

# Saint Michael Preschool

67-340 Haona Street

Waialua, Hawaii 96791 Phone 637-7772/Fax 637-7722

Email: [stmichaelhi@hawaii.rr.com](mailto:stmichaelhi@hawaii.rr.com)

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



## Preschool Parent-Student Handbook

2017-2018

Accredited by:

Western Association of Schools and Colleges

Western Catholic Education Association

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## HISTORY

The genesis of St. Michael School began in February of 1944, during the middle of the war, when Father Ernest Claus SSCC, started a Kindergarten in Damien Hall with 19 students. Seven months later, a first grade was added.

Father Benno Evers, SSCC, an energetic and dedicated priest, was installed in October 1945. Combining his efforts with architect, Rothwell of Honolulu and Isamu Abe, a contractor, Damien Hall was expanded to include a stage and a basement, which housed the second and third grades. By 1949, St. Michael became a bona fide eight grade school.

The Maryknoll Sisters, under the directorship of Sister M. Callista, took over the fledgling school and they continued their mission to teach and serve. However, in 1969, they were no longer able to staff St. Michael's due to the need to staff a large number of other schools and a shortage of Sisters. In 1973, Bishop Scanlan asked the Dominican Sisters of St. Catherine of Siena, from the Philippines, to help keep St. Michael from closing. The Dominican Sisters arrived in September of 1973, and Sister Consejo Cabansal, OP was installed as the new principal.

In September 1992, under the guidance and endeavors of a new principal, Sister William Marie Eleniki, OSF, St. Michael expanded its facilities to include a preschool, a new library, and a new computer room.

In June 2008, St. Michael underwent another change as lay principal, Mrs. Deanna M.B. Arecchi, as well as Pastor, Father Bertram Lock, ss.cc. and Parochial Vicar, Father Johnathan Hurrell, ss.cc, accomplished goals of a classroom, Parish Center, renovation to the current Parish Hall and Library, as well as new community related endeavors to help improve the school and community as a whole.

In 2012, together with new Pastor, Father Christopher Keahi, ss.cc, St. Michael School continues striving to build upon its solid curriculum and strong discipline program in partnership with parents, through the efforts of an experienced, dedicated faculty and staff adhering to the importance of providing an excellent Catholic education in the cradle of a small caring community.

In 2015, with a new Pastor, Father Lusius Nimu, ss.cc., St. Michael school in partnership with church and parents, through the efforts of an experienced, dedicated faculty and staff build on the past and welcome into the future adhering to the importance of providing an excellent Catholic education in the cradle of a small caring community.

After "Seventy Three Years of Love and Service" to the community of the North Shore, we can be justly proud of St. Michael School. With God's help and the leadership of our Bishop, Priests, Sisters, and Laity, along with the support and encouragement of our wonderful friends, community, and Parish family, St. Michael will continue to be "the best" school and an integral part of Waialua and the North Shore community.

## **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, consisting 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 morality 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. – 2:40 p.m.	Mondays, Tuesdays, Thursdays, Fridays
8:00 a.m. – 12:50 p.m.	Wednesdays

Students may be dropped off as early as 7:20 a.m. The preschool driveway will close at 7:50 a.m. If dropping off your child after this time you must enter through the front gate at the front parking lot. In the afternoon the drive way will open by 2:20 pm and close by 2:50 pm (Monday, Tuesday, Thursday, and Friday) and 1:00 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 ~ 1:30 p.m. Faculty/Staff Mtg

Summer office hours are:

8:00 a.m. – 12:00 p.m. The office is closed on all holidays.

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## **ADMISSION POLICY**

### Returning Students

Parents/guardians are asked to complete & submit a student enrollment contract and a non-refundable registration fee of \$275.00 per student by March 23, 2017. The registration 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 \$35.00 application
- 2) An interview/orientation of the child and the parents/guardians with the principal.
- 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 \$275.00 registration 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 on the Preschool sign in/out log sheet. If you want anyone, other than yourself, to pick up your child, you must include his/her names on your emergency form. Children will not be released to anyone not listed on the emergency form. 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. 10

## **TARDINESS**

Preschool gates will close at 7:50 a.m. A student, not in preschool by 8:00 a.m. is considered tardy and must be walked in through the front gate straight to preschool. If your child will be tardy to school please notify the school office by 8:00 a.m.

## **ABSENCES**

Parents/guardians are requested to telephone the school office at (808) 637-7772 or preschool (x210) between 7:15 a.m. and 8:15 a.m. 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. Absences longer than three (3) days require a physician's note upon returning to school. Please note that a doctor's not 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

**Request for Homework:** Parents are asked to call the school office or the student's homeroom teacher by 8:30 a.m. to request homework if the student is out sick and homework must be picked up in the school office by 3:00 p.m. **Homework will not be given for planned absences or trips.** Students will receive that work upon their return to school and have the same number of days that the child was absent to complete and return work. Students are expected to stay after school to complete make up tests. If work assigned is not completed and the student is not able to make up work missed it will reflect on the student's grades.

## COMMUNITY SERVICE

Community service encourages children to extend themselves (beyond their own family into the community) to help others, often less fortunate or less able. Community service is the sharing of time and talents with others without payment. It is meant to round the child by building self-esteem and satisfaction in giving of themselves.

## 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, band aids for scrapes and abrasions, and the taking of temperatures.

If a child becomes sick during school hours (99 degree or higher temperature, vomiting, diarrhea, etc...)Which would cause a student to be unable to keep up with the day's activities, the parent(s) or emergency contact person will be notified and requested to pick up the child as soon as possible. Your child needs to be "fever-free" for 24 hours to return to school.

A doctor and parent's note must be presented to your child's homeroom teacher if your child has missed more than 3 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 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 accident/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 dictates 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 the school office personnel.**

1. 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.
2. Modest clothes are to be worn on the school campus and in the school office.
3. No smoking is allowed on campus.
4. Questions and concerns are to be directed to the teacher or to the principal. Courtesy and professionalism are to be observed.
5. 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.
6. 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.
7. 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 persons 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 send in a note to notify the Preschool staff of 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 a note 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 should provide written notification two (2) weeks prior to planned withdrawal. 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 the school would need a copy of the transfer orders. Final grades will try to be tabulated but cannot be guaranteed to be available upon the student's final day. 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/ MILK/ SNACK

### Lunch:

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.

### Milk:

Milk is available for purchase monthly and is available during the lunch period only.

### 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 2:20 pm. After 2:50 pm (Monday, Tuesday, Thursday, & Friday) and 12:50 (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. This causes traffic build up. Wait patiently in your vehicle until the car in front of you moves along. The JPO's will not walk over to your car. The JPO's will be there to help your child exit/enter the vehicle as well as have the sign in/out sheets ready for your signature.

**\*\*Any persons 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 serious 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.

**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://online.factsmgt.com> The FACTS tuition management system is being implemented by St. Michael School starting with the 2017-2018 school year. Financial statements and ledgers may be viewed on this site to assist in your tuition management.

### **Preschool Contact Information:**

Ms. Rowena Valdez: [rvaldez@stmichaelschoolhi.net](mailto:rvaldez@stmichaelschoolhi.net)

Ms. Kari Kanakaole: [kkanakaole@stmichaelschoolhi.net](mailto:kkanakaole@stmichaelschoolhi.net)

Mrs. Ruan Lorenzo: [rlorenzo@stmichaelschoolhi.net](mailto:rlorenzo@stmichaelschoolhi.net)

Office: [stmichaelhi@hawaii.rr.com](mailto:stmichaelhi@hawaii.rr.com)

Principal (Mr. Fukumoto): [kfukumoto@stmichaelschoolhi.net](mailto:kfukumoto@stmichaelschoolhi.net)

### **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 the true Christian spirit.
2. To patiently encourage self-help skills and provide hands on materials for each child to choose from. This provides for the changing needs of each child.
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.
6. To provide for each child's spiritual, social, physical, psychological, and cognitive skills through planning, observation, child centered activities, and staff implementation.

### **STUDENT ACADEMIC EXPECTATIONS**

Students are expected to:

1. Regard their school work as their primary responsibility at school
2. Pay attention and participate in class
3. Complete their assignments on time with care
4. Work independently or participate fully in collaborative tasks according to the teachers' directions
5. Strive not only for good grades but also for knowledge and understanding
6. Meet the standards set by their individual teachers.

### **TEACHERS**

All teachers are certified by the Diocese of Honolulu and hold degrees from accredited colleges/universities.

### **PERFORMANCE REPORTS**

Students are evaluated 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 will be required to be signed by the parent and returned to the homeroom teacher.

## STUDENT/PARENT/TEACHER CONFERENCES

Second 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.

## DISCIPLINE INFRACTIONS/DETENTIONS

St. Michael Preschool utilizes positive language to explain limits, describe social expectations, and maintain cooperation with the children. If a child seems to need a "cooling off" period, "time out" is available to provide the child with a time and place to calm down, reflect, and adjust to the situation at hand. This time is presented in a positive way (everyone needs "time out" from time to time). Parents will receive a "Conduct Referral" form, as shown below, if a child's behavior is excessive. Constant inappropriate behavior will be discussed with parents as soon as possible. A plan will be drafted, with parents' help, to support the child in overcoming any inappropriate behavior.

While reporting to the office may seem somewhat unusual, it has proven very effective as power struggles in the classroom are averted, and the student becomes aware, in a respectful manner, that his/her behavior at the moment is not acceptable.

**Minor Infractions** would include the following: running in the hallways or classrooms (actions injuring to him/her and others, destroying property); pushing, teasing, hitting, using inappropriate language, chewing gum, littering, etc.

Student offenders will be expected to make amends to the school through service and/or monetary value of damages. Parents will be notified of the arrangement made by the school administration for their child(ren).

**Serious Infractions** are dealt with immediately on an individual basis by the principal. Parents will be notified, as suspension and dismissal may be considered for any serious violation. Some major infractions would include the following: hurtful teasing, smoking,

drug use or possession, vandalism, defiance towards authority figure, hostility, stealing, tampering with fire alarms, gambling, intimidation, and possessing or using harmful and dangerous weapons (guns, knives, bombs, etc.)

A student who decides by his/her repeated misbehavior that he/she doesn't want to be part of St. Michael School will be allowed to leave.

<b>CONDUCT REFERRAL</b>  <b>ST. MICHAEL'S SCHOOL</b> <b>Waialua, Hawaii 96791</b> <b>637-7772</b>	STUDENT	DATE
	GRADE	DATE OF INCIDENT
	TEACHER	TIME OF INCIDENT
<b>NOTICE TO PARENTS</b> The purpose of this report is to inform you of a disciplinary incident involving the student.		
<b>REASON(S) FOR REFERRAL:</b> <input type="checkbox"/> FAILURE TO OBSERVE SCHOOL RULES <input type="checkbox"/> ANNOYING TO CLASSMATES <input type="checkbox"/> RESTLESS/INATTENTIVE <input type="checkbox"/> DESTRUCTIVE TO SCHOOL PROPERTY <input type="checkbox"/> HITTING ANOTHER STUDENT <input type="checkbox"/> EXCESSIVE TALKING/LOUDNESS <input type="checkbox"/> RUNNING IN HALL/CLASSROOM <input type="checkbox"/> RUDE/DISOURTEOUS <input type="checkbox"/> LATE TO CLASS <input type="checkbox"/> DISRESPECTFUL TO AUTHORITY FIGURE <input type="checkbox"/> _____		
<b>ACTION AND RECOMMENDATION(S):</b> <input type="checkbox"/> HELD CONFERENCE WITH STUDENT <input type="checkbox"/> CHANGED STUDENT'S SEAT <input type="checkbox"/> REMOVED STUDENT FROM CLASSROOM <input type="checkbox"/> DETAINED STUDENT <input type="checkbox"/> TELEPHONED PARENT <input type="checkbox"/> PARENT CONFERENCE REQUESTED <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____		
<input type="checkbox"/> If a (✓) is entered in this box, Parent please sign & return. _____		
PINK - PARENTS' COPY      BLUE - OFFICE COPY      GOLD - TEACHER'S COPY		

## PRESCHOOL DRESS CODE GUIDLINES

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

Mills Uniform – [www.millswear.com](http://www.millswear.com) (School code 3676) phone #547-2070 Dole Cannery 650 Iwilei Rd. #180 Honolulu, HI 96817 Mills Uniform is the ONLY authorized vendor for St. Michael School uniform consisting of polo shirts, shorts, skorts, jackets, and PE uniforms. Previous Dennis 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. Any SMS shirt (Blue SMS logo T-shirt, Taste of St. Michael, Catholic Schools Week, Fun Run)
2. Blue SMS logo shorts
3. Solid white or navy blue socks. SMS logo socks are optional and are available in the school office. Socks **MUST** be at least 3 inches above the ankle and be clearly visible above the shoe.
4. Solid navy blue long “Khaki-style” pants can be worn during the winter months
5. Shoes should be black sneaker-type with either velcro, slip-ons, or buckles. Laced shoes, slippers, sandals, crocs, and boots are not permitted.
6. Jackets and sweatshirts may be purchased from Dennis Uniform or the school office only. Jackets and sweatshirts must have the SMS insignia.

## **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 be 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 at least 3 inches above the ankle.
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 be 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 at least 3 inches above the ankle.
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.

After Care 2:50 pm to 5:30 pm

Parents/guardians: Please provide a snack/drink for your child if he/she will be staying in these any of these programs.

### **SUMMER SCHOOL PROGRAM**

The preschool summer session runs from June to July. Preschool closes in the beginning of August to prepare the school for the new school year. 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 and/or Principal.

## **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 in 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 picture taking 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 8:15am and will be announced in advance so family and friends are encouraged to join the school community. 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 the 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.

### STUDENT FINANCIAL CONTRACT INFORMATION

Returning parents will have received the 2017-2018 Student Financial Contract form with the student's registration and tuition plans. New incoming parents/students will receive the contract upon a student's acceptance. Enrollment, admission, and assignment to a class will be completed upon completion of all financial obligations. The student contract clearly states all fees are non - refundable upon enrollment. The contract lists the current tuition rate and payment options as follows:

**Registration Fee:** The 2017-2018 fee was due by February or 10 days after acceptance.

**Curriculum Expense:** The 2017-2018 curriculum expense fee is due by July 31, 2017 or 10 days after acceptance.

**One Payment Plan:** Tuition and curriculum expenses are payable in a single installment, due in July 2017, with a \$100 discount for each child enrolled at St. Michael School. No discount after July 31, 2017.

**Two Payment Plan:** Tuition is payable in two installments: the first half of all charges are due on or by July 2017 and the final half is due on or by November 2017. A \$10 Plan Fee will be charged for each transaction. If payment is missed, your balance will be transferred to a monthly plan.

**Nine – Twelve Payment Plan:** Tuition is payable in nine to twelve installments. The first payment plan will start in May. Payments will be deducted electronically from your savings or checking account through the FACTS Tuition Management Program. There will be a one-time enrollment fee of \$40 for this program. Credit card payments handled in this manner will be charged the enrollment fee plus a 2.5% service charge.

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 over 200 separate tuition accounts. This program also allows parents to monitor their account online to track on their own – pls. check with 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.

**Late Fee/Returned Check Fee:** There will be a monthly late fee of 1% of the payment due. There is also a \$25 fee for any check returned to St. Michael School by the bank because of insufficient funds, etc.

## FUNDRAISERS

There will be two mandatory fundraisers; one for Fall and one for Spring.

We will also encourage various other special activities that also generate monies for the school such as but not limited to:

1. Holiday Extravaganza                      scheduled for 12/15/17
2. Aloha Extravaganza/May Day    scheduled for 5/5/18
3. Car washes
4. Garage Sales

## **EMERGENCY SITUATION GUIDELINES**

### **FLOOD ZONE**

St. Michael School is not in the 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 need not 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 and 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. See the “rule of thumb” comment at the end of this bulletin for determining whether we are open or 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 on 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:

If indoors, stay indoors and take cover next to desks, tables, benches, supported doorways or against inside walls. Stay away from glass, windows and outside doors.

If outdoors, stay outdoors and move away from the building, utility poles/wires, tall trees, etc. Once in the open, stay 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 station to see if St. Michael’s School is open or closed before school begins.\***

## **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.



# Saint Michael School

67-340 Haona Street, Wai'ala'ua, Hawaii 96791

## ADMINISTRATION OF MEDICATION FORM

Child's Name \_\_\_\_\_

Prescription Number: \_\_\_\_\_ Date of Prescription: \_\_\_\_\_

Doctor prescribing the medication: \_\_\_\_\_

Medication being given for: \_\_\_\_\_

Time medication is to be given by staff: \_\_\_\_\_

Time medication was last given by parent: \_\_\_\_\_

Dosage amount to be given by staff: \_\_\_\_\_

I, \_\_\_\_\_ give my permission for the staff of St. Michael School to administer the above prescribed medication to my child \_\_\_\_\_ in accordance to the guidelines indicated. I understand that the staff cannot be held responsible for allergic reactions or other complications resulting from administration of medication given according to the directions mentioned.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### STAFF RECORD

Staff accepting medication and form: \_\_\_\_\_

Is the medication in the original bottle?                      Yes                      No

Is the original label intact and legible?                      Yes                      No

Is doctor permission attached (or original prescription)?                      Yes                      No

**2017-2018**



**Saint Michael School**  
67-340 Haona Street  
Waialua, Hawaii 96791

**Emergency Card**

2  
0  
1  
7  
-  
2  
0  
1  
8

Family Name \_\_\_\_\_ Home Phone \_\_\_\_\_ Parish \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Father's Name \_\_\_\_\_ Mother's Name \_\_\_\_\_

Employer \_\_\_\_\_ Employer \_\_\_\_\_

Occupation \_\_\_\_\_ Occupation \_\_\_\_\_

Work Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_ Email \_\_\_\_\_

**If parents cannot be reached, please call: *\*\*please list all numbers that can be called in an emergency\*\****

Name & relationship (grandparent, sister, aunt, etc.) \_\_\_\_\_ Phone \_\_\_\_\_

Name & relationship (grandparent, sister, aunt, etc.) \_\_\_\_\_ Phone \_\_\_\_\_

Other than parents/guardians, the below named person(s) are allowed to pick-up the below named child(ren) from St. Michael School:

Name & relationship (grandparent, sister, aunt, etc.) \_\_\_\_\_ Phone \_\_\_\_\_

Name & relationship (grandparent, sister, aunt, etc.) \_\_\_\_\_ Phone \_\_\_\_\_

Please list children in this school according to grade (oldest first):

Name \_\_\_\_\_ Grade \_\_\_\_\_ Name \_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Please turn over to complete information on back of this page**

*I understand that the school does not assume responsibility for payment of a physician in any case. However, in an emergency, you may choose a physician. My choice of local physicians is as follows:*

---

*Name of Local Doctor*

*Phone*

---

*Name of Local Dentist*

*Phone*

---

*Insurance Coverage: Carrier: \_\_\_\_\_ Policy #: \_\_\_\_\_*

---

*Allergies: Please list all and any types of allergies (ie: bees, food, medications, etc.) that your child has:*

---

*Is there any condition (physical or mental) that your child is being periodically treated or examined by a physician? If the student is currently being treated or is on any medication, please submit a note from the student's physician indication condition, treatment, limitations and/or restrictions, if any. Below, please describe condition/illness:*

---

*St. Michael School and St. Michael Parish are not responsible for any injuries received by students while engaged in any sports, athletics, organized play or any accidents incurred anywhere on the campus or elsewhere when traveling to and from school or when participating in school activities away from campus, beyond assurance that injuries will receive first aid care.*

*\*\*upon parental request, St. Michael School will administer medication provided the necessary forms are completed in the school office\*\**

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*Mother/Guardian Signature*

*Father/Guardian Signature*

*If there are any changes/updates to this emergency card throughout the year, please call the school office or come in to physically change this document.*

***Please return this document to the school office by July 31, 2017***



## Saint Michael School

67-340 Haona Street, Wai'alu'ua, Hawaii 96791

Phone: (808) 637-7772 / Fax: (808) 637-7722

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

### Volunteer's Code of Conduct

Our children are the most important gifts God has entrusted to us. As a volunteer, I promise to strictly follow the rules and guidelines in this Volunteer's Code of Conduct as a condition of my providing services to the children and youth of our [parish, school, facility, diocese, etc.

#### As a volunteer, I will:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity and consideration.
- Avoid situations where I am alone with children and/or youth at Church activities.
- Use positive reinforcement rather than criticism, competition or comparison when working with children and/or youth.
- Refuse to accept expensive gifts from children and/or youth or their parents without prior written approval from the parents or guardian and the pastor or administrator.
- Report suspected abuse to the pastor, administrator or appropriate supervisor and the [local Child Protection Services agency]. I understand that failure to report suspected abuse to civil authorities is according to the law, a petty misdemeanor.
- Cooperate fully in any investigation of abuse of children and/or youth.

#### As a volunteer, I will not:

- Smoke or use tobacco product in the presence of children and/or youth.
- Use, possess or be under the influence of alcohol at any time while volunteering.
- Pose any health risk to children and/or youth (i.e., no fevers or other contagious situations).
- Strike, spank, shake or slap children and/or youth.
- Humiliate, ridicule, threaten or degrade children and/or youth.
- Touch a child and/or youth in a sexual or other inappropriate manner.
- Use any discipline that frightens or humiliates children and/or youth.
- Use profanity in the presence of children and/or youth.

I understand that as a volunteer working with children and/or youth, I am subject to a thorough background check including criminal history. I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in my removal as a volunteer with children and/or youth.

Parent's/Volunteer's Printed Name: \_\_\_\_\_

Parent's/Volunteer's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## *SAFE ENVIRONMENT PROGRAM*

*The Church endorses the mandatory reporting provisions of H.R.S. Chapter 350 concerning child abuse. All staff members and teachers/catechists are required to sign an acknowledgement that they have read and understood the ethical and personal conduct policies of the Diocese of Honolulu.*

*Consistent with diocesan policy, St. Michael School, will conduct Safe Environment raining as part of the religious education curriculum. Attached is the "Parent Information" to review and understand the Safe Environment curriculum.*

*Kindly return this form to acknowledge that you have read and understand the "Parent Information" from St. Michael School. If you have any questions or concerns regarding this implementation, please feel free to contact the school for more details.*

*This form is due into the school office by July 31, 2017*

*THIS IS TO CERTIFY THAT I HAVE READ THE  
PARENT INFORMATION*

*"CREATING and MAINTAINING SAFE ENVIRONMENTS"*

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*Parent/Guardian Signature*

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*Student Name(s)*

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*Date*





**Saint Michael School  
Waialua, Hawaii**

**AUTHORIZATION FOR STUDENT EXCURSION AND ACTIVITIES**

This Authorization **MUST** be completed by the student's parent(s) or guardian(s). If not completed and signed, the student may not be allowed to participate in the excursion and activities described below.

**Return Date**

**Event  
Date  
Cost:  
Place/Time**

**Objective/Instructions**

-----  
(cut here and return)  
**Event/Date**

Name of Student: \_\_\_\_\_

Home Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

**I am/We are the parent(s)/guardian(s) of the student named above. By signing below, I/We:**

- (a) **give permission** for the student to participate in the excursion and activity described above;
- (b) **give permission** for the student to travel by private or commercial vehicle;
- (c) **release** the School and its agents and employees from any and all liability to us and to the student for any injury, damage or loss that occurs because of the student's participation in the excursion and activity, unless the injury, damage or loss is caused by the gross negligence or willful misconduct of the School or its agents and employees; and
- (d) in the event of illness or injury to the student, **consent to and authorize** such medical and dental
- (e) treatment as may be deemed necessary, and **agree to pay** for such medical and dental costs.

**AUTHORIZATION:**

_____	_____	_____
[Mother's/Guardian's name]	[Mother's/Guardian's Signature]	[Phone #]
_____	_____	_____
[Father's/Guardian's name]	[Father's/Guardian's Signature]	[Phone #]

**Parent's Comments:**

Please identify any special medical instructions or other special circumstances you believe are important for the School to know about as your child participates in this excursion and activity.

Dear Parents / Guardians and Students,

The faculty and staff of Saint Michael School welcome you to a new school year. We look forward to working together with you to make this a memorable year of growth for your child spiritually, intellectually, physically, emotionally and socially.

This handbook contains the policies and procedures of Saint Michael School Preschool. It has been prepared to help strengthen communication between the home and school and to assist parents and guardians in helping their children to understand and to fulfill these policies and procedures. We ask you as family members, to read and discuss this handbook. **Please sign this form and return it to the school office by Monday, July 31, 2017, or one week after acceptance to St. Michael School.**

We have an excellent school, wonderful children, caring parents and a dedicated faculty and staff. By developing a strong working partnership, we can provide our children with the very best Catholic education.



THIS IS TO CERTIFY THAT I HAVE READ THE  
SAINT MICHAEL SCHOOL PRESCHOOL HANDBOOK  
(2017-2018)

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Parent/Guardian Signature

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Student Name(s)

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Date