

### MSS Policy Revision /Organization

ALL STUDENTS DO THEIR PARTS TO HELP CREATE AND MAINTAIN A SAFE, CLEAN, AND CONDUSIVE CATHOLIC SCHOOL ENVIRONMENT BY COMPLYING TO THE FOLLOWING POLICIES.

#### A. Aims

- Primary aims of the Catholic Mission School is the holistic education of the whole person; to encourage the student to develop leadership qualities in the areas of RESPECT, RESPONSIBILITY, CONCERN FOR OTHERS, AND INTEGRITY.
- Responsibilities of Students of Maris Stella School:
  - To take great care in their search for acquisition of values and principles that will characterize them as Christians.
  - To conduct their good behavior both on and off campus.
  - To promote the general welfare of all members of the school community.
  - To inform school authorities about persons or incidents that may threaten the safety and welfare of other students, school staff, and the school, or cause injury to any member of the school community.
  - To stop others from fighting.
  - To respect all school community members.
  - To abstain from using profane language.
  - To participate in all school and church activities.
- Students must be prepared to come to school:
  - Should have enough sleep
  - Have eaten breakfast
  - With proper school materials/supplies
  - With completed assignments
  - With good hygiene and well groomed
  - With snack and lunch ( If parents will deliver lunch, lunch may be delivered to the Principal/Vice Principal office).

#### B. Admission – accepting a child into Catholic Mission Schools

1. Registration – required for all registering students
  - All documents ( listed below\*) must be provided as part of registration.
    - A copy of the child’s birth certificate
    - A copy of application form ( application forms are available in the school office)
    - A completed health form ( health forms are available in the 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.
    - A letter of acceptance and dates for registration will be sent by the Principal.
2. 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 parent/guardian must accompany the child for registration.
3. First Grade
  - Priority will be given to Maris Stella School Kindergarten graduates.

- All students are required to pass “ Placement Test”.
4. Transfer Students - A potential transfer student must submit the following documents to the Principal:
- A copy of the student’s official transcript or permanent report card must be attached with all registration forms and submitted to the office.
5. Deposit – A deposit is required for each registering student at the time of registration. If a student does not enroll, the deposit is forfeited.

C. Program of Study

Core Subjects:

Religion ( Palauan and English )

Palauan Language Arts, Reading & Comprehension, Social Studies ( history and culture )

English Language Arts and English Reading/Comprehension

Mathematics

Science & Health ???

Social Studies

Complementary Components

Physical Education

Music/Choir

**Computer Technology**

Library

Arts/Crafts

School assemblies, field trips, guest speakers, CSW activities, Tuesday School Mass

**Daily Rosary – 3<sup>rd</sup> to 8<sup>th</sup> grades**

D. UNIFORMS

- MALE – white polo shirt with the school emblem on the left chest; black or dark blue wash and wear long or short pants.
  - Only plain white t-shirts are to be worn under the uniforms and are not to hang out below the hem of the uniform.
  - The hair must be short ( crew cut style ); no hair coloring is allowed.
  - No body art, such as, tattoos, body piercing, and nail polish.
  - No wearing of earrings.
  - FEMALE – white button blouse under a green jumper with the school emblem on the left chest.
  - Only plain white T-shirts are to be worn under the uniforms and are not to hang out below the hem of the blouse.
  - Only one pair of studded earrings is allowed.
  - Coloring of hair is not allowed.
  - No body art, such as, tattoos, body piercing, and nail polish.
- PE Uniforms:
- PE uniforms – white and yellow jersey and matching shorts with the school emblem.
  - Students may also wear any CSW T – shirts during PE time and field trips only. No tight and short-short pants. Shorts must be loose and on or below the knees.
  - Students come to school wearing their PE uniforms on designated PE day with sport shoes.
- **All students must wear proper school uniforms during school Mass.**

Consequences

- 3 warnings by teacher; after 3 warnings, refer to Principal/Vice Principal for further disciplinary action.

**E. ATTENDANCE: Being present and punctual in all classes and in any related school activities. Homeroom teachers are required to hand in their classes’ attendance to the office every Friday.**

- On-Line Attendance: effective only during pandemic or upon the declaration of the Principal/Vice Principal.

➤ A student is considered in attendance or is present:

- If he/she logs – in to their zoom or google meet links for each class.
- If he/she submits assignments in all classes according to the pacing guide of each class.
- If he/she attends or present in all required live lessons and small group instructions.
- If the student is able to demonstrate that he/she is able to do own school work.
- The student should maintain weekly telephone contact with his/her homeroom teacher.

➤ The student is considered not in attendance or is absent:

- If he/she does not log-in to their zoom or google meet link for each class.
- If he/she does not submit assignments in all classes according to the pacing guide of each class.
- If he/she does not attend or present in all required live lessons and small group instructions.
- If the student is unable to demonstrate that he/she is able to do own school work.
- If the student does not maintain weekly telephone contact with his/her homeroom teacher.

- Absent - not physically present in all classes and school related activities, such as school Mass and church activities.

If a student is a absent, parents/guardians must contact the school administration via phone, no later than 9 AM on that day. Upon returning to school, student must bring a written note from home or hospital to the Principal/Vice Principal office and get an excuse slip before entering classroom.

#### TYPES OF ABSENCES

- Excused:

Personal illness  
Illness or death in the family  
Medical/Dental appointment  
Impassable road or weather  
Unexpected emergencies  
Community Cultural Affairs

- Any student who will participate in any community affairs must bring a written note to the school administration 2 days before the event.
- Any student who will be participating in any community affairs with an authorization by the administration will be considered present for that school day(s).

- Explained:

An absence in which a parent/guardian takes the student out of school with the Principal/Vice Principal's prior knowledge and approval. Student will be required to obtain assignments for classes to be missed. A "Leaving School" form must be completed before leaving the school. The assignment will be due on the day the student return to school. Failure to follow the policy will result in the absence being recorded as unexcused.

- Truancy:

A student who leaves school without parental/guardian's consent or is absent from school on regular basis without school authorization, or has a high rate of absenteeism.

- Unexcused:

Absence in which a student is out of school that does not qualify as excused or explained.

#### EXCESSIVE ABSENCES:

1. A letter will be sent home informing the parents/guardian when their child has 5 total excused absences in a quarter. This letter is meant to serve as a warning that attendance may be becoming an issue.
2. A letter will be sent home informing the parents/guardian when their child has 3 total unexcused absences in a quarter. This letter is meant to serve as a warning that attendance is becoming an issue.
3. A total of 10 excused absences in a quarter, refer the student to Principal/Vice Principal.
4. A total of 5 unexcused absences in a quarter, refer the student to Principal/Vice Principal.

5. A total of 15 absences in a quarter, whether excused or unexcused, with failure to complete most assignments, is considered INCOMPLETE grade.
- Late – comes into classroom after the 2<sup>nd</sup> bell ( 8:00 A.M. )
    - A letter is sent home informing the parents/guardians when their child has a total of 5 lates in a quarter. This letter is meant to serve as a warning that tardy is becoming an issue.
    - When a student has a 10 total tardy in a quarter, refer him/her to Principal/Vice Principal.
  - Skipping Classes – student is not attending one or more classes and any school activities after attendance has been taken. Repetition of skipping classes, teacher should refer the student to the Principal/Vice Principal.
  - Excuses: an official approval for students to enter classroom.
  - For being late and skipping classes and absent, student is required to get an excuse slip from office before entering classroom.

### MSS STUDENT POLICIES

#### A. Public Scandal include the following but not limited to:

1. Pregnancy, fathering a child.
2. Students living together in a de facto relationship.
3. Abortion.
4. Alcohol or drug use.
5. Supply drugs or alcohol to others.

#### Consequence

1. Report to Principal/Vice Principal.

#### B. Unacceptable Offenses

1. Use or possession of illegal drugs.
2. Possession of a deadly weapon.

#### Consequence

1. Refer to Principal/Vice Principal.

#### C. Serious Offenses

1. Breaking into and entering locked areas.
2. Intentional disrespect to teachers or other school staffs.
3. Fighting that result in physical injury.
4. Bullying physically or verbally.
5. Gambling

#### Consequences

- Refer to Principal

#### D. Moderate Offenses

1. Use or possession of tobacco and or betelnut.
2. Cheating on academic work.
3. Lying with intent to deceive.
4. Possession of pornography.
5. Off – campus without permission.
6. Leaving the classroom without permission.

7. Skipping classes or mandatory school functions.
8. Failure to complete assigned work or duties.
9. Disrupting classes or any related school activities.
10. Using any technological/electronic devices, such as cellphones, laptop during school hours without permission.
11. Using or writing offensive languages or gestures.
12. Violation of the dress code.
13. Chewing gum, eating or drinking sodas during class sessions, in Library, Computer Lab, Science Lab, and in church.
14. Entering restricted areas without permission.
15. Stealing ( stealing here is defined as taking something that doesn't belong to you or without the permission of the owner ).
16. Unhealthy snacks and drinks other than water.

#### Consequences

1. Teacher will have conference with student.
2. Detention work – student may stay after school and be assigned to perform indoor or outdoor work for two days. This is based upon discretion of the teacher.
3. Notify parents via letter.
4. Refer to Principal.
5. Loss of grade for cheating on academic work ( quizzes, tests/exams, or copying others' works).
6. Electronic device will be confiscated and be given to Principal/Vice Principal. Students will pay \$5.00 to have it returned.
7. Violation of the dress code – 3 warnings; after 3<sup>rd</sup> warning, refer the student to Principal/Vice Principal.
8. For stealing – warnings are issued and the stolen item should be returned; consultation with family; refer to Principal.

#### Other Policies:

1. Birthday parties are not allowed in the school.
2. Promotional gifts/balloons are not allowed during promotional ceremony.
3. Field Trips:
  - Are parts of academic instructions and are intended to enhance teaching and learning opportunities for students.
    - Teachers are required to obtain Field Trip Request Form from the office, complete, and submit it in two weeks advance.
    - Students are required to obtain a waiver and consent form from the office prior to field trips. These forms must be completed and signed and submitted 3 days before field trip day.
    - Overnight field trips to Angaur, Peleliu, Kayangel, and rock islands require approval of the school Principal and the Director of the Catholic Mission Schools.
    - 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.
    - Non overnight boat field trips: parents and teachers must supervise the students.
4. Prayer Day
  - Kinder to 4<sup>th</sup> Grade – 1 day of prayer during Advent.
  - 5<sup>th</sup> to 7<sup>th</sup> Grades – 1 day of prayer during Lent.
  - 8<sup>th</sup> Grade – 1 day of prayer in August and 1 retreat in May.

**Note:** For dismissal and or expulsion from Catholic Mission Schools, 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.

#### E. Grading System

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.

A yearly GPA below 65, results in retaining.

### 1. Grade Equivalencies

Letter Grade	Percent Grade	Decimal Grade
A+	97 – 100	4.00
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

### Computation of Grades

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

### Example

C/W, H/W, GW, SA	Proj, Exp, Dem, Re	Quizzes	Tests	Qtrly Exams
Step 1: $90 + 85 + 75 + 95 + 93 + 88 + 95 + 94 + 85 = 880$ 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: $96 \times .15 = 14$	Step 1: $95 + 88 + 77 + 90 + 93 + 94 + 98 + 86 + 94 = 910$ 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 are round to the nearest whole number )**

**Quarterly GPA and Yearly Average are also rounded to nearest whole number.**

### F. Profile Evaluation Process

The Profile Evaluation Process 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 School is Jesus Christ. Upon this foundation, the four pillars of RESPECT, RESPONSIBILITY, CONCERN FOR OTHERS, AND INTEGRITY are built at Catholic Mission Schools. Profile grade sheets are distributed, before the end of the quarter, to teachers to further evaluate each student's progress toward meeting the four pillars. Subject teachers should be included in the profile evaluation meetings. The Principal/Vice Principal collates the completed profile sheets and may give feedback to teachers.

Below is the scale to evaluate students' behavior and efforts. Numbers are used to indicate students' behavior and efforts and are rounded to the nearest whole number.

#### Scale

1 = Commendable

2 = Satisfactory

3 = Needs Improvement

4 = Unsatisfactory

#### 1. Criteria for Effort:

Attentive: Pays attention and follows instruction/directions

Industrious: Completes all assigned works on time

Takes initiative: Show leadership; can begin and follow through with tasks and complete them.

Punctual: Is on time for school - in all classes, school/church activities, and turn in all assigned work on time

Perseverance: Tries his/her best to complete assigned works even though the tasks are difficult.

#### 2. Criteria for Behavior:

Obedient: Does what is asked without complains.

Honest: Being truthful in all things and at all times

Respectful: Courtesy towards faculty, staff, other schoolmates, and all members of school community

Responsible: Takes care of self and others, and all school properties; finishes what must be done and on time

Cooperative: Willing to help/work with others

Practices self – control: Can follow rules and instructions/directions and think before acting.

#### 3. Criteria for Academic Awards:

Quarterly Honor Roll – students with an average of 85 and with 1s and 2s in behavior and effort.

- First Honors – an average of 93 or above and no grade below 85 with 1s and 2s in behavior and effort; has not been in any disciplinary probation or suspension.
- Second Honors – an average of 89 or above and no grade below 81 with 1s and 2s in behavior and effort; has not been in any disciplinary probation or suspension.
- Third Honors – an average of 85 or above and no grade below 77, with 1s and 2s in behavior and effort; has not been in any disciplinary probation or suspension.

Quarterly Perfect Attendance Award:

- No absence, tardy, or skipping classes in each quarter.

#### **YEARLY AWARDS**

Yearly Academic Honor Rolls – follow the above category.

General Excellence:

- Excels in school spirit and Christian attitude.
- Has a yearly average of 93 – 100
- Has 1s and 2s in yearly behavior and effort.

- Has no absence, tardy, or skipping any classes or school/church activities for the whole year.
- Performs service beyond what is required. ( church, school, and community )
- Has the approval of all the teachers of that grade level.

Perfect Attendance Award:

- No absence, late, or skip classes during the whole year.

Leadership Award:

- Has actively and cooperatively shown the spirit of leadership.
- Able to initiate positive activities for the improvement of the class and the whole school community.
- Being able to involve other students to participate in class/school activities/events well during the whole school year

Behavioral Award:

- Any student who has shown commendable behavior and personal growth during the whole year.

Most Improved Award:

- Any student in each grade who has shown the most progressive improvement in both academic and good conduct during the whole school year.

Perseverance Award:

- Any student in each grade who has shown commendable determination in all school related activities during the whole school year.

Extra Curricular Awards:

- Sports – this award include any kind of sports, such as basketball, volleyball, baseball, etc. Any student who participates and excels in basketball, volleyball, baseball, etc., with perfect attendance.
- Track & Field – this award includes all kinds of race, such as cross – country, relay, etc. Any student who participates and excels in any kind of track & field with perfect attendance.
- Certificate of Service – church/school/community/choir  
Any student who participates in services of church/school/community/school choir, mainly Tuesdays Mass, with perfect attendance.

**STAR OF THE SEA AWARD:**

This award is given to an Eighth Grader 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 the eight years at Maris Stella School.** This award is with the majority approval of the teachers and the Principal/Vice Principal.

**Retention Policy:**

- Any student who fails 2 academic core subjects for the entirety of the school year, shall be retained in the current grade level.
- Any student having more than 12 unexcused absences or total of 20 absences for the entirety of the school year, will be automatically retained in the current grade level regardless of academic performance.

**Progress Report and Report Card Policy:**

- Progress report shall be given to students on the designated date, as indicated on school calendar. Teachers must keep a copy of the progress report.



- Report card shall be given to parents/guardians on designated date as indicated on school calendar.
- Report card shall be returned to school after 1 week of receipt. ( electronic report card???)

#### Donation Policy:

- Should be addressed by the School Board Members; there are many kinds of donations to the school, such as monetary, books, equipment, school supplies, and etc., from clubs, groups, associations, business companies, alumni, & etc.
- In the meantime, any teacher who receives any kind of donation for her/his class, please refer the donor(s) to the Principal/Vice Principal.