



ST. JOSEPH SCHOOL

94-651 FARRINGTON HIGHWAY WAIPAHU, HI 96797

PHONE (808) 677-4475

FAX (808) 677-8937

E-MAIL sjs@stjosephwaipahu.org

WEBSITE <http://stjosephwaipahu.org>

November 2011

Dear Parents and Guardians:

Thank you for choosing the *St. Joseph School Community* to assist you in your continual role as the primary educators of your child. This will be our fourteenth year of Year Round Education. The first day of school will be in late July. More information will be provided during the year.

To be considered for acceptance in grades K-8, the following are required. All documents are due in the school office by **Wednesday, February 1, 2012:**

- A student applying for **Kindergarten** must be **5 years old by December 31, 2012.**
- A student applying for **First Grade** must be **6 years old by December 31, 2012.**
- Completed application form
- Completed Parent/Guardian questionnaire
- Copy of child's Birth Certificate
- Copy of Baptismal/First Reconciliation & First Eucharist Certificate if applicable
- Copy of verified social security number
- Official transcript of grades and standardized test results if applicable *This information should cover the work completed last year including the **first semester of the current school year.***
- One Confidential Teacher's Report This should be completed by your child's current teacher. Please provide a stamped envelope addressed to St. Joseph School.
- Application fee of \$30.00
- Attendance at the Parent Informational meeting on Saturday, February 11, 2012**
- Student Assessment and interviewing for grades K-8 on Saturday, February 11, 2012**

11/11/2011



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Student assessment and interviewing for Grades K-8 is on Saturday, February 11, 2012

REGISTRATION BEGINS
at 8:30 a.m.

ASSESSMENT OF ALL STUDENTS
BEGINS at 9:00 a.m.

All parents/guardians are required to attend
the general informational meeting that begins at 9:00 a.m.

FOR ALL NEW STUDENTS: Priority is given to students whose siblings
already attend St. Joseph School.

FOR KINDERGARTEN APPLICANTS ONLY:

- Due to the limited spaces in Kindergarten, *applicants are strongly encouraged to be present for the First Assessment in February. Students who are assessed on February 11, 2012 will be given a priority.*
- If you or your child is unable to attend the Parent Informational meeting and/or assessment, **please notify the office by Wednesday, February 8, 2012.**

If you have any questions concerning our application packet, please feel free to contact our school office. We look forward to meeting you and your child on February 11, 2012.

Sincerely,

Ms. Sandobal
Principal

11/11/2011

ST. JOSEPH SCHOOL

GENERAL INFORMATION for K-8

MISSION

St. Joseph School, in partnership with the home, church, and global community, provides quality Catholic education in a safe and caring family environment. We prepare students to achieve their full potential, to be witnesses of their faith, and to become morally responsible citizens.

PHILOSOPHY

We at St. Joseph School believe parents are the primary educators of their children.* We support and assist the parents by nurturing the spiritual, intellectual, social, emotional, cultural, aesthetic and physical growth of the whole person in a safe and caring family environment.

We recognize each person as God's creation with individual gifts to share within our school family and larger community. We are committed to affirming these gifts by instilling morals, Catholic traditions, and values which give each person a sense of self worth and belonging and a love for life-long learning.

**Declaration of Christian Education. Vatican II.*

HISTORY

St. Joseph School was operated under the guidance of the Sacred Hearts Fathers. The LaSalette Fathers have since been appointed administrators assisted by the Sisters of St. Paul of Chartres and the dedicated lay faculty.

SCHOOL HOURS

School begins promptly at 7:45 a.m. with the first bell at 7:25 a.m. to line up for morning assembly and flag raising at 7:30 a.m. Morning Extended Care is provided beginning at 6:00 a.m. General morning supervision begins at 7:00 a.m. School ends at 2:30 p.m. Every Wednesday dismissal is at 1:00 p.m. Afternoon Extended Care is provided until 5:30 p.m. Any student remaining beyond 30 minutes after dismissal will automatically be placed in our extended care program. A service fee of \$16.00 will be charged per child. After 5:30 p.m., an additional service fee is charged as follows:

5:31 p.m. - 6:00 p.m. \$6.00

These fees are payable upon pickup or by the following day.

ST. JOSEPH SCHOOL

GENERAL INFORMATION for K-8

OFFICE HOURS

During the school year, the office hours are 7:30 a.m. - 3:30 p.m. Office hours are adjusted accordingly for early dismissal times.

COMMUNICATION		
School Office: 677-4475	School Fax: 677-8937	Cafeteria: 677-4583
Rectory: 677-4276	Web Site: stjosephwaipahu.org	E-Mail: sjs@stjosephwaipahu.org

STUDENT CONDUCT POLICY

The following rules state the responsibility of each student within our Christian community. The student is expected to act appropriately at all times in accordance with our Catholic values and morals. **Any disciplinary action taken is based upon the age appropriateness of the child.**

1. **The student will follow general rules.**
 - a. Follow directions.
 - b. Use caring, courteous words and gestures.
 - c. Be prepared for class and be on task.
 - d. Follow specific rules relative to the individual classrooms.
 - e. Respect self, others and school, personal, public and other property.
 - f. Create a safe environment.
 - g. Be a responsible learner.
2. **The student will follow specific school rules.**
 - a. Follow the school dress code.
 - b. Remain in school after arriving on campus in the morning and following dismissal in the afternoon if he/she is staying after school for any reason.
 - c. Bring minimal amount of money for school purchases. The school is not responsible for any lost money in a student's possession.
 - d. No gum chewing.
 - e. Distribution of flyers and solicitation of any products must receive prior written approval by administration.
 - f. No falsifying documents, cheating, and/or plagiarism.
3. **The student will follow the campus courtesy rules.**
 - a. SAY: "Good morning!" "Good afternoon!" "Please." "Thank you."
"Excuse me." "I'm sorry."
 - b. DO: Offer your assistance.
Offer a helping hand.
Offer to give directions.
 - c. BE: Caring, Friendly, Welcoming, and Respectful.
4. **No policy is capable of covering all infractions that warrant disciplinary actions. Therefore, the administration of St. Joseph School reserves the right to censure or penalize students who choose to act contrary to Christian values and principles.**

ST. JOSEPH SCHOOL GENERAL INFORMATION for K-8

BULLYING POLICY

St. Joseph School recognizes that bullying and intimidation have a negative effect on the school climate and negate the spirit of dignity and uniqueness of each individual we advocate in a Catholic school. Students who are intimidated and fearful cannot give their education the single-minded attention they need for success. Bullying can also lead to more serious violence. Every student has the right to an education and to be safe in and around school. The St. Joseph School community shall not tolerate any bullying on school grounds or at any school activity on or off campus.

ACADEMIC INFORMATION

The curriculum follows the regulations determined by the State of Hawaii and the Hawaii Catholic Schools.

Academic Programs

Religion
Language Arts - Reading, English, Spelling, Orton Gillingham Phonics Program, Literature, and Handwriting (Pre K-4)
Mathematics
Science
Social Studies

Non-Academic Programs

Art
Campus Ministry
Computer
Drama
Junior Police Officer (J.P.O.)
Music
Physical Education

Extracurricular Activities

Altar Servers (3-8)
Catholic School League Sports (5-8)
Hula (K-4 girls only)
Junior Ohana Council (Grades 4-6)
Senior Ohana Council (Grades 7-8)
Outreach Ministry
Yearbook (Grade 8)
Youth Music Ministry (4-8)

ST. JOSEPH SCHOOL GENERAL INFORMATION for K-8

INSTRUCTION

Instruction includes whole group, small group, cooperative learning, and individual learning to meet the needs of all students.

CAFETERIA

We are happy to have a cafeteria to be of service to your children. The school serves breakfast and lunch. For lunch, a hot meal, sandwiches, and a salad bar are available. A menu is sent home quarterly to assist you in planning.

FINANCIAL INVESTMENT 2011-2012			
This is subject to change for the 2012-2013 school year.			
TUITION	<i>Kindergarten</i>	<i>Comprehensive Fees Per Child</i>	<i>Total Tuition + Fees</i>
DISCOUNT			
\$750 2nd Child	\$5,274.00	\$1,191.00	\$6,465.00
\$1,000 3rd Child	<i>Grades 1-8</i>	<i>Comprehensive Fees Per Child</i>	<i>Total Tuition + Fees</i>
	\$5,161.00	\$1,134.00	\$6,295.00
PTG Dues per Family			\$15.00

Fundraisers per family \$400 per family 2 Options	<u>OPTION 1 :</u> FOODLAND GIVE ALOHA PROGRAM FUNDRAISER OF \$400 OR a direct donation of \$450 to St. Joseph School
	<u>OPTION 2 :</u> FOODLAND GIVE ALOHA PROGRAM FUNDRAISER OF \$250 OR a direct donation of \$300 to St. Joseph School AND SELL a product that nets a profit of \$150

COMPREHENSIVE FEE includes hardback book rentals, consumable workbooks, standardized testing, student insurance, diocesan fees, class materials, assignment tablets, and other costs.

If and when your child(ren) is accepted, a **NON-REFUNDABLE** deposit of \$300.00 is required per child, The **NON-REFUNDABLE** deposit for students of families who are already enrolled at St. Joseph School is \$100 per child. This deposit will be deducted from your total balance.

ST. JOSEPH SCHOOL GENERAL INFORMATION for K-8

The 2 payment options by which payments
can be made with FACTS are:

Automatic Bank Payment (ACH)- ACH payments are those payments you have authorized FACTS to process directly through your financial institution. It is simply a bank-to-bank transfer of funds that you have pre-approved from either your checking or savings account.

Credit Card- If you elect to use this option, your payment, along with a 2.5% convenience fee, will be automatically charged to your credit card (AMEX, MasterCard, or Discover). Paying with your credit card allows you to take advantage of various bonus programs offered by your credit card company.

We have adopted the following tuition payment policy for the next school year. Families can pay their tuition in one of following ways:

1. **Full Payment Plan** - Payment in full due on July 1, 2012. The payment fee for this plan is \$10.00.
2. **Semester Payment Plan** - 2 payments (July and December). Available payment dates are 5, 10, 20, **OR** 25. The payment fee for this plan is \$10.00.
3. **Monthly Payment Plan** - 11 payments beginning July 2012. Available payment dates are 5, 10, 20, **OR** 25. The payment fee for this plan is \$41.00.
4. **Bi-weekly Payment Plan** - 22 payments beginning July 2012. The available payment dates are 10 & 25 **OR** 5 & 20. The payment fee for this plan is \$41.00.

Please be assured that neither FACTS nor the school will have direct access to your financial account. FACTS Management Company also offers *optional* Peace of Mind coverage for the person paying tuition and his/her legal spouse.

You may read the FACTS brochures available on our website, stjosephwaipahu.org, and Edline for important details. Please enroll in FACTS by going to our website, <http://stjosephwaipahu.org>, and click on the FACTS payment plan icon **OR** go to Edline and click on **FACTS Payment Plan** in the **Links** section, all from the comfort of your home. **Your choice of a payment plan must be selected by June 4, 2012.**

We are very grateful to have the opportunity to serve your family by providing quality Catholic education and helping to develop morally responsible citizens. Together we are dedicated to your children and working with FACTS is one more step in assuring we can continue our mission.

Tuition Assistance

Every family interested in any form of tuition assistance including those offered by the school, if available, must complete the application form provided by the Augustine Educational Foundation. St. Joseph School utilizes the Augustine Educational Foundation as the primary source for tuition assistance for families with financial need. If any other types of scholarships become available through the school, the financial information provided by the Augustine Educational Foundation will be utilized. In January 2012, the financial application will be available in our school office and may also be downloaded from our school website. Upon completion of the application, be sure to send it directly to the St. Joseph School Office. The applicant does not have to be currently enrolled to apply for a scholarship, but he/she must be officially enrolled at the time the scholarship is awarded. If you have any questions, please be sure to contact our school office.

ST. JOSEPH SCHOOL APPLICATION K-8 2012-2013

_____ Male Female
STUDENT'S NAME (Last, First, MI) **GENDER**

APPLYING FOR GRADE _____ **HOME PHONE** _____

DATE OF BIRTH _____ **PLACE OF BIRTH** _____

U.S. CITIZEN: Yes No **RELIGION** _____

PARISH (if Catholic) _____ **CITY** _____

HOME ADDRESS _____

MAILING ADDRESS (if different from Home Address)

E-MAIL ADDRESS _____

PARENTS/GUARDIANS

Father's Name	Religion	
Ethnic Background	Occupation	
Employer	Business Phone	Cell Phone
Employer's Address		

Mother's Maiden Name	Religion	
Ethnic Background	Occupation	
Employer	Business Phone	Cell Phone
Employer's Address		

Marital Status of Parents Please check one of the following: () Married () Single () Divorced () Separated () Widowed
--

Complete below if applicable. Documents verifying guardianship required.

Legal Guardian	Religion	
Ethnic Background	Occupation	
Employer	Business Phone	Cell Phone
Employer's Address		

BAPTISM: Date _____ Church _____
 City/State _____

1st REC.: Date _____ Church _____
 City/State _____

1st COMM.: Date _____ Church _____
 City/State _____

ST. JOSEPH SCHOOL APPLICATION K-8 2012-2013

SCHOOL PRESENTLY ENROLLED IN _____

OTHER SCHOOLS ATTENDED (include Pre-school)

NAME OF SCHOOL	NUMBER OF YEARS	GRADES

Has your child ever been tested/evaluated by the DOE or other agencies for any special learning needs? ___ Yes ___ No

If yes, when was he/she tested/evaluated? _____ Month/Year
Please provide a copy of the results.

The Hawaii Catholic Schools must report to the National Catholic Education Association, Federal and local agencies summary data on the sex and ethnic backgrounds of our students. Therefore, it is required that each person applying for admission to a Catholic school indicate his or her ethnic background on the application form. This information does not affect determination of admission.

ETHNIC BACKGROUND (check one only)

- | | |
|--|---|
| <input type="checkbox"/> American Indian
<input type="checkbox"/> Afro-American
<input type="checkbox"/> Chinese
<input type="checkbox"/> Filipino
<input type="checkbox"/> Hawaiian
<input type="checkbox"/> Part Hawaiian
<input type="checkbox"/> Japanese
<input type="checkbox"/> Korean | <input type="checkbox"/> Portuguese
<input type="checkbox"/> Spanish, Cuban, Mexican, Puerto Rican
<input type="checkbox"/> Samoan
<input type="checkbox"/> Caucasian
<input type="checkbox"/> Indo-Chinese
<input type="checkbox"/> Tongan
<input type="checkbox"/> Pacific Islander
<input type="checkbox"/> Other _____ |
|--|---|

PRIMARY LANGUAGE SPOKEN AT HOME (check one only)

- | | |
|---|---|
| <input type="checkbox"/> English
<input type="checkbox"/> Cantonese
<input type="checkbox"/> Mandarin
<input type="checkbox"/> Ilocano
<input type="checkbox"/> Tagalog
<input type="checkbox"/> Cebuano/Visayan
<input type="checkbox"/> Hawaiian
<input type="checkbox"/> Japanese | <input type="checkbox"/> Samoan
<input type="checkbox"/> Vietnamese
<input type="checkbox"/> French
<input type="checkbox"/> German
<input type="checkbox"/> Italian
<input type="checkbox"/> Portuguese
<input type="checkbox"/> Spanish
<input type="checkbox"/> Other _____ |
|---|---|

ST. JOSEPH SCHOOL APPLICATION K-8 2012-2013

Parent/Guardian Questionnaire

_____	_____
PARENT/GUARDIAN NAME	DATE
_____	_____
CHILD'S NAME	GRADE ENTERING

1. What influenced you to choose St. Joseph school? Check all that apply.

- Children/relatives attend
- Pearlridge Display in January
- Hawaii Parent Magazine
- Recommendation by friend/family
- Other _____

2. Why do you want your child to attend St. Joseph School?

3. What do you feel is your most important responsibility as the primary educator of your child?

4. What could you do at home to support our school's mission to develop your child spiritually, intellectually, socially, physically, and personally?

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5. What could you do to support your child's teacher(s) to achieve their classroom goals for the year?

6. What do you feel are the 2 or 3 most important rules you have set for your child?

7. If your child disobeys these rules, what types of consequences have you set?

8. What types of rewards or positive reinforcements do you provide for your child?

9. How do you enjoy spending time with your child?

10. Approximately how much time does your child spend on a daily basis:

<i>activity</i>	<i>number of hours</i>
a. watching television	
b. playing	
c. reading	
d. sleeping	

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Tuition Credit Referral Form

Name of Family _____
Last Name

Name of Child(ren)	Grade Entering in 2012-2013

If the person who recommended St. Joseph School to you has children presently attending our School, they will receive a \$250 tuition credit for every new student they recommended who enrolls in St. Joseph School. The tuition credit is our way to say thank you for their support of our school.

The name of the person who recommended St. Joseph School to me (us) is _____ . I (We) would like this family to receive a tuition credit of \$250 for every child I (We) have attending St. Joseph School next year.

Parent Signature

Date

ST. JOSEPH SCHOOL APPLICATION K-8 2012-2013

RELEASE AND CONSENT FORM

DATE _____

At the end of the first semester, please send a copy of my son/daughter's records to **ST. JOSEPH SCHOOL** at the address below. I have included a self-addressed stamped envelope.

1. Current report card and test scores
2. Report cards for last year and the first semester of the current school year

**Admissions Office
St. Joseph School
94-651 Farrington Highway
Waipahu, Hawaii 96797**

STUDENT'S NAME _____

PARENT/GUARDIAN SIGNATURE _____

ST. JOSEPH SCHOOL APPLICATION K-8 2012-2013

HAWAII ASSOCIATION OF INDEPENDENT SCHOOLS CONFIDENTIAL TEACHER REPORT

NAME _____ APPLICANT FOR GRADE _____

CLASS LEVEL: Accelerated High Average Low Heterogeneous

ACADEMIC EVALUATION: Please check appropriate ratings

Academic potential limited fair average good outstanding

Academic achievement considerably below expectations somewhat below par as expected
 better than tests far above expectations

Self motivation does very little only that required some desire to learn well motivated
 sets high goals

Effort, drive limited occasional sporadic usually good maximum

Study habits poor fair good excellent

Intellectual curiosity limited an occasional spark in one area only strong and varied
 intense and varied

Ability to work in a group has great difficulty sometimes unable to cope usually effective
 always works well

Ability to work alone needs much supervision needs help frequently needs help occasionally
 always works well

Participation in discussion rarely contributes wants to dominate contributes when called on
 contributes occasionally joins in readily

Reads for pleasure rarely if prodded occasionally frequently constantly

Ability to write limited ideas and mechanics ideas fair mechanics good
 good ideas mechanics fair ideas and mechanics excellent

Ability to express ideas orally limited has some difficulty good exceptionally good

Use of time uses poorly occasionally wastes usually uses well always uses effectively

Organization of work poor fair average good excellent

Follows directions needs much explanation occasionally needs help quickly and correctly

Uses suggestions or corrections rarely needs needs reminding usually always

Critical and abstract thinking weak occasional insight frequently good exceptional

Seeks help when needed rarely occasionally usually always

Attention span easily distracted occasionally distracted usually good exceptionally good

ST. JOSEPH SCHOOL APPLICATION K-8 2012-2013

Maturity in terms of age and grade very immature somewhat immature normal above average
 very mature

Integrity and honesty cannot be trusted questionable usually trustworthy highly developed

Consideration of others thoughtless seldom considerate usually considerate
 always considerate

Social adjustment with peers has serious problems has frequent minor problems
 has occasional minor problems very healthy

Leadership potential a follower leads when put in position seeks opportunities and uses them well
 a natural leader

Initiative (wholesome) never initiates rarely shown occasionally initiate frequent display

Classroom conduct troublemaker occasionally disrupts usually good always good

Emotional stability insecure overly tense attention getter stable

Personality withdrawn overly aggressive pleasing unusually interesting

Sense of humor rarely laughs or smiles normal good delightful

Self Confidence needs much reassurance appears overly confident needs some support
 healthy self-image

Fulfills responsibilities rarely sometimes usually always

Cooperates with adults rarely sometimes usually always

Cooperation of parents or guardian poor fair good outstanding

PLEASE CHECK WORDS WHICH DESCRIBE THIS STUDENT:

- | | | | | | |
|---|--------------------------------------|---|-----------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> passive | <input type="checkbox"/> vivacious | <input type="checkbox"/> good-humored | <input type="checkbox"/> friendly | <input type="checkbox"/> well-liked | <input type="checkbox"/> aloof |
| <input type="checkbox"/> sociable | <input type="checkbox"/> belligerent | <input type="checkbox"/> forthright | <input type="checkbox"/> shy | <input type="checkbox"/> sullen | <input type="checkbox"/> aggressive |
| <input type="checkbox"/> stubborn | <input type="checkbox"/> cheerful | <input type="checkbox"/> self-centered | <input type="checkbox"/> poised | <input type="checkbox"/> nervous | <input type="checkbox"/> irritable |
| <input type="checkbox"/> easily discouraged | <input type="checkbox"/> persistent | <input type="checkbox"/> influential (wholesomely, unwholesomely) | | | |

COMMENTS:

Teacher's Signature _____ Date _____

Subject Taught _____ School _____

MAIL DIRECTLY TO:

St. Joseph School
 94-651 Farrington Highway
 Waipahu, Hawaii 96797