

# ST. THERESA CATHOLIC SCHOOL

## PARENT HANDBOOK & POLICIES

2026-27SY



FAITH, OHANA, ACADEMIC EXCELLENCE

**St. Theresa School is honored to be working with parents and families in delivering a high-quality academic program based in ohana and faith. Together, we will pave a positive and enriching path for our learners.**

*2026-27 Administration*

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*“Use the gifts that you receive and pass on the love that has been given to you.”*

*SAINT THERESE OF LISEAUX*



## TABLE OF CONTENTS

### OVERVIEW OF THE SCHOOL

*4/ Mission, Goals, SLEs*

### POLICIES

*5/ Emergency Plan and Child Abuse*

*8/ Academic Expectations and Reporting*

*10/ Behavior and Consequences, Bullying*

*12/ Dress Code*

*13/ Policies: Electronic Devices on Campus, Lunch, Snacks*

### ADMISSIONS and ATTENDANCE

*14/ Admissions procedure*

*15/ Financial Policies*

*17/ Medical Policies*

*18/ Attendance Absences Tardies*

### GOVERNANCE, COMMITTEES, PHILOSOPHY /20

### COMPLAINTS/ CONCERNS /21

### SCHEDULES/ 22

### SCHOOL DIRECTORY/ 23

### HEALTHY HABITS/ 24



**CATHOLIC IDENTITY MUST PERVADE THE SCHOOL CAMPUS.**

**It is the responsibility of every adult on campus to provide an example of appropriate behavior and calm response to all situations.**

## OVERVIEW OF THE SCHOOL

### MISSION STATEMENT

St. Theresa School is dedicated to guiding learners as they follow the footsteps of Jesus. Faith, 'Ohana, and Academic Excellence are the pillars upon which we build tomorrow's leaders.

### GOALS

1. To instill in all learners an appreciation of their human dignity as children of God.
2. To create an educational environment where staff, learners, and parents experience community.
3. To complement the efforts of parents in teaching basic values.
4. To develop the potential of all learners and respect each person's individuality.
5. To give the children an appreciation of the intellectual, cultural, and religious heritage, while inspiring good academic habits for their future.



### SCHOOLWIDE LEARNING EXPECTATIONS (SLEs)

- **FAITH – We honor our faith. We recognize the presence of God in each other. We are stewards of God's creations.**
- **OHANA – We treat our family, friends, and community members with dignity and respect.**
- **ACADEMIC EXCELLENCE – We strive toward academic success. We accept challenges and work toward goals.**

The Seven Principles of Catholic Social Teachings that are grounded in scripture provide the foundation for our Schoolwide Learning Expectations.

- **The Dignity of the Human Person:** God made all of us no matter what the differences are. We must treat one another with respect and fairness, by giving each person great dignity.
- **We are called to live as Family and Community:** Jesus tells us that we create a loving community by helping our family and community members especially those in need.
- **Rights and Responsibilities:** It is our responsibility to see that others get their basic "rights" in order to survive and live with dignity.
- **Call to Stewardship:** God calls us to take care of the Earth and all His creation as well as our own health and using our personal property carefully.
- **An Option for the Poor and Vulnerable:** Our Church teaches that poor and vulnerable people must be treated with extra respect and care and given what they need.
- **The Dignity and Rights of the Workers:** Through our work we earn what we need to live. We use our talents to work with God to create our world. It is important to ensure safe conditions, reasonable work hours and fair wages for each worker.
- **Solidarity:** Our family is not only our immediate family members but we are family with all the people of the world. As a family, we must care about the well-being of each other, making sure other family members have what they need and are being treated fairly.

## POLICIES: EMERGENCY PLAN

*Parents/guardians will be contacted via text and email upon activation of emergency procedures. Parents are responsible for ensuring that their current phone numbers are listed in School Speak.*

### **Fire:**

Fire drills are held monthly. In the event our school is severely damaged, the children will be held in the parish church or cafeteria and parents/guardians will be notified to pick up their child.

### **Tsunami warning:**

The school is in a tsunami zone. The following procedures have been adopted in the event of a tsunami warning:

- If a warning is issued and a tsunami is imminent, the entire school will be evacuated via staff cars to the pavilions at the 12 mi. marker on Koke'e Rd. This will be the meeting place and pick up for parents to come and pick up their children.
- If a watch or warning is issued before school begins, the school will close.
- If a watch occurs during the school day, learners will stay at school until parents, or another designated person picks them up.

### **Hurricane / Tropical Storm:**

Hurricane or tropical storm watches are issued by the National Weather Service 36 hours prior to the arrival of the storm. Hurricane or tropical storm warnings are issued when storms could affect Kauai in 24 hours or less. When a warning is issued, the school will be closed. When a watch is issued, we will monitor the storm and make decisions about school closure before the issuance of a warning.

### **Flash Flood:**

In case of a flash flood warning, tsunami procedure will be enacted.

### **Earthquake:**

Resulting in damage to buildings or road networks: learners will be taken care of by the school staff until everyone is picked up by a parent / guardian.

### **Chemical/Hazmat Danger:**

“Shelter in Place” emergency requires all learners to be held in a common area until an ALL CLEAR is reported by the Hawaii Emergency management agency or the Kauai Emergency Management by AM/FM radio. “Shelter in Place” is activated by the Civil Defense air attack siren. Learners may not be released to parents until an all clear is announced.

### **Lockdown**

STS staff will lock down the campus in any perceived or reported threat to our campus or immediate neighborhood. Lockdowns are in place until administration deems “all clear” appropriate. No one is admitted to campus and no learners may be released during a lockdown.



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*Concerning Child Abuse (Safe Environment Program)*

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The "Policy on Allegations and Incidents of Sexual Misconduct" promulgated by the Diocese of Honolulu is incorporated in this handbook by this reference. A copy of the policy is contained in the handbook, "To Offer Healing, To Restore Trust", first published January 8, 2004. The handbook is available from the school and online at [www.hi-care.org](http://www.hi-care.org).

The school endorses the mandatory reporting provisions of H.R.S. Chapter 350 concerning child abuse. All Staff Members and Teachers/Catechists are required to sign an acknowledgment that they have read and understood the ethical and personal conduct policies of the Diocese of Honolulu. Consistent with diocesan policy, St. Theresa School will conduct Safe Environment training as part of the religious education curriculum. A meeting will be held before the class is conducted to provide parents with an opportunity to review the safe environment materials.

For the health of all learners, in accordance with State law and Diocesan Policy, any staff member who suspects any type of child abuse, whether it be physical, sexual, mental, verbal or neglect, will report it to the proper authorities.

All volunteers need to complete a safe environment Virtus class. Please send a copy of the certificate of completion to the school office.

**“NOTHING IS SMALL IN THE EYES OF GOD. DO ALL THAT YOU DO WITH LOVE.”  
SAINT THERESA OF LISEAUX**



## POLICIES: ACADEMIC EXPECTATIONS

### CURRICULUM OVERVIEW

**Religion:** Religion is part of the core curriculum, and all learners participate in a weekly Children's Liturgy. Following the Church's liturgical year, the learners participate in seasonal prayer services and Holy Day celebrations.

**Reading and Language Arts:** K-8 learners are provided with the basic skills of reading, writing, and language. Scott Foresman Reading Street curriculum is used as a base for comprehension and grammar lessons. Spectrum LA workbooks are a resource for mechanics, usage, and grammar lessons. Novels are read as a class with comprehension activities throughout. Reading grades are based on texts, class novels and Accelerated Reader progress. IXL is utilized to reinforce objectives and differentiate instruction in Reading.

**Math:** Basic math skills are taught in grades K-1. Dimensions by Singapore Math is used in grades 2-6. Pre-algebra, Algebra, and Geometry are offered in middle school. IXL is utilized to reinforce objectives and differentiate instruction in Math.

**Science:** Houghton Mifflin Science Fusion curriculum is the base curriculum in science. Workbook and online components merge to engage all learners. STEM learning is enhanced with frequent field trips, experiments, PBL activities, and gardening. Middle School learners participate in the annual Regional Science and Engineering Fair.

**Social Studies:** Social Studies is taught in all grade levels, focusing on communities and social awareness at appropriate age levels. Hawaiiiana is taught in 4<sup>th</sup> grade and Hawaiian History is 7<sup>th</sup> grade curriculum. 8<sup>th</sup> graders study American History and Civics in preparation for high school.

**STREAM:** Art, PE, gardening, leadership training, and choir electives are included as enrichment core curriculum as instructors are available. Educational field trips are planned with consideration of relevant purpose, reasonable cost, and time.

Emphasis on Stream (Science, Technology, Religion, Engineering, Art, and Math) learning is evident and documented in all areas of curriculum. A STREAM night is held annually to display learner progress.

### Reporting to Parents

To inform parents of their child's progress, a formal report card is posted quarterly. Compulsory parent-teacher conference is held at the end of the first quarter. Additional conferences may be scheduled at the request of the parent/guardian or teacher as necessary throughout the school year.

If a parent is interested in seeing a teacher or the principal at another time, please call/email for an appointment. Much can be accomplished through cooperation and understanding.

In grades K-8, an online grading system is in place. Parents and learners may log into SCHOOLSPEAK to check progress and see assignments at any time.

## Evaluation and Grading System

Academic subjects include Language Arts, Reading, Mathematics, Social Studies, Science, and Religion will be graded as follows:

<b>Grades K-3</b>	<b>Grades 4-8</b>	C+ 84-82	<i>Non-academic subjects, such as Physical Education, Art and Enrichment will be graded using a Mark system (check, X, or plus) These grades are not factored into the average for Honor Roll purposes.</i>
E Excellent	A+ 100-99	C 81-78	
G Good	A 98-95	C- 77-75	
S Satisfactory	A- 94-93	D+ 74-73	
NI Needs Improvement	B+ 92-91	D 72-69	
IP Insufficient Progress	B 90-87	D- 68-67	
	B- 86-85	F 66 and below	

### Recognition of Academic Excellence

Learners in grades 4-8 are eligible to be on the honor roll. Fourth graders are eligible for the honor roll beginning in the second semester. A mark of “D or F” in **any subject** automatically make learner ineligible for the honor roll. Two unsatisfactory marks (☒) in **non-academic courses** make a learner ineligible for the honor roll.

### Principal’s List

Learners must have an average of 4.0 gpa based on a 4-point scale and no checks SLE portion of report card.

### High Honors

Learners must have an average of 3.5-3.9 gpa, based on a 4-point scale, with no more than 2 checks SLE portion of report card.

### Honor Roll

Learners must have an average of 3.0-3.4 gpa, based on a 4-point scale, with no more than 2 checks in SLE portion of report card.

### Promotion / Placement / Retention

If a learner fails to master the fundamentals of two (2) core academic subjects during the school year, he/she will be placed on probation in the fall quarter of the next grade, with the understanding that tutoring and/or attending summer school is necessary. At the end of the first quarter the learner will be evaluated to see if he/she should remain in the grade or go back to the previous grade.

Retention in the same grade for the following year will be recommended if the learner has not met the requirements to move to the next grade level. A cumulative GPA of less than 1.0 is cause for retention. In the case of placement or retention, conferences with the parents will be held before a final decision is made.

### Review of Records

Parents can review records with 24-hour notice to the office. In the absence of court order to the contrary, a school will provide the non-custodial parent with access to the academic records and other school-related information regarding the child (Buckley Agreement). If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

## Homework

The purpose of homework is to strengthen parent awareness of school learning and instill self-motivation in learners. Every learner is required to read at least 35 minutes each day (some part of this time shall be completed in school). If learners have not completed daily class work, they may have to take it home as additional homework. In general, homework will not be given over the weekends or holidays.

Parents are asked to create a homework routine for their children. If no homework is given, use time to complete any work not finished in school, review basic math facts, go over spelling words, review prayers, read books and newspapers, watch the news, and become involved in extra credit projects.

Homework suggested time: TK-2 20 minutes + assigned reading, 3-5 30 minutes + assigned reading, 6-8 45 minutes + assigned reading.

Homework assignment books are mandatory for grades 3-8. Learners will write in their assignments daily.

## POLICIES: BEHAVIOR AND CONSEQUENCES

The discipline policy that is implemented at St. Theresa School is guided by Christian values of proper behavior. Harassment, either verbal or physical, will not be tolerated. Every learner is expected to comply with the rules and regulations of the school.

Basic Rules:

**Be kind in thoughts, words, and actions.**

**Respect the dignity and property of others. Be willing to listen.**

**Keep hands and feet to self always. Follow school policies.**

Unacceptable conduct will be handled in one or all the following ways:

### REPRIMAND

This is the normal critique of unacceptable behavior made by teachers, staff, or principal. It is usually given verbally.

### WARNING

A written notice of unacceptable conduct will be given in the form of a disciplinary citation. The first citation is a warning, alerting parents to the situation. Subsequent violations of conduct policy will result in citations with escalating consequences: warning, conference, detention, suspension, dismissal.

### SUSPENSION

Suspension is the temporary exclusion of the learner from classes and school activities. Suspension will be at home, unless in-school suspension is requested by the administration. The length may be one day to several days. Parents / guardians will be notified, and parent conference will be held.

***AUTOMATIC SUSPENSION.*** *Regardless of age, any St. Theresa learner suspected of the possession, use or transfer of illegal goods or substances or other criminal activity shall be automatically suspended (out of school suspension) pending investigation. To ensure the safety of all learners, the principal may enact an automatic suspension at their discretion. A conference with learner, parents, teacher, pastor, and principal is required to determine suitable disciplinary action.*

## DISMISSAL

Dismissal is the permanent exclusion of the learner from the school. Dismissal of a learner is a serious matter that requires an appraisal by the pastor, principal, learner, and parents. No dismissal will be final until a conference is held with the learner, parents/ guardians, and school personnel. The learner may be suspended while arrangements are being made for this conference. Records of the procedure will be kept throughout the process. *The following may result in immediate dismissal at the discretion of administration: possession of illegal goods or substances, criminal activity, physical assault, verbal or sexual assault, threatening behavior in any form.* Dismissal may also be considered due to parent failure to comply with school policies.

## BULLYING POLICY

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

**Definition of bullying.** Bullying is a pattern of abuse over time and involves a learner being “picked on.” Bullying includes physical intimidation or assault; extortion, oral or written threats; teasing; putdowns; name-calling, threatening looks; gestures, or actions; cruel rumors; false accusations; and social isolation.

**Physical, verbal, and cyber-bullying is prohibited.** St. Theresa School community shall not tolerate any bullying on school grounds or at any school activity on or off campus.

**Staff intervention.** St. Theresa School expects all staff members who observe or become aware of an act of bullying to take immediate, appropriate steps to intervene-unless intervention would be a threat to staff members’ safety. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report the bullying to the school administration for further investigation.

**Learners and parents shall report bullying.** St. Theresa School expects learners and parents who become aware of an act of bullying to report it to the school administration for further investigation. Any learner who retaliates against another for reporting bullying may be subject to the consequences listed below.

**Investigation procedures.** Upon learning about a bullying incident, the principal, or designee, shall contact the parents of both the aggressor and the victim, interview both, and thoroughly investigate. This investigation may include interviews with learners, parents, and school staff; review of school records; and identification of parent and family issues.

**Consequences/intervention.** Consequences for those who bully others shall depend on the results of the investigation and may include counseling; a parent conference; detention; suspension and/or expulsion. Depending on the severity of the incident, the principal may also take appropriate steps to ensure learner safety.

No policy can cover all disciplinary infractions that can occur. Therefore, the administration of St. Theresa School reserves the right to impose disciplinary action for behavior not in keeping with Christian values.

## Appeals

The principal, in consultation with the pastor, is the final authority in all-disciplinary situations. The principal may waive any disciplinary rule for a just cause.

## POLICIES: DRESS CODE

STS LOGO wear is sold online through Pau Hana tees website. Limited items available in the school office.

Each learner must have:

Logo PE Uniform Logo jacket Logo polo shirt

Logo preschool shirt

Navy blue bottoms -Skirt/skort/shorts/pants: view French Toast website for appropriate styles.

*Bottom wear may be found at various uniform sites, Old Navy, and on Amazon.*

Nonnegotiable Rules:

All skirts/shorts must be no higher than 2 inches above the top of the knee. Polo shirts are to be worn tucked in. PE shirts may be worn untucked.

Hair must be worn neatly and off the face. DAILY

UNIFORM [except PE days]

Girls Kindergarten- 2nd Grade:

Navy V Neck Pleated Jumper. Logo polo in white or gray. Navy shorts, navy pants. For modesty, shorts should be worn under skirts.

Girls' 3rd- 8th Grade:

Navy skirt/skort/shorts/pants. Logo polo in white or gray. For modesty, shorts should be worn under skirts.

Boys Kindergarten-8th Grade:

Navy shorts/pants. Logo polo in white or gray

Socks – Socks must be worn and must be visible. Solid color white, black, gray, blue matching socks. Girls may wear solid white, black, gray, or blue tights under skirts.

Shoes – Dress or tennis shoes are acceptable. No boots, slippers, or open-toed sandals.

Belts – Must be worn with pants or shorts with belt loops. Quick release (magnetic) belts are recommended for kindergarten. Jackets and Sweaters-

School logo jackets (available in office) and navy sweaters (French Toast) are the only acceptable outerwear.

Mass Days – Learners will wear the formal uniform (jumpers, skirts/pants for girls and long pants for boys) on Mass days. In the extremely hot and humid months of the year, the learners may want to bring uniform shorts for the rest of the day.

Special Dress Days–On certain days, specified by the principal, the learners might wear “Free Dress” casual/play clothes. The last Friday of each month learners may wear “dress up” Hawaiian wear for Aloha Friday. Follow guidelines for modesty.



Dress Code continued:

Hair - All learners are expected to have neat hairstyles. Dyed or bleached hair, colored gel in the hair, razor patterns, and tall spikes (more than one inch), and mohawks will not be accepted.

Girls and Boys: Hair must be kept neat and off the face. Hair may not cover eyebrows or ears. Boy's hair must be kept off collar (in a bun). Girl's hair must be pulled back in a bun, ponytail, or braid.

Make-up/Tattoos/Jewelry –Make-up, nail polish, and jewelry, including necklaces, bracelets, and rings, are not acceptable. Girls are permitted only one pair of post earrings, and they will be worn in the ear only; multiple or dangling style earrings are not permitted. Wristwatches may be worn. Multiple piercings and tattoos, or body decoration is not allowed at any time. Boys are not permitted to wear earrings.

Guidelines for modesty:

1. Sleeveless shirts are allowed if they are a button up and/or have collar. (sleeveless shirts have 2-inch-wide strap coverage on the shoulder.) Tank tops, halter tops, strapless tops, spaghetti straps and crop tops exposing the belly button are not permitted.
2. Tight-fitting tops and tight jeans/pants are not appropriate. Attire must not be ripped or have holes.
3. Shorts and skirts may be no shorter than two inches above the knee.
4. Leggings worn as pants or leggings worn with skirts that are shorter than 2- inches above the knee are not appropriate (Leggings may only be worn with skirts or dresses of the appropriate listed length)
5. All logos, graphics, words/phrases, or other writing must be appropriate for a Christian school environment, in other words, carry positive messages.

Failure to comply with the dress code initiates the dress code citation process.

### **POLICIES: ELECTRONICS**

Learner cell phones may not be used on campus during school hours. Learners may not be in possession of electronic devices that can call out, receive calls, record images/videos, or record voices. If cell phones or devices that can call out are brought to school, they must be turned off and checked in by the teacher before school begins and be picked up at the end of the day.

Use of cell phones or other electronic devices during school hours or failure to turn in cell phones to teachers at the start of the day will result in confiscating the device and may result in citation.

### **POLICIES: SCHOOL SPEAK**

STS utilizes School Speak as its main mode of communication. All school policies, events, and news are posted and are updated weekly. Individual classroom information including announcements, progress reports, and homework are posted by teachers. Parents are responsible for checking School Speak regularly and acknowledging information. Please keep profiles updated and UNCHECK the box under phone number to allow for school to text.

### **POLICIES: CHANGE OF INFORMATION**

Please promptly notify the school office in writing and update your School Speak profile if there is any change of address, telephone number or email address. This is recorded on the learner's emergency card, tuition records, permanent records, and the school's files.

## POLICIES: LUNCH AND SNACKS


STS does not offer school lunch. Learners MUST bring a prepared lunch and snack each day, along with a water bottle. Microwaves are available for 30 sec. – 1 minute warm up. Refrigerators are available for storage. Subway Waimea delivers lunches to the school daily if ordered on their app by 10:00am. Learners must bring utensils if needed for their lunch.

- If learners do not come to school with lunch, an instant saimin lunch will be provided and parents FACTS will be billed.
- Forgot a fork? The office will charge \$.25 (charged to FACTS) per utensil that is supplied. Please do not forget utensils.

Pack nutritious snacks and lunches, avoiding sugary drinks and snacks. No candy, soda, sports drinks, flavored water, or canned juice please! Best bet? WATER!! Your child's teacher will let you know if they are not eating lunch or if they are getting run down toward the end of the day...sometimes an adjustment to their food can make all the difference.

### Parties and Special Occasions

Party plan with your teachers first. Birthdays are a great time for treating the whole class, but the treat must be as healthy as possible. No sugary, frosting covered cupcakes please! Fruit cups and veggie sticks are great alternatives. All class treats must be individually wrapped.

 **St. Theresa School is a NUT FREE SCHOOL. Please do not send peanut butter or other foods that contain nuts.**

## POLICIES: ADMISSIONS

### NOTICE OF NONDISCRIMINATORY LEARNER POLICY

All learners will be accepted regardless of religion, race, color, or ethnic origin. However, Catholic families are given first preference. Parents are expected to meet their financial obligations and/or apply for tuition assistance. Family involvement in school life is expected and required.

#### Age of Admission

Children must be at least 2 years and 8 months old, and toilet trained by the day they enter preschool. Preschool requirements and information are provided under a separate cover in the preschool handbook.

To enter Kindergarten a child must be five years of age on or before July. 31.

### Admission Requirements

New Admissions - \$175 Registration Fee *nonrefundable*

The following items are to be submitted at the time of registration of new learners.

Learner's birth certificate

Learner's baptismal certificate and First Communion/Confirmation (if applicable).

Release of records form (from the last school attended).

A conference with the principal or the pastor may be required of new learners and is required for new middle school applicants. *A three-week probationary period is required. Middle school will not accept new admissions in the 4th quarter.*



### **Mid-year Admissions**

The following forms must be submitted to complete the registration process.

Birth certificate

Baptismal/First Communion/Confirmation Certificate (for Catholic learners only) A copy of your child's current report card

Teacher References--

Preschool to Grade 3--[1 reference from current teacher or parent from preschool age children]. Grades 4 to 8--[2 references--current teacher required]

Completed STS registration form and payment. Current

Standardized test scores

Parent and learner interview with School Principal

Acceptance: An Admission Review Committee (principal, pastor, grade level teachers) will determine acceptance.

\*Learners are admitted based on the belief that the school will be able to serve their needs successfully. The school has the right to terminate enrollment if it is determined at any time in the year that resources to meet the needs of learners/families are lacking.

### **Returning Registration - \$175.00 Registration Fee *nonrefundable***

Each spring, parents must re-enroll their child for the upcoming school year. Learners are readmitted if: Parents

accept the basic philosophy of the school, as determined by their support and cooperation.

The current program is meeting academic and social needs.

Previous tuition and book fees are paid to date.

Registration fee is paid in full.

Every learner must be officially registered as follows:

Fill out the necessary forms, including health form updates. Pay fees as applicable.

FACTS account has been set up and verified by office.

### **TUITION CREDIT REFERRAL PROGRAM**

***Currently enrolled families receive credit for referrals resulting in new registration***

· New family must complete registration and FACTS enrollment and begin payments.

· Once enrollment is thus solidified, the referring family will receive a \$300 credit to their tuition account. Families may receive \$300 tuition credit for every new family they refer to our school.



## FINANCIAL POLICIES

All parents who want a Catholic education for their children may have it, but they must recognize their obligation to the school. This obligation demands an interest and concern for the needs of the school including prompt tuition payments and participation in fundraising and service hours to the school.

1. All parents must sign a contract enrolling in the FACTS tuition payment program.

A registration fee is required upon application for admission. This deposit is not refundable or deductible from tuition.

To participate in graduation exercises, all tuition, fees, and parent required hours must be paid in full. This is also expected of parents whose children will no longer be attending St. Theresa School the following year. Records will be withheld until all financial obligations to the school are complete. Once accounts are cleared learner records will be sent to the next school. Accounts not cleared will be forwarded to a collection agency.

If the bank does not accept a check, a penalty charge of \$10 will be added.

(A revised tuition and fees cost schedule for the coming year will be sent home no later than the month of April)

### POLICY ON UNPAID TUITION-OPTIONS FOR PARENTS:

All new and returning families to the school are required to sign up with the FACTS tuition payment program. If sufficient funds are not in the account, the FACTS Company will notify the parents and will charge a \$30 late fee. STS office does not permit accounts to be more than 90 days delinquent. Enrollment may be terminated upon nonpayment of tuition. Delinquent accounts will be sent to the collection agency at the end of the school year. Families with outstanding balance at the end of the school year may not enroll in the new school year.

### Tuition Assistance Program (Financial Aid)

Augustine Educational Foundation, Open Doors, and Kamehameha Scholarships accept applications privately. The St. Theresa Tuition Assistance Program (TAP) is available through the school. Augustine Educational Foundation applications serve as TAP application.

### FUNDRAISING

The carnival in April is the major fundraiser for the school. All families are required to participate. Each family is required to sell a set amount of carnival tickets to be determined by the Carnival Committee. Should the carnival be cancelled for any reason, families are expected to participate in alternate fundraisers.

### REQUIRED SERVICE HOURS

Each family is obligated to contribute forty (40) service hours for the good of the school. Twenty (20) hours are designated to be served at the carnival in April. Part of the hours may be served during prep/breakdown. Every family must work during the event.

Each family is obligated to contribute 20 general service hours over the course of the school year (separate from carnival hours). Hours may be earned in volunteering at school, attending meetings, fundraiser event assistance, yard card, etc.

## POLICIES: MEDICAL

Parents are encouraged to make all medical and dental appointments after school hours or on free days whenever possible.

### Family Data and Emergency Contact Information

Each family is required to fill in the requested emergency information on their SchoolSpeak profile. It gives the school a means of reaching parents and gives permission to act in an emergency if parents cannot be reached. Information should be kept current.

### Medications

Medications, including over the counter medication, can be administered by school personnel with written parental and physician permission. If a child is taking medication and must take the medicine during school hours, it is kept in the school office and administered by the principal and/or secretary, unless otherwise indicated. Medication to suppress a fever may not be given.

Please send a written, signed note specifying when the medication is to be given and how much is to be given. Also, specify the period of days for which the medication is intended. The label on a prescription bottle does not replace a signed note of permission.

**Medication must be in its original container.**

### Illness on Campus

Learners should not be sent to school if they have a fever (temperature of 100.4 or higher) that has been controlled by medication within the last 24 hours. They must be fever free/medication free for 24 hours prior to entering school. If a child develops a temperature of 99.9 during the school day, parents will be notified. If a child develops a temperature of 100.4 during the school day, child will be held in the health room and parent notified to pick up child immediately. Children displaying or complaining of other symptoms will be handled on a case-by-case basis, and parents will be notified if symptoms persist. See STS Healthy Habits Policy addendum for complete guidelines on virus control. **Preschool:** A doctor clearance (note) is required to return to school after 3 days consecutive absence. **K-8:** Learners returning to school after having a contagious disease are required to present a medical doctor's clearance before being readmitted.

### Health Records

The State of Hawaii requires that each child has an individual health record. Each learner entering school must have a file containing updated immunization records and any necessary, special health considerations. Please submit to the office additional information that may arise during the year for verification and updating of records.

### EMERGENCY PROCEDURES

In the event of a medical emergency, illness or other problem, parents will be called at work or at home. If the parent cannot be reached, emergency contacts indicated by the parent on their School Speak profile will be contacted. It is the parents' responsibility to inform the school immediately if there are any changes to these emergency numbers. In serious emergencies, 911 will be called first and then the parents or guardians will be notified.



## POLICIES: ATTENDANCE

### School Hours

The school office is open from 7:30 AM until 3:00 PM on school days. The times of summer hours will be given before the last day of school.

### Arrivals and Dismissals

The school will be responsible for the children during school hours from 7:30 am to 2:30 pm. No learner may be dropped off before 7:30.

Attendance is taken in the classroom at the 7:50am bell. Unless enrolled in an after-school program, learners must be off campus at 2:30 pm daily. Learners are expected to leave the school/parish property after dismissal; they are not to loiter on the school or parish grounds. The school is not responsible for learners after the dismissal bell.

Those learners riding the County bus after school are to report to the office to walk together to the bus stop. The school is not responsible for children's activities on the playground during non-school hours. The school is not responsible for accompanying children to the Boys and Girls Club bus or county bus.

The west parking lot is only for faculty/staff parking and drop off only. **No parking in this lot.** Parking for pickup is on Kaumual'i Hwy, in the east parking lot (behind the church), or outside faculty parking fence. For safety reasons, please do not park on the sidewalk on Elepaio next to the school.

### STATE OF HAWAII COMPULSORY ATTENDANCE (HCS 5021)

All children who arrive at the age of 6 and who will not have arrived at the age of 18 or graduated on or before December 31 of any school year shall attend school unless otherwise exempted from the requirement in accordance with the law of Hawaii.

The parents are responsible for seeing that their children attend school; it is the school's responsibility to keep accurate records and to monitor excuses for tardiness or absence.

### ABSENCES (HCS 5022)

**Taking time for vacation while school is in session is strongly discouraged.**

The official school calendar of the Honolulu Diocese and State of Hawaii specifies a certain number of teaching days each scholastic year. If a learner will be absent from school, the parent is required to call the office between 7:30 – 8:30 AM to inform the school. A call will be made to the home if a learner is absent and not excused.

### Excessive Absences

When high frequency of truancy, absence, and tardiness hinder the learner's ability to achieve the minimum expectations in academics and social progress, and when reasonable attempts to consult with parents fail to resolve the problems, the principal may recommend termination of enrollment. (HCS 5026.4) **A learner who is absent for more than twenty (20) school days may not be eligible for promotion to the next grade.**

### Medical Appointments (HCS 5022.1)

Medical and dental appointments during schooltime constitute absence, or half day absence if a child leaves school or arrives to school late. For perfect attendance awards, the appointment slip from the doctor must be presented to the office. Otherwise, the absence will be counted against perfect attendance. **Please refrain from scheduling routine medical/dental appointments during school hours.**

### Illness and Related Absences (HCS 5022.2)

Learners should remain at home in the case of illness, accident, quarantine. The teacher and parent will help the learner make up for lost time after a short absence. Sometimes this will require extra time spent after school or increased homework, at the discretion of the teacher.

Learners returning to school after having a contagious disease are required to present a medical doctor's clearance before being readmitted. If the illness results in more than one day missed, the assignments may be picked up after school dismissal. Please do not expect a teacher to gather homework before the end of the day. The teachers need to be engaged with the class during all school hours.

### Absence for Parental Reasons (HCS 5022.3)

Parental wishes will be respected whenever possible, if the good order of the school is not jeopardized. Under these circumstances, the learner is responsible for getting and making up missed work. Repeated or prolonged absences might work against the learner's academic progress and possibly their right to continue in attendance.

**Policy for make-up work:** Daily work can be compiled in the office by the teacher for pick up by parent. Learner has a number of days to turn in work equal to number of days absent. In the event of an extended, planned absence the teacher is NOT responsible for providing work for the learner ahead of time. The work will be compiled and given on the day of return. The teacher will set a due date on that make up work.

**Tardiness:** All families are encouraged to arrive at school on time.

Whenever tardy, learner and parent are to report to the office to check in. A learner is tardy after 7:50AM.

After four unexcused tardies in a quarter a learner will be given a disciplinary citation with escalating consequences for each subsequent tardy, including a parent meeting and detention.

### Excuses and Releases

Parents must notify the office one day in advance if planning an early pick-up for any reason. The teachers who have the learners at those times will be notified. Parents must pick up their child at the school office, not at the classroom door. Parents will sign their child in and out at the office front counter.

The following information must be provided by phone call or email:

Who is picking up the child? The time of departure.

Reason for early pickup.

### Truancy (HCS 5024)

When a learner is absent without a valid excuse for two (2) consecutive days, a conference should be held with the parent or legal guardian. The truancy and the fact of the conference should be recorded. If this does not result in immediate improvement, the Office of the District Superintendent shall be notified of the truancy.



“The value of life does not depend upon the place we occupy. It depends upon the way in which we occupy that place.”

SAINT THERESA OF LISEAUX

## **ST. THERESA SCHOOL PHILOSOPHY**

St. Theresa Catholic School believes that an excellent academic and moral education is a gateway to fulfilling a future for our learners. We provide an atmosphere for growth as Catholic Christians in every aspect of our school. The teachings of Jesus provide a direction for our school. Scripture tells us to love God with our whole heart, soul and all our strength and to love our neighbor as ourselves. Thus, our mission as educators calls us to develop our learners' hearts through nurturing personal development; their soul through instruction and modeling of faith and morals; and their strength of mind through a standard based academic program. We lead them to love their neighbor through Catholic Social Teaching and engage them in acts of community service. St. Theresa School believes that a partnership is necessary in fulfilling the responsibility of forming a child. We work with parents, parishes, and community to lead each child to his/her greatest potential.

## **GOVERNANCE OF ST. THERESA SCHOOL**

St. Theresa School in the Diocese of Honolulu and therefore under the jurisdiction of the Superintendent of Catholic Schools, with the Diocesan Department of Education and the Bishop.

Local administration of the school includes the pastor, who has ultimate responsibility for the school, and the principal, who handles day-to-day administration. Cohort Board: STS does not have a traditional community-based school board. We are in a Cohort with 2 other schools: St. Michael and St. Joseph (both on Oahu). The Cohort holds formal quarterly meetings for strategic planning. The Cohort finance council meets with each school individually each quarter for an in depth review of finance statements and accounting practices. Our Cohort board presiding officer is Dr. Llewellyn Young, HCS Superintendent.

The **Institutional Advancement Committee (IAC)** is the parent arm of school administration. The IAC consists of teams tasked with carrying out activities essential to maintaining a school culture that adheres to our mission. Committees or advisory groups have as their final purpose: **To promote the welfare of all our children; to encourage greater cooperation between the school and home; to promote social activities; and to help the school financially. All parents are invited and encouraged to be involved in the IAC.**

## **COMMITTEES OVERVIEW**

**IAC** The Institutional Advancement Committee is an action committee comprised of teams:

1. Alumni  
Purpose: to build endowment fund for long term school viability
2. Marketing  
Purpose: to consistently promote St. Theresa School in media
3. Beautification  
Purpose: to offer continuing programs to our learners to enrich their academic and social growth.
4. Grants  
Purpose: to procure funding and programs for the betterment of St. Theresa School
5. Ohana Association  
Purpose: to plan and execute activities that directly impact teachers and learners on campus

## **Accreditation**

The Western Catholic Educational Association, and the Western Association of Schools and Colleges (WCEA/WASC) accredited St. Theresa School for the next six years, through June 2030.

## **COMPLAINTS AND CONCERNS**

1. Parents who have complaints about teacher's instruction or classroom management should communicate directly with the teacher, outside of teaching hours or by email.
2. If the problems are not resolved, parents should bring them to the attention of the principal. Any complaints relating to general school administration should be expressed to the principal. If problems are not resolved with the principal, parents may contact the Pastor.
3. Learners who have concerns of a serious nature should request a personal conference with their teacher and, if they wish, include their parents. If the problem is not resolved, the learner should bring it to the attention of the principal. The principal will make every attempt to facilitate a solution to the problem.
4. If a learner needs to see a counselor a referral will be made to the parents to make the appropriate arrangements.
5. In some cases, the counselor may be invited to be part of a group conference. The teacher, administration, or parent may make this request of the counselor.
6. Complaints about administration may be made to the pastor ([econselva@rcchawaii.org](mailto:econselva@rcchawaii.org))

## **EXTRA CURRICULAR ACTIVITIES**

### **Sports**

The sports program is designed to encourage learners to develop good sportsmanship and school spirit. Participation requires a C average in all subjects and good behavior. St. Theresa School may participate with other private schools in volleyball, softball, soccer, basketball, and track meets.

### **Altar Servers**

All learners from grades 3-8 are encouraged to participate in the training that will enable them to serve at Mass.

### **Learner Council**

The Learner Council is comprised of 6<sup>th</sup> -8<sup>th</sup> graders and provides an opportunity for learners to develop leadership skills and work cooperatively, assisting in school functions and activities.

### **Service Projects**

All learners are expected to live out the school Learner Learning Expectations of service to others. "It is giving that we receive." Throughout the year opportunities will be presented for learners to give of themselves for the betterment of others or the community. In grades 6-8, 1 hour of service per week is included in curriculum.

### **Field Trips**

Field trips are an integral part of the curriculum. However, field trips are a privilege, and no learner has an absolute right to participate. Parents also have the right to refuse to allow their child to participate in any field trip. Parents are expected to sign the permission form that releases the school from liability. A telephone call will not be accepted in lieu of the proper forms.

Policies and Procedures - AGREEMENTS

Please acknowledge understanding and agreement to the following 6 policies on School Speak under AGREEMENTS tab:  
Parent Handbook acknowledgement  
Chrome Agreement  
Photo Release Internet  
Usage Financial  
Agreement Fundraiser  
Agreement

**AMENDING THE HANDBOOK**

The principal retains the right to amend the handbook for just cause. Parents will be given prompt notification if changes are made.

**Daily Schedule 2026-27**

Monday- Friday  
7:30-7:45 drop off in main parking lot 7:50  
classes begin (tardy bell)  
2:30pm all school dismissal

\*\*\*\*\*

\*\* Schedule Notes:

**Fridays: 8:10am Mass - Families are welcome to attend**

Last Friday of the month: *Aloha Friday (Hawaiian dress up day for all learners)*

List of Yearly School Events (events may be added or cancelled) August-

Individual parent/teacher meetings.

September- Grandparents Day Luncheon

October- Halloween Event

November-Fall Festival. Charity Event.

December-Christmas Song Program, class Christmas parties January-

Catholic School Week

February- Open House. Registration opens.

March- STREAM Night

April- Carnival

May- Teacher Appreciation Week, May Day Program, 8th Grade graduation, end of year picnic.

## STS Directory



### Father Edwin Conselva- Pastor

(808) 337-1351

- School administration concerns
- Sacramental inquiries

### Wendy Souza- Principal

(808) 337-1351 x40

[wendy.souza@sttheresakauai.com](mailto:wendy.souza@sttheresakauai.com)

- Academic/Curriculum information
- Teaching staff concerns
- Learner program information
- Site/campus concerns
- Volunteering information
- Testing

### Camille Hesapene- Office Manager

(808) 337-1351 x36

[camille.hesapene@sttheresakauai.com](mailto:camille.hesapene@sttheresakauai.com)

- FACTS
- Tuition Assistance Program
- Refunds/Reimbursements
- Fundraisers
- Payment inquiries

### Cassie Miyashiro-Office Assistant

(808) 337-1351 x21

[cassie.miyashiro@sttheresakauai.com](mailto:cassie.miyashiro@sttheresakauai.com)

- Uniform purchase
- School Speak log in information.
- Registration
- School hours/vacation information
- Records review or transfer

### Dee Young- Parish Secretary

(808) 337-1548

- St. Theresa Parish information
- Church schedule information (wedding, baptism, funeral)
- Sacramental inquiries

### Contact classroom teacher directly by email.

- Homework
- Classroom routines
- Class parties/events/fundraisers
- Field trip information/chaperoning
- Grading
- Discipline



## St. Theresa School HEALTHY HABITS Policy 2026-27 School Year

All STS health policies are based on CDC and Department of Health Guidelines. They are subject to change accordingly. Families will be notified through School Speak of any updates to health policies. Public health issues are monitored, and this policy will be updated to provide the best possible environment for our staff and learners.

### Cleaning and Disinfection

STS facilities are cleaned and disinfected daily by STS maintenance staff.

1. High touch surfaces in classrooms/ offices are disinfected throughout the day by teachers/office staff.
2. Hand sanitizer is available in 4 outdoor areas on campus, in each classroom, and in the office.

### Social Distancing

1. A separate Preschool Entrance will be utilized on the west end of the lanai. Preschool families will enter and exit ONLY from that area. No congregating will be permitted and check in/out procedures are delineated by preschool classroom teachers.
2. West Parking Lot drop off is a DRIVE THROUGH ONLY for grades K-8. Parents/families must not park and walk onto campus from the west entrance.
3. Parents are asked to adhere to the following areas for after school pick up. Discuss and plan where the pick- up spot will be with your learners. Parents wait by their cars for learners to come to them.
  - On Kaumuali'i Hwy facing playground
  - In church parking lot behind church (Elepaio Rd entrance)
  - Preschool parents park on Kala Rd and pick up at preschool door.
4. Parents must sign into the office when entering campus for ANY reason. Anyone entering the campus must park behind the church and walk into the school office from the Elepaio Rd ramp entrance.
5. Recess and Lunch times will be staggered to facilitate small groups on the playground.
6. Masks are optional for all adults and learners on campus. Learners sent to the office with health symptoms will be provided with a mask while they wait for pick up.
7. Learners displaying symptoms of illness will be separated from class immediately and sent home.

## **Containment\***

1. Each learner will keep all supplies at their desk to reduce high touch areas.
2. Learners with a temperature of 100.4 or higher will be sent to the office health room and family will be instructed to pick up immediately. Learners may not be admitted back to school until they have been fever free for 24 hours WITHOUT use of fever reducing medication and are displaying no other symptoms of illness. A doctor clearance (note) is required to return to school after 3 days absence.
3. STS will offer as many outdoor learning areas as possible to lessen high touch areas.

## **Response to Illness**

1. **A learner/staff member tests positive for COVID 19.** The affected person will remain off campus for 5 days and until all symptoms are clear. The affected person may return to school after 5-day quarantine or as directed by DOH and no symptoms present. A covid notice will be posted to the affected classroom School Speak page to inform parents of the case.
2. **A household member or close contact, as identified by DOH, of a learner/staff tests positive for COVID 19.** STS will not track or identify close contacts. Families are responsible for upholding DOH guidelines for close contacts.
3. The school will consult the Department of Health, Disease Investigation Branch in all decisions related to infection control.
4. STS reserves the right to close classrooms IF the spread of illness is determined to be in the classroom. At the discretion of administration, classes may be suspended until conditions are deemed safe.

## **Distance Learning**

1. *IF the government issues a Stay-at-Home order, STS will transition to distance learning within 3 days.*
2. *Learners will be supplied with all learning materials for home use.*
3. *Teachers will utilize Google Classroom as a platform to deliver lessons. Lessons will consist of: Pertinent learning objectives. The goal is to keep learning moving forward. Video meetings daily to keep contact with learners. Each teacher's meeting schedule will be published prior to distance learning launch. Requirement to log in and submit attendance daily. Work accountability. Turning in work and receiving grades is mandatory. Help sessions (video, and/ or in person) will be made available.*
4. *Teachers will work full-time during distance learning.*
5. *At home learning time will vary by grade level.*
5. *Tuition payments will remain on schedule. Tuition credits (scholarships) will remain applicable. Parents should contact the school as soon as possible if unable to meet tuition payments. Each situation will be handled individually.*
7. *Google classroom assignments will be available to learners in quarantine. This service does not constitute the full scope of distance learning. It is to provide assignments to the learner.*

**These guidelines will help your learner get the most out of their school year!**

### **SLEEP ROUTINES**

Set a bedtime and wake up time for your learner and hold to it. Build a routine around going to sleep and waking up.... A bedtime story, a morning cuddle? Keeping regular sleep patterns helps learners recover mentally and physically from their day and recharge for the next day.

### **SCREEN ROUTINES**

Monitor screen time (TV, phone, computer, tablet), especially right before bed and right after waking up. Make sure parental controls are on so that content is age appropriate. A good book, song, or conversation is always a good substitute for screen time.

### **NUTRITION**

Eating well keeps our bodies strong and keeps our brains awake! Eat a full breakfast. Starting the day with a healthy breakfast gives your child a HUGE head start on a great day. Pack nutritious snacks and lunches, avoiding sugary drinks and snacks. **No candy, soda, sports drinks, flavored water, or canned juice please! Best bet? WATER!!**

Your child's teacher will let you know if they are not eating lunch or if they are getting run down toward the end of the day...sometimes an adjustment to their food can make all the difference.

### **Parties and Special Occasions**

Party plan with your teachers first. Birthdays are a great time for a treat for the whole class, but the treat must be as healthy as possible. **No sugary, frosting covered cupcakes please!** Fruit cups and veggie sticks are great alternatives. All class treats must be individually wrapped.



**St. Theresa School is a NUT FREE SCHOOL. Please do not send peanut butter or nut products to school.**

