RESPONSIBLE - RESPECTFUL - COMMUNITY-MINDED

SAINT DAMIEN SCHOOL

STUDENT-PARENT HANDBOOK

2026-2027

ACCREDITED BY:
THE WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES,
THE WESTERN CATHOLIC EDUCATIONAL ASSOCIATION, and
THE HAWAII ASSOCIATION OF INDEPENDENT SCHOOLS

Revised 6.1.26

REVISED 10.20.26

TABLE OF CONTENTS

Leadership 2
Welcome 3
Handbook & Photo Release Agreement....4
Summary of Major Revisions 5
Weekly Uniform Schedule 5
Important Contact Information 6
Daily Schedule....6
School Calendar 7
History & Mission Statement....8
School Philosophy....8
The Edmund Rice Network....9
Essential Elements of an ....,....9
Edmund Rice Christian Brother Education
Civility Policy....12
Academics....13
Admissions....13
Academic Records....13
Graduation Requirements....14
Christian Service Requirement....15
Course Credit....15
Earning Credits from Other Schools....16
Student Schedule Request Confirmation....16
Add/Drop Process....16
Grading Scale & Weighted GPA.... 16
Honors & Advanced Placement....17
AP Exams & Fees....18
Dual Credit....19
Report Cards....19
Schoology Student/ParentPortal....20
Academic Probation....20
Promotion to the Next Academic Year....20
Academic Awards....20
Valedictorian and Salutatorian (Senior Year)....20
Academic Release....21
Tuition....21
Athletics by Season....22
Student Attire....23
Dress Code....23
Dress Code Requirements....23
Wednesday/Liturgy Dress Code Requirements....25
Outerwear....25
Shoes....25
Student ID....25
Grooming Standards....25
Alternate Dress Down Days....27
Guidelines for Alternative Dress Down Days....27
Student Behavior, Expectations,....29
and Responsibilities
Code of Conduct....29
Classes of Offenses....30
Investigation....32
Disciplinary Board....33
Appeal....33
Probation....33
Disciplinary Release....33
Academic Dishonesty....34
Plagiarism....34
Bullying....35
Hazing....35
Cyberbullying....35
Harassment....36
SDS Complaint Procedure....36
Abuse, Neglect and Sexual Abuse....36
Drug Abuse....37
PDA....37
Pregnancy Policy....38
Inappropriate Interactions Between....38
Adults and Students
Computer/iPad Use....38
Attendance and Health Procedures....40
Absences....40
Extended Absences....41
Early Dismissal....42
Tardy....42
Truancy....42
Semester & Final Exam Attendance....42
Extra-Curricular Eligibility....42
Health Room....43
Illness....44
Covid-19....44
Medication....45
Health Records....45
TB Clearance....46
Healthy Roster....46
School Policies....47
Adult Students....47
Care of School Property....47
Cell Phones and Earbuds....47
Communication with Faculty and Staff....47
Conduct at School Functions....48
Contact Information....48
Food on Campus....48
Liturgy....48
Locker/Personal Property....48
Loitering....48
Messages....48
Obligation....49
Off Limits....49
Publicity....50
School Dances....50
Solicitation....50
Supervision....50
Student Parking Regulations....50
Toys/Personal Belongings....51
Emergency Procedures....52
Handbook Revision....52
Acceptable Electronic Equipment....53
Use Policy
Repair Costs for Apple Devices and Accessories 56
Artificial Intelligence Use in the Classroom 57
Technology Agreement Contract 59
Founder's Prayer 60
Alma Mater 60

LEADERSHIP

President
Wally Marciel
wmarciel@damien.edu

Principal
Dr. Pua Higa
puahiga@damien.edu

Chief Financial Officer
Tasha Sawai
tashasawai@damien.edu

Assistant Principal
Deanna Arecchi
darecchi@damien.edu

Assistant Principal
Nicole Paishon
npaishon@damien.edu

Director of Facilities
Guy Lancaster
glancaster@damien.edu

Director of Technology
Dayne Teves
dteves@damien.edu

Director of Admissions
Justine Fiesta
jfiesta@damien.edu

Director of Advancement
Dannan Smith
dsmith@damien.edu

Athletic Director
Anthony Tuitele
atuitele@damien.edu

Coordinator of Campus Ministry
Jeff McGivern
jmcgivern@damien.edu

Director of Communications & Marketing
Levanna Eugenio
leugenio@damien.edu

The Western Association of Schools and Colleges,

The Western Catholic Educational Association

The Hawaii Association of Independent Schools

WELCOME TO THE 2026-2027 SCHOOL YEAR AT SAINT DAMIEN SCHOOL

This handbook provides students and parents with information regarding Saint Damien School's policies, procedures, rules and expectations. We require all families to read this handbook to be familiar with what is expected of all students, parents, and families. Please refer to this handbook throughout the year.

The school also reserves the right to modify the guidelines stated in this handbook as necessary.

Handbook & Photo Release Agreement

REQUIRED: I acknowledge that I have reviewed, fully understand and agree to the policies, procedures, and expectations of the Saint Damien School 2026-2027 Student-Parent Handbook and SDS Acceptable Electronic Equipment Use Policy, Artificial Intelligence in the Classroom Policy, Code of Conduct, Policy Against Bullying and Harassment, Attendance and Health Procedures, and all School Policies, and Image Release.

_____ (Parent) Yes, I acknowledge, fully understand, and agree to the Saint Damien School Handbook. *(please initial)*

_____ (Parent) Yes, I acknowledge, fully understand, and agree to the Civility Policy - pg.12. *(please initial)*

_____ (Student) Yes, I acknowledge, review, fully understand and agree. *(please initial)*

PHOTO RELEASE

This handbook grants permission for Saint Damien School to use photographs and/or video of your student taken throughout the year in publications, news releases, online, and in other communications related to the mission of Saint Damien School. If you choose to opt out of this, email the Assistant Principals.

(please check)

_____ **Yes**, I grant permission for SDS to use my child's photo/video in communications.

_____ **No**, I do not grant permission for SDS to use my child's photo/video in communication.

Please print, sign and return to pick up your technology equipment.

Students Name (print) _____Grade _____

Student Signature _____HR Teacher _____

Parent Name (print) _____Relation to student _____

Parent Signature _____Date_____

SUMMARY OF MAJOR REVISIONS

Pg. 4	Handbook & Photo Release Agreement - Signature Required
Pg. 6	Important Contact Information
Pg. 7	Updated SY 26-27 Calendar
Pg. 15	Christian Service Requirements
Pg. 23	Student Attire
Pg. 23	Dress Code Requirements
Pg. 25	Grooming Standards
Pg. 43	Health Room
Pg. 42	Extra-Curricular Eligibility
Pg. 50	Student Parking Regulations
Pg. 53	Toys/Personal Belongings
Pg. 55	Acceptable Electronic Equipment Use Policy
Pg. 58	Repair Costs for Apple Devices and Accessories
Pg. 58	Artificial Intelligence Use in the Classroom
Pg. 59	Technology & AI Policy Use Agreement - Signature Required

WEEKLY UNIFORM SCHEDULE	
Monday, Tuesday, Thursday	Regular Uniform
Wednesday	Formal/Liturgy Attire
Friday	SDS Spirit Day with SDS uniform shorts
1st Friday of the Month	Aloha Attire - follow alternative dress down day guidelines

IMPORTANT CONTACT INFORMATION

Main School Line ..... (808) 841-0195

Admissions ..... admissions@damien.edu
Advancement ..... advancement@damien.edu
Attendance ..... attendance@damien.edu
Athletics ..... athletics@damien.edu
Business Office ..... businessoffice@damien.edu
Health Room ..... health@damien.edu
Middle School Counselor ..... rpupiales@damien.edu
High School Counselor ..... mpagsanjan@damien.edu
Title 1 Counselor ..... msmedley@damien.edu
College/ Career Counselor ..... ekaahaaina@damien.edu

DAILY SCHEDULE	
STARTING BELL	7:45 a.m. Purple gate closes Tardy students enter through the Main Office in the Welcome Center for tardy slip
CLASSES BEGIN	7:50 a.m. MORNING ANNOUNCEMENTS 8:00 a.m.
DISMISSAL	Monday - Friday 2:45 p.m.
CAMPUS HOURS	6:00 a.m. - 4:00 p.m. **If students are not involved in after school sports/activities, students must be picked up by 4pm or they will be housed in the cafe until pickup.*

SCHOOL CALENDAR

Finalized 2026-2027 Saint Damien School Calendar

a.o 10/12/26

		Su	M	T	W	Th	F	Sa	
Quarter 1	July 2026	19	20	21	22	23	24	25	
40 days		26	27	28	29	30	31	1	August 3 & 4 - Teacher Work Days
	August	2	3	4	5	6	7	8	August 5 - Students' First Day of School
		9	10	11	12	13	14	15	
		16	17	18	19	20	21	22	August 20 - Mass of the Holy Spirit (No School for Students)
		23	24	25	26	27	28	29	August 21 - Statehood Day (No School)
	September	30	31	1	2	3	4	5	
		6	7	8	9	10	11	12	September 7 - Labor Day (No School)
		13	14	15	16	17	18	19	
		20	21	22	23	24	25	26	
	October	27	28	29	30	1	2	3	
		4	5	6	7	8	9	10	October 5-9: Fall Break
Quarter 2		11	12	13	14	15	16	17	October 12 - Students Return; Q2 Begins
47 days		18	19	20	21	22	23	24	
		25	26	27	28	29	30	31	
	November	1	2	3	4	5	6	7	
		8	9	10	11	12	13	14	November 11 - Veterans' Day (No School)
		15	16	17	18	19	20	21	November 26 - Thanksgiving
		22	23	24	25	26	27	28	November 27 - School Holiday (No School)
	December	29	30	1	2	3	4	5	
		6	7	8	9	10	11	12	
		13	14	15	16	17	18	19	December 21 - January 1 - Winter Break
		20	21	22	23	24	25	26	December 25 - Christmas
Quarter 3	January 2027	27	28	29	30	31	1	2	January 1 - New Year's Day
46 days		3	4	5	6	7	8	9	January 4 - Teacher's Workday (No School for Students)
		10	11	12	13	14	15	16	January 5 - Students Return; Q3 Begins
		17	18	19	20	21	22	23	January 18 - Dr. Martin Luther King Jr. Day (No School)
		24	25	26	27	28	29	30	January 29 - ACCE Conference (No School for Students)
	February	31	1	2	3	4	5	6	
		7	8	9	10	11	12	13	
		14	15	16	17	18	19	20	February 15 - Presidents' Day (No School)
		21	22	23	24	25	26	27	
	March	28	1	2	3	4	5	6	
		7	8	9	10	11	12	13	
		14	15	16	17	18	19	20	March 15 - Q4 Begins
		21	22	23	24	25	26	27	March 19-25 - Spring Break
Quarter 4	April	28	29	30	31	1	2	3	March 26 - Good Friday / Kuhio Day
46 days		4	5	6	7	8	9	10	March 29 - Easter Monday
		11	12	13	14	15	16	17	
		18	19	20	21	22	23	24	May 26 - Last day of school for ALL students/ 8th Grade Graduation
	May	25	26	27	28	29	30	1	
		2	3	4	5	6	7	8	May 28 - Senior Commencement Rehearsal
		9	10	11	12	13	14	15	May 30 - Class of 2027 Commencement
		16	17	18	19	20	21	22	May 27 & 28 - Teacher Work Day (All Teachers/Counselors)
		23	24	25	26	27	28	29	May 31 - Memorial Day (No School)
	June	30	31	1	2	3	4	5	June 1 - Teacher Work Day (All Teachers/Counselors)

VIRILITER AGE

SAINT DAMIEN SCHOOL

HOLIDAYS SY 26-27			
Statehood Day	August 21, 2026	Dr. Martin Luther King Day	January 18, 2027
Labor Day	September 7, 2026	Presidents' Day	February 15, 2027
Veterans' Day	November 11, 2026	Holy Thursday	March 25, 2027
Thanksgiving Day	November 26, 2026	Good Friday	March 26, 2027
Christmas Day	December 26, 2026	Prince Kuhio Day	March 26, 2027
New Year's Day	January 1, 2026	Memorial Day	May 31, 2027

HISTORY

Founded in 1962 by the Edmund Rice Christian Brothers, North American Province, Saint Damien School was incorporated in the State of Hawaiʻi in 1968 as the "Congregation of Christian Brothers of Hawaiʻi, Inc." The school is recognized as a Catholic School by the Bishop of the Roman Catholic Diocese of Honolulu.

MISSION STATEMENT

Saint Damien School guides young men and women from all walks of life to become responsible, respectful, and community-minded citizens who are prepared to excel in higher education and are ready for the challenges in their future.

As a community of faith, missioned by the Roman Catholic Church, we espouse the message of the Gospel of Jesus Christ as exemplified in the Essential Elements of an Edmund Rice Christian Brother Education and through the selfless service of Saint Damien of Molokaʻi. *(rev. 4/2012)*

SCHOOL PHILOSOPHY

Saint Damien School (SDS) recognizes that the message of Jesus Christ is the educational norm in Catholic education. We endeavor to provide excellent education opportunities and promote a sense of Christian dignity and Catholic values among our students, faculty, staff, and parents to convey the message of Jesus Christ to all people and to be of service to one another. SDS strives to build a community of living faith and active worship and commits to the development of the whole person. Our School motto, Viriliter Age ("Act Courageously"), reflects our desire to imitate Jesus Christ and we proclaim that He is the significant reality in our lives.

Three great followers of Jesus Christ are inspirations and role models for the SDS Community:

Saint Damien of Molokaʻi encountered human misery and physical suffering. He worked unceasingly to improve living conditions and bring a sense of dignity to some of God's seemingly most-abandoned children.

Saint Marianne of Molokaʻi and the Sisters of St. Francis established a new home for women and girls with Hansen's Disease on the Kalaupapa peninsula on Molokaʻi. She also cared for Damien as his health worsened.

Blessed Brother Edmund Rice, founder of the Congregation of Christian Brothers, saw education as the keystone for productive and happy living. He responded to his times by providing educational opportunities, especially to the poor and underprivileged.

THE EDMUND RICE NETWORK

Saint Damien School is part of the Edmund Rice School Network, a consortium of Catholic schools that educate in the spirit and tradition of the Edmund Rice Christian Brothers. Located in the United States and Canada, these schools educate children, young men, and young women in grades K-12. Each school community strives to embody the values of the Gospel of Jesus Christ and the Essential Elements of an Edmund Rice Christian Brothers Education. Through the network, member schools work together to benefit the students and families they serve and to strengthen bonds with Edmund Rice schools and ministries throughout the world.

ESSENTIAL ELEMENTS OF AN EDMUND RICE CHRISTIAN BROTHER EDUCATION

PREAMBLE

Blessed Edmund Rice was given the grace to respond to the call of Jesus by identifying with Christ in the poor. His example evoked a deep awareness of God's presence in all with whom he came in contact. He also awakened within them a consciousness of their dignity as children of God. He invited his followers to share the Gospel insight to reach out to the needy, especially the materially poor.

The life of Blessed Edmund Rice – businessman, husband, father, widower, religious brother, teacher, and founder – challenges all involved in Christian Brother Education to live and preach Gospel values. His charism inspires the Essential Elements of an Edmund Rice Christian Brother Education:

"Edmund Rice was moved by the Holy Spirit to open his whole heart to Christ present and appealing to him in the poor (1984 General Chapter)."

ELEMENTS

In ministry begun by Jesus Christ and inspired by the vision of Blessed Edmund Rice, a Christian Brother education...

EVANGELIZES YOUTH WITHIN THE MISSION OF THE CHURCH

- A Christian Brother education proclaims the Good News of Jesus Christ
- The Gospel message of Jesus permeates the curriculum, the activities, and all other aspects of a Christian Brother education.

PROCLAIMS AND WITNESSES TO ITS CATHOLIC IDENTITY

- A Christian Brother education gives priority to religious formation through formal religious instruction and through opportunities for faith development and service by means of liturgies, retreats, vocation awareness, daily prayer, and other programs.

- A Christian Brother education joins in the sacramental life of the Church, witnesses' faith life through the prominent use of signs and symbols, fosters devotion to Mary and is in union with the Church through commitment to service and formation of community.
- Catholic identity permeates all endeavors of Christian Brother education: all classes and activities, procedures and policies, services, and formation of community.
- All staff involved in Christian Brother education give daily witness to their integral role in the community's faith formation.

STANDS IN SOLIDARITY WITH THOSE MARGINALIZED BY POVERTY AND INJUSTICE

- The policies, the structures and the climate of a Christian Brother education witness and promote concern for the disadvantaged.
- A Christian Brother education includes advocacy and education for peace and justice, care for the earth and global awareness. It prepares students to work toward the creation of a just society.
- A Christian Brother education actively encourages ministries that work with and for the poor and marginalized.
- Education and support for mission areas at home and abroad characterize Christian Brother education.
- A Christian Brother education establishes tuition and scholarship policies that open its education to the poor.

FOSTERS AND INVIGORATES A COMMUNITY OF FAITH

- A Christian Brother education witnesses and celebrates Gospel values.
- A Christian Brother education provides a disciplined, safe atmosphere in which students are free to grow and take responsibility for their own learning and for the life of the community.
- Caring, compassionate relationships characterize a Christian Brother educational community.

CELEBRATES THE VALUE AND DIGNITY OF EACH PERSON AND NURTURES THE DEVELOPMENT OF THE WHOLE PERSON

- A Christian Brother education values the diversity of the human family and seeks to reflect local diversity in its student population and professional staff.
- Strong programs of personal, professional, and pastoral care are integral to a Christian Brother education.
- A Christian Brother education embraces human fragility and welcomes God's healing.
- Christian Brother education values co-curricular activities, special events and other programs that are important to students' complete education.

- A Christian Brother education strives to provide just remuneration for its staff.

CALLS FOR COLLABORATION AND SHARED RESPONSIBILITY IN ITS MISSION

- Christian Brother education empowers all members of the community to share responsibility in the shaping of its mission.
- A Christian Brother education fosters collaboration with other Christian Brother ministries on local, regional, and international levels to address common concerns and to celebrate a common heritage.
- A Christian Brother education encourages a deeper understanding and living of the charism of Blessed Edmund.
- A Christian Brother education promotes active participation in governance by boards and diocesan officials.

PURSUES EXCELLENCE IN ALL ITS ENDEAVORS

- Strong academic curriculum, high expectations and a quest for excellence characterize a Christian Brother education.
- A Christian Brother education develops a curriculum that promotes the harmonious growth of the whole person, fosters the development of higher-order thinking and prepares its students for life- long learning.

CIVILITY POLICY

All students, parents, and guests of Saint Damien School and all associated events

All members of the Saint Damien School community are expected to treat each other with courtesy and respect at all times to include appropriate behavior at all school functions (e.g. athletic events, graduation, etc.). Each member of the SDS community shares an obligation to keep our interactions free from disrespect and disruption.

The purpose of this policy is to promote mutual respect, civility, and orderly conduct among employees, students, parents and the public. This policy is not intended to deprive any person of the right to freedom of expression. Rather, we seek to maintain, to the extent possible, a reasonable, safe, harassment free space for our students, staff, and families. We encourage positive communication and discourage volatile, hostile, or aggressive actions at all times, to include all school and sporting events. Teachers and administrators have procedures to follow in the event that any person becomes disruptive. Disruptive persons may have the future access to campus, events, and classrooms, limited or denied.

Any intoxication, bullying, harassment, violation, or threat thereof, of any student, faculty, staff, administrative personnel, opposing team members, coaching staff, or parents is strictly prohibited. Any individual that disparages the school, tarnishes the image or reputation of the school, or has a negative impact on the morale of the students or faculty and staff, is subject to discipline, including release.

ACADEMICS

ADMISSIONS

Saint Damien School, mindful of its primary mission to be a witness to the love of Christ for all, admits students of any race, gender, color, national and/or ethnic origin to all the rights, privileges, programs, and activities accorded or made available to the students at the school. SDS does not discriminate based on race, color, national and/or ethnic origin in the administration of its educational policies, admissions policies, scholarship programs and athletic and other school-administered programs. While SDS does not discriminate against students with special needs, a full range of services and programs may not be available for these students.

SDS accepts applications for students entering grades 6 through 12. A student must first successfully complete the grade prior to the grade to which he/she is applying to be considered for admission to SDS. Applications may be obtained through the Admissions Office. The Admissions Office will coordinate an interview with the student. All records – including test scores, recommendations (teacher and confidential administrative report), official transcripts, and interview results – will be forwarded to the Saint Damien School Admissions Committee, which will make a recommendation to the Director of Admissions as to whether or not the student should be admitted. After reviewing all pertinent information, the Principal will make the final determination as to the student's application for admission. Students applying for grades 10-12 will be evaluated on a case-by-case basis. It is Saint Damien School's practice not to accept returning students midyear.

All students accepted into and entering SDS for the first time are placed on academic and disciplinary probation from the start of the school year and shall remain on probation until first quarter grades have been posted or the end of the current grading period. Evaluation of probationary students will be done by the Principal and Assistant Principals together with the Admissions Director and the student's grade level counselor.

ACADEMIC RECORDS

Parents of students may request a copy of their students official records, files and data directly related to their son/daughter in writing from the Principal. Information contained in the personal educational records of students will not be released to any other person, agency, or organization without the written approval of the student's parents, with the exception of information to school officials, including teachers, who have a legitimate educational interest or legal subpoena (*FERPA Law*).

Non-custodial parents will be given access to academic records and to information regarding the process of their children, unless there is a court order specifically stating that the non-custodial parent is denied access to such information.

Divorced and/or separated parents must file a court-certified copy of the section of the custody section of the divorce or separation decree with the School Registrar. SDS will not be held responsible for failing to honor arrangements that have not been made known.

GRADUATION REQUIREMENTS

To graduate from high school at Saint Damien School, a student must accumulate a ***minimum of twenty-six (26) credits*** in the following areas:		
	Credit	**Must be taken in**
English	4	Grades 9, 10, 11, 12
Social Studies	4	Grade 9: World History (1) Grade 10: Hawaiian History (1) Grade 11: US History (1) Grade 12: Electives (1)
Theology*	4	Grades 9-12
Mathematics	3	Any 3 years
Science	3	Any 3 years Grade 9 or 10: Biology (1)
Languages	2	Any 2 consecutive years in the same language
PE & Health	1.5	Grade 9: Health (.5) PE: Any year
Electives	4.5	Grades 9-12
*The requirement for Theology may be waived for a student transferring to Saint Damien School from a public school or a non-Catholic private school based on time spent at that school.		

To graduate from middle school at SDS, a student must fulfill all course requirements of the 8th grade. Students will be placed on academic probation for failure of one or more classes in a semester, and may affect readmission into Saint Damien School.

CHRISTIAN SERVICE REQUIREMENT

As a Catholic school, Saint Damien School is strongly committed to helping the "least of Jesus' brothers and sisters," as called for in the scriptures, the bishops' document on Catholic education: "To Teach as Jesus Did", the document: "*Essential Elements of an Edmund Rice Christian Brother Education*", and the school's Mission Statement. Because of this commitment, participation in Christian Service is a requirement of all Saint Damien School students. Earning a Saint Damien School diploma is contingent on completing these Christian Service requirements. Ideally, students will look for service opportunities that involve direct impact with the poor and marginalized. To develop a life-long spirit of service and self- giving, Saint Damien School requires the following of its students:

- **Grades 6-8:** Middle school students complete group service projects
- **Grades 9-12:** Christian Service requirement is 30 hours every year. Hours must be earned by June 30th of the academic year; seniors by May 1st. Hours earned in excess of the 30-hour requirement will not be applied toward any future year requirement. These hours will be applied, however, toward the Christian Service Award presented at graduation to seniors who worked more than double the hours required for graduation - 240 hours or more.

Students who fail to complete the Christian Service requirement June 30th of the academic year will be placed on probation for the upcoming school year until the outstanding requirements are met.

Hours earned in one of Saint Damien School's campus service organizations – namely Campus Ministry, Key Club, Leo Club, National Honor Society and National Junior Honor Society – may be applied to the annual requirement. These service hours may not be applied to the annual requirement if completed during the school day without prior approval from administration.

Additionally, hours may NOT be earned for office help or teacher's aide work during school hours or for political campaigning or compensated activities (i.e. club fundraisers, project graduation, etc.). *Christian Service hours earned over the summer must be submitted and approved through the MobileServe app by June 30th for the current academic year. Any hours earned after July 1 will be counted towards the upcoming academic year.*

COURSE CREDIT

At Saint Damien School, credits are earned for satisfactory performance each semester, up to .5 credit per course. Students are required to pass all courses each semester to be promoted to the next grade. All failed courses must be made up in a manner approved by the Principal or his/her designee. Please contact your counselor for more information.

EARNING CREDITS FROM SCHOOLS OTHER THAN SAINT DAMIEN SCHOOL

A student wishing to take a course at any school other than Saint Damien School for the purpose of earning credits to graduate must submit an External Credit Form (including the course description, etc) to the Principal or his/her designee PRIOR to registering for any course. If prior approval is not obtained, credit for the course will not be given. Official grades/transcripts must be provided to Saint Damien School upon completion of the course(s). SDS reserves the right to approve/deny registration for external credit courses.

Students must satisfy all obligations to the school (financial and otherwise) in order to release school transcripts, report cards, schedules and/or other documents.

STUDENT SCHEDULE REQUEST CONFIRMATION

Students and parents will be given the opportunity to view and confirm their child's schedule requests. This process minimizes course change requests after the add/drop period has ended. Saint Damien School reserves the right to add, cancel, or modify any course offering based on size, staffing, or other factors.

ADD/DROP PROCESS

Any changes to a student's schedule must be approved by the school and will only be considered after a written request (via email) from a parent is submitted to the school counselor during the first week of the semester. Students are highly encouraged to discuss the potential change and impacts with the counselor prior to adding or dropping any course.

Students wishing to add, drop or otherwise change a course may do so (upon approval and availability):

- **Within week 1 of the semester**: without penalty (no transcript record or grade)
- **Between Weeks 2 through 5**: may receive a grade of "W" (withdrawal) on the transcript, but it will not affect the GPA calculation.
- **After Week 5**: Approved course changes after week five may result in a "WP" (withdraw passing) or a "WF" (withdraw failing) being recorded on their transcript. A "WP" has no effect on the GPA calculation. A "WF" counts as an "F" toward the GPA calculation.
- No courses may be added or dropped after the end of the first quarter of each semester unless under special circumstances approved by the Principal or his/her designee.

A dropped course must be replaced by another course; exceptions may be granted by the Principal or his/her designee.

GRADING SCALE & WEIGHTED GPA *(revised January 2024)*

Honors and Advanced Placement coursework is rigorous and student expectations in these courses are high. As a result, course grades, which determines a student's GPA, are weighted differently than regular courses.

Saint Damien School's grading scale is as follows:

LETTER GRADE	REGULAR COURSE	HONORS COURSE	ADVANCED PLACEMENT	PERCENTAGE RANGES
A	4.0	4.5	5.0	93-100%
A-	3.7	4.2	4.7	90-92%
B+	3.3	3.8	4.3	87-89%
B	3.0	3.5	4.0	83-86%
B-	2.7	3.2	3.7	80-82%
C+	2.3	2.8	3.3	77-79%
C	2.0	2.5	3.0	73-76%
C-	1.7	2.2	2.7	70-72%
D+	1.3	1.3	1.3	67-69%
D	1.0	1.0	1.0	63-66%
D-	.7	.7	.7	60-62%
F	0.0	0.0	0.0	0-59%

Courses taken outside of Saint Damien School may count toward a student's GPA (*at the discretion of the school).* Includes:

- Transfers from another school after Grade 9.
- If a class is repeated at Saint Damien School or another school due to a failure, the new grade will replace the failure in the GPA calculation and both grades will be shown on transcript.

HONORS & ADVANCED PLACEMENT

Students may choose to pursue more rigorous and challenging courses through our Honors and Advanced Placement Program. These courses include:

	Honors	Advanced Placement (AP) *with CollegeBoard links*
English	English 9 Honors	AP Seminar (Gr 10) AP English Lang & Comp (Gr 11) AP English Lit & Comp (Gr 12) AP Research
Social Studies	World History Honors Hawaiian History Honors	AP U.S. History AP Psychology AP Research
Mathematics	Algebra 1 Honors Geometry Honors Algebra 2 Honors	AP Computer Science A AP PreCalculus AP Calculus AB
Science	Biology Honors Chemistry Honors	AP Biology AP Chemistry AP Physics 1 AP Research
Languages	Japanese 3 Honors Japanese 4 Honors Spanish 3 Honors Spanish 4 Honors	

*****subject to change*****

Honors courses are designed to challenge the most academically capable students. These courses are weighted as 4.5 on a 4.0 grade scale.

Advanced Placement (AP) classes are college-level courses students can take in high school. AP classes are more intense than high school classes and scoring well on AP exams may allow you to earn college credit, advanced placement or both, possibly saving you thousands of dollars.

You don't need to be top of your class to be an AP student, but you'll want to be prepared for the AP course you choose. Some AP classes have recommended courses you should take first, and all AP courses ask that you come willing to do your best work. For more information about AP, visit https://apstudents.collegeboard.org/.

Your AP scores could earn you college credit or advanced placement (meaning you could skip certain courses in college). CollegeBoard's tool to find colleges' AP credit policies as well as qualifying AP Exam scores: LINK
Connect AP coursework to College Majors and Careers: LINK

AP EXAMS & FEES

AP exams are scheduled for May 2027. Students are required to sign up for the AP exam and AP Classroom, the CollegeBoard portal, in September. Students/families will be charged the full exam fee $99 per exam (*may be subject to change based on College Board*). Orders placed after the official fall deadline (typically in mid-November) will incur an additional $40 late fee per exam by CollegeBoard. through your Saint Damien School student account. Course withdrawal or cancellation may result in a $40 fee assessed by CollegeBoard. These fees will be charged to your Saint Damien School student account.

DUAL CREDIT

Dual credit means a student takes a college course to earn both high school and college credit. Courses that have been identified and pre-approved to satisfy certain Saint Damien School courses can be taken. The cost of the dual credit is the responsibility of the student and family. Participation in dual credit courses is optional.

Dual credit courses are available to students in good academic standing and who exemplify good conduct and meet established academic requirements of the respective post-secondary institution such as SAT/ACT, academic qualifying tests, or GPA (grade point average).

Dual credit courses offered will be available late spring and are subject to change. Students, who meet the qualifying criteria, are eligible to take up to two semester courses per school year. Contact your grade level counselor for more information.

REPORT CARDS

Report cards are sent to parents and shared via mail/the SchoolMessenger portal at the end of each quarter/semester. Questions regarding grades and other information contained on the report card should be directed to the student's grade-level counselor.

In SY 24-25, SDS transitioned from Year-End grades to Semester-based grades. Grades and credit will be issued by semester and not averaged at Year-End. Each semester course will be awarded .5 credit. For example, a World History course will be awarded a fall semester grade (.5 credit) and a spring semester grade (.5 credit), totaling 1.0 credit for the year.

Key Terms to Know about the Report Card

- A **Semester GPA** refers to your grade point average of all grades earned for that respective semester <u>only.</u>
- **Cumulative GPA**, or grade point average, refers to the average of all your semester GPAs during high school only. Cumulative GPA is updated each semester. Prior to SY 24-25, SDS
- Year-end grades were also calculated into the Cumulative GPA.

SCHOOLOGY - STUDENT PORTAL AND PARENT APP

Schoology is the Learning Management System used by Saint Damien School. Students will have access to e-books and all course material via the Schoology Student Portal. Parents will have access to their child's progress through the Schoology Parent App. Information will be provided to each parent regarding how to access student grades via the Assistant Principals. Grades posted to the Schoology Parent App will be updated once grades are inputted and synced from the teacher gradebook. For the most up-to-date grades, check your child's account on their school issued device (iPad or laptop).

ACADEMIC PROBATION

Students earning (2) D's and/or (1) F in any class will be placed on Academic Probation quarterly and/or semesterly and will be monitored by the assigned academic counselor and the Assistant Principals.

PROMOTION TO NEXT ACADEMIC YEAR

All students must take a minimum of seven credits per school year. If a student fails a required course for graduation, he/she must repeat the course either in the following semester (if applicable), summer or next school year if the course will fit in his/her schedule.

ACADEMIC AWARDS

The school will recognize those students who have earned Honor Roll. The following scale is used to determine placement on the Honor Roll:

Semester GPA of 4.0 or above: President's List.

Semester GPA of 3.0 -3.99: Honor Roll

A grade of "D" or lower in any subject precludes a student from being on the Honor Roll, regardless of GPA.

At graduation, awards are presented in a variety of areas that includes, but is not limited to, academic performance, citizenship and moral character. The decision of the school administration in this matter is final.

VALEDICTORIAN AND SALUTATORIAN (SENIOR YEAR)

Recipients of this honor must have attended SDS from sophomore to senior years. Criteria for these awards will include a student's cumulative GPA at the end of the seventh semester, strength of schedule, participation, attendance, and overall character. The decision of the principal in this matter is final.

ACADEMIC RELEASE

Students are expected to maintain satisfactory academic progress toward graduation. A student who accumulates multiple failing grades and is not making sufficient progress toward earning the credits required for graduation may be subject to academic release from Saint Damien School.

The Principal will review each case based on the student's academic record, progress toward graduation requirements, and other relevant factors. The determination to release a student for academic reasons rests solely with the Principal and is final.

TUITION

After the first day of school no refunds will be given. If your child no longer attends Saint Damien School, whether the release or withdrawal is imposed or voluntary, families must fulfill their obligation to pay all tuition, fees, and charges for the school year. Upon your child's withdrawal, the entire amount of all financial aid and discounts sponsored by Saint Damien School will be rescinded when calculating the remaining tuition balance.

ATHLETICS BY SEASON

FALL 2026

Boys Bowling - Varsity & JV, ILH
Girls Bowling - Varsity & JV, ILH
Co-Ed Cheerleading - Varsity, ILH
Boys Cross Country - Varsity, JV, & Intermediate, ILH
Girls Cross Country - Varsity, JV, & Intermediate, ILH
Co-Ed Football - Varsity & Intermediate, ILH
Girls Volleyball - Varsity, JV, & Intermediate, ILH

WINTER 2026

Boys Basketball - Varsity, JV, & Intermediate, ILH
Girls Basketball - Varsity, JV, & Intermediate, ILH
Boys Canoe Paddling - Varsity, & JV, ILH
Girls Canoe Paddling - Varsity, & JV, ILH
Mixed Canoe Paddling - Varsity ILH
Boys Soccer - Varsity & Intermediate, ILH
Girls Soccer - Varsity, ILH
Boys Wrestling - Varsity, JV, & Intermediate, ILH
Girls Wrestling - Varsity, JV, & Intermediate, ILH

SPRING 2027

Co-Ed Baseball - Varsity & Intermediate, ILH
Boys Basketball - Intermediate, CSL
Boys Golf - Varsity, JV, & Intermediate, ILH
Girls Golf - Varsity & Intermediate, ILH
Boys Judo - Varsity, JV, & Intermediate, ILH
Girls Judo - Varsity, JV, & Intermediate, ILH
Girls Softball - Varsity, ILH
Boys Track & Field - Varsity, JV, & Intermediate, ILH
Girls Track & Field - Varsity, JV, & Intermediate, ILH
Boys Volleyball - Varsity, JV, & Intermediate, ILH
Girls Flag Football - Varsity, ILH

STUDENT ATTIRE

DRESS CODE

Saint Damien School recognizes each student as an individual with his/her own style and means of expression. Our Dress Code is not meant to inhibit development of the individual. Rather, it is structured to maximize each student's potential and to develop within each student the daily discipline needed to come to school properly dressed and groomed. Neatness in general appearance will always be a priority in a SDS student's life. Students are expected to use good sense in grooming and in dress. The fact that some type of clothing or other aspects of a student's appearance are not specifically mentioned in the Dress Code does not make them necessarily acceptable. Any article of apparel considered to be in poor taste or offensive in wording and/or design, including items worn under a shirt, will be considered a violation of the SDS Dress Code. The determination of what is and is not acceptable rests with the School Administration. Students not in the dress code will serve detention (lunch, after school, or Saturday detention) - at the discretion of Administration.

DRESS CODE REQUIREMENTS

The dress code expectations apply to all new and returning students. All shirts should be ironed.

	Female	Male
Wednesday/Liturgy/ Special Occasion Attire **dress shirt should be ironed and tucked in for the day*	Top: ● White SDS dress shirt w/SDS logo* Bottom Options: ● SDS plaid/khaki skort ● Approved length khaki/black long pants	Top: ● White SDS dress shirt w/SDS logo* ● Black tie or SDS tie Bottom Options: ● Approved khaki or black long pants/slacks ● Belt, black or brown
Monday, Tuesday, Thursday	Top: ● Purple or black SDS polo shirt Bottom Options: ● SDS Plaid skort* ● Appropriate length khaki or black shorts or skort* or long pants (Dickies brand)	Top: ● Purple or black SDS polo shirt Bottom Options: ● Appropriate length khaki or black shorts or long pants (Dickies brand)

Friday	• SDS team shirt with SDS regular uniform shorts and school shoes.	• SDS team shirt with SDS regular uniform shorts and school shoes.
1st Friday of the Month - Aloha attire	• Aloha top w/aloha pants, aloha dress. • No strapless. • If spaghetti strap, a jacket/covering must be worn.	• Aloha collared dress shirt with appropriate pants/shorts and school shoes. • No t-shirts.
PE	• A Damien PE shirt/shorts are required for all physical education courses.	• A Damien PE shirt/shorts are required for all physical education courses.
Outerwear	SDS outerwear	SDS outerwear

Note:
*Must be purchased from Lands' End
** Must be purchased through SDS Logo Store

For SY26-27, all SDS students must purchase their own khaki/black shorts and long pants from Dickies Brand (Amazon.com or Walmart) OR purchase from Lands' End.

- Polo shirts (black/purple) and liturgy tops must be purchased through **Lands' End**.
- Damien PE shirt and shorts are required for all physical education courses and must be purchased through the **SDS Logo Store.**
- **Purchase on your own:** Slacks, khaki/black shorts may be purchased from Dickie's brand: (Walmart or Amazon.com).

Additional clothing specifications include:

- Shorts and skorts must reach or be longer than a student's fingertips when their arms are hanging at their sides.
- No undergarment should be visible under shorts.
- Rolling of shorts or skirts/skorts is not permitted.
- Cargo pants, bike shorts, joggers, sweats and leggings are not permitted.

Any deviation from this core dress code will be permissible only with the approval from the Assistant Principals.

WEDNESDAY/LITURGY DRESS CODE REQUIREMENT

Every Wednesday, students will be required to dress in formal liturgy attire. All male students are required to wear khaki/black slacks (no shorts), Lands' End white dress shirts with SDS logo, a **black** tie (or SDS purple/gold tie) and a solid black or brown belt. All female students are required to wear the plaid/black/khaki skort or long khaki/black pants (no shorts) with the Lands' End white, collared blouse with SDS logo. Families may purchase white liturgy tops from Lands' End.

OUTERWEAR

Outerwear is limited to the SDS Letterman's jacket, SDS affiliated sports jackets, and SDS jackets sold in the SDS Logo Store. Blankets are not permitted.

SHOES

Shoes must be low-cut, predominantly white, or black. Students must wear black or white socks.

STUDENT ID

ID photo badges must be always worn and visible. Lost, defaced, or damaged ID cards must be replaced at a cost of $5. Students must arrive on campus in full dress code, including ID and school shoes.

GROOMING STANDARDS

MEN

1. Hair*
    a. Hair must always be properly groomed and neat.
    b. Hair must be properly trimmed, must not extend to the collar, must not cover the forehead/eyebrows, and must not extend over the top of the ears or be worn tucked behind the ears.
    c. Hair must be properly faded or squared at the back of the neck and must not exhibit any type of distinctive "tail" or "bush".
    d. Long hair that covers the face or short styles are not permitted (no man buns, braids, dreads, ponytails, mohawks, faux hawks, poly hawks, foxtails, burst fades, etc.).
    e. Shaving of the head in any style or form is not permitted. Sculpting or cut lines or designs in the hair or eyebrow are not permitted.
    f. Hair must be of a single, natural color and must not exhibit contrasting colors, highlights or bleaching to any extent.
    g. Sideburns must not extend below the bottom of the ear lobe and must not exhibit a flair toward the mouth.
    h. Excessive hair volume that significantly extends beyond the natural contours of the head and disrupts the school's standards of appearance may be subject to administrative review.

2. Facial Hair

a. **All students must arrive at school clean-shaven each day**.
b. Beards, mustaches, and other forms of facial hair <u>are not permitted</u>.

3. Jewelry

a. **No form of ear wear of any kind is permitted.** This includes earrings, studs, pins, bars, spacers, and gauges. Band-aides over earlobes are not permitted.
b. Chains, medals, etc. must only be worn under the shirt, except for the Encounter Cross or other small cross or crucifix worn with a simple, modest chain.
c. Body, nose, eyebrows, and tongue piercings are not allowed.

4. Headgear

a. Caps, hats, etc. may not be worn on campus during the school day, except when prior approval has been granted for special events by the Administration.

<u>WOMEN</u>

1. Hair*

a. Hair must always be properly groomed and neat.
b. Short styles (shaved heads) or shaved designs are not permitted.
c. Hair must be tied back in classes where it might pose a safety hazard (example: lab; PE)
d. Tinting, coloring, or highlighting of hair is not permitted (hair color should be natural).

2. Jewelry

a. One or two earrings may be worn in each lower ear lobe only.
b. Chains, medals, etc. must only be worn under the shirt, except for the Encounter Cross or other small cross or crucifix worn with a simple, modest chain.
c. Body, nose, eyebrow, and tongue piercings are <u>not allowed</u>.

3. Headgear

a. Caps, hats, etc. may not be worn on campus during the school day, except when prior approval has been granted for special events by the Administration. A simple, solid colored, matching headband may be worn.

***Hair:** Since hair style is subjective, the school does not normally assign detention at first offense, if we sense it is only a difference of interpretation and not willful disobedience. However, once the Assistant Principals have determined a style or color is inappropriate, violations will be considered willful and disciplinary action may be taken.*

ALTERNATE DRESS DAYS

Occasionally throughout the school year, alternate dress days are allowed. The following guidelines apply for these days; any exceptions will be announced. Students who have questions about any of these details should see the Assistant Principals before the dress down day. On alternate dress days, students always have the option of dressing according to regular dress code rules.

The following clothing is prohibited on all alternate dress days days unless otherwise specifically authorized by the Assistant Principals: sleeveless shirts, shirts with political messaging, any shirt referencing alcohol, drugs, or tobacco products or displaying an inappropriate visual image or slogan, shorts, sandals (slides/crocs), or costumes or any component(s) of a costume.

ID cards must be with the student each day, the same as any other school day.

GUIDELINES FOR ALTERNATE DRESS DAYS

MEN

1. Bottoms
    a. Untorn jeans, jogger pants (no sweats), khakis, board shorts, athletic pants/shorts are allowed.
    b. Walking shorts are allowed but must be no more than three inches above the knee.
    c. Regular dress pants are allowed. No sweats, including joggers
    .
2. Tops
    a. Modest, approved shirts not bearing designs that are derogatory, offensive, or inappropriate for a Catholic school shirt may be worn.
    b. SDS long sleeves including hoodies, jackets and sweaters are allowed.

3. Shoes
    a. Footwear is required.
    b. Closed-toe shoes (athletic shoes, converse, high-tops) are allowed.
    c. Slippers, sandals, crocs/slides are not permitted.

4. . Jewelry
    d. All regular school rules apply.

WOMEN

1. Bottoms
    a. Untorn jeans, jogger pants (no sweats), khakis, capris, appropriate leggings, and athletic shorts (appropriate length) are allowed.

b. Walking shorts are allowed but must be no more than three inches above the knee.
c. Uniform skirts are allowed. No spandex or sweats (including jogger sweats).

2. Tops
   a. Modest, approved shirts not bearing designs that are derogatory, offensive, or inappropriate for a Catholic school may be worn. No spaghetti strapped, strapless or cut-off shirts are allowed.
   b. Appropriate long sleeves including hoodies, jackets and sweaters are allowed.

3. Shoes
   a. Footwear is required.
   b. Closed-toed shoes (athletic shoes, converse, high-tops) are allowed.
   c. Slippers, sandals, crocs/slides are not permitted.

4. Jewelry
   a. All regular school rules apply.

students not in dress code will serve detention*

STUDENT BEHAVIOR, EXPECTATIONS, AND RESPONSIBILITIES

Saint Damien School students are expected to conduct themselves as Christian men and women who respect the rights and property of their fellow students and all members of the faculty and staff. At no time will any student knowingly and willfully invade the personal space of any other person. Any physical contact regardless of any real or perceived harmless nature or invitation is forbidden. Poking, pinching, hitting, slapping, punching, or otherwise touching another student in any way whatsoever is indefensible in any circumstance and will be subject to disciplinary action including but not limited to detention, parent conferences, suspension, behavioral probation, and/or release. A Saint Damien School student must understand that his/her conduct reflects themselves, their family, and the entire school community. Therefore, respect, responsibility, and community mindedness are expected on campus, at school activities, and at any time students may be identified as students from Saint Damien School.

While it is the hope of Saint Damien School to honor the personal privacy of each and every student at all times, please be advised that, at any time, upon establishment of reasonable suspicion of student misconduct or upon the basis of probable cause of inappropriate or illegal student conduct, a student may be required to stand a "soft search and seizure" of his/her personal belongings to include a requirement to empty the contents of his/her pockets in the presence of a school administrator. Likewise, all other personal property belonging to the student either within his/her locker or possessions that he/she is carrying are also subject to search. The administrator conducting a search shall be accompanied by another school personnel serving as a witness, unless it is an emergency whenever prompt action is necessary to protect the health or safety or both of any person or persons.

CODE OF CONDUCT

Attending Saint Damien School as a student is a privilege, not a right. Behavior that disrupts the educational process or fails to respect others is unacceptable. Since no list can possibly cover every situation of a student's actions, common sense, mature judgment and choices, and Christian values are the guidelines by which every student's conduct is measured. If a student's conduct is outside these guidelines, the Assistant Principals will determine the penalty of this misconduct. The following student misconducts are contrary to student expectations and could be severely damaging to the individual student and Saint Damien School. The Principal, acting upon the recommendation of the teachers, counselors, and administrators, may expel a student from Saint Damien School for academic or disciplinary reasons at any time when, in the opinion of the teachers, counselors, and/or administrators, continued study at Saint Damien School is not in the school's or student's best interest. Any violation of the Code of Conduct may result in a verbal reprimand, written reprimand, detention, suspension from school and activities, and/or expulsion from school.

CLASSES OF OFFENSES

CLASS ONE OFFENSE

This category includes any offense that violates the values of Saint Damien School or the values of the Catholic Church, seriously damages the reputation of the individual student , faculty/staff, and/or the school, or potentially damages the integrity, reputation, or image of the school community. Any one of these offenses may result in the convening of the Discipline Board and expulsion.

- Use of, selling or providing of, involvement in, or possession of any illegal substance or paraphernalia on campus, in or around the area of the school, or at any school function or being under the influence of an illegal substance prior to coming to school or to a school function.
- Drugs and alcohol — promotion, possession, selling, use and/or being under the influence of alcohol, tobacco, e-cigarettes, vaporizers, or drugs at school or school functions; serious or willful abuse of prescription drugs; drugs include marijuana, cocaine, any other illegal drug, or any legal drug judged by administration and the President to be used abusively.
- Use of performance-enhancing drugs.
- Electronic Misconduct — unauthorized hacking of any electronic device or system (including, but not limited to, computers, cell phones, laptops, and iPads, etc.)
    - causing an electronic device or computer system to become inoperable.
    - downloading or sending profane, obscene language and other sexual or objectionable materials
    - promoting, posting, or sending derogatory, harassing, or hate messages on the computer or any electronic device on any personal social media platform (cyber bullying) and/or via text, email, etc.
- Threatening or cursing at any member of the school administration, faculty, staff or student.
- Committing of physical harm; serious or willful threat of physical harm; assault or fighting.
- Repeated academic dishonesty such as cheating, copying homework, giving one's work to others, and plagiarism.
- Bullying or Harassment — unwelcome physical, verbal, written, or electronic action (to include AI-generated) that undermines the personal rights of another individual, including bullying, hazing, and sexual misconduct.
- Any serious act of violence.
- Possession of any weapon or item that may cause serious injury.
- Theft
- Intentional damage of school property, vandalism, including graffiti.
- Serious sexual misconduct— involvement in inappropriate physical, verbal, or electronic sexual activities.
- Possession of or distribution of pornographic material.

- Violation of probation.
- Any sexual activity on campus or at a Damien function beyond appropriate personal displays of affection will result in disciplinary action, to include but not limited to expulsion.
- Other forms of misbehavior not specifically described above will be subject to the same corrective action if, in the determination of the administration, such behavior fails to respect the rights of others or disrupts the educational process.

CLASS TWO OFFENSE

This category includes offenses of a serious nature. The Assistant Principals determine the penalty assigned to include detention (Saturday) and/or suspension. Offenses in this category include:

- Flagrant disregard of authority.
- Flagrant disruptive conduct in class or at any school functions, on or off campus.
- Any attempt to frighten, coerce, badger, or embarrass that is deemed harmful.
- Any horseplay or roughhousing that results in injury.
- Gambling
- Plagiarism - the practice of taking someone else's work or ideas and passing them off as one's own, or the offering of one's own work for another to plagiarize.
- Cheating - any copying of another student's work for homework, during exams, quizzes, etc., or any use of unauthorized notes during exams/quizzes is cheating. Any behavior that may be construed as cheating (looking at another student's work during a test, sharing of previously submitted assignments, using another's work as your own or presenting yourself as another, etc.) is also a Class Two offense.
- Possession of or creation of any sexually offensive material, including drawings, photos, pictures, etc.
- Failure to attend class, assemblies, or other required school activity.
- Leaving a class without the permission of the teacher.
- Inappropriate use of electronics during school hours.
- Any other offense of a serious nature, as determined by the Assistant Principals.

CLASS THREE OFFENSE

Upon the first infraction of a Class 3 offense, students will be counseled, given a warning and may serve detention (Saturday). Offenses in this category include:

- Failure to follow a teacher's disciplinary rules
- Disrupting class
- Failure to report for detention
- Dress code violations
- Offensive language and/or behavior
- Public display of affection (PDA)
- Repeated tardiness to class or to school

- Gum chewing
- Failure to properly display identification card; defacing or damaging an ID card
- Violation of off-limits regulations; not in the right place at the right time
- Unauthorized use or visual possession of a cell phone or other electronic device during the school day.
- Other offenses of a less serious nature, as determined by the Assistant Principals.

School rules apply to all school events (to include athletics, retreats, etc.) within the school day. However, students identified for misconduct off campus during school hours or at SDS events outside the school day are subject to the same rules and corrective measures that govern misconduct on campus. These rules also apply to all school functions, on or off campus, including school-sanctioned trips, after school practices, etc., regardless of the hour or day. Misconduct off campus, online, and/or outside school hours may call into question a student's right to remain in school. In those instances, the school reserves the right to take whatever action it deems necessary, including, but not limited to, expulsion. Chronic negative behavior will result in a higher level offense.

INVESTIGATION

A student who violates Saint Damien School's rules of behavior will be referred to the Assistant Principals. The Assistant Principals, with the grade level counselor, will examine and discuss the infraction(s) with the student and investigate if deemed necessary. Investigations of possible infractions can be disruptive to the educational process. A thorough investigation is completed as expeditiously as possible, involving as few persons as possible either within or outside of the school. During any investigation, the Assistant Principals may take measures to keep students apart from one another while they are on campus.

If an accused student chooses not to cooperate with the school's investigation into a violation of the rules of behavior, they may be placed on suspension pending the findings of the investigation. If it is determined by the Assistant Principals that an infraction has taken place, they will counsel the student and determine the corrective action, if any, to be taken. Surrounding circumstances, expectations, relationships, and the age of the student involved are all factors to be weighed in any disciplinary action. In cases of expulsion, the Assistant Principals will consult with the Principal.

Corrective action for infractions shall be appropriately handled by the Assistant Principals. This may include, but not be limited to, detention (to include Saturday detention), loss of privileges, disciplinary probation, suspension, and expulsion. For all forms of unacceptable behavior, students found to have committed infractions may be expelled immediately. Second chances will be given only at the discretion of the Assistant Principals, Principal or President.

DISCIPLINARY BOARD

Members of the Disciplinary Board: Assistant Principals, Grade Level Counselor(s), (1) teacher

Students may appear before the Disciplinary Board if they have been charged with a class one offense that is of a serious nature and may result in release. The student will be placed on admin leave from school until a Disciplinary Board appointment has been scheduled. The Disciplinary Board will meet with the student and their family members during their scheduled meeting to discuss appropriate consequences. Once the meeting is adjourned, the student will return home. The Disciplinary Board will make a recommendation to the Principal that is in the best interest of the student and school community. The Principal will render a decision and inform the family as soon as possible following the Disciplinary Board meeting. If students are deemed fit to continue as a Saint Damien School student, they will return to school and be placed on a probation that may include specific stipulations at the discretion of the Assistant Principals and/or Principal.

A student who is dismissed for disciplinary reasons is not permitted on campus, nor may that student attend Saint Damien School functions (such as proms, school dances and/or athletic events) without permission from the Principal or Assistant Principals.

APPEAL

Appeals of decisions to dismiss a student must be made in writing within five (5) days to the President. Appeals are based on the introduction of new material related to the discipline case or questions of procedure. The President is the final authority in all disciplinary cases.

PROBATION

Disciplinary probation is for students who have committed serious offenses, and have already met with the Disciplinary Board or those students who have repeatedly committed class one offenses or who have committed a class two offense. The terms and conditions of the probation are established by the Assistant Principals on a case by case basis. Probations can be temporary or permanent. Offenses may affect consequences to future violations even after probation has expired. A student on academic or disciplinary probation may not hold elective office in Student Government, serve as a member of Winter Ball or Prom Court, or participate in after-school activities (including sports) until the end of the probationary period.

DISCIPLINARY RELEASE

A student may be dismissed (expelled) from Saint Damien School for violation of the terms of a disciplinary probation, or for any other reason deemed necessary by the Principal. Once a decision is made to dismiss a student from school, the Principal informs the parents. Upon release, all student services cease and the release is recorded on the student's permanent record.

From the time parents are first informed of the decision to expel, parents have three (3) days to withdraw their son/daughter. After three days, the student may be expelled. The student remains on suspension until final resolution.

If a student is expelled from Saint Damien School or withdrawn under the liability of expulsion, the following will apply:

- The parents of the expelled/withdrawn student will contact the front office to make the necessary arrangements for the student's release from Saint Damien School.
- The dismissed student will not be allowed on the SDS campus for any reason while he/she is still a high school student and/or until his/her class would have graduated from Saint Damien School.
- The dismissed student will not be permitted to attend any SDS school function on or off campus.
- Contact the Business Office regarding tuition, fees and other financial obligations.
- The SDS technology (iPad, Apple pencil, power cord, laptop, etc.) must be returned to the technology department.
- Student ID cards must be returned to Saint Damien School.
- All issued sports equipment must be returned to the Athletic Department.

Exemptions from any of these policies must be requested directly from the Principal except tuition refund which must be directed to the President.

Saint Damien School reserves the right to amend any portion of this handbook.

ACADEMIC DISHONESTY

Copying assignments or giving another person a copy of one's work, whether in paper form or electronic, is academic dishonesty. Academic deception to gain an unfair advantage, including, but not limited to, digital academic applications and online services (such as the Photomath app, Chat GPT, Pinetools, other AI tools etc.) also constitutes academic dishonesty and will be subject to disciplinary action to include academic probation. Academic dishonesty is a Class II Offense. Repeated instances of academic dishonesty are classified as a Class 1 Offense.

PLAGIARISM — taking someone else's work or idea and offering it as one's own — is academic dishonesty. Examples include copying someone else's work word-for-word, paraphrasing, and borrowing ideas and putting them in different words. Cutting and pasting material found on the internet is another common example of plagiarism and will be subject to disciplinary action.

Quizzes and exams test a student's independent knowledge of a subject. No unauthorized help from any source may be used or be available to a student during a quiz or examination regardless of the

intent to use that source. School issued iPads or other technological devices must be properly used. No other electronic devices should not be on one's person during a quiz or test. Giving aid to another student before, during, or after a quiz or exam, or turning in for credit work previously submitted for a class, are also forms of academic dishonesty and will be subject to disciplinary action. Plagiarism is a Class II Offense. Repeated instances of plagiarism are classified as a Class 1 Offense.

BULLYING

Bullying is unwanted aggressive behavior among students that involves real or perceived power imbalance. Bullying includes, but is not limited to, actions such as making threats, spreading rumors, or attacking someone physically, verbally or online. All allegations of bullying should be reported to the Assistant Principals, and the school will treat each case on an individual basis. The consequences will depend on the severity of the incident, regardless of whether it occurred on campus or off campus during a school-sanctioned trip or event, or online or via other electronic devices. Bullying is classified as a Class 1 Offense.

HAZING

Hazing occurs when an individual or a group of individuals uses humiliating, illegal, and/or dangerous activities to initiate new members into a club, group, or team. Saint Damien School does not permit or condone bullying or hazing in any form or by any group. Bullying and hazing are detrimental to students physically and emotionally. The school will treat each case on an individual basis. The consequences will depend on the severity of the incident, regardless of whether it occurred on campus or off campus during a school-sanctioned trip or event, or online or via other electronic devices. Hazing is classified as a Class 1 Offense.

CYBERBULLYING

Saint Damien School attempts to provide a safe environment for all individuals while using technology on or off campus. Threats made against the physical or emotional well-being of any student or individual are taken very seriously. Students making such threats, whether serious or in jest, via any electronic device or social media (i.e., Facebook, Instagram, TikTok, Discord, SnapChat, etc.) face detention, suspension, and/or expulsion. In March 2024, the Federal Bureau of Investigation warned that it is illegal to distribute computer-generated child sexual abuse material, including realistic-looking AI-generated images of identifiable minors engaging in sexually explicit conduct.

Any student found creating, disseminating, or possessing AI-generated images without the consent of the person whose likeness is being used will face disciplinary action, including suspension or expulsion. Students found creating, disseminating, or possessing photos found to be AI-generated of a sexual nature will be immediately dismissed.

HARASSMENT

Saint Damien School is committed to providing an environment conducive to learning and fostering mutual respect, responsibility, and community mindedness among all members of our school community. Harassment includes inappropriate, repeated conduct or communication that denigrates or shows hostility to a student, faculty, or staff member on the basis of race, gender, color or national origin. Examples include, but are not limited to sexual innuendos, joking of a sexual or ethnic nature, sexual propositions, offensive images, unwelcome physical contact or inappropriate comments about appearance.

SAINT DAMIEN SCHOOL COMPLAINT PROCEDURE

Any student, parent, or legal guardian who believes that a SDS employee, faculty member, staff member, administrator, volunteer, contractor, or student has engaged in conduct that violates the complainant's rights under applicable federal or state law, SDS policy, or the SDS Student/Parent Handbook may submit a written complaint to the Head of School or the Head of School's designee.

The written complaint should include, to the extent possible:

- The name(s) of the individual(s) involved;
- A description of the alleged misconduct, including the date(s), time(s), and location(s) of the incident(s);
- The names of any witnesses or individuals with relevant information; and
- The remedy or outcome requested, if applicable.

Upon receipt of the complaint, SDS will acknowledge receipt, assign the matter to an impartial individual to review and investigate the allegations, and take appropriate steps to gather relevant information. The investigator may interview the complainant, the respondent, and any witnesses, and review relevant documents or other evidence.

SDS will issue a written determination to the complainant within a reasonable period of time, generally within thirty (30) calendar days of receiving the complaint, unless additional time is necessary due to the complexity of the investigation or other extenuating circumstances. If additional time is required, SDS will notify the complainant of the anticipated timeline.

SDS prohibits retaliation against any individual who, in good faith, submits a complaint or participates in an investigation under this procedure.

ABUSE, NEGLECT AND SEXUAL ABUSE

Saint Damien School fulfills the Catholic Diocese Safe Environments Policy through the completion of Virtus for all faculty and staff. The purpose of the policy is to take reasonable measures to ensure that all adults who have contact with students are committed to providing them a safe environment, can

identify and help prevent abuse of young people, and have no personal history of behavior that would be a threat to children. https://www.virtusonline.org/virtus/

State law requires all school employees report to the police or to Child Welfare Services if there is a reason to believe that child abuse or neglect has occurred or that there exists a substantial risk that child abuse or neglect will occur in the reasonably foreseeable future. In Hawaii, mandated reporters are legally required to **immediately report** any suspected **child abuse or neglect** orally to the **Department of Human Services (DHS)** or the **police department**, followed by a **written report** as soon as possible.

Saint Damien School offers age-appropriate abuse prevention classes to all students as a unit in their Theology classes. For more information on these units or to have their child opt out of this training, parents must contact their child's teacher or the principal.

Any allegation of, or potential for, sexual abuse should be reported to Hawai`i Police Department (http://satchawaii. com/get-help-what-to-do-police-report.aspx). Assistance for victims is available at the Kapi`olani Sex Abuse Treatment Center (SATC):

- http://satchawaii.com/
- SATC's 24-hour hotline at (808) 524-7273.

DRUG ABUSE

Any student found in possession of, selling of, involved with or under the influence of alcohol, marijuana, any narcotic, hallucinogen, hypnotic or sedative drug, or any chemical or stimulant not prescribed for him/her by a licensed physician, while in school or while participating in or attending a school-sponsored function, shall be suspended from classes and removed from the school premises until a disciplinary board hearing of his/her offense is held with the Assistant Principals, one grade level teacher, and grade level counselor. If the student is found guilty of any offense involving the above-named substances, he/she shall either be placed on Probation or shall be expelled from the school based on the recommendation of the Disciplinary Board. If the student is placed on Permanent Probation, he/she shall be required to submit to a counseling service to be determined by the Assistant Principals for mandatory random drug evaluation, including blood and urine testing. The student must fully cooperate with all counseling service personnel and must complete all treatment. The student may also be required to attend substance abuse classes either at SDS or an off-campus site. Results of testing/evaluation must be released to the school administration. This policy also applies to students' serious or willful abuse of prescription medications.

PUBLIC DISPLAYS OF AFFECTION (PDA)

Public displays of affection are in poor taste and inappropriate on a Catholic school campus. Some examples of inappropriate public displays of affection may include sitting or lying on one another's lap,

kissing, inappropriate embraces, caressing, groping, etc. Parents will be notified should this occur on campus (to include the parking lot) before, during or after school, and disciplinary action will follow.

PREGNANCY POLICY

Saint Damien School supports teachings of the Catholic Church to hold life sacred from conception until natural death. If a student becomes pregnant while enrolled at SDS, the school will work with her family to recommend counseling in proper prenatal care that will ensure the physical well-being of the mother and child, as well as the mother's psychological well-being. She will be allowed to attend classes and participate in activities in accordance with the recommendation of her physician and consultation with school administration. Similar provisions, where applicable, will be offered to the father of the child if he is a SDS student. After the birth of the child, the student may return to school when her physician deems it appropriate to do so, in consultation with school administration. Whereas the school respects each life as being created in God's image, the school also requests that the child not be brought to school during the class day or to school-sponsored extracurricular activities.

As a Catholic school, Saint Damien School condemns the practice of abortion. SDS will make every effort to work with the student considering such a choice, and with her family to explore alternate choices to abortion. If a pregnant student's decision to have an abortion becomes public knowledge, she may be dismissed from school. If the father of the child is a SDS student and his participation in supporting and/or financing the decision to have an abortion becomes a matter of public knowledge, he may be dismissed from school.

INAPPROPRIATE INTERACTIONS BETWEEN STUDENT AND ADULTS

Saint Damien School attempts to ensure the safety and well-being of all students. Any inappropriate communication and/or interaction between faculty/staff and students, whether in person or via cell phone, text messages, or any form of social media on any platform is strictly prohibited. Students are prohibited from connecting with or following school employees on social media. Photos, videos, or audio of students/faculty/staff should never be posted to social media without express advance permission from administration and authorized in writing in accordance with the School's Image Waiver policy. Saint Damien School, in partnership with families, will work together to identify, report, and investigate any incidences of boundary-crossing behavior.

COMPUTER/IPAD USE

The inappropriate use of SDS computer/iPad resources, facilities, and Internet accounts, as determined by the instructor or supervisor of those resources, will result in the immediate cancellation of a student's computer privileges at the school. The use of SDS computer facilities and resources and Internet accounts must be in support of educational objectives consistent with those of the school. The transmission of any material in violation of any U.S. or state regulation is prohibited. This

includes but is not limited to the following: copyrighted material, threatening or obscene material or material protected by trade secret. Usage for commercial, political, or advertising purposes is also prohibited. Email on the SDS network is not private. Illegal activity will be reported to the authorities. Because users are identified as having an email account at "damien.edu," they should not present their personal views, ideas, questions, or actions as representing the school. Because security in any computer system is a high priority, if a user identifies a security problem, he/she should immediately notify a systems administrator. Giving access to information (passwords, etc.) to other people or attempting to log on to a SDS computer or network using another person's account will result in immediate cancellation of the user's privileges. Intentional damaging of computer equipment, hardware, software, or data, including creating or intentionally uploading of computer viruses, is considered serious vandalism.

ATTENDANCE AND HEALTH PROCEDURES

ATTENDANCE

Saint Damien School is governed by the Instructional Policies for all schools of the State of Hawai`i regarding attendance. Hawai'i's compulsory attendance law requires children ages 5 to 18 to attend school. The state strictly defines chronic absenteeism as missing 10% or more of the school year (unexcused or excused), which equates to about 17 or more days. Students lacking intervention risk court referrals.State instructional and attendance policies are rooted in Board of Education rules and the Hawai'i Revised Statutes (HRS §302A-1132).

- "Twenty (20) or more absences from any course in a particular semester will normally result in a failure for the semester. Cases where the circumstances are unusual and warrant special consideration should be brought to the attention of the School Principal."
- "Unless otherwise excluded, compulsory school attendance is required of all children between the ages of 6 and 18. Failure to diligently enforce a child's regular school attendance may result in a fine and/or imprisonment."

Saint Damien School has agreed to follow the procedures and policies regarding truancy that have been developed by the Honolulu Police Department and the Hawai`i State Department of Education. In brief, those policies involve:

- Returning of first time truants to their school by police officers.
- Taking repeat offenders into custody, and charging them as truants according to Section 571-11(2)(E).
- The issuance by the school authorizing the student to be away from school. The student must have this pass on his/her person if stopped by police officers, or he/she may be charged as truant.

ABSENCES

A telephone call (808-841-0195) or email (attendance@damien.edu) from a parent is always required when a student is absent from school with the students name, date of absences, and reason. If the school does not hear from the parent of an absent student by 9 a.m, the school will contact the parent through Safe Arrival to confirm the absence, and the student may be considered truant. Students are responsible for keeping up with all classwork and homework missed due to an absence. Students absent for three (3) consecutive days or more will require a doctor's note to return to campus. The school reserves the right to determine if a tardy or absence is excused or unexcused.

When students are absent, it is their responsibility to check and submit any missing assignments on Schoology and email their teachers should they have any questions.

Students absent from school for half the school day (before or after 11:30 am) or more or four or more class periods on an A day may not participate in school-related or school sponsored activities for that day. This restriction applies to athletic practices, games, dances, etc. This policy applies to weekends or holidays should the absence take place on the day prior to a weekend or holiday. The administration may make an exception for a valid reason.

EXTENDED ABSENCES

Being present in school on campus to learn from dynamic collaboration with students and teachers and to grow in active participation in a thriving community of faith and learning is essential to the educational experience at Saint Damien School. Any absence from school diminishes that experience.

A student who misses ten full days of school or ten days of any class in a semester may lose academic credit or receive a grade reduction in affected subjects. Absences exempt from this policy are those due to school- sponsored events or activities.

For cases of travel (emergency/non-emergency), parents/students must notify attendance@damien.edu, the grade level counselors, and teachers at least one week prior. **During travel, the student is responsible for checking Schoology daily and submitting all assignments/tests/projects on-time.**

Students absent for ten consecutive school days without one-week prior notification may be dropped from school enrollment. Parents of students wishing to return to the school after this ten- day period must make an appointment with the Principal, who will then decide on readmission. All elements of the school's readmission policy as well as any other stipulations will be enforced at the Principal's discretion.

Severe chronic illness, major injury, necessary major surgery, and other serious health-related conditions may constitute exceptions to this policy, but the school must be notified of these conditions as soon as they become known and families must remain in communication with the grade level counselor throughout. Delay in notifying the school may result in the automatic dropping from school enrollment. Even absence due to a serious health issue may constitute a loss of credit if the number of absences is extreme.

Lastly, the administration does not support extended vacations during the school year. Family travel should coincide with Saint Damien School days off. Appointments for permit tests, doctors and dentists should be made for hours after school or on holidays.

EARLY DISMISSAL

No student may leave the school grounds during the school day without their parent submitting a request for Early Dismissal email to attendance@damien.edu or phone call (808-841-0195) by 9 a.m. Failure to report student early dismissal by 9 a.m. may result in the request being denied. Parents must report to the Welcome Center to sign out their son/daughter. Students who drive or take public transportation must sign themselves out with the authorization of a legal parent/guardian by email or phone call.

TARDY

All students are expected on campus no later than 7:45 a.m. Students are considered tardy if they are not in their class when the bell rings. A student who is late for school enters through the Welcome Center. The student will be issued a Tardy Slip which must be presented to the teacher, and the tardy will be recorded in the PowerSchool Attendance record. Students without a valid reason for tardiness will be marked unexcused. Students with more than 10 unexcused tardies in a quarter will be placed on probation. Tardy due to traffic that does not affect the majority of our students will be marked as unexcused. Three tardies in one week will result in detention during monarch hour and/or after school for an hour.

TRUANCY

In addition to disciplinary consequences enforced by the school regarding or pertaining to absences, truancy violations are subject to state and local laws.

SEMESTER AND FINAL EXAM ATTENDANCE

Students must be present on campus for their semester and final exams. Students may not take their semester or final exams early. Students absent for a semester exam must arrange with their teachers for a time to make up for that exam within one week of the start/end of the following/subsequent quarter/semester.

EXTRA-CURRICULAR ELIGIBILITY

Eligibility Requirements

- Students must have a **minimum GPA of 2.0** at the end of each quarter to be eligible for extracurricular activities.
- Students with a GPA below 2.0 are ineligible to participate in any extracurricular activities for the duration of the following quarter (or official grading period).

Ineligibility Notification

- An ineligibility list will be posted **no later than five (5) days** after the end of each quarter.
- Ineligibility begins at the **start of the subsequent quarter**.

- Students are expected to prioritize academic success and remain motivated to improve their academic performance.

Length of Ineligibility

- Students who are declared ineligible will remain so for the **first three (3) weeks** of the subsequent quarter or grading period.

Appeal for Reinstatement

- An appeal may be considered only if the student demonstrates **significant academic growth** during the three-week ineligibility period.

Appeal Process

1. The student and parent(s)/guardian(s) submit a **written request** to the Principal asking for the student's eligibility to be reconsidered.
2. The Principal and Athletic Director review the student's current academic status with each of the student's teachers.
3. Grade-level counselors conduct weekly checks with the student's teachers to monitor academic performance and classroom behavior.
4. The counselors report their findings to the Athletic Director.
5. The Athletic Director submits the report to the Principal for review.

Eligibility Decision

- If the Principal determines that the student has made a strong effort to improve academically, the student **may be reinstated** and allowed to participate.
- If the Principal determines that the student's progress is insufficient, the student **will remain ineligible** for the remainder of the quarter.

5. Summer School Eligibility - Students who fail a course at the end of the **second semester** may regain eligibility by meeting the following conditions:

- Enroll in a **summer school course** approved in advance by the Grade Level Counselor , Department Chair, and Assistant Principal and/or Principal. Successfully complete the course.
- Earn a cumulative GPA of **2.0 or higher** after the course is completed.

Students who meet these requirements will be considered for extracurricular eligibility.

HEALTH ROOM

The Health Room is located in the welcome center next to the Main Office. The health room assists the administration in forming health policies, keeps track of health records, provides assistance to students who become ill at school, and provides some first aid.

Students are not permitted to contact their parents directly to arrange early pickup due to illness. If a student becomes ill during the school day, the student must first inform his/her teacher, who will instruct the student to go directly to the Health Room. All health-related assessments and parent notifications will be handled through the Health Room. Parents will be contacted by Health Room personnel if it is determined that a student should be sent home. It is vital that parents keep the school apprised of any changes in telephone numbers or addresses if a parent needs to be contacted.

ILLNESS

While attendance is important, contagious illnesses need to be isolated. The school makes accommodations for students who become sick at school by removing them from the rest of the student population until the parent or other authorized person can take the student home. Students with fevers or communicable diseases will be sent home to reduce the risk of infection of the student body.

Check your child's wellness status daily before departing from your home. If your child is sick (fever, cough, runny nose, etc.), keep them home from school and email attendance@damien.edu. Please contact your family doctor if these symptoms persist. Students must be fever or symptom-free for 24-hours before returning to campus.

Students who come to the Health Room and are found to have a temperature of 100.4 degrees or higher, vomiting or having diarrhea will be sent home.

COVID-19

Saint Damien School continues to follow the Hawaii State Department of Health guidelines for Covid-19. If a student tests positive for Covid-19, immediately notify attendance@damien.edu. The student must be fever-free (temperature of 99 degrees or lower) for 24-hours without any fever-reducing medications AND symptoms resolved/significantly reduced before returning to campus (fully vaccinated or unvaccinated).

If a student is made aware they are in close contact with a Covid + person and HAS NO cold/flu/Covid-like symptoms, they can continue attending school with no isolation/testing required.

If a student is made aware they are in close contact with a Covid + person and they ARE EXPERIENCING cold/flu/Covid-like symptoms, notify the school immediately, take a test (rapid or PCR) and monitor symptoms for 24-hours off campus. Submit test results to attendance@damien.edu for approval to return to campus.

MEDICATION

The school does supply aspirin, ibuprofen, acetaminophen, antacid, or any other medication with prior authorization. Any medication students are to take during the school day must:

1. Be transported in its original container that states by the pharma- cist or licensed issuer the student's name, dosage and administration details. Parents are responsible for notifying the school of any changes to a prescription.
2. Be transported to and from the school by the student's parent and given directly to the health aide or other authorized staff member. All medication left at school will be destroyed at the end of the school year unless picked up by a parent.
3. Submit the Medicine Authorization Form specifically requesting its administration during the school day and indicating any other details regarding dosage, administration, etc.

This applies to any non-prescription or over-the-counter medication the student is required to take. However, since OTC medication does not normally come with a pharmacist's label, a doctor's note confirming need and dosage must accompany such medication.

Any emergency medication, such as an Epi-pen, needed by a student must:

1. Be accompanied by a letter from a physician confirming the need for emergency medication and the details for its use.
2. Submit the Medicine Authorization Form specifically requesting its administration during the school day and indicating any other details regarding dosage, administration, etc. This letter must detail the circumstances under which the medication must be taken and include the statement, "I/we release the school of any liability and hold the school harmless regarding the use of the _____ (Epi-pen, inhaler, etc.)."
3. Be transported to and from the school by the student's parent and given directly to the health aide or other authorized staff member.
4. Be transported in its original container that states the students name, dosage, and administration details.

In addition to the stipulations above, if students are required to carry emergency medication with them, like an Epipen or an inhaler, both the letter from the parent and the letter from the physician must indicate that. At the end of the school year, parents are responsible to pick up all medications. All medication left in the Health Room/school office will be disposed of at the end of the school year.

HEALTH RECORDS

Parents of all new students and ninth grade students must submit a health record for those students. Specifically, students entering SDS for the first time in either grades six, seven or eight must have on file with the school a health record that was completed no earlier than May of the school year before grade six. Parents of students entering grade nine, including those who already have a grade six health record

on file at SDS, must submit a health record completed no earlier than May of the school year before grade nine.

The simple way to remember this regulation is that SDS must have health records for students "new and nine." The acceptable form for submitting a health record is available on the SDS website or from the school Health Room. Other forms may be acceptable if the details generally match the details on the SDS form, including the section indicating the completion of a tuberculosis examination. All health records remain on file until the student's withdrawal or graduation.

TB CLEARANCE

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

HEALTHY ROSTER

Saint Damien School will now be using Healthy Roster, a widely used, HIPAA compliant electronic medical record (EMR) platform to help our Athletic Trainers log, track, and communicate injuries for our Student Athletes.

This platform is a secure place for us to store private health information so we can better protect your students, and streamline communication about their play status amongst coaches and administration. Before we begin using the software, we need your permission. By granting us authorization, this means that the information provided within Healthy Roster (student health physical, injury notes, doctors notes etc.) can be shared amongst the Athletic Training staff, coaches, school administration and the Athletic Director at Saint Damien School. This health information is shared only when necessary within the organization to ensure the safety of your student.

Here is a link to the Healthy Roster FAQ's if you would like to learn more about the EMR we have chosen for our school. https://www.healthyroster.com/faq

Here is the link for Parents or Guardians to give us authorization: - Healthy Roster Link

SCHOOL POLICIES

ADULT STUDENTS

Many students reach the age of 18 before they graduate. However, this ordinarily does not change the relationship between the school and these adult students or between the school and their parents. Policies regarding required signatures, absence notification, communication, etc. remain the same. The principal, in consultation with adult students' parents, may make exceptions given individual circumstances. Students who move out of the house of their parents or guardians of record must notify the principal.

CARE OF SCHOOL PROPERTY

Students should take pride in the care of the buildings and school equipment. Leaving trash on campus, defacing buildings, desks, bulletin boards and other school property will not be tolerated. Students will be held responsible for any damage they cause to school property and will be required to pay for repair or replacement of the property. Offenders may also be subject to disciplinary action as determined by the Assistant Principals. If the damage caused is intentional and/or extensive, expulsion may result.

CELL PHONES AND HEADPHONES/EARBUDS

Cell phones and earbuds are not permitted to be used on campus during class time and transition times from the first bell at 7:45 until the dismissal bell at 2:45 PM. Should a teacher require the student to use his/her cell phone and/or earbuds for academic purposes, the teacher will notify the Assistant Principals. Should a student be caught on his/her cell phone or wearing earbuds without the permission of a teacher, it will be held in the Assistant Principal's office and a parent will be required to obtain it by 3:30 PM. A student's third infraction will result in Saturday detention on campus from 8 AM to 12 PM. Cell phones/earbuds/headphones are permitted to be used during lunch periods.

COMMUNICATION WITH FACULTY AND STAFF

Questions and concerns should be handled at the appropriate level. Parents with concerns about a class should first attempt to address these concerns with the teacher. Only after such attempts have failed should further communication be initiated in the following order: appropriate department chair, grade level counselor, Assistant Principals, Principal, President. This same procedure applies to athletics and activities. Parents should contact the coach before contacting the Athletic Director, Assistant Principals, Principal or President.

It is expected that all members of the Saint Damien School community - personnel, parents, students, alumni, and guests - treat each other with courtesy and respect. Emails/phone calls will be answered within 48-hours, excluding holidays and weekends.

CONDUCT AT SCHOOL FUNCTIONS

Students are held responsible for their conduct while in attendance at any school function, both on and off campus, are subject to all regulations of the school and shall be governed accordingly. "Sportsmanship" is a hallmark of all Saint Damien School students. Whether a spectator (parent or student) or participant, in victory or in defeat, at all athletic events the Saint Damien School student is to always demonstrate maturity and Christian conduct.

CONTACT INFORMATION

It is essential that parents notify the school of any changes in address, phone number, email address or any other contact information of students, parents, and emergency contacts.

If a student's parents will be away from home for an extended period, the grade level counselor and Assistant Principals should be notified as to who will be responsible for the student during the parents' absence, if a serious matter requires contacting a supervisory adult.

FOOD ON CAMPUS

Food that is brought to school or purchased from the cafeteria must be eaten only in the Cafeteria or the lawn area adjacent to the Cafeteria. No food or drink other than water is to be consumed in classrooms, the gymnasium, locker rooms or any other common areas on campus. Students may eat packaged, contained snacks during the passing of classes. Purchase of snacks, soda or juice from school vending machines will be allowed only before school, after school or during lunch periods. Gum is never permitted on campus.

LITURGY

Liturgies (masses, prayer services) are special opportunities for the Saint Damien School community to come together in prayer. Students are asked to regard any place we gather in prayer as a sacred place in which respectful behavior is expected. Students are expected to be in Liturgy attire on designated days. Emails are sent to all students/families the week of liturgy.

LOCKERS/PERSONAL PROPERTY

Upon request, a student will have a locker assigned to him/her for the school year. It is his/her responsibility to keep the locker clean, orderly, and free of inappropriate pictures and/or other material. No student may put his/her books or other possessions in a locker that has not been assigned to him/her. Only locks provided by the school may be used to secure lockers. The school assumes no responsibility for loss or damage to personal property kept in lockers. Lockers are the property of Saint Damien School, and the school reserves the right to search all lockers or personal property at any time. These regulations also apply to athletic lockers. Tampering with locks in any way is not acceptable and is subject to disciplinary action. Saint Damien School does not

LOITERING

Students are not to loiter in the immediate area of the school. Whenever in the surrounding neighborhood, Saint Damien School students are required to conduct themselves in a mature and responsible manner. Students not involved in after school activities are to be picked up by 4pm.

MESSAGES

No telephone messages will be delivered to students, except those from parents or those of an emergency nature. The message will be conveyed to the student in as prompt a manner as possible. Students will not be called to the Main Office to receive telephone calls during class except in cases of extreme emergency.

OBLIGATIONS

Parents and students understand and agree that they must remain current with all obligations to the school and its departments, particularly financial obligations, and the consequences for non-compliance as set forth in the Enrollment Contract.

OFF LIMITS

The following areas of campus are off limits for students twenty-four hours a day, seven days a week:

- The area behind the band room.
- The service road on the ʻEwa side of campus.
- The outdoor learning center off Kohou street, except under direct teacher supervision.
- The maintenance area near the outdoor basketball courts.
- The faculty lounge/welcome center.
- Any area (office, classroom, etc.) without the appropriate school employee present.
- The kitchen in the cafeteria, unless approved and scheduled in advance.
- Anywhere beyond the main doors of the Ching Building.
- Athletes may use the batting cage only when a coach is present.

The following areas are off limits during the school day:

- Any school parking lot. A student may be in the parking lot during the school day if arriving late to school, if appropriately signed out for an early dismissal, or with the permission of a faculty or staff member.
- The outdoor basketball courts without adult supervision.

No loitering is allowed anywhere above the ground floor after 4 p.m. on a school day. Students may go to their second-floor lockers but must do so alone and without delay. All students remaining on campus after 4pm will be housed in the cafeteria until pickup.

The 200 and 300 building bathrooms will be locked each day at 4:00 p.m. Bathrooms off the picnic table area will remain open until 6 p.m. or if there is a campus event requiring their use.
Except at times classrooms and offices are used for school-approved activities, no loitering is allowed in the 200 or 300 buildings or in any area near classrooms on days school is not in session.

When students are on campus when school is not in session to attend school-approved events, they must remain in the event area with a supervisor and not enter the classroom areas or other areas above the ground floor.

PUBLICITY

The use of students' photographs and information in school publications and publicity is authorized without compensation or fee.

SCHOOL DANCES

SDS dances are for high school students unless designated otherwise. Students who have formerly attended SDS must obtain permission to attend a dance from the Assistant Principals at least three (3) days before the dance. Once inside the dance area, students are not permitted to leave and return. All students attending school dances are expected to be dressed in an appropriate manner. Students considered being inappropriately dressed or whose behavior is considered inappropriate will be asked to leave the dance. All posted rules for dress and behavior must be adhered to without exception. All other applicable rules of conduct will be in effect at these dances. When approved, guests of SDS students are the responsibility of the host SDS student. Dances at school end at 9:00 p.m. and students should be picked up/out of the parking lot no later than 9:30 p.m.

SOLICITATION

Students are prohibited from selling and/or soliciting items for personal profit on school property at all times.

SUPERVISION

Saint Damien School does not provide supervision for and does not accept responsibility for any student before 6:30 a.m. or after 4:00 p.m. if not involved in a school-sponsored activity. The campus will be closed daily at 4:00 p.m. to all students not involved in a school-sponsored activity.

STUDENT PARKING REGULATIONS

Parking on campus for students is limited to the mauka parking lot. Any student who wishes to park on campus <u>must</u> purchase a parking permit from the Assistant Principals. Permits are available on a first- come, first-serve basis. Seniors have priority in purchasing parking permits. Depending on the availability of remaining permits, juniors, sophomores and finally freshman will be afforded the opportunity to purchase permits. Students will be assigned a Parking Permit assigned to a designated

stall. Parking passes are non- transferable. At the end of the school year, all parking passes must be returned to the Assistant Principals. Students are not permitted to go to their cars during the school day without permission from a faculty or staff member.

In order to receive a parking pass, student drivers must submit a photo to Ms. Paishon with the following items:

1. Copy of their driver's license
2. Copy of the vehicle registration
3. Copy of the vehicle insurance
4. Pay the yearly parking pass is $80 for the year; $40 for passes assigned in Semester 2
5. Submit the "Student Parking Contract" via Google Forms (https://forms.gle/koVkwipduMk24zvW9)

Students will lose their parking privilege for any of the following, to include but not limited to:

1. Speeding in the parking lot/student parking area - in and out of campus
2. Blasting of loud music while driving through or parked in the parking lot before or after school or during any school function held on campus.
3. **Congregating before or after school in the parking lot**
4. Parking in a stall not designated as your assigned parking stall
5. Any inappropriate conduct in or around the vehicle (i.e., PDA, drugs, vaping, etc.)

Any vehicle parked in the school parking lot is parked at the owner's risk. Cars parked during the school day without a parking pass are subject to being towed. Saint Damien School does not hold itself liable or responsible for the theft of any vehicle or theft of a vehicle's contents or damage to the vehicle. All off-campus parking is subject to local and state law.

TOYS/PERSONAL BELONGINGS

Students are strongly discouraged from bringing toys, collectibles, or other nonessential personal items to campus, as these items may become distractions to the learning environment and create unnecessary concerns regarding their safekeeping.

Saint Damien School is not responsible for any personal belongings that are lost, stolen, damaged, or misplaced while on campus or during school-sponsored activities. Students who choose to bring personal items to school do so at their own risk and are responsible for securing and properly caring for their belongings.

EMERGENCY PROCEDURES

In the event of a school closure or campus emergency, Saint Damien School will keep families informed through text messaging, radio broadcasts, our website (www.damien.edu), social media (Instagram/Facebook) and email. The emergency broadcast station for Hawaiʻi is KSSK AM 590 and FM 92.3. Parents may also call the school's main line at 808-841-0195. Parents are responsible to update any contact information changes (phone number, email address, etc.) by calling the Main Office or emailing attendance@damien.edu in a timely manner.

EVACUATION

In the event of a school evacuation, all students will be evacuated to the Great Lawn at Bernice Pauahi Bishop Museum.

HURRICANE/TROPICAL STORM WARNING

The National Weather Service issues Hurricane or Tropical Storm WATCHES 48 hours prior to storm effects. Hurricane or Tropical Storm WARNINGS are issued when one of these storms could affect Oʻahu in 36 hours or less. Extreme Wind Warnings for sustained hurricane-force winds of 115 mph or greater are issued when winds are expected within an hour. When a WATCH is issued, school administrators will monitor the storm and make decisions to close the school before the issuance of a WARNING. The timing of the closure will coincide with the end of a normal school day, if possible. If a WARNING is issued by the Oʻahu Civil Defense Agency while school is in session, school personnel will remain with students until parents can safely pick them up.

EARTHQUAKES

In the event of an earthquake of significant magnitude, Saint Damien School will keep students safe until parents can safely pick them up.

HANDBOOK REVISIONS

Saint Damien School reserves the right to review and revise this Student-Parent Handbook throughout the year. Please refer to the Student-Parent handbook posted on www.damien.edu for the most updated version. *Saint Damien School continues in-person teaching and learning. However, should we need to temporarily, or even for an extended period, go to online or hybrid teaching and learning for any reason, the academic program will continue via Schoology. Therefore, no refund of tuition of any type will be given in this situation for loss of instructional time.*

ACCEPTABLE USE & AI POLICY

Revised 5.19.26

This policy applies to all technology resources brought onto campus or those provided by the school for students.

INTRODUCTION

Saint Damien School has implemented a One-to-One Technology Program allowing students access to our wireless Internet for educational purposes. This Acceptable Use Policy (AUP) provides guidelines for responsible and ethical use of technology and allows our students to access the learning potential this program offers while protecting their safety and privacy. This program is a privilege. The Acceptable Use Policy applies, but is not limited to, all privately owned devices capable of wirelessly connecting to a network and storing data. If applicable, devices must have up-to- date virus protection software running. Also covered in this policy are the accompanying storage devices, such as thumb drives and external devices. Examples include:

- MacBooks
- iPads
- Smartphones
- Video/Camera Equipment

Violations of this Acceptable Use Policy may result in confiscation or loss of use of the device, disciplinary action and/or criminal prosecution.

STUDENT TECHNOLOGY ACCEPTABLE USE AGREEMENT

- I understand that the Apple iPad/MacBook is being provided to me by Saint Damien School as an educational tool. Accordingly, I understand that my Apple iPad should be used primarily for school-related activities and that I am responsible for bringing it to school everyday.
- I understand that I am responsible for all technology training regarding the care and use of my Apple iPad/MacBook. Accordingly, I understand that my Apple iPad/MacBook privilege may be revoked if I do not adhere to my responsibility.
- I understand that I am responsible for checking my Damien email and Schoology at least (3) times a day, as this is the primary form of communication between myself and the Saint Damien School staff.
- I understand that there will be no stickers, ink, or any decorative items added to my assigned equipment (batteries, cords, chargers, iPad, MacBook, and carrying case) other than the SDS identification tag.
- I understand that the SDS identification tag should not be tampered with or removed.
- If my Damien issued iPad/MacBook is not working properly, I will immediately contact Tech Support at support@damien.edu and/or take it to the Technology Office located in room #522.

- I understand that I may be without an iPad/MacBook while my Damien issued device is being repaired.
- I understand that my family and I will be held financially responsible for any repairs or replacement of the iPadMacBook and/or other provided accessories at its current value if due to negligence and/or abuse. Any necessary repairs/service must be taken to the Technology Office by the student or parent. Repair or replacement costs will be charged to the student's account through the Damien Business Office.
- I understand that if my iPad or MacBook is damaged or lost, I may also be required to make partial or full payment towards its repair or replacement as determined by the Administration.
- I am responsible for knowing where my iPad/MacBook and its accessories are at all times. iPads or MacBooks left unattended will be taken to the Technology Office located in room #522.
- I will not change any configuration settings on the Damien issued iPad or MacBook.
- I understand that I only can use my Damien issued Apple ID for any Damien equipment issued. No personal Apple ID Accounts may be used.
- I will not use my iPad/MacBook to make unauthorized copies of software, nor the use of any unauthorized apps or files and will abide by all copyright laws and regulations.
- I understand that the installation of non- SDS standard software is strictly prohibited.
- I understand that if my iPad or MacBook is taken away by a staff member or is inoperable that it does not excuse me from completing any assignments or projects.
- I understand the use of games and online sites is not allowed during the school day.
- I understand that I am responsible for charging my iPad or MacBook prior to the start of the day.
- I will save all files, assignments, projects, etc, to my Damien Google Drive.
- I will share all social media sites with my parents.
- Taking photos and exchanging photos will only be allowed for school related activities.
- I agree that my parents can check my email messages and online search history. My parents can review existing and new screen names, email addresses, user logins and all passwords. I will not give my password to anyone else but my parents.
- I will not upload or download photos, games, music, videos or sign up for anything on the Internet, even if it's free, without my parents' consent.
- I will keep personal information such as my address, telephone number, parents' work address/telephone number, the name or location of my school, where I play sports or the names of my family members PRIVATE. I will not post this information to my profiles even if I think only my friends will see it.
- I know that nothing on the Internet is private, and that people online are NOT always who they say they are. If someone asks to meet me in person, I will immediately tell my parents, my school advisor, teacher, counselor or staff member.
- I understand that I am only allowed to use the Damien issued iPad or MacBook only. I will not use or tamper with other students Damien issued equipment and accessories.
- I acknowledge that I have reviewed the SDS Student/Parent Handbook online and I have read, fully understand and agree to the Technology Acceptable Use Policy.

PARENT TECHNOLOGY ACCEPTABLE USE AGREEMENT

- I know that the Internet is an important resource for my children and that being familiar with it is a necessary skill. It can also be a wonderful place to visit, but I know that I must do my part to help keep my children safe online.
- I will get to know the services, websites, and groups my children use and/or belong to. I will talk to my children about their social networking profiles, what they can and cannot post, whom they should allow as friends and how to behave appropriately in their online interactions.
- I will set reasonable rules and guidelines for computer use by my children, including how much time they may spend online. I will encourage them to participate in offline activities as well. I will have an open and honest discussion with my child should they inform me about something "bad" he or she finds or does on the Internet.
- If my child does something online that I do not approve of we will have a conversation about my expectations and the reasons for our Internet rules. I understand that just taking away the Internet will not solve the problem.
- I will try to get to know my child's online friends and contacts just as I try to get to know his or her offline friends.
- I will try to have my child use their iPad or MacBook in a family area rather than in their bedroom.
- I will report suspicious and illegal activity and/or sites to the proper authorities and learn how to report abuse when necessary.
- I will frequently check to see where my kids have visited on the Internet and I will talk to them if I see something I'm concerned about or that I think is inappropriate.
- If my child continues to break our Internet rules after we have discussed with them, I will impose appropriate consequences, such as: taking away his or her computer, cell phone or other devices until the behavior changes.
- Any necessary repairs/service must be taken to the Technology Office by the parent or student.

Repair Costs for Apple Devices and Accessories

Students are financially responsible for the repair or replacement of school-issued Apple devices and accessories that are lost, damaged, or not returned. The following fees apply:

Item	Repair/Replacement Cost
iPad Cracked Screen	**$80.00**
MacBook Cracked Screen	**$175.00**
Replacement iPad	**$999.00**
Replacement MacBook	**$1,200.00**
USB-C Cable	**$30.00**
USB-C Charger	**$20.00**

Note: Repair and replacement fees are subject to change based on current replacement costs. Additional charges may apply for damage not listed above or for missing accessories.

I will help my child follow this agreement and will allow reasonable use of the laptop and internet as long as these rules and other family rules are followed.

Disclaimer: Saint Damien School reserves the right to review and revise this Student-Parent Handbook throughout the year. Please refer to the Student-Parent handbook posted on www.damien.edu for the most updated version.

ARTIFICIAL INTELLIGENCE (AI) USE IN THE CLASSROOM

As artificial intelligence (AI) technology becomes increasingly prevalent in educational settings, it's essential to establish clear guidelines for its use to ensure responsible and effective integration into the learning environment. By following these rules for using AI in the classroom, Saint Damien School students can maximize the benefits of AI technology while demonstrating responsible and ethical behavior in their academic pursuits.

The following rules outline expectations for Saint Damien School students utilizing AI in the classroom:

1. **Authorized Use:**
    - Students may only use AI tools and resources that have been approved by the teacher or school administration for educational purposes.
    - AI should be utilized as a supplemental tool to enhance learning and understanding of academic concepts.
    - AI can be used as a tool for assistance in brainstorming ideas, understanding complex texts, or improving grammar and syntax. However, the bulk of the thinking, analysis, and composition should be your own.
2. **Responsible Engagement:**
    - Damien students must use AI in a responsible and ethical manner, respecting the rights and privacy of others.
    - Any attempts to manipulate or misuse AI technology for unauthorized purposes are strictly prohibited.
3. **Academic Integrity:**
    - Damien students are expected to uphold academic integrity standards when using AI tools for assignments, projects, or assessments.
    - Plagiarism, cheating, or any form of dishonesty facilitated by AI technology is unacceptable and subject to disciplinary action.
4. **Data Privacy and Security:**
    - Damien students must adhere to data privacy and security protocols when using AI platforms, ensuring the confidentiality of personal information and accounts.
    - Sharing login credentials or accessing unauthorized accounts on AI platforms is prohibited.
5. **Informed Decision-Making:**
    - Damien students should critically evaluate the accuracy, reliability, and bias of AI-generated information before incorporating it into their work or decision-making process.
    - Teachers may provide guidance on evaluating AI outputs and distinguishing between reliable and unreliable sources.

- Use AI as a tool for learning, not just for task completion. The primary goal should be understanding and skill development, not to simply finish an assignment.

6. **Prohibited AI-Generated Content**
    - Students must not use AI to generate, share, or distribute inappropriate, explicit, violent, or offensive images, videos, or text.
    - AI must not be used to create or spread fake, harmful, or defamatory content about anyone in the school community.
    - Any student found using AI to generate or post inappropriate images online will face disciplinary consequences, including possible loss of technology privileges and further school action.
7. **Collaborative Learning:**
    - AI can facilitate collaborative learning experiences by enabling students to work together on projects, analyze data, and solve complex problems.
    - Damien students should engage in respectful collaboration and communication when using AI tools in group settings.
    - Students should always fact-check Ai-generated content before using it in Academic work.
8. **Feedback and Improvement:**
    - Damien students are encouraged to provide feedback on AI tools and resources to help improve their functionality and effectiveness in supporting learning objectives.
    - Teachers may solicit student feedback to inform future implementation of AI technology in the classroom.
9. **Supervised Use:**
    - While students may have independent access to AI tools, teachers should provide supervision and guidance to ensure appropriate use and address any questions or concerns that may arise.
    - Teachers may monitor student activity on AI platforms to ensure compliance with school policies and guidelines.
10. **Continued Learning:**
    - Damien students should view AI as a learning opportunity and seek to expand their understanding of how AI technology works, its potential applications, and its impact on society.
    - Teachers may incorporate discussions and activities related to AI ethics, bias, and societal implications into the curriculum to foster critical thinking and awareness.
11. **Consequences for Violations:**
    - Violations of AI usage rules may result in disciplinary action, including but not limited to verbal warnings, parental notification, loss of AI privileges, or other consequences as determined by school administration.

Technology & AI Policy Use Agreement

REQUIRED: I, _____, understand that if I break the terms of this agreement, my Damien issued iPad/MacBook privileges will be taken away and disciplinary action may follow. I understand that I cannot use this as an excuse to not complete my school responsibilities. I acknowledge that I have reviewed, fully understand and agree to the SDS Acceptable Use & AI Policy.

Student Name (print) _____

Student Signature _____

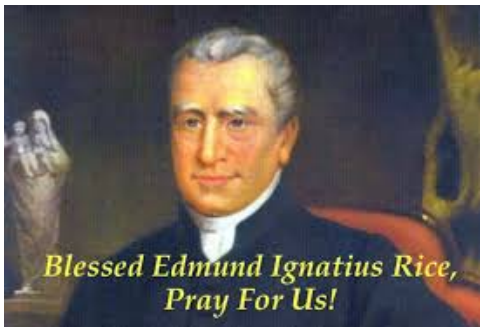
Grade Level _____ Date _____

I, _____, acknowledge that I have reviewed, read, fully understand and agree to the Acceptable Use & AI Policy.

Parent Name (print) _____

Parent Signature _____

Date _____



THE FOUNDER'S PRAYER

O God, we thank you for the life of Blessed Edmund Rice.
Moved by your Spirit he opened his heart to Christ present
in those oppressed by poverty, ignorance, and injustice.
He afforded them an opportunity for a Christian education
and engaged on their behalf in other works of compassion.
May we follow his example of faith and generosity in our
lives as we seek to live lives of love and service.
We ask this through Christ Our Lord. AMEN

ALMA MATER

Damien Alma Mater
Tender, true and bold
Proudly in the heavens
Gleams thy mauve and gold
Glory's mantle cloaks thee
God our guide is nigh
And our hearts forever
Love thee Damien High
And our hearts forever
Praise thee Damien High