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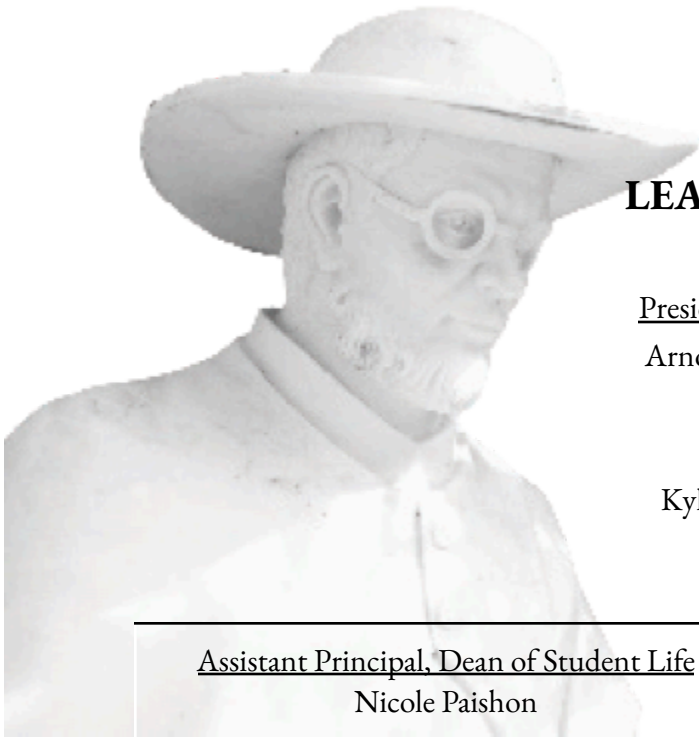


2023-2024

# STUDENT-PARENT HANDBOOK

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## LEADERSHIP

President and CEO

Arnold Laanui '86

Principal

Kyle Atabay '84

Assistant Principal, Dean of Student Life

Nicole Paishon

Director of Technology

Dayne Teves

Assistant Principal, Dean of Academics

Pua Higa

Director of Admissions

Brent Limos '94

Registrar/Director of Information Systems

Hyon Fournier

Athletic Director

Shawn Sueoka

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### ACCREDITED BY



The Western Association of  
Schools and Colleges,



The Western Catholic Educational  
Association



The Hawaii Association of  
Independent Schools

# WELCOME TO THE 2023-2024 SCHOOL YEAR AT DAMIEN MEMORIAL SCHOOL



This handbook provides students and parents with information regarding Damien Memorial School's policies, procedures, rules and expectations. We require all families to read this handbook to be familiar with what is expected of all students, parents, and families. Please refer to this handbook throughout the year. The school also reserves the right to modify the guidelines stated in this handbook as necessary.

## IMPORTANT PHONE NUMBERS

Main School Line .....	(808) 841-0195
Admissions Office .....	(808) 440-9527
Advancement Office .....	(808) 440-9536
Attendance .....	(808) 440-9567
Athletic Director .....	(808) 440-9514
Business Office .....	(808) 440-9548
Health Room .....	(808) 440-9512
Middle School Counselor.....	(808) 440-9247
9th & 10th Grade Counselor.....	(808) 440-9538
11th & 12th Grade Counselor.....	(808) 440-9521
Main School Fax .....	(808) 847-1401

## **DAILY SCHEDULE**

HOMEROOM BELL	7:45 a.m. Purple gate closes Tardy students enter through Welcome Center for tardy slip
MORNING ANNOUNCEMENTS	7:50 a.m.
CLASSES BEGIN	8:00 a.m.
DISMISSAL	Monday, Tuesday, Friday - 3:00 p.m. Wednesday, Thursday - 2:35 p.m.
CAMPUS HOURS	6:30 a.m. - 4:00 p.m.

# SCHOOL CALENDAR

## 2023-2024 Damien Memorial School Calendar

v6. 3/23/23 subject to change

	Su	M	T	W	Th	F	Sa		
July 2023	16	17	18	19	20	21	22	<b>1st SEMESTER - 91 Student Days (Ends December 21)</b>	
	23	24	25	26	27	28	29		July 24: Teachers' First Day & New Teacher Orientation
	30	31	1	2	3	4	5		July 24 - August 1: Teachers Work Days (no students)
August	6	7	8	9	10	11	12	August 2: First Day of School for ALL students	
	13	14	15	16	17	18	19	August 17: Mass of the Holy Spirit - No School	
	20	21	22	23	24	25	26	August 18: Statehood Day - No School	
50 Days	27	28	29	30	31	1	2		
September	3	4	5	6	7	8	9	September 4: Labor Day - No School	
	10	11	12	13	14	15	16	September 7: Back to School Night - All Grades	
	17	18	19	20	21	22	23		
October	24	25	26	27	28	29	30		
	1	2	3	4	5	6	7	October 11: PSAT/ASVAB Testing	
	8	9	10	11	12	13	14	October 13: End of Q1	
November	15	16	17	18	19	20	21	October 16-20: Fall Break	
	22	23	24	25	26	27	28	October 23: Q2 Begins	
	29	30	31	1	2	3	4		
41 Days	5	6	7	8	9	10	11	November 10: Veterans Day observed (No School)	
	12	13	14	15	16	17	18		
	19	20	21	22	23	24	25	November 23 - 24: Thanksgiving Break	
December	26	27	28	29	30	1	2		
	3	4	5	6	7	8	9	December 20: End of Q2 / S1	
	10	11	12	13	14	15	16	December 22 - January 5: Winter Break	
January 2024	17	18	19	20	21	22	23	December 25: Christmas	
	24	25	26	27	28	29	30	<b>2nd SEMESTER - 91 Student Days (Ends May 31)</b>	
	31	1	2	3	4	5	6	January 1: New Year's Day	
48 Days	7	8	9	10	11	12	13	January 8-9: Teacher Workdays (no students)	
	14	15	16	17	18	19	20	January 10: Q3 / S2 Begins	
	21	22	23	24	25	26	27	January 15: Dr. Martin Luther King Jr. Day	
February	28	29	30	31	1	2	3	February 2: ACCE Conference - No School	
	4	5	6	7	8	9	10	February 14: Ash Wednesday Liturgy	
	11	12	13	14	15	16	17	February 19: Presidents' Day - No School	
March	18	19	20	21	22	23	24		
	25	26	27	28	29	1	2	March 19: Q3 Ends	
	3	4	5	6	7	8	9	March 20-27: Spring Break	
April	10	11	12	13	14	15	16	March 26: Kuhio Day - No School	
	17	18	19	20	21	22	23	March 28: Holy Thursday - No School	
	24	25	26	27	28	29	30	March 29: Good Friday - No School	
43 Days	31	1	2	3	4	5	6	March 31: Easter	
	7	8	9	10	11	12	13	April 1: Q4 Begins	
	14	15	16	17	18	19	20	April 21: Damien Luau	
May	21	22	23	24	25	26	27	April 22: Luau Monday - No School	
	28	29	30	1	2	3	4	May 22: Last day for 8th Grade & Seniors / 8th Grade Graduation	
	5	6	7	8	9	10	11	May 24: Commencement Rehearsal & Brick Laying Ceremony	
June	12	13	14	15	16	17	18	May 25: Baccalaureate	
	19	20	21	22	23	24	25	May 26: Class of 2024 Commencement*	
	26	27	28	29	30	31	1	May 27: Memorial Day - No School	
	2	3	4	5	6	7	8	May 31: Q4 / S2 Ends - Last Day of School 6th-7th, 9th-11th	
								June 5: Last day for Teachers	
								June 7: Last day for Counselors	

OFFICIAL STATE HOLIDAYS: 2023-2024 SCHOOL YEAR			
Statehood Day:	August 18, 2023	New Year's Day:	January 1, 2024
Labor Day:	September 4, 2023	Dr. MLK Jr. Day:	January 15, 2024
Veterans Day (observ):	November 10, 2023	Presidents' Day:	February 19, 2024
Thanksgiving Day:	November 23, 2023	Prince Jonah Kuhio Day:	March 26, 2024
Christmas Day:	December 25, 2023	Good Friday:	March 29, 2024
		Memorial Day:	May 27, 2024



# Important Dates 2023-2024

## 2023

August 2 – First day of School – All Students  
August 17 – Mass of the Holy Spirit (No School)  
August 18 – Statehood Day (No School)  
August 23 – Feast Day of St. Rose of Lima, Peru – School Liturgy  
September 4 – Labor Day (No School)  
September 27 – Feast Day of St. Vincent DePaul – School Liturgy  
October 4 & 5 - Freshmen Day of Recollection @ St. Anthony Retreat Center  
October 5 - Men’s March Against Violence  
October 16-20 – Fall Break (No School / Welcome Center Open)  
October 25 – Feast Day of St. Tabitha – School Liturgy  
November 10 – Veterans’ Day – (No School)  
November 15 – Feast Day of St. Albert the Great – School Liturgy  
November 16-19 - Women’s Encounter Retreat @ Camp Homelani  
November 23 – Thanksgiving Day (No School)  
November 24 – Thanksgiving Holiday (No School)  
November 29 & 30 - Sophomore Day of Recollection @ St. Anthony Retreat Center  
December 8 – Solemnity of the Immaculate Conception of the Blessed Virgin Mary – School Liturgy  
December 22 – Christmas Break Begins (Welcome Center Open)

## 2024

January 10 – School Resumes  
January 15 – Dr. Martin Luther King, Jr. Day Holiday (No School)  
January 31 – Feast Day of St. John Bosco – School Liturgy  
February 1-4 - Men’s Encounter Retreat @ Camp Homelani  
February 2 – ACCE Conference (No School)  
February 14 – Ash Wednesday – School Liturgy  
February 19 – President’s Day (No School)  
March 20-27 – Spring Break (No School / Welcome Center Open)  
March 28 – Holy Thursday (No School)  
March 29 – Good Friday (No School)  
April 1 – School Resumes  
April 10 – Feast Day of St. Miguel de Sanctis – School Liturgy  
April 10 - 6th grade community service day @ UH Lyon Arboretum  
April 17 & 18 - 7th grade community service day @ Paepae ‘O He’eia  
April 21 – DMS Lūau  
April 22 – Lūau Monday (No School)  
April 24 - Senior Day of Recollection @ St. Anthony Retreat Center  
April 25 - 8th grade community service day @ Malama Maunalua  
May 10 – Feast Day of St. Damien of Moloka’i – School Liturgy  
May 22 – 8<sup>th</sup> Grade Graduation / Last day of school for Seniors  
May 24 – Commencement Rehearsal & Brick Laying Ceremony  
May 25 – Class of 2024 Baccalaureate Mass @ St. Augustine’s Church (10 a.m.)  
May 26 – Class of 2024 Commencement Ceremony (11 a.m.)  
May 27 – Memorial Day (No School)  
May 31 – Last day of school for 6<sup>th</sup>-7<sup>th</sup>, 9<sup>th</sup>-11<sup>th</sup>

*\*dates subject to change\**

## **HISTORY**

Founded in 1962 by the Edmund Rice Christian Brothers, North American Province, Damien Memorial School 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 (DMS) 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. DMS 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 DMS 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 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.

# **CIVILITY POLICY**

## **All students, parents, and guests of Damien Memorial School and all associated events**

All members of the Damien Memorial School community are expected to treat each other with courtesy and respect at all times. Each member of the DMS community shares an obligation to keep our interactions free from disrespect and disruption.

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

# **ACADEMICS**

## **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. DMS does not discriminate based on race, color, national and/or ethnic origin in the administration of its educational policies, admissions policies, scholarship programs and athletic and other school-administered programs. While DMS does not discriminate against students with special needs, a full range of services and programs may not be available for these students.

DMS accepts applications for students entering grades 6 through 12. A student must first successfully complete the grade prior to the grade to which he/she is applying to be considered for admission to DMS. Applications may be obtained through the Admissions Office. Following the completion of the DMS 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 Memorial School Admissions Committee, which will make a recommendation to the Director of Admissions as to whether or not the student should be admitted. After reviewing all pertinent information, the Principal will make the final determination as to the student’s application for admission. Students applying for grades 10-12 will be evaluated on a case-by-case basis.

All students accepted into and entering DMS 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 DMS 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 and Assistant Principals together with the Admissions Director and the student’s grade level counselor.

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

## **GRADUATION REQUIREMENTS**

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

## **CHRISTIAN SERVICE REQUIREMENT**

As a Catholic school, DMS 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 DMS students. Earning a DMS 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 Memorial School requires the following of its students:

## **GRADES SIX THROUGH EIGHT**

Middle school students complete grade level community service projects.

## **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 DMS 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 every academic year that a student attends DMS. 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 DMS'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 or Assistant Principal.
- No hours may be earned for on campus office help, lunch help or teacher's aide work during school hours unless previously approved by the Assistant Principal or Principal.
- 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 DMS.

## **COURSE CREDIT**

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 administration. A student wishing to take a course at any school other than DMS for the purpose of earning credits must submit a course description of the class to the Principal 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 DMS.

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

## **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. No requests will be honored following this period.

## **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	64-0 = 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 DMS will be counted toward GPA. Exceptions:

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

## **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.

## **SCHOOLY - STUDENT PORTAL AND PARENT APP**

Schoology is the Learning Management System used by Damien Memorial School. Students will have access to e-books and all course material via the Schoology Student Portal. Parents will have access to their child's progress through the Schoology Parent App. Information will be provided to each parent regarding how to access student grades via our Director of Information Systems. Grades posted to the Schoology Parent App will be updated once grades are inputted and synced from the teacher gradebook.

## **ACADEMIC PROBATION**

Students earning (2) D's and/or (1) F in any class at the end of the quarter/semester will be placed on Academic Probation and will be monitored by the assigned grade level academic counselor and Dean of Academics. Academic conferences will be called by counselors whenever necessary. Conditions of the Academic Probation will be specified during the Academic Probation conference and contract.

## **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. All courses taken off campus must have prior approval from the grade level counselor and administration.

## **ACADEMIC AWARDS**

DMS will recognize all students who earn honor roll throughout the year. 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.

## **VALEDICTORIAN AND SALUTATORIAN (SENIOR YEAR)**

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

## **MEDAL OF EXCELLENCE (EIGHTH GRADE)**

To qualify for this honor, a student(s) must have attended DMS for both seventh and eighth grades. Criteria for this award will include a student's cumulative GPA at the end of the first semester of the eighth and grades from the third quarter of the eighth grade.

## **ACADEMIC EXPULSION**

The Principal, acting upon the recommendation of the teachers, counselors, and administrators, may dismiss a student from Damien Memorial School for academic reasons at any time when in the opinion of the teachers, counselors and administrators continued study at Damien Memorial School is not in the school's or student's best interest. The final decision of academic dismissal rests with the Principal, whose decision is final.

## **TUITION**

After the first day of school no refunds will be given. If your child no longer attends the Damien Memorial School, whether the dismissal (expulsion) or withdrawal was imposed or voluntary, then families must fulfill their obligation to pay all tuition for the school year. Upon the child's withdrawal families understand that the entire amount of all financial aid and discounts sponsored by Damien Memorial School will be rescinded when calculating the remaining tuition balance.

## **ATHLETICS BY SEASON**

Please see the Damien Memorial School Athletics Handbook for policies, rules and procedures.

### **FALL 2023**

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

### **WINTER 2023**

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

### **SPRING 2024**

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

# **STUDENT ATTIRE**

## **DRESS CODE**

Damien Memorial School recognizes each student as an individual with his/her own style and means of expression. Our Dress Code is not meant to inhibit development of the individual. Rather, it is structured to maximize each student's potential and to develop within each student the daily discipline needed to come to school properly dressed and groomed. Neatness in general appearance will always be a priority in a DMS 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 DMS Dress Code. The determination of what is and is not acceptable rests with the School Administration.

## **DRESS CODE REQUIREMENTS**

The uniform expectations apply to all new and returning students. All female students are required to wear the purple DMS polo shirt and plaid skirt/skort. All male students are required to wear the purple DMS polo shirt with Dennis Uniform khaki shorts or slacks. Any deviation from this basic dress code will be permissible only with the approval from the office of the Assistant Principal/Dean of Students.

PE attire (shirts/shorts) must be purchased through our Logo Shop. All uniform shorts, slacks, and skorts must be purchased from Dennis Uniform Company. Rolling of shorts or skirts/skorts is not permitted.

## **LITURGY DRESS CODE REQUIREMENT**

On days when we have all-school liturgies and other dress-up occasions, boys are required to wear approved Dennis khaki slacks, Dennis white dress shirt with DMS logo, a black tie and a solid black or brown belt. All female students are required to wear the plaid skirt/skort with the Dennis white, collared blouse with DMS logo. Students not in liturgy attire will serve a lunch detention the day of liturgy. Families may purchase white liturgy tops from Dennis uniform.

## **OUTERWEAR**

Outerwear is limited to the DMS Letterman's jacket, DMS affiliated sports jackets, and two cotton-blend DMS jackets sold in the DMS Logo Store. Blankets are not permitted.

## **SHOES**

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.

## **STUDENT ID**

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

## **GROOMING STANDARDS**

### **MEN**

#### 1. Hair\*

- a. Hair must always be properly groomed and neat.
- b. Hair must be properly trimmed, must not extend to the collar, must not cover the forehead/eyebrows, and must not extend over the top of the ears or be worn tucked behind the ears.
- c. Hair must be properly faded or squared at the back of the neck and must not exhibit any type of distinctive “tail”.
- d. Outlandishly long or short styles are not permitted (no man buns, braids, dreads, ponytails, mohawks, faux hawks, poly hawks, foxtails, burst fades, etc.).
- e. Shaving of the head in any style or form is not permitted. Sculpting or cut lines or designs in the hair or eyebrow are not permitted.
- f. Hair must be of a single, natural color and must not exhibit contrasting colors, highlights or bleaching to any extent.
- g. Sideburns must not extend below the bottom of the ear lobe and must not exhibit a flair toward the mouth.

#### 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. Band-aides over earlobes are not permitted.
- b. Chains, medals, etc. must only be worn under the shirt, except for the Encounter Cross or other small cross or crucifix worn with a simple, modest chain.
- c. Body, nose, eyebrows, and tongue piercings are not allowed. No upper-body visible tattoos when in school dress code.

#### 4. Headgear

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

## **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.
- e. No upper-body visible tattoos when in school uniform.

### 3. Headgear

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

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

## **ALTERNATE DRESS DAYS**

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

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

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

## **GUIDELINES FOR ALTERNATE DRESS DAYS**

### **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. DMS long sleeves including hoodies, jackets and sweaters are allowed.
- c. Non-DMS tops of any kind are not 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

- d. All regular school rules apply.

### **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 short 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-DMS 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

- a. All regular school rules apply.



## **STUDENT BEHAVIOR, EXPECTATIONS, AND RESPONSIBILITIES**

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

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

### **CODE OF CONDUCT**

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

## CLASSES OF OFFENSES

### CLASS ONE OFFENSE

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

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

- Violation of probation.
- Other forms of misbehavior not specifically described above will be subject to the same corrective action if, in the determination of the administration, such behavior fails to respect the rights of others or disrupts the educational process.

### CLASS TWO OFFENSE

This category includes offenses of a serious nature. The Assistant Principal/Dean of Students determines the penalty assigned. Offenses in this category include:

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

### CLASS THREE OFFENSE

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

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

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

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

## **INVESTIGATION**

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

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

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

## **DISCIPLINARY BOARD**

Members of the Disciplinary Board include:

Assistant Principals, Grade Level Counselor, (2) teachers

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

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

## **APPEAL**

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

## **PROBATION**

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

## **DISCIPLINARY EXPULSION**

A student may be expelled from Damien Memorial School for violation of the terms of a disciplinary probation, or for any other reason deemed necessary by the Principal. Once a decision is made to expel a student from school, the Principal informs the parents. Upon expulsion, all student services cease and the expulsion is recorded on the student's permanent record. However, parents are usually given the option of withdrawing the student before expulsion becomes effective.

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

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

- The parents of the expelled/withdrawn student will contact the School Registrar to make the necessary arrangements for the student's release from Damien Memorial School.
- The expelled/withdrawn student will not be allowed on the DMS campus for any reason while he/she is still a high school student and/or until his/her class would have graduated from Damien Memorial School.
- The expelled/withdrawn student will not be permitted to attend any DMS school function on or off campus.
- Refunding of tuition, fees, etc. will be arranged according to the terms established by the Damien Memorial Business Office.
- The DMS iPad, Apple pencil, and power cord must be returned to the technology department.
- Student ID card must be returned to Damien Memorial School.
- All issued sports equipment must be returned to the Athletic Department.

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

Damien Memorial School reserves the right to amend any portion of this handbook. All changes will be updated on the school website where the e-copy of the handbook is available.

## **ACADEMIC DISHONESTY**

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

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

Quizzes and exams test a student's independent knowledge of a subject. No unauthorized help from any source may be used or be available to a student during a quiz or examination regardless of the intent to use that source. School issued iPads must be properly used. No other electronic devices should not be on one's person during a quiz or test. Giving aid to another student before, during, or after a quiz or exam, or turning in for credit work previously submitted for a class, are also forms of academic dishonesty and will be subject to disciplinary action.

## **BULLYING**

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

## **HAZING**

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

## **CYBERBULLYING**

Damien Memorial School attempts to provide a safe environment for all individuals while using technology on or off campus. Threats made against the physical or emotional well-being of any student or individual are taken very seriously. Students making such threats, whether serious or in jest, via social media (i.e., Facebook, Instagram, TikTok, Discord, SnapChat, etc.) face detention, suspension, and/or expulsion.

## **HARASSMENT**

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

## **ABUSE, NEGLECT AND SEXUAL ABUSE**

Damien Memorial School's full Safe Environment Policy is available at the school or on the DMS 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 Memorial School 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.



## **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 Assistant Principal/Dean of Students, one male/one female grade level teacher, and grade level counselor. If the student is found guilty of any offense involving the above-named substances, he/she shall either be placed on Permanent Probation or shall be expelled from the school based on the recommendation of the Disciplinary Board. If the student is placed on Permanent Probation, he/she shall be required to submit to a counseling service to be determined by the Assistant Principal/Dean of Students 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 DMS or an off-campus site. Results of testing/evaluation must be released to the school administration. This policy also applies to students' serious or willful abuse of prescription medications.

## **PUBLIC DISPLAYS OF AFFECTION (PDA)**

Public displays of affection are in poor taste and inappropriate on a Catholic school campus. Some examples of inappropriate public displays of affection may include sitting or lying on one another's lap, kissing, inappropriate embraces, caressing, groping, etc. Parents will be notified should this occur on campus (to include the parking lot), and disciplinary action will follow.

## **PREGNANCY POLICY**

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

### **APPROPRIATE INTERACTIONS BETWEEN ADULTS AND STUDENTS**

Damien Memorial School attempts to ensure the safety and well-being of all students. Students are not permitted to engage in communication with faculty and/or staff outside the classroom, whether via cell phone, text messages, or any form of social media on any platform. Students are prohibited from connecting with or following school employees on social media. Photos, videos, or audio of students/faculty/staff should never be posted to social media without express advance permission from administration and authorized in writing in accordance with the School's Image Waiver policy.

Damien Memorial School, in partnership with families, will work together to identify, report, and investigate any incidences of boundary-crossing behavior.

### **COMPUTER/IPAD USE**

The inappropriate use of DMS computer/iPad resources, facilities, and Internet accounts, as determined by the instructor or supervisor of those resources, will result in the immediate cancellation of a student's computer privileges at the school. The use of DMS 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 DMS 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 DMS computer or network using another person's account will result in immediate cancellation of the user's privileges. Intentional damaging of computer equipment, hardware, software, or data, including creating or intentionally uploading of computer viruses, is considered serious vandalism.

# ATTENDANCE AND HEALTH PROCEDURES

## ATTENDANCE

Damien Memorial School is governed by the Instructional Policies for all schools of the State of Hawaii regarding attendance:

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

Damien Memorial School has agreed to follow the procedures and policies regarding truancy that have been developed by the Honolulu Police Department and the Hawaii State Department of Education.

In brief, those policies involve:

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

## ABSENCES

A telephone call (440-9567) or email ([attendance@damien.edu](mailto: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 school will contact the parent to confirm the absence, and the student may be considered truant. Students are responsible for keeping up with all classwork and homework missed due to an absence. Students absent for three (3) consecutive days or more will require a doctor's note to return to campus. The school reserves the right to determine if a tardy or absence is excused or unexcused.

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

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

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

### **EXTENDED ABSENCES**

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

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

For cases of emergency travel, grade level counselors and teachers must be notified at least one week prior. While away, the student is responsible for checking Schoology daily and submitting all assignments/tests/projects on-time.

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

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

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

## **EARLY DISMISSAL**

Requests for early dismissal are made at [attendance@damien.edu](mailto: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 Welcome Center to meet the student and sign them 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. Failure to report student early dismissal by 9 a.m. may result in the request being denied.

## **TARDY**

All students are expected on campus no later than 7:45 a.m. Students are considered tardy if they are not in their class when the bell rings. A student who is late for school enters through the Welcome Center. The student will be issued a Tardy Slip which must be presented to the teacher, and the tardy will be recorded in the PowerSchool Attendance record. Students without a valid reason for tardiness will be marked unexcused. Students with more than 10 unexcused tardies in a semester will be placed on probation.

## **TRUANCY**

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

## **SEMESTER AND FINAL EXAM ATTENDANCE**

Students must be present on campus for their semester and final exams. Students may not take their semester or final exams early. Students 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 for that exam; the makeup must be taken no later than January 12, 2024 for semester one. Seniors absent for a final exam, must make up their exams by May 22, 2024. Underclassmen absent for a final exam must make up their exams by May 31, 2024.

## **EXTRA-CURRICULAR PARTICIPATION**

To be eligible for any 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 quarter (or the next official grading period).

An ineligibility list will be posted no later than five days after the end of the quarter. Ineligibility begins at the start of the subsequent quarter.

The expectation is that academic success remains a priority for each student, and that each student remains motivated to improve his/her work.

All ineligible students remain so for the first three (3) weeks of the subsequent quarter/grading period. An appeal process may be undertaken only when there is significant academic growth within the three (3) week period. 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 Athletic Director will then discuss the student's current academic status with each of the student's instructors. The grade level counselors will conduct weekly checks with the student-athlete's teachers to monitor his/her academic and classroom behavior and will inform the Athletic Director. 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 President or Principal/Assistant Principals. If that course is satisfactorily passed and gives the student a GPA of 2.0 or higher, the student will be considered for eligibility.

## **HEALTH ROOM**

The Health Room 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.

## **ILLNESS**

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

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

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

## **COVID-19**

Damien Memorial School continues to follow the Hawaii State Department of Health guidelines for Covid-19. If a student tests positive for Covid-19, immediately notify [attendance@damien.edu](mailto:attendance@damien.edu). Submit test results and isolate for 5 days (fully vaccinated or unvaccinated). The student must be fever-free (temperature of 99 degrees or lower) for 24-hours without any fever-reducing medications AND symptoms resolved/significantly reduced before returning to campus.

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

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

## **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 Epi-pen or an inhaler, both the letter from the parent and the letter from the physician must indicate that. At the end of the school year, parents are responsible to pick up all medications. All medication left in the Health Room/school office will be disposed of at the end of the school year.

### **HEALTH RECORDS**

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



# **SCHOOL POLICIES**

## **ADULT STUDENTS**

Many students reach the age of 18 before they graduate. However, this ordinarily does not change the relationship between the school and these adult students or between the school and their parents.

Policies regarding required signatures, absence notification, communication, etc. remain the same. The principal, in consultation with adult students' parents, may make exceptions given individual circumstances. Students who move out of the house of their parents or guardians of record must notify the principal.

## **CARE OF SCHOOL PROPERTY**

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

## **CELL PHONES AND HEADPHONES/EARBUDS**

Cell phones and earbuds are not permitted to be used on campus from the time a student enters the campus through the purple gates until the dismissal bell at 2:35 PM or 3:00 PM. Should a teacher require the student to use his/her cell phone and/or earbuds for academic purposes, the teacher will notify the Assistant Principal/ Dean of Students. Should a student be caught on his/her cell phone or wearing earbuds without the permission of a teacher, it will be held in the Assistant Principal's office and a parent will be required to obtain it by 3:30 PM.

## **COMMUNICATION WITH FACULTY AND STAFF**

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

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

## **CONDUCT AT SCHOOL FUNCTIONS**

Students are held responsible for their conduct while in attendance at any school function, both on and off campus, are subject to all regulations of the school and shall be governed accordingly.

“Sportsmanship” is a hallmark of the Damien Memorial student. Whether a spectator (parent or student) or participant, in victory or in defeat, at all athletic events the Damien Memorial student is to always demonstrate maturity and Christian conduct..

## **CONTACT INFORMATION**

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

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

## **SCHOOL DANCES**

DMS dances are for high school students unless designated otherwise. Students who have formerly attended DMS must obtain permission to attend a dance from the Assistant Principal/Dean of Students at least three (3) days before the dance. Once inside the dance area, students are not permitted to leave and return. All students attending school dances are expected to be dressed in an appropriate manner. Students considered being inappropriately dressed or whose behavior is considered inappropriate will be asked to leave the dance. All posted rules for dress and behavior must be adhered to without exception. All other applicable rules of conduct will be in effect at these dances. When approved, guests of DMS students are the responsibility of the host DMS student. Dances at school end at 9:00 p.m. and students should be picked up/out of the parking lot by 9:30 p.m.

## **FOOD ON CAMPUS**

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

## **LITURGY**

Liturgies (masses, prayer services) are special opportunities for the Damien Memorial community to come together in prayer. Students are asked to regard any place we gather in prayer as a sacred place in which respectful behavior is expected. Students are expected to be in Liturgy attire on designated days. Emails are sent to all students/families the week of liturgy. Reference “Important Dates” pg. 6.

## **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 inappropriate pictures and/or other material. No student may put his/her books or other possessions in a locker that has not been assigned to him/her. Only locks provided by the school may be used to secure lockers. The school assumes no responsibility for loss or damage to personal property kept in lockers. Lockers are the property of Damien Memorial School, and the school reserves the right to search all lockers or personal property at any time. These regulations also apply to athletic lockers.

Tampering with locks in any way is not acceptable and is subject to disciplinary action.

## **LOITERING**

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

## **MESSAGES**

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

## **OBLIGATIONS**

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

## **OFF LIMITS**

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

- The area behind the band room.
- The service 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 in the cafeteria, unless approved and scheduled in advance.
- Anywhere beyond the main doors of the Ching Building.
- Athletes may use the batting cage only when a coach is present.

The following areas are off limits during the school day:

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

No loitering is allowed anywhere above the ground floor after 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.

## **PUBLICITY**

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

## **SOLICITATION**

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

## **SUPERVISION**

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

## **STUDENT PARKING REGULATIONS**

Parking on campus for students is limited to the mauka gravel parking lot. Any student who wishes to park on campus must purchase a parking permit from the Business 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 Business Office. Students are not permitted to go to their cars during the school day without permission from a faculty or staff member.

In order to receive a parking pass, student drivers must submit a photo to the Business Office of the following items:

1. Copy of their driver's license
2. Copy of the vehicle registration
3. Copy of the vehicle insurance
4. Pay the yearly parking pass is \$50 for the year; \$25 for the semester
5. Submit the "Student Parking Contract" via Google Forms to the Business Office

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

1. Speeding in the parking lot
2. Blasting of loud music while driving through or parked in the parking lot before or after school or during any school function held on campus.
3. Congregating before or after school in the parking lot
4. Any inappropriate conduct in or around the (i.e., PDA, drugs, vaping, etc.)

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

## **HANDBOOK REVISIONS**

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

# ACCEPTABLE ELECTRONIC EQUIPMENT USE POLICY

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

## INTRODUCTION

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

- Laptops
- iPads
- Smartphones
- Android Tablets

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

## **STUDENT TECHNOLOGY ACCEPTABLE USE AGREEMENT**

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

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

## **PARENT TECHNOLOGY ACCEPTABLE USE AGREEMENT**

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

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

*Disclaimer: Damien Memorial School reserves the right to review and revise this Student-Parent Handbook throughout the year. Please refer to the Student-Parent handbook posted on [www.damien.edu](http://www.damien.edu) for the most updated version.*





## **THE FOUNDER'S PRAYER**

O God, we thank you for the life of Blessed Edmund Rice.

Moved by your Spirit he opened his heart to Christ present  
in those oppressed by poverty, ignorance, and injustice.

He afforded them an opportunity for a Christian education  
and engaged on their behalf in other works of compassion.

May we follow his example of faith and generosity in our  
lives as we seek to live lives of love and service.

We ask this through Christ Our Lord. AMEN



## **ALMA MATER**

Damien Alma Mater

Tender, true and bold

Proudly in the heavens

Gleams thy mauve and gold

Glory's mantle cloaks thee

God our guide is nigh

And our hearts forever

Love thee Damien High

And our hearts forever

Praise thee Damien High



I acknowledge that I have reviewed, fully understand and agree to the policies, procedures, and expectations of the Damien Memorial School 2023-2024 Student-Parent Handbook and DMS Acceptable Electronic Equipment Use Policy, Code of Conduct, Policy Against Bullying and Harassment, Attendance and Health Procedures, and School Policies.

Student Name (print) \_\_\_\_\_

Student Signature \_\_\_\_\_

Grade Level \_\_\_\_\_ Date \_\_\_\_\_

Parent Name (print) \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_