

Mary, Star of the Sea School



“A Strong Foundation Matters”

*Mary, Star of the Sea School
4469 Malia Street
Honolulu, HI 96821
Ph: (808) 734-0208
Fax: (808) 735-9790*

PARENT-STUDENT HANDBOOK

(revised August 2021)

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Mary, Star of the Sea School

LETTER FROM THE PRINCIPAL

Welcome to Mary, Star of the Sea School!

As your partner in education, it is with great pleasure to provide a safe dynamic Catholic learning environment where each STAR student is given the opportunity and encouragement to reach his or her full potential.

The purpose of the Student/ Parent Handbook is to give Mary, Star of the Sea School students and their parents an understanding of the general rules and guidelines for attending and receiving an education in our institute. This handbook is prepared with the belief that all students, when provided with the correct information, are capable of making sound judgments relating to the interests of themselves, others, and the school. Students and their parents are expected to take an active role in our school. It is through participation in activities that individuals gain feelings of satisfaction and ownership.

School policies and procedures are reviewed annually and are subject to modifications. New or modified policies will generally supersede the provisions found in the Handbook. If the Administration revises the Handbook during the school year, these changes will be communicated to parents and students.

The MSOS Back to School Plan created for the current COVID-19 pandemic is included in our Crisis Management Plan. We appreciate your cooperation and support of the MSOS Student and Parent Handbook guidelines in creating a safe and nurturing educational environment

***God Bless and Mahalo,
The MSOS Faculty and Administration***

OUR STORY

Mary, Star of the Sea School was established by the Marist Community in 1946. Situated in the foothills of Waialae-Kahala, East end of Honolulu, on a spacious 14-acre site, the school first consisted of an elementary and junior high with grades K to 8. The high school was established in 1952 and then closed in 1989. In 1980, an early learning center was added as part of the Mary, Star of the Sea Schools.

Mary, Star of the Sea School was originally staffed by the Sisters of Notre Dame de Namur who came to Hawaii from Boston. The school was recognized for its reading and language arts program. It was a laboratory of the Spalding Method of Instruction, made successful by the enriching dimension of creative and innovative teaching.

In June of 1994, the few remaining Sisters of Notre Dame withdrew after a depletion in personnel. The Sisters of Saint Joseph of Carondelet served as administrators from 1984 to 1991. The high quality of education begun by the founding Sisters continues today with highly qualified teachers who are dedicated to Christian value education and academic excellence.

In 2004, the Marist community withdrew. Today, the Parish and Schools are administered by the Blessed Sacrament Community. The school is facing the future with hope and confidence. Its new programs give it strength and academic prestige.

MISSION OF CATHOLIC EDUCATION IN THE DIOCESE OF HONOLULU

The mission of Catholic education in the Diocese of Honolulu is to form children who are nourished intellectually, spiritually, and liturgically to share the presence of Christ in the world.

Our Catholic educational institutions are obligated by our faith to shape our youth by immersing students in curriculum and experiences rooted in Catholic teaching and doctrine with emphasis on morality and Christian character building. This formation, paired with 21st century academics and teaching methods, is critical for success at any Catholic educational institution in Hawaii.

There are many choices a family has in the education and faith formation of their children. We invite all families who have chosen to enroll their children to share in the light of Christ and to cooperate and support the mission and framework of Catholic education in the Diocese of Honolulu.

SCHOOL MISSION STATEMENT

To provide a Christ-centered education that reflects academic excellence and stewardship; and, to provide a learning environment where students can foster confidence and social skills and become lifelong and independent learners.

SCHOOL PHILOSOPHY

With the guidance and support of the Parish and School Board, Mary, Star of the Sea School is committed to providing a Christ-centered education that reflects academic excellence. Students are challenged to become confident, lifelong, and independent learners.

Mary, Star of the Sea School encourages students to become active Christians and responsible citizens. Students are given opportunities to utilize their gifts and talents to serve the needs of the community.

Educators work in partnership with students and parents; they serve as facilitators and role models in an inquiry-based environment to help students reach their full potential in mind, body, and spirit.

**Mary, Star of the Sea School
Schoolwide Learning Expectations - Grades K - 4**

*Mary, Star of the Sea School's curriculum is structured to foster
growth in our students to become . . .*

SELF AWARE, CONFIDENT INDIVIDUALS WHO . . .

Share their gifts and talents
Work well with others
Work independently
Are responsible for their actions

TEACHABLE LIFELONG, INDEPENDENT LEARNERS WHO . . .

Show excitement about learning
Work hard to improve
Use technology to learn
Do their best

ACTIVE CHRISTIANS WHO . . .

Respect Others
Make good choices
Value prayer
Practice the teachings of the Catholic Church

RESPONSIBLE CITIZENS WHO . . .

Help others in their community
Take care of God's creation
Are aware of the world around them
Are responsible with technology

Mary, Star of the Sea School
Schoolwide Learning Expectations - Grades 5 - 8

*Mary, Star of the Sea School's curriculum is structured to foster
growth in our students to become . . .*

SELF AWARE, CONFIDENT INDIVIDUALS WHO . . .

Utilize gifts and talents in academic and extracurricular activities

Demonstrate self-control, resolve conflicts easily, and accept responsibility for their actions

Aspire to a healthy physical and emotional lifestyle.

Work productively with others and individually.

TEACHABLE, LIFELONG, INDEPENDENT LEARNERS WHO . . .

Show curiosity and enthusiasm for learning

Demonstrate academic persistence and growth

Embrace and utilize technology properly as a tool for academic growth

Produce high quality and thoughtful work

ACTIVE CHRISTIANS WHO . . .

Recognize and respect individuality and cultural diversity.

Demonstrate the ability to make good, moral choices.

Are reverent, attentive, and engaged at Mass, prayer, and daily prayer.

Know and practice the teachings of the Catholic Church.

RESPONSIBLE CITIZENS WHO . . .

Demonstrate a spirit of service and social concern for their community

Practice good stewardship for all of God's creation

Demonstrate a concern for global affairs.

Are respectful of individual property and the property of others.

SCHOOL ORGANIZATION

SCHOOL ADMINISTRATION

The school is administered by the pastor and the principal of the school. They collaborate with the Mary, Star of the Sea School Board towards securing quality Catholic education. The pastor and the principal are ultimately responsible for administration of the school as directed by the Bishop of Honolulu and the policies set forth by the Catholic School Department.

Mary, Star of the Sea School retains the right to amend the handbook for just cause and parents will be given prompt notification when changes are made.

Mary, Star of the Sea School is a non-discriminatory educational institution and employer. Mary, Star of the Sea School is a non-smoking institution.

SCHOOL FACULTY

Faculty members hold a vast degree of teacher qualifications and regularly strive for continual professional development and growth. Many hold master's degrees and religious certificates.

SCHOOL BOARD

The school is administered by the pastor and the principal of the school. They collaborate with the Mary, Star of the Sea School Board towards securing quality Catholic education. The pastor and the principal are ultimately responsible for administration of the school as directed by the Bishop of Honolulu and the policies set forth by the Catholic School Department

PARENT TEACHER GUILD

The Parent Teacher Guild consists of parents, teachers, guardians, and other interested persons. The Guild is a vital auxiliary to the school as a support group. It strives to encourage a spirit of aloha and cooperation between parents and teachers in the education of all children.

STUDENT COUNCIL

The Student Council at Mary, Star of the Sea School is a student organization composed of officers and representatives from grades 6-8. The Student Council sponsors several school-wide activities throughout the year. Members gain a sense of responsibility in working for the benefit of the school.

BUSINESS OF SCHOOL LIFE

OFFICE HOURS

Monday–Friday 7:30 am – 4:30 pm

SCHOOL HOURS

Daily: 7:40 a.m. to 2:45 p.m

Mini-days: 7:40 a.m. to 11:45 a.m

Students are marked tardy after the 7:45 a.m. bells rings. Student who are habitually tardy will be referred to the principal. Students who are not picked up at 3:00 p.m. will be sent to Homework Help (except on Friday's) at parent's expense. Children may not be on campus without direct supervision at any time. Students are not allowed to wait alone outside before or after school for any reason.

MORNING AND AFTER SCHOOL CARE

Morning (MSC) and After School Care (ASC) is available through Monday – Friday.

Morning Care hours: 7:00 a.m. to 7:35 a.m.

After School Care hours: 2:45 p.m. to 5:30 p.m.

Mini-days: 11:45 a.m. to 5:30 p.m.

ATTENDANCE

All children who will have arrived at the age of 6 and who will not have arrived at the age of 18 or graduated on or before December 31 of any school year, shall attend school unless otherwise exempted from the requirement in accordance with the law of Hawaii.

The parents are responsible to see that their children attend school; it is the school's responsibility to keep accurate records and to monitor excuses for tardiness or absence.

Principals are required to notify the district superintendent of the area of school age children who drop out or are dismissed and who in their knowledge do not report to another school.

ABSENCES

1. Parents should inform the school when the student will be absent by calling the office between 7:45 a.m. and 8:30 a.m.
2. A written excuse, signed by the parent, is brought to school on the day of the student's return.

EXCESSIVE ABSENCES

High frequency of truancy, absence, and tardiness often hinder a student's ability to achieve the minimum expectations in academics and social progress. Notification of the deficiency is given to parents and if failure to resolve the problem(s) continues, the Principal may recommend termination of enrollment. In addition, students who are absent for more than forty (40) school days may not be eligible for promotion to the next grade.

EARLY DISMISSAL

If for reason of illness or appointment, a parent must come to school for his/ her child. The parent or guardian must stop at the receptionist's desk and sign the student out. A note requesting early dismissal must be sent a day in advance with the child to avoid interruption in the classroom activities. No child will be allowed to leave the premises unless accompanied by a parent or other authorized adult.

ARRIVALS & DISMISSALS

Supervision is provided on the school grounds from 7 a.m. until 3:00 p.m. The school is not responsible for supervision of students before 7 a.m. and after 3:00 p.m. Parents are encouraged to make proper arrangements to pick up their children or take advantage of the After-School Care Program.

A school traffic pattern map is provided at the beginning of the school year. Students should be dropped off and picked up at these designated areas.

TARDINESS

Arriving at school on time is a matter of good home discipline. A student is considered tardy if he/she arrives after the 7:45 a.m. bell. The student will obtain a tardy slip from the office before reporting to the classroom.

Students who are tardy more than three (3) days are not eligible for a "Perfect Attendance" Award.

Five tardies in a quarter is considered excessive. Excessive tardiness undermines the school's efforts to develop personal responsibility, and it is disruptive to the classroom.

EARLY DISMISSALS

Non-emergency Procedure:

- The parent/guardian will send a note/email to the office or child's teacher. Please indicate who will be responsible for the child and the time the child will be leaving school.
- Sign an Early Dismissal Form in the office.
- Parents are encouraged to schedule medical and dental appointments after school hours.

Emergency Procedure:

- The parent/guardian may request a child's dismissal by reporting to the office.
- A release form should be obtained from the office. Emergency contact records on file need to be up to date.
- Telephone calls are not acceptable methods for having a student released from school. If the child has an emergency appointment, he/ she should be picked up by a parent/guardian.

FIELD TRIPS

Classroom teachers will inform parents of specific information necessary for each field trip, via a written notice. Permission forms are required for each excursion.

PARTIES

School parties shall be approved by the principal. The number of school parties will be limited to one per semester. This does not include Christmas.

Birthday parties are not allowed at school. Parents may send a special birth- day treat, such as cupcakes or cookies, to be shared by the entire class at recess. Teachers will not distribute invitations.

BALLOONS, FLOWERS, & GIFTS

Balloons, flowers, and gifts brought to the school for students on special occasions will be held at the school office until the end of the day. These items are not to be taken to the classroom during the day. Students will be called to the office to see their gift and be told to stop to pick it up at the end of the day.

VISITORS

All Parents and visitors are required to first report to the school office and sign in when on campus during school hours. All food (lunch, birthday cakes, cupcakes, etc.) and/or personal items must be left with the front office. The student will be called down to the office at the appropriate time to pick-up their items. *

No one is permitted to go directly to the teacher or to the classroom. Mary, Star of the Sea School prohibits visitors from approaching students at any time without the prior consent from the office. Students will not be released to anyone who has not checked in at the office. Appointments for classroom observations are made through the office.

*COVID-19 protocols supersede regular school visitor policies.

COMMUNICATION/CELL PHONE

- Parents are encouraged to communicate with their child's teacher by email.
- Messages to and from students during school hours should pertain to emergencies only and must be directed to the office. The office will relay the information to the student or student's teacher.

The following cell phone policy is put in place to protect the privacy and integrity of the students, faculty, and school.

- Student cell phones must remain off and in backpacks for the duration of the school day.
- If a student is in violation of this policy, the discipline will be as follows:
 1. 1st Time Offense – Warning
 2. 2nd Offense – Phone will be sent to the office for student pick up from the Principal.
 3. 3rd Offense – Phone will be sent to the office for student pick up from the Principal and parent will be notified.

PERSONAL PROPERTY/LOST AND FOUND

A lost and found box is located in the main office. Please mark personal property with the students name so that the personal items can be returned directly to the student. If an unmarked item is found, it will be placed in the lost and found box located in the main office. Lost and found items will be discarded or donated at the conclusion of each quarter. Students are strongly encouraged to protect their personal property. The school will not be responsible for lost or stolen items.

CHANGE OF ADDRESS & TELEPHONE NUMBER

Please be certain to submit a written notice to the school office in the event of a change in address or telephone number.

TRANSPORTATION

The Bus services accommodate Mary, Star of the Sea School students by providing a regular bus line that arrives on Malia Street at about 2:45 p.m. each day. This bus will transport students along the Lunalilo Home Road and Hawaii Kai routes.

Students riding in the Kaimuki direction board the regular Kalihi route.

ADMISSIONS AND REGISTRATION

APPLICATIONS:

Applications for new students may be obtained at the school office or website. New students applying for grades kindergarten through eight are required to take an entrance examination.

New students are asked to submit the following:

1. Baptismal Certificate (if Catholic)
2. Birth certificate or Passport
3. Complete Health Examination Record (Form 14) to determine that a physical examination, TB skin test, and all required immunizations have been completed or a signed statement from a physician or medical clinic to prove that the child is receiving this care. The law allows 90 days (three months) to complete all medical requirements. After that time an official notice will be sent stating that the child is not eligible to attend school.
4. A copy of the most recent report card (if applicable).
5. Teacher's Reference Report (if applicable).

REGISTRATION AND RE-REGISTRATION:

The following student information needs to be submitted in July of each year:

1. Completion of all necessary forms
2. Students in grades 4-8 are required to update their Health Cards yearly if they participate in after school sports.
3. Submit completed emergency contact information. Please be certain that you have included the name of the individual who will accept responsibility for your child when you cannot be reached.

During February of each year, parents are asked to re-register their children for the coming school year. An annual re-registration fee is required for each child attending Mary, Star of the Sea School. This fee secures a place for your child/children in a specified grade. The fee is not prorated or refundable.

NEW STUDENT PROBATION

All students new to MSOS will be accepted on a probationary period for the first three months of their enrollment. A probationary student, at the discretion of the administration based on a performance evaluation and/or for just cause, may be disenrolled at any time during this three month interval. If the need presents itself, the probationary period may be extended or reinstated at the discretion of administration.

RELEASES AND TRANSFERS:

When a student transfers from one school to another, a release form (DOE Form 211) shall be given to the student's parents. This release form must be presented to the new school. Parents should notify the school via written communication when a transfer is requested. Satisfy any unpaid fees or other business matters (all fees must be paid before leaving).

TUITION AND FINANCIAL AID

Tuition and fees are determined annually. Tuition and fees are non- refundable.

Comprehensive fees include:

Textbooks	Art fees	Agenda book
Workbooks	Library fees	Technology fees
Testing fees	P.E. fees	Diocesan fees
Digital Resources	Yearbook	

METHOD OF PAYMENT:

- Option One Payment in full on or before the dates indicated on the Financial Contract
- Option Two Payment in two equal parts on or before dates indicated on the Financial Contract
- Option Three Tuition Payment Plan. Payments budgeted over 11 months beginning in July. Payments are due on the 5th or 20th of the month.

Any deviation from the above stated payment plans must be approved by written agreement with the Principal before July 15th.

Any student whose account is unpaid as stated in the dates above will be dropped from the school roster and a release form will be issued.

DELINQUENT ACCOUNTS:

If a family's account becomes delinquent, the student or students of that family will be immediately suspended from school and not allowed to return until the account is paid current. No student records, report cards, or transcripts will be released until the account is brought current. Tuition will continue to accrue during the suspension.

LEARNING EXPECTATIONS

CURRICULUM

The essential curriculum includes:

1. Religion: Religious instruction forms the basis for the total development of the child. All students are required to participate in Religion classes and attend church services held during school hours.
2. English Language Development (ELD): Writing/Vocabulary/Language Arts
3. Mathematics
4. Science
5. Social Studies
6. Technology Literacy
7. Physical Education
8. Art
9. Music
10. Hawaiian/Spanish
11. Enrichment Activities
12. Educational Excursions
13. Optional - ELL (English Language Learner) /ESL (English as a Second Language)

HOMEWORK

Homeroom assignments are planned to strengthen skills and lessons introduced in class and to indicate where further attention is necessary.

The time spent on home study will vary according to the ability of the individual student, the academic coursework, and the student's productivity during unscheduled time.

The following is an average amount of time students should spend daily on schoolwork outside of school:

Kindergarten	<10 minutes
Grades 1 and 2	10 - 20 minutes
Grades 3 and 4	30 - 40 minutes
Grades 5 and 6	50 to 60 minutes
Grades 7 and 8	70 to 80 minutes

Parents and students are responsible to obtain make-up assignments for class work missed due to absences. Homework may be requested when a child is absent for more than one day.

Procedure for class work/homework requests include:

- Call 734-0208 before 9:00 a.m. to request class work/homework.
- Pick-up assignments from the office between 2:45-3:00 p.m.
- Homework requests will be granted should the child miss 2 or more days of school.

STANDARDIZED TESTING PROGRAM

Star Assessments are short tests that provide teachers with learning data. Star tests are computer adaptive, which means they adjust to each answer your child provides. This helps teachers get the best data to help your child in the shortest amount of testing time (about one-third of the time other tests take). Your child may take a Star test for early literacy, math, reading, or other subjects of their teacher's choice.

A standardized test is administered annually to all students who attend Catholic School in the Diocesan of Honolulu in the Fall of each year in grades 2-8.

ACRE (Assessment of Catechesis/Religious Education): Grades 5 & 8

PROGRESS REPORTS AND GRADING

Regular Home/School Communication is encouraged throughout the school year. Formal Parent-Teacher Conferences are held twice during the school year. In addition to these conferences four formal written reports are sent to parents of students in grades K-8, at the end of each quarter.

Mary, Star of the Sea School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to academic records and other school information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order and to update those records as necessary.

HONORS PROGRAM

Honors are awarded at the end of the first semester and the end of the second semester.

Criteria for the Honors Program for Grades 4 - 8 is:

FIRST HONORS: 3.7 - 4.0 GPA (Religion, Math, Science, Social Studies, English, PE, Band, Art, Language)

3.0 average or better in conduct

SECOND HONORS: 3.3 - 3.6 GPA (Religion, Math, Science, Social Studies, English, PE, Band, Art, Language)

3.0 average or better in conduct

Letter Grade Value:

A+ = 97-100

A = 93-96

A- = 89-92

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 or below

	<u>Grade Value</u>	<u>Point Value</u>	<u>Attempted Credit Value</u>	<u>Quality Points</u>	<u>GPA</u>
Math	B	3	1	3	
Social Studies	A-	4	1	4	
English	B+	3	1	3	
Religion	B+	3	1	3	
Science	B	3	1	3	
PE	B-	3	0.25	1	
Band	B-	3	0.25	1	
Art	A+	4	0.25	1	
Language	A	4	0.25	1	
GPA= Quality Pts/Attempted Credit Value			6	20	3.25

COMMUNICATION

Communication between parents and teachers is important in a child's education. Parents are reminded that the proper channel for concerns and complaints is first to the classroom teacher, then the Principal.

A conference may be arranged by contacting the teacher directly or by phoning the school office and leaving a message for the teacher. The Principal is available if a question or problem persists. Positive observations are always welcomed.

PROMOTION & GRADUATION REQUIREMENTS

Students at each grade level must achieve a passing grade in all major subjects in order to successfully complete the grade level program. A failing grade or incomplete grade in two or more major subjects constitutes unsuccessful achievement for that grade level.

DEFICIENCIES / RETENTION POLICY

Parents will be notified at mid-quarter when students are working below grade level. All "D" and "F" letter grades will be reported. If a student drops more than two grades during a report card period, parents will be informed.

Parents of a student who may be retained at a grade level are notified by way of a conference by January. If insufficient progress is attained by the third quarter, and the possibility of retention continues to exist, it is noted in writing on the report card. The decision for retention is made during the fourth quarter. The students, parent, teachers, and principal are involved in each step of the decision. The final decision, however, rests with the teacher and principal.

The student may be reinstated:

- at that grade level in the same classroom
- at that grade level in a different classroom

Students who do not successfully complete a grade level are requested to:

1. Attend summer school to attain the needed passing grade.
2. Attend tutorial sessions and take subsequent qualifying exams.
3. Repeat the grade level.
4. In special cases, the student may be "placed" in the next grade level.

The decision will be made by the Principal of the school after consulting with the parents and teachers of the respective student.

LIBRARY

Mary, Star of the Sea School Library is open to all students and parents whose students are enrolled in the school. Its purpose is to provide books for reading enjoyment and curriculum related projects. Students are encouraged to borrow books and to be responsible for their care and return.

Appropriate behavior conducive to quiet study will be expected from all.

BORROWING PRIVILEGES:

Grade K-1	1 book
Grade 2	2 books
Grade 3	3 books
Grades 4-8	4 books

The loan period is 2 weeks for each book. A fine of \$.05 per book per day, will be charged for overdue books.

ENRICHMENT CLASSES

Homework Help Enrichment Classes are available Monday through Thursday from 3:00 p.m. to 4:00 p.m., except on mini-days. Daily drop-in fee of \$10.00 also available.

A variety of additional afterschool enrichment programs are available Monday through Friday. Please refer to quarterly flyers.

CATHOLIC SCHOOL LEAGUE: GRADES 4-8 (COVID-19 RESTRICTIONS MAY APPLY AND POSTPONE THE CSL PROGRAM)

MSOS participates in the Catholic School League (CSL) sponsored sports programs. Eligible students may try out to participate in girls and boys volleyball, basketball, and track. All students who plan to try out for a sport are required to complete a Catholic Schools Waiver form and take an annual sport/athletic physical examination prior to trying out for a team.

The sports' calendar is determined in August after school begins. The athletic director administers the sports program. While it is the intent of our athletic department to allow as many students as possible to participate in the sports program, parents should understand that participation is by scheduled tryouts and that some students may not be chosen for the team. No student has a right to be on a team or in any other extra-curricular activity. Every student has the right to try out for a team or activity and to be fairly evaluated provided he or she has on file a medical form in which a doctor clears the student for play.

All medical conditions that could affect playing and/or health should be noted. It should be noted that there will always be an element of subjectivity in the selection process, and "cuts" made which may seem unfair and cause disappointment for the student. Parental assistance in helping their children understand this important life lesson is requested. Through sports participation each member of a team will learn to set and achieve goals, to support the team's effort, to develop a positive attitude, and to learn responsibility. Athletes are taught clean and competitive play, while adhering to good sportsmanship at all times.

Sports Season and Tryout Dates Specific sports season dates are made by the Catholic Schools League in early August and provided as available. Tryout dates will be announced to students during morning assembly at least one week prior to the tryouts and via the school's weekly newsletter. Subsequent announcements are generally made during P.E. classes each day. Permission slips will be available to students immediately following the initial announcement of a scheduled tryout. Permission slips for participation in tryouts are mandatory and must be returned promptly by the date designated. This allows adequate time for the health room coordinator to pull medical records for the athletic department review. Students who do not return their tryout/physical permission slips on time or do not have documentation of a current physical exam/sports medical waiver on file in the health room prior to trying out will not be allowed to try out or practice. No late forms are allowed.

Academic Responsibility. Students participating in MSOS sports program and extracurricular activities must maintain a grade point average of 70% or higher in all core subjects (Religion, Math, Science, Social Studies, and Language Arts). An F grade in any subject will result in suspension from play for a minimum of one week. Grade and conduct checks are made prior to final team selection and once weekly on Thursdays during the season.

Students who do not have a 70% or higher will not be selected to participate. If a student does not maintain this average during the activity/playing season, he/she will be suspended from play/participation (minimum loss of time = 1 week) until the average is raised. When on academic suspension, the student may not participate in the activity sessions, practice with his/her team, or be allowed playing time during games. If subsequent grade checks show no improvement, the student must continue on week-to-week suspension and can be dropped from the activity or team play for the remainder of the season, including tournament play.

Practice Schedule/Sessions

The team/activity practice schedule will be announced after final selection. A printed schedule is also given to each athlete prior to the first practice session. Practice schedules are mandatory, and two unexcused absences will result in the student being dropped. Students must notify the athletic director, coach, or activity sponsor in advance that they will not be attending. Parents and students alike should be sure of their schedules before committing to any of the academy's programs. Participation teaches commitment to oneself and other team players as well as working toward a common goal. Parents and students who are unable to accommodate the practice schedule with total commitment should not participate in the programs made available.

Uniform Policy

Students will purchase a sports uniform for competitive play. Only uniforms issued by the school are allowed on the court or field of play. Uniform tops will be tucked in at all times and shorts may not be rolled at the waistband. All athletes will wear white athletic socks for all sport programs; colored socks or mixing and matching of socks are not allowed. No jewelry is allowed during practice/play. Uniforms must be clean and neat in appearance. Students are responsible for the care of the sports uniform.

Travel to Away Games

Athletes must travel to all weekday away games via bus. MSOS provides a staff member chaperone to travel with athletes to all games. Athletes may leave with their own parents after the game, but must first notify their coach or the staff chaperones. Athletes cannot leave a game site with someone else's parent/guardian without a note from their parent/guardian. Non-participation notes must be given to the athletic director 24 hours before game day. Transportation priority is pre-arranged for athletes, chaperone(s), coaches, Principal/Assistant Principal and CSL representative. With the proper permission slip, available seating will be on a first come, first serve basis to faculty and staff, family members, and to students of MSOS. Food and drink are not allowed on the buses.

Conduct

MSOS athletes will hold their conduct to the highest standards as outlined by MSOS and the CSL. Athletes will assist with cleanup at the game site of all scheduled games before leaving the area. If they are playing the only game of the day or the last game of the day, athletes will assist with site breakdown as needed by the home team. Students who fail to behave appropriately during school, practice time, and game time will be disciplined in accordance with school rules and league requirements.

Site Setup and Breakdown for Home Games

Athletes are required to set up and breakdown during home games. Duties include, but are not limited to, sweeping the court prior to volleyball and basketball games, setting up and breaking down tables and chairs, setting up players' benches, etc. No athlete will be allowed to leave until all duties are completed.

Pick-up after Practice and Games

Parents must make arrangements to have the athlete/student picked up within 15 minutes after completion of the activity, practices and/or game. If parents fail to pick-up the student on time (twice), the student/athlete may be dropped from the team or activity. Disregard for this policy may lead to an automatic dismissal from the activity and any future participation in afterschool programs.

Violations

Any athlete that is suspended from school for any reason will automatically be suspended from play. The status of the athlete will be handled on a case-by-case basis but generally will become ineligible for future play.

Coaching Staff

Most of MSOS's coaching staff are volunteers who give of their own personal time to coach our students. They are members of our community who work full time, have families, and frequently volunteer their time to other agencies and organizations around Oahu. Hence, schedules for practices and meetings will be according to their availability. Coaches and their assistants are informed and briefed on the CSL and MSOS philosophy for sports programs and are responsible for parent meetings and the dissemination of information. Any parent/guardian who disagrees with the philosophy of a coach must voice their concerns

with the athletic director at an appropriate time and not directly toward the coach. The athletic director will address any further discussion or action that may be required.

Parent/Guardian and Coaches Meetings

The athletic department will schedule a meeting shortly after team selections are made. All parents/guardians must attend. The meeting will discuss the philosophy of coaches, MSOS, and the leagues. All policies and procedures will also be further emphasized during this meeting. Parental support for policies and

CODE OF CHRISTIAN CONDUCT COVERING STUDENTS, PARENTS, AND GUARDIANS

The student's interest in earning a quality, morally based education can be enhanced if students, parents, and school officials work together. Hopefully, differences that may arise between these individuals can be resolved. In some rare instances however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be an expressed condition of enrollment that all students behave in a manner, on and off campus that is consistent with the Christian principles of the school, as determined by the School, in its discretion. These principles include, but are not limited to, the policies, principles, or procedures set forth in any student/parent handbook of the School.

These Christian principles further include, but are not limited to the following:

- Parents/guardians are expected to work courteously and cooperatively with the School to assist with the student in meeting the academic, moral, and behavioral expectations of the School.
- Students and parents/guardians may respectfully express their concerns about the school. However, they may not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive.
- These expectations for students and parents/guardians include, but are not limited to, all school sponsored programs and events. (e.g., extended day care, athletics, field trips, etc.)

The school reserves the right to determine which actions fall short of meeting the Christian principles of the school.

Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and normally will first result in disciplinary action short of a requirement to withdraw from School. (e.g., suspension of student or suspension of parent/guardian's privilege to be on campus and /or participate in Parish/School activities, volunteer work, etc.)

CODE OF BEHAVIOR

Catholic education is an expression of the mission entrusted by Jesus to the Church He founded. Through education, the Church seeks to prepare its members to proclaim the Good News and to translate this proclamation into action. Since the Christian vocation is a call to transform oneself and society with God's help, the educational efforts of the Church must encompass the twin purpose of personal sanctification and social reform in the light of Christian values."

(To Teach as Jesus Did: National Catholic Bishops, 1972, p.7)

In line with this statement, the function of Mary, Star of the Sea School is to offer the option to parents who want their children educated in a Christian setting. The school guides each student toward a positive self-concept, stressing the uniqueness and importance of self through spiritual, intellectual, emotional, social, cultural, and physical development based on love, understanding, and justice.

The contractual relationship entered at registration is interpreted as a readiness on the part of the student and his/her parent to comply with all the rules and regulations of the school.

Students are to refrain from behaving in any way that may cause harm to themselves and others. Therefore, possessing, using, and/or supplying drugs, including alcohol and tobacco on campus, at a School related event, or on a School sponsored trip, is strictly forbidden.

After being made fully aware of these responsibilities, repeated persistent lack of cooperation will necessitate further action.

Where our efforts prove ineffective, suspension will ensue until a student- parent-teacher-Principal conference is held and a course of action agreed upon. If the problem is not corrected, the student will be asked to leave Mary, Star of the Sea School

STUDENT CONDUCT

The formal policy that is implemented at Mary, Star of the Sea School regarding suspension and dismissal is guided by Christian values for proper behavior.

Each student understands that he/she:

1. Will perform no actions that will be injurious to himself/herself. (such as using drugs, alcohol, or tobacco; running on stairs, lanais, or in the classroom; swinging from doorways, trees; hanging over railings, fences, etc.)
2. Will perform no action that will be injurious to another. (such as throwing stones, books, etc.; physical or mental abuse such as fighting, tripping, malicious name calling, pushing, hitting, biting, etc.)
3. Will do no injury to another's property. (such as damage to student's personal property, classroom furniture, materials, equipment, defacing school buildings, etc.)
4. In action and word will obey and be respectful toward school personnel. (such as obedient to direction or request of any school faculty member, aide, or parent volunteer; will not strike any school personnel, will not be absent without parental permission, etc.)

BULLYING POLICY

One of Mary, Star of the Sea School's concerns in guiding students is to provide them with opportunities to make informed decisions and regard themselves and others with dignity and respect.

In line with the above statement, the School is aware that bullying is a form of disrespect and will not be tolerated by members of the School's community. Therefore, all members of the School's community are expected to discourage, intervene, report, and address bullying behavior.

Bullying is defined as an abuse of power by an individual (or group) who deliberately targets others for repeated physical and/or psychological abuse. Bullying behaviors include, but are not limited to intimidation, threats, menacing, taunts, teasing, spreading rumors, and other psychological and/or physical abuse. Bullying can also include isolation or exclusion of another with the intent to be hurtful.

This policy is intended to serve notice to students, their parents, and all members of Mary, Star of the Sea School's community, that bullying is an immediate cause for intervention consistent with the disciplinary policy outlined in the School Parent-Student Handbook.

SCHOOL WIDE DISCIPLINE PLAN

The classroom is a center for learning. The School aims to guide students and provide them with opportunities to make informed decisions and to regard themselves and others with dignity and respect. This requires the establishment of an atmosphere conducive to effective learning and teaching.

If a student's behavior consistently interferes with this endeavor, appropriate action will be taken by the teacher in consultation with student, parent/guardian, and Principal. Therefore, the faculty and staff of Mary, Star or the Sea School reserves the right to censure or penalize students for behavior not in keeping with Christian values.

The following is an outline of the school-wide discipline plan that will be in effect throughout the year. The list of behaviors is by no means comprehensive but provides some direction to help guide disciplinary action. The plan is flexible and adaptable based on the circumstances of any given situation.

Level 1 behaviors are handled by the classroom teacher or attending adult.
Chronic level 1 behavior *could* result in a referral to school administration.

- Incomplete homework
- Unprepared for class
- Inappropriate clothing
- Excessive talking in class
- Non-compliance
- Hearsay of inappropriate language
- Inappropriate hallway behavior
- Use of inappropriate language
- Minor hands-on behavior
- Disruption of class/activity
- Disrespecting/teasing of other students

Level 2 behaviors are handled by the classroom teacher or attending adult.
Chronic level 2 behavior *will* result in a referral to school administration.

- Inappropriate use of electronic devices
- Cheating
- Disrespecting staff members
- Lying
- Tardiness/Attendance issues
- Inappropriate representation of school (i.e. trips, sports, assemblies, masses)
- Horseplay

Level 3 behaviors will result in an immediate referral to school administration.

- Persistent teasing of other students
- Bullying/intimidation
- Use of banned substances
- Possession of a weapon
- Threat to harm, injure, or use a weapon
- Vandalism
- Inappropriate use of Internet sites
- Illegal activity of any kind
- Fighting/extreme physical aggression
- Leaving school grounds without permission
- Any form of discrimination and/or harassment
- Swearing at a staff member

A student who is referred to the office must provide a **personal reflection paper** and a teacher **disciplinary report to administration**. Reflections must be reviewed and initialed by the teacher BEFORE the student is sent to the office.

SUSPENSIONS

Suspensions are the exceptional means of modifying behavior. The principal is solely responsible for determining and giving out suspensions. He/She will inform the Pastor of all students placed on suspension.

SEARCH AND SEIZURE

The school reserves the right to protect all students by searching a student and his/her storage area if there is a reasonable suspicion that the student possesses substances and/or articles that could be used to harm himself/ herself or others or for missing articles or contraband.

CHEATING AND PLAGIARIZING

Cheating is academic deception. Plagiarizing is falsely claiming authorship. Cheating and plagiarism are serious offenses that are unacceptable at Mary, Star of the Sea School. The following guidelines and responsibilities for teachers and students are of consequence to note.

Teachers have the responsibility to:

- Teach or review the correct use of sources when assigning work.
- Structure conditions during testing to alleviate the possibility of cheating.
- Specify the types of collaboration that are discouraged and those that are encouraged.
- Teach students summarization of material and the distinction between summarizing and copying straight from the text. Remain on campus during school hours.

Students have the responsibility to:

- Avoid situations that might contribute to cheating or plagiarizing.
 - Avoid unauthorized assistance.
- Use sources in the prescribed manner, including documenting reference materials by citing sources.
- Avoid plagiarism by:
 - a. Using quotation marks for statements taken from others.
 - b. Acknowledging information and ideas gathered from any source.
 - c. Consulting faculty about any questionable situations.

UNIFORM DRESS CODE

While understanding and respecting each student's individuality, the dress code is structured to develop discipline and habits that serve to prepare students for success beyond Mary, Star of the Sea School. The attire of the students and the pride they show in their appearance contribute to their academic achievements, relationships with peers, and overall school culture that creates a sense of school pride and belonging. Star of the Sea continually assesses its policies, including the student dress code, to make sure they meet the needs of our school.

All uniform products must be purchased at Aloha Island Uniforms (located at Gentry Pacific Design Center, 560 North Nimitz Highway, Suite 107C, Honolulu, HI, 808-396-9318), except for shoes, socks, and generic jackets. You may also purchase gently used school uniforms from our Hoku Store located on campus.

Girl's Uniform

Shirts:

- White/blue/grey polo with the school logo. Shirts must be tucked in for Grades K-5.
- Middle school students may have untucked shirts, but the shirt may not extend past the hip.
- White short sleeved t-shirts, with no visible designs may be worn as undergarments.

Skirts/Skorts/Shorts/Trousers:

- Uniform plaid skirt, navy blue skort, navy blue walking shorts or trousers. Walking shorts or trousers must be accompanied with a solid black, navy blue, or brown belt.
- Skirt hemlines may be no shorter than two inches above the knee.
- Walking shorts/Skirts/Skorts must be worn at the waist.

Boys Uniform

Shirts:

- White/blue/grey polo with the school logo. Shirts must be tucked in for Grades K-5.
- Middle school students may have untucked shirts, but the shirt may not extend past the hip.
- White short sleeved t-shirts, with no visible designs may be worn as undergarments.
- All tucked shirts must be accompanied by a belt.

Shorts/Trousers:

- Navy blue walking shorts or trousers must be accompanied with a solid black, navy blue, or brown belt.
- Trousers, walking shorts must be worn at the waist. Baggy trousers or jeans are not acceptable.

Shoes

Athletic or black/navy blue closed toe shoe. Shoelaces must match the color of the shoe. Heelys, shoes with lights or sandals are not to be worn.

Socks

White or Black socks must be visible but no more than 2 inches above the highest part of the shoe.

Jacket

Navy blue or grey with school logo or logo-free navy, grey or black regular or hooded.

Jewelry

- Girls (only) may wear earrings that are either studs or no more than $\frac{1}{4}$ inch below the earlobe. Multiple piercing or other body piercing is not permitted.
- Boys are not permitted to wear earrings.

One necklace will be allowed at the discretion of the administration. This form of accessory will be worn inside the shirt. Wristwatches and wristbands may be worn but limited to one only. The school assumes no responsibility for any lost or confiscated items.

Hair

- Hair must be well groomed with conservative styles. Tinting or bleaching is not permitted. Boys' hair length must be no longer than three inches and not touching the collar.
- Hair must be above the eyebrows.
- Hairstyles such as undercuts, cropping, tracks, or uneven styles (such as Mohawks) are not permitted.

Other:

- Colored nail polish is not permitted. Clear nail polish is the only acceptable nail covering for girls only. Nail decorations, acrylic nails, press-on nails, and French tipped nails are not permitted. For safety and health reasons all nails are to be closely trimmed to the fingertip.
- Make up is not permitted.
- Exposed tattoos are not permitted.
- Hats and sunglasses may be worn during recess time only.
- Uniforms must be clean and properly maintained. Soiled, dirty, torn/ripped, faded or discontinued uniform styles/colors are unacceptable and will result in the issuance of a Dress Code Infraction Notice.

PE Uniform (Girls and Boys)

- Navy blue shorts with a school logo and light blue t-shirt with a school logo must be worn. Grades K-5 may wear their PE uniforms to school on days when their PE classes are scheduled. Grades 6-8 must wear their PE uniforms only during PE class.
- Athletic Shoes with non-marking soles must be worn.
- Long hair must be tied, pinned, or braided.

Free Dress

Students may be out of uniform on special occasions as determined by the Administration. Students will be notified of the theme and special restriction on dress code for the day.

Administration reserves the right to determine the appropriateness of clothing apparel and grooming. The parent/guardian must provide the school with appropriate documentation at all times to excuse the student from any temporary or permanent uniform exemption. Unexcused infractions may result in the issuance of a Dress Code Notice to students.

DRESS CODE INFRACTION PROCEDURES

Homeroom teachers will check for dress code compliance during attendance each morning. If needed, the following compliance procedures will be implemented. Any questions or concerns should be brought to Administration.

PRIMARY (GRADES K-3)

For a student's FIRST OFFENSE:

- A Dress Code Notice will be stapled to the student's agenda and is to be signed by a parent/guardian and returned to the school

For a student's SECOND OFFENSE:

- Administration notified by the teacher
- Administration will contact parent/guardian

INTERMEDIATE (GRADES 4-5)

For a student's FIRST OFFENSE:

- The student will be sent to Administration during morning Advisory with a Dress Code Notice
- Administration will contact parent

For a student's SECOND OFFENSE:

- The student will be sent to Administration during morning Advisory with a Dress Code Notice
- Administration will assign a detention

MIDDLE (GRADES 6-8)

For a student's FIRST OFFENSE:

- The student will be sent to Administration during morning Advisory with a Dress Code Notice
- Administration will contact parent

For a student's SECOND OFFENSE:

- The student will be sent to Administration during morning Advisory with a Dress Code Notice
- Administration will assign a detention

Chronic offences may require a parent meeting and be dealt with on a case-by-case basis by Administration.

HEALTH AND SAFETY POLICIES

[CLICK HERE FOR COVID-19 PROTOCOLS 2021-22 UPDATES](#)

HEALTH ROOM PROCEDURES:

Students are seen throughout the day with illness and injury in the **school's health room**. The following procedures will be observed when/if medication is to be administered by the school nurse at school:

1. Medication must be prescribed by a physician.
2. Label must contain the specific child's name and current date.
3. Name of the medication and directions must be clearly stated.
4. Only parents may transport medication to the school. Parents are required to sign an authorized form.

VACCINATIONS AND PHYSICAL EXAMINATIONS:

Hawaii State Law requires all students to meet physical examinations, immunizations, and tuberculosis requirements before they may attend school. Students who participate in athletics are required to have a physical yearly.

ILLNESS PROTOCOLS AND EMERGENCY CONTACTS:

In an event of a medical emergency, for obvious reasons all phone numbers and emergency contacts **MUST** be kept up to date. Parents and authorized persons should be able to be reached at all times. Please inform the school office of any changes in phone numbers and emergency contacts throughout the school year. Each family should provide the telephone numbers of a least two responsible persons who can be contacted if the school is unable to reach the parents.

If your child has one or more of the following symptoms: he/she should not be sent to school until they are symptoms free at least 24 hours. Re-admission is allowed when temperature is below 100° for 24 hours without the use of fever reducing medications. *

- Temperature of 100° degrees or higher,
- Vomiting,
- Diarrhea,
- Suspected contagious disease

***COVID-19 Return to School Decision Tree protocols supersede regular school health room policies.**

The school is not responsible for treatment such as soaks, eyewashes, or dressing changes.

COMMUNICABLE DISEASES:

The Department of Health requires that a student who contracts any of the following communicable diseases be excluded from school:

<u>DISEASES</u>	<u>EXCLUSION FROM SCHOOL</u>
Chicken Pox	For 1 week after eruption first appears
Conjunctivitis, acute	As long as eyes are red and discharging bacterial (pink eye)
COVID-19	Isolation for 10 days
Influenza	During acute illness
Measles	For 4 days after rash appears
subsided	Nine days from onset of swelling; less if swelling has
Rubella (German measles)	For 4 days after rash appears
	Until the student and household members have been treated
Scarlet Fever, strep throat,	Return by doctor's notification streptococcal infection
Active tuberculosis	Authorized to return by Dept. of Health
Ukus	Until head is clear of eggs (nits)
	Nits will hatch in 7-10 days if not removed.

Call your local Health Department regarding any problems involving communicable diseases.

SAFE ENVIRONMENT

Privacy Rights and Confidentiality of Records

Privacy rights of parents and students require care in the keeping of student records and caution in using them. Student records are closed to all except authorized persons of the school as indicated. No information shall be made available to anyone else without prior consent of parents (or students over 18 years of age).

Parents or legal guardians have the right to review the complete file containing their children's school records. They have the right also to challenge the accuracy or the relevancy of information.

Mary, Star of the Sea School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to academic records and other school information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order and to update those records, as necessary.

Student record information shall not be given over the telephone.

Access to Student Records

To safeguard confidentiality, the following procedure is required:

- Teachers, because of their "legitimate educational interest," are granted access to records of students they teach.
- Clerical staff designated by the Head of School may have access to student records for purposes of making entries or maintaining records, but they shall do so under the supervision of the Head of School. This same procedure should be followed when requests are made by licensed personnel of the Department of Human Services.
- The student's parents or legal guardian have the right to inspect all of their student's records in the presence of the Head of School or his/her delegate. However, behavioral records (e.g., counselor's reports) shall be inspected only in the presence of a person qualified to interpret the records. The school should make reasonable effort to comply with legitimate requests for inspection of records.
- If a parent believes records are inaccurate, inappropriate, misleading or otherwise in violation of the privacy or other rights of the student, he/she should meet informally with the staff person responsible for the record in an attempt to resolve any problems. If the staff member does not agree that the record should be changed and the differences are not resolved, the parent may enter into the student record his/her explanation of the record.
- When student records are requested by any person other than school administrators or those designated in a, b, and c above, the school shall notify Hawaii Catholic Schools Office and inform the requester that Hawaii Catholic Schools Office will make the determination.
- Each school shall maintain a record, with the education records of each student, which will indicate all parties other than diocesan officials and local school personnel who have obtained access to a student's records. This form, indicating the legitimate interest that the eligible party had in seeking the information, shall be available only to the parents of the student and to school officials responsible for maintenance of records.
- The school may not withhold student transcripts for non-payment of tuition or fees. However, student report cards or diplomas may be withheld. The best legal consequence of non-payment of tuition or fees is to cease services for the student.

Safe Environment Curriculum

The "Policy on Allegations and Incidents of Sexual Misconduct" promulgated by the Diocese of Honolulu is incorporated in this handbook by this reference. A copy of the policy is contained in the handbook, "To Offer Healing, To Restore Trust", first published January 8, 2004. The handbook is available from the school.

The Church endorses the mandatory reporting provisions of H.R.S. Chapter 350 concerning child abuse. All staff members and teachers are required to sign an acknowledgement that they have read and understood the ethical and personal conduct policies of the Diocese of Honolulu.

Consistent with diocesan policy, Mary, Star of the Sea School will conduct Safe Environment training as part of the school curriculum. A meeting will be held before the class is conducted to provide an opportunity to review the safe environment materials.

Consent for the participation in this program will be provided at the beginning of the school year.

VOLUNTEERS

All school volunteers must be pre-approved by administration and complete a Volunteer Code of Conduct Agreement

CAMPUS SAFETY – VISITORS AND PARKING

All Parents and visitors are required to first report to the school office and sign in when on campus during school hours. All food (lunch, birthday cakes, cupcakes, etc.) and/or personal items must be left with the front office. The student will be called down to the office at the appropriate time to pick-up their items. *

No one is permitted to go directly to the teacher or to the classroom. Mary, Star of the Sea School prohibits visitors from approaching students at any time without the prior consent from the office. Students will not be released to anyone who has not checked in at the office. Appointments for classroom observations are made through the office.

* **COVID-19 protocols supersede regular school visitor policies.**

TECHNOLOGY ACCEPTABLE USE POLICY

Technology Devices provide many positive educational benefits for classroom instruction and learning. Star of the Sea is committed to allowing students the responsible, learning -centered use of technology devices at school, so as to provide as many pathways to understanding as possible.

The purpose of this policy document is to assure that students recognize the boundaries that the school will impose on the use of technology devices and internet usage.

Technology Devices

Technology devices will include laptops, tablets and notebooks.

- Primary Grades have ipads for in-school usage.
- Intermediate Grades have access to chromebook usage.
- Middle School students will be provided with a chromebook for both school and home usage. Chromebooks will be issued to students for the entire school year. Students have the option to bring their own Chromebooks.

Smart phones are not included in this definition. Unless authorized by administration, all cell phones are to be turned off and to remain securely in backpacks or lockers, until the end of the day.

Code of Ethics

- a) All technology users have the same right to use equipment in the computer lab and classroom resources are not to be used for non-academic purposes. Students will not waste or take supplies such as paper that is provided by the school. When students are in the computer lab, they will talk softly and work in ways that will not disturb other users. Students will keep their computer work area clean and will not eat or drink in the computer lab.
- b) Students recognize that software is protected by copyright laws; therefore, will not make unauthorized copies of software and will not give, lend, or sell copies of software to others. Students understand that they will not be allowed to bring software applications/games from home to be used on school equipment without proof of licenser and prior approval of appropriate school personnel.
- c) Students recognize that the work of all users is valuable; therefore, they will protect the privacy of others by not trying to learn their password; Students will not copy, change, read, or use files from another user without prior permission from that user; Students will not attempt to gain unauthorized access to system programs or computer equipment; Students will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications. While students work in the computer lab or on a school technology device, they will honor their school's procedures for the storage of information. Students understand that they are expected to save files that they want to keep on their own memory stick or personal google drive. Students realize that, after prior notice has been given to them, files from the computer lab computers or laptops may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.

Privileges and Rights

Use of the wireless resource that the school provides is a privilege, intended to enhance learning. If the school suspects improper use and/or abuse of this or related policies, students may be denied access if they misuse this privilege.

Internet Access

Each student who receives Internet access will be instructed in the proper use of the network and network etiquette. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource. In addition, personal information, home address or personal phone number or those of student s, teachers or other staff members must not be revealed. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.

Star of the Sea uses an in house firewall to block inappropriate content as well as many sites specifically identified by teachers and staff. Our Information Technology Coordinator reviews the student and staff internet access logs on a regular basis to find attempts to circumvent block content. These logs are also backed up for the purpose of holding an archived record for investigations for discipline reasons or illegal activity.

General Usage/Student Agreement

1. Students will make the teacher aware and obtain permission before using a device during classroom instruction.
2. Students will not be allowed to use their device before school, during lunch and after school, unless authorization is given by a teacher or administration. Devices will only be used under the direction of a teacher during instruction time.
3. Devices may not be carried to bathrooms and recess.
4. Student use of a device must correspond to the instructional activities assigned by the teacher. They may only access files which are relevant to the classroom curriculum.
5. Students shall neither take nor distribute pictures, video or audio of students or staff without their permission.
6. Students should not have questionable material on their device.

The use of a school technology device is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The system administrators may close an account at any time as required. The administration, faculty, and staff of the school may request the system administrator to deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously. Violators are subject to loss of technology device privileges.

EMERGENCY RESPONSE PLAN

COVID-19 - [Please click here to access the most up to date Back to School Pandemic Protocols for the 2020-21 school year](#)

Parents will be alerted via the school's emergency response system should an emergency response be necessary on campus.

FIRE DRILLS:

- Fire drills are held monthly.
- Children will leave their classrooms in an orderly fashion under the supervision of teachers and walk quickly [not running] single file to the predetermined location away from the school.
- Locations and exits may change occasionally in order for children and staff to familiarize themselves to various options of exits should the need actually arise to exit through an alternate route.
- In the event that our building is damaged by fire and/or not habitable, we will care for the children at a nearby facility or at a place designated by authorized officials.
- A sign will be posted to alert parents of the place that the children have been relocated.
- If possible, we will call parents to pick-up their child as soon as possible.
- Designated staff will remain with the children until children are picked-up and signed-out by their parents or their authorized person.

CHEMICAL HAZARD:

- A chemical hazard may be any potentially life-threatening odor, fume, or liquid that affects the health of our school community.
- If shelter in place is determined by Fire/Police, the school community will shelter in Place in sealed classrooms/safe rooms. If the decision is made to evacuate, MSOS will follow evacuation procedures to the location directed by authorized officials.
- In the event that anyone sick or injured needs to be transported to the hospital, parents will be notified, and a designated staff member will accompany the sick or injured student to the facility.

HURRICANE AND/OR TROPICAL STORM:

- If a Hurricane Watch is issued and MSOS is in session, MSOS will close and parents must come or send an authorized person to pick up their child immediately.
- If a Hurricane Warning is issued and MSOS is in session, MSOS WILL CLOSE IMMEDIATELY and parents must come immediately or send an authorized person to pick up their child.
- If a Hurricane Watch or Warning is issued and MSOS is NOT in session MSOS will be closed.

TSUNAMI WARNING:

- Our school is not in a tsunami evacuation zone, so we do not need to leave the premises.
- However, the following procedures have been adopted in the event of a Tsunami Warning:
- If a Tsunami Warning is issued while MSOS is in session, staff will remain with the children until parents or an authorized person can safely pick-up the child. If parents must remain in a safe area until the "all clear" is announced and avoid contributing to the unnecessary traffic on roads and highways, the parents must call an authorized person to come to pick-up their child.
- If a Tsunami Warning is issued and MSOS is NOT in session, MSOS will be closed.

FLASH FLOOD WARNING:

- MSOS is not located in an identified flooding zone.
- However, if a Flash Flood Warning is issued and city and county, and/or if state officials advise against travel because of hazardous roadways, the following procedures have been adopted:
- MSOS staff will remain with the children until parents or an authorized person can safely pick up the child.

EXTREME WEATHER CONDITIONS:

- During extreme weather conditions when roadways are hazardous (for example, but not limited to, heavy rains, high winds, fallen trees, power outages, restricted water use, landslides, etc.) consider MSOS closed.
- If MSOS is in session and extreme weather conditions are imminent or appear, please take the necessary safety precautions and come for your child as soon as possible or send an authorized person. Staff will remain with children until all children are picked up.
- If MSOS is not in session, consider the school closed in extreme weather conditions.
- In the event of the necessity to evacuate the school, a sign will be posted and proper officials will be notified as to the relocation of the children and staff. Staff will contact parents by phone, if and when possible.

EARTHQUAKE:

- CONSIDER MSOS CLOSED, and if in session, parents must come as soon as possible or send an authorize person to pick-up their child.
- If children are at school, parents may not be able to get to them even if they live or work close by. Please be assured that the staff will take care of the children until they are picked up safely by parents or authorized person. • As recommended by the Oahu Civil Defense, we will have preparation supplies for up to 72 hours without assistance.

LOCK DOWN:

- In the event of a threat from an individual or a group of individuals, MSOS will be placed on an immediate lock down mode.
- Children and staff will remain locked in their classrooms until an “all clear” sign is given by the authorized officials.
- Please do NOT call the school during a lock down. Phone lines need to be kept clear for emergency officials to contact us.
- Do NOT come to pick up your child during a lock down. Children will not be released to anyone without an authorized official's “all clear” sign.

BOMB THREATS:

- In the event of a bomb threat from an individual or a group of individuals all children and staff will evacuate the premises immediately either to Kahala Elementary, or to a place to which we are directed by the proper officials.
- Please do NOT call the school during a bomb threat. Phone lines need to be kept clear for police and fire official communications.

MISSILE ALERTS:

- In the event of a missile alert, during the school day, the entire school will evacuate the school immediately and proceed to the gymnasium.
- Please do NOT call the school during a missile alert. Phones need to be kept clear for emergencies only.
- As recommended by Oahu Civil Defense, we will have preparation supplies for up to 48 hours without assistance. Your child's individual emergency bag, that was collected on their first day of school, will be distributed to them. In addition, additional water and food supplies will also be made available.
- Parents will be notified through the school's electronic communication system (Connect-ED) when it is safe to pick up your child. In the meantime, please be rest assured that the staff will take care of the children.

DANGEROUS ANIMAL:

- In the event there is a dangerous animal on campus, precautionary lockdown will be announced.
- The school will remain under precautionary lockdown conditions until the animal leaves or is removed from campus and the “all clear” signal is given. PANDEMIC:
- An influenza (flu) pandemic is a global disease outbreak that occurs when a new flu virus appears that can spread easily from person to person.
- Parents will be given a list of recommendations in response to a pandemic flu outbreak regarding voluntary isolation, voluntary home quarantine, school closure and social distancing.

TRAFFIC EMERGENCY:

- If an emergency outside of the school creates traffic problems island-wide, students will remain under the care of faculty and staff members.
- MSOS will not close until all students have been picked up and signed out by their parents or their authorized person.

EMERGENCY CLOSING

Conditions such as inclement weather and unsafe facilities may necessitate the closing of the school. Our policy is to follow the decision of the Department of Education and the Catholic School Department. If the public schools in the area close, we will also close. For information about school closing, the Administrator will make an announcement through our Connect-Ed broadcast and our local radio stations. The decision to close the school for emergency reasons shall be made at the sole discretion of the Administrator.

EMERGENCY NOTIFICATION SYSTEM

The school has implemented an alert and notification service throughout Mary, Star of the Sea School. This service will enable us to personally communicate with parents about emergency situations, school events and important issues impacting your child. It will allow us to send personalized voice messages to your family's home, work or cell phones, e-mail communications, and even text messages. We will be able to reach everyone within minutes.

SUMMARY

In summary, please be assured that we will take good care of your children during any emergency or disaster. Several suggestions are appropriate:

A good rule of thumb for closure:

- If it is announced over the radio or television that the public schools are closing, we will also in all likelihood be closing. Under no circumstance, however, will we close until all parents have been notified and all children have been picked up by their parents or designee.
- Do not call the school during emergencies. Keep the telephone lines open and available for those who have urgent needs.
- It is essential that families establish individual and family plans for tsunamis, hurricanes, earthquakes, and flooding. These plans should identify what preparatory actions should be taken for each hazard. They should include where shelters are located and how you will travel to them if evacuation advisories are issued, what you plan to do if family is separated, what type of survival supplies you will need, etc. Such information can be obtained from the Civil Defense Agency at 523-4121.

MARY STAR OF THE SEA SCHOOL SONG

School of our Lady, Star of the Sea
It is with pride we sing to honor thee.
Strong and courageous, loyal and true,
Whatever the fight we do what is right:
Forever true to you. So...

Stand strong together, shout everyone,
Raise high her banner, we have just begun
To sing of the name that is worthy of fame,
A school of great acclaim,
It's our own Star of the Sea.

Hope of our nation, youth, brave and free,
We march together in love and unity,
For God and Country, our motto will be,
We'll work to our noble democracy.
Reserve our liberty, in...

State of Hawaii, gem of the sea,
All differing races live in harmony.
Ah, look at our banner of blue and gold,
A sign that is well known
As the flag of victory.

