



**Mary Star<sup>OF</sup> THE Sea**  
Elementary & Middle School

# Parent - Student Handbook

(revised July, 2025)

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***“A Strong Foundation Matters”***

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**MARY, STAR OF THE SEA SCHOOL  
PARENT-STUDENT  
HANDBOOK**

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# TABLE OF CONTENTS

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## Introduction

- Letter from the principal
- Our Story
- Mission of Catholic Education in the Diocese of Honolulu
- School Mission, Philosophy and Schoolwide Learning Expectations
- School Organization
  - Administration, Faculty, School Board, Parent Teacher Guild, Student Council

## Health and Safety Policies

- Health Protocols
- Health Room Procedures
  - Vaccination requirements and physicals
  - Emergency contact and Authorization for Emergency Medical Care
  - Communicable Diseases

## Admissions and Registration

- Applications
- Registration and Re-registration
- Probationary Admissions
- Release and Transfers

## Tuition and Financial Aid

## Business of School Life

- Communication
- Attendance, Absences, Early dismissals
- Arrivals and Dismissals
- Tardiness
- Snacks, Celebrations, and Birthdays
- Office and School Hours
- Morning and After School Care
- After School Enrichment and Homework Help
- Field Trips
- Library
- Appointments
- Visitors
- Cell Phone Policy
- Change of address or phone
- Cafeteria
- Transportation

## Code of Christian Conduct - Students, Parents, Guardians

## Safe Environment

- Privacy rights and confidentiality of records
- Access to student Records
- Safe Environment Curriculum
- Volunteers
- Campus Safety - visitors, parking
- Personal student property
- Technology acceptable use policy

## Emergency response plan

## Code of Behavior

- Introduction
- Student conduct
- Bullying
- Schoolwide Discipline Plan
- Suspensions
- Search and Seizure
- Cheating and Plagiarizing

## Learning Expectations

- Curriculum
- Standardized Testing
- Progress Reports and Grading
- Honors Program
- Promotion and Graduation

## Catholic Schools League

## School Song

## LETTER FROM THE PRINCIPAL

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*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.*

*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

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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

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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 21<sup>st</sup> 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 - NURTURE, UNITE, INSPIRE

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### **Nurture**

At MSOS, we nurture by creating a safe, loving, and Christ-centered environment where students feel listened to, valued, and supported in every aspect of their journey. Starting at the Early Learning Center at age two, students develop a strong moral compass as they continue through elementary and middle school.

Through meaningful guidance, students are encouraged to develop critical thinking skills, form lasting friendships, and become confident, independent learners. By cultivating each student's unique gifts, we build a strong community centered on Jesus and Mary, respect, and the growth of hearts, minds, and futures.

### **Unite**

At MSOS, we unite by bringing together students, families, staff, and the broader community in a shared commitment to learning, service, and the teachings of God. Students develop a deep sense of belonging and work towards common goals that strengthen our school and community.

United as one ohana, we celebrate diversity and embrace different learning styles. We inspire school spirit and personal pride, believing that we are stronger together than we are alone.

### **Inspire**

At MSOS, we motivate students to discover their unique gifts, develop a love for lifelong learning, and have the confidence to reach their full potential.

Educators foster a sense of curiosity that sparks creativity, encourages problem-solving, and inspires students to serve and positively impact their community and beyond.

## SCHOOL VISION

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Empowered to Succeed - Guided by Faith



## SCHOOL PHILOSOPHY

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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**

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*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**

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*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

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### 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.

### 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/COMMISSIONERS

The Student Council and Student Commissioners at [School Name] serve as leaders, role models, and ambassadors of school spirit and values. These student leaders are entrusted with representing the voice of their peers, promoting a positive school culture, and fostering a spirit of collaboration, respect, and service.

**Student Council** members are responsible for organizing school-wide events, leading spirit activities, and working alongside faculty and staff to ensure student concerns and ideas are heard. They are committed to creating a welcoming and inclusive environment where every student feels valued.

**Student Commissioners** selected for their leadership potential, play a vital role in supporting the Student Council by assisting with specific areas of school life, such as organizing service projects, promoting faith-based initiatives, and encouraging participation in school traditions. They exemplify the values of Catholic faith, integrity, and community service in all their endeavors.

Together, these student leaders inspire others through their dedication, responsibility, and passion for fostering a joyful and united school community.

## HEALTH AND SAFETY POLICIES

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### HEALTH PROTOCOLS

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

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

[Click here to access a complete detail of Mary Star of the Sea Return to School Protocols.](#)

### HEALTH ROOM PROCEDURES

The health room is available for immediate and temporary care of injuries and illnesses that occur during the school day from 7:30 AM until 3:00 PM.

The health room is staffed during school hours by a health care coordinator, who is CPR/First Aid certified. The health care coordinator provides first aid care for the injured and isolates ill students until they are picked up.

Due to limited space in the health room, parents must pick up their ill child(ren) within one hour after notification by the health care coordinator.

Medications may be administered by the Health Care Coordinator only with proper authorization forms signed and on file.

#### ***Medication Dispensation Guidelines***

Medication will be dispensed through the school office staff as directed by the parents. The child's doctor must prescribe the medication. The proper measuring spoon, dropper, or cup must be provided, along with the medication in the original container with a prescription label. Prescriptions that read "as needed" will not be given unless the parent has designated the time to administer the medication. No expired medications will be administered.

### **Medication Dispensation Authorization Form**

An Authorization to Administer Medication form must be filled out by the parents and kept on file in the school office. No student will be given any medication without this completed form. The form will indicate the medication, the specifics of the dosage, and appropriate emergency measures. The Principal may allow the school staff to supervise the student's administration of medication under carefully controlled conditions.

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.

### **Kindergarten and New Student Requirements**

For new students and those entering Kindergarten, the following is required prior to the start of the new school year:

1. **Physical Exam form (FORM-14) completed within 1 year**
  - a. Must be completed by a US. Licensed Physician, APRN, or PA

#### **2) TB Requirement**

*International Students:* Hawaii DOH requires all international students to take a TB test in Hawaii shortly after arrival. Please plan to arrive in Hawaii with enough time to take the test and receive results prior to attending school

Those already living in the US or Hawaii will need to complete and TB Risk from completed by a U.S licensed doctor, APRN or PA. If needed, a TB skin test will be determined, by them, depending on any risk factors.

Must be dated within 4 years

### 3) Immunization Requirements

The following are required by the Hawaii DOH prior to the start of the new school year. If your child is in between doses due to the interim waiting period, please provide a doctors note or appointment card for the next tentative dose.

DTap (Diphtheria, Tetanus Pertusis)- **5 doses**

Polio- **4 doses**

Hepatitis B- **3 doses**

Hepatitis A- **2 doses**

MMR (Measles, Mumps, Rebella)- **2 doses**

Varicella (Chickenpox)- **2 doses**

### SEVENTH Grade Health Requirements

For those entering 7th grade next year, the following is required before the start of the new school year:

#### **New Physical Exam, dated within 1 year:**

- An updated FORM-14 (Physical exam form) must be completed. A new appointment may not be needed, IF your child has had their annual well-child visit within the past year. Your doctor may use that information to fill out their form.
- Physical Exam must be performed by a U.S. Licensed Physician, APRN or PA

Example:

Physical Exam Completed August 2024 will **NOT** be accepted for the new school year and will require a new form

Physical Exam Completed July 2025- **ACCEPTABLE** for new school year

#### **Immunization Requirements:**

3 new vaccinations are required prior to the start of the new school year for students entering the 7th grade.

As our children grow up and become more curious of each other, these vaccinations are implemented to protect them as they explore adolescence.

- MCV (Meningococcal Conjugate Vaccine)- **1 dose**
- Tdap (Tetanus, Diphtheria, Pertussis)- **1 dose**
- HPV (Human Papillomavirus Vaccine)- **2 doses**
  - Children may get this vaccine as early as 9-14 years old.
  - It is a 2-dose series. This means your child must wait at least 6 months after their first dose to receive their 2nd dose.
  - If your child has received their first dose and is in the interim period between doses, we will accept documentation of the 1st dose prior to the start of school. A tentative date or scheduled appointment card for the 2nd dose must be given

to the school nurse as soon as possible.

- Example: Johnny received his first HPV vaccine in July 2025. His second dose will be scheduled January 2026 (please provide note that he has an appointment scheduled).

**TB update:**

- The DOH no longer requires an actually 2-step TB shot to be done annually. A TB Risk Assessment form filled at your doctors office will be enough for this requirement.
- The TB Risk Assessment form should be updated every 4 years.
- You will be required to do a TB skin test if you are at risk. This will be determined by your doctor.

## IMMUNIZATION EXEMPTIONS

Exemptions for immunizations will be accepted for Medical and Religious purposes upon receiving proper documentation. Forms can be printed or hardcopies picked up from the health room.

- Religious exemption:
  - A religious exemption form must be completed by a legal parent or guardian and submitted to the school nurse.
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- Medical exemption:
  - A medical exemption form must be completed and filled by a U.S. Licensed physician, APRN or PA

## EMERGENCY CONTACT

In the 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.

## 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	Eyes are red and discharging bacterial (pink eye)
COVID-19	Isolation for 5 days
Influenza	During acute illness
Measles	For 4 days after rash appears
Mumps	Nine days from onset of swelling; less if swelling has subsided
Rubella (German measles)	For 4 days after rash appears
Scabies	Until the student and household members have been treated
Scarlet Fever, Strep throat,	Return by doctor's notification
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.

## ADMISSIONS AND REGISTRATION

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### 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

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

Comprehensive fees include:

Digital Resources	Art Fees	Library
Workbooks	Agenda	Textbooks
Testing	Library Fees	Technology Fees
PE fees	Diocesan Fees	STEM fees
Yearbook	Student Insurance	

## 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.

## BUSINESS OF SCHOOL LIFE

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### 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.

### ATTENDANCE

In accordance with the laws of the State of Hawaii all children ages 6-18 shall attend school.

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.

Students who are absent **20 days** or more in a school year may not be eligible for promotion to the next grade level.

### ARRIVALS AND DISMISSALS / SUPERVISION

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.

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.

Supervision is provided on the school grounds from 7:00 a.m. until 3:00 p.m. The school is not responsible for the supervision of students before 7:00 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.

## RELEASING STUDENTS DURING THE SCHOOL DAY / EARLY RELEASE

Elementary school students shall be released to parents only or to someone definitely authorized by them. Under normal circumstances, the request by the parents for release shall be in writing.

The parent/guardian will send a note in the morning with the child. 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.

In an emergency, the Head of School shall observe the stipulations recorded on the Emergency Card.

### Emergency Procedure:

1. The parent/guardian may request a child's dismissal by reporting to the office.
2. A release form should be obtained from the office.
3. 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.

## ABSENCE

Students' absence may be excused for the following reasons: funeral, doctors note if out for more than three days.

Medical and dental appointments during school time do not constitute absence.

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.

A written excuse, signed by the parent, is brought to school on the day of the student's return

## ILLNESS AND RELATED ABSENCES

Students may remain at home in the case of illness, accident, quarantine, or because of a death in the family.

The teacher will be able to help the student make up for lost time after a short absence. Where the absence is expected to be prolonged, tutoring services shall be provided by the parent.

## ABSENCES FOR PARENTAL REASONS

Parental wishes will be respected whenever possible, as long as the good order of the school is not jeopardized. Under these circumstances, the student, not the school, is responsible for making up missed work. Parents must be told that repeated or prolonged absences might work against the student's academic progress and possibly the student's right to continue in attendance.

## TARDINESS

Students are marked tardy after the 7:45 a.m. bells rings.

Student who are habitually tardy will be referred to the principal.

A student who arrives after the opening session is to be marked tardy. Explanatory notes from parents and even conferences with parents may be advisable.

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 class pass from the office before reporting to the classroom. Students who are tardy for more than three (3) days are not eligible for a "Perfect Attendance" Award.

## TRUANCY

When a student is absent without a valid excuse for two (2) days, a conference should be held with the parent(s) or legal guardian(s). The truancy and the fact of the conference should be recorded. If this does not result in immediate improvement, the police and the superintendent shall be notified (See Compulsory Attendance).

## SNACKS/CELEBRATIONS/BIRTHDAYS

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### SNACKS

Mary Star of the Sea School aims to promote healthy eating habits and strives to create a safe, inclusive environment for all students. Below are our policies regarding snacks and birthday celebrations for students in Kindergarten through Grade 8. Our goal is to create a positive and inclusive learning environment for all students. We appreciate your support in helping us model and encourage healthy eating habits that contribute to student well-being and success.

- Students are encouraged to bring nutritious snacks from home that support learning and energy throughout the day.

- We recommend fresh fruits and vegetables, whole grains, low-fat dairy, and high-protein options (e.g., yogurt, cheese, nuts, or lean meats, depending on allergy guidelines).
- Processed snacks that are high in sugar, sodium, or contain artificial ingredients are strongly discouraged.
- Students are not allowed to share snacks.
- Room parents may make arrangements with the homeroom teacher to have “emergency snacks” available, as needed.

## SCHOOL NUTRITION COMMITMENT

As part of Mary, Star of the Sea School’s broader food service philosophy, the School is committed to:

- Providing healthy food lunch options with an emphasis on **fresh fruits and vegetables**
- Offering **low-fat, high-protein meats**,
- Minimizing the use of **processed and high in-sugar foods and drinks** in all meals and snack offerings.

## CELEBRATIONS

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

## BIRTHDAYS

We value making every child feel **special and celebrated** on their birthday. While celebration methods may vary based on age group and classroom traditions, all birthdays are acknowledged and honored.

- Every student’s birthday is recognized during the **school-wide morning announcements**.
- In **lower grades**, students may be featured on a birthday **photo board**, receive a small item from the **classroom treasure box**, or be given **special classroom privileges** throughout the day.
- **Upper grade levels** may incorporate age-appropriate recognitions, such as shout-outs, extra free time, or leadership roles.

- Teachers work to ensure that each student's birthday is acknowledged in a **meaningful and age-appropriate way**, and it is important to families to understand how birthdays are celebrated in each homeroom. **Classroom teachers will share their specific birthday celebration practices early in the school year.**

#### Birthday Treats:

- Many teachers are willing to distribute a small **class treat** to celebrate a student's birthday or a special occasion.
- Any treat must be **store-bought, pre-packaged**, and **easy to distribute** (e.g., individual servings, sealed packaging).
- All treats must be **approved by the classroom teacher at least ONE WEEK in advance**
- We encourage families to consider **non-food items** (e.g., pencils, stickers, small books) or **healthy alternatives** when planning celebrations.
- Please do **not** send items containing **common allergens** (such as peanuts or tree nuts) unless prior approval has been obtained.
- Class treats must be delivered to the front office
- Treats will be distributed to the students at the end of the school day or the discretion of the teacher.

#### Birthday Party Invitations:

*To promote kindness and inclusion:*

- **Paper invitations** may only be distributed at school **if the entire class is invited**.
- Invitations **may not be passed out selectively** at school to avoid hurt feelings or exclusion.
- Teachers must receive **at least one week's notice** before any paper invitations are sent to school for distribution.

Families wishing to send invitations electronically may use the **Room Directory email list** provided at the start of the year.

#### 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.

## OFFICE AND SCHOOL HOURS

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Office hours are from 7:30 a.m. to 4:00 p.m.

School hours are as follows:

Daily: 7:40 a.m. to 2:45 p.m. (2:30 pm dismissal for Kindergarten)

Mini-days: 7:40 a.m. to 11:45 a.m. (11:30 am for kindergarten)

## MORNING AND AFTER SCHOOL CARE

- ❖ After School Care (ASC) is available through the Kama'aina Kids (Monday – Friday).
- ❖ After School Care hours: 2:45 p.m. to 5:30 p.m.
- ❖ Mini-days: 11:45 a.m. to 5:30 p.m.

## AFTERSCHOOL PROGRAMS

Afterschool Programs are available Monday through Friday from 3:00 pm to 4:00 pm. Quarterly Registration is required.

Please refer to the school website for detailed information.

Homework Help is 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 is also available. Quarterly Registration is required.

## 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.

## 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.

## LIBRARY 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.

## 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.

## CELL PHONES/SMART WATCH POLICY

Messages to and from students during school hours should pertain to emergencies only. 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. 1<sup>st</sup> Time Offense – Warning
  2. 2<sup>nd</sup> Offense – Phone will be sent to the office for student pick up from the Principal.
  3. 3<sup>rd</sup> Offense – Phone will be sent to the office for student pick up from the Principal and parent will be notified.

Many of our students are currently wearing **smart watches** such as Apple watches, Gizmo's, FiLIP's, etc. to school. We recognize that they are an excellent way for parents to communicate with their children; however, we are observing that students are receiving texts, and sometimes calls, on their watches during the school day.

We have made the decision to treat student smart watches in the same manner as cell phones. Students may wear their watches to school, however, upon entering the campus, they must put them in their backpacks and keep them there until school has ended and they leave the campus. We appreciate your support with this policy.

## **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.

## **CAFETERIA**

The School Cafeteria Policy aims to provide a safe and healthy dining environment for students, promoting nutritious meal choices, fostering good eating habits, and ensuring an enjoyable experience for all.

### **Meal Planning and Nutrition**

**Nutritional Standards:** The cafeteria will adhere to established nutritional guidelines set by relevant authorities, ensuring that meals meet the recommended daily intake of essential nutrients.

**Allergen Awareness:** The cafeteria staff will maintain a list of common allergens and ensure appropriate precautions are taken to prevent cross-contamination. Clear labeling of ingredients will be implemented to assist students with allergies.

### **Meal Service**

- a. **Serving Line Procedures:** The cafeteria will implement efficient serving line procedures to minimize waiting time and maintain a smooth flow during meal periods.
- b. **Portion Control:** Appropriate portion sizes will be provided to encourage healthy eating habits while avoiding excessive food waste.
- c. **Self-Service Stations:** Self-service stations for fruits, vegetables, and condiments will be available, promoting student autonomy and encouraging healthy choices. (for grades 4-8)

### **Eating Environment**

- a. **Seating Arrangements:** The cafeteria will ensure adequate seating capacity to accommodate all students. Tables and seating arrangements will be regularly cleaned and maintained.
- b. **Positive Atmosphere:** Promote a positive and respectful dining atmosphere, fostering social interactions, and discouraging disruptive behaviors.
- d. **Food Sharing:** Sharing food is not allowed to prevent the spread of allergies and ensure adherence to dietary restrictions.

## 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.

## CODE OF CHRISTIAN CONDUCT COVERING STUDENTS, PARENTS, AND GUARDIANS

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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.)

## SAFE ENVIRONMENT

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### 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:

- a. Teachers, because of their "legitimate educational interest," are granted access to records of students they teach.
- b. 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.
- c. 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.

d. 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.

e. 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.

f. 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

Parent volunteers have the opportunity to serve in many aspects of school life.

Working closely with the classroom teacher and school staff includes:

- Following the direction and suggestions of school staff members.

- Respecting the privacy of teachers and students by not discussing school matters away from the classroom.
- Committing to working in a classroom to support and improve education for all students.
- Acknowledging that teachers are responsible for discipline in the classroom.

Volunteers are expected to:

- sign in and wear a name tag on school grounds at all time.
- wear Attire that is neat, clean, comfortable and appropriate for the school setting.
- be familiar with the school dress code and follow it.
- show respect for all staff and students.

ALL volunteers must complete a [volunteer code of conduct](#)

Long term Volunteers or those who serve in a supervisory capacity over minors must undergo a background check and complete the [Virtus Protecting God's Children Training](#) for Adults.

## CAMPUS SAFETY: Visitors and Parking

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With the exception of schoolwide events, visitors must check in at the main office prior to entering campus.

Visitors may park in any available outdoor or underground parking stall

## PERSONAL STUDENT PROPERTY

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Students are responsible for the safekeeping of their personal belongings while on school property or participating in school-related activities.

The school is not liable for any loss, theft, or damage to personal belongings brought onto school property. It is advised that students do not bring valuable or irreplaceable items to school.

Possession or use of illegal substances, weapons, or any items that pose a threat to the safety and well-being of others are strictly prohibited. Any student found in violation of this rule will face disciplinary action in accordance with the school policies.

The school reserves the right to search student lockers, bags, or personal belongings if there is reasonable suspicion of a violation of school policies or the law. Such searches will be conducted by authorized school personnel and in accordance with applicable school laws.

Lost and found items are located outside of the Hoku Store. Unclaimed items will be held for a designated period of time, after which they may be donated or disposed of at the school's discretion.

Students are responsible for ensuring that their personal belongings are labeled with their name or some form of identification.

## TECHNOLOGY ACCEPTABLE USE POLICY (TAUP) and GOGLE APPS FOR EDUCATION (GAFE)

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Mary, Star of the Sea (MSOS) School's mission is to empower our students to make their technology/internet experiences safe and responsible. To help facilitate this, Mary, Star of the Sea School requires all students and parents/guardians to acknowledge and agree to it's TAUP and GAFE Policy, which are located on our school website, [www.starofthesea.org](http://www.starofthesea.org).

## EMERGENCY RESPONSE PLANS

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### FIRE DRILLS

- Fire drills are held quarterly.
- 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.

#### 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.

#### 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.

#### EARTHQUAKE:

- CONSIDER MSOS CLOSED, and if in session, parents must come as soon as possible or send an authorized 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.

#### 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.

#### 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.

## 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.

## 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.

## 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.

## 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

## BEEHIVELY ALERT

We have implemented an alert and notification service throughout Mary, Star of the Sea School.

BEEHIVELY text, emails, and phonecalls will enable us to personally communicate with parents about emergency situations, school events and important issues impacting your child.

Voice, text, and email messages will be sent to your family's home, work or cell contact.

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:

- a) 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.
- b) Do not call the school during emergencies. Keep the telephone lines open and available for those who have urgent needs.
- c) It is essential that families establish individual and family plans for tsunami, hurricane, earthquake, 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.

## CODE OF BEHAVIOR

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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

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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 and vice-principal are 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 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:
  - Using quotation marks for statements taken from others.
  - Acknowledging information and ideas gathered from any source.
  - Consulting faculty about any questionable situations.

## LEARNING EXPECTATIONS

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### CURRICULUM

Mary, Star of the Sea offers an authentic academic program, dedicated to Christian values that prepares students for the future, while teaching to the whole child.

The primary aim of Catholic education is to help a person live a deep spiritual life. Students in grades 1-8 attend Mass weekly as a group. Parents are cordially invited and encouraged to attend these liturgies. The Sacrament of Reconciliation is offered to during Advent and Lent. The students also participate in the Stations of the Cross during Lent.

Non-Catholic students are expected to attend the weekly school Mass, as well as to participate in all prayers and school liturgies and religious services. However, the only exception to religious participation for non-Catholic students is receiving a blessing rather than receiving the Eucharist at Holy Communion. The Sacrament of Eucharist is reserved for those who have made full profession of faith in the Catholic Church through Baptism and First Holy Communion.

Second grade students will be provided the necessary instructions and catechesis for receiving the Sacraments of Reconciliation and Eucharist.

The school provides instruction to students in Kindergarten to Eighth Grade, and is accredited by the Western Catholic Education Association (WCEA) and the Western Associate of Schools and Colleges (WASC). The school's curriculum is structured to foster growth in students through the student learning expectations (SLE's), while actively teaching students to become a **STAR** (*Self-Aware, Confident Individuals, Teachable Lifelong Learners, Active Christians and Responsible Citizens*) The school's Catholic identity is especially evident in the SLE's and is integrated throughout service projects, extracurricular leadership development opportunities, as well as, within our advisory and core subject curriculum.

Along with a rigorous curriculum that follows Catholic School Standards and National Standards, the school is committed to providing students with the knowledge and skills necessary for success in the diverse, interconnected world by giving students the opportunity to learn by experience. Mary, Star of the Sea believes in interdisciplinary learning, enabling students to make connections across all disciplines to explore a theme or an issue, solve a problem or complete a final project. The school nurtures a global mindset by allowing students to learn about other cultures and perspectives. Hawaii is a unique place, making it essential for students to learn about the 'Aina, Hawaiian values, traditions and beliefs. Learning is student-centered and personalized for each student based on their own unique skills, interests and abilities. Students are empowered to think critically and creatively, communicate

effectively, and collaborate with their peers. Students are encouraged to have a growth mindset, while being challenged and given the opportunities to take risks and learn from mistakes.

The school is divided into three basic divisions. [The Primary division](#), (Kindergarten-3rd grade) is self-contained, with students attending specialization classes on a weekly basis. In the [Intermediate division](#), (4th-5th grade) student's travel between core subject teachers. Intermediate students also attend specialization classes on a weekly basis. Finally, the [Middle School division](#), (6th-8th grade) students enjoy the expertise of six core subject teachers. During the week, students attend an elective of choice, along with Spanish, Art, Band, and Physical Education classes. English as a second language (ESL) is available at all grade levels.

**Library:** Students have the opportunity to visit the school's beautiful, air-conditioned library with over 12,000 books and various multimedia tools. The library and its resources are available to all students and parents in Kindergarten through 8th Grades. The primary goal is to assist students in obtaining recreational and curriculum-related reading materials, as well as develop and nurture a love for reading and learning.

**School-wide Performances:** The entire student body participates in two major performances throughout the school year: our annual Christmas Show and May Day.

**Homework Help** is 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

**Extracurricular Activities:** All students have the opportunity to participate in extracurricular activities after school. These activities vary from gymnastics, soccer, yoga, 3D printing, gardening, homework help, robotics, piano and violin. Students in grades 4th-8th grade can also participate in our school's volleyball, basketball, cheer and track and field teams.

## STANDARDIZED TESTING

1. Standardized testing is administered to all students in Kindergarten through 8th Grade.
2. ACRE (Assessment of Catechesis/Religious Education): Grades 5 & 8

## PROGRESS REPORTS AND GRADING

MSOS uses The Beehively Student Information System (SIS) software suite to handle all grading and reporting needs. Parents of students in grades 4-8 have ongoing access to student progress and monitoring.

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:**

3.8 - 4.0 GPA

(Religion, Math, Science, Social Studies, English, PE, Band/Music, Art, Middle School Language)

The student must earn 3.0 average or better in conduct \*

#### **SECOND HONORS:**

3.5 - 3.79 GPA

(Religion, Math, Science, Social Studies, English, PE, Band/Music, Art, Middle School Language)

The student must earn a 3.0 average or better in conduct \*

### **\*CONDUCT**

"An administrator may use their discretion to override a conduct score that does not meet the benchmark if they determine that the circumstances warrant such an exception."

### Letter Grade Value:

A+ = 97-100

B+ = 87-89

C+ = 77-79

D+ = 67-69

F - 59 or below

A = 93-96

B = 83-86

C = 73-76

D = 63-66

A = 90-92

B- = 80-82

C- = 70-72

D- = 60-62

### 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.

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

- A) Attend summer school to attain the needed passing grade.
- B) Attend tutorial sessions and take subsequent qualifying exams.
- C) Repeat the grade level.
- D) 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

## STUDENT DRESS CODE

*Updated December 30, 2024*

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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.

### **Uniform Attire is organized into FOUR categories:**

- Daily Uniforms
- PE
- Mass (at this time, K-5 students scheduled to attend PE on Mass days are exempt from this requirement)
- Optional School Wear and Athletic Wear

### **Daily Uniforms : Girls**

#### Girls (K- Grade 5)

##### **Shirts:**

- ❖ Short sleeve polo (white or grey) with the school logo. Shirts must be tucked in
- ❖ Short sleeve oxford blouse

##### **Skirts/Skorts/Jumper**

- ❖ Pleated Skort - Solid Blue or Plaid
- ❖ Pleated Skirt -Solid Blue
- ❖ Jumper - Plaid or Solid blue
- ❖ Skirt hemlines may be no shorter than two inches above the knee.
- ❖ Skirts/Skorts must be worn at the waist.

#### Girls (Grades 6-8)

##### **Shirts:**

- ❖ Short sleeve polo (white or grey) with the school logo. Shirts must be tucked in
- ❖ Short sleeve oxford blouse

##### **Skirts/Skorts**

- ❖ Pleated Skort - Solid Blue or Plaid
- ❖ Pleated Skirt -Solid Blue or Plaid
- ❖ Ponte Skirt - blue
- ❖ Skirt hemlines may be no shorter than two inches above the knee.
- ❖ Skirts/Skorts must be worn at the waist.

## Daily Uniforms: Boys

### Boys (K- Grade 2)

#### **Shirts:**

- ❖ Short sleeve polo (white or grey) with the school logo. Shirts must be tucked in
- ❖ Short sleeve oxford

#### **Shorts/Pants**

- ❖ Pull on Short/Pant
- ❖ Performance Golf Short/Pant

### Boys (Grades 3-8)

#### **Shirts:**

- ❖ Short sleeve polo (white or grey) with the school logo. Polo Shirts must be tucked in for K-5.
- ❖ Short sleeve oxford (must be tucked for K-8)

#### **Shorts/Pants**

- ❖ Performance Golf Short/Pant
- ❖ Belt

## PE Uniform: Girls and Boys (K-8)

- ❖ Short sleeve tee (grey)
- ❖ Mesh Shorts
- ❖ Athletic Shoes with non-marking soles must be worn
- ❖ Long hair must be tied, pinned, or braided

## Mass Uniform

- ❖ Girls (K-8)
  - Shirts - Oxford (tucked in )
  - Plaid - Jumper, Skort, or Skirt
- ❖ Boys(K-8)
  - Shirts - Oxford (tucked in )
  - Uniform Shorts or Pants

## Optional School Attire

This may be worn on top of the daily or PE uniforms

### ❖ Girls (K-Grade 8)

- Cardigan Sweater
- Crew Sweatshirt
- Windbreaker

### ❖ Boys (K- Grade 8)

- Long Sleeve Zipper Sweater
- Crew Sweatshirt
- Windbreaker

## Optional Athletic Attire: Girls and Boys (K-Grade 8)

- Sweatshirts may be worn on top of PE Uniforms
- Sweatpants are not to be worn during the regular school day but may only be worn by student athletes before and after school games or outside of regular school hours

## Accessories:

### 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 above the highest part of the shoe but below the knee.**

### Jewelry

- Girls (only) **may wear STUD earrings** 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/bracelets 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.

### 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

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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.**

## CATHOLIC SCHOOL LEAGUE: GRADES 4-8

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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 extracurricular 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 = 1week) 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.

## 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.



School Colors: Blue and Gold  
Nickname: Na Hōkū (Stars)  
School Mascot : Hoku the Dolphin





