

# 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 Congregation of Benedictine Sisters of the Eucharistic King and the dedicated lay faculty.

### SCHOOL HOURS

School begins promptly at 7:45 a.m. with the first bell at 7:27 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 \$15.00 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.      \$5.00**

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: <a href="http://stjosephwaipahu.org/">http://stjosephwaipahu.org/</a>	E-Mail: <a href="mailto:sjs@stjosephwaipahu.org">sjs@stjosephwaipahu.org</a>

### 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  
Creative Movement  
Creative Movement / Drama  
Drama  
Drug Abuse Resistance Education (D.A.R.E.)  
Junior Police Officer (J.P.O.)  
Music  
Physical Education

#### **Extracurricular Activities**

Altar Servers (3-8)  
Catholic School League Sports (5-8)  
Dance (5-8)  
Geography Bee (4-8)  
Hawaii State Spelling Bee (7-8)  
Hula (K-4 girls only)  
Japanese Language and Culture (K-2) *This service is provided by a private organization.*  
Karate (K-4) *This service is provided by a private organization.*  
Memory Book (7-8)  
National Language Arts Olympiad (2-8)  
Ohana Council (4-8)  
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 2009-2010**

**This is subject to change for the 2010-2011 school year.**

TUITION	<i>Kindergarten</i>	<i>Comprehensive Fees Per Child</i>	<i>Total Tuition + Fees</i>
<i>DISCOUNT</i>	<b>\$4,650.00</b>	<b>\$1,050.00</b>	<b>\$5,700.00</b>
<b>\$750      2<sup>nd</sup> Child</b>	<i>Grades 1-8</i>	<i>Comprehensive Fees Per Child</i>	<i>Total Tuition + Fees</i>
<b>\$1,000    3<sup>rd</sup> Child</b>	<b>\$4,550.00</b>	<b>\$1,000.00</b>	<b>\$5,550.00</b>
PTG Dues per Family			<b>\$15.00</b>

<b>Fundraisers per family</b>  <b>\$400 per family</b>  <b>2 Options</b>	<u><b>OPTION 1 :</b></u> <b>FOODLAND GIVE ALOHA PROGRAM FUNDRAISER OF \$400 OR a direct donation of \$450 to St. Joseph School</b>
	<u><b>OPTION 2 :</b></u> <b>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</b>

**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

## **PAYMENT OPTIONS (*after deposit*)**

<b>Option #1</b>	<b>Single Payment due by July 1.</b> Payment in full by cash, check, or charge on VISA or MASTERCARD is made directly to St. Joseph School. A fee will be charged by the bank for charge card payments. If payment is more than 10 days late, we will require payment through F.A.C.T.S.
<b>Option #2</b>	<b>F.A.C.T.S. Two-Payment Plan.</b> 50% of the bill is due July 5 and the remaining 50% is due December 5.
<b>Option #3</b>	<b>F.A.C.T.S. Monthly Payment Plan.</b> Payments budgeted over 11 months beginning in July. Payments can be made on either the 5 <sup>th</sup> or the 20 <sup>th</sup> of the month.

The F.A.C.T.S. plan, for those selecting to pay on a two payment or monthly basis, is an automatic cash transfer.

If you decide to pay your tuition using F.A.C.T.S. you will need to sign a form directing your bank to transfer your payment either on the 5<sup>th</sup> or the 20<sup>th</sup> of each month. PLEASE BE ASSURED THAT NEITHER THE SCHOOL NOR F.A.C.T.S. WILL HAVE ACCESS TO, OR ANY KNOWLEDGE ABOUT THE STATUS OF YOUR BANK ACCOUNT. YOUR BANK MAKES THE TUITION PAYMENT FOR YOU ON THE DAY YOU AUTHORIZE. There is a \$15.00/ \$35.00 fee per family to implement this program (OPTION 2/OPTION 3).

Any family who is delinquent in the payment of tuition for the school year may jeopardize their child's participation in school activities and continued enrollment at St. Joseph School. Teachers may also be advised not to accept your child's class projects and/or give them quarter/final exams.

## **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 2010, 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.