



Parent - Student Handbook

2024-2025

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



Welcome to La Pietra – Hawai'i School for Girls. 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.

TABLE OF CONTENTS

LA PIETRA'S MISSION & HISTORY	9
ALMA MATER	11
PARENT/GUARDIAN CODE OF CONDUCT	12
LA PIETRA VALUES	13
ACADEMIC POLICIES & PROCEDURES	15
Course Registration	15
Advanced Placement (AP) Enrollment Policies	15
Add/Drop Policy	15
Study Hall/Consultation	16
Study/Open Block	16
End of Semester Policy	16
Academic Integrity	16
Grades	17
Reporting	17
Honor Rolls	18
Graduation Requirements	18
Graduation with Honors	18
Valedictorian Criteria	18
Independent Project	19
College Counseling	19
Standardized Testing	20
Satisfactory Academic Progress	20
Satisfactory Progress in Sequential Courses	20

Dual-Credit Program with Hawaii Pacific University.....	20
ONE SCHOOLHOUSE ACADEMIC LEARNING POLICIES	21
Enrollment Requirements	21
Course Demands and Time	21
One Schoolhouse School Year	21
One Schoolhouse Withdrawal Date	21
Testing	21
Course Resources: Books, Subscriptions, and Materials	22
End of semester Grades	22
GENERAL POLICIES & PROCEDURES	23
ATTENDANCE POLICIES	23
Timelines for Reporting Attendance	23
Tardy Policy	23
Reporting Attendance During Open Blocks	23
Absences	23
Absence Policy	24
Absences Due to Illness	24
Student Travel Notification Form	24
Excused Absences	25
ILLNESS ON CAMPUS	25
CAMPUS POLICIES	26
Lunch	26
Food and Drinks	26
Cell Phone & Other Electronic Device Policy	26
Cars on Campus	26

Student Parking	27
Visitors on Campus	27
No Solicitation	27
No Pets	27
Fundraising	27
Gift Acceptance	27
OFF-CAMPUS PROCEDURES	28
DISCIPLINARY POLICIES	29
Suspension Procedures	29
Probation	30
Expulsion	30
Drugs, Alcohol, Tobacco & Electronic Smoking Devices	30
Bullying & Cyberbullying Policy	31
Sexual Harassment Policy	32
Violation of Law	32
Reporting to Colleges	33
UNIFORM GUIDELINES & DRESS CODE	34
Dress Code Regulations	34
Free Dress Regulations	35
Dress Code for Events	36
Off-Campus School Events	36
Disciplinary Procedure	36
YOUR EXTENDED FAMILY	37
The Class	37
Hui	37

Leadership Programs	37
Student Council	38
Yearbook	38
Clubs	38
Big/Little Sister Activities	38
National Honor Society	38
ATHLETICS	40
TRADITIONS	41
Back to School Open House for Parents/Guardians	41
Class Day	41
Co-Curricular Period	41
Graduation	41
La Pietra Prom	41
Middle School Camp	42
PFA Family Events	42
Senior Camp	42
Service Day	42
Special Guest Day	42
Spring Arts Festival	42
Summer Program	42
Theatrical Production	42
Winter Arts Festival	43
AFTER HOURS	44
Student Council Events & Invitational Dances	44
COMMUNICATIONS	46

Daily Bulletin	46
Emails	46
Website	46
ADMISSIONS	47
Rolling Admissions	48
Gender Diversity Statement	48
POLICY ON TUITION	50
Enrollment Agreement Deadlines and Policies	50
Payment Tuition Options	50
Fees	51
Tuition Refund Insurance	51
Financial Aid & Scholarship Awards	52
ELECTRONIC DEVICE & INTERNET USE POLICIES	54
One-to-One Program	54
Electronic Devices & Internet Use	54
Technologies Covered	54
Usage Guidelines	54
Web Access & Security	54
Email	55
Zoom & Collaborative Content	55
Mobile Devices	55
Personally Owned Devices	56
Security	56
Downloads	56
Netiquette	56

Artificial Intelligence (AI) Ethical Use Policy for Students	56
Plagiarism	58
Personal Safety	58
Cyberbullying	58
Acceptable Use Guidelines	58
Unacceptable Use Guidelines	59
Limitation of Liability	59
Corrective Action	60
Cost of Repair and/or Replacements	60
ATHLETIC HANDBOOK	61
PHILOSOPHY, GOALS & OBJECTIVES	62
Goals and Objectives	62
Interscholastic League Of Honolulu (ILH)	62
Christian Schools Athletic League (CSAL)	62
Pac-5 Athletic Program	62
Athletic Organization	63
Levels of Sport Competition	63
La Pietra Sports & Coaches	63
Communication Protocol for the La Pietra Athletic Program	63
Protocol for Coach & Parent Meetings	64
2024 - 2025 LA PIETRA SPORTS OFFERINGS	65
ILH ELIGIBILITY	67
ILH Transfer Rules	67
REQUIREMENTS FOR PARTICIPATION	67
Academic Requirements	68

Team Requirements	68
Sports Ineligibility	69
Personal Conduct	69
ImPACT Concussion Management Program	69
Emergency Medical Authorization	70
Outside Participation	70
ATHLETIC POLICIES	70
Uniforms	70
Fundraising	71
School Transportation	71
Game Site Behavior	71
Injuries	71
State Tournament Policies	72
Gym Lockers	72
Fitness Room Use	72
Physical Education Exemption & Credit	72
Athletic Awards	73
Name, Image, Likeness Policy	73
Non-Discrimination Clause	73

LA PIETRA'S MISSION & HISTORY



At **La Pietra – Hawai'i School for Girls**, we educate young women to lead a life of ***purpose***.

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.

La Pietra – Hawai'i School for Girls was the dream of the late Lorraine Day Cooke and Barbara Cox Anthony. With a group of leading Hawai'i citizens, Mrs. Cooke and Mrs. Anthony formed a board of trustees who obtained a Hawai'i State Charter for the school in 1962. Currently, an 11-member board of trustees governs the school.

Originally known as Hawai'i School for Girls, the school opened in 1964 at Central Union Church with 55 students and a faculty of nine under founding headmaster Joseph H. Pynchon. By 1969, 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's own faculty, parents, and students. 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, Mrs. Hugo brought La Pietra into 21st century learning with classroom renovations and established a fresh sense of place at the historical property.

In 2017, Dr. Joshua Watson joined La Pietra as its fifth head of school, ending his tenure in 2023. Dr. Watson led the school in updating its mission and made significant strides in its curricular and programmatic aims such as socio-emotional learning, mastery-based instruction, and the areas of diversity, equity, and inclusion.

Today, under the leadership of Head of School Jennifer Grems, La Pietra proudly serves the young women of Hawaii in grades 6-12. La Pietra 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.

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.*

PARENT/GUARDIAN CODE OF CONDUCT

An Agreement Between Parents/Guardians & 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, 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**. These values have formed the foundation of our school community since its earliest days.

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*—our responsibility—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 students skills and offer courses that will prepare them for success in college or university and beyond. Our teachers are available to help beyond scheduled class time. Please make an appointment to see them when you need additional assistance. Also available to help you are the Dean of Students and the Dean of Academics & Faculty.

COURSE REGISTRATION

Upon your acceptance to La Pietra, our Dean of Academics & Faculty and/or 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 advisor and your parents or guardians.

ADVANCED PLACEMENT (AP®) ENROLLMENT

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.

Students enrolled in AP® courses with La Pietra or One Schoolhouse are required to take the AP® exams in May. The cost for each AP® exam course taken will be billed to your La Pietra account and is non-refundable if they fail to take the AP® Exam. AP® exams are scheduled during the first two weeks of May.

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.

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 & Faculty. Changes are granted only for significant academic reasons. Any changes made

after schedules are finalized are subject to a \$40 change fee. Schedule changes are not allowed after seven calendar days once the semester has started.

Any course dropped after 10 days of class time, due to approved reasons, will show a “WD,” or withdrawal. This grade will not be factored into the student GPA, but will be reported on the transcript.

STUDY HALL/CONSULTATION

All students in sixth through eighth grade are assigned to proctored study halls. These are designed to allow students to complete some of the nightly homework, get 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 for a meeting or to see another teacher, a middle school student must obtain permission from the teacher or meeting advisor in advance.

STUDY/OPEN BLOCK

Students in Grade 11 have the option of a maximum of one open block per year. Students in Grade 12 have the option of a maximum of two open blocks per year. Exceptions to this include periods to balance numerous AP® or online course loads. These exceptions must be approved by the Dean of Academics & Faculty. Students are expected to productively utilize this time for their studies. For Grades 9–12, teachers reserve the right to hold students in study hall.

END OF SEMESTER POLICY

Final examinations may be given in any upper school course at the end of each semester. There will be final exam periods scheduled for the last few days of the semester. If no final exam is scheduled on those days, students will still meet to attend class. Middle school students will continue with their daily classes during end-of-semester exam days; however, middle schoolers will follow the same bell schedule as the upper school students. Final exam days may have a special schedule, which will be communicated in advance.

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 yours.
- 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.

GRADES

Cumulative grade point averages are calculated at the end of each semester. See basic grade scale below:

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

**Pass/Fail grades are given in sixth grade electives and PE, Junior Seminar, Senior Seminar and Student Internship.*

REPORTING

Parents will have access to reports via My BackPack at the mid-semester, which will include comments and progress grades. Final letter grades will be available at the end of the semester. Mid-semester 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 semester when a student's achievement changes significantly.

Students' grades, assignments, and attendance records can be accessed online through the My BackPack [Parent Portal](#). 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 at (808) 922-2744 or info@lapietra.edu. Teacher conferences may be arranged through the Dean of Students or Dean of Academics & Faculty. My BackPack access will be disabled at the end of each grading period for three to five days for data verification and storage.

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

HONOR ROLLS

Upper school students who receive an end-of-semester 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 – 3.66 earn a position on the Honor Roll. The Honor Roll status and cumulative grade point average is determined at the end of each semester.

GRADUATION REQUIREMENTS

SUBJECT	CREDITS
English	4
Electives	2.5
Fine Arts: Visual or Performing Arts	2
Mathematics	3
Physical Education	2
Science	3
Social Studies	3.5
Women’s and Gender Studies	1
World Languages (<i>three years of the same language</i>)	3
TOTAL MINIMUM CREDITS	24

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 Semester 1 grades of senior year (and World Language 1 and Algebra 1 classes taken in the eighth grade year) will be used for grade calculations.

VALEDICTORIAN CRITERIA

A valedictorian will be selected based on the highest cumulative grade point average in Grades 9-12 (including Algebra 1 or World Language 1 taken in eighth

grade), to be determined at the end of the senior year prior to graduation. Coursework taken through One Schoolhouse will also be included in the GPA calculation.

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 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.

INDEPENDENT PROJECT

As a requirement for graduation from La Pietra, each student must plan and carry out an Independent Project outside of their classroom work that is designed to achieve some personal goal. The purpose of this project is to expand students' experiences in exploring career possibilities or in attempting something they have 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 the work. Each student will be assigned a Faculty Advisor from the committee. Upon completion, students must share the results of their project, giving a presentation during a Co-Curr period.

The minimum graduation requirement is a one-semester 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. This project may be started in the summer with pre-approval. However, 40 hours must be completed within the school year. 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. However, the grade will not be calculated into the student's overall GPA.

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 ninth and tenth 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.

STANDARDIZED TESTING

Students in Grades 10 and 11 take the PSAT annually. This may be subject to change for students in Grade 10. Students in Grades 6-9 will take ERB tests.

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 semesters 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.

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 semester 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.

DUAL-CREDIT PROGRAM WITH HAWAI'I PACIFIC UNIVERSITY

Through a partnership with Hawai'i Pacific University, La Pietra – Hawai'i for Girls offers a dual-credit program. This program provides students the opportunity to earn college course credit while in high school. The dual-credit program with HPU represents a commitment to developing innovative models for high school education. For the 2024-2025 school year, a student enrolled in Trigonometry & Pre-Calculus or AP® Calculus AB may be eligible to participate in the dual-credit program. Participating students attend dual-enrollment courses on the La Pietra campus.

ONE SCHOOLHOUSE ACADEMIC LEARNING POLICIES

ENROLLMENT REQUIREMENTS

In order to enroll in an online course from One Schoolhouse, students must receive approval from the Dean of Academics & Faculty and submit a non-refundable deposit to be enrolled. Any student who wishes to take an online 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 & Faculty. Students are then required to fill out an application with the Dean of Academics & Faculty.

Cost for One Schoolhouse class registration is borne by both the family and the school. The student will submit a non-refundable payment to register and the school will subsidize the remainder of the course.

COURSE DEMANDS AND TIME

95% of our students report that the courses are appropriately challenging or difficult. Year-long coursework ranges between 8-10 hours per week for AP® courses and between 6-8 hours per week for non-AP® courses.

ONE SCHOOLHOUSE SCHOOL YEAR

Our courses run from September through the end of April. The first semester is September through December, and the second semester is mid-January through the end of April. There is an extended winter break, but no spring break. Summer courses run from June through August.

ONE SCHOOLHOUSE WITHDRAWAL DATE

If you wish to withdraw or drop the course, you will be responsible for 50% of the **entire cost of the course**. Students who withdraw after thirty days for school-year courses and ten days for summer courses will receive a transcript indicating the withdrawal (WD). 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.

COURSE RESOURCES: BOOKS, SUBSCRIPTIONS AND MATERIALS

Course resource 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 each course.

END OF SEMESTER GRADES

Since One Schoolhouse courses are on a semester or year-long term, grades in these courses will be reflected on the transcript after each semester.

GENERAL POLICIES & PROCEDURES

ATTENDANCE POLICIES

To report attendance, please call the front office at (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 proposed dates.

TARDY POLICY

Tardy students must check in with the front 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. The front office will notify the teacher when a student is tardy. A student is allowed six tardies per semester. If a student is tardy for a seventh time, they will be required to meet with the Dean of Students.

REPORTING ATTENDANCE DURING OPEN BLOCKS

Students with an open block must sign in at the front office. 11th grade students with an open block as the first block of the day must sign in at the front office by the start of school and read announcements. 12th grade students with an open block as the first block of the day must sign in before the second block of the day or daily study hall block. All students are required to attend Hui, Co-Curr, club and class meetings.

ABSENCES

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.

A student who does not attend school on any given day or the school day immediately preceding an event is not eligible to attend co-curricular, athletic or

school sponsored social activities. 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.

When parents or guardians will be away from home, it is necessary to notify the front 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.

ABSENCE POLICY

Any student who is absent for more than 20% of instructional classes per semester 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.

ABSENCES DUE TO ILLNESS

Our goal is to minimize the spread of illnesses amongst our students, faculty, and staff members. When a student is ill, please contact the front 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 classes 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.

Final examinations may be given in upper school courses at the end of each semester. Eighth 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."

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.

EXCUSED ABSENCES

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 through phone call, email, or written note to the Dean of Students at least two weeks ahead of the proposed absence.

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.

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 Dean of Academics & Faculty. 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 in study hall and after school beginning with the first day back and each successive day until all course work and tests have been made up.

ILLNESS ON CAMPUS

Students taken ill at school report to Art 2 where their condition may be assessed. A student may be administered analgesics (Parental Authorization Form on Magnus Health), 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 at the front office before leaving 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 front 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.

CAMPUS POLICIES

LUNCH

Students may purchase lunch on a monthly basis through Sodexo Hawai'i. Students may also bring their own lunch and snacks from home.

FOOD AND DRINKS

Gum chewing is not permitted on campus. Eating is not permitted during class, study halls, or in the Student Learning Center (unless with explicit permission from a teacher). 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.

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 given to the Dean of Students. The device can be picked up from the Dean of Students' office at the end of the day. Continued infringement of this policy will result in a consequence determined by the administration.

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 and only cars with passes are allowed.

The Bachman Courtyard (near the Music Room) is for deliveries, staff and handicap 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.

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

STUDENT PARKING

Limited student parking is available in the upper parking lot by permit only. Students are not permitted in the upper parking lot during school hours.

Permits will be issued by the Campus Operations & Safety 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 guest parking area in the lower lot. 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.

VISITORS ON CAMPUS

No visitors are allowed on campus between 7:30 a.m. and 3:30 p.m. except for scheduled meetings, visits or shadow days by prospective students and their families, scheduled vendors, or scheduled special guests..

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.

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.

FUNDRAISING

Grade level classes or clubs raising money must submit a Fundraising Proposal Form to the Dean of Students for initial approval.

GIFT ACCEPTANCE

Occasionally, students or families wish to express their appreciation to teachers or staff members. On such occasions, we encourage families to consider gifts of minimal or no monetary value, such as a handmade item or note of appreciation. While employees may occasionally accept gifts, gift cards or other items, please note that employees may not accept gifts or entertainment of substantial or

excessive value, or those that appear to reward favorable treatment or seek to influence the professional judgment and conduct of employees.

OFF-CAMPUS PROCEDURES

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

- 6-8th graders are not allowed off campus without parent or guardian permission given to the Dean of Students.
- 9-11th graders may leave campus only with permission from a parent or guardian for appointments or on school-related business after informing the Dean of Students. Students must sign out and sign back in upon return at the front office.
- 12th graders: Seniors who do not have a first block class may sign in no later than the second block of the day or daily study hall block. Seniors may earn the privilege of being permitted off campus during lunch and must sign-out and back in at the front 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 semester in which it occurs.
- Senior Off-Campus Passes will be issued after the mid-term of semester 1 and must be taken with the student whenever they leave campus. Seniors must also sign out when leaving and sign in upon returning to campus in the front office. Senior privileges can be revoked if deemed appropriate by school administration.
- Parents picking up their children during the school day must contact the front office to request the release from school. The student must sign out in the front office before leaving campus.
- For safety reasons, we encourage students not to wait at the park for rides. 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.**

- 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 front office.
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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* (selfless giving). 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.

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. 59)
- 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.

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 as a Day of Reflection.

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. Details of the probation are agreed upon by a Letter of Accountability.

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 expel a student when it deems it in the best interest of the student or the school. Students who have been expelled from La Pietra may not attend any school-related activities or functions, including Winter Ball, Prom, and other dances.

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, and alcohol and drug use and abuse. These include units in various classes across the curriculum, 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. La Pietra will take action when a student’s social life has an effect on themselves and other students or on the learning environment.

La Pietra is committed to educating young people about alcohol, tobacco, and drugs. La Pietra offers several courses in its curriculum that deal with substance abuse, good decision-making, healthy lifestyles, and total well-being. Students 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 POLICY

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, 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 faculty/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:

- unwelcome sexual advances, contact, or pressure for sexual activity.
- obscene or suggestive remarks or jokes, verbal or written insults or abuse, or the display of explicit materials.
- 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.

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.

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.

UNIFORM GUIDELINES & DRESS CODE

Students are expected to adhere to the school's dress code and uniform guidelines. Parents and guardians share in the 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. If a student does not meet these guidelines, they may be asked to leave and may not be allowed to participate in school events.

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
- 60th Anniversary aloha shirt (paired with uniform bottoms)
- 60th Anniversary aloha dress
- 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 uniform 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, and for certain school events. 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.

- Tights, leggings, or hosiery in solid blue or black with no visible logo, graphics or design may be worn under the uniform.
- Uniforms must be in good repair without any visible stains, rips, tears or holes. Waistlines should not be rolled. Uniforms should appropriately fit the student. Excessively tight or short uniforms are not allowed.
- Uniforms are to be worn Monday – Thursday. Friday is Free Dress day (see **Free Dress Regulations**).
- Hairstyles and hair color judged inappropriate by school administration must be corrected within a time frame deemed appropriate by the administration.
- Attire, accessories, and makeup 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.
- 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. If shipping delays or other circumstances cause the uniform sweatshirt or jacket to be unavailable, students may request permission from the Dean of Students to substitute the following specified outerwear for a limited time: a sweatshirt or jacket in a solid color of navy blue, powder blue, royal blue, or white with no additional logo or graphics.
- Rain jackets of any style may be worn outdoors when raining.
- Students facing unforeseen circumstances that prevent compliance with the dress code regulations may request a temporary Dress Code Pass from the Dean of Students, who has final authority to issue or deny such passes.

FREE DRESS REGULATIONS

- Free Dress should reflect a quasi-professional look, not beach, sports, or workout attire.
- Dresses, skirts, culottes, shorts, and rompers must be at least mid-thigh in length.
- Pants, shorts, and skirts must be in good repair. Garments with rips, tears, or holes are not permitted. Frayed hems or hemless garments are permitted, provided they do not create a tripping or safety hazard. Boxer shorts or pajamas may not be worn externally.
- No bathing suit, bra-type or midriff-baring tops and halters may be worn externally. Tank tops, strapless, or sheer garments must be worn such that undergarments are not visible.
- 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

- Winter Ball: dress shirt/dress pants; sports coat/tie, dinner dress/semi-formal wear and dress shoes/sandals. Do not bring "other clothes" to change into during the dance.
- Prom (formal wear): coat and tie required; tuxedo encouraged. Or a long dress and dress shoes/sandals are required.

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). Hair, makeup 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, they 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 leadership programs include the Peer Leadership program and the Student Ambassador 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. Ambassadors will focus on educating prospective students and families about La Pietra, serving as hosts for shadow day visits, and participating in admissions events. Students participating in these 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 for the Upper School. Middle School elections occur after Middle School Camp. In addition to the officers (president, vice president, secretary, and treasurer), each class elects two student council representatives who attend 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 would like to be a part of the *Ke Ana* yearbook staff and help produce a pictorial memento of your school year, you may begin in the ninth 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 grouping them with returning students.

NATIONAL HONOR SOCIETY (NHS)

Our local chapter spearheads such activities as campus peer tutoring, serving as academic buddies for new sixth grade students, and assisting 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 a 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 sixth 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 for athletes must be filled out by a physician and returned to La Pietra before participation in any sport. This form is also available online at lapietra.edu.

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 62.

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's a glimpse at some of the 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 semester. This is as informative as it is fun!

CLASS DAY

Typically 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 and capped with a Family BBQ on campus.

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.

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.

LA PIETRA PROM

Each spring, 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.

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.

PFA FAMILY EVENTS

The PFA coordinates a few activities throughout the year, including Lunch by Moms & Dads, fundraising activities, and holiday decorating to name a few.

SENIOR CAMP

Senior Camp is an overnight activity that strengthens camaraderie as students reflect on their time at La Pietra and envision life as alumnae.

SERVICE DAY

Students give back to the community through service often followed by an All-School Picnic.

SPECIAL GUEST DAY

Special Guest Day is a day of service when we host students in pre-kindergarten - Grade 3 special education classes from various public elementary schools around the island. La Pietra students are big sisters for the day, assisting their special guests as they participate in various activities and games.

SPRING ARTS FESTIVAL

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

SUMMER PROGRAM

La Pietra offers summer programs in alignment with our school's mission. These programs aim to help young women develop their own sense of purpose, *kahiau* (selfless giving – a guiding value of La Pietra), and the leadership skills required to become future change agents in their own community. Students work with community partners and organizations, led by women, to learn about land stewardship through a place-based curriculum with an additional emphasis on STEM.

THEATRICAL PRODUCTION

The hard work and talent of several semesters' 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 *Best Play Evah*, *Freaky Friday*, *As You Like It*, and *Rock of Ages*. We welcome all interested students and parents to get involved — either on stage or behind the scenes!

WINTER ARTS FESTIVAL

This December event is a perfect addition to your own family's traditional holiday activities.

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. These events are chaperoned by our faculty, staff, and administration.

STUDENT COUNCIL EVENTS & INVITATIONAL DANCES

- Students who have not been in attendance at school on the day of the event or the school day immediately preceding the event are not eligible to attend.
- A current school ID is required for admission to Student Council dances. Admission to Invitational Dances (Winter Ball and Junior-Senior Prom) is by pre-purchased bid only. A La Pietra Special Events Permission Form must be completed and submitted to the Dean of Students at the time of bid sale purchase.
- La Pietra students are responsible for the conduct of their guests. Guests over 18 will not be admitted, unless prior permission has been given by the Dean of Students and with a valid ID.
- Students are expected to arrive on time and stay until the end of the event. Students arriving more than one hour after the start of the dance will not be admitted, unless prior arrangements are made with the Dean of Students.
- Students must stay in the dance "area." They are not allowed to be in the parking lot or other unauthorized areas of the campus. This holds true for any off-campus venues as well.
- 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.
- Punctuality of pick-up is expected, and late departures will forfeit the privilege of attending future social events. For safety purposes, La Pietra will not release a student to someone else without written permission from a parent or guardian.

- All La Pietra school rules and specifically those forbidding the use of alcohol, drugs, and tobacco are in effect during the dance. Individuals in violation of this and any other school policy will be sent home. A parent or guardian must pick up the student immediately along with their guest.

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 front 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.

In order to be included in the next school day's bulletin sent out via email, all announcements must be submitted by 3 p.m. the school day prior. Please keep in mind that you may submit your announcement as early as you would like since you can select the dates you would like your announcement posted. We encourage you to run announcements for a max of five school days at a time. Feel free to submit future announcements as reminders after the fact.

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.

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 Lē'ahi (Diamond Head), featuring scenic views of Waikiki, La Pietra offers an academic program that emphasizes individualized education in a supportive learning environment.

Students thrive academically and socially in our uniquely-sized school, featuring a student-teacher ratio of five to one and class sizes averaging 6-10 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 mission of educating young women to lead a life of purpose. La Pietra students are encouraged to discover their voice and to develop the confidence to use it.

La Pietra welcomes students and families who desire to be part of a school community based on La Pietra's vision and values. The school strives to enroll driven young women who demonstrate a genuine enthusiasm for learning, possess the capacity for academic excellence within our rigorous college preparatory curriculum, embody values of mutual respect and kindness towards others, eagerly embrace opportunities to delve into their interests and personal growth, and exhibit a commitment to actively engage and enrich the school community, local society, and beyond.

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. 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 our school is a good fit. Families are invited to attend open houses, schedule a personal campus tour, and arrange a Shadow Day visit.

To be considered for admissions, prospective students are required to submit an admissions application along with their academic records, which encompass report cards, transcripts, teacher recommendations, and test scores. Additionally, applicants are required to provide a sample of graded student work, accompanied by teacher notes. Following the initial submission, selected applicants will be invited for a school

visit, allowing the admissions committee to gain a comprehensive understanding of each candidate's potential and suitability for enrollment.

Families interested in being considered for financial aid must apply online at [Clarity](#). 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 & Scholarship Awards” section in this handbook, or our website, for more information about the process.

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

ROLLING ADMISSIONS

While the priority application deadline for new students is February 15, 2024 for the upcoming 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.

GENDER DIVERSITY STATEMENT

To uphold our mission and honor our longstanding history, La Pietra – Hawai‘i School for Girls remains committed to fostering an environment that prioritizes the unique needs, shared experiences, and voices of young women, exemplifying our identity as a girls' school. As such, La Pietra will consider for admission all applicants who identify as girls. We expect all students who choose La Pietra and continue their education at the school will be supportive of the school’s history, mission, and advocacy for girls’ education and women’s advancement.

At La Pietra, our commitment to being a girls’ school is rooted in the understanding that there are diverse ways to express girlhood, and that these expressions may evolve over time. We believe that the strength of our community lies in the diversity of our student body, faculty, and alumnae. Our goal is ultimately to provide a safe and inclusive environment for all La Pietra – Hawai‘i School for Girls students so that they can develop academically and socially.

In prioritizing the ongoing health and wellness of every La Pietra student, we are dedicated to open dialogue. We will engage in conversations with current students who identify as male, or as “gender non-conforming,” to discuss how both the student’s family and the school can work together to support what is best for that student. These conversations ensure that La Pietra remains a supportive

environment for each student, fostering collaboration between the student's family and the school to provide the best possible support.

At La Pietra – Hawai'i School for Girls, we continually strive to teach and encourage our students to use their authentic voices and to affirm and support each other's efforts to do so. Our educators, administrators, and trustees are committed to an inclusive community and a successful future for each and every one of our students. Expecting and requiring respect for all remains an essential element of our commitment to diversity.

POLICY ON TUITION

Annual Tuition: \$23,570

Technology Fee: \$400

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.

ENROLLMENT AGREEMENT DEADLINES AND POLICIES:

Requests to cancel the Enrollment Agreement must be submitted in writing no later than 11:59 p.m. on June 1, 2024. 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.

PAYMENT TUITION OPTIONS

1. **Annual Payment** – Tuition is payable in one payment on or before July 31, 2024. 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 31, 2024; the balance of the tuition is due on or before December 31, 2024. 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 31, 2024 and ending April 30, 2025. 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, 2024. No modifications to the payment plan will be accepted after this date.

FEES

A return check fee of \$60 will be assessed for each check returned for insufficient funds, invalid account number, and/or declined credit card payments. A late payment fee of \$30 per month plus interest at 1% per month may be assessed on any delinquent account not received within ten 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 30, 2025 may not be permitted to graduate and/or participate in graduation activities and ceremonies.

We encourage families to contact the Business Office if they anticipate financial difficulties or have any inquiries regarding their student account. 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 on our website, My Backpack, or in the front 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, provided full payment is received before July 31, 2024.

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 60 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 Clarity 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 Clarity 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 POLICIES

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 \$400 is required. All students and a parent or guardian must sign the Technology Use Agreement before the student will be issued a laptop and charger.

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, suspension, or expulsion. These guidelines apply whether or not the student is on or off campus.

TECHNOLOGIES COVERED

La Pietra may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. La Pietra maintains a web page at lapietra.edu. As new technologies emerge, La Pietra will attempt to provide access to them. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed.

USAGE GUIDELINES

All technologies provided by La Pietra are intended for education purposes only. All students are expected to use good judgment and to follow these guidelines as well as the spirit of it: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

WEB ACCESS & SECURITY

La Pietra provides its students with access to the Internet, including web sites, resources, content, and online tools. That access via the La Pietra network will be restricted to comply with Child Internet Protection Act (CIPA) regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely. Students must keep in mind their use of technology will be supervised/monitored by teachers, staff members, computer programs and filters. This includes before, during, and after school hours. Students are expected to

respect that the web filter is a safety precaution and should not try to circumvent it when browsing the web.

**La Pietra's web filtering does not extend when a student is not utilizing our in-house school network. Parents are responsible for web filtering while outside of the school's network (i.e., at home, coffee shops, mobile hotspots, etc.)*

EMAIL

La Pietra provides students with filtered email accounts for the purpose of inter-school communication. Availability and use may be restricted based on school policies. Personal email accounts should not be accessed using the school's network or school devices. Email accounts provided by La Pietra should be used with care. Students should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by school policy or as instructed by the teacher. Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage will be monitored and archived.

ZOOM & COLLABORATIVE CONTENT

Recognizing the benefits collaboration brings to education, La Pietra may provide students with access to websites or tools that allow communication, collaboration, sharing, video conferencing, and messaging among other students. Examples include: Canvas (learning management system), Zoom, Google Suite, Microsoft Education, and My BackPack (student information systems). Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information. Online comments disrespectful to La Pietra staff, students, and activities are unacceptable and may be subject to disciplinary action.

MOBILE DEVICES

La Pietra provides students with mobile computers (laptops) to promote learning outside of the classroom. Students should abide by the same acceptable use policies when using school devices both on and off the school network. Students are expected to treat these devices with extreme care and caution. These are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to IT staff immediately by submitting a Help Ticket (inshawaii.com) and/or visiting the front office. Users may be financially liable for any damage resulting from negligence or misuse. Use of school-issued mobile devices off the school network may be monitored and will have the corporate

security filter agent installed. This security filter does not include web filtering when not on the school's in-house network.

PERSONALLY OWNED DEVICES

Students should keep personally-owned devices (including laptops, tablets, smart phones, and cell phones) turned off and put away during instructional hours unless instructed by a teacher or staff member for educational purposes. Personal devices are not permitted on the school's Wi-Fi at any time.

SECURITY

Students are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.

DOWNLOADS

Students should not download or attempt to download or run programs over the school network or onto school resources without express permission from the technology department. You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites and only for education purposes.

NETIQUETTE

Students should always use the Internet, network resources, and online sites in a courteous and respectful manner. Students should also recognize that among the valuable content online, there may be content that is unverified, incorrect, or inappropriate. Students should use trusted sources when conducting research via the Internet. Students should also remember not to post anything online that they would not want parents, teachers, or future colleges or employers to see. Once something is online, it can be shared and spread in ways that were never intended.

ARTIFICIAL INTELLIGENCE (AI) ETHICAL USE POLICY FOR STUDENTS

In light of the expanding integration of Artificial Intelligence (AI) into our daily technological landscape, it is important that La Pietra students and families understand the acceptable applications and uses of these services. This policy establishes guidelines to ensure the responsible, safe, and ethical use of generative AI, Machine Learning systems, and AI tools. These AI services include, but are not limited to, Large Language Models (LLM) such as ChatGPT, Google Bard, Microsoft Bing, DALL-E, Stable Diffusion, Midjourney, and similar technologies, as well as those that may not be named here and/or may be developed in the future.

Note: Each AI service maintains its own Terms of Service and Privacy Policy, and it is important for students to understand how submitted data might be utilized for subsequent development.

Guidelines for the use of AI:

1. Compliance with La Pietra Policies:

The use of any AI technology must align with the Parent-Student Handbook and other policies outlined in this Ethical Use Policy. AI technologies must be used in a manner that respects the rights, opinions, and dignity of others. This includes refraining from using AI for any form of harassment, bullying, or any activity that may cause harm or discomfort to others.

2. Protection of Confidential Information:

Transmission of confidential or protected information, including student personal data or information that is not publicly accessible, to any AI system is strictly prohibited. Refrain from inputting the names or personal info of any La Pietra community member into any AI technology.

3. Academic Integrity:

La Pietra students are expected to demonstrate genuine learning. With a teacher's permission, AI tools may serve as aids for reference, idea development, or feedback, without substituting original ideas or cognitive processes. AI tools should be employed to enhance learning and understanding, not to compromise academic integrity. Plagiarism or any form of cheating facilitated by AI, such as students using AI to generate content for assignments without proper attribution, is strictly prohibited.

4. Transparency and Acknowledgment:

In general, if AI is used for academic work, it is advisable to acknowledge its use. Additionally, AI may not be used for any academic work or purpose if it is prohibited by the teacher of the course.

5. Verification of Information:

When employing AI tools, always double check and review content generated by AI prior to use in the classroom or for other school-related purposes. It is important to verify the information acquired while using AI tools for its validity, accuracy, and truthfulness.

PLAGIARISM

Students should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Students should not take credit for things they did not create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

PERSONAL SAFETY

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they met online in real life without parental permission. If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

CYBERBULLYING

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

ACCEPTABLE USE GUIDELINES

I will only use the school device assigned to me, and I will:

- Bring my fully charged laptop to class every day.
- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.

- Use school technologies at appropriate times, in approved places, for educational pursuits.
- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.

UNACCEPTABLE USE GUIDELINES

I will not:

- Use another student's laptop or allow others to use my laptop.
- Leave my laptop unattended.
- Share usernames and passwords.
- Attempt to bypass the school's mobile (internet) filter.
- Use school technologies in a way that could be personally or physically harmful.
- Attempt to find inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarize content I find online.
- Post personally-identifying information about myself or others.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that isn't intended for my use.
- Alter a school's device hardware or installed software.

LIMITATION OF LIABILITY

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.

La Pietra will not be responsible for damage or harm to people, files, data, or hardware. While La Pietra employs filtering and other safety and security mechanisms and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. La Pietra will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network and its devices.

Students who knowingly allow other individuals to use their personal login information are responsible for anything that may occur (usage violations and/or

damages) to the device during that time. If the other individual is a La Pietra student, they may also face corrective action and/or restitution.

CORRECTIVE ACTION

Violations of this policy may have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges
- Notification to parents
- Suspension and/or expulsion from school and school-related activities
- Legal action and/or prosecution

COST OF REPAIR AND/OR REPLACEMENTS

Fees for the cost of repair and/or replacement are due when incurred and before a student will be issued a loaner or replacement laptop. Laptop repairs will vary depending on the extent of the damage as determined by Lenovo.

- Laptop: \$550
- Laptop exterior (damage, stickers/markings, etc.): \$50
- Power cord (damaged or missing): \$60



ATHLETIC HANDBOOK

LA PIETRA – HAWAI'I SCHOOL FOR GIRLS

2024-2025

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 students 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. Today, the ILH comprises 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. 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 First Aid/Training Room 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 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 steps will be determined.

We hope the information provided in these guidelines makes your family's overall experience with our Athletic Program at La Pietra – Hawai'i School for Girls enjoyable and meaningful.

2024-2025 LA PIETRA SPORTS OFFERINGS

(Approximate Start Dates & Coaches)

FALL SEASON

SPORT	COACH	START DATE
Varsity Volleyball	Cathy Camacho	1 st Week of August
Cross Country (Int., JV, Varsity)	Malia West	1 st Week of August
Pac-5 JV & Varsity Sporter Air Riflery	Robynn Hata	1 st Week of August
Pac-5 Cheerleading (Int. & Varsity)	DaJuan Parker	1 st Week of August
Intermediate Volleyball	TBA	1 st Week of August
JV Tennis (w/ Sacred Hearts)	Chris Ma	1 st Week of August
6 th Grade Swimming	Emma Rolland	3 rd Week of August

WINTER SEASON

6 th Grade CSAL Volleyball	Miya Huang	2 nd Week of October
Pac-5 Int. & JV Soccer	Ryan Leong	4 th week of October
Intermediate Basketball	Barry Brice	4 th week of October
Intermediate Tennis (w/ Sacred Hearts)	Chris Ma	3 rd Week of October
Varsity Basketball	Aythana Castillo Flores	4 th week of October
Pac-5 Varsity Soccer	Ryan Leong	4 th week of October

Pac-5 JV & Varsity Canoe Paddling	David Ahia	4 th week of October
Pac-5 Swimming (Int., JV, & Varsity)	Bill Brady	4 th week of October
Pac-5 Int. & Varsity Wrestling	Jared Ellis	2 nd Week of November
Pac-5 JV & Varsity Precision Air Riflery	Robynn Hata	1 st Week of December
6 th Grade Tennis	TBA	2 nd Week of January

SPRING SEASON

Track & Field (Int., JV, & Varsity)	Lew Biven	1 st Week of February
Pac-5 Int. & Varsity Softball	Blake Lau	1 st Week of February
Int. & Varsity Golf (w/ Sacred Hearts)	Nathan Lopez	2 nd Week of February
Varsity Tennis (w/ Maryknoll School)	Steve Ando	2 nd Week of February
6 th Grade CSAL Basketball	Barry Brice	3 rd Week of February
Middle & High School Archery	Brent Trujillo	4 th week of February

ILH ELIGIBILITY

- A student will have no more than four years of Varsity eligibility once they enter the ninth grade of any school.
- A student will have no more than three years of Junior Varsity eligibility once they enter the ninth grade.
- A student will have no more than three years of Intermediate eligibility once they enter the seventh 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 the following year in any sport in which they have 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 prior to the school year.

Athletic Student Health Forms Available in Online 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**
- 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 half the 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-semester or semester 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, they 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 above).
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 Immediate Post Concussion Assessment and Cognitive Testing (ImPACT) 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 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 or guardians will be contacted as soon as possible. If one 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.

ATHLETIC POLICIES

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.

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-athletes. 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 a signed Parent/Legal Guardian Authorization for Student-Athlete Travel For La Pietra or Pac-5 Athletic Teams to the Athletic Office. There will be no transportation provided on holidays, weekends, or matches beginning after 5 p.m.

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!

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.

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.

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 semester, 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 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 PE class is not already using it). All fitness room users not enrolled in a physical education class during a semester 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.

PHYSICAL EDUCATION EXEMPTION & CREDIT

Students in Grades 9 – 12 who are enrolled in a 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 front 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.

9th through 12th grade students who are on a La Pietra or Pac-5 Junior Varsity or Varsity team can apply to take another academic course in place of PE to receive physical education credit for their participation in the JV or Varsity sport. They must complete and turn in a Request for Physical Education Credit Form and have it approved by the Dean of Academics & Faculty, Registrar, and Athletic Director. If approved, the student-athlete will receive 0.5 credit for physical education. This can be requested only once during each year of high school.

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.

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.

