



Parent - Student Handbook

2022-2023

2933 Poni Moi Road, Honolulu, HI 96815

Phone: (808) 922-2744 | Fax: 808-923-4514 | info@lapietra.edu | Visit lapietra.edu

WELCOME TO LA PIETRA!



Here at La Pietra – Hawai'i School for Girls, we educate young women to lead a life of purpose. We are pleased that you have chosen La Pietra for your daughter's education. This Parent-Student Handbook outlines our school policies and expectations as well as provides information about academics and counseling, athletics, the Parent-Faculty Association and basic school operations.

Notice of Nondiscriminatory Policy:

La Pietra – Hawai'i School for Girls does not discriminate on the basis of race, color, national and ethnic origin or religion in administration of its educational and admission policies, financial aid programs, athletics or other school-administered programs.

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MISSION STATEMENT



OUR VISION

We educate young women to lead a life of purpose.

OUR VALUES

Confidence	Passion and self-confidence are as important as ability
Curiosity	Creativity is as important as critical thinking
Identity	Character is as important as success

School Colors: Royal Blue and Powder Blue | School Mascot: Lady Panther

HISTORY OF LA PIETRA

In choosing La Pietra as your school, you have chosen one of the loveliest campuses in the islands. It was originally the home of Walter F. and Louise Gaylord Dillingham. Built in 1921 and modeled after a family estate near Florence, Italy, La Pietra means “The Gem” or “The Rock,” as it translates from Italian. The Dillinghams raised four children here, and La Pietra became a social and cultural center of world renown.

Today’s La Pietra School was the dream of the late Lorraine Day Cooke and Barbara Cox Anthony. With a group of leading Hawaii citizens, Mrs. Cooke and Mrs. Anthony formed a board of trustees who obtained a Hawaii State Charter for the school in 1962. Currently, a 13-member board of trustees governs the school.

Hawai’i School for Girls opened in 1964 at Central Union Church with 55 students and a faculty of nine under founding headmaster Joseph H. Pynchon. By 1969, with an enrollment of 210 girls, Hawai’i School for Girls moved to its own campus, La Pietra, where classes began after extensive renovation by the Dillingham Corporation and the school family itself. The purchase of the former Dillingham Estate was completed in 1973; a six-classroom building named for Mrs. Cooke was dedicated in January 1977, and the gymnasium student center was dedicated in November 1987, completing the school’s original master plan.

The ‘80’s also saw the complete rebuilding of the Scott Art Center, the redesign and expansion of the library, and the gift of a computer classroom from the James Gary family. Scott Meiklejohn succeeded as second Headmaster and served from 1991-1995. The Bachman Science Center was completed in December 1996. Nancy D. White, the third head of school, beginning in 1995, served until 2006 after providing strong leadership and commitment to educational excellence.

In 2007, Mahina E. Hugo became La Pietra’s fourth head of school, retiring in 2017. During her tenure, room renovations brought La Pietra into 21st century learning, and additionally, Mrs. Hugo brought a fresh sense of place to an existing historical property.

The campus continues to host a wide range of community events, primarily of cultural, educational, and artistic nature. It is, of course, best known for its role as a fine college preparatory school for girls. Under the leadership of its fifth head of school, Dr. Joshua Watson, La Pietra now stands proudly to serve young women in Hawai’i from grades 6-12.

ALMA MATER

LA PIETRA DAYS

Near to the heart of Honolulu and close to the azure sea,
Stands a lady of great beauty, history, and integrity.
She nurtures harmony and wisdom; She shares her love and grace.

La Pietra, we will always cherish our La Pietra Days,
Our precious La Pietra Days.
Memories that will last a lifetime; The friendships we hold dear.
Timeless lessons that we learned here, will sustain us through the years.
To our beloved alma mater, our voices now we raise.

La Pietra, we will always cherish our La Pietra Days,
Our precious La Pietra Days.

*Music by Nancy Hunt / Lyrics by Helene Scatcherd '92
This song was composed as Helene's Independent Project.*

BOARD OF TRUSTEES

Russell M. Gifford, Chair
Dawn MacNaughton, 1st Vice Chair
Anne Freese, Ph.D., 2nd Vice Chair
David L. Callies
Calvert G. Chipchase
Wendy B. Crabb
Sara Dudgeon
Colleen Finnegan, M.D. '76
Nolan Namba
Blair Parry-Okeden '68
Lynne Toyofuku, Esq. '75, Secretary
Joshua Watson, Ed.D., ex officio

FACULTY

Helena DiLisa (Barreto) - Science
Vincent Chung - Mathematics
Pei-Ling "Bella" Congdon - English
Miya Huang - World Languages, Yearbook
Dr. Kathryn Kane - Social Studies
Morgan Kelly - Fine Arts
Ross Kinsler - Physical Education
Ixchel Lopez - Fine Arts
Carole Ota - Mathematics
Dr. Alia Pan - English
Tomas Ramos-Martin - Fine Arts
Benjamin Roosevelt - English
Dennys Salazar - World Languages
Aaron Sekulich - Science & Physical Education
Cynthia Tesoro - Fine Arts
Brent Trujillo - Social Studies
Jenna Tuss - Physical Education
Samantha Wiseman - Social Studies

ADMINISTRATORS

Dr. Joshua Watson - Head Head of School
Jennifer Grems - Dean of Academics
& Faculty
Anne Nakakura - Business Manager

ADMINISTRATIVE SUPPORT

Cree Bagley - Registrar & College Counselor
Elaine Batacan - Director of Enrollment
Management
Kaile Berlenbach - Curriculum Coordinator
& Summer School Director
Cat Camacho - Campus Operations
& Safety Coordinator
Kristie Han - Dean of Students
Dawn Ijiri - Director of Human Resources
& Executive Assistant
Ann Kam - Officer Manager
Ross Kinsler - Athletic Director
Leah Lee - Director of Advancement
& Alumnae Relations
Rachel Wagenman - Director of
Communications

MAINTENANCE

Roger Alcaria
Dante Duldulao
Raymond Galdeira, Jr.
Merlyn Hopkins
Sally Ramirez
Mike Tucker

PARENT-FACULTY ASSOCIATION (PFA)

From La Pietra's Board of Trustees:

Numerous studies have demonstrated that parental involvement is directly linked to a student's success in school. Throughout the years, we have found this to be true at La Pietra. We strongly encourage you to become involved with La Pietra, as well as the Parent-Faculty Association. There are several activities that offer you the opportunity to bring you closer to La Pietra and give you a better perspective about your child's academic and social environment. Your involvement will help to make La Pietra an even stronger environment to support our students.

Dear Parents,

The La Pietra Parent-Faculty Association welcomes you to our school. The PFA offers several opportunities for parents to be involved in the school, assuring our students of an enriched, successful year.

These fun activities include preparing meals by Lunch by Moms and Dad or scrambling eggs for the end of term breakfasts, volunteering at our annual HOOPLA scholarship fundraising gala or community service volunteering at our Special Guest Day.

The success of these events is based entirely on the participation and support of our parent community. All parents are invited to be involved in their child's school by volunteering their time, lending a helping hand and taking the lead in these events. Our monthly PFA meetings are open to all parents and we look forward to welcoming each of you to them.

Mahalo,
Your Parent Faculty Association



PARENT/GUARDIAN CODE OF CONDUCT

An Agreement Between Parents & La Pietra

At La Pietra - Hawai'i School for Girls, we recognize that your family has many educational options to select from when choosing the best fit for your child, and we are delighted that you have chosen La Pietra. We believe that parents and guardians play an essential and positive role in partnering with our school as we collaborate and work together to educate each student to lead a life of purpose.

By choosing to enroll your child at La Pietra - Hawai'i School for Girls, your family agrees to support our mission, vision, school philosophy, programs and activities, procedures, policies, rules and guidelines, and to respect our community members and educational decisions. Trust and mutual respect are crucial to creating and maintaining an effective working relationship between parents and the school. Parents may not always agree with every policy, program or decision made by the school; however, in most situations, the school and family are able to find sufficient common ground to continue a mutually respectful, positive, and collaborative relationship. Should an impasse arise that cannot be resolved and a family decides they can no longer continue to be supportive, constructive members of the school community or exhibits conduct that is deemed by the school to be uncooperative, it may follow that another institution would be more suitable for the family.

Parents and guardians understand that La Pietra - Hawai'i School for Girls reserves the right to take disciplinary action, including the suspension or dismissal of a student, if the school, at its sole discretion, determines that the actions of a parent or guardian impair the positive and constructive relationship with the school and school environment. The school's expectations regarding the behavior and actions of its students and their parents include both on and off campus behavior and actions, and may include, but are not limited to, social media, online posts, written, verbal and in-person communication.

We thank you for supporting our positive and nurturing environment.

LA PIETRA VALUES

We expect our students to adhere to the following guidelines on which our school is founded: **Respect, Humility, Honesty, Responsibility** and **Commitment**.

At La Pietra, we work together to create an environment in which students, faculty, staff and administrators feel respected and can thrive both emotionally and intellectually. Students and teachers accept and respect people's ideas, feelings, differences, person, and property.

Our school community is founded on **respect**: for ourselves, for another person's ideas, and for the learning environment. Because we want our students to graduate with a strong sense of self-understanding, it is vital that our community be one in which each student feels free to express themselves in a setting that is tolerant and supportive. Each student contributes to this atmosphere by the respect and courtesy they accord to all members of the campus community. Likewise, it is our *kuleana* as members of the La Pietra community to care for each other, our campus, and our belongings.

Disrespect for our community, including misuse, abuse, or taking of another person's property or school property will result in serious disciplinary consequences, which may include suspension or dismissal. In addition, disrespect shown to students, faculty, staff, or administrators will also result in serious disciplinary consequences, which may include suspension or dismissal.

We believe that our students are trustworthy, responsible, and well-intentioned, and we expect them to participate in positive ways in our community by using good judgment, modeling reasonable and courteous behavior, engaging enthusiastically in the program, and responding to guidance. Our students are expected to exhibit **humility** and consideration in their interactions with peers and members of faculty, staff and administration.

As members of the La Pietra community, students strive to:

- Listen empathically, and speak compassionately; honor agreements and differences; share ideas, and be willing to compromise.
- Extend essential courtesies to all campus community members.
- Greet visitors on campus.
- Accept and practice gratitude.
- Keep a positive attitude and be willing to help others.
- Take responsibility for actions.

We expect each student to exercise a commitment to integrity, honesty, duty, and responsibility. We believe that challenges are a natural and healthy part of growing up and that facing challenges builds resilience. We count on every student for **honesty** in their relationships and in their academic work, including producing work that is authentically their own, giving credit to others as appropriate.

We welcome thoughtful problem solving and suggestions that will improve our lives at school. We value **independence** and **teamwork** equally, two qualities essential for a happy, productive life. We hope each student will be excited about exercising their own skills and judgment and taking the initiative, as well as demonstrating enthusiasm for projects that require working in teams or pairs.

La Pietra - Hawai'i School for Girls has a long tradition of **service to others**, or **kahiau**. Along these lines, we are sometimes accused of overusing Sir Winston Churchill's statement that, "We make a living by what we get; we make a life by what we give." We know that each student in the school has something to share with friends, classmates and teachers. Beyond the boundaries of campus are countless opportunities to help those less fortunate, and we hope students will discover the satisfaction of giving time and aloha to causes bigger than themselves. It is in this spirit that we look forward to a supportive alliance between home and school on behalf of each La Pietra student.

ACADEMIC POLICIES & PROCEDURES

As a college preparatory school, La Pietra's aim is to teach you skills and offer courses you will need to prepare you for success in college or university and beyond. Your teachers are available to help you over and beyond your scheduled class time. Please make an appointment to see them, as all good students do, when you need additional assistance. Also available to help you are the Dean of Students and the Dean of Academics.

COURSE SELECTION REQUESTS

Upon your acceptance to La Pietra, our Dean of Academics and the Registrar will work with you to create a schedule for your first year.

In each subsequent year, this planning will be done in the spring. A Course Catalog will be available online to assist you in completing your course registration which you will review with your parents and submit to the Dean of Academics.

COLLEGE COUNSELING

The goal of college counseling is admission for each graduate at a school of higher education well suited to their needs, talents, and expectations. It encompasses a four-year program of interaction by the College Counselor with students and their parents.

In the 9th and 10th grades, emphasis is placed on helping students to make appropriate curriculum choices and instilling in them healthy academic attitudes. The program intensifies in the junior year with the Junior Seminar college counseling curriculum, visits from college admissions officers, college exploration activities, parent conferences, test taking preparation, and national testing. The senior year is devoted to deciding where to apply and successful navigation of the actual application process. Our students have been accepted at a diverse range of colleges and universities.

ADD/DROP POLICY

Our goal at La Pietra is to both challenge and support students academically. Elective courses will have been added to courses required for graduation in order to meet the school's requirements for a full master schedule.

Schedule change requests must be approved by the Dean of Academics. Changes are granted only for significant academic reasons. Schedule changes are not allowed after seven days once the term has started. Courses that are dropped or changed after seven days will reflect at "W" or "Withdraw" on the student transcript. Any course dropped after the midterm, due to approved reasons will

show a “W” and the grade at the time of drop (e.g., Withdraw - F). This grade will not be factored into the student GPA, but will be reported on the transcript.

Please note that any schedule change processed after La Pietra’s scheduling deadline, if approved, will be charged a \$40 change fee. Students dropping an online course will be charged for the amount of tuition not refunded by One Schoolhouse and must make payment to the school within the school year that the expense is incurred.

ADVANCED PLACEMENT (AP) ENROLLMENT POLICIES

Students who request to enroll in AP-level classes, whether on campus or online, must sign the La Pietra AP Learning Expectations contract at the time of course registration.

All students who wish to enroll in an AP course must pay a non-refundable AP exam fee per AP class they enroll in. The exam fee will be charged to the student account and will be non-refundable if they fail to take the AP Exam.

AP students agree to organize their time and effort to successfully complete the AP course in which they are enrolled. The student will be expected to complete assignments, readings and projects outside of class time. In accordance with La Pietra school policy, all enrolled students are required to take the AP Exam on its scheduled date and time as outlined by the College Board. Students in Level 5 language classes who choose the option of taking the AP exam will be required to notify their teacher and pay the exam fee.

ONE SCHOOLHOUSE ACADEMIC LEARNING POLICIES

ENROLLMENT REQUIREMENTS

In order to enroll in an online course from One Schoolhouse (formerly known as Online School for Girls) students must receive approval from the Dean of Academics and submit a non-refundable payment of \$150 in full to be enrolled. Any student who wishes to take an online Advanced Placement (AP) course must have earned at least a 3.3 GPA at the time of enrollment and must have received approval from the content area teacher and the Dean of Academics.

COURSE DEMANDS AND TIME

Yearlong coursework ranges between 8-10 hours per week for AP courses and between 6-8 hours for non-AP courses per week.

ONE SCHOOLHOUSE SCHOOL YEAR

Courses run from September through the end of April. The first semester begins in September and runs through December; second semester runs from mid-January through the end of April. There is an extended Winter Break, but no Spring Break. Summer courses run from June through August.

WITHDRAWAL DATE

Students who drop the class within the add/drop date will be expected to pay 50 percent of the total cost of the current school year tuition. Students who withdraw after the add/drop deadline will be subject to pay the full tuition amount. Students who withdraw after thirty days for school-year courses and ten days for summer courses will receive a transcript indicating “WD-Pass” or “WD-Fail.” No academic credit is awarded for withdrawn courses. A failing grade will show up on your transcript with the grade at the time you drop.

TESTING

Students are expected to take all Topic Tests and Cumulative Exams on-site with a proctor.

BOOKS

Course resources lists are emailed to registered students one month before the start of the course. Students are responsible for purchasing the books and materials required for the course.

END OF TERM GRADES

Because One Schoolhouse courses are on a semester or year-long term, grades in these courses will be reflected on the transcript only after Term 2 and 4.

INDEPENDENT PROJECT (IP)

As a requirement for graduation from La Pietra, each student must plan and carry out an Independent Project outside of classroom work that is designed to achieve some personal goal. The purpose of this project is to expand their experiences and perhaps take a few risks in exploring career possibilities or in attempting something the student has always wanted to do, but didn't think they could.

Students must present a proposal to the Independent Project Committee and have it approved before beginning their work. One person from the IP committee will serve as a student's faculty advisor. Upon completion, students must share the results of their projects, giving a presentation during a Co-Curricular period.

This project may be started in the summer with pre-approval. However, 40 hours must be experienced within the school year.

The minimum graduation requirement is a one-term project (minimum of 40 hours), though some projects last a year or even more. The project must be completed by April of the junior year. Individual Independent Projects will be evaluated and given a rating of A through F, which will be noted on the student's transcript and shared on college applications.

STUDY HALL/CONSULTATION

All students in grades 6-8 are assigned to proctored study halls. The purpose of this is to help students complete some of the nightly homework, to allow for help from teachers, and to make up work. Either a student or teacher may request a conference at this time, or a student may have the opportunity to make up work.

To leave a study hall to see another teacher or for a meeting, students in grades 6-8 must obtain permission from the teacher or meeting advisor in advance. For grades 9 – 12, teachers reserve the right to hold students in study hall.

STUDY/OPEN BLOCK

Students in grade 11 have the option of a maximum of one open block per year, and students in grade 12 have the option of a maximum of two open blocks per year in their course schedule. Exceptions to this include periods to balance numerous AP or online course loads. These exceptions must be approved by the Dean of Academics. Students are expected to productively utilize this time for their studies.

GRADES AND REPORTING

Cumulative grade point averages are calculated at the end of each term. A basic grade scale is shown below. Pass/Fail grades are given in the 6th grade electives and PE, Junior Seminar, and Independent Study.

A	93-100%	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
C+	77-79	F	59 and below

HONOR ROLLS

Upper School students who receive an end-of-term grade point average of 3.67 or higher earn a place on the Head's List. Those earning a grade point average of 3.33 to 3.66 earn a position on the Honor Roll. The Honor Roll status is determined at the end of each term.

SATISFACTORY ACADEMIC PROGRESS

Students earning grades of C- or above in all classes are considered meeting satisfactory academic progress. Difficulty with maintaining these grades for two or more consecutive terms may result in academic probation, during which time additional support and monitoring will occur. Parent conferences or additional reporting may also be requested. If a student continues to struggle with satisfactory progress, the school reserves the right to make the best decision in the interest of the school and the student.

STANDARDIZED TESTING

10th and 11th grade students take the PSAT annually. This may be subject to change for students in grade 10.

REPORTING

Parents will have access to grade reports via My BackPack at the midterm with personal comments and at end of term with final letter grades. Midterm grade reports with comments note a student's progress as of the date indicated in the report. Parents will receive progress reports at any point in the term when a student's achievement changes significantly.

Students' grades, assignments, and attendance records can be accessed online through [My BackPack](#). A username and password are required to access this information. If you have not received your username and password or have misplaced them, please contact the main office. Teacher conferences may be arranged through the respective Dean of Students or Dean of Academics. My BackPack access will be disabled at the end of each grading period for three - five days for data verification and storage.

Any grade appeals must be made directly with the Dean of Academics within two weeks of receiving a final report card. Any appeals made thereafter will not be eligible for consideration.

SATISFACTORY PROGRESS IN SEQUENTIAL COURSES

If a student fails to meet the minimum required grade to progress in a course, teachers may require the student to repeat the course

For each level of World Language and Math starting with Level I or Algebra I, students must achieve a minimum final term grade or teacher approval in order to move on to the next level. Students who do not meet this requirement may have to retake the course or complete summer supplemental coursework in order to advance to the next level. All course attempts will be recorded on the school transcript.

END OF TERM POLICY

Final examinations are generally given in all core Upper School courses at the end of each term. The daily schedule for the final days of each term are modified to allow extra time for those courses with final exams, projects, or presentations. If no final exam is scheduled on those days, students will still attend class as usual.

Middle School students and Upper School students without final exams will continue with daily classes during end-of-term exam days. However, the Middle School schedule is also modified to correspond with Upper School students (see table below).

End of Term Schedule - Middle & Upper School (Day 1)

8:30-10:30 AM	A Block
10:30-11:45 AM	Break & Lunch
11:50-1:50 PM	B Block

End of Term Schedule - Middle & Upper School (Day 2)

8:30-10:30 AM	C Block
10:30-11:45 AM	Break & Lunch
11:50-1:50 PM	D Block

ACADEMIC INTEGRITY

Students must exhibit academic integrity in all aspects of their lives at La Pietra, doing their own work fairly and honestly. All violations of academic integrity, whether intentional or unintentional, may be treated the same. Conduct prohibited by this policy includes, but is not limited to:

- Any form of cheating or misrepresentation.
- Plagiarism - passing off another's work as one's own, including taking someone else's completed assignment and submitting it as your own.
- Copying, emailing, exchanging or duplicating assignments that will each be turned in as "original work."
- Giving, receiving or use of unauthorized assistance, technology or answers during any assignment, quiz or test.
- Allowing parents, family members, tutors, or friends to do work for you.
- Submitting material created by someone else without proper citation.
- Forging of signatures.

GRADUATION REQUIREMENTS

24 total credits are required to graduate from La Pietra. Credits for courses taken from 9th – 12th grade are counted toward graduation. Algebra I and World Language courses taken in the 8th grade are also counted toward graduation. Additionally, the following course requirements must be satisfied in order to graduate:

- 4 credits in English
- 2 credits in Fine Arts
- 3 credits in World Language (three years of the same language)
- 3 credits in Math
- 2 credits in Physical Education
- 3 credits in Science
- 3.5 credits in Social Studies
- 2 elective credits
- Independent Project (11th grade)
- 1.5 credits in Women's & Gender Studies

GRADUATION WITH HONORS

Students who earn a cumulative grade point average of 3.5 and higher will graduate with honors. All Upper School courses up to Term 3 grades of senior year (along with World Language I and Algebra I classes taken in the 8th grade year) will be used for grade calculations.

VALEDICTORIAN AND SALUTATORIAN CRITERIA

A valedictorian will be selected based on the highest cumulative grade point average in grades 9-12 (including Algebra I or World Language I taken in 8th grade), to be determined after the third term of senior year. A salutatorian shall be the student with the next highest cumulative grade point average.

Any disciplinary issue regarding academic dishonesty (including but not limited to cheating or plagiarism) or other major disciplinary actions (such as suspension) in the junior or senior year will disqualify students from valedictorian or salutatorian eligibility.

To be eligible, a student must have earned their final eight credits at La Pietra at the time of graduation and have attended a minimum of two consecutive years at the school.

GENERAL POLICIES & PROCEDURES

Note: Attendance policies for the 2022-2023 school year may differ due to COVID-19 guidelines.

ATTENDANCE POLICIES

To report attendance, please call **(808) 922-2744** or email attendance@lapietra.edu.

TIMELINES FOR REPORTING ATTENDANCE

- For daily illness, absences or tardies, please call by 8 a.m.
- For appointments or early release, report at least 1-2 days prior to appointment.
- For extended absences, report at least two weeks prior to the absences.

ABSENCES

Absences are sometimes unavoidable, but to keep up with studies, at a minimum, we ask the following:

1. Absences must be reported according to the above stated Timelines for Reporting Attendance. Failure to report attendance can result in an unexcused absence; unexcused absences not corrected within 24 hours will remain unexcused. Work and tests missed as a result of an unexcused absence generally cannot be made up for credit. A student who misses two consecutive blocks is considered absent for the day. Students who are absent are responsible for missed work by contacting instructors for assignment updates. Tests and quizzes will be made up by arrangement with the instructor prior to/or upon return from an excused absence.
2. Absence due to illness: Our goal is to minimize the spread of illnesses amongst our students and faculty/staff members. When a student is ill, please contact the main office to report their absence and the student may stay home to rest. If the student is ill for three days or more, a doctor's note is required to return to school. A student may return to school when feeling better and able to be in school for the full day. When a student has a fever of 100.4 or higher, please report the absence and stay home. The student may return to school when their temperature is normal (98.6) for at least 24 hours without medication.
3. Final examinations may occur in Upper School courses at the end of each term. 8th graders enrolled in Upper School courses will also take final exams. If a student is ill, they must bring a doctor's note, and the exams will be administered as soon as possible. It is only under rare and unusual circumstances that students miss final exams. If a student must be taken out

of school by their family during exams, a parent should advise the school well in advance of the anticipated absence (at least two weeks). The student will take whatever exams will be missed **before** departing. A fee of \$100 per rescheduled exam will be charged for exams not taken on scheduled exam days. If a student does not take the exams as indicated above in a timely manner, they forfeit the exam, receiving an “F.”

4. School holidays and vacations are published on the school calendar posted on the school’s website, lapietra.edu. Every attempt should be made for planned trips to stay within the dates given for holidays. When unavoidable, requests for excused absence must be made by a parent/guardian notifying the school through phone calls, email, or a written note, at least two weeks ahead of the proposed absence to the Dean of Students. Requests for excused absences will be considered relative to urgency, educational value or significance of the event, the student's academic standing, history of previous requests, and impact on the learning environment. If approved, generally students are excused for no more than five school days on a non-La Pietra sanctioned trip. Teachers may choose to provide work in advance of an extended absence but are not obligated to do so.

STUDENT TRAVEL NOTIFICATION FORM

The form to notify the school of off-island travel is found on the school website via the [Parent Portal](#). This must be submitted at least two weeks in advance for approval (except in emergency situations). Once approved, the student will be given the Faculty Excused Absence Form which they will email to their teachers for assignments and expectations while away.

5. A student will be allowed one day for each day missed due to excused absences to turn in work for full credit. Extensions beyond this must be arranged with the Academic Dean. Parents and students should be advised that teachers may require that tests scheduled for the period of absence be taken prior to the student’s departure. Students must coordinate test arrangements with their teachers prior to the period of absence. Students should anticipate staying after school beginning with the first day back and each successive day until all course work and tests have been made up.
6. Please schedule doctor’s appointments, etc., outside of class hours. If this is not possible, the appointment should be communicated through a written note, email or phone call from the parent/guardian to the main office at least one day prior to the appointment.

7. Tardy students must check in with the office upon arrival. Students who arrive after the first period of the day are tardy. The school routine is designed to protect the safety and the learning process of the students. A tardy slip will be issued and turned in by the student to the teacher of the class to which they are tardy. Tardies will be verified by the front office and the teacher. A student is allowed three tardies per half-term. If a student is tardy for a fourth time, they will be required to serve detention.
8. Students in an open block must sign in on the sign-in sheet at the main office. 11th grade students with an open block first block of the day must sign in at the front office by the start of school and read announcements. 12th grader students with an open block first block of the day must sign in before their first class. Students with an open block (A, B, C, D) need to sign in on the "Study Block Sign-In" sheet located in the main office. All students are required to attend hui, co-curr, club and class meetings.
9. **Absence Policy:** Any student who is absent for more than 20 percent of instructional classes per term may be at risk of not receiving credit for the class at the discretion of the administration. Parents will be contacted when students accumulate multiple absences or unexcused tardies.
10. A student who is absent from school on any given day is not eligible to attend co-curricular, athletic or school sponsored social activities on the day of the absence. For example, any student arriving at school after the second block, or leaving for the last two blocks, may not attend any school sponsored functions after school that day.
11. When parents or guardians will be away from home, it is necessary to notify the office of the length of the trip, the responsible adult with whom the student is staying, and the phone numbers where the parents or guardians can be reached in the event of an emergency.

ILLNESS ON CAMPUS

Students taken ill at school report to Art 2 where their condition may be assessed. A student who is ill may rest for 30 minutes and then return to class. A student may also be administered analgesics (as authorized on Emergency Card), or a parent/guardian will be contacted as deemed appropriate. A school adult will assess the need to go home, contact a parent or guardian, and then begin the procedure for leaving school. Students must sign out before leaving the campus. Failure to follow this procedure may result in an unexcused absence from class. In the event of a family emergency or urgent message, parents are asked to call the main office and the student will be notified.

Injuries on campus will be handled in the same manner. The school reserves the right to call 911 if deemed necessary.

OFF-CAMPUS PROCEDURES

Note: The following procedures may be modified due to COVID-19 restrictions.

Below are the school policies and procedures concerning off-campus trips:

1. 6-8th graders are not allowed off campus without parent/guardian permission given to the Dean of Students.
2. 9-11th graders may leave campus only with permission from a parent/guardian or on school-related business after informing the Dean of Students. Students must sign out and sign back in upon return at the main office.
3. 12th graders: Seniors who do not have a first block class and are not in proctored study halls may sign in no later than the second block of the day. Seniors may earn the privilege of being permitted off campus during lunch and must sign-out and back in the main office upon returning. Senior Privilege cards must be presented to the front office before signing out. Seniors in PE Study Halls are not allowed off campus. Those seniors who have demonstrated good citizenship, who are working to their potential and who have completed their Independent Projects, may leave campus during their free block in the term in which it occurs.
4. Senior Off-Campus Passes will be issued in late August and must be taken with the student whenever she leaves campus. Seniors must also sign out when leaving and sign in upon returning to campus in the main office. Senior privileges can be revoked if deemed appropriate by school administration.
5. Parents picking up their children during the school day must contact the main office to request release from school. The student must sign out in the main office before leaving campus.
6. For safety reasons, we encourage students not to wait at the park for rides after 3:30 p.m. Please pick up your children at the lawn in front of the school. Middle School students awaiting pick up should not leave the campus. **After 4:30 p.m., there is no adult supervision on campus.**

7. All off-campus trips must be with the school's knowledge and permission. School excursions are pre-planned and permission for such excursions is given on the Authorization Form kept on file in the office.

CARS ON CAMPUS

When dropping off students in the morning and picking them up in the afternoon, we request that parents do so at the lawn area of the lower parking lot around the banyan tree. For the safety of our students as well as a courtesy to other drivers coming up the hill, please do not stop at the Art Courtyard. Drop-offs or pick-ups are not allowed in the Julie Brown Courtyard, Bachman Courtyard or upper parking lot. Traffic is one-way up and lack of turn around space at the top renders this hazardous. All parking spaces in the upper lot are assigned, only cars with passes are allowed.

The Bachman Courtyard (near the music room) is for deliveries, staff and handicapped parking only. The Julie Brown Courtyard is for staff, faculty, and deliveries only. The on-campus speed limit is 5 mph. All drivers should heed the stop signs near the Music Room at the bottom of the driveway.

Limited student parking is available in the upper parking lot by permit only. Permits will be issued by the Campus Use Coordinator for a fee. Students must complete an application, provide proof of driver's license and auto insurance, and pay a parking fee. Drivers will be assigned a numbered stall in which they must park. Students must park in their assigned stalls with a permit in plain sight on the dashboard. Permits are not transferable or refundable. All other student drivers must park off campus.

Students are not permitted to park in the reserved faculty stalls in the upper lot or in the lower lot guest parking area. Students who do not observe the speed limit, parking, or traffic flow regulations will have their on-campus parking privilege suspended for an appropriate length of time.

The campus gate is secured every evening. On weekends, the gate will only be opened for approved campus use.

NO PETS

In consideration of all students, pets are not allowed on campus without specific prior permission. Service animals, as defined by the Americans with Disabilities Act, and specifically-trained therapy animals are accepted.

VISITORS ON CAMPUS

No visitors are allowed on campus between 7:30 a.m. and 3:30 p.m. except for School In Session (SIS) visits by prospective students or visitors with pre-approval by administration.

REPORTING TO COLLEGES

Both La Pietra - Hawai'i School for Girls and the applicant are obligated, when asked by a college or university in written or verbal form, to report disciplinary actions including suspensions and expulsions even when the disciplinary action occurs after school records and supporting documents have been sent to colleges or universities.

VIOLATION OF LAW

Any student who violates a local, state or federal law may be subject to expulsion. The school may also bring the matter to the attention of appropriate law enforcement authorities.

CELL PHONE & OTHER ELECTRONIC DEVICE POLICY

Cell phones and any electronic communication device should be turned off and stowed away during class time. If an unauthorized device goes off or is used in class, it will be confiscated for the rest of the day and a detention will be issued. The device can be picked up from the main office at the end of the day. Continued infringement of this policy will result in a consequence determined by the administration.

NO SOLICITATION

Students may not solicit others, nor sell goods, services or subscriptions outside the scope of school business unless specifically authorized by the Head of School.

FUNDRAISING

Grade level classes or clubs raising money must complete a Fundraising Proposal form obtained through Student Government for approval by the Student Council and school administration prior to initiation of the fundraiser.

FOOD AND DRINKS

Gum chewing is not permitted on campus. Eating is not permitted during class, study halls, detentions, or in the Student Learning Center. The Student Learning Center is a designated study area that needs to be maintained as a quiet, clean space. Food rubbish must be disposed of properly in outside receptacles.

LUNCH ORDERS

The school partners with an outside vendor to bring students lunch served in the Fountain Courtyard kitchen. All lunches are pre-ordered. You can find school lunch options and order forms at the [Parent Portal](#). Students have the option of bringing their own lunch and snacks from home as well.

DISCIPLINARY POLICIES

In order to be an upstanding member of this community, we strive to adhere to the following guidelines: Respect, Humility, Honesty, Responsibility, Commitment and *Kahiau*. As mentioned above, we work together to create an environment in which all members of the campus community are respected and can thrive both emotionally and intellectually.

However, seriously inappropriate acts, or patterns of inappropriate conduct or behaviors, can require a direct and immediate response. The following is a non-exhaustive list of conduct and behaviors that are inappropriate at La Pietra and may warrant disciplinary consequences:

- Engaging in conduct harmful to others, whether in physical, verbal, written, or electronic form.
- Intentionally or carelessly damaging or destroying school property or another person's property, including property within or associated with school buildings.
- Lying, cheating, or stealing.
- Public dishonesty or behavior that does not uphold the values of La Pietra.
- Knowingly behaving in an unsafe manner.
- Inappropriate use of school information technology and equipment in violation of La Pietra's Acceptable Use Policy for technology. (See pg. 52)
- Knowingly engaging in discriminatory behavior that targets an individual or a specific group.
- Unexcused absences from class or school. This includes being off campus without properly following sign out procedures before departing.
- Violations of La Pietra policies and procedures contained in this Handbook.

These behavior guidelines are in effect on campus as well as off campus and while in attendance at off-campus school functions.

DRUGS, ALCOHOL, TOBACCO, & ELECTRONIC SMOKING DEVICES

The use and possession of tobacco, electronic smoking devices, alcohol, and drugs by students is prohibited. These same behavior guidelines are in effect on campus as well as off campus and while in attendance at off-campus school functions. One of the most important ways that parents, guardians, and teachers can work

together is in educating students about the dangers of alcohol, tobacco, marijuana and other drugs. This is a serious responsibility. Many young people are being confronted with choices about alcohol, tobacco, electronic smoking devices, and drugs long before they reach Upper School. Drugs, tobacco, and alcohol are dangerous and illegal, and we seek your participation and support in making La Pietra a drug and alcohol-free school.

Our programs and the behaviors that we model at school are intended to help students understand the consequences of tobacco, electronic smoking devices, alcohol and drug use and abuse. These include units in all grades in various classes, co-curr assemblies, hui activities, and Athletic Department rules for “clean competition.” Our intent is not to identify the school’s response to every possible behavior, but rather to outline our general policies. In every case, we will have two concerns: the welfare of the student(s) involved and the health of La Pietra as a school community.

A student who is selling, using, promoting, or in possession of illegal substances may be expelled. We will take action when a student’s social life has an effect on themselves and other students or on the learning environment.

We want to emphasize our commitment to educating young people about alcohol, tobacco, and drugs. La Pietra offers several courses in our curriculum that deal with substance abuse, good decision-making, healthy lifestyles, and total well-being. Girls can seek additional advice from the Dean of Students, Hui Advisors, on-site school counselors or any trusted adult. Policies are necessary and important in setting limits, but rules are not enough to help students understand the effects of using and abusing alcohol, tobacco, and drugs. We count on your partnership and your continued support.

The possession, use, promotion, or being under the influence of any form of narcotics, alcoholic beverages, drugs or related substances are prohibited and will result in immediate suspension pending review for dismissal. Similarly, the possession of or use of tobacco of any kind (including but not limited to smoked, chewed, or electronically delivered) will result in suspension and/or dismissal. Likewise, any item that facilitates the use of drugs, alcohol or tobacco including but not limited to electronic cigarettes, “vape kits,” “JUULing” devices, concealable flasks, pipes, bong, or rolling papers is prohibited and will result in immediate suspension pending dismissal.

BULLYING, CYBERBULLYING, & SEXUAL HARASSMENT

We are committed to maintaining a safe, supportive environment for everyone in our community. Every member is expected to act with integrity in accordance with the guidelines set forth in this handbook.

The focus of our policy on bullying, including cyberbullying, and sexual harassment statement is to teach sound decision-making skills and promote positive behavior through education. We value truthfulness, taking responsibility for one's actions and learning from one's mistakes.

A student not acting in accordance with La Pietra's policies on Bullying, Cyberbullying and Sexual Harassment will be dealt with on an individual basis. Parents, school administrators, and/or counselors will be involved in administering the appropriate resolution.

Bullying is identified as repeated and unwelcome verbal, written or physical conduct by a student directed at another student or staff member that has the effect of:

1. Physically, emotionally or mentally harming a student.
2. Damaging, extorting or taking a student's personal property.
3. Placing a student in reasonable fear of physical, emotional or mental harm.
4. Placing a student in reasonable fear of damage to or loss of personal property.
5. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or internet postings which have any of the effects listed above.

SEXUAL HARASSMENT POLICY

La Pietra – Hawai'i School for Girls is committed to providing an environment conducive to learning and fostering mutual respect and sensitivity among all members of our school community. Sexual harassment and any activity that interferes with this environment and/or undermines personal rights will not be tolerated.

Sexual harassment includes:

1. Unwelcome sexual contact, advances, or pressure for sexual activity.
2. Obscene or suggestive remarks or jokes, verbal or written insults or abuse, or the display of explicit materials.
3. Conduct which causes the recipient to feel discomfort or humiliation or that interferes with the recipient's performance, or creates an intimidating, offensive or hostile environment for the recipient.

DETENTION

Students who do not respect school rules, are excessively tardy or do not complete assignments may be issued a detention. Parents will be notified of the detention determined by the administration.

SUSPENSION PROCEDURES

In the event that a student's behavior warrants a suspension from classes, parents will be notified of an off-campus or on-campus suspension. Each case is individually reviewed by the administration in determining the suspension.

The student is responsible for work assigned for the day of suspension. If necessary, parents are responsible to obtain outside tutorial assistance.

PROBATION

At the discretion of the school, a student may be placed on academic or behavioral probation when they have failed to meet school expectations through a pattern of uncorrected behavior.

EXPULSION

The guidelines in this handbook are not meant to be all-encompassing parameters for student behavior. As responsible members of our La Pietra community and the community at large, students must be aware that their behavior — both on and off campus — reflects on them as individuals and also on the school.

Students who demonstrate, through a pattern of uncorrected behavior, that they choose not to abide by the expectations set forth may be asked to leave La Pietra. The school reserves the right to sever any connection with a student when it deems it in the best interest of the student or the school. Students who are no longer attending La Pietra may not attend any school-related activities or functions, including Winterball, Prom, and other dances.

UNIFORM GUIDELINES & DRESS CODE

Students are expected to adhere to the school's dress code and uniform guidelines. More importantly, it is the parent/guardian's responsibility to ensure that students are dressed appropriately for school. Faculty and administration will determine if a student is in compliance with the La Pietra dress code, which is in effect during school hours and school events. If a student does not meet these guidelines, they may be asked to leave and may not be allowed to participate in the event.

The La Pietra uniform is available through Kula Threads:

Address: 2016 Colburn Street, Honolulu, HI 96819

Phone: 808-847-6600

kulathreads.com

Dress code consists of:

- Light blue polo shirt with school logo
- Navy skirt, skort, pants, or Bermuda shorts
- School ID should be visible and worn daily
- Footwear: Shoes or sandals. No rubber slippers.

Dress for PE & Dance Classes:

- Sky blue crew neck t-shirt with logo
- Navy shorts
- Footwear: Covered shoes

Other optional attire:

- La Pietra crewneck sweatshirt, zip hoodie, and soft-shell jacket
- Navy cardigan sweater with school logo

DRESS CODE REGULATIONS

- Uniforms are to be worn at all times while on campus, from arrival to departure. PE uniforms may be worn before or after school if students have a PE class at the first or last block of the day, respectively.
- Length of skirts, dresses, shorts should be mid-thigh in length.
- No visible undergarments, boxer shorts, bike shorts, tights, leggings, or bathing suit tops may be worn under the uniform.
- Uniforms must be in good repair without any visible stains or rips. Waistlines should not be rolled. Tight, short uniforms are not allowed. Uniforms should appropriately fit the student.

- Uniforms are to be worn Monday – Thursday. Friday is Free Dress day (see Free Dress Guidelines).
- Hairstyles and hair color judged inappropriate by school administration must be corrected within a time frame deemed appropriate by the administration.
- Attire, accessories, and make-up judged extreme and/or inappropriate by school administration must be corrected that day. Parents will be notified and students in non-compliance will not be allowed to return to school until corrections are made.
- Tattoos should not be visible and should be concealed.
- All beanies/hats/hoods must be removed during class and/or assemblies.
- Uniforms must be worn on final exam days unless the school administration has authorized free dress.
- Sweatshirts provided by uniform vendors with the school logo may be worn over the uniform. If a crew neck style, the uniform polo shirt collar should remain visible.
- Rain jackets may be worn outdoors when raining.
- Blankets should not be used as garments.

FREE DRESS REGULATIONS

- Free Dress should reflect a professional look, not beach, sports, or workout attire.
- Dresses, skirts, culottes, shorts, and rompers must be at least mid-thigh in length. Leggings may be worn under tops that cover the entire hip area.
- Pants, shorts, and skirts must be in good repair; ripped and torn styles are not permitted. This includes non-hemmed, frayed cutoffs; no boxer shorts or pajamas may be worn on Free Dress days.
- No bathing suit, bra-type or midriff-baring tops and halters may be worn. Tank tops must be such that the above-mentioned garments (if worn underneath) are not visible. Strapless or backless garments (or anything sheer) where undergarments can be seen may not be worn.
- Footwear must be worn at all times as specified in uniform regulations.
- Students may not wear clothes that depict hate speech, violence, illegal items, or profanity; or accessories that could be considered dangerous.

DRESS CODE FOR EVENTS

Prom/Winterball: La Pietra students present themselves with good taste. As these are special formal events, gowns should be slightly above the knee or longer in length. Gowns with straps are encouraged. Halter or strapless gowns should have appropriate bodice and back coverage. Gowns with full back exposure are not allowed.

OFF-CAMPUS SCHOOL EVENTS

- Uniform: Follow uniform guidelines and appropriate footwear, dress shoes (no slippers). Uniforms must be cleaned and pressed. Hair must be well-groomed.
- Free Dress: Follow Free Dress guidelines and appropriate footwear, dress shoes (no slippers). Clothing must be cleaned and pressed. Hair must be well-groomed. Hair, make-up and jewelry should be in compliance with Free Dress regulations.

DISCIPLINARY PROCEDURE

If at any time a student is deemed to be in inappropriate uniform or Free Dress, she must be in uniform on the next Free Dress Friday. After this initial warning, a second infraction will result in the loss of Free Dress privileges for the rest of the school year. Inappropriate items may be confiscated and can be retrieved at the end of the day.

YOUR EXTENDED FAMILY

When you first join the La Pietra family, you are automatically a member of two special groups here on campus: The Class and Hui. As you become more familiar with campus life, there may be many other groups you wish to join. These groups make an important contribution to our school and, likewise, have much to offer you.

THE CLASS

Once a month, all the members of your grade level, plus advisors, will meet regularly to coordinate your class business and the activities that your class wishes to undertake. Your class will elect officers who are in charge of setting the agenda for meetings, keeping track of the class treasury, taking class notes and representing the class at weekly Student Council meetings.

Together with your Class Advisors, you will plan class activities, discuss concerns and issues both academic and social, coordinate fundraising activities, and plan community service projects. Classes typically meet once a month during a special scheduled assembly period, or as often as needed when projects are in progress.

HUI

Hui are divided into grade level class groups. This group provides you with two unique opportunities: getting to know and work with a small group of students from the same grade level and working with a teacher with whom you have developed a special rapport to act as your personal advisor. Hui activities range from service projects to discussions of pertinent topics, including social emotional learning.

In Middle School Hui meetings, the advisor and Peer Leaders may coordinate discussions and activities. Your faculty advisor will touch base with you in a short meeting during each week to see how you are doing. You are welcome to come to your advisor in private with any questions or concerns you may have about school or otherwise.

LEADERSHIP PROGRAMS

La Pietra's Leadership Programs include the Peer Leadership Program and the Delegate Program. As a student participating in either of these programs, you serve as a representative for the school. Along with opportunities to represent La Pietra in the local community at conferences and events, students will be responsible for the general overall enhancement of the student experience. Peer Leaders will focus on building culture with the middle school students. Delegates will focus on educating prospective students and families about La Pietra, serving as hosts for

school-in-session visits, and participating in admissions events. Students participating in these leadership programs serve as the faces and voices of La Pietra in the community.

STUDENT COUNCIL

Elections for the La Pietra Student Council are held each spring. In addition to the officers (president, vice president, secretary, and treasurer), each class elects two student council representatives who attend the weekly meetings. These representatives are your class' link to the student government of the school. The Student Council also has a faculty moderator who is this group's link to the faculty and administration.

The Student Council spearheads many campus activities, dances, and community service projects in which the entire student body becomes involved.

YEARBOOK

If you'd like to be a part of our *Ke Ana* yearbook staff and help produce a pictorial memento of your school year, you may begin in the 9th grade. Yearbook class meets in a scheduled block, and it is worked into the academic schedule.

CLUBS

Students may choose from a number of clubs each year. The list of clubs changes each year to reflect students' new interests. A complete list of available clubs will be announced at the start of the school year.

BIG/LITTLE SISTER ACTIVITIES

Beginning with the first week of school, the Big/Little Sister program sponsors events designed to ease a new student's transition to La Pietra by pairing them with a returning student.

NATIONAL HONOR SOCIETY

Our local chapter spearheads such activities as a campus peer tutoring, serves as academic buddies for new 6th grade students, and assists teachers. Consideration for membership in the La Pietra Chapter is based on:

- Scholarship – Students must have a GPA of 3.5 or higher based on work in grades 9-12. Candidates are expected to take an advanced course beyond the school's minimum college preparatory requirements in at least two of the five academic areas.
- Character – Candidates must consistently exemplify desirable qualities of behavior, uphold principles of morality and ethics, comply with school

regulations both inside and outside of the classroom, and demonstrate perseverance and application to studies.

- Leadership and Service – Candidates must demonstrate initiative in promoting school activities, exemplify positive attitude and academic initiative, volunteer assistance and work well with others.

Students must be in attendance at La Pietra for a minimum of one semester and be members of the sophomore, junior, or senior class. Once invited to apply, students submit an application and cover letter to the chapter NHS advisor.

ATHLETICS

La Pietra offers the opportunity to compete in a variety of sports at the 6th grade, Intermediate (grades 7-9), Junior Varsity (grades 9-11), and Varsity (grades 9-12) levels.

Athletic sign-ups, information, dates and times will be posted on the La Pietra website and on the Athletic Department bulletin board. Transportation to practices must be arranged with the Athletic Director.

The physical examination form (available on the La Pietra website) for athletes must be filled out by a physician and returned to La Pietra before participation in any sport.

Academic Eligibility – La Pietra is a member of the Interscholastic League of Honolulu (ILH). Section 2 of the ILH Handbook, Academic Standing, states: “No student shall be eligible to participate if he or she has not passed two-thirds of all subjects for which he/she was enrolled during the immediate past grading period.”

For more information, please see the La Pietra Athletic Handbook on page 55.

TRADITIONS

As in all families, at La Pietra we have many traditions. Some of these involve the student body, our extended school family, and even the Honolulu community at large. Here are some thumbnail sketches of activities you and your family can look forward to as our school year proceeds. Precise dates can be found on the student calendar available on the school's website and through the Daily Bulletin.

BACK TO SCHOOL OPEN HOUSE FOR PARENTS/GUARDIANS

This popular event gives parents and guardians a bird's eye view of a student's day! Parents will pick up a schedule and proceed to each class to hear teachers talk about their curriculum and the projects they have planned for the term. This is as informative as it is fun!

CLASS DAY

Held early in the school year, this popular event begins with the All-School Breakfast on campus followed by a half-day outing that provides time for camaraderie for each grade level.

MIDDLE SCHOOL CAMP

Middle School Camp is an overnight activity that brings advisory groups and peer leaders together to kick-off the new school year.

CO-CURRICULAR PERIOD

Events where the entire school comes together for programs as varied as a talent show by our own students to alumnae and community guest speakers. We can also spin off into special grade level presentations, middle school activities, or course-related project sessions.

PFA FAMILY EVENTS

The PFA coordinates a few activities throughout the year. Lunch by Moms & Dads, fundraising activities, and holiday decorating are just a few of the events.

GRADUATION

Your years at La Pietra will be coming to a close. On graduation day, graduates gather for the traditional Senior Breakfast prior to graduation rehearsal on school campus. Held on the Great Lawn, our graduation, with the beauty of the white *holoku* dresses and *haku lei*, is uniquely lovely — a fitting culmination to your years at La Pietra.

HOLIDAY PROGRAM

This December musical evening is a perfect addition to your own family's traditional holiday activities. It's an hour of song and well-wishing in the best school tradition from our students and faculty.

SPRING ARTS FESTIVAL

This spring event showcases the many talents of our La Pietra students.

SUMMER PROGRAMS

La Pietra offers a variety of exciting and enriching summer programs which have included courses in leadership, technology, performing arts, and sports.

THEATRICAL PRODUCTION

The hard work and talent of several terms' worth of thespian, musical theater and technical activity all come together in this weekend of theater with a school production. In the past, we have produced such popular entertainment as "Honk," "Songs for a New World," "Still Life with Iris," "On Dragonfly Wings," "Peter Pan Junior," and "Annie, Jr." We welcome all interested students and parents to get involved — either on stage or behind the scenes!

AFTER HOURS

After all the hard work is done, we like to provide an opportunity for relaxation and socializing with old friends as well as an opportunity to make new ones. Our social events on campus are usually sponsored by the Student Council. Although, in some cases, other campus organizations may choose to spearhead an event. With the exception of Big/Little Sister functions, age-appropriate activities on campus fall into two main categories. These events are chaperoned by our faculty, and parents are not included in these events.

FRIDAY FEST (MIDDLE SCHOOL)

During the course of the school year, the middle schoolers help to plan socials that can take on many different formats. Some popular events in the past have been going as a group to Kaimana Beach for a barbeque, an ice cream social at our Hau Arbor, and La Pietra's traditional Spring Dance. Before each Friday Fest, parents will receive a flier describing the event, any responsibilities assigned to the students, and an RSVP slip that includes arrangements for pick-up after the event.

Guidelines:

- As with all co-curricular and social functions occurring on a school night, students who have not been in attendance at school on the day of the event are not eligible to attend.
- Departure arrangements should be made by parents prior to the Friday Fest. Punctuality of pick-up is expected, and late departures will forfeit the privilege of attending the following Friday Fest. If a student has permission to depart with someone other than a member of their family, please indicate this on the RSVP form which must be turned in to the front office. For safety purposes, we will not release a student to someone else without written permission from a parent/guardian.
- Students who RSVP to a Friday Fest are expected to stay for the entire event. Please do not make other plans that would necessitate your daughter's leaving early. Part of growing up is making choices, and we would like to help students learn to honor their commitments and be gracious hostesses to their guests on campus.

STUDENT COUNCIL DANCES & INVITATIONAL DANCES

- As with all co-curricular and social functions occurring on a school night, students who have not been in attendance at school on the day of the event are not eligible to participate.
- A current school ID is required for admission to Student Council dances. Admission to Invitational Dances (Winterball and Junior-Senior Prom) is by pre-purchased bid only. Invited non-La Pietra students must fill out a permission form prior to attending the event.
- Guests over 18 will not be admitted, unless prior permission has been given by the Dean of Students.
- Students are expected to arrive on time. Students arriving more than one hour after the start of the dance will not be admitted, nor may students return once they leave the dance. La Pietra students make a commitment to the entire event. Students must stay in the designated event area and are not allowed to be in the parking lot or other unlit areas of the campus or dance site.
- La Pietra students are responsible for the conduct of their guests.
- All students must be dressed appropriately and behave in an acceptable manner as defined by the chaperones of the dance and the rules of the school.
- All La Pietra school rules, and specifically those forbidding the use of tobacco, electronic smoking devices, alcohol, and any illegal substance, are in effect during all dances. Parents will be notified and a consequence may be issued as deemed necessary by the school administration.

LA PIETRA PROM

Each April, La Pietra's junior class hosts the Junior-Senior Prom, a lovely formal dinner dance which is the end product of a year's worth of fundraising, hard work, and planning. The dance is traditionally held off campus at an elegant location.

COMMUNICATIONS

Special notices and other information of interest will be communicated via the Daily Bulletin, through email, or posted on the school's website. For emergency purposes, it is your responsibility to update your residence address, phone numbers, emergency contact information, or other necessary personal information in My BackPack or by informing the main office.

DAILY BULLETIN

The day's schedule and announcements are available online at lapietra.edu [here](#). This is also where you are able to submit your own announcements to be included.

SUBMITTING ANNOUNCEMENTS

Visit the [Daily Bulletin](#) and enter the password **LPpanthers2022**. Fill out the required information, and click submit. You will receive a confirmation after your submission. If you would like your announcement to be posted the following school day, it must be submitted before 12:30 p.m. the school day prior. Please keep in mind that you can submit your announcement as early as you would like since you can select the dates that you want your announcement posted..

EMAILS

Emails are used by the school to efficiently send information to parents, including announcements, statements, e-newsletters, etc.

WEBSITE

The school's website, lapietra.edu, provides a vast amount of information. You are highly encouraged to check back for updated information on a regular basis.

REPORT CARDS

A Midterm Grade Report with personalized comments will be posted after the term's halfway mark. A Report Card with the final letter grade earned will be posted after the term has ended. These can be accessed by parents and students through their My BackPack accounts.

ADMISSIONS

La Pietra - Hawai'i School for Girls is an accredited, independent college preparatory day school for students in grades 6-12. La Pietra's student body reflects the cultural, ethnic, and socio-economic diversity of our island community. Located on the former Dillingham Estate and nestled on the slopes of Diamond Head featuring scenic views of Waikiki, La Pietra offers an academic program that emphasizes individualized education in a supportive learning environment.

Girls thrive academically and socially in our uniquely-sized school, featuring a student to teacher ratio of 7:1 and class sizes averaging 10-15 students. La Pietra's rich array of course offerings, combined with the school's athletics, arts, leadership, and extracurricular programs, focuses on how students learn and grow best. The foundation of La Pietra's educational philosophy is our Vision: We educate young women to lead a life of purpose. La Pietra students are encouraged to find their voice and to develop the confidence to use it.

La Pietra welcomes young women and families who desire to be part of a school community based on La Pietra's vision and values. The school seeks to admit motivated young women who are engaged learners and have the potential for academic success in our college preparatory program, treat others with mutual respect and kindness, are excited to explore their passions and unique journey, and will positively participate and contribute to the life of their school, community, and the world.

La Pietra strives to take a holistic approach to admissions and is committed to getting to know each student as an individual during the admissions process. La Pietra values each student's unique personality and qualities, creativity, curiosity, and motivation. Prospective students and families are encouraged to visit campus often during the admissions process to become acquainted with La Pietra's culture, academic program and opportunities to determine if La Pietra is a good fit. Families are invited to attend open houses, schedule a personal campus tour, and arrange a School-In-Session shadow day visit.

To be considered for admissions, applicants submit an admissions application, academic records (including report cards and transcripts), teacher recommendations, test scores, and are invited for a school visit and personal interview.

While the priority application deadline for new students is February 15, 2022 for fall enrollment, students are invited to apply for admissions any time during the year, with mid-year enrollment based on current openings in each grade level. Once a

student has been offered admission, a signed Enrollment Agreement and deposit are required to hold a student's space for the upcoming school year.

Families interested in being considered for financial aid must apply online at [The School and Student Services](#). Financial aid documents are held in confidence and admission decisions are kept separate from any financial aid consideration. Families should refer to the "Financial Aid" section in this handbook and our website for more information about the process.

For more information on the admissions process, visit lapietra.edu, call the Admission Office at (808) 922-2744, or email admissions@lapietra.edu.

POLICY ON TUITION

Annual Tuition: \$21,220.00

Technology Fee: \$300.00

The obligation to pay the tuition for the full academic year is unconditional and no portion of the tuition and fees for the full academic year will be refunded or canceled.

Requests to cancel the Enrollment Agreement must be submitted in writing by June 1, 2022. After that date, families are obligated to pay the tuition for the full academic year and no portion of tuition and fees for the full academic year will be canceled. No refund of the deposit shall be made for cancellations.

Three tuition payment options are available:

1. **Annual Payment** – Tuition is payable in one payment on or before July 29, 2022. If payment is not received by the opening date of school, Tuition Refund Insurance (TRI) will be automatically charged.
2. **Semester Payments** – Tuition is payable in two installments, with the first payment on or before July 29, 2022; the balance of the tuition is due on or before December 31, 2022. TRI is required with this option.
3. **Monthly Payments** – Tuition is payable in advance in 10 payments due by the last business day of each month beginning July 29, 2022 and ending April 28, 2023. TRI is required with this option.

The method of payment options available to a family may be restricted in future school years should the school have difficulty in collecting tuition. Tuition payments and other applicable fees must be made in accordance with the terms specified in the Enrollment Contract.

Once selected, changes to the tuition payment option must be communicated in writing on or before June 1, 2022. No modifications to the payment plan will be accepted after this date.

Fees – A return check fee of \$50 will be assessed for each check returned for insufficient funds, invalid account number, and/or declined credit card payments. A late payment fee of \$25 per month plus interest at 1% per month may be assessed on any delinquent account not received within 15 days of its due date.

Students may be denied access to school provided education services (including access to grades on the student database, transcripts, report cards, and diplomas) and may be suspended and/or dismissed if payments are not made in a timely manner.

In addition to being assessed the late payment fee and interest on delinquent accounts, the following will apply cumulatively:

- **15 days past due** - Students may be denied access to grades on the student database and report cards withheld
- **45 days past due** - Students may not be allowed to attend classes at La Pietra
- **75 days past due** - La Pietra reserves the right to dismiss the student

A student may not be allowed to re-enroll and/or start school if an account balance remains from a previous academic year.

Delinquent accounts of released students may be turned over to external agencies for collection purposes.

Seniors with outstanding tuition and fee balances as of April 28, 2023 may not be permitted to graduate and/or participate in graduation activities and ceremonies.

We encourage families to meet with the Business Manager if they anticipate financial difficulties. Every reasonable request will be considered in relation to the family's account history and current circumstances.

TUITION REFUND INSURANCE

La Pietra offers Tuition Refund Insurance (TRI). The TRI provides insurance for some financial losses incurred during the academic year due to student withdrawal, dismissal, or extended medical absence. Please refer to the Tuition Refund Insurance Plan brochure (available via My BackPack or in the main office) for complete details. The TRI premium cost is determined annually and is payable with the first tuition installment of the school year. Note: TRI is required for families who selected Semester or Monthly payment options and is optional for families who selected the Annual payment option.

FINANCIAL AID & SCHOLARSHIP AWARDS

La Pietra is committed to creating an inclusive student body by enrolling qualified students from diverse backgrounds. To this end, La Pietra supports a generous financial aid program by providing need-based assistance to qualified students who could not otherwise afford to attend the school. While La Pietra's financial aid resources are limited, our assistance program helps to support many students who

desire to attend the school. Each year, approximately 50 percent of La Pietra students receive need-based tuition assistance.

Funding for the financial aid program is made possible by the generous support of alumnae, board members, parents, staff, foundations, and friends in the community. La Pietra does not receive any state or federal funding in support of the school's financial aid program.

La Pietra considers many factors when reviewing candidates for financial aid, including the availability of funds within La Pietra's financial aid budget, demonstrated financial need, information provided in a family's financial aid application, the school's policies and priorities, and the total number of financial aid applicants. For current families, the school also considers tuition payment history.

Financial aid awards are made for one academic year. Families must reapply each school year if they wish to be considered for assistance. The school's policy requires that students receiving aid must maintain an acceptable record of academic achievement, attendance and citizenship, and that both parents and students contribute positively to the school's community.

La Pietra uses the School and Student Services for Financial Aid in the application process to help determine demonstrated economic need. Both new and continuing families interested in learning more should visit lapietra.edu for more information about applying for financial aid and important deadlines. All financial aid information is kept strictly confidential.

Financial aid and merit scholarship awards are credited to your account based on the tuition payment plan selected and are conditional upon the student being enrolled at La Pietra. A change in enrollment status will result in the proration of any applicable awards for the portion of the year the student was enrolled at La Pietra. Financial aid and merit scholarship awards are not applied to any portion of the school year in which the student is not enrolled.

Tuition assistance may not be used retroactively to help families reduce an existing account balance. Families wishing to receive assistance must complete the School and Student Services (SSS) application form and submit all required documents electronically by the stated deadlines.

Financial aid and merit awards may be withdrawn or adjusted if:

- Your family's demonstrated need changes
- Your child is placed on academic or disciplinary probation
- Your child is released from school
- Your tuition account is not kept current by stated due dates

ELECTRONIC DEVICE & INTERNET USE

ONE-TO-ONE PROGRAM

La Pietra continues to support a One-to-One laptop initiative which provides a laptop to each student. A technology fee of \$300 is required. All students and a parent/guardian must sign the Use of Electronic Devices Agreement before the student will be issued a laptop and charger.

Students are responsible for maintaining their laptops in good condition and for the cost of repair, damage, or loss of the laptop and charger due to careless or inappropriate use. La Pietra will perform repairs due to ordinary, responsible use. Laptops and chargers will be collected at the end of each school year.

ELECTRONIC DEVICES & INTERNET USE

As technology plays an important role in the enhancement of learning, it is important for our students to adhere to strict guidelines to ensure a safe and secure learning environment. Should a student violate any of these provisions, the student may be subject to disciplinary action, including termination of the student's privilege of using school electronic devices, detention, suspension, or expulsion. These guidelines apply whether or not the student is on or off campus.

Electronic devices include laptop computers, desktop computers, internet service, printers, projectors, or other electronic devices, peripheral devices, and lapietra.edu email addresses. Only school-issued devices are allowed on the school's network.

Expectations regarding the use of laptops and other electronic devices:

- Bring laptops to school each day with the battery fully charged.
- Do not loan your laptop to another student or borrow another student's laptop.
- Do not leave your laptop unattended; laptops will be confiscated and a detention may be issued.
- Immediately report malfunctions, damage, or loss to your teacher or the main office.
- Do not share usernames and passwords.
- Do not download any programs or apps unless instructed to do so.
- Do not download social media programs/apps; these are not permitted on La Pietra devices (examples include but are not limited to social media, chat software, VPN, instant messaging).
- Do not change any computer and software settings unless instructed to do so.
- Earbuds must be used when listening to academically related music or videos.
- Do not print anything non-school related on the school's printers.

Expectations regarding the use of the internet:

- Restricted to academic and school-related activities (before and after school).
- Do not visit restricted websites at any time.
- Practice common courtesy toward fellow students and other users – be polite, show respect, and respect others' privacy.
- Model appropriate and positive digital citizenship.
- Do not swear, use vulgarities or inappropriate language.
- Do not use the internet for business or commercial transactions (e.g., no credit card use).
- Do not access social networking sites; they are not permitted through our network or on school devices.
- Do not download, print, or peruse obscene/objectionable material.
- Do not download files that are not academically related or approved by your teacher.
- Do not reveal your personal information or the personal information of others.
- Do not publish material on the internet (including images, text, video, audio) taken on/from La Pietra's campus or during a La Pietra school activity without approval.
- Do not publish any material on the internet while in La Pietra uniform (on or off campus) without approval.
- Do not publish statements or comments derogatory to the La Pietra community (administration, faculty, staff, and/or students).

PRIVILEGES & MONITORING

The use of La Pietra's electronic devices and network is a privilege, not a right, and inappropriate use of these resources may result in the termination of the student's privilege of using school electronic devices. Other disciplinary action including detention, suspension, or expulsion may be taken if deemed appropriate.

A La Pietra email account, Google & Microsoft Apps for Education account, internet use, and electronic devices provided to students are not the personal property of any student. The school reserves the right to monitor or read the contents for inappropriate language or information; threatening, obnoxious or demeaning comments; or any activity that is illegal. Furthermore, the school reserves the right to monitor and access all school issued devices for inappropriate content, applications or other misuses. Network administrators may review files, communication, and content in-person or remotely to ensure that students are using these items responsibly. Students should not expect that files stored on school servers or school-sanctioned cloud storage such as Google & One Drive will always be private.

Students should understand and abide by the terms and conditions for the use of electronic devices at La Pietra. They should further understand that any violation of the expectations is unethical, and that any violation may result in termination or suspension of access privileges, and school disciplinary action may be taken.

Parents and guardians must understand that computer access is designed for educational purposes and that it is impossible to restrict access to all inappropriate/controversial material available through the internet. Parents and guardians agree that they will not hold La Pietra responsible for such material accessed by school-owned electronic devices.

COVID-19 POLICY

As La Pietra - Hawai'i School for Girls continues on-campus instruction, our overriding priority is to ensure the safety and well-being of our students and families, employees and community during the COVID-19 pandemic. We also recognize how important in-person learning, teaching and collaboration is to education. The following guidelines, together with our prevention strategies, are designed to keep our students, faculty and staff safe on campus.

This policy applies to all aspects of instruction and school-related activities, including, but not limited to, participation in extracurricular activities, athletic programs and events, field trips and travel, off-campus school events, student activities and clubs, summer programs and other activities.

Please note that this policy is subject to change at La Pietra's sole discretion as the COVID-19 pandemic evolves. Although it is our desire and intent to provide on-campus instruction for the entire school year, circumstances may necessitate school operations to be conducted online for an undefined period.

MANDATORY COVID-19 VACCINATION POLICY

La Pietra - Hawai'i School for Girls requires documentation of COVID-19 vaccination as a condition of enrollment and attendance for all students, subject to any contraindication due to disability/medical condition or sincerely held religious belief. All students must submit proof of vaccination through our [Magnus Health](#) portal.

In consideration of guidance from the CDC and the World Health Organization, La Pietra accepts the following vaccine types: Pfizer, Moderna, and Johnson & Johnson. Students must be up to date on their COVID-19 vaccinations based on CDC recommendations that were in place on August 4, 2022 (first day of school). This means they should have all primary series doses and the original (monovalent) booster.

Families who wish to seek an exemption on medical grounds will need to submit a request via the [COVID-19 Medical Exemption Request Form](#). A doctor or medical professional (not related to you) will need to fill out Section 2 of the form. Those who wish to seek an exemption on religious grounds will need to submit a request via this [Request for Exemption From Vaccination on Religious Grounds](#) form from the Hawaii Department of Health.

Request forms may be submitted to info@lapietra.edu. The designated school committee will review requests on a case by case basis and provide a timely response. All decisions will be final.

PREVENTION STRATEGIES, INCLUDING MASKS

The school may impose prevention strategies, including masking policies, at its discretion. This policy applies to all those on campus, including visitors.

As of the publication of this handbook, masks are optional both indoors and outdoors with a few exceptions. La Pietra will require masking at large, indoor events and in the school van while being transported to and from campus during field trips. Teachers, faculty and staff members may also enforce masking in areas under their jurisdiction, like classrooms and the Health Room.

For students participating in athletics, masks are optional. However, spectators and game staff must remain masked during games and practices while indoors. Masks are also required in the school van while being transported to games or practices.

VISITORS TO CAMPUS

All visitors to campus during school hours must first check-in at the Front Office. The school may impose limitations on visiting campus at its discretion. Occupancy at school functions could be limited to remain in compliance with city, county and/or state guidelines.

REPORTING A COVID POSITIVE CASE

La Pietra - Hawai'i School for Girls works diligently to provide a safe and healthy campus for all students. If a student is ill, we ask for parental assistance in preventing the spread of illness by keeping the student at home. Sending students to school when they are ill exposes their peers to the same illness.

A student must remain off campus in the event of any of the following situations:

- If the student tests positive or develops symptoms for COVID-19.
- If the student is feeling sick.
- A physician has ordered you to quarantine or isolate.

Notifying the school of any illness is an important element in keeping the overall community safe and healthy. In addition, families are required to report any known COVID-related diagnoses. If a student has tested positive for COVID-19 or has COVID-19 symptoms, please contact the school:

- During business hours, call the Front Office at (808) 922-2744 or email results@lapietra.edu.
- After hours, call our COVID-19 Hotline at (808) 784-4448 or email results@lapietra.edu.

SYMPTOMS REQUIRING EXCLUSION FROM SCHOOL

Students presenting any of the following symptoms may be required to be picked up and/or remain home from school:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Please refer to [the CDC](#) for a list of the most current symptoms. This list does not include all possible symptoms and may be updated or revised by the CDC at any time.

ISOLATION PROTOCOL

Positive COVID-19 Test OR COVID-19 Symptoms	Actions
<p>Students who test positive for COVID-19 or who have COVID-19 symptoms should isolate for 5 days, regardless of vaccination status.</p> <p><i>Note: Day 1 is the first full day after your symptoms developed or your test specimen was collected.</i></p>	<p>Students can return to school:</p> <p>On Day 6, if positive test and NO symptoms.</p> <ul style="list-style-type: none"> • Must wear a well-fitted mask around others indoors from day 6 to day 10 after completing home isolation. <p>On Day 6, if positive test and SYMPTOMS:</p> <ul style="list-style-type: none"> • 24 hours with no fever (and no fever-reducing medications) and symptoms are improving. • Must wear a well-fitted mask around others indoors from day 6 to day 10 of illness after completing home isolation. <p>If you have a fever or are not yet improving, remain in isolation until the above are true.*</p>
<p>Students who are sick with symptoms of COVID-19 but do not yet have test results, regardless of vaccination status.</p>	<p>Students can return to school after a negative test if:</p> <ul style="list-style-type: none"> • 24 hours with no fever (and no fever-reducing medications) • Symptoms are improving <p>If you have a fever or are sick and your negative test was from a home test, continue to isolate and test again after 24 to 48 hours.</p>

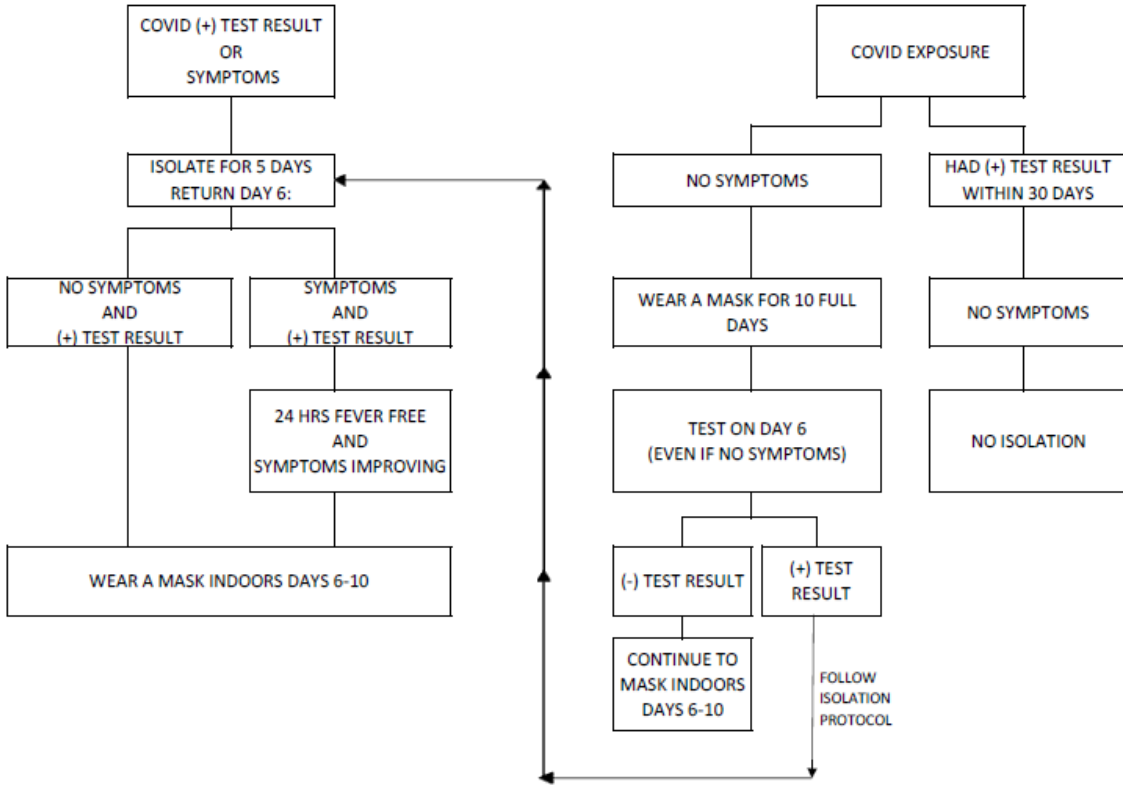
*If you have [moderate-to-severe COVID-19 illness](#) or a weakened immune system, CDC recommends isolating through day 10 and consulting your healthcare provider.

EXPOSURE TO A PERSON WITH COVID-19

Positive COVID-19 Test OR COVID-19 Symptoms	Actions
<p>Students who have been exposed to a person with COVID-19, regardless of vaccination status.</p> <p><i>Note: Day 1 is the first full day after your symptoms developed or your test specimen was collected.</i></p>	<p>Students can return to school:</p> <p>Immediately if <u>NO</u> symptoms.</p> <ul style="list-style-type: none"> ● Must wear a well-fitted mask indoors for 10 full days. <p>Watch for symptoms.</p> <ul style="list-style-type: none"> ● If symptom start, isolate immediately. ● Test and stay home until you know the result. ● If positive, follow isolation protocol. <p>Test on <u>Day 6</u> even if no symptoms.</p> <ul style="list-style-type: none"> ● If positive, follow isolation protocol. ● If negative, continue to wear a mask indoors through day 10. ● COVID-19 can develop up to 10 days after exposure.
<p>Students who tested positive for COVID-19 within 30 days or less.</p>	<p>Students can return to school immediately if <u>NO</u> symptoms.</p> <p>Testing is <u>not</u> recommended if you have <u>no</u> symptoms.</p>

**COVID-19 HAWAII STATE DEPARTMENT OF HEALTH
ISOLATION AND EXPOSURE GUIDANCE FOR K-12 SCHOOLS**

8/15/2022



Please Note: All scenarios above are regardless of vaccination status.

THESE POLICIES ARE SUBJECT TO CHANGE BASED ON CURRENT CDC RECOMMENDATIONS.



ATHLETIC HANDBOOK

LA PIETRA – HAWAI'I SCHOOL FOR GIRLS

2022-2023

PHILOSOPHY, GOALS, AND OBJECTIVES

The philosophy of the La Pietra – Hawai'i School for Girls Athletic Department is to provide a quality program that will develop young women physically, emotionally, socially, and ethically. We believe that athletics can teach positive values, confidence in oneself, and respect for others. We believe that doing one's best and exhibiting good sportsmanship supersedes winning at all costs.

GOALS AND OBJECTIVES

- Provide opportunities for our students to participate in athletics.
- Provide and maintain safe facilities.
- Provide qualified coaches who exhibit good character and values.
- Promote good sportsmanship.
- Recognize student involvement.
- Foster positive relationships with the student body, parents, alumnae, and community.

INTERSCHOLASTIC LEAGUE OF HONOLULU

The Interscholastic League of Honolulu (ILH) was formed in 1909 with Punahou, Kamehameha, and McKinley High School. More public and private schools joined, and a wide variety of interscholastic sports were offered to students. In 1970, the public schools of Honolulu withdrew from the ILH and became a part of the Oahu Interscholastic Association (OIA). Today, the ILH is comprised of 22 private schools with more than 8,000 students participating in 21 different sports. The Board of Athletic Directors and Principals of the ILH maintain an excellent program with emphasis on the well-being of the student-athletes. La Pietra – Hawai'i School for Girls is proud to be part of this organization.

CHRISTIAN SCHOOLS ATHLETIC LEAGUE (CSAL)

The Christian School Athletic League (CSAL) provides schools an opportunity for 4-6th grade students to begin to learn and develop fundamental skills. The objectives are to foster an appreciation for team sports and the camaraderie, sportsmanship, and fun inherent in participation. The emphasis is on participation and allowing each member of the team to experience playing time. While scores are recorded during the game, win-loss records will not be published and a league champion will not be determined.

PAC-5 ATHLETIC PROGRAM

Pac-5 was organized and admitted into the ILH in 1973. Its purpose is to give smaller schools a chance to participate in a variety of sports such as canoe paddling, softball, judo, and wrestling. The Athletic Director in charge of Pac-5 is Peter Estomago. By allowing La Pietra to participate in sports in which we could

not field a team by ourselves, Pac-5 has given our students a richer athletic experience.

ATHLETIC ORGANIZATION

The Athletic Director is responsible for the planning, implementing, and supervising of the La Pietra Athletic Program. The Athletic Office is located in the Barbara Cox Anthony Sports Complex Gymnasium. For questions and concerns, you may call Athletic Director Ross Kinsler at (808) 922-2744 or email rkinsler@lapietra.edu.

LEVELS OF SPORT COMPETITION

6th grade sports:	Grade 6
Intermediate sports:	Grades 7 – 9
Junior Varsity:	Grades 9 – 11
Varsity:	Grades 9 – 12

LA PIETRA SPORTS & COACHES

Coaches are expected to set a good moral example for their players and to maintain a disciplined team that reflects a positive image for themselves and La Pietra – Hawai'i School for Girls. For more information regarding starting dates and times, see the Athletic Bulletin Board in the hallway outside the Athletic Office and the Gymnasium Locker Rooms or go to the [Athletics page](#) of the school website.

COMMUNICATION PROTOCOL FOR THE LA PIETRA ATHLETIC PROGRAM

As students become involved in the athletic program at La Pietra, they will experience some of the most rewarding moments of their lives. Both parenting and coaching can be extremely difficult vocations. By establishing an understanding of each role, we are better able to partner together and provide greater benefits to our student-athletes. We look forward to working together through clearly established communication channels, guidelines, and policies of the school.

Communication from a student's coach includes:

- The coach's philosophy as it aligns with the school's vision and values.
- Locations and times of all practices and contests.
- Team requirements (e.g., fees, special equipment, off-season conditioning).
- Established procedures should a student be injured during participation.
- Disciplinary procedures that may result in the denial of a student's participation. (e.g., academic considerations or rule violations established by the school or league)

Communication from parents should channel directly to the coach and include:

- Concerns regarding a student's general behavior, mental and/or physical welfare.
- Methods to help a student improve.
- Clarification in regards to coaching philosophy and/or expectations.
- Notification of any schedule conflicts (well in advance of practice or event).

As noted above, certain items can and should be discussed with a student's coach. Other matters such as playing time, team strategy, play calling, and other student participants are not appropriate to discuss at any time and will be left to the discretion of the coach.

PROTOCOL FOR COACH & PARENT MEETINGS

When you would like to meet with a coach to discuss a student's progress or an occasional concern, please refer to and use the following guidelines:

- Never approach a coach immediately after a contest. This is not the proper time or place for a discussion concerning a student-athlete or the team.
- Call the following day and make an appointment for a time that is mutually convenient for both you and the coach to meet.
- Discuss all matters in a calm and civil manner. Raised voices, rudeness, or foul language is not acceptable.
- Once you have stated your question or concern, please listen to the other party's explanation to allow optimal strategizing between both parents and coaches for a student-athlete's success and disallow emotions to override logic and reason.

What can a parent do if the meeting with the coach did not provide a satisfactory resolution?

1. Call and set up an appointment with the Athletic Director to discuss the situation.
2. At this meeting, the appropriate next step will be determined.

We hope the information provided in these athletic communication guidelines makes your family's overall experience with our middle school and high school athletic program at La Pietra – Hawai'i School for Girls enjoyable and meaningful.

2022-2023 LA PIETRA SPORTS OFFERINGS

(Approximate Start Dates & Coaches)

Fall Season:

SPORT	COACH	START DATE
Varsity Volleyball	Carmen Sharkey	Last Week of July
Cross Country (Int, JV, Varsity)	Malia Nanbara	Last Week of July
JV & Varsity Sporter Air Riflery	Noah Staggs	Last Week of July
Pac-5 Cheerleading (Inter & Varsity)	DaJuan Parker	Last Week of July
Intermediate Volleyball	Tiffany Kane	2 nd Week of August
JV Tennis (w/ Sacred Hearts)	Matias Saavedra	2 nd Week of August
6 th Grade Swimming	Emma Rolland	3 rd Week of August
6 th Grade Cross Country	TBA	3 rd Week of September

Winter Season:

6 th Grade CSAL Volleyball	TBA	2 nd Week of October
Pac-5 Inter & JV Soccer	Ryan Leong	3 rd Week of October
Intermediate Basketball	Barry Brice	3 rd Week of October
Intermediate Tennis (w/ Sacred Hearts)	Matias Saavedra	3 rd Week of October
Varsity Basketball	TBA	Last week of October

Pac-5 Varsity Soccer	Ryan Leong	Last week of October
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Pac-5 JV & Varsity Canoe Paddling	David Ahia	Last week of October
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Pac-5 Swimming (Inter, JV, & Varsity)	Matt Tanigawa	1 st Week of November
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Pac-5 Inter & Varsity Wrestling	Jared Ellis	1 st Week of November
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Spring Season:

Track & Field (Inter, JV, & Varsity)	TBA	Last Week of January
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Pac-5 Inter & Varsity Softball	Blake Lau	Last Week of January
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Int & Varsity Golf (w/ Sacred Hearts)	Nathan Lopez	1 st Week of February
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Varsity Tennis (w Sacred Hearts)	Matias Saavedra	2 nd Week of February
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6 th Grade CSAL Basketball	Barry Brice	1 st Week of March
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Middle & HS Archery	Brent Trujillo	1 st Week of March
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6 th Grade Tennis	Sam Wiseman	1 st Week of May
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ILH ELIGIBILITY

1. A student will have no more than four years of Varsity eligibility once she enters the 9th grade of any school.
2. A student will have no more than three years of Junior Varsity eligibility once she enters the 9th grade.
3. A student will have no more than three years of Intermediate eligibility once she enters the 7th grade.

ILH TRANSFER RULES

A student who represents an ILH or a non-member ILH (public) school in Hawaii in league play shall be ineligible to represent La Pietra – Hawai'i School for Girls in the following year in any sport in which she has participated at the former school. The same rule applies to any student-athlete transferring from La Pietra to another ILH school.

REQUIREMENTS FOR PARTICIPATION

The athlete is required to have adequate medical insurance. The State of Hawaii requires all participants have an annual physical examination for athletic participation. ImPACT Baseline Testing for Concussion Management is also required every two years. All athletes must complete and submit the following documents annually prior to the start of the season. An athlete will not be allowed to participate in sports if all forms are not submitted. Completed forms will need to be uploaded to our Magnus Health portal. The link to the Magnus Health portal will be emailed to you and available in July each school year.

The following Athletic Student Health Forms are available on the Parent Portal:

- Student Health Form 14 and Student Athletic Physical Exam forms. A physical exam must be scheduled with a doctor and these forms must be completed by the physician.
- Student/Parent Acknowledgement & Athletic Participation Agreement form. For the 2022 – 2023 school year, all La Pietra students in grades 6 – 12 must be fully vaccinated (Pfizer/Moderna/Johnson & Johnson) against the COVID-19 virus or obtain a medical or religious exemption approved by school administration prior to participation on a La Pietra or Pac-5 team athletic team. Photo of the COVID-19 vaccination card or exemption form will need to be uploaded onto the Magnus Health portal.
- Emergency Contacts & Emergency Medical Authorization form

- ImPACT Concussion Management Program form and Concussion Worksheet

All student-athletes must be eligible according to the ILH Constitution and By-Laws. A copy is filed in the Athletic Director's Office.

Any student who attends school less than 1/2 day shall be ineligible to play or practice that day. Extenuating circumstances may alter this rule at the discretion of the school administration.

Any student who receives a suspension (in-school or out of school) is NOT allowed to participate in ILH or CSAL practices or competitions on the day(s) of suspension.

ACADEMIC REQUIREMENTS

Academic ineligibility will be declared if:

1. The student obtains two or more "D's" or one or more failing mid-term or term grades. The student will be declared ineligible for a period of time based on individual circumstances and administrative review.
2. If a student is assigned an after-school detention from a teacher or the Dean of Students, she must attend the detention prior to attending any athletic practice or competition for a La Pietra or Pac-5 team.

TEAM REQUIREMENTS

A student participating on a team will be expected to comply with the following rules and regulations. Failure to do so may result in suspension from the team.

1. Attend all practices, games/meets and team meetings, unless excused by the coach. Three or more unexcused absences may result in team suspension and the student will be ineligible for an athletic award.
2. Attend classes. If a student is absent from school, the student may not participate in team practices or games/ meets on absent day(s). A student must be in school for at least half of the school day to be eligible for participation.
3. Maintain satisfactory grades (see Academic Requirements).
4. Display good sportsmanship and team cooperation at all times.

5. Treat athletic equipment and uniforms with care. The student is responsible for all equipment or uniforms issued to them. Lost, stolen, or damaged equipment and/or uniforms must be paid for by the student-athlete. All school-issued uniforms and equipment must be returned at the end of the season.
6. Adhere to all team and school rules. The student may not participate in team practices or games/meets when serving out-of-school or in-school suspension.
7. All parents and student-athletes must attend a Pre-Season Sports meeting clarifying goals, rules, and expectations of the La Pietra Athletic Department prior to participation in ILH or CSAL Games/Meets.

SPORTS INELIGIBILITY

Any student who voluntarily drops out of a sport, accumulates unexcused absences, or is declared ineligible from a team due to disciplinary actions shall be declared ineligible to participate in any La Pietra sport for one year at the discretion of the school administration.

It is important that the student-athlete realizes their obligation to their team and carries out that responsibility for the duration of the season once they make the team. It is an honor and a privilege to make the team when others may be denied.

In cases where the student-athlete is dropped by mutual consent of the coach, player, and Athletic Director, the ineligibility requirement is not in effect. Such a case would be if a student is having academic trouble and it is agreed that it would be best for them to drop the sport in order to concentrate on studies.

PERSONAL CONDUCT

Participation on an athletic team is a privilege. The participants must earn the right to represent the school by conducting themselves in such a way that La Pietra's image would not be tarnished in any manner. Any participant whose conduct is judged to reflect a discredit upon themselves, the team, or the school – whether or not such activity takes place before, during, or after the team activity – will be subject to disciplinary actions as determined by the school administration.

IMPACT CONCUSSION MANAGEMENT PROGRAM

La Pietra's Athletic Department administers the ImPACT concussion baseline test annually prior to the start of the season and is required of student-athletes every two years. It is required for students entering grades 6, 7, 9 and 11 as well as new student-athletes when participating in the ILH. ImPACT (Immediate Post Concussion Assessment and Cognitive Testing) is a computerized exam. If an

athlete is believed to have suffered a head injury during competition, ImPACT is used to help determine the severity of the head injury and when the injury is fully healed.

EMERGENCY MEDICAL AUTHORIZATION

In case of an emergency during athletic participation, the Emergency Contacts & Emergency Medical Authorization form gives consent for medical treatment as deemed necessary by physicians designated by the coach(es) and/or transportation to a hospital emergency room for treatment for any illness or injury. Parents will be contacted as soon as possible. If a parent is not reachable, then the emergency contact will be alerted.

OUTSIDE PARTICIPATION

The ILH rules forbid outside participation during the season beginning with the first day of practice and ending with the last scheduled ILH or State Tournament game/meet.

Outside participation includes activities within the same sport as community, church, or other organized league play and practices. If a student is found in violation of this rule, the student will be disqualified from further participation in that school sport, and all games won must be forfeited.

PHYSICAL EDUCATION EXEMPTION & CREDIT

Students in grades 9 – 12 who are enrolled in Physical Education (PE) class during a sports season are allowed to take “PE Study Halls” on days they attend practice or have a game. During the block their PE class is taught, student-athletes will check in for attendance purposes with their teacher, sign in at the main office and then study in the Student Learning Center or other designated area. This study hall period of silent, independent studying is a privilege that can be taken away if not used appropriately.

Juniors and seniors who are on a La Pietra or Pac-5 Varsity team can apply to take another academic course in place of PE to receive physical education credit for their participation in the varsity sport. They must complete and turn in a “Request for Physical Education Credit Form” and have it approved by the Academic Dean and Athletic Director. If approved, the student-athlete will receive 1/2 credit for physical education. This can be requested only once during the 11th grade and once in the 12th grade.

ATHLETIC AWARDS

A student who completes the season and complies with the team requirements will receive a letter award certificate listing the sport(s) played. Athletic awards and certificates will be distributed at the end of their respective sport season.

STATE TOURNAMENT POLICIES

The State Tournament is considered an extension of the regular season. Any student-athlete who qualifies for a State Tournament will be expected to participate in the tournament unless they are declared ineligible by the school or coach (based on grades, discipline, injury, etc.). Student-athletes must also meet HHSAA eligibility requirements. Only student-athletes who qualify for a State Tournament as a participant or as a manager may be excused from classes to attend the tournament. The participant will be responsible for any necessary make-up work. Permission forms must be turned in to the Dean of Students and Athletic Department for neighbor island travel.

FUNDRAISING

Teams wanting to raise money for team trips or additional team equipment (team bags, warm-ups, practice jerseys, etc.) may organize fundraising events only with the prior approval of the Athletic Director and the school administration.

SCHOOL TRANSPORTATION

Weekday transportation is provided for La Pietra sponsored sports and some Pac-5 sports (when possible). Please be aware that La Pietra is not able to accommodate all Pac-5 sports, and parents may need to provide transportation for their student-athlete. The La Pietra school van will leave daily between 3 - 3:15 p.m., regardless of your practice/game time. Be on time, as the school van will not wait.

Athletes will need to make arrangements for parent pick-up from the practice/game site. Athletes may drive themselves ONLY with the permission of the Athletic Director and after they have turned in Parent/Legal Guardians Authorization for Student-Athlete Travel For La Pietra or Pac-5 Athletic Teams signed by parents to the athletic office. There will be no transportation provided on holidays, weekends, or matches beginning after 5 p.m.

INJURIES

At La Pietra – Hawai'i School for Girls, we take every precaution to maintain safe playing conditions. However, as always with athletics there is a risk of injury. If, during an athletic event any injury does occur, please notify the head coach immediately. If the injury is serious, we also ask that you notify the Athletic Department by the next business day so that an injury report can be completed

and a Post-Concussion ImPACT test can be administered if it is a possible concussion from an injury to the head.

Tape and bandages are provided for the athlete to give additional support to weakened or injured areas. However, for an athlete who has a chronic injury and needs to be taped every day for practices and games, it is recommended that a brace be purchased with the advice of a physician or a certified athletic trainer.

If an athlete is injured and sees a physician, the athlete may not return to practice or play until the physician gives written approval. In the case of a slight sprain or injury, the parent, student-athlete, and coaching staff will assist in determining whether or not the athlete can resume practice or play.

UNIFORMS

The school or Pac-5 will issue all uniforms, with the exception of swimming, diving, water polo, golf, and tennis teams. Those sports will be required to purchase their uniform for the team. In most cases, the uniforms are loaned out and it is expected that they will be returned at the end of the season in good condition. If the uniform is lost, stolen, or damaged, the student-athlete is liable for the replacement costs.

Athletic uniforms may NOT be worn on school days when there are scheduled games. The same goes for team warm-ups and team t-shirts except on Fridays when students are allowed free dress.

Team t-shirts, jackets, shoes, or sweats must have the approval of the Athletic Director and school administration before being ordered and purchased.

GYM LOCKERS

Student-athletes who play on the La Pietra teams may use the locker rooms in the Barbara Cox Anthony Sports Complex Gymnasium. If students are on an athletic team and need a locker because they are not enrolled in a physical education class during that term, a locker can be assigned by the Athletic Director.

Student-athletes must purchase and use their own combination locks during the year. Locker rooms are open from 8 a.m. – 5:00 p.m. on school days.

FITNESS ROOM USE

The Virginia Vandling Odgaard fitness room is available to all La Pietra junior varsity and varsity teams after school, provided a trained athletic coach is physically present and properly supervises them. The fitness room may be used during the school day provided that there is a physical education teacher or NASP certified staff/faculty member physically present and supervising the activity and a physical

education class is not using it. All fitness room users not enrolled in a physical education class during a term need to complete and submit a waiver form to the athletic office prior to using the fitness room. All students are expected to follow the fitness room rules or they will forfeit this privilege.

GAME SITE BEHAVIOR

Remember, you have been chosen to represent the La Pietra Athletic Program. It is a privilege to be a part of an ILH and/or La Pietra team. Please act accordingly. Good sportsmanship and following school rules are expected by athletes and parents at all times. Parents are an important part of our teams and are expected to follow general rules of sportsmanship and respect coaches, officials, players, and fellow spectators. Acts of verbal or physical harassment will not be tolerated. Show your La Pietra school pride!

NAME, IMAGE, LIKENESS POLICY

Unless specifically instructed or otherwise authorized by La Pietra in writing, you agree that you nor the student will use La Pietra's name, logo, or letterhead, including a picture of you or the student wearing any school-issued clothing (e.g. a hat or shirt with the School's name or logo), for commercial purposes.

NON-DISCRIMINATION CLAUSE

La Pietra – Hawai'i School for Girls does not discriminate on the basis of race, color, national and ethnic origin or religion in administration of its educational and admissions policies, tuition assistance programs, athletic or other school-administered programs.

