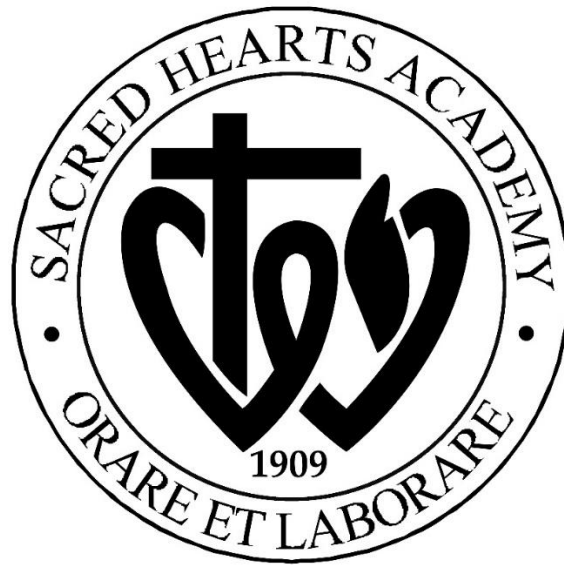


SACRED HEARTS ACADEMY



Student Handbook Grades 1 to 6

Sacred Hearts Academy

Dear Parents:

Here is the Grades 1 to 6 Student Handbook. Please read it very carefully as it is part of the contract between the school, students and the parents.

We ask that parents and students go over the contents of the Handbook with their daughters.

Please sign the appropriate blanks below and return it to the lower school office or your daughter's homeroom teacher.

Cynthia McIntyre
Lower School Principal

Name of Student: _____ Grade: _____

We have read the rules and procedures outlined in the Grades 1 to 6 Handbook and agree to abide by them.

We further understand that the school retains the right to amend the Handbook for just cause and that parents will be given prompt notification if changes are made.

Signature of Student

Date

Signature of Parent/Guardian

Date

Signature of Parent/Guardian

Date

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CONGREGATION OF THE SACRED HEARTS **PACIFIC PROVINCE**

The Congregation of the Sacred Hearts of Jesus and Mary was founded by Pierre Coudrin and Henriette Aymer de la Chevalerie in Poitiers, France on Christmas Eve, 1800.

Born in 1768, Pierre Coudrin attended the University of Poitiers. By the time Coudrin was ordained in 1792, the French government decreed that all religious orders be suppressed, and all seminaries closed, forcing the religious to minister in secret. Coudrin went into hiding for six months. During this time, he had a vision to found a Congregation where men and women worked for education, reparation and renewal in light of the Gospel.

Henriette Aymer was born in France in the late 18th century. She and her mother had been imprisoned and sentenced to death for harboring fugitive priests during the time of the French Revolution but were released. Henriette Aymer and Father Joseph Coudrin became co-founders of the congregation of the Sacred Hearts of Jesus and Mary, a religious congregation of men and women ministering together.

In 1825, the Congregation responded to a request of Pope Leo XII for missionaries to Oceania. In 1827, the Priests and Brothers went to Hawaii and later to other Pacific islands. The Sisters arrived in Hawaii in 1859.

Today, through the missionary zeal of its members, of which includes noteworthy exemplar Blessed Damien de Veuster, the Brothers and Sisters of the Congregation of the Sacred Hearts of Jesus and Mary are present in 40 countries and on all continents. The headquarters of the Sisters in Hawaii is the administrative center of the Pacific Province serving communities of the Sisters of the Sacred Hearts in Hawaii, Canada, United States East Coast and several Asian-Pacific areas.

HISTORY OF THE ACADEMY

The Sisters of the Sacred Hearts arrived in the islands on May 4, 1859 and on July 9 of the same year opened Sacred Hearts Convent, a boarding and day school for young women at the Catholic mission on Fort Street.

In 1909, Bishop Libert Boeynaems, SS.CC. asked the Sisters to establish a Catholic secondary school for women in Kaimuki. Sacred Hearts Academy welcomed its first seventy-five students and nineteen boarders on September 12, 1909. Within a short time, the school expanded to include young women from kindergarten to twelfth grade.

In addition to the Convent and the Academy, the Sisters opened an orphanage, St. Anthony's Home, on September 28, 1909. They began St. Patrick School, Kaimuki in 1930; St. Theresa School, Liliha, in 1931; Our Lady of Peace School, Nuuanu, in 1933; and Immaculate Conception School, Lihue, in 1951. All of these institutions have provided excellent Catholic education to thousands of young people.

For various reasons throughout the years, the Sisters have passed on the administration of most of these schools to others. In 1986, they decided to consolidate their educational efforts at Sacred Hearts Academy which continues a commitment to quality Catholic education for women.

MISSION

Sacred Hearts Academy is a Catholic college-preparatory school which provides girls and young women an exceptional education, the experience of God's compassionate love revealed in the Hearts of Jesus and Mary and the inspiration to become leaders for their communities and the world.

PHILOSOPHY

The Academy is committed to the student whose growth as a person is central to all its endeavors. It is an independent Catholic elementary and high school for girls from preschool to grade 12. It offers a college preparatory education to students with varied academic abilities, needs, religious traditions and socio-economic backgrounds.

As a Catholic school, the Academy is rooted in the teachings and traditions of the Catholic Church. As a Sacred Hearts school, the Academy promotes the ideal of living in and loving the world as Jesus and Mary did.

The Eucharist in all its dimensions is a vital part of the educational process and is best expressed in respect for people and the building of community.

Parents are partners in the education of their children and, together with faculty, staff, students, administrators and alumnae, are encouraged to work to build a community which witnesses to God's love in the world.

Through its educational programs, the Academy challenges students to grow in understanding and appreciation of their human worth, to take responsibility for their own development, and to care for the world in which they live.

A variety of learning experiences – the curriculum, retreats, prayer and worship, celebrations, counseling, student government, community service projects, field trips, sports, clubs and interaction with teachers, staff and other students – encourages them to develop their talents in service to others.

GOALS AND OBJECTIVES

The mission and philosophy of the school are further identified by its goals and objectives which are formulated according to three dimensions of Catholic education: **message**, **community** and **service**.

Goals:

1. To provide a complete formation of the human person founded on the message of Jesus Christ as proclaimed by the Catholic Church and in the spirit of the Congregation of the Sacred Hearts.
2. To be a person oriented, Christ-centered community in the Sacred Hearts tradition, welcoming and respectful of all persons and cultures.
3. To establish service to others based on principles of justice and peace as a way of life for all members of the school community.

Objectives:

1. To provide an educational program which integrates the physical, intellectual, social, spiritual and religious dimensions of learning.
2. To provide a solid religious education curriculum rooted in the teachings of the Catholic Church.
3. To provide a developmental curriculum on the history and spirituality of the Congregation of the Sacred Hearts.
4. To provide opportunities for prayer, worship and sharing as a faith community.
5. To promote attitudes and behaviors of respect, responsibility and the right use of freedom.
6. To promote collaboration with other Church and civic groups.
7. To provide opportunities for service within and outside the school community.
8. To establish a strong service-learning component as an integral part of the education program.

STUDENT LEARNING EXPECTATIONS

We expect that a graduate of Sacred Hearts Academy will be a:

1. Compassionate and morally upright individual who:
 - Implements Christian values in her life.
 - Is accountable for her actions.
 - Respects and accepts others as they are.
 - Deals honestly, fairly, civilly and humbly with others.
 - Understands the teachings of the Catholic church.
 - Demonstrates understanding of the school's philosophy.

2. Responsible citizen who:

- Respects the individuality of others and appreciates cultural diversity.
- Fulfills her obligations to family, school, work and the larger community by setting appropriate goals, working diligently, fulfilling commitments and giving of her talents in service to others.
- Cares for all living things and the environment.
- Demonstrates self-discipline, determination and perseverance.
- Recognizes her God-given talents and cooperates and collaborates with others.
- Shows initiative by taking leadership roles.
- Believes in and promotes a just and peaceful society.

3. Lifelong and self-directed learner who:

- Has mastered the critical thinking and academic discipline skills needed to succeed in higher education and life.
- Reads, writes and speaks with clarity.
- Embraces technology as a useful tool to locate, analyze and communicate information.
- Understands that learning involves a willingness to take risks.
- Recognizes and appreciates the value of performing and visual arts.

FACULTY

Acceptance of the philosophy of Catholic education is a major factor in the selection of the members of the faculty. Commitment to that philosophy, that is, commitment to Christ, is basic to the achievement of the purpose of the Catholic school.

Faculty members of Sacred Hearts Academy are all graduates from accredited colleges or universities, holding at least a Bachelor's degree. A majority of the faculty hold Master's degrees in various fields of specialization.

ORGANIZATION AND ADMINISTRATION

Sacred Hearts Academy is organized in the following way:

Members

The Members are the ultimate governing body of the Academy, and they are accountable to the General Government of the Sisters of the Sacred Hearts in Rome. The teaching of faith and morals is under the auspices of the Roman Catholic Church of Honolulu.

Board of Directors

The Board of Directors is responsible for planning and advising the Head of School in

the areas of finances, admissions, buildings and grounds, curriculum, public relations and development.

President

The President is the educational leader of the Academy appointed by the Board of Directors. It is the President's responsibility to see that the philosophy, goals, objectives and policies of the school are implemented in the educational program and in the school community.

Principals

The Academy has two Principals – one for preschool to grade 6; and one for grades 7 to 12. The Principals assist and work closely with the President in administration and planning.

Campus Minister

The Campus Minister coordinates the work of the Campus Ministry Office which has the responsibility of promoting the growth of individuals in Christ and the development of a spirit of Christian community and service in the school.

Chief Operations Officer

The Chief Operations Officer coordinates the work of the Business Office, oversees the Human Resources area, and the collection of tuition and accounts payable.

Development Director

The Development Director is the guiding force behind the Academy's development and fundraising efforts, relationships with alumnae, and public relations and marketing.

Admissions Director

The Admissions Director recruits incoming students and works with families on the retention of enrolled students.

ACCREDITATION

Sacred Hearts Academy is accredited by the Western Association of Schools and Colleges (WASC), Western Catholic Education Association (WCEA) and the Hawaii Association of Independent Schools (HAIS).

LICENSING

Sacred Hearts Academy is licensed by the Hawaii Council of Private Schools to operate as a private institution of learning in the State of Hawaii. It is also licensed by the Department of Human Services to operate the Early Learning Center.

AFTER SCHOOL CARE PROGRAM

Sacred Hearts Academy provides an After School Program from 2:15 to 5:30 p.m. on Monday, Tuesday, Thursday and Friday and 1:00 to 5:30 p.m. on Wednesdays. Refer to the After School Care program handbook for more information.

DISCLOSURE OF INFORMATION

Information pertaining to an individual child and parents/guardians of the child shall not be disclosed to persons other than the Academy's Faculty/Staff unless the parents or guardians of the child grant written permission for the disclosure, or if an emergency arises. Proper forms can be obtained in the lower school office.

ADMISSION and APPLICATION PROCEDURES

Applications for new students are available year-round based on space available. Interested parents should call the Admissions Office at 734-5058 ext. 224 during business hours for an application.

Early Learning Center (ELC)

Applicants for Preschool must be 3 years old and fully potty-trained. Applicants for Kindergarten must be 5 years old by August of the school year they are entering. Requirements for the program include:

- A completed application form with a non-refundable fee of \$50.
- A copy of the applicant's birth certificate. If the applicant is attending Preschool, submit a copy of the applicant's most recent preschool evaluation report and H AIS Teacher Reference Report.
- Schedule an activity session and demonstrate readiness for school.

To complete enrollment upon acceptance, parents are required to submit a \$250 enrollment deposit and age-appropriate health requirements.

Grades 1-6

Requirements:

- A completed application form with a non-refundable fee of \$50.
- Academic Records: Current Report Card and Final Report Card from previous school year.
- Most Recent Standardized Test Scores (if applicable).
- H AIS Teacher Reference Report
- Grade 6 Only: H AIS Administrative Reference Report
- Applicants are scheduled to complete an admission test.

After completing the above stated requirements, Applicants will be reviewed by the Admissions Committee to determine acceptance. Upon acceptance, to complete

enrollment, parents are required to submit a \$250 enrollment deposit and age-appropriate health requirements.

CLASS SIZE

There will be a maximum of 20 students per class in grades 1-3; and 25 per class in grades 4-6.

RETURNING STUDENTS

In March, parents are to re-register their daughter for the coming year. Students are considered re-registered after a non-refundable deposit is made, and the tuition and fees for the previous year are paid in full.

RELEASE AND TRANSFER

Upon written notification by a parent or legal guardian, the Academy will issue a Catholic school release form for students transferring to another school. For new students the Notice of Enrollment form will be forwarded by the Academy to the student's former school. That school will forward a complete transcript of the student's grades, test scores and health records to the Academy.

FINANCIAL INFORMATION

Tuition and fees are paid according to one of the financial plans offered by the school. Each year, the Academy offers tuition assistance to families in need of financial aid. Requests for the application should be made to the Business Office by January 15 for consideration for the upcoming year. Students must demonstrate financial need, good character, a sense of responsibility, and a proper attitude toward their work commitment.

INSURANCE

Parents are required to obtain and maintain health insurance coverage for their daughter and to provide the Academy with the insurance carrier's name and policy or member number.

ACADEMIC PROGRAM

The Academy lower school provides a safe and nurturing environment for children in preschool through grade six. It provides an opportunity to develop a positive self-image which is the foundation for social, moral and academic growth. The program is designed to help children become creative, trusting, caring and confident individuals who appreciate belonging to a Christian community. The purpose of the lower school program is to furnish a solid foundation for success in future learning. The focus is the child's social, emotional, physical, academic, and cognitive development.

The integrated curriculum incorporates the content and process in all subject areas. The program allows students to practice skills needed to relate well with other children and adults; become independent; build a positive self-image; develop listening and speaking skills; think critically; and solve problems. Activities suitable for group participation center on the development of the whole child. They are designed around the basic subject areas and implemented through projects, learning centers, play activities and field trips.

The lower school offers a self-contained classroom for preschool through grade three and a departmentalized program for grades 4-6. Students also enjoy numerous enrichment opportunities for growth in fine arts, music, computers, physical education, robotics, gardening, sustainability, survey of foreign language and library science.

EXTRACURRICULAR ACTIVITIES

Participation in various activities, tournaments and contests, sponsored by the state or other organizations, is highly encouraged. Examples include Student Council, Digital Media Club, Speech Festivals, Catholic Schools League, Math and Language Arts contests, robotics, essay contests and service projects such as the Kids Heart Challenge and Aloha United Way.

SCHOOL DAY

School Schedule:

Our regular school day for K-6 follows:

Day	School Day Begins	School Day Ends
Monday	7:40 am	2:15 pm
Tuesday	7:40 am	2:15 pm
Wednesday	7:40 am	1:15 pm
Thursday	7:40 am	2:15 pm
Friday	7:40 am	2:15 pm

There may be days throughout the year to include conferences and special events when dismissal times may be earlier. Parents will be notified of these days in advance.

Readiness:

Students are expected to demonstrate readiness for the day including:

- Well-rested and healthy
- Positive attitude toward learning, self and others
- Wearing complete uniform
- Homework and assignments completed
- Prepared with their planner, books, materials and charged devices

If a student does not demonstrate readiness, teachers will use their best judgement to assist the student to prepare for the day. In some cases, parents may be called to address any issues, particularly if a student demonstrates illness.

Dismissal:

To foster responsibility and accountability, students will be expected to use their planners to organize their homework and take home the necessary materials to complete assignments. If they forget any of these materials, including their personal device, teachers are not responsible to open their classroom after the school day to retrieve any forgotten items.

ABSENCES

When a student is absent, parents must call or email **Attendance at 734-5058 ext. 248/ attendance@faculty.sacredhearts.org by 8:00 a.m. We request that parents also email their child's homeroom teacher. Failure to do this will result in an unexcused absence.** Absences due to illness, medical/dental appointments and bereavement are examples of *excused absences*. Optional travel and extended breaks are examples of *unexcused absences*, which are discouraged because of the disruption of learning and missed opportunities in the classroom. Additionally, teachers may not be able to provide assignments in advance for these students, which can be difficult for them to catch up. Note: Students who have an unexcused absence for over half the day are ineligible for participation in sports or extracurricular activities on the same day of the absence. The Health Coordinator and/or Principal will make the final determination on classifying an absence.

EXTENDED ABSENCES

Consistent attendance is imperative for our students' academic, social, emotional, and spiritual success. Except for illness, extended absences taken for voluntary travel, and other events should be kept to a minimum. (Note: The Hawaii Department of Education deems 15 or more absences a year, chronic absenteeism, which can have a detrimental effect on student success and progress.) Chronic absenteeism could hinder advancement to the next grade level. Parents must notify

the Principal at least 30 days in advance of any planned extended absences (3 days or more) and realize that it may result in serious academic consequences.

TARDINESS

Students should be in their classroom by 7:40am, when the school day begins. A student is considered tardy after 7:40am. Students must report directly to the Lower School Office to obtain a tardy slip before being admitted to class. Parents and students must realize the impact that tardiness has on students' preparedness for class, academic success and social/emotional well-being. Excessive tardiness may be addressed with parents by the principal and/or school counselor. Examples of excused tardiness include medical and dental appointments. Tardiness due to traffic, running late, etc are considered unexcused.

EARLY DISMISSAL

If a student must leave early, a written note or email from her parents or guardian must be presented to the teacher at least 24 hours in advance. If advance notice is not possible, parents must call the Lower School Office at ext. 254 by 8:00 a.m. Information regarding the time and by whom the student will be picked up, must be given. A release slip is to be obtained from the Lower School or Upper School Office where the student waits for her parents.

CHANGE OF ADDRESS

Changes of name, address, or telephone number can be updated through FACTs Family Portal. If these changes affect emergency pick up authorizations, inform the Lower School Office too.

DROP OFF AND PICK UP PROCEDURES

Morning Care is available for students in grades 1-3 from 7:00 - 7:30 a.m. in the cafeteria. At 7:30 a.m., grades 1-3 homeroom teachers pick up their students from the cafeteria and take them to flag assembly. Grades 4-6 report to their homeroom at 7:30am. **We do not encourage parents to drop their daughters at school before 7:00 a.m. because we do not offer supervision, and do not assume responsibility for supervision.**

Cars are to enter the Waiialae Avenue gate and drive alongside the gym. Students may be dropped off in the auto line area before the 5th Avenue exit. An adult supervisor and several student monitors will be on hand to assist the student in getting out of the car. Students in grades 1-3 will be taken to the cafeteria and supervised by an adult until their teachers pick them up at 7:30 a.m.

For afternoon pick-up, students in K-3 are accompanied to the 5th Avenue auto line by their teachers at 2:15 p.m. Grade 4-6 students are picked up in front of

the administration building steps fronting Waialae Avenue in the afternoon. Afternoon auto line is open from 2:15—2:45 p.m. Name cards with the students' first and last names are to be placed on the driver's side sun visor. As parents approach the auto line area, their daughter's name is called, and she is placed in the car by adult auto line supervisors.

After 2:45 p.m., there is no adult supervision. Students not picked up by this time will be taken to the Student Center for supervision by our After School Care program. Parents will be assessed late fees payable directly to Sacred Hearts Academy at the time of pick up. Students are not permitted to wait unattended.

Students in grades 1-3 who are enrolled in the after-school care program are taken by their homeroom teachers to their after-school care teachers. Students in grades 4-6 meet their after-school care teachers in an assigned location. Parents should pick up their daughters in the auto line immediately after school ends. Students are not permitted to wait unattended.

Students enrolled in After School Enrichment programs with a late start time, such as piano, dance, hula, and chorus will be supervised by After School Care Program for a nominal fee. The school will not be responsible for the supervision of students enrolled in the After School Enrichment once the Enrichment teacher has picked up his/her students. Supervision after these classes should be arranged beforehand by parents with the private program providers.

The school has no on-campus parking for parents who are picking up or dropping off students. The school does not have permission for parents to use St. Patrick's parking lots. Parents whose daughters are in ELC have permission to park at the Kaimuki Shopping Center upper level for a 10-minute grace period while they walk their daughters to the classroom and sign them in. Parents picking up after school care students may park in the front school parking lot during the after-school care hours.

HEALTH POLICY

New students are required to have a complete physical examination, TB clearance and an updated immunization record before entrance into the Academy. The Department of Health requires that a student who has a communicable disease be excluded from school until notification from a physician is received allowing her to return to school.

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

Disease

Exclusion from school:

Chicken Pox

For 1 week after eruption first appears (or until lesions are crushed)

Conjunctivitis, acute bacterial

Student may return to school after 1 day of prescription eye drops

Influenza

For 3 days after onset of illness

Measles

For 4 days after rash appears

Mumps

For 9 days after salivary gland swelling begins

Rubella (German Measles)

For 7 days after rash appears

Scabies

For 1 day after treatment is completed

Strep Throat

For 2 days after the start of antibiotic treatment

Active Tuberculosis

Until authorized to return by the Dept. of Health

**Head Lice*

*This policy has changed. Students will not be sent home if adult head lice and/or nits (eggs) are discovered. Students are required to have one treatment prior to returning to school.

ILLNESS

Sick children are not to report to school. The Health Room administers to the children who become ill during the school day. If it is determined that the student cannot stay at school, the health coordinator will call parents. Once parents are contacted, they should come to pick up their child as soon as possible, no later than an hour from the time the health coordinator calls.

If a child is sick, parents are instructed to keep her at home to prevent other children from getting sick. In order to return to school, the student must be at least 24 hours fever-free without the usage of fever-reducing medication. An **absence of three days or more requires a medical clearance** to return to school. The medical clearance will need to be submitted to the health room.

HEALTH NEEDS

The school health coordinator administers to the ordinary physical needs of the student. The coordinator contacts parents in the event of serious health problems; provides referral services whenever necessary; coordinates health services rendered by the state and community agencies; and maintains health records.

If a student requires a dosage of medicine during the school day, it must be

authorized and coordinated by the health room coordinator and Lower School Office. Students are not permitted to carry their medicine, including over-the-counter medication on their person or stored in their backpacks/lockers.

EMERGENCY MEDICAL CARE

If a child needs emergency medical care, the school health coordinator will call her parents and doctor if necessary. The school health coordinator or other school personnel will accompany the child in the ambulance to the nearest medical treatment facility (Kapiolani Medical Center For Women and Children – 1319 Punahou Street) unless the child's parents have directed the school to do otherwise.

All faculty and staff are trained in Child/Infant CPR and Basic First Aid. In an emergency, they are certified to administer CPR or First Aid.

FIRE DRILLS

Fire drills are conducted regularly throughout the school year. During a fire drill, the following rules must be observed:

- Walk quietly to the designated escape area.
- Listen for further instructions.
- Wait for the signal bell to return to class.
- Remain silent.

CAFETERIA

Students may purchase breakfast and hot lunch in the school cafeteria using their school ID. A price list and monthly menu is posted on our school website. Students with home lunch may purchase drinks or other items to supplement their lunch. For school lunch, parents are required to set up lunch accounts with Sodexo's MealTime Online at <https://www.mymealtime.com>

Students in grades ELC through 3rd grade are not allowed to purchase items from the snack bar.

LIBRARY

The library has been established as a center for intellectual stimulation, growth, development and enjoyment. It offers a wide variety of reading and research materials. Students may borrow books for two weeks with renewal privileges.

Fines are charged for all lost and damaged books. Overdue notices are given to the students through the homeroom teachers. The librarian will notify parents of all lost and damage charges.

An atmosphere conducive to learning is to be maintained in the library. During class hours, students going to the library to do individualized work are to be issued a library pass by their teacher.

IDENTIFICATION CARDS

All students are issued ID cards. They are required for various off-campus athletic events, other school functions, and to purchase food in the T.C. Ching Student Center.

DRESS CODE

Our uniform, one of our long-standing traditions, is an outward symbol of who we are and our values. SHA students are easily recognizable in the community and students are expected to arrive to school in their complete uniform (including shoes) that is clean and wrinkle-free. Dress code violations will be addressed per our discipline policy.

Grades 1-6

Skirt: *Daily wear:* navy blue pleated

Dress wear (most commonly worn on mass days): white pleated

Skirts should have crisp, ironed pleats and be no shorter than 2 inches above the knee.

Blouse: White short-sleeved middy blouse with dickey and navy-blue collar and cuffs with trim.

Tie: Blue sailor tie, worn crossed, but unknotted. The bottom of the tie should reach the waistline. School or club related pins are allowed on the ties.

Socks: White anklets are required. Sport logo socks and no-show socks are not permitted.

Shoes: Closed toe and heel black shoes. High-topped athletic shoes are not allowed at all.

Sweater or jacket: School approved navy-blue sweater and/or jacket are allowed. No hoodies.

Hair: Students hair must be of natural color or tone. Highlights of natural color hair is acceptable. No colored tips or extensions. Unnatural hair colors such as blue, green, red, or bleached hair are not allowed.

Accessories: Blue, white or black headbands no larger than 2 inches are acceptable. Modest clips, pins, hair ties are also acceptable. Headbands with ears will be allowed during special dress up days. Sunglasses, headphones (while not in use) and hats are not permitted.

UNIFORM POLICY

Mondays - Thursdays:

Blue Skirt uniform
School Uniform Shoes and Socks
Outerwear: SHA or Plain Navy Blue or Black Jacket only

First Fridays:

White Skirt attire
School Uniform Shoes and Socks
Outerwear: SHA or Plain Navy Blue or Black Jacket only

Last Friday of the month (unless otherwise specified):

Blue Skirt uniform, Lancer Locker attire*, or Logo Blue Polo Uniform**,

**Lancer Locker attire guidelines:*

Tops: Blouses that are sold at our Lancer Locker. Class shirts may be authorized. *No tank tops or athletic shirts.*
Bottoms: khaki knee length uniform school shorts/pants or appropriate blue jeans
Outerwear: SHA or Plain Navy Blue or Black Jacket only
Footwear: closed toe-closed heel, Athletic shoes or Lancer slides only

***Logo Blue Polo Uniform guidelines:*

Top: SHA Logo Blue Polo
Bottoms: Khaki walking shorts or pants
Outerwear: SHA or Plain Navy Blue or Black Jacket only
Footwear: White or black closed toe/ closed heel shoes.

Other Fridays:

Blue Skirt uniform, *Aloha Attire, or Logo Blue Polo Uniform

**Aloha Attire guidelines:*

Dresses only: Hawaiian/Polynesian style dress only. It can be no shorter

than 2 inches above the knee. No strapless, spaghetti straps, low cut or low back/backless styles.
No rompers, no skirts/pants/shorts and blouse outfits.

Outerwear: SHA or Plain Navy Blue or Black Jacket only
Footwear: Dressy sandals with a back strap. (Open toe ok). No slides, slippers or crocs. Heels cannot be any higher than 2 inches

If a student arrives at school dressed out of uniform guidelines, she demonstrates that she is not ready for the day. We will do our best to immediately correct the issue with an item from our Clothes Closet. If your student is given a uniform piece from the Closet, you will be given the option to purchase the item or to return it clean and ironed (Note: we do not have shoes available in the Closet). If we are unable to correct the uniform issue, parents will be called to either correct it or pick up the student. *Students will not be able to attend classes until the uniform has been corrected.* Lower School students will receive an Oops Ticket.

Field trip wear: When appropriate, students may wear their P.E. shirt or class shirt with jeans, long pants or shorts instead of their uniforms. Athletic shoes and socks may be worn on these occasions.

Jewelry: Jewelry should be simple, elegant and reflective of our values. No temporary tattoos.

Earrings: Only one pair and must fit within the earlobes. No hoops are allowed.
Bracelet: One bracelet on each wrist is allowed.
Rings: Only one dainty ring allowed.
Necklace: One dainty, simple necklace is allowed. No chokers.

Makeup/Nails:

Makeup: Students are not allowed to wear any type of face or eye makeup, lipstick or colored lip gloss. Students may use clear lip balm that *is not shiny* as needed.
Nails: Nails must be short and groomed at all times. Clear nail polish is allowed.
Acrylic, press on nails and color/designs on nails are not allowed.

P.E. UNIFORMS

T-shirts and shorts embossed with the school logo are required for all P.E. classes. We recommend having an extra PE uniform stored in the classroom or locker.

Grades 1-3: Wear P.E. uniform and shoes to school on assigned P.E. days.
Grades 4-6: Change into and out of their P.E. uniform before and after class.

They may not wear their P.E. shoes to school.

LOST AND FOUND

All personal belongings must be labeled with students' names. If an item is found, it will be turned into the Lower School Office. All items will be kept for 2 weeks.

BEHAVIOR

Sacred Hearts Academy students are expected to be willing participants in all the Academy's educational programs. Every faculty member will correct inappropriate and/or disruptive behavior while on campus. When such corrections are made, each student is expected to be respectful, reflective and willing to correct their behavior.

In addition to the expectation and rules of each of the student's teachers, the Academy has certain basic guidelines for behavior, which each student must follow. Violations of these guidelines will subject the student to disciplinary action by the classroom teacher and/or administration. The student will adhere to the following:

- Come to school on time and in proper and complete uniform/attire.
- Follow classroom expectations upon arrival and demonstrate readiness for the day by following classroom routines and rules.
- Always have required materials and be active participants in classroom instruction and activities.
- Demonstrate a positive attitude toward self, others, learning and school.
- Turn in assigned work by the given deadlines.
- Demonstrate respect for the learning of other students.
- Demonstrate respect for the property of others.
- Refrain from displaying immodest, indecent and/or inappropriate behavior.
- Refrain from ridicule, obscenities, abusive and sarcastic remarks, and discourteous behavior directed at self, classmates and/or teacher, staff, and/or administration.
- Refrain from eating in the classroom or chew gum on campus.
- Be courteous and kind in relation to one another and with visitors on campus.
- Dress modestly at all times.
- Be honest and open to feedback.
- Avoid cheating on homework and tests.
- Avoid fighting.
- Help keep the campus and classroom free of litter.
- Items such as weapons, drugs, vaping devices, tobacco, alcohol and other illegal substances are strictly prohibited on campus.

DISCIPLINE POLICY

We believe in fostering a positive and nurturing environment rooted in Catholic values. Our discipline approach aims to promote respect, responsibility, and resilience in our students. We recognize that discipline is a shared responsibility between the school, parents, and students, working together to create a safe and conducive learning environment.

General Guidelines:

- **Respect and Kindness:** Students are expected to treat everyone with respect and kindness, following the Golden Rule and the teachings of Jesus Christ.
- **Responsibility:** Students are responsible for their actions, words, and choices. They are encouraged to take ownership of their behavior and its consequences.
- **Communication:** Open and honest communication between parents, teachers, and students is crucial in addressing and resolving disciplinary issues.

Steps of Discipline:

- **Verbal Reminder:** For minor infractions or first-time offenses, students will receive a verbal reminder from the teacher or staff member, emphasizing the expected behavior.
- **Reflection and Discussion:** If the behavior persists or escalates, the student will engage in a reflective discussion with the teacher, counselor or administration to understand the impact of their actions and explore alternative choices.
- **Parental Involvement:** In cases where further intervention is necessary, parents will be informed and invited to participate in a meeting with school staff to discuss the situation and develop a plan of action.
- **Behavior Contract:** A behavior contract may be implemented for ongoing or serious infractions, outlining specific expectations, consequences, and goals for improvement.
- **Restorative Practices:** Whenever possible, restorative practices such as mediation, conflict resolution, and peer counseling will be utilized to address conflicts and promote understanding and reconciliation.

Serious Offenses:

For serious offenses such as bullying*, inappropriate online behavior, aggressive behavior, defiance, etc., the following steps may be taken:

- **Immediate Intervention:** The school will take immediate action to address the situation, ensuring the safety and well-being of all students involved.
- **Investigation:** A thorough investigation will be conducted to gather information and assess the situation objectively.
- **Consequences:** Depending on the severity and nature of the offense, consequences may include but are not limited to counseling, probation, suspension, or expulsion, in accordance with school policies and procedures.

- **Support and Follow-Up:** Students involved in serious offenses will receive appropriate support, counseling, and follow-up to address underlying issues and prevent recurrence.

*Bullying is a serious matter and is defined as the following:

- Unwanted, aggressive behavior
- A pattern of repeated behavior
- An imbalance of power

Appeals Process:

Parents have the right to appeal disciplinary decisions through the established appeals process, providing an opportunity for a fair and impartial review of the situation.

We believe that by working together with parents and students, we can uphold our Catholic values, promote positive behavior, and create a respectful and inclusive school community.

PARENT CONDUCT

Parents and guardians are expected to:

- Set a positive example for their daughter.
- Treat the school administrators, faculty and staff with respect.
- Avoid abusive, rude, disruptive, or harassing behavior that can disrupt or adversely affect the educational process, safety and well-being of students and Sacred Hearts' employees, work environment of the school, or the athletic program.
- Abide by Sacred Hearts Academy's rules, regulations, and policies.

If, in the judgement of school administrators, parents/guardians fail to meet these expectations, the result may be the termination of the student's enrollment. All students and parents must realize their role in helping the school fulfill its objectives.

HOMEWORK

Homework is given for the purpose of reinforcing and enriching the learning of the school day. It provides the opportunity for the student to strengthen the concepts and skills learned in class by extended application. Completion of homework also develops responsibility and hones time management and organization skills. Parents are asked to ensure that all homework assignments are completed as well as communicating with teachers for any challenges.

Homework Tips

- **Set up a study area.** To do homework successfully a student must have a place that is quiet, well-lit and away from distractions.
- **Create a homework survival kit.** Having all the necessary supplies such as pencils, ruler, dictionary, markers, index cards, etc. will prevent your daughter from being continually distracted by the need to search for supplies.
- **Schedule daily homework time.** Have a pre-planned time by which all homework must be done.
- **Encourage your daughter to work independently.** Homework teaches your daughter responsibility and hard work. We want our students to develop their perseverance.
- **Motivate with praise.** Everyone, no matter what age, responds to praise. Children need encouragement and support from people whose opinions they value the most - their parents.
- **Prepare timeline for projects.** When your daughter brings home a long-range project, take the time to help her determine the steps that have to be followed to complete the project. Once the assignment has been broken down into more easily managed steps, work together to establish the time period in which each step will be completed.
- **Provide a positive experience.** Power struggles about homework can have a negative impact on students' attitude toward school. By establishing clear expectations, being available to help when needed and an attitude that making mistakes is a part of the learning journey, you will create a positive experience for your daughter.
- **Provide consequences if homework is not completed.** The teacher will have consequences at school if homework is not completed. Parents, once notified by teachers, should also have consequences at home.

COUNSELING

The primary counselor for all students is the homeroom teacher who guides the students in their individual needs. Our school counselor supports the whole child in her social, emotional and academic development. Counseling services include whole class guidance lessons and small group and individual coaching. It is our goal to support our students' needs to help them have healthy relationships with others and develop self-confidence and communication skills. Some students may require additional, specific assistance related to academics and behavior. In partnership with families, the counselor will assist them in meeting goals and refer to professional outside assistance if necessary.

The counselor aims to conduct sessions during student free-time but may need to pull them during instructional time if necessary. Students may also visit the counselor during snack, lunch, recess or before/after school. Teachers and parents may also make referrals to the counselor.

SEARCH AND SEIZURE

If there should be cause, personal property of students (pockets, purses, bags) will be searched in their presence. School property (lockers, desks, cabinets) may be searched discriminately at any time there are grounds to believe that a student is concealing items that are against school policy. If any items are found, it will be addressed according to our discipline policy.

AFTER SCHOOL ENRICHMENT

The Academy offers parents the opportunity to enroll their daughters in several enrichment programs after school on campus. Outside providers offer classes such as ukulele, dance, musical theatre, karate, chorus, and piano. These courses will change from year to year. Registration forms are posted on our website before the school year begins. Vendors are fully responsible for the scheduling and running of their individual programs and work directly with parents.

SUMMER SCHOOL

A six-week summer program is offered to students in ELC to grade 6 from 8:00 a.m. to 5:00 p.m. Parents may opt for either a half day or full day program. More information about summer school offerings are posted on the school website by the beginning of March.

FIELD TRIPS

Field trips extend learning beyond the walls of the classroom. At the beginning of the year, parents are requested to sign a permission slip for these trips. Students without the signed permission slip are not permitted to attend field trips. Verbal permission is not accepted. It is understood that reasonable caution is taken by the teachers and chaperones, but neither the Academy nor the teachers or chaperones is/are to be held liable in case of accidents beyond their control. Parents always receive advance notice with details of each field trip.

TELEPHONE USE/MESSAGES

A single phone is located in the school office for student emergency use. Usage does not include requests for forgotten items. Parents may call the lower school office to relay an essential message to their daughter before 2:00 p.m. This courtesy to our families should always be limited to unexpected changes in plans and in emergencies. Parents must refrain from calling and texting their children on their personal electronic devices during the school day.

JURISDICTION

The Academy's jurisdiction over student behavior is not restricted to the school campus. It extends to all actions performed at school-related functions and within the community at large.

TUTORING

The school will try to assist in providing additional academic support for an individual student. Teachers offer tutoring services during their office hours. In cases of learning difficulty, parents are asked to confer with the counselor and/or teachers for recommendations and help in securing private tutorial assistance. Financial arrangements are to be made by the tutor and parents. As a general rule, teachers do not tutor their students for remuneration.

VISITORS

Parents or other visitors are to report to the lower school office. No one is permitted to go directly to the classrooms. All visitors are required to wear a visitor badge while on campus. Appointments with teachers are to be made through the school office at 734 5058 ext. 256.

All student visitors to the campus are to report directly to the school office. Visitors are to comply with the Academy's dress code. A student needs her teacher's and Principal's approval to bring a visitor to class.

PARENT ORGANIZATION

The Parent Organization plans and supervises school-wide activities for Academy families. It promotes dialogue and collaboration among parents, faculty and students in order to build an effective educational community at Sacred Hearts Academy.

Homeroom parents, also known as SHARPs (Sacred Hearts Academy Room Parents), assist in class activities and help organize class excursions and events.

BIRTHDAYS

Birthday Book Program:

At Sacred Hearts Academy, we encourage celebration of birthdays through the Birthday Book Program. It is optional for students to participate in this program. Parents fill out the Birthday Book form available from the library or lower school office. Students turn in their form and a suggested \$15 donation to the school librarian at the earliest possible date.

A few days before your daughter's birthday, the librarian or the parent (s) will help the child pick a book from the library. The child, with the help of the librarian,

prepares a book plate to place on the inside cover of her birthday book. On the day of her birthday, she presents the book to her class and the librarian reads it. Her donation of that birthday book will live on for years as it is checked out by students in the school.

Classroom Celebrations:

Contact your daughter's homeroom teacher for guidance on birthday celebrations before making any purchases. Be aware that each classroom's needs are different, and we need to be aware of allergies and other dietary restrictions before treats are provided. We ask that goodie bags of treats and/or toys be kept simple and inexpensive. If your child wants to invite her classmates to an outside party, she may distribute invitations only to *all* of her homeroom classmates.

REPORT CARDS & CONFERENCES

Report cards are completed quarterly and are available for viewing on FACTS Family Portal. This report card covers concepts and skills taught in each subject area, and a checklist of social skills and work habits. Music, Art, PE, and World Language subjects are reported two times a year, first and second semester. A narrative of the students' progress is also completed for the first and second semesters only.

Parent-teacher-student conferences are *required* for all families in the fall to evaluate student progress, celebrate success, and help her to set personal learning goals. Spring conferences are optional unless requested by the teacher. Parents are welcome to contact their daughter's teacher at any time to inquire about progress throughout the year.

COMMUNICATION

We support open communication between students, teachers, families and administration to support our students' overall success and progress. The Lower School Principal and teachers will send out newsletters and important updates on a regular basis to inform families of news, events, celebrations, etc. Student and family's first point of contact should be her homeroom and/or subject specific teacher. If the homeroom teacher is unable to satisfactorily address a concern or question, families will be referred to their Division Chair. The next point of contact could be the school counselor in some situations, dependent of the concern. The Lower School Principal always welcomes communication from parents and families but recommends following the above stated process.

LEADERSHIP

The Student Council is comprised of officers and representatives from grades 4-6 and a faculty advisor. Objectives of the Student Council are as follows:

- Promote and develop student leadership and responsibility.

- Organize and direct school or service activities.
- Increase student participation in the decision-making process.
- Promote school spirit.
- Promote spiritual growth and sharing.

Members of the Student Council must maintain a satisfactory academic record and a good conduct record. Failure to maintain a satisfactory academic record and/or a good conduct record will result in her forfeiting her position for the current year.

FUNDRAISING

Any fundraising must be approved by the school administration. The school allows a very limited amount of fundraising.

TECHNOLOGY—ACCEPTABLE USE POLICY

PERSONAL RESPONSIBILITY

As a user on the Sacred Hearts Academy school wi-fi network, each student accepts the responsibility to use the technology for educational purposes only and to follow the rules and code of ethics as outlined below.

RULES FOR TECHNOLOGY USE ON CAMPUS

Every student agrees to abide by these technology rules on campus by signing the iPad Packet Agreement. *Note: This agreement applies to all devices, not just iPads.*

- Only go on your device and apps with a teacher's permission and supervision. No iPads/computers/devices are to be used before 7:30am or after school unless you have teacher supervision.
- Texting during school hours on iPads/Computers/smart watches and other electronic devices is not allowed.
- No food or drinks near your iPad/computer.
- Tell a responsible adult if you find something that is not right immediately. Save the evidence!
- Never give out your password.
- Treat others the way you want to be treated.
- Don't loan your iPad or device to anyone. Also, keep it out of the reach of pets & young children.
- Don't talk to strangers. Don't "add friends" without your parent's permission.
- Keep your profile private versus public. Don't share your name, age, school, phone number or address with anyone online.
- Ask a parent or teacher for permission before posting.
- Ask permission before taking a picture or video of someone else.

- iPads and devices must stay locked in the classroom unless you have a teacher's note.
- Finish all your homework first before playing any games on your iPad/computer/device.
- Stand up and say, "No" to cyberbullying. Tell an adult if someone is being unkind or harmful.
- Bring your iPad/computer to school every day.
- Spend more time interacting face to face rather than face to screen.
- Don't pretend to be someone else online. Be yourself!
- Don't do online challenges without a parent's permission.
- Don't believe everything you read on the internet.
- Careful of scams like "You just won a million dollars!" and chain mail like "send this to 3 people in 3 days or else," because it could be a computer virus.
- Cite your sources. Give credit to the author if you borrow someone else's information, ideas, photos, or videos.

INTELLECTUAL PROPERTY

Failure to properly introduce and document paraphrased material or borrowed ideas is plagiarism. Plagiarism carries serious consequences so students must make sure to clearly state where they got their sources from. This includes borrowing research papers, pictures, videos, music, or other websites that were not created by the student. Students agree to follow the rules listed below:

- All student work submitted must include proper documentation and crediting of sources.
- Provide enough information in their bibliography to identify the original source.
- Respect intellectual property by purchasing and not distributing music or other media in a manner that violates its licenses. Use it only for personal needs.
- If you don't know how to cite sources, ask!

CONSEQUENCES FOR MISUSE OF TECHNOLOGY ON CAMPUS

Students understand that the use of technology at school is a privilege. The inappropriate use of technology, or a disregard, or violation of the Acceptable Use Policy may result in cancellation of these privileges at school and other disciplinary consequences at the discretion of the administration. Refer to the Discipline Policy outlined in this handbook for more information.

CRISIS MANAGEMENT PLAN

It is important to review the procedures to be followed in a major crisis should one of them affect the Academy and its students. Necessary precautions for the safety and welfare of the students are of greatest priority.

CRISIS SITUATIONS INCLUDE:

- **Fire**

As required by the Honolulu Fire Department, drills several times throughout the school year. The students are properly trained in fire drill procedures. If the Academy facilities should be damaged by fire, students will be evacuated to Kaimuki District Park on Waialae and 12th Avenue.

- **Tsunami Warning**

The school is not located in a tsunami zone so there is no need to evacuate.

Follow these procedures in the event of a tsunami warning:

If a WARNING is issued while school is in session, students will be cared for until parents can safely pick them up. Parents should not leave work or rush to school; it is recommended that parents remain in a safe area until the "all clear" is announced and avoid contributing to unnecessary traffic on roads and streets.

If a warning is issued before the day normally begins, classes will be cancelled, and the school will be closed.

- **Hurricane/Tropical Storm**

Hurricane or Tropical Storm *watches* are issued by the National Weather Service 36 hours prior to the arrival of storm effects. Hurricane or Tropical Storm *warnings* are issued when one of these storms could affect Oahu in 24 hours or less. When a *watch* is issued, the storm will be monitored, and a decision made to close before the issuance of a *warning*. The timing of the closure will generally coincide with the end of a normal working day and should not inconvenience working parents.

- **Earthquake**

Should an earthquake of significant magnitude occur on Oahu, the Academy could be damaged. It is also anticipated that considerable disruption to our road networks would occur. Parents should stay in touch with the radio stations and civil defense communiqués via television and radio.

Sacred Hearts Academy has a responsibility to prepare for crisis' situations;

however, Academy parents have a responsibility as well. Procedures for emergency situations that would promote a coordinated effort between home and school include the following:

- ✓ Understand that the means of communication used to inform parents will be radio, television, internet.
- ✓ Refrain from calling the school in time of crisis so that the phone lines can be used for emergency calls to the outside community.
- ✓ Refrain from coming to school to pick up children unless so directed by communication from authorities.
- ✓ Note that if children must be evacuated, the location of priority is St. Patrick's Church.
- ✓ Submit and update emergency information to the school office.
- ✓ Plan for supervision of children during an early or unexpected release from school.
- ✓ Exercise judgment: if parents feel that sending a child to school is dangerous, supervise your daughter at home, regardless of school decisions.
- ✓ Read and discuss with your daughter all information concerning safety procedures sent home from the school.
- ✓ Routinely counsel your daughter on safety precautions.
- ✓ Inform the school office of potential crisis situations and other unsafe conditions.
- ✓ Attend information programs offered by the school concerning safety issues.

SAFE ENVIRONMENT PROGRAM

Concerning Child Abuse

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

The Church endorses the mandatory reporting provisions of H.R.S. Chapter 350 concerning child abuse. All staff members, teachers, administration, and sports' coaches 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, Sacred Hearts Academy will conduct Safe Environment training as part of the religious education/theology curriculum. A meeting will be held before the class is conducted to provide parents with an opportunity to review the safe environment materials. Consent for participation in this program is included on the Handbook Signing Form required to be turned in each year.