00 p.m. Outside play
- 5:00 p.m. Clean up and move to pick up area/videos, board games, homework, etc.
- 5:30 p.m. Closed, late pick up penalties in effect

Regular School days, dismissal at 2:30 p.m.:

- 2:30 p.m. Report to leader/classroom & snack
- 3:00 p.m. Homework/ Silent Reading
- 4:00 p.m. Outside play
- 5:00 p.m. Water and bathroom break, clean up and move to pick up area
- 5:30 p.m. Closed, late pick up penalties in effect

## **PRESCHOOL PROGRAM ADDITIONAL INFORMATION**

**Please note preschool parents and students are subject to the policies of the general handbook.**

## **ADMISSIONS**

OLGC School's goal is to educate and support our Catholic Parish community. It is our policy to accept qualified applicants in the following order: 1) children of registered parishioners, 2) siblings of registered students, 3) other Catholics who desire to enter our Catholic faith community, 4) applicants of other faiths who support and desire the religious and educational environment of OLGC School are also welcomed.

**ELIGIBILITY:** Children, who have reached the age of three or four by July 31st, will be eligible for enrollment. The following requirements must be fulfilled before entrance:

1. Child must be toilet trained.
2. Parents must present Health Examination Record (Form 14) and the Early Childhood Pre-K Health Record Supplement Form, up-to-date immunization Record (recorded on the Form 14 health card) and current TB test negative results.
3. Parents must complete all necessary forms. Application forms are available in The school office from 7:30 a.m. 3:00 p.m., Mondays - Fridays.
4. The child and parent(s) must come in for an interview and testing
5. Parents must pay all fees and the required tuition upon acceptance and/or the designated due dates.

The following forms need to be brought in at the time of registration:

1. Application Form
2. Birth Certificate
3. Baptismal Certificate (if Catholic)
4. Registration Form and Registration Fee
5. Form 14, Health Examination Record/TB test results
6. Required tuition

Any child who does not meet the requirements listed above will not be admitted.

## **REGISTRATION**

A registration fee is required for all students who plan to attend Our Lady of Good Counsel School. A letter notifying parents of the registration fees and the deadline for payment is sent out as soon as the tuition for the following year is completed.

OLGC School reserves the right to accept or reject reregistration applications. Such decisions are based on parental cooperation, student's academic and emotional growth, and available educational opportunities. Parents will be informed by the end of the term if their child will not be re-registered.

No student will be considered enrolled unless the registration, fees, and past tuition have been paid in full. All fees (registration & comprehensive) are nonrefundable.

### **ATTENDANCE**

Our preschool is open from 5:30 a.m. daily. However, our school day begins at 7:50 a.m. Your child is required to be in school prior to 7:50 a.m. Children must be **SIGNED IN** and **SIGNED OUT** by an authorized adult daily. Time must be noted on the sign in/out sheet.

### **TARDY**

When a student arrives on campus any time after 7:50 a.m., he/she is considered tardy. All tardy students must report to our school office to fill out a TARDY slip. If a student is more than 15 minutes late, a note from the parent should accompany the child explaining the circumstances regarding his/her reason for the late arrival. A record will be kept in the Student's Permanent Record File of the number of times he/she is tardy.

### **EARLY STUDENT PICK UP**

Doctor and dental appointments should be made for times other than school hours, if possible. In cases of emergencies, arrangements can be made for the student's release during the school day.

For safety and consideration to the teacher, any student leaving early must come to school with a written note informing your child's teacher and the School Office of the following:

Date of early dismissal  
Time student will be picked up  
Name of person picking up student  
Parent signature

Any authorized adult picking up a child early must report to the school office prior to signing the student out of Preschool.

### **DIRECTOR**

The Principal of Our Lady of Good Counsel School is the director of the Preschool. Our school is licensed by the State of Hawaii and we follow all State codes and regulations pertaining to preschool.

## **DISCIPLINE**

Discipline is a means of developing responsible use of freedom. Respect for all is a key factor in religious education and is essential to a strong educational program. This respect is expressed in attitudes and behavior that affect the learning progress of every student.

The formal policy that is implemented at OLGC School is guided by Christian Values for Proper Behavior. It is important that our students act with love and respect towards all.

All faculty members have the authority and responsibility to maintain discipline in and out of the classroom. School discipline policies have been established and will be consistently enforced. When a student is having a problem, the teacher may: 1) conference with the student, 2) conference with the parent, 3) use classroom disciplinary procedures (the student may be instructed to go to “time out.”), or 4) refer the situation directly to the Principal.

For the detailed outline of our discipline policy please refer to the General Parent Student Handbook.

## **PROMOTION TO THE NEXT CLASS OR GRADE LEVEL**

Students are continuously being evaluated on growth in the following areas; academics, language, emotional, social, and muscle development. If your child is having difficulty, the teachers and administration may request you contact your personal pediatrician for advice. Following up with these recommendations and requests are vital to helping your child succeed or in placing him/her in the proper educational setting. Lack of parental support in these areas is sufficient grounds for not accepting the child the following year or immediate dismissal.

## **STAFF STUDENT RATIO**

Our Lady of Good Counsel Pre-School is licensed by the State of Hawai'i , and follows the State guidelines and is licensed for 58 students.

Three-year old: one teacher/adult:12 students

Four-year old: one teacher/adult:16 students

After School Care Program: one teacher/adult: 12 students

## ***SCHOOL VOLUNTEER GUIDELINES***

### ***Welcome***

On behalf of the faculty, staff, and students of Our Lady of Good Counsel School, the administration would like to thank you for your “gift” of time, treasure, and talent.” The

gift of your services adds a special dimension to our Catholic community.

### ***Philosophy***

The philosophy of Our Lady of Good Counsel School is based on the gospel principles of message, community, worship, and service. The school views itself as a living faith community committed to the goals of a Roman Catholic education which strives to create a Christ-centered environment in which each member can grow to his/her full potential. *We offer a firm foundation in basic education and emphasize the dignity and self-worth of the person in relation to God, family, school, and community.*

Our Lady of Good Counsel School supports the Declaration on Christian Education which states that parents are the primary educators of their children. The faculty and staff are privileged to assist the parents in their tremendous responsibility of providing an education in the Roman Catholic Tradition.

### **Introduction**

To protect all those involved in ministry, both those who minister and those to whom they minister, new and existing volunteers are to observe the formal screening procedures mandated for the Diocese of Honolulu. Volunteers, especially those who are in positions of authority and trust, are to be screened accordingly.

This policy is consistent with the requirements of the *Charter for the Protection of Children and Youth*, approved by the U.S. Catholic Bishops in November 2002. Article #13 of the Charter states: "Dioceses/eparchies are to evaluate the background of all incardinated and non-incardinated priests and deacons who are engaged in ecclesiastical ministry in the dioceses/eparchy and of all diocesan/eparchial and parish/school or other paid personnel and volunteers whose duties include ongoing, unsupervised contact with minors.

Background Screening and Safe Environment training is provided to the Diocese of Honolulu by *Shield the Vulnerable*.

### ***Application Policies:***

1. Complete the volunteer application form if under the age of 18
2. Copy of a current TB clearance.
3. Copy of driver's license or state ID
4. Volunteer Handbook agreement form

5. Completion of safe environment course from the Diocese (must be taken every year) and/or completion of re-certification form

**Definitions:**

**Volunteer:** any unpaid adult (18 years of age or older) who functions in a defined role within a diocesan agency, parish, or school, and who is placed in a position of authority, trust, or supervision of a minor. Volunteers may include, but are not limited to classroom volunteers, coaches, classroom parents, and chaperones.

**Limited Contact volunteer:** any volunteer who is placed in a position of authority, trust, or supervision of minors for three or less events.

**Regular Contact Volunteer:** any volunteer who is in contact with or placed in a position of authority, trust, or supervision of a minor for more than three times a year.

**PERSONS TO RECEIVE BACKGROUND SCREENING & SAFE ENVIRONMENT TRAINING**

Background Screening is a process designed to create and maintain a safe environment. The screening requirements may vary from one volunteer to another depending upon the level of contact with minors.

Safe Environment training curriculum raises awareness of recognizing, reporting and preventing child abuse. Policies and Procedures and Standards of Conduct regarding sexual misconduct in the Diocese of Honolulu are also part of this training curriculum. This course is available in online and live presenter formats. Please contact the school administration for further information.

New Regular Contact Volunteers must:

- Be screened and complete safe environment training provided to the Diocese by *Shield the Vulnerable* within sixty (60) days of start date.
- Be re-screened about every five (5) years
- Be re-trained annually

Existing Regular Contact Volunteers must:

- Be screened by October 1, 2008
- Be re-screened about every five (5) years
- Be re-trained annually

Limited Contact Volunteers must:

- Review the Volunteer Code of Conduct, available through the School Office.
- Complete and sign a Volunteer Code of Conduct prior to beginning volunteer activity

- Submit the Volunteer Code of Conduct to the School Office

To ensure adherence to laws that govern the State of Hawaii, the Diocese of Honolulu will not accept background screening results or safe environment training certificates from other dioceses or organizations.

### **VOLUNTEER CODE OF CONDUCT AGREEMENT**

Our children are the most important gifts God has entrusted to us. As a volunteer, I promise to strictly follow the rules and guidelines in this Volunteer's Code of Conduct Agreement as a condition of providing services to the children and youth of our diocese.

As a volunteer, I will:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Avoid situations where I am alone with children and/or youth at school activities.
- Use positive reinforcement rather than criticism, negative competition, or comparison when working with children and/or youth.
- Refuse to accept expensive gifts from children and/or youth without prior written approval from the parents or guardian and the pastor or administrator.
- Report suspected abuse to the pastor, administrator, or appropriate supervisor and the local Child Protection Services agency. I understand that failure to report suspected abuse to civil authorities is, according to the law, a petty misdemeanor.
- Cooperate fully in any investigation of abuse of children and/or youth.

As a volunteer, I will not:

- Smoke or use tobacco products in the presence of children and/or youth.
- Use, possess, or be under the influence of alcohol at any time while volunteering.
- Use, possess, or be under the influence of illegal drugs at any time.
- Pose any health risk to children and/or youth (i.e., no fevers or other contagious situations).
- Strike, spank, shake, or slap children and/or youth.
- Humiliate, ridicule, threaten, or degrade children and/or youth.
- Touch a child and/or youth in a sexual or other inappropriate manner.
- Use any discipline that frightens or humiliates children and/or youth.
- Use profanity in the presence of children and/or youth.

I understand that as a volunteer working with children and/or youth, I am subject to a background check to the full extent of Hawaii state law. I understand that any action inconsistent with this Code of Conduct or failure to act mandated by this Code of Conduct may result in my removal as a volunteer with children and/or youth.

**Fraternizing or socializing with students outside of curricular or extracurricular activities-except with permission from the principal and parents-maybe considered unprofessional conduct and shall be cause for disciplinary measures, up to and including dismissal.**

***Volunteer Activities/Program (brief description)***

Please note that when volunteering, volunteers are not always placed in their child's classroom. The presence of parents may distract the child and interfere with the child-teacher relationship.

- Chaperone for field trips: is responsible for small groups of children under the direction of the classroom teacher.
- Library aide: assists the librarian in filing new cards for the card catalog, re-shelving books.
- Lunch/recess monitor: supervise children in the classroom as they eat their snacks and/or lunch. This would be from 9:30 a.m. - 10:00 a.m. and 11:30 a.m. - 12:15 p.m.
- Reading Tutor: assists individual or small groups of students with their reading assignment.
- Recess aide: assists the staff in supervising the students when they are outside at play. This would be from 9:30 a.m. - 10:00 a.m. and 11:30 a.m. - 12:15 a.m.
- After School Traffic monitor (2:20 p.m. - 2:45 p.m.): Monitors church parking lot to ensure parents are not blocking the roadway behind the church or Waimano Home Road.

***Volunteer Rights (Volunteers in Catholic Education by Mary Angela Shaughnessy, SCN)***

As a valued member of Our Lady of Good Counsel School, you have the right to; (1) be treated with respect due any adult faculty or staff member, whether paid or not, (2) to worship with us, (3) the tools and information necessary to perform the tasks to which you are assigned, (4) ask questions and have them answered clearly and promptly, (5) volunteer if you and the administration agree.

***Volunteer Duties (Volunteers in Catholic Education by Mary Angela Shaughnessy, SCN)***

The following statements are what is expected of a volunteer:

1. arriving on time and staying for the agreed upon time;
2. notify the appropriate persons if you are going to be absent or tardy;

3. perform your tasks to the best of your ability;
4. keep young people under your supervision safe and appropriately occupied;
5. notify your supervisor or administration about unsafe conditions or issues causing you

Concern;

6. support the teachings of the Catholic Church and live in accordance with those teachings’
7. support the authority of staff and administration;
8. keep confidential information that you have gained during your service that is private to young persons and their families;
9. promptly make known the confidences of young people if it involves the safety of their life, health, and or safety.

### ***Discipline Code***

Volunteers are expected to enforce the school rules fairly and justly. The volunteers are also expected to support the authority of the teachers and administrators of the school. Rules and consequences vary slightly at each grade level. Volunteers are expected to familiarize themselves with the rules and consequences. Mass punishment of the entire class or large portion of the class should be avoided. Consequences should be fair, fit the misbehavior, and teach the student to make appropriate choices.

The school administration will not support physical disciplining and/or verbal reprimands or exchanges with a student that is demeaning and un-Christian in meaning and delivery. Any volunteer having difficulty with a student or group of students should report it to the teacher in charge immediately.

The following are guidelines when supervising students:

- All school rules are enforced unless stated otherwise by the administration or teacher.
- Volunteers/chaperones are to stay with their assigned group.
- Supervision is both mental and physical.
- If your own child is on the field trip, he/she must not be treated any differently than any other child.

### ***Health and Safety***

If a child is injured or sick the following procedures need to be followed:

- Assess the situation and if it is safe have the child go to the office.
- Call for assistance if needed through another student or 2-way radio.
- Fill out the injury/sick form for the child.

Volunteers are not allowed to treat children unless it is a life-threatening situation. Dispensing of medication is also not allowed.

### ***Emergency Procedures***

Every classroom has a copy of the fire drill and crisis plan. If the volunteer is assigned to a classroom, the volunteer should review the procedures and plan. The volunteer must vacate the premises even if it is a drill that is underway.

### ***Child Abuse Laws.***

The faculty and staff are mandated by the State of Hawai'i to report incidents of suspected child abuse. School volunteers are under the same mandate. Volunteers are to inform the principal or teacher of any suspicions of abuse.

### **Concerning Child Abuse (Safe Environment Program)**

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

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

Consistent with diocesan policy, Our Lady of Good Counsel School will conduct Safe Environment training as part of the religious education curriculum. A meeting can be arranged before the class is conducted to provide parents an opportunity to review the safe environment materials if requested.

Consent for participation in this program is included on the Parent Acknowledgment Form located in this Handbook.

### ***Loyalty to Church and School.***

When you volunteer at our school, you are a representative of the church and school. You should support the directions given by staff and administration. If you disagree with school policy, the principal will be happy to hear your concerns and discuss them with you. Since you are serving in a Catholic school, you are expected to support the teachings of the Catholic Church and to live in a manner consistent with them.

### ***Confidentiality***

During your volunteer work at our school, you may learn confidential information about students or teachers. You are expected to keep this information confidential in any setting inside or outside the school, just as you would wish your privacy rights to be respected. Any information told by students in confidence, which, if shared with parents and/or administrators, may save someone from harm, must be shared.

### ***Supervision of Volunteers***

The principal is responsible for the total school operation; thus, the principal supervises all who serve in any capacity in the school. The principal reserves the right to amend these policies at any time without notice. Current volunteers will be notified promptly of any changes. The principal also reserves the right to refuse the service of volunteers.

### ***Volunteer's Signed Commitment/Agreement***

The form must be completed before a person may be considered for volunteer work. Please see the office for the forms.

## **Our Lady of Good Counsel School** **Alma Mater**

Here on our island,  
Is a very special place.

Where the light of  
truth and learning  
shines on every happy face.

Our Lady of Good Counsel School  
Where we learn to grow each day,  
With the spirit of Aloha,  
Guiding us along our way.

Written and composed by  
Sister Grace Jose, O.S.F.  
July 1984

### **Prayer of St. Francis**

LORD, make me an instrument of Your Peace,  
Where there is hatred, let me sow love; where there is  
injury, pardon; where there is doubt, faith; where there  
is despair, hope; where there is darkness, light; and  
where there is sadness, joy.

O Divine Master, grant that I may not so much  
seek to be consoled as to console; to be understood as to  
understand; to be loved as to love; for it is in giving that  
we receive; it is in pardoning that we are pardoned; and it is in dying that we  
are born to eternal life.