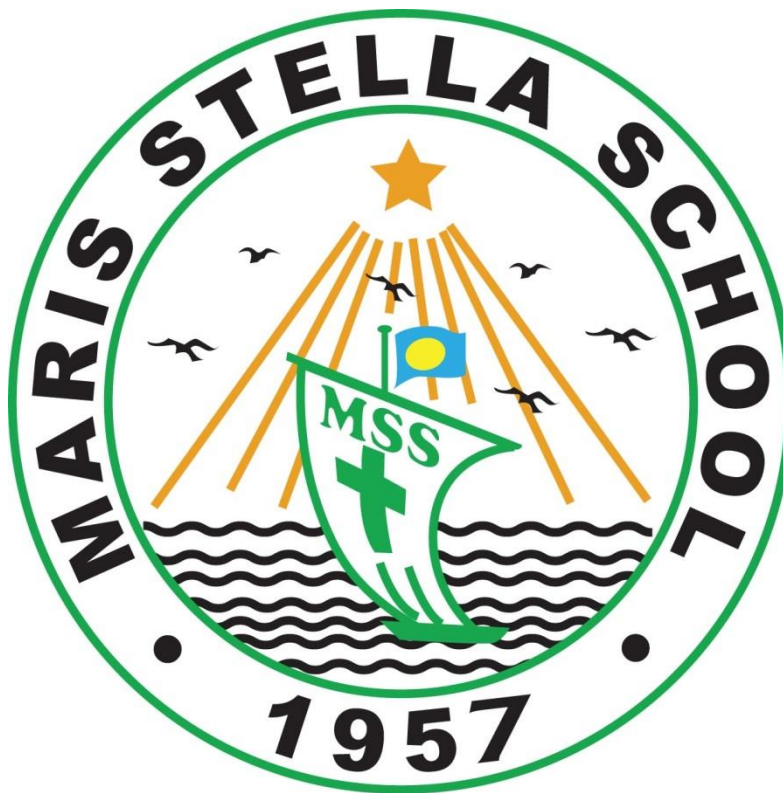


**Maris Stella School
of
Catholic Mission Schools**



Faculty, Staff, and Student Handbook

FOREWORD:

The information in this Handbook outlines policies, procedures, and terms for Maris Stella School of Catholic Mission Schools Faculty, Staff, and Student that are in effect at the time of publication. This Handbook supersedes all previously issued Handbooks. Catholic Mission Schools reserves the right to rescind, revise or add to any policy, procedure, work rule or benefit described in this Handbook at any time upon notification by the Director of Catholic Mission Schools and Principal of Maris Stella School and communicated appropriately to the faculty and staff.

Any changes to this Handbook will be approved by the Principal and Director of Catholic Mission Schools (and, when necessary, the approval of the Board of Director and or Board of Members), and will be distributed to all Faculty, Staff, and Students so that they will be aware of the new policies or procedures.

May this Handbook serve as a guide and as a reference for our mission and ministry in Catholic Mission Schools.

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Message from the Director of Catholic Mission Schools

Dear members of the Administration, Faculty, and Staff,

Thank you for your commitment to Catholic Mission Schools and the work of Catholic education here in Micronesia.

The environment here at Catholic Mission Schools is one that is invigorated by our students, our caring faculty and staff, and the knowledge that our efforts make a difference every day.

The Mission of Catholic Mission Schools calls us to educate all aspects of our students' lives -- spiritual, intellectual, moral, social, and physical -- in a Palauan cultural context -- so they may better live out their Catholic faith and the Christian call to service. We do this through a program of academic, spiritual, and extra-curricular activities that seeks to form the whole human person. Catholic Mission Schools attempt to develop students who strive toward the ideal of the *magis*: a desire for the more, for the greater good, a willingness to go the extra mile, and to give the most courageous response to the challenges that our students will meet throughout their lives, here in Palau, Micronesia, and throughout the world. While it is our desire that our graduates will go on to serve their local and national communities and island nation, we work at developing students who can honestly say "The world is our home".

Let us wish you our blessings as you carry out your work and ministry at Catholic Mission Schools.

God bless,

Fr. Rich McAuliff, SJ
Director of Catholic Mission Schools

CATHOLIC MISSION SCHOOLS' FOUNDATIONS

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

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 and staff members and students. Faculty members are expected to show respect to other faculty and staff members, administrators, and students. Students are expected to respect themselves and other students, faculty and staff members, and administrators. Everyone is expected to respect the campus and school property (this includes announcements placed on bulletin boards), other people’s 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. Matthew 25 reminds us: ‘I was hungry, and you fed me; I was thirsty, and you gave me a 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 or 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 heart 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

Palau's Catholic Mission Schools 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 common goals and a common mission. Catholic Mission Schools is a community made up of students, faculty, and staff—each with something different to contribute – for the purpose of living out the Mission of Catholic Mission Schools 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 – both within and outside the 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 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 faculty, 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 summer time. All faculty, 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 faculty, staff, and students become involved in this greater, wider community of Catholic Mission Schools.

Note: The aim of faculty, staff, and students in the Catholic Mission Schools 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 OF PALAU CATHOLIC MISSION SCHOOLS

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; (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 person we mean that, in 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 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 in.

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 of 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 structures, assist parents in understanding and fulfilling this role.

Mission Statement

Believing that we are created in God's image,

The mission of *Catholic Mission Schools of Palau* is to nurture the development of our students spiritually, intellectually, morally, socially, emotionally, and physically – in 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 administration, the staff and the students. *Catholic Mission Schools* is a private, non-profit primary and secondary educational institution under the authorization of the Catholic Church of Palau and the Bishop of the Diocese of the Caroline Islands.

A. 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 of *Catholic Mission Schools*;
- approve changes in the philosophy or mission of *Catholic Mission Schools*.

B. 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 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.

C. Catholic Mission Schools' Director

The Director of *Catholic Mission Schools* has overall responsibility for 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 principals, recruit new teachers and hire staff, and have the final say on any dismissal;
- be consulted by the principals regarding the acceptance and dismissal of students;
- serve as a 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.

D. 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 (at MHS this is done with the assistance of the Dean of Students);
- coordinate with the tasks of vice principals, deans of students (at MHS), secretaries and financial staff;
- attend PTA Officers' meetings and the Principals'/Director's meetings;

- supervise student conduct during the school day (at MHS this is done 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 temporarily 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 Catholic Mission Schools and the school staff.

Maris Stella School Community

Overall Expectations of Staff

The entire staff 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 & the Dioceses 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 a 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, physically, 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 the responsibilities outlined below, all staff abides by the Code of Ethics (pp.31-36).

A.Administration

1. Maris Stella Principal (Responsibilities outlined above)

2. Maris Stella 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 setting 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. Maris Stella 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.

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 supervisions 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 change 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 each quarter.
- Teachers will always be with their students in the classroom, 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.

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 condition of desks, chairs and all school property; they hold students accountable for proper usage and respect.
- Teachers share the responsibility for properly maintaining the Teachers' Room.

- Teachers are to report any maintenance needed in the classroom or offices by submitting a Maintenance and 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

4. Maris Stella Support Staff

a. Accountant/Treasurer

The Accountant/Treasurer will:

- work directly with the Principal and be responsible for managing the accounts of Maris Stella School according to standard accounting principles;
- be responsible for the day-to-day management of the school's finances to include the maintenance of the charts of accounts, the assignment of all entries to proper accounts, account reconciliation, computation and payment of all taxes in compliance with local laws, the deposit of all receipts and payment of bills;
- periodically prepare, examine and analyze with the Principal the accounting records, financial statements, and other financial reports to assess accuracy, completeness and conformance to reporting and procedural standards;
- present, at the annual Board of Directors' meeting, a full financial report of the school accounts that includes the income and expense report for the previous fiscal year, the current balance sheet of all accounts, and the proposed budget for the following fiscal year to be approved by the Board of Directors.

b. Accounting Clerk

The Accounting Clerk will:

- perform accounting and administrative duties as requested by Maris Stella School's (MSS) accountant;
- act as school cashier by receiving all payments for tuition fees, registrations fees, and other forms of payments;
- maintain physical and computerized records including cumulative folders;
- prepare bank deposits which include bank deposit record;
- prepare, setup, and maintain filing of all financial documents, invoices and other information with reference to vendor;
- be responsible for processing payroll including but not limited to calculating total wage earnings, withholding deductions, filing payroll taxes and delivering payments;
- assist the Accountant/Treasurer in receiving and recording of cash receipts, verify and do bank deposits and reconciliation for cash receipts;
- assist the Accountant/Treasurer in delivering allotment checks and other payments to appropriate vendors;
- perform other duties as assigned

b. School Administrative Assistant

The Administrative Assistant 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 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 accountable to the Principal

c. 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 accountable to the Principal

d. 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 accountable to the Principal

e. Maintenance

The maintenance personnel will:

- Maintain grounds, buildings, and equipment on a routine basis
- Maintain school 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 accountable to the Principal

5. Maris Stella Students

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

- Being present and punctual in all classes and in any school-related activities
- 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:

Male students: clean cut hair (one inch from the scalp and no styling nor carving) with ears exposed and not touching the collar of their Polo; a white Polo uniform shirt with the school emblem on the left chest; black or dark blue wash & wear pants or shorts

Female students: a white button - down blouse under a green jumper with the school emblem on the left chest; only one (1) pair of studded earrings for girls is allowed

**** Only plain white T-shirt is to be worn under the uniforms and not hanging below the uniform shirt/blouse.*

P.E. Uniforms: white and yellow jersey and matching shorts with the school emblem; students may also wear any CSW T-shirts and loose knee length short. Student come to school wearing their P.E. uniforms on designated P.E. day.

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

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

- Bullying (physically or verbally), fighting, stealing, immodest language
- Body art (including tattoos), body piercing, hair dye, make up, and nail polish
- Wearing items that are not part of the school uniform
- Wearing of earrings for boys

- Birthday parties or graduation gifts for individuals in the school

- Arriving late for school
- Making disruptive noises
- Electronic devices except those provided by the school
- Littering, defacing property, vandalism

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

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

Consequential discipline for disturbing our desired Maris Stella School environment:

- Lack of proper uniform: 3 warnings; after 3rd warning, disciplinary action or suspension
- Damage to school property: parents/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 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.
- 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 are 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.

***Teachers will post and review particular classroom rules and guiding principles for each class.

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 to any member of the school community.
- Students are encouraged to be responsible 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 reserve 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 and use of a 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 Offenses

- 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 other's property
- Possession of pornography
- Off-campus without permission
- Leaving the classroom without permission
- Skipping classes or other mandatory school functions
- Repeating any violation in the "Nuisance" category
- Any act or omission analogous to any of the above

Nuisances

- Failure to complete to complete work or duties
- Disrupting classes, study or the Library, cafeteria, science lab, or gymnasium
- hours – without specific permission from a teacher or administrator
- Failure to return checked-out sports, music equipment, or library books
- Using or writing offensive languages or gestures
- Violation of the dress code
- Chewing gum, eating or drinking in the Library, Computer Lab, Chapel or Science Lab
- Late for class, assembly or other school functions – 1st offense
- Entering restricted areas without permission
- Absent in class or other school's functions without valid excuse
- 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
Public Display of Affection (PDA) in any forms

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 Principal.

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

Detention 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 violations 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.

Reflection 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 Honor". Students who cheat 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 or 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 it 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 of 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
- gross disrespect to school staff
- public acts that damage the reputation of Catholic Mission Schools
- use or possessions of alcohol or other controlled substances – 2nd offense
- use or possession of betel nut or tobacco – 3rd offense
- cheating – 3rd offense
- stealing- 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 the appropriate action in any and all cases. Although the Director will seek the advice of others as needed, the decision of the Director is final.

Educational Components

Intellectual development is one 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 to Maris Stella School

Kindergarten

- All students 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 for 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 the 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: 6**

Palauan Language Arts, History and Culture
English Language Arts/Reading
Mathematics
Science/Health
Social Studies
Religion

Complementary Components:

Physical Education/ Sports
Computer Literacy
Arts and Crafts/Sewing/Weaving/Cultural Activities
Music/Dance
Library Day
Read Aloud/Story Telling/Bible Study

RELIGIOUS LIFE

Catholic Mission Schools publically declares its Catholic identity. Besides daily religion classes, and attention to prayers at the beginning and end of class 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 is in session, First Friday Masses, Reconciliation services during Advent and Lent, and other religious seasonal activities and service projects.

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

C. Explanation of the Grading Systems

1. Kindergarten students receive quarterly progress of cognitive and spiritual rating through electronic or hard copy.

1 = Commendable
2 = Satisfactory
3 = Needs Improvement
4 = Unacceptable

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 Equivalencies

Letter Grade	Percent Grade	GPA
A+	97 - 100	4.0
A	94 - 96	3.7 - 3.9
A-	91 - 93	3.4 - 3.6
B+	88 - 90	3.1 - 3.3
B	85 - 87	2.8 - 3.0
B-	81 - 84	2.5 - 2.7
C+	78 - 80	2.2 - 2.4
C	75 - 77	1.9 - 2.1
C-	72 - 74	1.6 - 1.8
D+	69 - 71	1.3 - 1.5
D	66 - 68	1.0 - 1.2
D-	65	0.7 - 0.9

Failure Below 65

Computation of Grades

Major Components	Percentage
Classwork/Homework/Group work/ Self-Assessment (1) (optional)	20%
Project/Experiment/Demonstration/Research	15%
Quizzes	20%
Tests	25%
Quarterly Exam	20%
Total	100%

Example:

Classwork/Homework/ Group Work/Self- Assessment	Project/Experiment Demonstration/ Research	Quizzes	Tests	Quarterly Exam
Step 1 : $90 + 85 + 75 + 95 + 93 + 88 + 80 + 95 + 94 + 85 = 880$ Step 2: $880 \div 10 = 88$ Step 3: $88 \times 0.20 = 17.6$	Step 1: $100 + 92 = 192$ Step 2: $192 \div 2 = 96$ Step 3: $96 \times 0.15 = 14$	Step 1: $95 + 88 + 77 + 90 + 93 + 94 + 98 + 95 + 86 + 94 = 910$ Step 2: $910 \div 10 = 91$ Step 3: $91 \times 0.20 = 18.2$	Step 1: $94 + 90 + 93 + 95 = 372$ Step 2: $372 \div 4 = 93$ Step 3: $93 \times 0.25 = 23.25$	Step 1: $96 \times 0.20 = 19.2$

FINAL calculation for the quarter grade is as follows:

Add all the results of the 5 major components to get the final quarter grade: **$17.6 + 14 + 18.2 + 23.25 + 19.2 = 92\%$**

******Quarterly grades, Grade Point Average (GPA), and Yearly average are rounded to the nearest whole number.***

D. Student Profiles of Effort and Behavior

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

- 1 = Commendable
- 2 = Satisfactory
- 3 = Needs Improvement
- 4 = Unacceptable

****The average of Effort and Behavior should be rounded to the next higher rating.***

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 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:** Show 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

E. Profile Grades for 7th Grade and 8th Graders

The profile evaluation seeks to describe how well the student's life at Maris Stella School reflects the school mission and ESLRs – especially those values relating to the spiritual, moral, and emotional growth of the student. The foundation of Catholic Mission Schools is Jesus Christ. Upon this foundation the 4 “pillars” of Respect, Responsibility, Concern for Others, and Integrity are built at Catholic Mission Schools.

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 and staff members and students. Faculty members are expected to show respect to other faculty and staff members, administrators, and students. Students are expected to respect themselves and other students, faculty, and staff members, and administrators. Everyone is expected to respect the campus and school property (this includes announcements placed on bulletin boards), one's own property, other people's property, public property, and the environment. Examples of how students are graded in the area of Respect include, but are not limited to: inside and outside of class, shows respects to faculty, staff, administrators, fellow students, and one's self; shows respect for school property and personal property (both one's own and others'), sacred times and spaces, religious obligations and respect for school goals.
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 answer 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. Examples of how students are graded in the area of Responsibility include, but are not limited to: attentiveness in and out of class, fulfillment of assignments in class and in work periods, observation of school rules, and response to personal growth suggestions.
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. Matthew 25 reminds us: 'I was hungry, and you fed me; I was thirsty, and you gave me a 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 or sisters, you did it for me.' Examples of how students are graded in the area of Concern for Others include, but are not limited to: helps others to study and work; shares his or her talents with others freely and willingly, including those from other islands; is respectful of others in and out of class.
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 heart 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's not built on trust. Examples of how students are graded in the area of Integrity include, but are not limited to: sense of moral values manifested by actions and language; truthfulness; respect for school property and personal property (both one's own and others'), sacred times and places, religious obligations and respect for school goals.

Profile Evaluation Process:

Profile grade sheets are distributed before the end of the quarter and teachers take time to consider each student's progress toward meeting the goals above. The Principal collates completed profile sheets, and an average is worked out for each student. The Principal will summarize the comments made by each teacher and a brief narrative will be shared with each student and parent.

Scale

1 = Commendable

2 = Satisfactory

3 = Needs Improvement

4 = Unacceptable

Report Cards

A student will receive quarter grades through electronic or hard copy. In addition, Mid-Quarter Progress Report will also be sent through the same process.

***** 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 one core academic subject will be retained. However, the student must attend the remedial class during summer to make-up for the failing grade and complete all the requirements needed to have a chance to be promoted to the next grade level.

Summer Enhancement Program – Interested Maris Stella School students are encouraged to participate in this program to further improve their academic skills.

Promotion from 8th Grade – Students who complete the core requirements in 8th Grade with an average of 65 will be promoted with a certificate of completion.

Rules and Guidelines for Field Trips - Field trips are planned as part of classroom instruction and are intended to enhance teaching and learning opportunities for students. Field trips are allowed throughout the school year except during the months of December and May and two weeks before the end of each quarter. Field trips that are more recreational in nature are not allowed. All overnight field trips, rock island, and states such as Kayangel, Peleliu, and Angaur field trips require the approval of the school Principal and the Director of the Catholic Mission Schools. Teachers are required to obtain, complete, and submit the Field Trip Request Form two weeks in advance.

Students are required to submit a completed and signed waiver and consent form prior to participating in any field trip. Teachers are to ensure the safety of students while on field trips. The school principal may be contacted regarding required forms.

Boat field trips:

1. Students must be supervised by teachers and parents.
2. Students must go and return with the group.

Retreats:

Kinder to 4th Grade – 1 Day of Prayer during Advent

5th to 7th Grade – 1 Day of Prayer during Lent

8th Grade – 1 Day of Prayer at the beginning of the school and retreat before the school year ends

F. Criteria for Awards

1. Quarterly Honor Roll

First Honors: an average of 93 or above and no grade below 85; has 1's or 2's in both Effort and Behavior

Second Honors: an average of 89 or above and no grade below 81; has 1's or 2's in both Effort and Behavior

Third Honors: an average of 85 or above and no grade below 77; has 1's or 2's both Effort and Behavior

Note: In addition to the academic requirements for the First, Second, and Third Honors, student has not been in disciplinary probation nor suspension and has no 4 in either Effort or Behavior.

Perfect Attendance – Present and punctual in all classes and in any school related activities

- Any student of Maris Stella School who will be participating in any community affairs with full authorization by the administration will be considered present for that school day(s).
- A student must bring a note from home in case of absence.
- A student who will miss a school field trip with valid reason will require a note from home, will be given class assignment, and will be considered present for that particular day.

2. Yearly Awards

Annual General Excellence

- Excels in school spirit and Christian attitudes
- Has an average of 93 – 100; no grade below 85
- Has 1's or 2's in both Effort and Behavior
- Performs service beyond what is required
- Has the approval of the majority of the teachers

Note: Any student receiving General Excellence may be eligible for Leadership Award.

First Honors: an average of 93 or above and no grade below 85; has 1's or 2's in both Effort and Behavior

Second Honors: an average of 89 or above and no grade below 81; has 1's or 2's in both Effort and Behavior

Third Honors: an average of 85 or above and no grade below 77; has 1's or 2's in both Effort and Behavior

3. Other Awards

Most Improved : This award may be earned by a student from each class who has shown the most progressive improvement in academics during the school year.

Behavior Award: This award may be earned by any student who has shown commendable behavior and personal growth during the school year.

Perseverance: (Duch el Reng) This award may be earned by any student who has shown commendable perseverance in all school related activities during the school year.

Leadership: This award may be earned by any student who has actively and cooperatively shown the spirit of leadership. A student should be able to initiate positive activities not only for the improvement of the class but also for the whole school community; and being able to involve other students to participate as well during the school year.

Perfect Attendance: Present and punctual in all classes and in any school related activities during the school year.

Extra-Curricular Awards: - This award may be earned by any student who actively willingly participates in any extra-curricular activities during the school year.

Certificate of Service: Church/School/Community/ Choir

Certificate of Participation: Sport, Music/Dance, Arts and Crafts, Read Aloud/Bible Study

Maris Stella Award – Star of the Sea

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 School. This award is with the majority approval of the teachers and the Principal.

EXPECTED SCHOOLWIDE LEARNING RESULTS:

The Maris Stella School ESLRs (SLOs) came out of our Mission Statement. The ESLRs were approved by the Board of Directors on October 16, 2016. A full review of the ESLRs was conducted in SY 2017-2018 and are still appropriate and relevant to our mission.

The mission of Catholic Mission Schools is to

“ Nurture the development of our students spiritually, intellectually, morally, socially, emotionally, and physically – in a Palauan cultural context – so they can better live out their Catholic faith and answer the Christian call to service.”

In light of our Mission, Maris Stella students, upon completion of 8th grade are:

I.Open to Growth

By the time they are promoted from Maris Stella School, MSS students will, at a level appropriate to their age:

- demonstrate an appropriate knowledge of their cultural heritage.
- understand the importance of good health, physical fitness, and living a healthy lifestyle.
- develop an interest in learning and move on to freshmen year in high school.
- display the ability to make meaningful and responsible decision and to explain his/her thinking and reasoning appropriately.
- recognize the importance of being an effective communicator.
- have the ability to relate well and collaborate with others.
- have developed an appreciation for his/her talents and limitations with a sense of humility and gratitude.

II. Intellectually Competent

By the time they are promoted from Maris Stella School, MSS students will, at a level appropriate to their age:

- have learned the basic academic skills required for beginning high school, including passing the Midszenty High School Entrance Exam.
- have the ability to gather together relevant ideas and to present them coherently.
- have an understanding of what they are learning and why they are learning it.
- understand that making mistakes is natural and part of the learning process.
- communicate effectively through appropriate listening and speaking.
- display the ability to apply learned strategies to real-life situations.
- develop the habit of meeting deadlines and classroom expectations.
- develop a sense of responsibility for the environment.
- use technology responsibly in accomplishing various task.

III. Religious/ Spiritual

By the time they are promoted from Maris Stella School, MSS students will, at a level appropriate to their age:

- have learned how to pray, worship, and participate in the mass and sacraments.
- have communicated and reflected on their faith.
- have connected with the faith life of the Church.
- have learned to put their faith into action.
- have experienced support from members of the school community.
- have learned to take into account and show respect for the feelings and opinions of others.
- have developed a sensitivity to God's creation and that she/he is a steward of His creation.
- have learned that the highest form of love comes from God through Jesus Christ.
- have learned the importance and centrality of the Eucharist to a vibrant Christian and Catholic community.
- have demonstrated a sense of self- discipline.

IV. Growing in awareness of Service

By the time they are promoted from Maris Stella School, MSS students will, at a level appropriate to their age:

- have a sense of how important it is to make decisions based on Gospel values and is beginning to be able to make choices accordingly.
- have demonstrated a sense of being a member of the school community, family, and society.
- have demonstrated the spirit of love, respect, cooperation, compassion, generosity, and willingness to use their abilities and talents for service to others.
- have learned how to support each other in the spirit of Christian family.

- have reached out in service to others through school activities, school projects, community outreach programs, and volunteer work.
- have participated in cultural programs that celebrate the uniqueness of the different cultures they represent in the midst of their school community.
- have engaged in activities related to environment and have pride as good and contributing citizens of Belau.
- have begun to sense that sharing and practicing of Christian faith is a way of evangelizing.

*Lord, teach me to be generous;
to give,
and not to count the cost;
to fight,
and not to heed the wounds;
to toil,
and not to seek for rest;
to labor,
and not to seek for reward,
save that of knowing
I do Your Most Holy will.*

 *St. Ignatius of Loyola*

CODE OF ETHICS

For Palau Catholic Mission Schools' Employees

Overview

As a Catholic community, upholding Christian values is central to Catholic Mission Schools' mission, identity, and educational goals. As such, Catholic Mission Schools requires administrators, faculty and staff to observe high standards of business and personal ethics in the course of carrying out their duties and responsibilities. As employees and representative of the Schools, we must practice honesty and integrity in fulfilling our responsibilities. Catholic Mission Schools emphasize legal and ethical conduct because **how** we do our work is as important as the work we do. These principles and guidelines apply to each employee of Catholic Mission Schools.

You are expected to demonstrate the highest standards of public trust and conduct by:

- Being honest, trustworthy, and ethical;
- Adhering to all Republic of Palau national, state, and local laws and regulations;
- Protecting Mindszenty's and Maris Stella's reputations and assets, including factually reporting hours worked and assets used;
- Acting responsibly to avoid conflicts of interest and other situations potentially harmful to Catholic Mission Schools;
- Not accepting any gift or favor that might appear to influence professional decisions or actions.

Any questions to appropriateness should be directed to the Principal of Mindszenty High School or Maris Stella School, or to the Director of Catholic Mission Schools. If it is determined that an employee has violated any of these principles or guidelines, Catholic Mission Schools (or Mindszenty High School or Maris Stella School) may take disciplinary action up to and including termination of employment (in the case of a Principal, this will be done at the Board level.)

Should someone become aware of, or involved in, a transaction of questionable ethics, you have a responsibility to immediately notify the appropriate Principal or Director of Catholic Mission Schools.

Additional Guidelines for the Code of Ethics

1. Commitment to Students

As Catholic Mission Schools' educators, we believe that students, like ourselves, are pilgrim people, making their journey through this life with a constant focus on the next. As Catholic educators we have a special responsibility to encourage each student to achieve his/her maximum potential. We work to stimulate a spirit of inquiry, the acquisition of knowledge and understanding and the thoughtful formulation of worthy goals. In fulfilling this obligation to the student, we are called to:

magis: (Latin for “more”) As a Catholic school we expect everyone at Catholic Mission Schools to “go the extra mile”- faculty, staff, and administrators are willing to go the extra mile for our students and for our co-workers, and we expect our students to be willing to “go the extra mile” to achieve student learning, to grow as a Christian, and to perform at the greatest potential in all that they do. The *magis* is symbolic of the “Continuous Quality Improvement” and growth that we expect to see in our students - and in ourselves.

cura personalis: (Latin, meaning “care for the [individual] person”) As Catholic school educators, all faculty, staff and administrators of Catholic Mission Schools must be committed to the education and formation of the students entrusted to us in all aspects of their lives – not just the intellectual.

In addition to the *magis* and *cura personalis*, all faculty, staff, and administrators at Catholic Mission Schools strive:

- to create to a learning environment that nurture the potential of all students;
- to act so as to exemplify the highest ethical standards;
- to accept personal responsibility for teaching students characteristics that will help the evaluate the consequences of and accept the responsibility for their actions and choices;
- to interact considerately and justly with students and seek to resolve problems;
- to ensure that any discipline given a student follows schools policies and guidelines;
- to make constructive effort to protect the student from condition harmful to student learning, health, or safety;
- to always try to present facts without distortion, bias or personal prejudice;
- to not intentionally expose students to embarrassment or disparagement;
- to not physically, emotionally, sexually, or verbally abuse any student, and to follow the guidelines of the Catholic Mission Schools “*Child Protection Policies*”;
- to not deny any benefit to any student or grant any advantage to any student on the basis of race, color, creed, sex, national origin, political or religious beliefs, family, social or cultural background, or sexual orientation;
- to not use professional relationships with student private advantage;
- to develop the student’s knowledge and understanding of subject matter for which they are responsible, with suppression or distortion;
- to refuse remuneration for tutoring students assigned to our classes and reject any other use of our students for personal gain.

2. Commitment to Parents

As Catholic Mission Schools' educators, we believe children are influenced by home, community, and a society in which attitudes towards Christian values are often challenged. Parents, a primary source from whom children and youth derive their values, entrust their children to Catholic Mission Schools to instruct, complement, and build upon the formation begun at home. We are called to assist these parents in fulfilling their obligation for the Christian formation and education of their child. Therefore, we will:

-Respect parents' fundamental human right to know, to understand, and to share in decisions that affect the education of their children by:

- Making all efforts to keep parents informed of a student's development;
- Keeping parents apprised of the curriculum and method of instruction;
- Providing opportunities for parents to help shape classroom and school policies and keeping them well-informed about current policies;

-Respect any confidential information which parents share.

-Report to parents their child's progress regularly and as needed, in a spirit of charity with professional accuracy and honesty.

-Take great effort to understand and respect the values and traditions of the diverse cultures that we serve.

3. Commitment to the Church and the wider Community

As Catholic Mission School's educators, we believe the school community is both an agent of appropriate change and a preserver of basic traditions and traditional values. We consider the school community to be an integral part of the parishes and vicariate whose people it serves, and a vital force for preparing future community, state, national and Church leaders. In fulfilling our obligation to our apostolic profession, we are called to:

Promote the peace of Christ in the world, by:

-modeling peaceful solutions to school and community conflicts;

-encourage a spirit of cooperation;

-developing in our students the social skills needed to interact properly in society;

-cooperating in the on-going building up of parish life and spirit by:

*Emphasizing the integral nature of our Catholic Mission Schools with the parish and community;

* Assisting communication concerning parish resources, needs, and events;

*Modeling active participation in one's own parish.

Develop student potential for constructive Christian leadership by:

- Ensuring an adequate understanding of history and its lessons;
- Providing students opportunities for taking responsible moral positions on current issues;
- Providing students leadership opportunities and the proper mentoring that goes with these opportunities.

Contribute to the well-being of the area and neighborhood in which the schools are located, by:

- Reflecting the Philosophy of Catholic Mission Schools in one's attitudes and actions;
- Showing respect and appreciation for the work of education being done in other schools;
- Encouraging in Catholic Mission Schools' students a respect for the person and property of our neighbors;
- Avoiding inappropriate school activities that disturb the peace and order of the community;
- Demonstrating a positive and active role in school/community relations.

4. Commitment to the Profession

As Catholic Mission School's educators, we believe that promoting excellence in our Catholic schools directly influences our Church, our country, and our world. We strive to create a Christian environment which promotes sound moral and professional judgment. Through our spirit of joy and enthusiasm, we encourage others to join in our apostolate of teaching in a Catholic school. In fulfilling our responsibilities as professional educators we are called to maintain professional standards by:

- Preserving the reputation of colleagues, administrators, and students;
- Safeguarding the exchange of confidential information;
- Refusing to use the classroom to further personal ends through the sale of any goods, products or publications;
- Refraining from using the schools as a platform for one's own belief which are not in accord with the Catholic Mission Schools' Philosophy and Catholic Church teaching.

5. Reporting Responsibilities of Violation of the Code of Ethics

Reporting Violations

Catholic Mission Schools encourages and suggest that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, this will be the appropriate Principal or Director of Catholic Mission Schools.

Acting in Good Faith

Anyone making a formal complaint concerning a violation or suspected violation of the Code of Ethics policy must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code of Ethics policy, any allegations that prove to be unsubstantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

No Retaliation

No administrator, faculty, or staff member who in good faith reports a violation of Catholic Mission Schools' Code of Ethics policy shall suffer harassment, retaliation or adverse employment consequences. An employment who retaliates against someone who has reported a suspected violation in good faith is subject to discipline up to and including termination of employment. This policy provision is intended to encourage and enable employees and others to raise serious concerns within the School.

The following examples, not intended to be comprehensive or all-inclusive, of unprofessional conduct that may result in disciplinary action up to and including termination of employment:

- Abuse or neglect of any student;
- Failure to supervise students properly;
- Engaging students in any kind of inappropriate behavior;
- Possession, selling, use of or being under the influence of illicit drugs;
- Inappropriate use of intoxicating beverages on School premises or at School functions;
- Treating students unfairly in regards to discipline or academic assessment;
- Engaging in any type of romantic or physical relationship with a student;
- Accepting gratuity, gift, or favor that might impair or appear to influence professional decisions or actions;
- Unauthorized use of school vehicles, equipment, time, materials or facilities;
- Possessing firearms or any other weapons or explosives while on School premises or while involved in School activities;
- Physical violence or threatening activity;
- Any deliberate act which might endanger the safety or lives of others;
- Falsifying or intentionally omitting pertinent information on any School related document;
- Removing or borrowing School property without authorization;
- Use of abusive threatening language;
- Excessive absenteeism or tardiness;
- Harassment or discrimination against any student, co-worker or any person associated with School business for any reason;
- Failure to report personal, equipment or vehicle accidents or personal injury immediately;
- Violation of any safety, health, security or School policy, rule or procedure;
- Actions which involve malice, serious incompetency, bad judgment or a consistent pattern of misconduct;
- Inappropriate conduct of any kind.

Since Catholic Mission Schools are located in a small island culture, you are known everywhere as “Mindszenty” or “Maris Stella” or “Catholic Mission Schools” teachers and staff. This means that at all times and in all places, both on and off-campus, appropriate conduct and Christian modeling is expected.

Finally,

-Catholic Mission Schools faculty and staff members are expected to participate in all school-wide liturgies.

-Faculty and staff members are expected to be well-groomed and dressed professionally for class and in all school-related activities.