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2021-2022
**PARENT-STUDENT
HANDBOOK**

ACCREDITED BY:

THE WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES,
THE WESTERN CATHOLIC EDUCATIONAL ASSOCIATION, AND
THE HAWAII ASSOCIATION OF INDEPENDENT SCHOOLS

Revised 8.4.21



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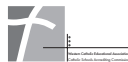
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The Western Association
of Schools and Colleges,



The Western Catholic
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The Hawaii Association of
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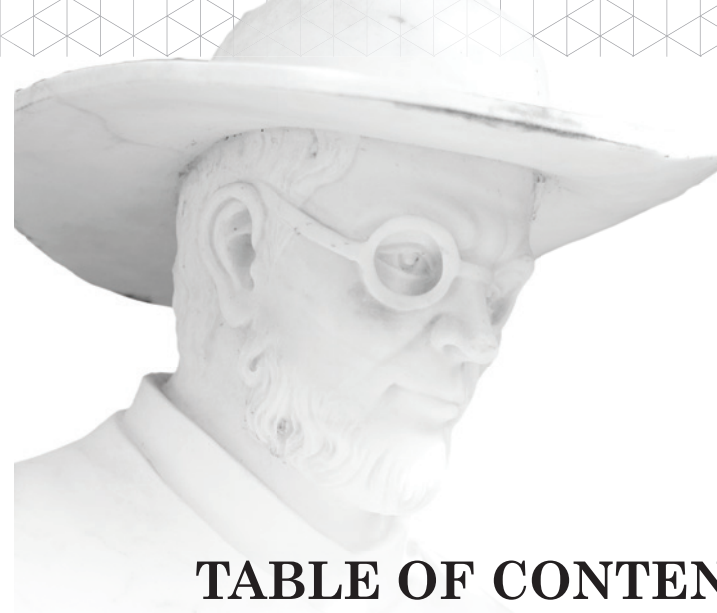


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FOUNDED IN 1962 BY THE EDMUND RICE CHRISTIAN BROTHERS, North American Province, Damien was incorporated in the State of Hawaii in 1968 as the “Congregation of Christian Brothers of Hawaii, Inc.” The school is recognized as a Catholic School by the Bishop of the Roman Catholic Dioceses of Honolulu.

MISSION STATEMENT

Damien Memorial 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 Moloka’i. (rev. 4/2012)

SCHOOL PHILOSOPHY

Damien Memorial School 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. Damien 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.

Two great followers of Jesus Christ are inspirations and role models for the Damien Community:

Saint Damien of Moloka’i 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.

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.

These men proclaimed with their lives the Christian message by unselfishly giving of themselves in building the Kingdom of God.

THE EDMUND RICE NETWORK

Damien Memorial 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 the 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 disadvantage.
- 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.

ACADEMIC POLICIES AND PROCEDURES

[A] ADMISSIONS

Damien Memorial 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. Damien does not discriminate on the basis of 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 Damien does not discriminate against students with special needs, a full range of services and programs may not be available for these students.

Damien 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 in order to be considered for admission to Damien. Applications may be obtained through the Admissions Office. Following the completion of the Damien Entrance Exam for students applying for grades 6-9, the Admissions Office may arrange an interview with the student and his/her parents or legal guardians (from here on referred to as “parents” or “parent”). All records – including test scores, recommendations, official transcripts and interview results – will be forwarded to the Damien 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.

All students accepted into and entering Damien 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. Students entering Damien other than at the start of the school year or beyond the First Quarter shall have their eligibility determined by their most current work performance record. Evaluation of probationary students will be done by the Principal together with the Admissions Director and the student’s counselor.

[B] ACADEMIC RECORDS

Parents of students have the right to inspect and review all official records, files and data directly relating to their son/daughter. Requests to view these records should be made in writing to the Principal. Information contained in the personal 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.

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. Damien will not be held responsible for failing to honor arrangements that have not been made known.

[C] GRADUATION REQUIREMENTS

To graduate from high school at Damien, a student must accumulate a minimum of twenty-six (26) credits, including the following core areas:

- | | |
|----------------------------|-------------------------------|
| (4) credits Theology* | (2) credits World Language** |
| (4) credits English | (1) credit Physical Education |
| (4) credits Social Studies | (.5) credit Health |
| (3) credits Science | (4.5) credits Electives |
| (3) credits Mathematics | |

**The requirement for Theology may be waived for a student transferring to Damien from public school or a non-Catholic private school based on time spent at that school.*

*** Both credits must be earned in the same language, in consecutive years.*

To graduate from middle school at Damien, a student must fulfill all course requirements of the 8th grade. Failure of two or more classes may affect readmission into Damien.

[D] CHRISTIAN SERVICE REQUIREMENT

As a Catholic school, Damien 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 Damien students. Earning a Damien diploma is contingent on completing these Christian Service requirements. Ideally, students will look for service opportunities that involve direct contact with the poor and marginalized. To develop a life-long spirit of service and self-giving, Damien requires the following of its students:

GRADES SIX THROUGH EIGHT

Middle school students complete service projects as a group.

GRADES NINE THROUGH TWELVE

Christian Service requirement is 30 hours every year. All other rules mentioned above remain in effect, with the following modifications:

- Students may earn one and one-half hours of credit for every hour of Christian Service performed in direct service to the materially poor (i.e., serving meals to the poor, tutoring disadvantaged children, etc.), performing services at/for Damien or performing services at/for their respective parish, church or previous school.
- To receive this bonus, the student is required to receive approval from the Christian Service coordinator or his/her religion teacher prior to starting the service project. Projects completed without this approval will not be given bonus credit.
- For grade 9 students only, up to 15 hours may be earned for service to family. The student's parents must submit written verification that family service was completed.
- A minimum of 30 hours must be earned each and every academic year that a student attends Damien. Hours must be earned by the last day of class for the academic year.
- 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.
- Hours earned in one of Damien's 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 the Campus Minister.
- No hours may be earned for office help or teacher's aide work during school hours.
- No hours may be earned for political campaigning or compensated activities.
- Participating in advocacy projects count for Christian Service hours.
- Students who fail to complete the Christian Service requirement by the last day of classes will be placed on probation for the upcoming school year until the outstanding and current requirements are met. If either requirement remains incomplete at the end of the probation year, the student may be dismissed from Damien.

[E] COURSE CREDIT

1. Students are required to pass all classes each year if credit is to be earned for those classes. All failed courses must be made up in a manner approved by the Principal or his delegate. A student wishing to take a course at any school other than Damien for the purpose of earning credits must submit a course description of the class to the Head of School or his delegate PRIOR to registering for that class. If prior approval is not obtained, credit for the class may not be given. All core courses must be taken at Damien.

2. For a student to sit for semester exams, all obligations to the school (financial and otherwise) must be satisfied.

[F] DROP/ADD POLICY

All changes to a student's schedule must be approved by the School and will only be considered after a written request from a parent is submitted and the student has met with a counselor. Students wishing to add, drop or otherwise change a class may do so without penalty (no transcript record or grade) during Week One of the course term. From Weeks Two through Five, a student receiving an approved change will receive a grade of "W" on the transcript, but it will not affect the GPA. Approved class changes after Week Five will result in a "WP" (withdraw passing) or a "WF" (withdraw failing) being recorded on their transcript. A "WP" has no effect on the GPA. A "WF" counts as an "F" toward the GPA. No courses may be added or dropped after the end of the first quarter unless under special circumstances approved by the principal. A dropped course must be replaced by another course; exceptions may be granted by the Head of School.

Schedule change requests may be submitted with counselors during the first week of school.

Due to the circumstances and constraints put on us by the COVID-19 pandemic -- cohorting students was a necessity to minimize movement of students. Students schedules were done strategically to limit contact with a large number of other students, which will assist in tracing/tracking should that become necessary. We were limited in the flexibility of fitting in preferred electives, and placed what could fit with a student's core courses. At this time, we are putting forth all our resources to adhere to CDC and State mandates/guidelines, so that the school can prioritize the health, safety, and welfare of our students, families, and staff.

[G] GRADING POLICIES

The grading scale for Damien Memorial School is as follows:

NUMERIC TO ALPHA GRADE

90-100 = A	70-74 = C
85-89 = B+	65-69 = D
80-84 = B	60-64 = F
75-79 = C+	

GRADE POINT AVERAGE CALCULATION TABLE

Grade	College Prep	Honors	Adv. Placement
A	4.0	4.5	5.0
B+	3.5	4.0	4.5
B	3.0	3.5	4.0
C+	2.5	3.0	3.5
C	2.0	2.5	3.0
D	1.0	1.5	2.0
F	0.0	0.0	0.0

Only classes taken at Damien will be counted toward GPA. Exceptions:

- Transfers from another school after grade 9.
- Online AP classes sanctioned by Damien.
- If a class is repeated at Damien due to a failure, the new grade will replace the failure in the GPA calculation and both grades will be shown on transcript.
- If a class is repeated at a school other than Damien due to failure, both failure and new grade will not be computed in GPA and both grades will be shown on transcript.

[H] REPORT CARDS

Report cards are emailed to parents at the end of each quarter. Questions regarding grades and other information contained on the report card should be directed to the student's grade-level counselor.

[I] MID-QUARTER PROGRESS REPORTS AND CONFERENCES

Mid-quarter reports are emailed to parents at the midpoint of each quarter. Teachers may also send out a report at other times during the year when they feel that improvement is needed in a student's work. Progress reports are also available for students throughout the school year. Questions about progress reports should be directed to the student's teacher.

[J] POWERSCHOOL UPDATES

If they choose, parents have access to their child's progress through PowerSchool. Also, parents may choose how frequently PowerSchool sends them emails on progress: never, monthly, every two weeks, weekly or daily. Damien cautions parents against either extreme. "Never" may not give parents enough information to support their child's academic growth, while notifications that are too frequent risk contributing to students abandoning responsibility for their own learning.

[K] ACADEMIC PROBATION

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

[L] PROMOTION & FAILURE

All students must take a minimum of seven (7) classes per year. If a student fails a required course for graduation, he/she must repeat the course either in the summer or next school year if the course will fit in his/her schedule.

[M] ACADEMIC AWARDS

Damien will hold two honors assemblies: one in August to acknowledge honor students from the second semester of the previous school year, and one in January to acknowledge honor students from the first semester. The school will present Grade Point Average awards: the student with the highest cumulative GPA in each grade level will earn the First in Merit, the second highest will earn the Second in Merit and the third highest will earn the Third in Merit.

The following scale is used to determine placement on the Honor Roll:

- Semester GPA of 3.20-3.59: Second Honors;
- Semester GPA of 3.60-3.99: First Honors;
- Semester GPA of 4.0 or above: President's List.

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. The school administration selects recipients of graduation awards according to criteria that includes, but is not limited to, academic performance, citizenship and moral character. The decision of the school administration in this matter is final.

[N] VALEDICTORIAN AND SALUTATORIAN (SENIOR YEAR)

Recipients of this honor must have attended Damien from sophomore to senior years. Criteria for these awards will include 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.

[O] VALEDICTORIAN (EIGHTH GRADE)

To qualify for this honor, a student must have attended Damien for both seventh and eighth grades. Criteria for this award will include student's cumulative GPA at the end of the first semester of the eighth, grades from the third quarter of the eighth grade, strength of schedule, participation in activities, attendance and overall character. The decision of the Head of School in this matter is final.

[P] ACADEMIC EXPULSION

A Student with multiple failures with little chance to recover these failures may be expelled from Damien. The decision to expel rests with the Head of School, whose decision is final.

STUDENT EXPECTATIONS

Exemplary behavior is expected of Damien Memorial Students at all times. Should a student forget that they “are Damien Memorial” it may be necessary to implement a disciplinary process that includes detention, parent conferences, suspension, probation, request to transfer.

DAMIEN MEMORIAL SCHOOL DRESS CODE

Damien Memorial School recognizes each student as an individual with his/her own particular 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 Damien 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 forbidden 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 Damien Dress Code. The determination of what is and is not acceptable rests with the School Administration.

DRESS CODE REQUIREMENTS

The new uniform expectations applies to all new students. All new female students are required to wear the purple DMS polo shirt and plaid skort. For returning female students, khaki shorts may be worn for the 2021-2022 school year and will be phased out for the 2022-2023 school year. All new male students are required to wear the purple DMS polo shirt with Dennis Uniform khaki shorts or slacks. All returning students are expected to wear their purple OR black DMS uniform shirt with plaid/khaki shorts/skort. 2021-2022 will be the last year for black polos.

PE attire will be available through our Logo Shop. All shorts, slacks and skorts must be purchased from Dennis Uniform Company. Rolling of shorts or skorts is not permitted.

LITURGY DRESS CODE REQUIREMENTS

On days we have all-school liturgies and other dress-up occasions, boys are required to wear approved Dennis khaki slacks, any white dress shirt, a black tie and a solid black or brown belt. All new female students are required to wear the plaid skort with any white, collared blouse.

All returning female students are to wear approved Dennis khaki slacks or khaki skorts with any white, collared blouse. Students may not wear shorts on liturgy days.

Outerwear will be limited to the Damien Letterman’s jacket, Damien affiliated sports jackets, and two cotton-blend DMS jackets.

Shoes must be low-cut, predominantly white or black. Students must wear solid black or solid white socks, with matching shoe color. Uniform shoes may not be worn during PE and other athletic activities, as we require school shoes remain clean and in good repair. White shoes especially must be kept clean.

ID photo badges must be worn and visible at all times. Lost, defaced or damaged ID cards must be replaced at a cost of \$5. Students must arrive on campus in full dress code, including including ID and face mask.

FOR MEN

1. Hair
 - a. Hair must always be properly groomed and neat.
 - b. Outlandishly long or short styles are not permitted (no man buns, braids, dreads, ponytails, mohawks, faux hawks, poly hawks, foxtails, etc.).
 - c. Hair should not extend over the back of the collar or ears.
 - d. Shaving of the head in any style or form is not permitted.
 - e. No tinting, coloring or highlighting of hair is permitted.
 - f. Sideburns must not extend below the ear.
2. Facial Hair
 - a. All students must arrive at school clean-shaven each day.
 - b. Beards, mustaches and other forms of facial hair are not permitted.
3. Jewelry
 - a. No form of ear wear of any kind is permitted. This includes earrings, studs, pins, bars and gauges.
 - 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 not allowed. No upper-body visible tattoos when in school dress code.
4. Headgear

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.

FOR WOMEN

1. Hair*
 - a. Hair must always be properly groomed and neat.
 - b. Outlandishly short styles are not permitted.
 - c. Hair must be tied back in classes where it might pose a safety hazard (example: lab; PE)
 - d. No outlandish tinting, coloring or highlighting of hair is permitted.
2. Jewelry
 - a. One-stud earrings may be worn in each lower ear lobe only.
 - b. Excessive amounts of large bracelets and necklaces are not allowed.
 - c. 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.
 - d. Body, nose, eyebrow and tongue piercings are not allowed. No up-per-body visible tattoos when wearing school uniform.
3. Headgear

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 Dean of Students has determined a style or color is inappropriate, violations will be considered willful and disciplinary action may be taken.*

GUIDELINES FOR ALL DRESS DOWN DAYS

Occasionally throughout the school year, dress down 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 a vice principal for student life before the dress down day. On dress down days, students always have the option of dressing according to regular dress code rules.

ID cards must be worn on dress down days, the same as any other school day.

FOR MEN

1. Bottoms
 - a. Untorn jeans, jogger pants (no sweats), khakis 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 board shorts, sweats, including jogger sweats, no athletic pants or shorts.
2. Tops
 - a. Modest, approved shirts not bearing designs that are derogatory, offensive or inappropriate for a Catholic school may be worn.

- b. Damien long sleeves including hoodies, jackets and sweaters are allowed.
 - c. No non-Damien tops of any kind are allowed.

3. Shoes
 - a. Footwear is required
 - b. Closed-toe shoes (athletic shoes, converse, loafers) are allowed.
 - c. Slippers and sandals are not permitted.
4. Jewelry

All regular school rules apply.

FOR WOMEN

1. Bottoms
 - a. Untorn jeans, jogger pants (not sweats), khakis and capris 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, tights, sweats (including jogger sweats) or leggings. No board shorts or other athletic shorts.
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; no non-Damien tops of any kind are allowed. Hoods may not be worn on campus at any time.
3. Shoes
 - a. Footwear is required.
 - b. Closed-toed shoes (athletic shoes, converse, loafers) are allowed.
 - c. Slippers and sandals are not permitted.
4. Jewelry

All regular school rules apply.

* Due to the Covid-19 pandemic, all students are required to wear a face mask while on campus - both inside and outside the classroom.

POLICIES AND PROCEDURES

[A] ABSENCE

A telephone call (440-9567) or email (attendance@damien.edu) from a parent is always required when a student is absent from school. If the school does not hear from the parent of an absent student by 9 a.m., the student may be considered truant. Students are responsible for keeping up with all classwork and homework missed due to an absence.

Students absent from school for half the school day or more may not participate in school-related or schoolsponsored 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.

No student may leave the school grounds during the school day without first obtaining either an early dismissal from the attendance office or permission to do so from the dean's office.

[B] EXTENDED ABSENCE

Being present in school on campus or via zoom 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 Damien. 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.

Students absent for ten consecutive school days may be dropped from the school rolls. Parents of students wishing to return to the school after this ten-day period must make an appointment with the Head of School, 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. Delay in notifying the school may result in the automatic dropping from school rolls. Even absence due to a serious health issue may constitute a loss of credit if that absence is extreme.

Lastly, the administration does not support extended vacations during the school year. This extended absence policy may affect a student if he/she misses school because of a family vacation.

Appointments for permit tests, doctors and dentists should be made for hours after school or on holidays.

If traveling, the school, counselor and teachers must be notified at least one week prior. While away, the student is expected to tune into class virtually when possible and keep up with all work assigned via Blackboard. Please see Return to School Plan for further details.

[C] 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 who miss an exam and fail to make up that exam will receive a zero for their exam grade. Students absent for a semester exam must arrange with their teachers for a time to make up that exam; the makeup must be taken no later than January 7, 2022. Seniors absent for a final exam, must make up their exams by May 20, 2022. Underclassmen absent for a final exam must make up their exams by May 20, 2022.

[D] TRUANCY

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

[E] EARLY DISMISSAL

Requests for early dismissal are made at attendance@damien.edu by the parent before 9:00 a.m. on the date of the early dismissal. At the appointed time, the parent is to come to the Main Office to meet the student. The student's ID card will be read by the LobbyGuard reader and the student will be signed out. Students who take public transportation or who drive, obtain vocal approval from a parent to leave and then the student follows the procedure to sign out electronically.

[F] LATE

Students are considered late 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 Late Slip which must be presented to the teacher, and the lateness will be recorded in the PowerSchool Attendance record.

[G] SUPERVISION

Damien 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 4pm for deep cleaning and sanitizing.

[H] EXTRA-CURRICULAR PARTICIPATION

To be eligible for extracurricular activities, a student must have a GPA of at least 2.0 at the end of each quarter. Ineligible students will not be allowed to participate in any extracurricular activities for the duration of the subsequent quarter. An ineligibility list will be posted no later than five days after the end of the quarter. The student's eligibility for participation will begin on the Monday following the posting of the ineligibility list.

To ensure that academic success remains a priority for each student, and to give each student the motivation to immediately improve his/her work, an appeal process for restoring eligibility has been established. A student may appeal his/her ineligibility once a year at each level of athletic involvement (intermediate, JV and Varsity), as well as club involvement.

All ineligible students remain so for the first three (3) weeks of the subsequent grading period. Following this time, an appeal process may be undertaken. The process begins with a written request from the student and his/her parents to the Principal to reexamine the student's eligibility. The Principal and Co-Athletic Directors will then discuss the student's current academic status with each of the student's instructors. The Co-Athletic Directors will conduct weekly checks with the student-athlete's teachers to monitor his/her academic and classroom behavior. This report will be submitted and discussed with the Principal. If, in the opinion of the Principal, the student has made a strong effort to improve the quality of his/her academic work, the student may be ruled as eligible for participation. If, in the opinion of the Principal, the progress has not been sufficient, then the student will remain ineligible for the remainder of the quarter.

Students who fail a course at the end of the second semester may make up the class in a summer school class approved beforehand by the Counselor as well as either the Head of School or Deans. If that course is satisfactorily passed and gives the student a GPA of 2.0 or higher, the student will be considered for eligibility.

[I] 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 hearing of his/her offense is held with the Dean of Student Services. If the student is found guilty of any offense involving the above-named substances, he/she shall either be placed on Permanent Probation or shall be expelled from the school. If the student is placed on Permanent Probation, he/she shall be required to submit to a counseling service to be determined by the Dean of Student Services 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 Damien 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.

[J] COMPUTER USE

The inappropriate use of Damien computer 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 Damien 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 Damien 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 Damien 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.

[K] PREGNANCY

Damien supports teachings of the Catholic Church to hold life sacred from conception until natural death. If a student becomes pregnant while enrolled at Damien, 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 Damien 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, Damien condemns the practice of abortion. Damien 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 Damien 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.

[L] BULLYING

Because a safe and civil environment in school is necessary for students to learn, achieve high academic standards, and grow in their faith life, Damien prohibits acts of bullying. Bullying, like other disruptive or violent behaviors, is conduct that disturbs both a student's ability to learn and a school's ability to educate students in a safe environment. Bullying is any unwanted, aggressive behavior that is repeated, causes the victim harm and typically involves students not equal in power. All allegations of bullying should be reported to the Dean of Student Services.

[M] HARASSMENT

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.

[N] ABUSE, NEGLECT AND SEXUAL ABUSE

Damien's full Safe Environment Policy is available at the school or on the Damien Website. The purpose of the policy is to take reasonable measures to assure that 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.

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.

Damien offers age-appropriate abuse prevention classes to all students as a unit in their religion 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 Hawaii Police Department (<http://satchawaii.com/get-help-what-to-do-police-report.aspx>). Assistance for victims is available at the Kapiolani Sex Abuse Treatment Center (SATC):

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

[O] HEALTH AIDE

The Health Aide office is located on the second floor between the 200 and 300 classroom wings. The health office assists the administration in forming health policies, keeps track of health records, provides minor assistance to students who become ill at school, and provides some first aid.

A student who becomes ill during the school day must first inform his/her teacher, who will instruct the student to go directly to the Health Office. Parents of the student will be contacted and arrangements to pick up the student will be made. It is vital that parents keep the school apprised of any changes in telephone numbers or addresses if a parent needs to be contacted.

[P] 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 health@damien.edu and 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.

[Q] MEDICATION

The school does not supply aspirin, ibuprofen, acetaminophen, antacid or any other medication. Any medication students are to take during the school day must:

1. Be transported in its original container that states by the pharmacist 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. Be accompanied by a letter from the parents 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. Be accompanied by a letter from the parents 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.

A student's serious or willful misuse of any medication may be considered a Class One Offense. 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.

[R] HEALTH RECORDS

Parents of all new students and ninth grade students must submit a health record for those students. Specifically, students entering Damien 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 Damien, 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 Damien must have health records for students "new and nine." The acceptable form for submitting a health record is available on the Damien website or from the school Health Aide. Other forms may be acceptable if the details generally match the details on the Damien form, including the section indicating the completion of a tuberculosis examination. All health records remain on file until the student's withdrawal or graduation.

[S] CARE OF SCHOOL PROPERTY

Students should take pride in the care of the buildings and school equipment. Defacing buildings, desks, bulletin boards and other equipment will not be tolerated. Students will be held responsible for any damage they cause to

school property and may be required to pay for repair or replacement of the property. Offenders may also be subject to disciplinary action as determined by a Dean of Student Services. If the damage caused is intentional and/or extensive, expulsion may result.

[T] FOOD ON CAMPUS

Food that is brought to school or purchased from the Cafeteria must be eaten only in the Cafeteria or the mall 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.

[U] LOITERING

Students are not to loiter in the immediate area of the school. Whenever in the surrounding neighborhood, Damien students are required to conduct themselves in a mature and responsible manner.

[V] 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 drive on the Ewa 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.
- Any area (office, classroom, etc.) without the appropriate school employee present.
- The kitchen off 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 permission.

No loitering is allowed anywhere above the ground floor after 3:30 p.m. on a school day. Students may go to their second-floor lockers but must do so alone and without delay.

The 200 and 300 building bathrooms will be locked each day at 3:30 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.

[W] 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, kisses, inappropriate embraces, caressing, groping, etc.

[X] 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 the Damien student. Whether a spectator or participant, in victory or in defeat, at all athletic events the Damien student is to demonstrate maturity and Christian conduct at all times.

[Y] LITURGIES

Liturgies (Masses, prayer services) are special opportunities for the Damien 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.

[Z] DANCE POLICIES

Damien dances are for high school students unless designated otherwise. Students who have formerly attended Damien must obtain permission to attend a dance from the vice principal of student life 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 may 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. Guests of Damien students are the responsibility of the Damien student. Dances at school end at 10 p.m. and students should be picked up by 10:30 p.m.

[AA] LOCKERS/PERSONAL PROPERTY

Each 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 objectionable 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 Damien, and the school reserves the right to search all lockers or personal property at any time. These regulations also apply to athletic lockers.

Students may not bypass the mechanism of the lock by stuffing paper into it or by any other means.

[BB] MESSAGES

It is the policy of the School that 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.

[CC] SENIOR RESPONSIBILITIES & PRIVILEGES

As the most mature and experienced students at Damien, seniors are expected to serve as positive role models to the rest of the student body. Senior leadership is vital to the proper functioning of the school. Because of the unusual position that seniors are asked to fulfill, they are generally permitted special privileges during the fourth quarter of the school year. The Student Government may request specific privileges each year during the third quarter, and those requests will be reviewed by the Administration for approval.

[DD] PARKING REGULATIONS

Parking on campus for students is limited to the mauka parking lot. Any student who wishes to park on campus must purchase a parking permit from the Campus Safety Office. 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. Permits are non-transferable. At the end of the school year, all parking passes must be returned to the Campus Safety. Students are not permitted to go to their cars during the school day without permission from a faculty or staff member.

Any vehicle parked in the school parking lot is parked at the owner's risk. Damien 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.

[EE] COMMUNICATION WITH FACULTY/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, Deans, Head of School. This same procedure applies to athletics and activities. Parents should contact the coach before contacting the Athletic Director & Assistant Athletic Director, Dean of Academic Academics, Dean of Student Life, or Head of School.

It is expected that all members of the Damien community - personnel, parents, students, alumni and guests - treat each other with courtesy and respect. Emails/phone calls will be answered with 24 hours, excluding holidays and weekend.

[FF] 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 vice principal for student life should be notified as to who will be responsible for the student during the parents' absence, in the event that a serious matter requires contacting a supervisory adult.

[GG] 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.

[HH] PUBLICITY

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

[II] 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.

[JJ] HANDBOOK REVISION

The School Administration reserves the right to change portions of this handbook at any time.

Please refer to the 2021 Reopening of School PDF sent by Dr. Atabay for information regarding COVID-19.

Our goal is to return to campus for in-person teaching and learning. However, we are not in control of the ongoing pandemic situation. Should we need to temporarily, or even for an extended period, go to online or hybrid teaching and learning, the academic program will continue via Blackboard. Therefore, no refund of tuition of any type will be given in this situation for loss of instructional time.

[KK] ACCEPTABLE ELECTRONIC EQUIPMENT USE POLICY

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

INTRODUCTION

Damien 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:

- Laptops; Smartphones;
- Tablets; and
- Netbooks

GUIDELINES

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

1. Students take full responsibility for the security of their Damien issued MacBooks and personal devices. The school is not responsible for the security of the Damien-issued MacBooks and personal devices.

2. Students are responsible for the proper care of their Damien-issued MacBooks and personal devices and any cost of repair or modification not covered by the AppleCare Protection Plan.
3. Students have no right or expectation of confidentiality or privacy with respect to the use of the Internet at Damien. The administration reserves the right to monitor, log and review the Internet usage of each student on the network and to inspect the device for evidence that the student has violated this acceptable Use Policy or any school rule or has engaged in misconduct while using their Damien-issued MacBooks or personal devices.
4. Damien-issued MacBooks and personal devices are to be used for educational purposes only. Students may not disable or bypass any filter on the Damien network. It is prohibited to use the device for illegal purposes, for-profit purposes, political activity, any activity that compromises the security of a computer or network, or for antisocial communication. The same standards of behavior prohibiting hate speech, harassment, discriminatory remarks, threatening statements, etc. that apply to interpersonal communications are also applied to student communication on their Damien-issued MacBooks and personal devices. Cyberbullying will not be tolerated, nor will communication that is damaging to the reputation of the school or members of the Damien community.
5. Use of Damien-issued MacBooks and personal devices within the classroom is at the discretion of the teacher. Students must comply with teacher requests to shut down any device.
6. Damien-issued MacBooks and personal devices may not be used to record, transmit or post photos, sound or video of a person or persons on campus except for approved projects with the express permission of the teacher.
7. Damien-issued MacBooks should be fully charged outside of school unless the teacher grants specific permission.
8. The student may only use Damien's secured wireless network. Use of other wireless connections such as 3G, 4G or LTE is not allowed during school hours.
9. Students may not use any of these devices during the school day, including lunchtime and during the passing of classes, without explicit permission from a faculty or staff member.
10. Students and parents are expected to comply with all terms of the "Leased MacBook Pro User Agreement."
11. It is highly recommended that all students use a protective case for the MacBook Pro in their possession.



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

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