



# **Preschool Parent–Student Handbook 2024–2025**

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## PROFESSIONAL MEMBERSHIP AND ACCREDITATION

St. Michael School is a member of the Hawaii Catholic Schools (HCS) and the National Catholic Educational Association (NCEA)



St. Michael School is fully accredited by the Western Catholic Educational Association (WCEA) and Western Association of Schools and Colleges (WASC)



St. Michael Preschool is licensed by the Hawaii State Department of Human Services to legally operate as a group child care facility.



## HISTORY

St. Michael School was first established in February of 1944, during World War 2, under the initiative of Father Ernest Claus SSCC. He initiated a kindergarten in Damien Hall with a cohort of 19 students, expanding it seven months later with the addition of a first grade.

Father Benno Evers, ss.cc., a dynamic and committed priest, took the helm in October 1945. Together with Honolulu architect Rothwell and contractor Isamu Abe, they expanded Damien Hall to accommodate a stage and a basement. This expansion allowed for the inclusion of the second and third grades. By 1949, St. Michael's had established itself as a genuine eight-grade school.

Under the directorship of Sister M. Callista, the Maryknoll Sisters took the reins of the young school, continuing the mission to educate and serve. However, by 1969, due to the demand to staff an increasing number of other schools and a dwindling number of Sisters, they could no longer maintain their role at St. Michael's. Responding to this, Bishop Scanlan requested the assistance of the Dominican Sisters of St. Catherine of Siena, from the Philippines, in 1973 to prevent the school from shutting down. The Dominican Sisters arrived in September of that year, and Dominican Sister Consejo Cabansal took over as the new principal.

Fast forward to September 1992, under the new leadership of Sister William Marie Eleniki, OSF, St. Michael School extended its facilities to accommodate a preschool, a new library, and a modern computer room.

In June 2008, lay principal, Mrs. Deanna M.B. Arecchi, in tandem with Pastor Father Bertram Lock, ss.cc., and Parochial Vicar Father Johnathan Hurrell, ss.cc., achieved milestones including classroom additions, Parish Center renovation, current Parish Hall and Library renovation, and initiating new community-centered projects to boost both the school and the wider community.

In 2017, Mr. Kainoa Fukumoto joined St. Michael School as its principal. His vibrant leadership notably revitalized the school, positioning it as a standard for Catholic education. Collaborating with families, parish members, and a dedicated faculty and staff, the school perpetuates its legacy, welcoming the future with a pledge to deliver outstanding Catholic education within the nurturing confines of a close-knit community.

In July 2023, St. Michael School entered a new era with the appointment of Mr. Dallas Carter as principal. Known for his exceptional track record in nurturing a school culture deeply ingrained in Catholic values, his arrival signals a promising future for the school.

After providing eighty-one years of service to the North Shore community, we take immense pride in St. Michael School. Through God's grace and the leadership of our bishop, priests, sisters, and laypeople, combined with the support and encouragement from our cherished friends, community, and parish family, St. Michael School will continue to press "ad victoriam," onto victory!

## SCHOOL MISSION STATEMENT

We, the faith community of St. Michael School, inspired by the Spirit of Christ: participate in the mission of the Church in proclaiming Jesus Christ and in building God's kingdom. We commit ourselves to a true education which seeks the total development of the individual: spiritually, intellectually, socially, morally, and physically.

## PHILOSOPHY

St. Michael is a Catholic School which views itself as an integrated part of a larger living faith community, committed to the goal of a Christian education. St. Michael is entrusted with the profound purpose of building a community of faith, in the spirit of Christ. With **parents as primary educators**, we encourage each student to grow closer to Jesus Christ through the development of his/her full potential. The school provides an environment of respect and human dignity, justice, and love of God and neighbor. We strive to guide each student toward a positive self-concept and incorporate the total development of each student spiritually, intellectually, psychologically, socially, culturally, and physically.

## CHURCH MISSION STATEMENT

We, the members of St. Michael Parish, consist of St. Michael Church, the Mission of Sts. Peter and Paul, and St. Michael School, declare our firm commitment to our Lord Jesus Christ, to unity as a Christian family of faith, to our spiritual, intellectual, social, moral, and physical renewal, and to the proclamation of Christ's love to all. With the help of the Holy Spirit, we will continue the mission entrusted to us.

## CATHOLIC TEACHING CURRICULUM AGREEMENT

The mission of Catholic education in the Roman Catholic Diocese of Honolulu is to form children who are nourished spiritually, intellectually, 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 mortality and Christian character building. This formation paired with 21<sup>st</sup> 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.

## SCHOOLWIDE STUDENT LEARNING EXPECTATIONS

We believe the primary goal for St. Michael School is the faith formation of students who witness the Gospel of Jesus Christ and who perpetuate peace and social justice in our world.

### **Student Learning Expectations**

*At St. Michael School students will be active Christians, who become life-long learners, effective communicators, problem solvers, self-evaluators, and responsible citizens.*

#### **Active Christians who:**

- have a knowledge of the teachings of the Church
- discover the love of God through loving one another in words and actions
- have respect for self, others, God, Church, authority, and property
- have the ability to make good moral choices based on Catholic Faith
- exercise leadership roles during community Liturgical celebrations

#### **Life-long Learners who are able to:**

- exhibit a passion for learning
- understand the value of goal setting
- locate information and interpret it intelligently
- participate in extracurricular activities which foster good citizenship
- appreciate the fine arts-music, art, drama, etc.

#### **Effective Communicators who:**

- speak publicly with confidence and poise
- demonstrate good listening skills
- express written thoughts clearly, using correct grammar and mechanics
- articulate ideas clearly, creatively, and effectively
- are able to utilize technology appropriately

#### **Problem Solvers who:**

- are flexible to the changing environment around them
- are able to adapt to all kinds of changes and challenges
- are able to think out situations by observing, experimenting, discovering, and reaching effective and positive solutions
- make responsible and creative decisions in all situations

#### **Self-Evaluators who:**

- are able to plan, set, and work effectively towards goals, demonstrating self-control and responsible behavior
- are able to understand and utilize their own gifts and talents as well as those of others in creating an enjoyment of learning, while developing full physical, spiritual, emotional, and academic growth



**Responsible Citizens who:**

- take responsibility for their actions
- understand and appreciate our multicultural society
- have a sense of responsibility toward those in need
- are aware of current events and their effect on life

**ST. MICHAEL SCHOOL ALMA MATER**

*Saint Michael we are proud to salute thee!*

*True to thy spirit may we always be.*

*Hail Alma Mater. Hail Blue and Gold.*

*Thy standard help us always to uphold.*

*Lift up our colors bright let them wave on high.*

*Fight for what's good and true is our battle cry.*

*Onward with courage march. Let us Loyal be.*

*Saint Michael lead our banner onto victory.*

**GENERAL INFORMATION**

**PRESCHOOL HOURS**

School is in session from:

8:00 a.m. – 2:50 p.m.      Mondays, Tuesdays, Thursdays, Fridays  
8:00 a.m. – 12:50 p.m.      Wednesdays

Students may be dropped off in the driveway between 7:30 AM - 7:50 AM. If dropping off your child after this time, you must enter through the side entrance behind the parish hall. In the afternoon, the driveway will be open between 2:45 PM-3:10 PM on Monday, Tuesday, Thursday, and Friday, and between 12:45 PM-1:10 PM on Wednesdays. Any child still in school after these times will be sent to the After Care Program.

**OFFICE HOURS**

The normal office hours during the school year are:

7:15 a.m. – 3:15 p.m.      Mondays, Tuesdays, Thursdays, Fridays  
7:15 a.m. – 1:15 p.m.      Wednesdays ~ 1:15 p.m. Faculty/Staff Mtg

Summer office hours are:

8:00 a.m. – 2:30 p.m.      The office is closed on all holidays.

Address:      67-340 Haona Street, Waialua, HI, 96791

Telephone:    (808) 637-7772

Extensions:    Main Office – ext. 200; Preschool – ext. 210 or 211

E-mail:        info@stmichaelschoolhi.com

Website:      www.stmichaelschoolhi.com

## **ADMISSION POLICY**

### **RETURNING STUDENTS**

Parents/guardians are asked to complete & submit a student enrollment contract and a non-refundable comprehensive fee of \$350.00. The comprehensive fee guarantees the student a seat for the upcoming school year. Failure to pay the registration fee will not guarantee a student a seat for the upcoming school year. Continued enrollment is not automatic and the school reserves the right to admit or deny admission to any student at the discretion of the administration.

“The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require withdrawal of a student if the administration determines that the partnership is irretrievably broken.”

### **NEW STUDENTS**

New student's application requirements are:

- 1) A \$52.00 application
- 2) An interview/orientation of the child and the parents/guardians with the admissions director or a school administrator.
- 3) A copy of the child's birth certificate and if any, Baptism certificate
- 4) An updated health record, including immunization card
- 5) State of Hawaii Early Childhood Pre-K Health Record Supplement
- 6) A confidential report from the child's present teacher, if any.
- 7) Upon acceptance, a \$350.00 comprehensive fee will be required to reserve a seat for your child.

## **ATTENDANCE**

Attendance will be taken and recorded daily. Students are encouraged to be punctual for school. Regular attendance is essential to a student's success in school. Once a student arrives on campus he/she MUST remain on campus until dismissal or is signed out by a parent/guardian.

## **STUDENT SIGN-IN/OUT POLICY**

Please sign your child in and out of the preschool daily through the Brightwheel app. If you want anyone, other than yourself, to pick up your child, you must include his/her names as an approved pick-up and emergency contact. Children will not be released to anyone not listed as an approved pick-up and emergency contact.

In the case of separation or divorce custody, copies of the agreements will be requested. Release arrangements will be required in writing for the sake of all concerned. Please update authorization list as needed.

## **TARDINESS**

Preschool gates will close at 7:50 AM. A student not in preschool by 8:00 AM is considered tardy. If your child will be tardy to school, please notify the school by 8:00 AM.

## **ABSENCES**

Parents/guardians are requested to call, email, or message (via Brightwheel) the preschool before 8:15 AM to report a student's absence. Upon returning to school, the student must present his/her teacher with a written note by the parent/guardian if no communication was received via email or Brightwheel message. Absences longer than three (3) days require a physician's note upon returning to school. Please note that a doctor's note does not replace a parent note. If there is to be a restriction of any kind from physical activity, the student must have a note signed by the parent/guardian and doctor.

**Written Excuses:** The written excuses need the following standard information:

- 1) Student's name and grade
- 2) Date(s) on which the student was absent
- 3) Reason for the absence/restriction
- 4) Date on which excuse was written/length of restriction
- 5) Signature and date of parent/guardian and/or doctor

## HEALTH/ILLNESS/MEDICATIONS

Please let the school office know of any special health needs that your child might have, such as allergies, asthma, etc. The Preschool staff will provide only minor medical needs, such as ice packs to prevent swelling, bandages for scrapes and abrasions, and the taking of temperatures. **DO NOT ALLOW YOUR CHILD TO COME TO SCHOOL IF THEY ARE EXPERIENCING ANY SYMPTOMS OF ILLNESS.**

**If a Child Becomes Sick During School:** If a child becomes sick during school hours, the parent(s) or emergency contact person(s) will be notified and requested to pick up the child as soon as possible. Students will be placed in a monitored, isolated area until picked up. Your child needs to be “fever-free” for 48 hours, without the aid of medicines such as Tylenol, in order to return to school.

**Covid-19 and other Infectious Diseases:** The following core prevention and mitigation strategies are based on the latest updated guidance (October 2023) from the CDC and the Hawai'i Department of Health (DOH) to help prevent the spread of COVID-19 and other infectious diseases such as influenza (flu), gastrointestinal illness (GI), and norovirus within our preschool.

- Vaccination
  - Families are encouraged to be up to date with COVID-19 vaccines and all other recommended vaccines.
- Stay home if sick and go home if sick
  - Students who exhibit symptoms such as cough, fever, sore throat, vomiting, diarrhea, or other concerning symptoms should stay home.
  - COVID-19 testing is recommended as soon as possible after symptoms begin.
  - **When a person tests positive for COVID-19 or has COVID-19 Symptoms**
    - Stay home and isolate for five (5) days regardless of vaccination status.
    - Can return after five (5) full days after symptoms first appeared or after tested positive if no symptoms, and fever free for at least 24 hours without the use of fever-reducing medicine and symptoms have improved.
    - Should wear a well-fitting mask indoors when they return for five (5) additional days (the 6th to the 10th day after symptoms first appeared or after tested positive).
    - Consider being tested for other respiratory illnesses such as flu that could be spread to others.
  - **When a person is exposed to COVID-19**
    - Can attend school if they **DO NOT** have symptoms regardless of vaccination status.
    - Should wear a mask indoors for 10 days after exposure.

- Watch for symptoms of COVID-19 and immediately isolate and test if symptoms develop.
  - Test at least five (5) days after exposure even if there are no symptoms.
- Masking
  - Masking is OPTIONAL. Wearing well-fitting mask consistently and correctly reduces the risk of spreading COVID-19 and other infectious diseases
  - Masks are recommended to be worn by individuals who are sick or exhibit COVID-19 symptoms.
  - It is recommended that students and staff who were exposed to a person with COVID-19, regardless of vaccination status should wear a well-fitting mask indoors for 10 days.
  - It is recommended that students and staff who test positive for COVID-19 should isolate for five (5) days, regardless of vaccination status and may return to the classroom if no symptoms and wear a well-fitting mask from day six (6) to 10 after returning home from isolation.
  - It is recommended that masks should be worn indoors during clusters or outbreaks for 10 days after the last exposure.
    - A “cluster” is defined as three (3) or more students, teachers, or staff who tested positive or have symptoms for COVID-19, with the same group or classroom in a 14-day period if those cases do not have suspected exposure outside of the group or classroom setting.
    - An “outbreak” is when symptoms or positive tests associated with COVID-19, flu like illnesses, or gastrointestinal illnesses causes an absentee rate that exceeds 10% for the entire center or exceeds 20% of one group or classroom.
  - All visitors are encouraged to wear masks indoors when there is a cluster of cases or an outbreak.
  - Masks should **not** be worn by:
    - Children younger than two (2) years of age.
    - Anyone who has trouble breathing or is unconscious.
    - Anyone who cannot safely remove the mask without assistance.

**Doctor and Parent Note:** A doctor and parent’s note must be presented to your child’s homeroom teacher if your child has missed three or more days of school due to illness before your child can be readmitted into school. Please keep the school office and/or your child’s homeroom teacher informed of your child’s illness and expected return date, if known.

**Medication:** The preschool will only administer medication to a student under the following conditions:

- **NO medication will be administered without written consent.** Authorization forms are available in the school office.
- **DO NOT send medication in your child's bag!** Medication must be given directly to the personnel in the school office and will be stored at room temperature and out of reach of children.
- Prescribed or “over the counter” medication must be kept in its original container with the dosage label intact & legible.

**Head Lice:** Head lice is a year-round problem in Hawaii. If your child has head lice please make sure that your child is treated by a physician or from a medicated shampoo. After treatment please recheck to be sure that all lice/nits (eggs) are gone. Please inform the school if you think your child has lice so the other students can be checked to prevent spreading of lice throughout the school.

**Accident Policy:** Although children are under constant supervision, accidents do occur. Minor accidents are treated immediately. Each staff member is first aid certified. Parents will be notified of major accidents/serious injury as soon as possible for the health and safety of the child. In these cases an accident report is filed in the school office. If parents and/or the emergency contact cannot be reached the school will have the child transported for treatment to the closest hospital emergency room. An adult will accompany and stay with the child to the emergency room until the parent/guardian assumes responsibility for the child's care.

**Child Abuse Reporting:** Hawaii State Law mandates that all teachers and childcare givers are required to report any suspected cases of child abuse or neglect to Child Protective Services.

## **PARENTS AND VISITORS ON CAMPUS**

**For security reasons, no one is allowed to go directly to the classroom at any time. All visitors are to report to the school office. Visits to the classrooms, library, playground, etc., must be pre-arranged and approved by school administration.**

*Parents/Guardians and visitors must sign in at the school office and obtain an SMS visitor pass before going anywhere on the school campus during school hours.*

- Modest clothes are to be worn on the school campus and in the school office.
- No smoking is allowed on campus.
- Questions and concerns are to be directed to the teacher or to the principal.
- Courtesy and professionalism are to be observed.
- The school office can be called to make an appointment with the school principal. Please make appointments with your child's homeroom teacher directly with them.
- When a conflict arises between students, parents/guardians are never to confront the other child, instead the parent/guardian are to bring the matter up with the teacher as soon as possible.

- Parents/Guardians are highly encouraged to drop off their children at the front gate and allow them to walk to their classroom unescorted.

### **Authority to Direct Persons to Leave the School Campus:**

The school administration is authorized to direct individuals to leave the school campus if they:

1. Threaten to disrupt school operations;
2. Threaten to attempt to do physical harm to school personnel, students, or others on the school campus;
3. Threaten the health and/or safety of students, school personnel, or others on the school campus;
4. Intentionally cause damage to school property or the property of others on the school campus;
5. Use loud or offensive language on the school campus.

The person may be directed to leave the school campus by the administration. If the person refuses to leave the school campus as directed, the administrator or other authorized personnel shall seek the assistance of a law enforcement officer and request that the officer take such action as deemed necessary.

### **Student Early Dismissal:**

If a child is being picked up prior to the end of a school day, a parent/guardian will need to notify the Preschool staff of the date and time so that the child can be ready upon pickup. At no time shall the parent go directly to the classroom to remove or return a student. If someone other than the parent/guardian is picking up the child, notification is needed with the authorized person's name as well as a current phone number so that the parent/guardian can be reached for verification.

## **STUDENT WITHDRAWAL**

Families desiring to withdraw a student from St. Michael School must complete an official withdrawal form at least two (2) weeks prior to planned withdrawal. The withdrawal form is available from the office. This time frame will allow administration personnel time to complete transfer documents, compile student records, and provide final billing in order to rectify outstanding accounts. If this is regarding a military transfer, please provide the school with a copy of the transfer orders. Parents are encouraged to leave a mailing address in order for the school to provide remittance and mail any corresponding documents. Each situation will be handled on a case by case basis.

## **LUNCH / SNACK**

### **Lunch:**

School lunches are provided through a partner vendor. Lunch order forms are released monthly.

Students may also bring home lunches. The school recommends that lunches have a nutritional value. Please NO glass containers for safety reasons. If lunch will be dropped off prior to your child's lunch, please advise Preschool personnel as to what time and label the lunch properly. Under no circumstances should a parent/guardian drop off the lunch directly to a classroom, as this could disrupt the student's class environment.

**Snack/Drinks:**

Nutritious snacks/drinks need to be provided by parents daily.

**DRIVE THROUGH PROCEDURES**

We will be utilizing the drop-off/pick up driveway. Please read the following instructions carefully:

Preschoolers and siblings may be dropped off at the Preschool door in the mornings. However, for dismissal, only Preschoolers may be picked up at Preschool. All preschoolers will be ready for dismissal by 2:30 PM. After 3:00 PM (Monday, Tuesday, Thursday, & Friday) and 1:00 PM (Wednesday) the gate will be closed and your child will be sent to After Care.

**Students should also be buckled in a car/booster seat at all times. This is Hawaii state law.**

Do not get out of your car to walk over to the gate/door. It is unsafe and causes traffic build up. Wait patiently in your vehicle until the car in front of you moves along. The faculty/staff will assist your child with exiting and entering the vehicle. Please be sure to have your Brightwheel codes ready for signing your child in/out daily.

**\*\*Any person dropping off/picking up students must be dressed appropriately.**

**PARENT – SCHOOL COMMUNICATION**

Communication between the school and home is absolutely essential! Parents of St. Michael School students have a great responsibility to foster their children's faith & academic development. Parent involvement at school is also crucial in your children's spiritual and social developments.

Emails and newsletters will be sent home in a timely manner. Any questions or concerns regarding communication should be routed through your child's homeroom teacher or through the school office. Your child's homeroom teacher will also be communicating with you in various ways, including through physical handouts, verbal reminders, and messages on Brightwheel.

**Website: [www.stmichaelschoolhi.com](http://www.stmichaelschoolhi.com)**

St. Michael School has setup an informational website that will be maintained throughout the school year to bring as much information to those outside of our school community as possible. The website is constantly being updated and other information



available in the upcoming future. If you have any questions, concerns, or ideas please feel free to call the school office.

**FACTS Tuition Management:** <https://factsmgt.com>

St. Michael School uses FACTS Tuition Management to handle tuition payments. The diocese requires that all families enroll in the FACTS regardless of payment plan including one-time payments. Families who sign-up for automatic payments are eligible to receive a tuition discount.

**Preschool Contact Information:**

The primary method of communication for the preschool is through the Brightwheel app. If you do not have access to the app, please be sure to contact our school office to get you setup.

*Email:* [info@stmichaelschoolhi.com](mailto:info@stmichaelschoolhi.com)

*Phone:* (808) 637-7772, ext. 210 or 211

**Disclosure**

Disclosure of Information regarding students will be reserved for parents only. Exceptions will be made to disclose information through written consent by the parent. Non-custodial parents/guardians with court ordered paperwork will also be privileged to receive information.

## **ACADEMIC INFORMATION**

### **PROGRAM OBJECTIVES**

St. Michael Preschool objectives are:

1. To provide a nurturing, safe, and a prepared environment where the child may grow in relationship with God through lessons and activities that help develop the whole child suited to the developmental needs of early learners.
2. To provide foundational knowledge and practice in Catholic faith, and the developmental skills that help prepare young children in their academic journey.
3. To provide individualized educational opportunities as observations and interactions show readiness and enjoyment.
4. To demonstrate respect for each child as an individual person with unique talents and gifts.
5. To encourage each child's interests and talents in a way that is fun and creative.

### **PRESCHOOL CURRICULUM**

With the foundation of our Catholic faith, and guided by the Teaching Strategies Creative Curriculum, age-appropriate activities are introduced to the children daily. These activities help strengthen academic skills and empowers children to be confident, creative, and caring learners through hands-on investigations. These investigations are play-based that incorporate language, literacy, science, math, social studies and art.

### **PRESCHOOL PERSONNEL**

All preschool personnel are certified by the Diocese of Honolulu and are qualified through the PATCH Registry.

### **PERFORMANCE ASSESSMENTS**

Students are assessed in the following areas:

1. Scholastic Performance
2. Level achievement compared to ability and potential
3. Personal growth and development

## **REPORT CARDS**

Report card envelopes, if applicable, will be required to be signed by the parent and returned to the homeroom teacher.

## **STUDENT/PARENT/TEACHER CONFERENCES**

First quarter conferences are mandatory for all preschoolers. Third quarter conferences are mandatory for parents and students who have concerns with advancement or are parent or teacher initiated. These conferences provide an opportunity to discuss the student's personal and social development as well as their academic progress. They also offer an opportunity to acknowledge and encourage each student's strengths, while setting realistic goals to overcome weaknesses.

## **PROMOTION/RETENTION POLICY**

The possibility of student retention shall be discussed with a parent before the end of the third quarter. Students who may need more instruction may be recommended to stay in preschool another year.

## PRESCHOOL SCHEDULE

7:30 am – 8:00 am	Arrival Time Morning Routine and Table Stations Activities
8:00 - 8:30 am	Mass or Morning Assembly (Monday/Wednesday/Friday) Morning Circle Time (Tuesday/Thursday)
8:30 - 9:00 am	Prayer and Morning Snack
9:00 - 9:15 am	Morning Meeting
9:15 - 10:00 am	Playground and Outdoor Activities
10:00 - 10:15 am	Bathroom / Handwashing
10:15 - 10:30 am	Whole Group Learning
10:30 - 11:30 am	Small Groups and Learning Centers
11:30 - 12:00pm	Lunch
12:00 - 12:15 pm	Story Time
12:15 - 12:30 p.m.	Bathroom / Handwashing <b>(12:45 Dismissal - Wednesday)</b>
12:30 - 2:00 p.m.	Resting / Soft Music / Quiet Time
2:00 - 2:30 p.m.	Journal
2:30 - 2:45 p.m.	Music & Movement
2:45 - 3:10 p.m.	Dismissal

## PRESCHOOL DRESS CODE GUIDELINES

All students attending St. Michael Preschool are required to wear the proper school uniform. **Students' appearance contributes greatly to their personality and attitude in and out of the classroom; therefore, they need to develop a respect for the Dress Code and wear their school uniform with pride.**

Should a student not comply with these dress guidelines, parents/guardians will be notified and requested to bring a proper school uniform for a change, or consequences will be given to the student. Non-compliance to dress guidelines will affect a student's evaluation for personal development and will be reflected on their report card. **Uniforms must be clean, neat, and presentable. Stained, worn, faded, and outgrown uniforms MUST BE REPLACED.**

### UNIFORM COMPANY

Dennis Uniform ([www.dennisuniform.com](http://www.dennisuniform.com))

School code: HI00SM

Phone: 808-396-9318 / 560 N Nimitz Hwy Ste 107C, Honolulu, HI, 96817

Dennis Uniform is the official authorized vendor for St. Michael School uniform consisting of polo shirts, shorts, skorts, jackets, and PE uniforms. Previous Mills Uniform items may still be worn.

### GROOMING STANDARDS

- Girls: Girls' hair is to be clean, well groomed, and styled appropriately for school. It must not fall over the eyebrows or face.  
No fad, colored, tinted, highlights, or extreme hairstyles are allowed.  
No part of the head is to be shaved.  
Hair must be pulled back in a braid or ponytail. Headbands are not allowed.
- Boys: Boys' hair is to be clean, well groomed, and styled appropriately for school. It must cut above the shirt collar and must not fall over the eyebrows, ears, and/or face.  
No fad, colored, tinted, highlights, or extreme hairstyles are allowed.  
No part of the head is to be shaved.
- Misc: NO jewelry, of any type. NO make-up. NO temporary tattoos. NO nail polish.

## **STANDARD UNIFORMS**

1. St. Michael School blue uniform t-shirt.
2. Navy blue SMS logo shorts.
3. Solid navy blue long “Khaki-style” pants can be worn during the winter months.
4. Socks must be either all-white or all-black with no logos (except SMS logo) and at least 1-2 inches above the ankle.
5. Shoes must be closed toe shoes and at least 85% solid black. The other 15% may be white (e.g., white shoe soles on black shoes) Any other color, stripes, spots, logos and/or designs are not allowed. No boots/crocs allowed.
6. Jackets and sweatshirts may be purchased from Dennis Uniform or the school office only. Jackets and sweatshirts of similar color and design may alternatively be used.

## **CHANGE OF CLOTHING**

Students in Preschool must have a complete change of uniform clothes (SMS logo T-shirt, SMS logo shorts, undergarments, and socks) in his/her school box at all times. Each item should be labeled and stored in a plastic bag marked with your child’s name. It is your responsibility to make sure that your child has a change of clothes at school. Should there be an accident that requires extra clothes and there is none for your child, you will be called to bring your child a change of clothes.

## **FREE DRESS GUIDELINES**

Free dress days are a privilege. Each student is given the choice to participate in the appropriate free dress guidelines or to wear his/her school uniform on these specified days. The pride the students show in their attire and appearance contribute greatly to their attitude in school. This pride in being a Christian person and student of St. Michael’s School is well worth preserving and fostering, therefore, our students and parents/guardians must cooperate in abiding by the following guidelines:

Boys:

1. Aloha, Polo, or appropriate T-shirts (T-shirts must be clean, neat, and presentable. Stained, worn, faded, and outgrown T-shirts cannot be worn.)
2. Loose fitting shorts – neatly tailored. Shorts are not oversized or cargo style.
3. Loose fitting pants or jeans are allowed. Jeans/pants are not to be oversized or cargo style.
4. Socks must be clearly visible above the ankle and shoe.
5. Closed toe shoes only! NO sandals and slippers allowed

Girls:

1. Knit shirt, blouses, T-shirts – modest neck/backline. NO bare midriff, tank tops, spaghetti straps, and halters! (T-shirts must be clean, neat, and presentable. Stained, worn, faded, and outgrown T-shirts can not be worn.)

2. Dresses with modest neck/backline. NO bare midriff, tank tops, spaghetti straps, and halters! NO costume/princess dresses allowed!
3. Loose fitting shorts – neatly tailored. Shorts are not to be shorter than 3 inches above the knee. Shorts are not oversized or cargo style.
4. Loose fitting pants or jeans are allowed. Jeans/pants are not to be oversized or cargo style.
5. Socks must be clearly visible above the ankle and shoe.
6. Closed toe shoes only! NO sandals and slippers allowed.

Preschoolers should wear comfortable, washable clothes that will withstand preschool play (on floor, grass, and sand) and art activities are recommended.

NOT recommended are overalls, jumpsuits, belts, or any other clothing which may be difficult for a young child to fasten and unfasten.

All children must be able to take off and put on clothing for trips to the bathroom.

## **PROGRAMS**

### **AFTER CARE PROGRAM**

St. Michael School After Care service is provided for working parents of our students who need after school supervision of their child. It is not viewed as a “babysitting” service or child care service but as an additional opportunity to develop as a whole person in a safe and caring family environment.

### **HOURS OF OPERATIONS**

2:30 PM to 5:30 PM (Monday, Tuesday, Thursday, Friday)  
1:00 PM to 5:30 PM (Wednesday)

Parents/Guardians are to provide a snack/drink for their child if he/she will be staying in After Care.

### **REGISTRATION**

Please complete the After Care registration form and return to the School office to enroll your child into this program. Students will not be allowed into the AfterCare Program unless the registration form is completed.

### **TUITION PAYMENT**

Monthly tuition is paid to the School office. There are no tuition refunds or deductions for absences, holidays or vacations. The school office will send a monthly statement home with your child for any financial monies due. If your before and after care charge is included in a monthly tuition plan it will be deducted as chosen on your automatic

withdrawal form from FACTS Tuition Management. Daily tuition is charged regardless of the time the student is picked up.

After Care: \$175.00 per child/per month \$25.00 per child/per day

### **ABSENCES**

If your child is to be absent from the After Care Program, please call the school office no later than 12:00 pm, at 637-7772.

### **WITHDRAWAL**

Tuition for the monthly Aftercare program will be refunded for the withdrawals as follows:

- 75% through the 5th day of the month
- 50% through the 15th day of the month
- No refund after the 15th day of the month.

### **LATE PICK-UP**

Late fees will be incurred at \$10 per every 10 minutes after 5:30 PM. Fees are due upon pick-up.

### **DESIGNATED PERSON PICK-UP FORM**

Only the individuals listed as a designated pick up person are allowed to pick up a student. If there is a change or add on to the original list, families are advised to update their FACTS Family Account with the changes as well as advise the school office in writing. All information is to be kept current.

### **SUMMER SCHOOL PROGRAM**

The preschool summer session runs from June to July. The summer session reinforces lessons learned throughout the previous school year as well as preparing the students who will be moving onto Kindergarten. More information would be available after Christmas Vacation.



## **ORGANIZATIONS**

### **PARENT TEACHER ORGANIZATION**

All families are members of the PTO. All parents are encouraged to actively participate and support the PTO activities.

### **PARENT/GUARDIAN VOLUNTEERS**

Volunteers are a vital part of the school. All help is encouraged and appreciated. Parents and guardians are encouraged to participate as chaperones on excursions and also help during book fairs and special activities. Interested volunteers should talk with their teacher as the event is announced.

### **SCHOOL BOARD**

It is the function of the School Board to act in an advisory capacity to the Administration in formulating policies and in working on a yearly budget. Membership is appointed by the pastor.

## **OTHER INFORMATION**

### **RIGHT TO AMEND**

St. Michael School reserves the right to amend the handbook for just cause and parents will be given prompt notification when changes are made.

### **DISCRIMINATION**

St. Michael School is a non-discriminatory educational institution and employer. "Catholic schools are required to treat all people equally. There can be no discrimination on the basis of race, sex (unless traditionally a single sex school), national origin, age (in accordance to the law), and disability, if, with reasonable accommodation on the part of the school, the disabled person's needs could be met."

### **SMOKING PROHIBITED**

St. Michael School is a non-smoking institution. All smoking laws by the State of Hawaii will be enforced on school grounds.

### **NON-CUSTODIAL PARENT(S)**

St. Michael 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/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.

## **OFFICIAL NAME OF STUDENT**

A student name as appears on his/her birth certificate or legal document stating name change is expected to be written on all school work, homework, as well as on forms that are turned into the school.

## **SCHOOL PROPERTY**

There are certain materials for each student (desks, chairs, textbooks, etc...) that are owned by St. Michael School and are provided on a loan basis. Because of the high cost of materials/supplies the family of the student is responsible for the care of these items. If items/materials are found damaged the family of the child will be responsible for replacement and/or repair.

## **INSURANCE**

St. Michael Preschool carries liability insurance under the Roman Catholic Church. A copy of the policy (number FGC 54331116) is on file in the school office. Parents may purchase individual coverage for the student through the school from Mutual of Omaha Insurance Company.

## **PERSONAL PROPERTY**

**Bikes:** The school provides a bike rack for students riding their bikes to school. It is the child's responsibility to secure/lock his/her bike properly. The school is not liable for damaged or stolen property.

**Electronic equipment:** MP3 players, electronic games, cell phones, playing cards, digital cameras, etc., are to be left at home. If these items are being used during the school day and on school property it will be confiscated and held by the principal. The school is not liable for damaged or stolen property.

**Money:** Large sums of money are not to be brought to school. If it is necessary to have large sums of money, the student is to bring it to the school office is to be put in the safe until the end of the day. The school is not responsible for any lost or stolen money in a student's possession.

Only games, toys, and balls or other resources provided by the school may be used during recess. No other game balls (e.g., footballs or baseballs, etc.) may be brought to school. Students may not sell anything on campus. Gum chewing is also prohibited on campus.

All personal belongings (uniforms, mats, lunchboxes, extra clothes, backpacks, etc.) **MUST** be clearly marked with your child's name. St. Michael School will not be responsible for the loss of a student's personal item(s).

Please do not allow your child to bring sharp or dangerous items to school. Items that

depict any form of violence, including popular cartoon characters are not permitted in school. No personal toys are allowed in school unless requested by the teacher. If your child should come home with a toy from school please send it back the following morning.

### **SCHOOL PORTRAITS**

School pictures for the yearbook are taken at the beginning of the school year. Class pictures are also taken at this time. Standard school uniforms must be worn. There is a make-up session for individual pictures only if any students miss or need retakes. A second picture taking session is scheduled in March for individuals or groups. New students who arrive after the school picture session in the beginning of the year will have an opportunity to take pictures in their uniform during this second session. Unfortunately there are no make-up pictures taken for class pictures. St. Michael School reserves the right to take and use pictures of the students for use in the local newspaper, the yearbook, or through other means in the promotion of St. Michael School.

### **SCHOOL NIGHT/OPEN HOUSE**

Parents/guardians are encouraged to attend the orientation meeting at the beginning of the school year. The principal and teachers will share requirements and expectations for the new school year.

### **EXCURSIONS**

Field trips are scheduled to enrich the curriculum and to give students a variety of realistic experiences. Parents/guardians will be informed when their child(ren) will be going on an excursion. Permission forms will be sent home with your child(ren) and parents/guardians will be asked to confirm that they are aware of the excursion by signing and returning the form to their homeroom teacher. There is also information on the form regarding any fees that are required for this field trip. The fees are used to cover entrance fees and bus services. Parents/guardians who wish to chaperone a field trip **MUST** have a valid TB clearance and a Volunteer Code of Conduct form on record in the school office.

Children are not to bring anything on the bus unless otherwise instructed and approved by their teacher. Standard rules and regulations apply to all who participate in these field trips.

**Siblings are not allowed to attend field trips. If you choose not to allow your child to attend a field trip your child must stay home from school for that day.**

## **BIRTHDAYS/SPECIAL OCCASIONS**

Please meet with your child's teacher to make arrangements regarding birthday/holiday celebrations ahead of time. This meeting is vital to discuss food allergies or any other restrictions. **If items are sent in without prior arrangements being made, items will not be distributed and will be returned home.**

## **SCHOOL SUPPLIES**

A supply list is provided for the different grade levels. Supplies may need to be replenished or added throughout the school year.

## **LITURGICAL ASSEMBLIES**

As part of the Religion Program, the school children and faculty/staff attend Mass regularly. The school masses usually start at 8:00 AM every Wednesday. Students are trained to serve as altar servers, lectors, cantors, and choir members. The Church is the house of God; therefore, proper Church behavior is observed at all times.

## **STUDENT ASSEMBLIES**

The student body gathers together daily in the school courtyard to pray, witness the raising of the flag and recite the pledge of allegiance, the school wide learning expectations, and singing of the national anthem, school alma mater, and state anthem. Daily Announcements made by the Student Council and Principal are also addressed at this time.

## **FACTS TUITION MANAGEMENT PROGRAM**

The FACTS Tuition Management Program is an automatic cash transfer plan in which cash is automatically transferred to the school. This program removes the school from the role of "bill collector" and still allows us to minister to any special need that may arise within a family. It also saves the school the cost of postage and printing of statements as well as the time required in bookkeeping and collection for every student's tuition account. This program also allows parents to monitor their account online to track on their own – please check with the office on special details. Parents also benefit by not having to write a check each month and mailing or delivering it to the school and risking the account of being delinquent. If tuition becomes delinquent students will be released from school and the account will be sent to a collection agency.

**\*\*All families are required to be on the FACTS Tuition Management Program.\*\***

### **Late Fee/Returned Check Fee:**

There will be a monthly late fee of 1% of the payment due. There is also a \$30 fee for any check returned to St. Michael School by the bank because of insufficient funds, etc.

A tuition discount will be applied to families that enroll in automatic payment deductions through FACTS.

## **FUNDRAISERS**

**Families are required to participate in efforts to support the St. Michael School Fund.** Parents agree to support the St. Michael School Fund by minimally contributing \$500. Alternatively, families may raise the equivalent amount through school fundraisers and activities. Here are the two primary ways to participate -

- 1) Make a direct contribution of \$500 to the St. Michael School Fund.
- 2) Participate in school fundraisers and activities, contributing a total of \$500. This can include programs such as Foodland's Give Aloha Program, the St. Michael Fun Run, the St. Michael Kalua Pig fundraiser, and others.

## **EMERGENCY SITUATION GUIDELINES**

### **FLOOD ZONE**

St. Michael School is not in a flood zone. (Flood Zone X)

### **FIRE DRILLS**

Fire Drills will be held periodically. Under the supervision of teachers, the children will leave their classrooms in an orderly fashion. All will proceed to the meeting place at the far side of the playground away from the building.

In the event that our facility would be damaged by fire and uninhabitable, we will care for the children at the church and will call you to pick up your children as soon as possible.

### **PANDEMIC FLU**

In the event of a pandemic flu crisis, the school will continue to operate until it is ordered to close or the school cannot function safely due to lack of staffing. It is encouraged to promote and maintain good hand hygiene, regular cleaning and disinfection of surfaces in school, and other infection control measures.

### **TSUNAMI WARNING**

Our school is on the fringe of the tsunami inundation zone. There is also a 24-hour warning notice. The following procedures have been adopted in the event of a tsunami warning:

- If a WARNING is issued while school is in session, our teachers will remain with the children, feed and care for them, until you can safely pick them up.
- You do not need to leave work or rush to school.
- If you are in, or can get to, a safe area close to where you work, it is recommended you remain in the safe area until the "all clear" is announced to avoid contributing to unnecessary traffic on roads and highways.

- If a WARNING is issued before school begins, classes will be canceled and the school will be closed.

### **HURRICANE/TROPICAL STORMS**

Hurricane or Tropical Storm WATCHES are issued by the National Weather Service 36 hours prior to the arrival of storm effects. Hurricane or Tropical Storm 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 the school before the issuance of a WARNING. The timing of the closure will generally coincide with the end of a normal school day.

### **EARTHQUAKE**

There is a high probability that a damaging earthquake will affect Oahu within our lifetime. Presently, there is no advance warning of an earthquake.

#### **Response Procedures:**

In the event of an earthquake during school hours, the students, faculty, and support personnel will follow these procedures:

- If indoors, remain indoors and take cover next to desks, tables, benches, supported doorways or against inside walls away from glass, windows and outside doors.
- If outdoors, remain outdoors and move away from the building, utility poles/wires, tall trees, etc. Once in the open, remain there until the shaking stops.
- Do not run through or near buildings. The greatest danger from falling debris is just outside doorways and close to outer walls. Do not use candles, matches, or other open flames either during or after tremor. Extinguish all fires.

#### **Recovery Procedures:**

- Once the shaking stops, everyone will remain in place (if indoors, remain indoors; if outdoors, remain outdoors) until advised otherwise by the Principal or designee. NO ONE WILL BE ABLE TO LEAVE THE CAMPUS.
- Teachers will immediately account for all students and report any missing students to the Principal or designee during the damage assessment.
- The Principal or designee will make a preliminary assessment of the damage. If the classroom structure is unsafe or questionable, everyone will be taken to safer locations. The Principal or designee will also determine the status of those reported missing.
- The office staff, will treat and care for anyone who is injured.
- The Principal or designee will determine the condition/availability of survival equipment and supplies (water, food, flashlights, portable radios, extra batteries, plastic bags, etc.), prepare and establish priorities for their use, and advise civil authorities of needs.

NOTE: Should an earthquake of significant magnitude occur on Oahu, considerable disruption to our road and communication networks is anticipated. If your child(ren)

is/are in school at that time, you may not be able to reach them even if you live close by. Rest assured the staff and faculty will care for your children until you can safely pick them up. As recommended by Oahu Civil Defense, we have made preparations to survive for up to 72 hours without outside assistance.

**As a “rule of thumb” when a warning is issued, listen to your local radio or television station to see if St. Michael’s School is open or closed before school begins. When possible, a notice will also be posted through our Facebook and school website.**

### **BALLISTIC MISSILE THREAT**

If civil defense sirens are sounded during school hours due to a possible ballistic missile attack, there is only about 15-20 minutes to react:

- Preschool-Grade 1: Teachers will quickly gather and account for students into the Preschool Technology Room (center room).
- Grades 2-8: Teachers will quickly gather and account for students into the mail room & backroom of the office.

Due to the limited time span and safety concerns, parents are advised to not come to the school, but to seek shelter in a location nearest to them.

### **ACTIVE SHOOTER SITUATION**

In light of the increasing incidents of active shooters in schools across the country, St. Michael School has proactively taken steps to enhance our emergency preparedness and security measures. We have updated our front gate camera and installed additional cameras throughout the campus to augment our surveillance capabilities. Furthermore, our staff has undergone training on managing active shooter situations to ensure the safety and security of our students and personnel. Committing to continuous improvement, our staff will engage in ongoing training to adeptly handle active shooter situations, fortifying our emergency and lockdown plans to safeguard our campus effectively. In addition to these measures, St. Michael School continues to explore and implement various security features, such as door jamming capabilities, to further secure our environment

## **OTHER POLICIES AND FORMS**

### **CODE OF CHRISTIAN CONDUCT**

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 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.

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are 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 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 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 parents/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. Failure to follow these principles will normally result in a verbal or written warning to 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.).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step.



## WELLNESS POLICY

This policy supports the mission of St. Michael School, 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 St. Michael School is to:*

1. Provide a positive environment and appropriate knowledge of health food choices and the benefits of daily physical activity that:
  - a. Ensure that students have access to healthy food choices and safe physical activities at school and at school functions.
  - b. Provide a pleasant eating environment and secure playground for students and staff.
  - c. Allows sufficient time for students to eat lunch and to engage in social activities for physical fitness prior to consuming meals.
  - d. Enable students through a comprehensive 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 (5-year) plan that focuses on and:
  - a. Ensures the integrity of the school lunch program by discouraging food and beverage sales that are in conflict with the lunch program.
  - b. 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.
  - c. Practices selective pricing that favors sales of healthy foods over unhealthy food choices.
  - d. 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 St. Michael School's Wellness Policy, and to ensure that this policy is being met.
  - a. 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 school principal or his/her designee annually.

## **BULLYING POLICY**

St. Michael School recognizes that bullying and intimidation have a negative effect on school climate and negate the spirit of dignity and uniqueness of each individual we advocate in a Catholic school. Students who are intimidated and fearful cannot give their education the single-minded attention they need for success. Bullying can also lead to more serious violence. Every student has the right to an education and to be safe in and around school.

1. **Definition of bullying.** Bullying is a pattern of abuse over time and involves a student being “picked on.” Bullying includes physical intimidation or assault; extortion; oral or written threats; teasing; putdowns; name-calling; threatening looks; gestures, or actions; cruel rumors; false accusations; and social isolation.
2. **Bullying is prohibited.** The St. Michael School community shall not tolerate any bullying on school grounds or at any school activity on or off campus.
3. **Staff intervention.** St. Michael School expects all staff members who observe or become aware of an act of bullying to take immediate, appropriate steps to intervene-unless intervention would be a threat to staff members’ safety. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report the bullying to the school administration for further investigation.
4. **Students and parents shall report bullying.** St. Michael School expects students and parents who become aware of an act of bullying to report it to the school administration for further investigation. Any student who retaliates against another for reporting bullying may be subject to the consequences listed below in paragraph 6.
5. **Investigation procedures.** Upon learning about a bullying incident, the principal, or designee, shall contact the parents of both the aggressor and the victim, interview both students, and thoroughly investigate. This investigation may include interviews with students, parents, and school staff; review of school records; and identification of parent and family issues.
6. **Consequences/intervention.** Consequences for students who bully others shall depend on the results of the investigation and may include counseling; a parent conference; detention; suspension and/or expulsion. Depending on the severity of the incident, the principal may also take appropriate steps to ensure student safety. These may include implementing a safety plan; separating and supervising the students involved; providing staff support for students as necessary; and developing a supervision plan with the parents.