Mary, Star of the Sea
Early Learning Center

. . . a Montessori environment

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INTRODUCTION

Mary, Star of the Sea Early Learning Center is the pre-primary division of Mary, Star of the Sea Church and Schools. We are a private parochial school under the direction of the Hawaii Catholic School Department.

The Center began in 1980 in the former convent of the Sisters of Notre Dame. The school came into being to meet the needs of the families and children of Mary, Star of the Sea Parish. The new Mary, Star of the Sea Early Learning Center campus was completed in December 2003 and we opened our doors at our new location by Mary, Star of the Sea Church in January 2004.

The Early Learning Center (ELC) is licensed by the Department of Human Services. We are accredited with the American Montessori Society (AMS); the National Association for the Education of Young Children (NAEYC); National Council for Private School Accreditation (NCPSA); and certified as a member school in good standing with the national Catholic Educational Association. The Center serves as a Montessori intern training site for Chaminade’s Montessori Teacher Training Program.

The ELC accepts children ages 2 to 6 and is licensed for 250 students. Our commitment is to provide quality early childhood education within a Catholic Montessori environment.

This handbook is provided to all parents of children enrolled at the ELC. This handbook stipulates school policies that determine the terms of the parent’s contract with Mary, Star of the Sea Early Learning Center, and is further supplemented by the school policy forms included in the student registration packet.

MISSION

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

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

Each family has choices in the education and faith formation of their children. We expect all families who have chosen to enroll their children to share fully in the light of Christ and to cooperate and support the mission and activities of Catholic School education in the Diocese of Honolulu.
PHILOSOPHY

The purpose of Mary, Star of the Seas Schools is to educate the whole person, spiritually, intellectually and personally. The curriculum is designed to be sufficiently flexible and varied so as to provide the experience necessary to achieve these ends. The schools exist to supplement the work of the parent in Christian education and to foster in students a love of God and neighbor.

To attain these goals, our Center has set the following objectives:

1. To reach the greatest possible spiritual development, the environment for the young child will be prepared so that it provides an unfolding integrated approach to discovering God's love. Through these experiences the child may understand more fully the beliefs of the Catholic Church, develop a personal prayer life and participate in liturgy.

2. Through these early experiences, the Center seeks to help the child form a healthy spiritual base on which to form values consistent with our Catholic beliefs.

3. The physical growth of the child is fostered through activity programs that are developmentally appropriate for the young child and allow for the development of fitness and understanding of health as a sense of "well being."

SCHOOL YEAR AND HOURS OF OPERATION

Our hours of operation are:

Regular School Day: 8:00 a.m. – 2:30 p.m.

Extended Day Care: 2:45 p.m. – 5:45 p.m.

Attendance

The regular school day commences at 8:00 a.m. All students, with the exception of toddlers, should arrive at school no later than 8:00 a.m. Tardiness for all kindergarteners is recorded. Parents must notify the office for absenteeism, early and/or late pick-up, and other emergencies.

Entering School

The front entrance gate is opened each school morning at 7:30 a.m. and secured at 8:00 a.m. Parents must enter the school through the front office after 8:00 a.m.

The Center provides several options for parents to consider:

- A 10-month program which allows the child to participate from 7:00 a.m. to 2:30 p.m.
- A day care program which provides the opportunity for working parents to place their child in an all-day program from 7:00 a.m. to 5:45 p.m., including the months of June, July and the first week of August.
- A summer program: 7:00 a.m. to 2:30 p.m. or 7:00 a.m. to 5:45 p.m.
- A highly recommended five week summer orientation session for all new students who have not previously attended a Montessori Center, or who demonstrated an area of need during the initial entrance observation/test session.

The holiday schedule and administrative mini-days are listed in your school calendar.
ADMISSION POLICY AND REQUIREMENTS

Admission
Admission to Mary, Star of the Sea Early Learning Center is based in part on the school's ability to serve the child effectively with the resources available to the school. Provisions for children with special needs are individually reviewed during an initial interview with the parents in order to determine whether or not the school is able to meet the special needs of the child. A special need is defined as a condition that exists which requires adjustments in the usual learning environment if the child is to develop to his or her potential.

In determining acceptance, decisions of acceptance will be made after the child observation/test and parent interview, and after we receive all required application forms and supporting documentation from the applicant.

An observation session is required for all incoming students. Students applying to the kindergarten division will also participate in a writing exercise. Parents are asked to share their philosophy, commitment and support of our program through the parent interview questionnaire, and an in-person parent interview is also required.

Children in the Young Preschool, Preschool, and Kindergarten programs must be toilet-trained prior to entrance.

Children in the Toddler division do not need to be completely toilet trained; training pants or pull-ups are required. Diapers are not allowed.

Financial Contract
A financial contract must be completed and returned to the finance office prior to enrollment.

Please refer to the section entitled “Financial Arrangements.”

Registration Requirements
During the spring semester of the school year, currently enrolled students are required to re-enroll for the next school year. As acceptance for the upcoming school year is not automatic, the school reserves the right to accept, waitlist, or defer acceptance of re-registrants at the discretion of the Admissions Committee. Such decisions are based on parental cooperation, student behavior and the school's ability to meet the needs of the child. Children who are eligible based on entry-age requirements and who successfully complete the ELC program are recommended for placement at Mary, Star of the Sea School.

At the time of Mary, Star of the Sea ELC registration, the parents shall:

3. Provide a Teacher Reference Report from previous school attended (forms are available at the time of application).
4. Complete Parent Interview Questionnaire.
5. Sign up for a parent interview and child observation

Parent Orientations
Before the school year begins, parents are required to attend a mandatory parent orientation meeting that is conducted by the classroom teachers. Several times during the school year, parent orientations are also held for prospective and parents of newly accepted students.
FINANCIAL ARRANGEMENTS

Contract
A tuition contract and financial agreement are included with your registration packet. Special payment arrangements need to be made with our finance office. Once agreed to, any request for change thereafter must be made in writing to the finance office. A financial contract must be completed and returned to the finance office prior to enrollment.

Financial Assistance
Limited financial assistance is available. Applications are available at our office. Currently enrolled students are given first preference.

Late Fees
A late charge shall be assessed for children who are not picked up on time. Charges are computed after a 15-minute grace period. The late penalty is $15.00 per every 15 minutes or fraction thereof, after the grace period. Parents are expected to pick up their children on time.

Payments, Refunds and Schedule Changes
Schedule changes or withdrawal requests shall be made in writing and addressed to the Director at least 2 weeks prior to the date of change or withdrawal. Tuition refunds or adjustments shall be made by the quarter (see yearly school calendar). Once the quarter begins, there will be a charge for the quarter. Once the last quarter begins, there will be no adjustments. All requests for tuition refund or adjustments must be made in writing and addressed to the Director.

No adjustments, refunds or rebates are made for absent or elected vacation times, or if the child is accepted at another school during the school year.

All fees and tuition deposits are non-refundable.

Checks that are returned shall be handled as follows:
1. First returned item: $25.00
2. Second returned item: payment in cash or by cashier's check may be required
3. All checks shall be made payable to the Mary, Star of the Sea Early Learning Center.

ITEMS YOU ARE EXPECTED TO PROVIDE

Toddler Division (2 years old)

1 Sleeping mat, and a light weight blanket, labeled. No large blankets, oversized pads or large pillows that do not fit in cubicles.
1 Complete Change of Clothing in a small paper bag. Please label all items. Please, no plastic bags as they are a hazard.
4 - 6 Pairs of training pants. Name please.
2 Boxes of tissue

Young Preschool, Preschool and Kindergarten (3 – 6 years old)

1 Sleeping mat, and a light weight blanket, labeled. No large blankets, oversized pads or large pillows that do not fit in cubicles.
1 Complete changes of clothing in a small paper bag. Please label all items. Please, no plastic bags as they are a hazard.
1 Box of tissue

Sleeping mats, blankets, pillows must be taken home and washed at the end of each week.
CLOTHING AND PERSONAL ITEMS

Uniforms are not required at the Toddler level. However, changes of clothing are a must. Uniforms are required for the Young Preschool, Preschool and Kindergarten divisions, and we require a change of clothing be kept in your child’s cubby. Covered shoes must be worn and are required (no open toes, crocs or strap-backed shoes). Boys’ hair must not extend below the shirt collar (conventional haircuts only). Uniforms may be purchased at:

Dennis School Uniforms
560 North Nimitz Hwy, Suite 107C
Honolulu, Hawaii, 96817
Telephone: 808-396-9318 Website: dennisuniforms.com

Free dress attire (besides uniform) is allowed on the last Friday of each month. Party attire and aloha attire (Hawaiian print) are allowed on special occasions. Notices will be posted regarding special attire days. The school will not assume responsibility for lost items. Please do not send toys, jewelry, or other expensive items to school with your child, as they may become lost.

CURRICULUM

Mary, Star of the Sea Early Learning Center is a Montessori Early Learning Center. The philosophical approach and organizational framework shall be consistent with the requirements of the Montessori Method. The program provides for activity-centered learning and integration with the areas of:

1. Religion — Catholic-value orientation permeates the entire day and prayers are part of the daily schedule
2. Language Arts — skills in the language area and extensions throughout all areas of the environment
3. Math — skills in the math area are extended into science and cultural studies
4. Fine Arts · Art · Music · Dance · Literature
5. Cultural and Science Studies — cosmic and environmental/foreign language program (Mandarin)
6. Practical Life and Sensorial — sensory-motor integration and development
7. Technology/Robotics — computers and software programs

For a more detailed reference, please refer to the curriculum guides that are available for review (upon request).

Classroom Assignment
Students are assigned to a class and teacher with the start of each new school year. These assignments may be subject to change during the first 2 weeks of the school year, and will become static thereafter for the duration of the school year and for the time that your child remains in the division. If a change in teacher or class is recommended, the recommendation will be discussed with parents before decisions are made. Teacher assignment requests will be considered and are not guaranteed.

LIBRARY, AUDIO-VISUAL MATERIAL, VIDEOS
Mary, Star of the Sea School library is available to kindergarten students attending the ELC. A rotating schedule provides our children with an opportunity to visit the library and borrow books. Audio-Visual materials may be utilized to both supplement and complement our curriculum areas and are selected for their educational, cultural and social significance.

DISCIPLINE
Discipline is viewed in terms of preventative measures. Techniques of re-direction or distraction may solve the problem. However, consistent destructive or disruptive behavior which cannot be resolved through mutual cooperation between parents, child and school may result in a recommendation for withdrawal. Persistent problems are brought to the attention of the child’s parents so that a plan may be implemented to resolve the problem. All students are observed by our staff psychologist as part of the ongoing services we offer.
HEALTH AND MEDICAL REQUIREMENTS

Each child is required to have a physical examination prior to their entrance into school and yearly thereafter. The physical and immunization record as well as Hawaii T.B. screening results must be recorded on the Form 14 provided by your physician. TB clearance needs to be no later than one year prior to entrance of the new school. This record remains in the school file at all times. All recommendations regarding special care should be noted by your physician.

Dietary restrictions should be noted by your physician including exclusion of milk from the diet.

If your child has a fever or a contagious illness or disease, he or she should not be sent to school; sick children are not permitted in school. We shall assume that a child is ill if:

1. He or she has an elevation of temperature above 100.4
2. He or she has vomiting or diarrhea, with or without a fever.
3. He or she cries and complains of pain (earache, headache, toothache, stomachache, etc.), with or without a fever.

Upon returning to school, a child with a contagious illness or disease must have a doctor's note certifying that he or she is able to return. A child with a fever or diarrhea must be free of symptoms for 24 hours prior to returning to school.

EMERGENCY MEDICAL CARE

In case of an accident or emergency, it shall be our policy to contact the child's mother first and then the father, unless otherwise specified. If we are unable to locate a parent, the physician who is noted on the emergency card will be called and his/her advice followed. In the absence of the above, or if the child needs immediate medical attention, we will call for an ambulance and the child will be taken to the nearest medical facility (Kapiolani Medical Center). The school is not responsible for medical expenses incurred in emergency treatment. All students are required to have medical coverage upon and for the duration of their enrollment.

Medication will be administered ONLY with the following:
1. Medication prescribed by the physician must be kept in the original container bearing the prescription label which shows the date filled, the physician’s direction for use, and the child’s name (name and directions must be clear).
2. Over the counter medication must be in the original container.
3. There shall be an authorization signed by the parent or guardian for the administration of medication. Medications are kept in a locked drawer and shall be returned to parents or guardians when no longer in use.
4. The date of administration of the medication must occur before the expiration date of the medication. Medication authorization forms are available at our office.

We shall not be responsible for treatments such as soaks, eyewashes or dressing changes.

Nutrition

Nutritional meals and snacks meeting USDA Child Care food program guidelines are by provided by the school and includes breakfast, lunch and afternoon snack. Please do not send in food as outside food is not allowed. A doctor’s certificate and/or approval by the Director is required for any home lunch request. Birthdays are celebrated monthly with a snack provided by our kitchen.

Allergies

Allergies to food, including milk restrictions, shall be noted in writing by the parent and signed by or accompanied by a signed note from the physician. Allergies shall be noted on the child’s emergency record and on the Student History form. A procedural plan of action from your child’s physician is also required. The school will seek to accommodate the special dietary needs of children with allergies only. If the school is unable to meet these needs, parents may be requested to provide a home lunch for their child. Parents who have preferences for dietary and religious preferences for their child’s meal, may supplement their child’s meal with alternative food items, with the approval of the Principal.
Arrival and Dismissal of Children

The parent shall be responsible for signing the child in and out. If someone other than the parent picks up the child, their name, address, phone number and relationship to the child shall be noted on the emergency record. Children will not be released to any person whose name is not on the emergency card or without parental consent. Identification may be required of authorized persons for pick-up if he or she is not recognized by ELC staff.

Children shall be received no earlier than 7:00 a.m. Dismissal time is 2:30 p.m.

While entering and exiting through our entrance doors, parents are reminded to use their security access code and to ensure the door closes after them. Please keep all doors closed. Although staff personnel are assigned to assist in the dismissal process, there is always a possibility that a child may see his or her parent and try to run out to greet them.

If you need to collect your child early, please notify our office. If your child is going to be absent or will be late, please notify our office by 8:00 a.m. at 808-734-3840.

Broadcast Communication System

Mary, Star of the Sea Early Learning Center uses the Connect-ED® service, which allows us to send personalized voice messages to your family’s home, work or cell phones, and also by e-mail. We can communicate with parents and staff regarding school events, emergency situations and other relevant school-related issues, updates, or activities.

Conferences

Conferences are arranged so that our teachers can share their observations and recommendations with you. Your conference is a time when we hope that you will share your insights about your child.

If you need to speak to the teacher at any time, please arrange for a time other than arrival or dismissal, as your child’s teacher has assignments that are related to childcare at this time. However, if an emergency arises, please contact our office.

Confidentiality

We are committed to maintaining the confidentiality of the your child’s personal information and will not release any of your child’s personal information to any third party without the prior written consent of the child’s authorized caregiver. Access by employees to confidential information will otherwise be limited to those who have a business need for the access and who have entered into confidentiality agreements with us.

Emergency Contact Information

Parents must immediately notify the ELC office if there are any changes in telephone, address, and other important information such that the student’s emergency contact forms can be updated.

Excursions

Parental permission for participation is required in writing. Parents sign an inclusive excursion permission form at the beginning of the year and are required to sign a form for each event. Children under three may not go on excursions.

Fund Raising

The Early Learning Center participates in the Mary, Star of the Sea East Honolulu Food Festival. Parental support and commitment for this event is expected. Upon enrollment, all parents of the Early Learning Center are members of the Parent Teacher Guild (PTG). Children and staff shall not be exploited in activities which would detrimental to the children or program.

Educational Fund

The Early Learning Center Educational Fund is an annual giving fund that seeks to provide innovative curriculum development, staff professional development and financial assistance based on need.
Insurance Coverage
The Early Learning Center is insured by the Catholic Mutual Relief Society of America.

Parking
Parking is permitted in the church parking lot and the first floor of the parking structure. Please do not park in the drop-off area in front of the Parish Center and Early Learning Center (red zone). Please do not park in the Fire Lane at the back of the Early Learning Center. Two designated stalls in front of the Parish Center are reserved for disabled parking. All parents and visitors are urged to use caution when entering and leaving parking stalls. Please do not leave young children unattended in a car.

Physician Consultant
As part of the services we offer, we have a pediatric physician available who serves as a consultant to the school.

Psychologist Consultant
As part of the services we offer, all enrolled students are observed by our staff psychologist/consultant. Specific guidelines as they apply to student observations are available on request to parents of enrolled students.

Developmental Screening
Developmental screenings are generally conducted within the first three months of entering our program. They are completed by the family via survey. The results of this confidential assessment is shared with the family and the teaching team to support the development of the student’s individualized learning and care plan. If there are further questions, our psychologist/consultant will advise the family. If there are no further questions or concerns following the initial screening, no further assessment is conducted, unless other concerns arise at a later time. All screening results are kept confidential and are not retained in a student’s confidential folder.

Admission of Children with Handicaps (Special Needs)
Admission of children with handicaps (special needs) is reviewed as needed in consultation with the parents, child’s health care provider, and the program’s health consultant. The final decision is made by the administrative team and takes into consideration whether or not the school is able to meet the special needs of the child within the classroom environment.

Release and Disclosure of Information
Both parents have access to their child’s records unless a court order prohibits the release of information. Information is released only with parental consent in writing. Release of information forms are available at the ELC office.

Transportation
Transportation is not provided to or from school. A bus service is utilized for excursions. This fee is built into your child’s tuition.

Visitors/Observers
Visitors and observers are welcome. Observations are by appointment (after the third week of school). All visitors (parents or otherwise) shall check in with our office and review and agree to the observation guide before entering the classroom.
SCHOOL EMERGENCY/EVACUATION PLANS

It is very important that parents, guardians/faculty, staff and students be aware of major hazards the school might face, and also familiar with the procedures that will be followed should we be affected. This information is being provided not to unduly alarm you, but to inform you that we are making necessary preparations for the safety and welfare of your children. Preparedness brochures that explain detailed emergency procedures are available from the Hawaii Emergency Management Agency (formerly known as the Oahu Civil Defense Agency). Please call the agency at 733-4300 for more information. Hawaiian Electric Company also provides a free Information Handbook for Emergency Preparedness.

All emergency actions that need to be taken are directed by the Principal. In the event the Principal is not present, the Assistant Principal will direct all emergency actions.

Procedures for School Emergency/Evacuation Plans

1. Fire

a. The signal for a fire drill or actual fire is the fire bell. Fire drills are conducted every month. Students will quickly leave their classrooms in an orderly fashion (without running and under the supervision of staff) and proceed to the church grounds.

b. All staff and students will exit the building according to evacuation plans posted on campus. Staff members have been assigned to "sweep" all bathrooms, classrooms, hallways and lanais to make sure that all students have exited the building safely. The secretary is responsible for collecting all attendance sheets and the emergency card file prior to exiting the building.

c. In the event of an actual fire, our evacuation procedures and destination will be the same as for the fire drill, and staff will assist. Anyone unable to walk will be assisted by staff (children unable to walk will be carried).

d. Should our facility be damaged by fire to the extent that we are unable to occupy it, we will take all students to the Mary, Star of the Sea School cafeteria and you will be called to collect your children.

e. Smoke and fire detectors, as well as extinguishers, are located in the kitchen, classrooms/hallways and lanai areas of the center.

2. Tsunami Warning

The Early Learning Center is not located in a tsunami inundation zone, so we do not have to evacuate. In the event of a tsunami warning, the following procedures are in effect:

a. If a tsunami warning (defined: waves have been confirmed and all coastal areas must be evacuated) is issued while school is in session, our staff will remain with the children until pick-up can be safely accomplished. It is recommended that you not leave work or rush to the school if a watch or warning is announced. Delaying unnecessary travel will assist in minimizing traffic gridlock on the streets. After the "All Clear" signal is announced, the ELC will call parents to pick up their child at the earliest time possible.

b. If a warning is issued before our school begins, the school will be closed. A good "rule of thumb" for determining if the school is open or closed is: if it is announced over radio or television that public schools are closing for some disaster-related event, we will also, in all likelihood, be closing.

3. Hurricane/Tropical Storm

Hurricanes and tropical storms are intense weather systems, usually generated over warm Pacific waters that are capable of producing damaging surf, destructive winds and heavy flooding. In the event of a hurricane and/or tropical storm watch or warning, the following procedures are in effect:

a. Watches are issued by the National Weather Service about 36 hours or less prior to the arrival of a hazardous storm. Warnings are issued when the storm effects could hit Oahu in 24 hours or less.

b. If a watch is issued, administration will monitor the storm and make a decision to close before the issuance of a warning. We will try to time the closure of the school with the end of a normal working day.

c. The hurricane or tropical storm public evacuation shelter closest to our school is Wilson School. It is unlikely that movement to the shelter is necessary, unless our facility is deemed unsafe.
4. Flooding

Our school is not located in an identified flood zone. However, during extremely heavy periods of rain, or under tropical storm or hurricane conditions, flooding in our area is possible. In the event that we are advised to evacuate, or should water begin to rise around our building, we plan to gather our survival kit and immediately move to the second floor of our building.

5. Earthquake

Should an earthquake of significant magnitude occur on Oahu, considerable disruption to road networks can be anticipated. Please be assured that your child will be under the care and supervision of staff until he or she is picked up.

In preparation for an earthquake event, we will periodically conduct drills in conjunction with the sounding of the Civil Defense sirens. If indoors, children and staff will take cover under tables, desks, and supported doorways. If outdoors, children and staff will move toward the large field area, away from electrical lines, tall trees and buildings.

a. If the facility is sound, we will remain in place and listen on our battery-operated portable radio for Civil Defense instructions. We have necessary preparations for us to survive in place for up to 72 hours without outside assistance.

b. If the facility is damaged or could sustain damage as the result of an aftershock, we will gather ourselves and our survival kit and attempt to move to Wilson Elementary School or an open area in the neighborhood. We will sustain ourselves the best way we can until assistance can be provided by civil authorities.

Summary

In summary, Mary, Star of the Sea Early Learning Center administration, faculty and staff will do everything possible to ensure your children's safety in the event one of these hazards were to threaten or affect us.

a. In an emergency, it is a general "rule of thumb" that we will close if the public schools are closing. The school will remain open until all children have been safely picked up by parents or their designee.

b. In an emergency, staff will call parents to pick up their children at the earliest time possible after an "All Clear" warning.

c. It is important that each family establishes their own emergency family plans for tsunami, hurricane, flooding and earthquake. These plans should identify the preparatory actions needed for each hazard. Plans should also include where shelters are located, method of travel, what you plan to do if the family is separated, what type of survival supplies are needed, etc. Such information can be obtained from the Oahu Civil Defense Agency at 808-523-4121.
SAFE ENVIRONMENT PROGRAM POLICY

The Charter for the Protection of Children and Young People issued by the United States Conference of Catholic Bishops requires dioceses and eparchies to provide education and training for children, youth, parents, ministers, educators, volunteers and others about ways to make and maintain a safe environment for children and young people. The children’s education program consists of age-appropriate lessons built upon the Church’s teaching that “the human body shares in the dignity of the image of God” (CCC364). That dignity leads us to foster in every person the belief and awareness that as a person of God they are deserving of love and respect. Because dignity is a gift given by God at birth, abuse of all kind is harmful to that dignity. Children being among the most vulnerable require us to protect that dignity. Consistent with diocesan policy, Mary, Star of the Sea Early Learning Center, will conduct Safe Environment training as part of the preschool and kindergarten religious education curriculum. Prior to the presentation of the curriculum, parents will be provided with an opportunity to review the safe environment training materials.

WELLNESS POLICY

This policy supports the mission of Mary, Star of the Sea Early Learning Center, a Hawaii Catholic School. The school community recognizes that a poor diet, combined with the lack of physical activity has a negative impact on student’s health and their ability to learn, both short-term and long range.

The National Catholic Education Association statement on Accountability and Assessment in Catholic Education states that: “We hold a sacred trust to educate and form the whole person—mind, body, and spirit.” As Catholic educators, we believe in providing consistent school activities and an environment in which students can learn to make lifestyle choices that promote their healthy futures.

The Wellness Policy of Mary, Star of the Sea Early Learning Center seeks to:

1. Provide a positive environment and appropriate knowledge of healthy food choices and the benefits of daily physical activity that: Ensures that students have access to healthy food choices and safe physical activities at school and at school functions; Provides a pleasant eating environment and secure playground for students and staff; Allows sufficient time for students to eat lunch and to engage in social activities for physical fitness prior to consuming meals; Enables students through a health and physical education curricula to acquire the knowledge and skills necessary to make healthy food and physical activity choices for a lifetime.

2. Reduce student access to foods of minimal nutritional value through a five year plan that focuses on and: Ensures the integrity of the school lunch program by discouraging food and beverage sales that are in conflict with the lunch program; Encourages teachers, students and parents to make healthy, nutritious food choices when food is used as part of a class or student incentive program, curricular lesson or fundraiser; Practices selective pricing that favors sales of healthy foods over unhealthy food choices. Food and beverages sold or served at school will meet or exceed the nutrition recommendations of the United States Dietary Guidelines for Americans.

3. Provide opportunities for school community involvement in the development, review, assessment, and implementation of Mary, Star of the Sea Early Learning Center Wellness Policy, and to ensure that this policy is being met. A school committee shall utilize the School Health Index and/or other sources of evaluation to identify priority areas, monitor improvements, and report findings to the Director his/her designee.
Hawaii Catholic Schools Policy

The students’ interest in receiving a quality, morally based education can be served if students, parents and school officials work together. Normally, differences 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 express condition of enrollment that the student behaves in a manner, both on and off the 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, any policies, principles or procedure 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 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 operation and its personnel. 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 parent/guardians include but are not limited to; all school-sponsored programs and events (e.g. extended care, athletics, field trips, etc.)

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school, and to determine when conduct is of such severe nature as to warrant immediate action without a warning and/or without any intermediate step. Failure to follow these principles will normally result in a verbal or written warning of the student and/or parent/guardian and normally will result in disciplinary action short of a requirement to withdraw from the school (e.g. suspension of student, or suspension of parent/guardian’s privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc.

Grievance Procedure
In the spirit of subsidiarity, if you have a complaint which you believe is important to communicate, speak to the person with whom you have the complaint. If it is a concern related to the classroom, address the concern at a pre-arranged meeting with that classroom teacher. If the complaint is not resolved, then talk with the principal. If the complaint is still not resolved, you may then speak with the pastor. If the complaint is still not resolved, you may send your signed and dated complaint in writing to the Superintendent of Hawaii Catholic Schools.”

USDA Nondiscrimination Statement
In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible State or local Agency that administers the program or USDA’s TARGET Center at (202)720-2600 (voice and TTY); or contact USDA through the Federal Relay Service at (800)877-8339. Additionally, program information is available in languages other than English.

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This institution is an equal opportunity provider

This handbook is intended to describe the philosophy, services and structure of the school’s educational program. The principal is the final interpreter of the content of this handbook.