

# Mary, Star of the Sea School

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***“Where Learning Never Stops”***

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## Parent - Student Handbook

*Mary, Star of the Sea School*  
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*PARENT-STUDENT  
HANDBOOK  
2016-2017*

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*Mary, Star of the Sea*

# 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 quality education in a Catholic environment and to impart life-long Christian values.

## PHILOSOPHY

Mary, Star of the Sea School is a Catholic parish educational community. With the cooperation and mutual respect of our Pastor, our Principal, and our School Board, Mary, Star of the Sea School encompasses a triad of administrative personnel who guide and plan for the future of our school.

We as partners in education with parents, focus on instilling sound moral values and a strong sense of respect and responsibility in our students.

We believe that parents are the primary teachers of their children and through them respect and responsibility are initiated and maintained.

We foster the total growth of our students - Spiritual, Intellectual, Emotional, and Physical, by emphasizing:

1. Knowledge and love of God
2. Academic excellence
3. Positive relationships and respect of self and others
4. Creative and critical thinking
5. Fitness and health
6. Appreciation for and preservation of the earth's resources and natural beauty
7. Cultural awareness

## 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.

# SCHOOL WIDE LEARNING EXPECTATIONS

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Grades 1 - 4

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

## **ACTIVE CHRISTIANS WHO . . .**

- Respect others
- Make good choices
- Value prayers
- Practice the teachings of the Catholic Church

## **SELF AWARE, CONFIDENT INDIVIDUALS WHO . . .**

- Share their gifts and talents
- Work well with others
- Work independently
- Are responsible for their own actions
- Make healthy choices.

## **LIFE-LONG, INDEPENDENT LEARNERS WHO . . .**

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

## **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

# SCHOOL WIDE LEARNING EXPECTATIONS

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Grades 5 – 8

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

## **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.

## **SELF AWARE, CONFIDENT INDIVIDUALS WHO . . .**

- Utilize gifts and talents in academic and extracurricular activities
- Work productively with others and individually.
- Demonstrate self-control, resolve conflicts easily, and accept responsibility for their actions
- Aspire to a healthy physical and emotional lifestyle.

## **LIFE-LONG, 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

## **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 4) 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.

## 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 cards. 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.

# 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:

| <u>DISEASES</u>                                      | <u>EXCLUSION FROM SCHOOL</u>   |
|--|--|
| 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)<br>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.

# **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).

# 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 | Computer lab 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.

## **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.

## **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.

## **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.

## **FIELD TRIPS**

Parental permission forms are filled out annually. In addition, classroom teachers will inform parents of specific information necessary for each field trip, via a written notice.

## **TELEPHONES**

Telephones are not generally available for students. Messages to and from students during school hours should pertain to emergencies only.

# **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 PROGRAMS**

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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 is included in the signed acknowledgement form located in the handbook.

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.

# **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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Steps for handling repeated infractions:

1. Discuss the infraction with the student and the behavior that is expected. Consequences are set down for the misbehavior. Parents/ guardians are notified by telephone or written note. (Verification from the parent/guardian is required if a note is sent explaining the infraction.)
2. The Principal is notified and a second warning is issued by the teacher and a second notification is given to the parent/guardian.
3. A student/parent/teacher conference is held.
4. A Principal/student/parent/teacher conference is held.
5. Recourse to the Principal if necessary.

Any student engaging in:

|                                |                 |
|--------------------------------|-----------------|
| Physical fighting              | Vandalism       |
| Photography without permission | Insubordination |
| Posting unauthorized photos    | Disobedience    |
| Use of controlled substances   | Intimidation    |
| In possession of a weapon      | Disrespect      |

is subject to suspension by the Principal.

## 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 possess substances and/or articles that could be used to harm himself/ herself or others or others or for missing articles or contraband.

# 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 118, 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, black, navy blue, or 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
6. Technology Literacy
7. Physical Education
8. Art
9. Music
10. Hawaiian/Spanish
11. Enrichment Activities
12. Educational Excursions
13. Optional - ELL (English Language Learner) /ESL (English as a Second Language)

# SUMMER SCHOOL

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Mary, Star of the Sea School offers a five week summer school program for incoming first through eighth grade. A contracted YMCA summer program is also offered to students in grades 1-6.

## 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)  
3.0 average or better in conduct

SECOND HONORS: 3.3 - 3.6 GPA (Religion, Math, Science, Social Studies, English)  
3.0 average or better in conduct

| LETTER GRADE VALUE |     | EXAMPLE FOR CALCULATING |     |
|--------------------|-----|-------------------------|-----|
| 90 - 100 %         | A=4 | 1. Religion             | B=3 |
| 80 - 89 %          | B=3 | 2. English              | A=4 |
| 70 - 79 %          | C=2 | 3. Math                 | B=3 |
| 60 - 69 %          | D=1 | 4. Soc. Studies         | A=4 |
| 0 - 59 %           | F=0 | 5. Science              | A=4 |
|                    |     | <hr/>                   |     |
|                    |     | Total                   | 18  |
|                    |     | Grade Point Average     | 3.6 |

# **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. ECRA (Education Writing Research Analytics) Writing: Grades 4,6,8
3. ACRE (Assessment of Catechesis/Religious Education): Grades 5 & 8

## **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.

# 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.

# 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.



# EMERGENCY PLANS

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## TSUNAMI

Our school is not located in a tsunami evacuation zone, so we do not have to evacuate. The following procedures have been adopted in the event of a TSUNAMI WARNING.

- a) If a WARNING is issued while we are in session, we will remain with the children, feed and take care of them until parents can safely pick them up. Parents need not leave work or rush to the school. Parents who are in, or can get to a safe area close to where they work, it is recommended they remain in the safe area until the “All Clear” is announced and avoid contributing to unnecessary traffic on roads and streets.
  
- b) If a WARNING is issued before our day normally begins, classes will be closed. See the “rule of thumb” comment at the end of this bulletin for determining whether we’re open or closed.

## HURRICANE/TROPICAL STORM

Hurricane or Tropical Storm WATCHES are issued by the National Weather Service 36 hours prior to the arrival of storm effects. Hurricane or Tropical WARNINGS are issued when one of these storms could affect Oahu in 24 hours or less. When a WATCH is issued, we will monitor the storm and make decisions to close before the issuance of a WARNING. The timing of the closure will generally coincide with the end of a normal working day and should not i n c o n v e n i e n c e parents if they are at work.

OCDA NOTE: The Hurricane/Tropical Storm public evacuation shelter closest to our school is Kahala Elementary School. In the unlikely event you are faced with a Hurricane or Tropical Storm evacuation, it would be prudent to have outlined in your plan how you will evacuate, e.g., what precautions you will take with the children, what supplies you will take with you (your survival kit), what method of transportation you will use (privately owned automobiles or vans, neighbor’s vehicles, walking), etc. PLEASE NOTE: You cannot rely on Police, Fire, Ambulance or other Civil Defense support in accomplishing an evacuation. Plan to be self-sufficient.

# **FIRE**

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The signal for a drill or actual fire is the fire bell. Drills will be held once a month. Children will leave the building in an orderly fashion, under the teacher's supervision, and rapidly (not running) walk, single file, to the athletic field. In the event our facility were to be damaged by fire and not habitable, we will care for the children at the Church and call parents to pick up their child as soon as possible.

# **FLOODING**

Our school is not located in an identified zone. However, if water begins to rise around our facilities, or in the event we are advised to evacuate, we will immediately move the children to the second floor.

# **EARTHQUAKE**

- a) Should an earthquake of significant magnitude occur on Oahu, our school could be damaged. We can also anticipate considerable disruption to our road networks. If your children are at school, you may not be able to get to them even though you live close by.
- b) In preparation for an earthquake event, we will periodically conduct drills in conjunction with the sounding of the Civil Defense sirens. If indoors, we will stay in doors and take cover under desks, tables, supported doorways, etc. If outdoors, we will stay outdoors and move toward the athletic field area, away from electrical lines, tall trees, and buildings.
- c) Following an actual earthquake, when the shaking has stopped, we will first treat and care for anyone who is injured and then evaluate the structural integrity of the school.

Option 1. If our buildings are sound, we will remain in place and listen on our battery-operated portable radio for Civil Defense instructions. The administration has made necessary preparation for us to survive up to 72 hours with-out outside assistance.

# **EARTHQUAKE** (continued)

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Option 2. If the school is damaged or could sustain damage as the result of an aftershock, we will gather ourselves and our survival kits and attempt to move to Kahala Elementary School or an open area in the neighborhood. We will sustain ourselves the best way we can, for as long as necessary, until assistance can be provided by civil authorities.

OCDA NOTE: Public evacuation shelters will not be opened until they too have been inspected for structural integrity. Although such inspections have high priority, delays, because of damaged road systems or other hazards can be expected. Shelter openings will be announced over the Emergency Broadcast System.

## **LOCK-DOWN**

When a physical threat is imminent due to a bomb scare, national or local warnings of terrorist activity or similar situations, the intercom system and the loudspeaker system will be used to convey this status to all faculty and staff. To assure that students are not agitated unnecessarily, communication of lock-down status will be transmitted through appropriate coded statements.

The main office will immediately contact local authorities to identify the lock-down status and/or request further instructions.

The main office will not immediately contact parents/guardians until such time as the facilities are deemed to be secure. This will assure that telephone lines are kept open for the first fifteen minutes of this status. After the first fifteen minute period parents/guardians will be notified by telephone of the status of the school and their child/ren. While in this status, parents/guardians will not be permitted to pick up their child/ren unless deemed safe by the Principal.

# 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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Pages:

|       |  |
|-------|--|
| 1     | Title  |
| 4     | Acknowledgement  |
| 5     | History/Mission of Catholic Education in the Diocese of Honolulu           |
| 6     | Mission Statement/Philosophy/Religious Education                           |
| 7-8   | School Wide Learning Expectations  |
| 9     | School Administration/School Faculty/Student Council /Parent Teacher Guild |
| 10    | Admissions/Registration/Re-Registration Fee                                |
| 11    | Health Policy/Health & Medical Requirements                                |
| 12    | Authorization For Emergency Medical Care/Releases & Transfers              |
| 13    | Tuition/Method of Payment /Delinquent Accounts                             |
| 14    | Office Hours/School Hours/After School Care/Telephones                     |
| 15    | City Bus/Visitors/Change of Address & Telephone Number/Field Trips         |
| 16    | Code of Christian Conduct  |
| 17    | Concerning Child Abuse (Safe Environment Program)                          |
| 18-19 | Bullying Policy / Code of Behavior   |
| 20    | Classroom Behavior/Student Conduct   |
| 21    | Schoolwide Discipline Plan/Suspensions/Search & Seizure                    |
| 22-24 | Student Dress Code   |
| 25    | Dress Code Infraction Procedures   |
| 26    | Personal Property/Parties / Balloons, Flowers, & Gifts/Curriculum          |
| 27    | Summer School/Reporting to Parents/Deficiencies/Retention Policy           |
| 28    | Homework   |
| 29    | Honors Program   |
| 30    | Testing Program/Promotion & Graduation Requirements/Communication          |
| 31    | Library / Appointments   |
| 32    | Attendance/Absences/Early Dismissal/ Arrivals & Dismissals/Tardiness       |
| 33-35 | Emergency Plans  |
| 36    | Emergency Closing/Summary  |

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School Colors: Blue and Gold  
Nickname: Na Hōkū (Stars)

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