

# Mary, Star of the Sea School

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*“Achieving for Today – Preparing for Tomorrow”*

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## Parent - Student Handbook

*Mary, Star of the Sea School*  
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***PARENT-  
STUDENT  
HANDBOOK***





## **Mary, Star of the Sea School**

# ACKNOWLEDGEMENT

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Welcome to Mary, Star of the Sea School.

We sincerely thank you for considering Mary, Star of the Sea School as the co-educator of your child/ren.

We congratulate you for selecting a Catholic school dedicated to educating the whole child.

We hope that our Catholic heritage, our philosophy, and our educational goals are consistent with what you desire your child/ren to obtain during the valuable years of their childhood.

Realizing that the value of a Catholic education is priceless, we hope that your investment of your child at Star the Sea School has caused you to discover the difference that a Catholic education does offer.

Our children hold the key to the future of our society. We thank you for your investment towards that, which is so vital. We look forward to working as a team with you, your child, your child's teachers, and other staff members.

God Bless You and Mahalo,  
The Faculty and Administration

# HISTORY

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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**

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.

# MISSION STATEMENT

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Mary, Star of the Sea School seeks 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.

## 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.

## RELIGIOUS EDUCATION

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 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.

## **Mary, Star of the Sea School School-wide 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
- Make healthy choices.

### **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 ADMINISTRATION**

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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**

All faculty members are certified teachers. Many hold masters degrees and religious certificates. The faculty represents a cross section of the United States which makes a unique blending of cultures. Faculty members continually update their qualifications in the field of education.

## **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.

## **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.

# ADMISSIONS

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Applications for new students may be obtained at the school office or website. New students applying for grades one 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.
5. Teacher's Reference Report

## REGISTRATION

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

1. Completion of all necessary forms
2. Students in grades 5-8 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.

## RE-REGISTRATION FEE

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.

# **STANDARDIZED TESTING PROGRAM**

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1. A standardized test is administered to all students who attend Catholic School in the Diocesan of Honolulu in the Fall of each year in grades 2-8.
2. ACRE (Assessment of Catechists/Religion)

## **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.

## **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.

# HEALTH POLICY

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

DISEASES

EXCLUSION FROM SCHOOL

Chicken Pox	For 1 week after eruption first appears
Conjunctivitis, acute bacterial (pink eye)	As long as eyes are red and discharging
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, streptococcal infection	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.

## HEALTH & MEDICAL REQUIREMENTS

The following procedures will be observed when/if medication is to be administered 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.

Students who participate in athletics are required to have a physical yearly.

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

# ATTENDANCE

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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.

## 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.

## 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 6:30 a.m. until 3:00 p.m. The school is not responsible for supervision of students before 6:30 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.

# TUITION

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

Comprehensive fees include:

Textbooks rental	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 eleven months beginning in July. Payments are due on the fifth or twentieth 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.

# OFFICE HOURS

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



# SCHOOL HOURS

School hours are as follows:



Daily: 7:40 a.m. to 2:40 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 and After School Care (ASC) is available through the YMCA Monday – Friday.

Morning Care hours:	6:30 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.

# 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. Please refer to quarterly homework help flyer for available dates. Daily drop-in fee of \$10.00 also available.

# 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

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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 also to be responsible for their care and return.

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

## BORROWING PRIVILEGES:

Grade 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.

# APPOINTMENTS

## Non-emergency Procedure:

1. 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.
2. Sign an Early Dismissal Form in the office.
3. Parents are encouraged to schedule medical and dental appointments after school hours.

## 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.

# VISITORS

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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.

# TELEPHONES

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.

## **CELL PHONE POLICY:**

- 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.

# 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.

# **CODE OF CHRISTIAN CONDUCT COVERING STUDENTS, PARENTS, & 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:

1. 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.
2. 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.
3. 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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## I. 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.

## II. 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.

### **III. 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.

# **BULLYING POLICY**

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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, 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.

## **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)

## **CODE OF BEHAVIOR** (continued)

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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.

Discipline is a means of developing responsible use of freedom. One of the School's concerns in guiding students is to provide them with opportunities to make informed decisions and to regard themselves and others with dignity and respect.

The contractual relationship entered into 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.

# CLASSROOM BEHAVIOR

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The classroom is a center for learning. 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.

## 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.)



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.

# SCHOOL WIDE DISCIPLINE PLAN

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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.

## **CITY BUS**

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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.

# STUDENT DRESS CODE

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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. 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 1-5.
- 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/Skort/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/Skort must be worn at the waist.

## Boys Uniform

### **Shirts:**

- White/blue/grey polo with the school logo. Shirts must be tucked in for Grades 1-5.
- 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.

# STUDENT DRESS CODE (CONT'D)

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## Boys Uniform (Cont'd)

### **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/white 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.

# STUDENT DRESS CODE (CONT'D)

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## 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 1-5 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

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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 1-3)**

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.**

# PERSONAL PROPERTY

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Students are strongly encouraged to protect their personal property. The school will not be responsible for lost or stolen items.

Cellular phones must remain turned off and in the students, backpack during school hours.



## 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 birthday 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.

## 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 (including Hawaiian Studies)
6. Technology Literacy
7. Physical Education
8. Art
9. Music/Band
10. Spanish
11. Enrichment Activities
12. Educational Excursions
13. Optional - ELL (English Language Learner) /ESL (English as a Second Language)

# SUMMER SCHOOL

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Mary, Star of the Sea School offers a summer school program for incoming first through eighth grade. A contracted YMCA summer program is also offered to students in grades K-6.

## REPORTING TO PARENTS

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 1-8, 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.

## DEFICIENCIES

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.

## RETENTION POLICY

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

# **HOMEWORK**

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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 work outside of school:

Grades 1 and 2	30 to 45 minutes
Grades 3 and 4	45 to 60 minutes
Grades 5 and 6	60 to 75 minutes
Grades 7 and 8	75 to 90 minutes

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

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.

# HONORS PROGRAM

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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:**

90 - 100% A=4  
80 - 89% B=3  
70 - 79% C=2  
60 - 69% D=1  
0 - 59% F=0



	<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

# **AUTHORIZATION FOR EMERGENCY MEDICAL CARE**

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All families complete an Emergency Card each year at the time of enrollment. 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.

NOTE: 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

## **RELEASES & 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).

# **EMERGENCY PLANS**

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## **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.

## **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 Ainakoa Park, 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

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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.

## CONNECT-ED

We have implemented an alert and notification service throughout Mary, Star of the Sea School. This service is called *Connect-ED*® and 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:

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.

# DIRECTORY

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6	Mission Statement/Philosophy/Religious Education
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9	School Administration/School Faculty/Student Council /Parent Teacher Guild
10	Admissions/Registration/Re-Registration Fee
11	Testing Program/Promotion & Graduation Requirements/Communication
12	Health Policy/Health & Medical Requirements
13	Attendance/Absences/Early Dismissal/ Arrivals & Dismissals/Tardiness
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## 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  
Mascot: Na Hōkū (Stars)

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