

Maris Stella School
A PRIVATE CATHOLIC ELEMENTARY SCHOOL
THE DIRECTION OF THE CATHOLIC MISSION SCHOOLS
DIOCESE OF THE CAROLINES

ACCREDITED BY
WASC
AND
MINISTRY OF EDUCATION

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GENERAL INFORMATION

Maris Stella School, a Catholic elementary school, was founded in 1957. Located in Idid, Koror, Palau, Maris Stella School provides a high quality Catholic education for students Kindergarten through 8th grade, committed to the holistic education of our students.

Maris Stella School is recognized and approved by ROP Ministry of Education and accredited by Western Association of Schools (WASC). Maris Stella School builds a foundation in excellence in the areas of religious studies, English, mathematics, science, social studies, Palauan language, fine arts, and physical education.

Our school is grounded in the life and teaching of Jesus Christ who gives us direction and purpose. We genuinely care for one another and we work at supporting each other—faculty to faculty, student to student and faculty to student. It is important that our students feel happy, safe, supported, and appreciated. We make every effort to instill Christian values in our words and actions. It is a great place for children to grow up.

This handbook is designed to provide information that will help parents to become an active partner with the school. Positive social skills and self-image, successful life-long learning experiences, respectful stewardship and wholesome relationships are more likely to occur when the home and the school communicate on a regular basis. It is our intention that this handbook will contribute to that end, as well as serve as a source of ongoing valuable information for parents and students.

Statements in this handbook are subject to change. The school will inform you of all changes as soon as possible. The final interpretation of the information herein and the right to create new guidelines as needed, is the sole responsibility of the school administration.

FOUNDATIONS

The foundation of Maris Stella Catholic School is Jesus Christ. Upon this foundation the “4 foundation” of Respect, Responsibility, Concern for Others, and Integrity are built at Maris Stella Catholic School.

1. **Respect**

Because we are all God’s creation, the number one school-wide policy at Catholic Mission Schools is respect. Everyone at Catholic Mission Schools is expected to show respect at all times. The Director and Principal are expected to show respect to faculty members, staff and students. Faculty members are expected to show respect to other faculty members, staff, administrators, and students. Students are expected to respect themselves and other students, faculty, staff, and administrators. Everyone is expected to respect the campus and school property (this includes announcements placed on bulletin boards), other peoples’ property, public property, and the environment. Failure to show respect will be dealt with immediately.

2. **Responsibility**

Because the Mission of Catholic Mission Schools is to educate the whole human person so they can better live out their Catholic faith and the Christian call to service, everyone at Catholic Mission Schools is expected to live Responsibly. We expect our students to grow in the area of responsibility, and we expect our faculty, staff and administrators to display and model Responsibility.

3. **Concern for Others**

Living out the Christian call to service is a key part of our Mission at Catholic Mission Schools. Jesus Christ himself calls each of us, as Christians, to be men and women for others. Mathew 25 reminds us: “I was hungry, and you fed me; I was thirsty and you gave me drink; I was a stranger and you welcomed me . . . I was sick and you visited me . . . Whenever you did this for the least of my brothers and sisters, you did it for me.”

4. **Integrity**

Catholic Mission Schools’ students are expected to be people of integrity, and are expected to act with integrity at all times. By integrity is meant that, with a developed conscience, Catholic Mission Schools’ students know in their hearts the difference between right and wrong, and will choose to do right. Catholic Mission Schools’ students are expected to be trustworthy. No real relationship – with God, with others, or with self – can deepen or last, if it is not built on trust.

OVERVIEW

Maris Stella Catholic School function as a Christian and Catholic school community. A community is a group of people living in close contact who have common needs and hopes and who are bound together to achieve a common goals and a common mission. Maris Stella Catholic School is a community made up of students and staff - each with something different to contribute - for the purpose of living out the Mission of Maris Stella Catholic School and the Christian and Catholic context in which it is situated.

There are two main aspects to our Catholic Mission Schools' Community:

Learning in Community

Living in Community

A. Learning in Community

Learning in community means that both staff and students:

1. Regard learning as an opportunity to develop the talents God has given them, not only for their own advantage but for service – with within and outside of Catholic Mission Schools – now and in their future.
2. Share the resources such as classrooms, textbooks, gymnasium, grounds and church space. We must respect others and should not be careless or selfish when using these resources. We must also remember that because we belong to the Catholic Church of Palau, we must work together as one community – Maris Stella, Mindszenty, and the local Catholic Church of Palau.
3. Help one another and do not hinder the development of the other's talent. By talent we do not just achieve a good mark and high achievement, but rather an ability to think clearly, to reflect, to organize, and to share the results of this with others. Each community member – staff and student alike – should consider himself/herself responsible for others.

B. Living in Community

1. Living in community within the Catholic Mission Schools campuses.

The Christian and Catholic concept of living in community goes far beyond the particular situations created by Learning in Community. It involves respect and mutual understanding of others in imitation of Christ. It involves the attitudes of sharing and service – so emphasized by Christ as necessary for following him – which foster cooperation within the community. It involves self-sacrifice. On the other hand, distrust, dishonesty, selfishness, misunderstanding, prejudice, inter-school disrespect, and indifference only destroy community.

2. Living in Community Off-Campus

All staff and students are expected to show interest and willingness to help others through their contribution to the wider community, whether on a weekend, on a project on an island away from school, or involved in their own villages and communities during the summertime. All staff and students are expected to live out the principles they have accepted within the school community wherever they are.

3. Another part of the Catholic Mission Schools community outside the school campus is made up of parents, alumni, parishioners, friends, and benefactors – all of whom have contributed in different ways to bringing us together and to whom we owe special and deep gratitude. It is absolutely important that staff and students become involved in this greater, wider community of Catholic Mission Schools.

Note: The aim of both staff and students in the Catholic Mission Students Community is to be one who fosters and does not discourage, who assists and does not destroy, who seeks unity rather than division, following the example of Christ. Insincerity about these ideals is unacceptable, but genuine questioning is expected and welcomed.

PHILOSOPHY

Palau Catholic Mission Schools (hereinafter called Catholic Mission Schools or CMS) are Christian schools in the Catholic tradition. We seek to provide quality education for qualified youth, especially, but not limited to, Catholics in the Republic of Palau. By qualified we mean academically qualified. We will do all in our power to keep Catholic Mission Schools tuitions affordable for families of modest means. Indeed we will strive to see that no student is denied an education at Catholic Mission Schools because of lack of financial means.

As stated in our Mission Statement, our primary objective is broader than providing academic knowledge and skills. Our primary objective is two-fold: (1) The formation of the whole human person; and (2) to instill in our students a willingness and desire to serve the local Palauan community by sharing with others the skills, talents, and values they have developed at Catholic Mission Schools.

By the formation of the whole human person we mean that, in addition to their intellectual and academic formation, Catholic Mission Schools' students will be challenged to grow spiritually, morally, psychologically, socially, physically and emotionally.

More concretely, Catholic Mission Schools' students will develop leadership skills, by being challenged to grow in the areas of responsibility, concern for others, integrity, and respect. They will also be challenged to grow in their ability to reflect critically on the real life cultural, social, environmental, and personal situations they find themselves in.

This commitment to the formation of the whole human person entails, by necessity, that we extol, affirm, support and promote Palauan culture. While we are aware that western education is by its very nature "western," we at Catholic Mission Schools are convinced that only to the extent that we help our students understand and appreciate their own Palauan culture will they truly be able to reflect critically on the real life situations in which they find themselves, affirming what is good, and challenging what is bad.

Through growth in these areas, coupled with their academic and intellectual formation, and with all of this being done in light of the Gospel, we seek to form students who will understand and desire to use their training and skills, not primarily for their own personal advancement, but for the common good of their local communities, their country, and their Church. By doing so, Catholic Mission Schools' students will be most capable to fully living out the mission given them by their baptism - a continuing of Christ's mission here on earth, and particularly in the Republic of Palau.

Finally, it must be stated here in our Philosophy that Catholic Mission Schools affirms the role of parents as primary educators of their children and will, primarily through the help of parish structure, assist parents in understanding and fulfilling this role.

MISSION STATEMENT

Believing that we are created in God's image.

The mission of Catholic Mission of Schools of Palau is to nurture the development of our students spiritually, intellectually, morally, and physically - a Palauan cultural context - so they may better live out their Catholic faith and answer the Christian call to service.

GOVERNANCE

Catholic Mission Schools is conducted as a cooperative venture of governing bodies: The Board of Members, the Board of Directors, the administrations, the staff and the students. Catholic Mission Schools is a private, non-profit secondary educational institution under the authorization of the Catholic Church of Palau and the Bishop of the Diocese of the Caroline Islands.

Board of Members

The Board of Members is the legal governing body of Catholic Mission Schools, and has the following exclusive and reserved powers to:

- Approve decisions with respect to the purchase, sale, mortgage, lease or other disposition of real property of the Corporation;
- Adopt, amend or repeal any provision of the Articles of Incorporation, merger; consolidation or dissolution of the Corporation;
- Adopt, amend or repeal any provision of the corporation's By-laws;
- Elect and approve members of the Board of Directors and remove members of the Board of Directors;
- Approve appointment of the Director Catholic Mission Schools;
- Approve changes in the philosophy or mission of Catholic Mission Schools.

Board of Directors

Subject to the exclusive powers reserved to the Members of the Corporation, the general affairs of this corporation shall be managed by a Board of Directors which shall consist of at least three members to be elected and to serve in accordance with the By-laws of this corporation. Subject to the exclusive powers reserved to the Members of the Corporation, the Board of Directors shall be responsible for the management and control of the business and affairs of this corporation and shall have all those powers provided by law to boards of directors. It is the Board of Directors which evaluates the Director's performance of his/her duties.

Director

The Director of Catholic Mission Schools has an overall responsibility of the Catholic Mission Schools. His/her appointment is approved by the Board of Members. He is expected to impart his vision for the school to the school community. Hence, an important part of his/her job is to determine school goals and policies together with the Board of Directors and the Principals.

The Director, in consultation with the Episcopal Vicar will:

- Be the animator of Catholic Mission Schools' vision.
- Have the ultimate responsibility for the care and development of all Catholic Mission Schools' stakeholders.

The director, in consultation with the principals will:

- Oversee the Catholic Mission Schools' curriculum and school calendars;
- Oversee the care and development of the campus and its facilities;
- Supervise the finances of the school;

- Fundraise on behalf of the Catholic Mission Schools;
- With the principals, recruit new teachers and hire staff, and have the final say on any dismissal;
- Will be consulted by the principals regarding the acceptance and dismissal of students;
- Serve as liaison to the government and community;

Additionally, the Director will:

- Serve as an ex-officio voting member of the Board of Directors;
- Evaluate the Principals' performances;
- Be evaluated by the Board of Directors.

Principals

The principals of Catholic Mission Schools are recommended for hire by the Director of Catholic Mission Schools to the Board of Directors for their approval. Principals report directly to the Director of Catholic Mission Schools. Principals supervise the daily academic running of the school. The principals have immediate authority over curriculum and instruction, teaching staff development, testing and counseling.

Principals will:

- Reinforce the spirit of the mission of Catholic Mission Schools in respective campuses;
- Assign teaching responsibilities to faculty;
- Plan and conduct orientation and continuing staff development for teachers;
- Conduct teacher evaluations and classroom observations;
- Construct the class schedule and assign students to class sections;
- Assist the Director as primary animator of the WASC accreditation process;
- Assign teaching staff as subject department heads;
- Coordinate the purchase of textbooks and other learning resources;
- Create the annual school calendar;
- Facilitate quarterly assessment and make arrangements for tutoring;
- Maintain accurate enrollment and statistics;
- Organize quarterly academic assessment procedures;
- Schedule and coordinate all standardized testing
- Supervise class and activity moderators;
- Monitor attendance and repeated absences (with the assistance of the Dean of Students)
- Coordinates with the tasks of vice principal, dean of students, secretary and financial staff.
- Attend the PTA officers meetings and the Principals/Director's meetings;
- Supervise student conduct during the school day (with the assistance of the Dean of Students)
- Communicate with parents and sponsors;

- Schedule and coordinate the administration of entrance exams, select new students;
- Be an ex-officio non-voting member of their respective Board of Directors;
- In consultation with the Director of Catholic Mission Schools, the principal may name an Assistant Principal and/or temporary delegate specific responsibilities of the Principal to other staff members as needed. Responsibilities and parameters of the Assistant Principal or temporary Co-Administrator is to be conveyed to the Director of the Catholic Mission Schools and the school staff.

COMMUNITY - MARIS STELLA SCHOOL

Expectations of Staff

The entire staff of Maris Stella School promotes and operates out of the Mission Statement for Catholic Mission Schools of Palau. Catholic Mission Schools staff members must be convinced of the importance of their work. They must see their work as vital to the functioning of the school, and realize the important contribution that the school makes to the development of the Catholic Church of Palau and the Diocese of the Caroline Islands, the Republic of Palau and Micronesia. They must be prepared to communicate their convictions to fellow staff members and students alike, especially through their actions.

Staff members must be able to live and work with others in a genuine community nourished by openness, tolerance, forgiveness and love. They must be prepared to do this in a community of people from several different cultures. They must be willing, when the inevitable tensions arise in such a community, to honestly search for means to resolve any difficulties they might have with others.

Staff members must see their work at Catholic Mission Schools not just as a job but, rather, as a mission. They must realize that their aim, above all, is to serve the Palauan community by helping to produce young men and women who will be intellectually, spiritually, morally, socially, and emotionally competent, so they can better live out their Catholic faith and answer the Christian call to service.

The Maris Stella School staff is comprised of Administration, Teaching Staff, and Support Staff. Along with responsibilities outlined below, all staff abides by the Code of Ethics (pp 19-23).

Administration

1. Principal

Responsibilities are outlined above.

2. Assistant Principal

- Is a liaison between teachers and the Principal and between teachers;
- Mentors new teachers to acquaint them with the Catholic Mission Schools;
- Assists the Principal in settling disciplinary solutions;
- Represents the school in the absence of the Principal;
- Assists the Principal in processing changes of school programs and policies;
- Assists the Principal in preparing the annual budget;
- Attends, with the Principal, the PTA Officers Meeting and Principals/Director's meetings
- Is accountable to the Principal.

3. Teaching Staff

Maris Stella Teaching Staff are prepared professionals who teach to realize the potential gifts and talents of all students. They are to be role models of Christian virtues, values and service to others.

The primary task of the teaching staff of Catholic Mission Schools is to help Catholic Mission Schools fulfill its Mission of educating students whose lives are guided by the Christian call to service. Therefore, each faculty member is a role model whose passion and commitment sustains a safe, respectful and animated environment conducive to learning.

The following procedures are required of all classroom teachers to facilitate the mission of Catholic Mission Schools in educating our students:

a. Presence

- Teachers, as role models, are to be professionally dressed and well-groomed.
- Teachers are expected to be present at school before the morning assembly and present at all assemblies and school functions.
- Teachers must notify the principal of their absences, anticipated and unexpected.
- Teachers sign in and out of school each day.
- Teachers are responsible for their students during scheduled class periods, whether they are in the classroom, the library, the computer room, the church, or outdoors.
- Attendance at scheduled faculty meetings and in-service workshops is mandatory.

- Teachers will experience periodic classroom and teaching supervision and evaluations.
- Betel nut is not permitted in the classroom or around students; consumption of tobacco or other such products, is not allowed during school hours and around students. These are to be consumed privately, and not in public.
- Teachers may not socialize with students using any social network, especially the internet, e.g. Facebook.
- Teachers participate in peer-support and peer-learning through peer observations, consults, teacher sharing times and regular meetings.

b. Performance

- Teachers must respectfully get to know students as individuals.
- Teachers are responsible to know expected outcomes of their subjects, scope & sequences of the materials and appropriate teaching procedures.
- Teachers must prepare lesson plans ahead of time and have all teaching materials available.
- Teachers will be required to submit lesson plans upon notification to the Principal or Vice Principal for review.
- Lesson plans for substitute teachers are to be prepared by the class or subject teacher.
- Any changes to the class schedule must be approved by the Principal in advance.
- All teachers are responsible to inform about and enforce school rules in their classrooms, on the campus, and at off-campus school functions to assure consistency in the school environment.
- Serious infractions of school rules are to be reported to the Principal.
- Homeroom teachers are responsible to convey rules of the class to the students; subject teachers are required to honor and enforce the rules as well.
- Teachers engage in regular and varied assessments of taught materials – through classwork, homework, quizzes (written and oral), tests and exams, and projects for appropriate grades.

- Teachers are responsible for accurate record keeping of student performance, conveying that information honestly on report cards and on permanent record cards. Grade books are turned in to the office at the end of a school year.
- Teachers will always to, and stay with, their students in the library, computer room, church, for P/E and other outside-the-classroom events.
- Teachers make appropriate referrals for children requiring special help/special education.
- Teachers will use tutor students for targeted needs – after school, at school, without financial compensations from families – it's part of our Christian service.
- Teachers will maintain confidence about sensitive information pertaining to students and families.
- Teachers will help to maintain an awareness of God in practices of prayer, church services, and reflective moments.
- Teachers will follow all school procedures and permissions for field trips.
- Teachers will self-evaluate for effectiveness of teaching lessons and make revisions as necessary. Evaluations are on a daily basis more formally, quarterly. (Attached)

c. Care of Property

- Each teacher is responsible for making sure the classroom is an inviting learning environment and is kept neat and orderly.
- Teachers distribute books to students and record the number of the book for student accountability and care of materials.
- Teachers regularly check the conditions of desks, chairs and all school property; they hold students accountable for proper usage and respect.
- Teachers share the responsibility for property maintaining the Teachers' Room.
- Teachers are to report any maintenance needed in the classroom or offices by submitting a Maintenance & Repair (M&R) work request form to the Principal.

d. Additional Teacher Responsibilities

Home-room Teachers

Serve as the over-all contact for students in a particular grade/class, providing a structure, instilling school spirit, encouraging best study habits, and use of individual talents.

Subject Department Heads

- Prepare and submit the department's plans and activities at the beginning of each school year
- Coordinate the necessary co-curricular activities within departments
- Submit plans to improve the curriculum of the department
- Visit classes of their departments and assists the teacher in finding materials, if possible
- Is accountable to the Principal

Sports Coordinator

- Is the custodian of all school sports equipment and notifies the Principal of needs
- Coordinates and distributes the expected PE activities for the various grades for the school year.
- Plans for specific activities/field days/intra-murals
- Is accountable to the Principal

School Librarian

- Organizes and maintains the library
- Develops the rules for library use
- Develops a schedule for Library use
- Serves as a resource for teachers' and students' projects
- Submits requests for Library supplies and materials
- Plans motivational activities to increase library use
- Is responsible to the Principal

Computer Lab Coordinator

- Organizes and maintains all components of the computer lab

- Creates and communicates the rules and regulations for the use of computers and lab
- Consults with teachers to arrange class computer schedules
- Provides systematic and progressive materials for students, according to grade levels
- Recommends to the Principal learning materials to be purchased
- Is responsible to the Principal

4. Support Staff

a. Accountant

The accountant will:

- Receive, record, and deposit tuition and registration fee payments
- Prepare reminders for unpaid tuition
- Pay bills, taxes, etc.
- Disburse money for maintenance, and other school needs
- Is responsible to the Principal

b. School Secretary

The Secretary will:

- Be present in the school office at all times during the school day
- Receive and deliver messages to and from the school
- Take care of and give out school supplies to the teachers and staff
- Is a link between the parents and Principal / Assistant Principal and/or teachers
- Help prepare and send out messages and letters to the parents
- Maintain records of absences for teachers and staff and students
- Is responsible to the Principal

c. Maintenance

The maintenance personnel will:

- Maintain grounds, buildings, and equipment on a routine basis
- Maintain electrical car
- Estimate costs and shops for materials for projects to be done
- Take care of all equipment and supplies in the storage and the work areas
- Is responsible to the Principal

Students

All students do their part to help create and maintain a safe, happy and wholesome Catholic School environment by:

- Being present and on campus for the hours of school
- Being respectful of self, all others, and all school property
- Being neat, clean, and proud to display their school uniforms, wearing the proper school uniform at all times unless a specific exemption is announced

Uniforms

Male students:

a white Polo uniform shirt with the school emblem on the left chest; black or dark blue wash & wear pants or shorts (no stripes). Hair must be an appropriate length no longer than 2" for the top and clean cut around the head. NO STYLING/DESIGN.

Female students:

A white button-down blouse under a green jumper with the school emblem on the left chest. Hair must be pulled back in a ponytail away from face. NO STYLE/DESIGN.

P.E. uniform is required to be worn only Monday, Wednesday and Friday from 3:30-3:15 pm or specified school functions; ONLY other option if your child(ren) have no P.E. uniform is CSW (Catholic Schools Week) shirt with black or blue shorts.

****ONLY PLAIN WHITE T-SHIRT** are to be worn under the uniforms and are not to hang below the uniform/blouse.

- Being prepared for school (enough sleep, breakfast, homework, books, etc)
- Being the best learner possible with serious study and honest work
- Maintain a care of the campus and all school materials
- Being a doer of Christian service for others

Revised: 02/11/19

Things NOT allowed at Maris Stella

For Respect, these things are NOT allowed at Maris Stella:

- Bullying (physically or verbally), fighting, stealing, immodest language
- Body art, (including tattoos), body piercing, hair dye or make-up
- Wearing items that are not part of the uniform
- Birthday parties or graduation gifts for individuals in the school
- Arriving late for school
- Making disruptive noises
- Electronic device, unless requested by a teacher for a class learning activity
- Littering, defacing property, vandalism

For Health and Well-being, these things are not allowed at Maris Stella:

- Alcohol or illegal substances, tobacco, betel nut, chewing gum
- Dangerous weapons
- Gambling
- Unhealthy snacks and drinks other than water

Consequential Discipline

Consequential discipline for disturbing our desired Maris Stella School environment:

- **Lack of proper uniforms**
 - 3 warning; after 3rd warning, disciplinary action or suspension
- **Damage to School property**
 - Parent/guardians will be charged for repair of damages or replacement of lost or damaged school property. Repeated destruction or defacing of property could result in suspension or dismissal.
- **Electronic Devices**

- Electronic devices may not be used during school hours. Electronic devices being used during school hours will be confiscated; students will pay \$5.00 to have it returned. Repeated confiscations will result in Parent/Guardian being contacted.
- **Use of illegal substances**
 - Student use of alcohol or illegal substances, tobacco, or betel nut will be reported to the office and can result in dismissal after warnings and family consultations.
- **Cheating and Stealing**
 - Cheating and stealing is not tolerated but understanding why it happened is important.
 - Return of stolen property is essential. First offense warnings are issued; family consultations happen for cooperative behavioral change; dismissal could result for repeated offenses.

EDUCATIONAL COMPONENTS

Intellectual development is one aspect of educating the whole person. School is focused on encouraging the development of the gifts and aptitudes of students and academic formation is a primary way of achieving these goals. Maris Stella School must be in a partnership with the family and the local community for the seeds of knowledge to root, grow and be nurtured beyond the time spent in the classroom.

A. Admission

Kindergarten

- All children must be five years old by December of the current school year
- All children must pass a "Readiness Test"
- A letter of notification will be sent to the parents/guardians of the children who passed the test
- A letter of acceptance and dates of registration will be sent by the Principal
- A parent/guardian must accompany the child for registration
- All documents (listed below*) must be provided as part of the registration

First Grade

- Priority will be given to students of Maris Stella Kindergarten graduates

- All students are required to pass a “Readiness Test”

Transfer Students

- A potential transfer student must submit an application to the Principal
- A diagnostic test will be given for appropriate grade placement
- A transfer student must submit all required documents (as listed below*)
- Catholic Mission Schools reserves the right **not** to admit a student who was expelled or dropped out of another school.

Required for all students

Documents

- ✓ A copy of the child’s birth certificate
- ✓ A completed application form (application forms are available in the school office)
- ✓ A completed health form (health forms are available in the school office)
- ✓ Specific notices of any special considerations/needs (medical, social, etc)
- ✓ Up-to-date records of immunizations
- ✓ A copy of Baptismal Certificate for children baptized outside of Palau
- ✓ For transfer students, a copy of the student’s official transcript or permanent record card

Deposit

A deposit is required for each new student at the time of registration that is counted a partial tuition payment for tuition. If a student does not enroll, the deposit is forfeited.

B. Program of Study / Curriculum

Core Subjects

- a. Palauan Language Arts, History and Culture
- b. English Language Arts and Reading Skills
- c. Mathematics
- d. Science & Health
- e. Social Studies
- f. Religion

Complementary Components

- a. Physical Education
- b. Computer

- c. Art
- d. Music
- e. Library

Religious Life

Catholic Mission Schools publically declares its Catholic identity. Besides daily religion classes, and attention to prayers at the beginning and end of classes and at meal times, all Catholic Mission Schools students participate in a Mass of the Holy Spirit to begin the new school year, mass on Holy Days of Obligation when school in session, First Friday Masses, Reconciliation services during Advent and Lent, and other religious seasonal activities and service projects.

Additional Enrichment Activities: choir, sports teams, seasonal and cultural assemblies, and field trips.

C. Explanation of the Grading System

1. Kindergarten students receive progress of performance reports

O = Outstanding
 S = Satisfactory
 N = Needs improvement

2. Maris Stella School uses a “100 – 65” system of grades

100 demonstrates a mastery of the subject for a particular grade level.

65 demonstrates that a student has met a minimum grasp of the subject.

Below 65 indicates a failure with serious need to relearn the material.

Grade Equivalences

<u>Letter Grade</u>	<u>Number of Grade</u>	<u>GPA</u>
A+	100	4.0
A	95 – 99	3.5
A-	90 – 94	3.0
B+	87 – 89	2.7
B	83 – 86	2.3
B-	80 – 82	2.0
C+	77 – 79	1.7
C	73 – 76	1.3
C-	70 – 72	1.0
D+	68 – 69	0.8
D	66 – 67	0.6
D-	65	0.5
Failure Below 65		

Computation of Grades

Class teachers will make the criteria clear to their students.

Class average

Regular Tests (70%)

Other components (30%) Class participation homework, projects, quizzes, tests, etc).

Quarterly Grades

Class Average (85%)

Quarterly Exam (15%)

Final Grades

Computed by taking the average for each subject for the quarters of the year.

D. Student Profiles of Effort and Behavior

The homeroom teacher will confer with all of a student's teachers to decide on the levels of effort and behavior.

1 = Commendable	Outstanding good behavior & extraordinary effort
2 = Satisfactory	Meets the requirements
3 = Unsatisfactory	Needs to improve
4 = Unacceptable	Falls short of what is required

Criteria for Behavior

Obedient	Follows directions and does what is asked
Honest	Being truthful in all things and at all times
Respectful	Courtesy towards faculty, staff, schoolmates and all members of the community
Responsible	Takes care of self, others and things, finishes what must be done and finishes it on time
Cooperative	Willing to work with others
Practices self-control	Can follow rules and directions and thinks before acting

Criteria for Effort

Attentive	Pays attention and follows directions
Industrious	Completes all work
Takes initiative	Shows leadership; can begin and follow-through with tasks
Punctual	Is on time for school, all classes and all activities
Perseverance	Finishes all things, especially when they are not easy

Report Cards

Quarterly, each student will receive a report card reflecting academic achievement and assessments of behavior and personal qualities. Report cards must be signed by parents/guardians and promptly returned to the school.

Teacher conferences are encouraged and can always be arranged.

Other Academic Indications

At-Risk Notices

Parents/guardians of students who exhibit difficulties with attendance and tardiness, academic achievement or behavioral concerns will receive a phone call or letter from the school to request a conference.

Retention

Any student who fails two core academic subjects will be retained.

Promotion from 8th Grade

Students who complete the core requirements in 8th grade with an average of 70 will graduate with a diploma.

E. Criteria for Awards

Quarterly Honor Roll

Students with:

An Average of 85 with no grade below 77

1's or 2's in both Effort and Behavior

Perfect Attendance

Without lateness

Annual General Excellence

- Excels in school spirit and Christian attitudes
- Has an average of 93 – 100 with no grades below 85
- Has 1's and 2's in Effort and Behavior
- Performs service beyond what is required

- Has the approval of the majority of the teachers

First Honors

An average of 93 and above; no grade below 85

Second Honors

An average of 89 or above; no grade below 81

Third Honors

An average of 85 or above; no grade below 77

Perfect Attendance for the whole year**Maris Stella Award**

The Maris Stella Award is given to an Eight Grade student who has shown superior growth and development in the understanding of Christian faith, intellectual achievement, and service to the school and wider community throughout eight years at Maris Stella. This award is with the majority approval of the teachers and the Principal.

SPECIAL STUDENT POLICIES

As a member of the Catholic Mission Schools community, each Catholic Mission Schools' student has the responsibility to promote the general welfare of all members of the school community. Part of this responsibility is the obligation to inform school authorities about persons or incidents that may threaten the safety and welfare of other students or the school, or cause injury of any member of the school community.

Students are encouraged to be responsible members of the school members of the school community by stopping others from fighting. Any student who encourages or cheers others to fight will be subject to disciplinary action.

In order to create a community of respect, neither students nor faculty and staff will use profane language.

Catholic Mission Schools reserves the right to protect the health and safety of students by conducting searches of any of its facilities classrooms, students' bags, desks, lockers, and other personal belongings, or searching vehicles upon entry to and exit of campus if, in the judgment of school authorities, it is necessary to prevent a serious offense under investigation. Searches may be conducted by school authorities in the presence of at least one other member of the administration, or someone designated by the administration.

Unacceptable Offenses

Unacceptable offenses are violations of the Schools' Mission Statement, are not Christian behavior, and are in violation of National and State laws. **The consequence for a violation of an unacceptable offense is immediate expulsion from Catholic Mission Schools.**

- Use or possession of illegal drugs (at any time - on or off campus).
- Stealing. Stealing is here defined as taking something that doesn't belong to you without permission of the owner.
- Possession of deadly weapon.

Serious Offenses

Serious offenses are violations of the Schools' Mission Statement, and are not Christian behavior.

- Use or possession of alcohol or other controlled substances;
- Breaking into and entering locked areas;
- Intentional disrespect to teachers or other school staff;
- Fighting that results in physical injury;
- Repeating any violation in the "Moderate Offense" category;
- Any act or omission analogous to any of the above.

Moderate Offense

- Use or possession of tobacco and/or betel nut – 1st offense;
- Cheating on academic work – 1st offense;

- Lying with intent to deceive;
- Damage or destruction of others' property;
- Possession of pornography;
- Off-campus without permission;
- Leaving the classroom without permission;
- Skipping classes or other mandatory school functions;
- Repeating any violations in the "Nuisance" category;
- Any act or omission analogous to any of the above.

Nuisances

- Failure to complete assigned work or duties;
- Disrupting classes, study or the Library, cafeteria, science lab, or gymnasium;
- Using MP3 players, cell phones, or other electronic equipment during school hours – without specific permission from a teacher or administrator;
- Failure to return checked-out sports or music equipment;
- Using or writing offensive language or gestures;
- Violation of the Dress Code;
- Chewing gum, eating or drinking in classrooms, Library, Computer Room, Chapel or Science Lab;
- Late for class, assembly or other school functions – 1st offense;
- Entering restricted areas without permission;
- Any act or omission analogous to any of the above.

* Repeated violations of nuisances become a moderate offense.

Public Scandal

One of the primary aims of Catholic Mission Schools is the holistic education of the whole person; to challenge the student to develop leadership qualities in the areas of Responsibility, Concern for Others, Integrity, and Respect. The students are urged to take great care in their search for acquisition of values and principles that will characterize them as Christians. They must consider themselves as students of Catholic Mission Schools at all times and give witness to it with their behavior **both on and off campus**. Any behavior contrary to these brings dishonor to themselves, their families and their school, making them unworthy of the name "Student of Catholic Mission Schools."

Examples of "Public Scandal" include (but are not limited to):

Pregnancy, fathering a child
Students living together in a de facto relationship
Abortion
Alcohol or drug use
Supplying drugs or alcohol to others

Possible Consequences

- Consequences for Unacceptable Offenses will result in immediate expulsion from Catholic Mission Schools, as stated above.
- Consequences for Serious or Moderate Offenses will be determined by school administrators.
- Consequences for Nuisances may be specified by other members of the school supervisory staff, including teachers and the Dean/Principal.

The School administration reserves the right to assign consequences not listed here that are proportionate to the violations committed. They could include:

Detention of Work

Students may be assigned to perform indoor or outdoor work on campus. The amount of work will be proportionate to the severity of the violation committed. When possible, the work will be related to the violation committed.

Parental Notification

The principal notifies parents or guardians in writing of offense that, if repeated, could result in their child's dismissal from Catholic Mission Schools.

Reflecting Paper

Students may be assigned to write a paper related to the offense they have committed.

Loss of Academic Credit

Cheating, including plagiarizing is a violation of "Catholic Mission Schools Honor." Students who cheat by copying work from another student or plagiarizing information from a printed source do not earn credit for the assignment or test that was not completely their own work. Students who assist others in cheating also lose all credit for that assignment for test.

In addition, the Profile Grades of the students involved in these activities will reflect the seriousness of the offense. A student who has a second offense in this area is subject to academic and disciplinary probation.

Suspension

Students who commit serious offenses may be suspended from classes. Suspension can last from one to five days. The purpose of suspension is to give the student time to think over his/her situation, and make a plan to improve so that he/she might be able to continue at the school. Students receiving suspensions are usually placed on Disciplinary Probation. Suspensions may include physical labor and opportunities for guided reflection with a school administrator.

Disciplinary Probation

Students involved in serious disciplinary matters may be allowed to remain at the school on Disciplinary Probation. Students on Disciplinary Probation who participate in a second serious disciplinary incident are subject to dismissal from the school.

In cases where students are put on Disciplinary Probation, the Principal will write a letter to the parents or guardians, explaining the nature of the offense, and its ramifications.

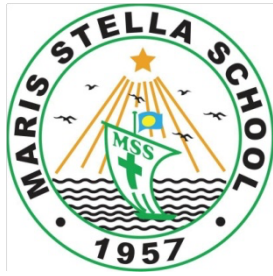
At the discretion of the administration, students involved in a serious disciplinary violation may be asked to sign a contract that will make clear the conditions for successfully making amends for the violation.

Dismissal

Dismissal from Catholic Mission Schools may result if: a student has failed three or more courses, or has been repeatedly involved in serious disciplinary incidents. In rare instances, a disciplinary case is so egregious that dismissal from school is the immediate consequence. Decisions for dismissals are made by the Principal, after consulting with the Director Catholic Mission Schools. But ultimate responsibility in matters regarding dismissal rests with the Director. Dismissal for disciplinary reasons include, but are not limited to, the following:

- Acts of violence resulting in serious injury to another person
- Use of a deadly weapon
- Gross disrespectful to school staff
- Public acts that damage the reputation of Catholic Mission Schools
- Use or possession of alcohol or other controlled substances – 2nd offense
- Possession of a deadly weapon – 2nd offense
- Use or possession of betel nut or tobacco – 3rd offense
- Cheating – 3rd offense
- Any act or omission analogous to the above.

As mentioned above, the Director has final authority in all disciplinary matters. The Director reserves the right to take what is deemed to be appropriate action in any and all cases. Although the Director will seek the advice of others needed, the decision of the Director is final.



Maris Stella School
PO Box 787, Koror, PW 96940
Phone: 488-2436/488.2285

Student/Parent Handbook Signature Page

My child(ren) and I have read and reviewed the **Maris Stella School Student/Parent Handbook** which is posted on the school website (www.marisstellapalau.org). We understand the contents of the document and agree to abide by them. This document will be kept on file in the school office for the duration of my child's education at MSS. The handbook will be updated by August of each year, and it is the responsibility of the family to familiarize yourself with the contents of the book.

Parent/Guardian Signature

Student Signature

Student Signature

Student Signature