

St. John Vianney Early Learning Center



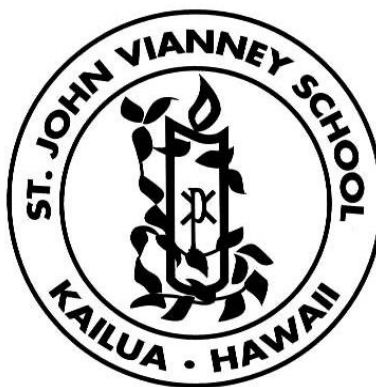
Parent Handbook

Rev. 1/2023

School Motto

The Lord is our Light

School Emblem



School Colors

Green and White

School Team Name

Cyclones

Mission Statement

Living the Gospel
Inspiring hearts, minds and lives
E ho 'oulu i ka na 'au, ka mana 'o, a me ke ola

Telephone Directory

Early Learning Center	772-5623
School Office	261-4651
Business Office	772-5606
School Fax	263-0505
Parish Office	262-8317
E-Mail	sjvadmin@sjvkailua.org
Website	sjvkailua.org

School Hours

Regular School Days	7:40am – 2:00pm
Before School Care	6:30am – 7:15am
After School Care	2:00pm – 5:30pm
Office Hours	7:00am – 3:00pm

St. John Vianney School is a Smoke and Drug Free Environment.

The school office is closed on Federal and State Holidays, Church Holy Days, during Christmas and Easter Vacations and Spring Break.

The St. John Vianney Early Learning Center is a Child Caring Institution. Its current operating license allows for the maximum enrollment of forty-nine students ages three through seven.

St. John Vianney School is a non-discriminatory educational institution and employer. In accordance with the EEOC, the school does not discriminate on the basis of race, color, religion, national origin, sex (including sexual orientation or gender), age, or disability. Our right as a private religious institution to perpetuate our Catholic faith may affect this statement where legally applicable. St. John Vianney School is a Smoke and Drug Free Environment. This handbook is intended to describe the philosophy, services, and structure of the school's educational program. The principal is the final interpreter of the content of this handbook. The school retains the right to amend the handbook for just cause. Parents will receive notification within thirty days when changes are made.

The Statement of Operation Policies (DHS 952) is posted in the ELC, is available in the school office, and can also be found on the school website: sjvkailua.org.

St. John Vianney School Philosophy

St. John Vianney School gives students a firm foundation of faith within the framework of our Catholic tradition. We believe that the faith community of our school exists as a vital part of the parish and that it is an extension of the Church in its mission to teach the gospel of Jesus Christ. Our school community gives witness to Catholic values in everyday life. We assist parents, the primary educators, in guiding their children to become responsible members of our community, our Church and our world.

In the spirit of Jesus Christ, our teachers create a loving atmosphere that facilitates learning. The focus of our Catholic education is the total development of the child: spiritual, moral, academic, physical and cultural. Our goal is that our students will establish a personal relationship with the living Jesus, discover their gifts, share their talents, appreciate who they are, and develop who they are called to be.

St. John Vianney Early Learning Center Philosophy

Small children are active learners. They find joy in everyday discoveries. St. John Vianney Early Learning Center celebrates our students' discoveries and accomplishments. Our goal is to help them feel comfortable in learning new things. We work together to provide experiences needed to grow emotionally, academically, socially, and intellectually.

By providing a language-rich environment and stimulating activities, we enable the children to learn by listening, speaking, and actively participating. Our staff interacts closely with the children to facilitate the sharing of experiences, ideas, and feelings.

The St. John Vianney Early Learning Center believes that parents are the primary educators, and we work with the parents to develop the whole child: spiritually, morally, academically, physically, and culturally.

Diocese of Honolulu – Mission of Catholic Education

The mission of Catholic education in the Diocese of Honolulu is to form children who are nourished intellectually, spiritually, and liturgically to share the presence of Christ in the world.

Our Catholic educational institutions are obligated by our faith to shape our youth by immersing students in curriculum and experiences rooted in Catholic teaching and doctrine with emphasis on morality and Christian character building. This formation, paired with 21st century academics and teaching methods, is critical for success at any Catholic educational institution in Hawaii.

Each family has choices in the education and faith formation of their children. We expect all families who have chosen to enroll their children to share in the light of Christ and to cooperate and support the mission and activities of Catholic education in the Diocese of Honolulu.

Hawaii Catholic Schools

History

St. John Vianney Parish, the second Catholic church in Kailua, was opened and dedicated in February, 1962. It was established to serve the newly developed area of Enchanted Lake and other growing Kailua communities. The St. John Vianney School opened its doors in 1965 to students in grades one through eight. The mission was extended to include kindergarten in 1980. In the fall of 2003, an Early Learning Center was opened to serve the needs of families with prekindergarten children.

Financially, St. John Vianney Parish was off to an unusual start. Mr. Joseph Pao pledged to substantially donate the church, and the Kailua Heights Joint Venture Company and the Kaelepulu Investment Company donated and developed four choice acres in the heart of Enchanted Lake. These now comprise the St. John Vianney Parish campus. Ordinarily, a new parish would not attempt the addition of a school for many years, but with a low initial debt and promising community support, the people of St. John Vianney Parish studied the feasibility of an early start for the school.

The late Bishop James Sweeney favored a new Kailua parish school if a community of sisters could be obtained. Fortunately, Mother Agna, late Superior of the Franciscan Sisters of Charity of Manitowoc, Wisconsin, was making a visitation of their two island convents: one at Kekaha, Kauai, and the other at Cathedral School in Honolulu. With a Superior's vision she saw the need to open a school in the Kailua area, thereby increasing the number of her sisters in Hawaii and promoting the faith with a new island foundation.

It was a gala occasion when St. John Vianney School was dedicated by Bishop Sweeney on September 5, 1965, in the presence of hundreds of parishioners, priests, religious and friends. Our founding pastor, Father John B. Read, and other charter parish members were proud bystanders as they launched a \$150,000.00 Fund Drive for the new school.

Sister Mary Ann was the first principal of St. John Vianney School. Her acquaintance with Hawaii and many of the parishioners gave the school a "head start" during her four years as principal. Succeeding principals have been Sister Tonia, Sister Carletta, Sister Mary, Sister Greta, Sister Nancy, Mr. Gerard Joseph, Mrs. Jane Ann Quinn, Miss Carmen Himenes, Miss Jean Flynn, Mr. Michael Chu, Mrs. Jane Ann Quinn and Mr. Michael Busekrus. Mrs. Caryn DeMello is our current principal.



SCHOOLWIDE LEARNING EXPECTATIONS
The 5 C's

1. CATHOLIC LEARNER

- | | |
|-------------------------|-----------------------------------|
| A. Knows Catholicism | (hand on forehead) |
| B. Is kind and helpful | (hand on chest and each shoulder) |
| C. Prays daily | (hands folded) |
| D. Participates in Mass | (hands in shape of church) |

2. COMMUNICATOR

- | | |
|--------------------------------|--|
| A. Listens well | (hand cupping an ear) |
| B. Speaks clearly | (index finger rotating in front of lips) |
| C. Writes correctly | (writes on hand) |
| D. Uses technology effectively | (both hands in typing motion) |

3. COMPETENT LEARNER

- | | |
|-----------------------------------|---------------------------------|
| A. Reads daily | (hands reading a book) |
| B. Is organized | (hands down) |
| C. Shares information with others | (palms up) |
| D. Has many interests | (turns head in both directions) |

4. CRITICAL & CREATIVE THINKER

- | | |
|---|---------------------------------|
| A. Solves problems well | (both index fingers on temples) |
| B. Listens respectfully to all ideas | (hands folded and bow) |
| C. Participates in music, art, and literature | (conduct with index fingers) |

5. CARING CITIZEN

- | | |
|--|----------------------|
| A. Learns about our government and culture | (shaka sign) |
| B. Serves the community | (love sign) |
| C. Takes responsibility for self | (love sign on chest) |
| D. Cares for all things | (hands out) |

Code of Christian Conduct Covering Students and Parents/Guardians

The students' interests in receiving a quality, morally based education can only be served if students, parents and the school community work together. Normally, differences among these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be an express condition of enrollment that the student behaves in a manner, both on and off campus, that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in our Student and Parent Handbook.

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in our Student and Parent Handbook.

These Christian principles further include, but are not limited to, the following:

- Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school.
- Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive.
- These expectations of students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.).

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and normally will first result in disciplinary action short of a requirement to withdraw from the school (e.g., suspension of student or suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc.). The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or an intermediate step.

It is the parent's responsibility to cooperate with school staff for the welfare of students. If, in the opinion of the school administration, parental behavior seriously interferes with teaching and learning, the school may require parents to withdraw their children. (*Appendix I: Code of Christian Conduct for Parents*)

Hawaii Catholic Schools

Parental Responsibilities

In enrolling your child in a Catholic school, you agree to certain responsibilities. These include:

- to be a partner with the school in the education of your child.
- to understand and support the religious nature of the school.
- to read all communications from the school and to request clarification when necessary.
- to know who your child's teachers are and to observe parent-teacher conference dates and any special requests for meetings.
- to discuss concerns and problems with the person(s) most directly involved before contacting legal authorities.
- to be as actively involved as possible in the life of the school and volunteer assistance when possible.
- to promote your school and to speak well of it to others.
- to meet your financial obligations in a timely manner and to support the fundraising efforts of the school.
- to appreciate that Catholic education is a privilege that many persons do not have.

Welcome to our Catholic school! The entire school community pledges its support to you. May Jesus, the model of all teachers, be our encouragement in this important ministry of Catholic education. Surely, He who said, "Suffer the children to come unto me", will bless the efforts taken in His name.

Safe and Caring Environment

Churches, schools and youth organizations must ensure that children and youth who worship, study, or participate in activities sponsored therein can do so in the safest and most secure setting possible. Parents and caretakers must have confidence in these institutions before they will allow their children to become involved with them.

The Diocese of Honolulu and St. John Vianney School and Early Learning Center have established safe environment programs designed to instill this confidence in all parish and school programs.



Application and Registration Information

Admission to St. John Vianney School and Early Learning Center is a privilege and is based in part on the school's ability to serve the child effectively with the resources available to the school.

Admissions

St. John Vianney School (SJV) does not discriminate on the basis of race, sex, national origin, age or physical handicap. It is our policy to operate within our State and Federal law and accept children with disabilities within reasonable boundaries by considering whether the acceptance would result in undue hardship to the school or child.

New Students

Application by new students may be made in December of each year. Application forms may be obtained at the school office between 7:00am and 3:00pm Monday through Friday. Application forms may also be requested through the mail. Parents of new applicants are interviewed by the principal. New students applying for grades kindergarten through eight are given an entrance exam that is administered in February.

Entrance Requirements

Pre-kindergartners admitted to St. John Vianney School must:

- ELC3 - be three years old by September 30 of the year they begin school.
- ELC4 - be four years old by September 30 of the year they begin school.
- submit original Birth Certificate & Baptismal Certificate (if Catholic and baptized).
- submit a completed Health Examination Record (Form 14) to prove that a physical examination, TB clearance and all required immunizations have been completed OR a signed statement from a physician or medical clinic to prove that the child is in the process of meeting these requirements or that an appointment has been made.
- submit a signed *Tuition Agreement Form*.
- submit a **NON-REFUNDABLE** tuition deposit.
- be "potty trained". No diapers or pull-ups are allowed.

Returning Students

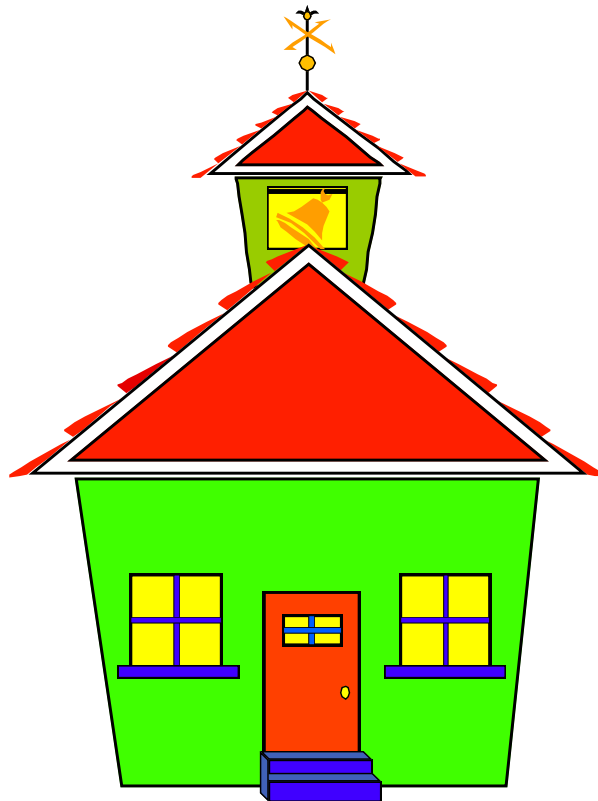
Each year parents must re-enroll children for the coming school year. Since acceptance for the next year is not automatic, the school reserves the right to accept or reject applications for the next school year at the discretion of the pastor and principal. Such decisions are based on student readiness for advancement, parental cooperation, student deportment, available educational opportunity, and available space. A deposit to hold the student's place in the school is required. No student will be considered registered until the deposit and previous year's tuition have been paid in full and a signed agreement has

been received by the school. Under no circumstances will the deposit be refunded. Students applying to move from pre-kindergarten to kindergarten will be tested along with new applicants. Most children progress on to kindergarten, but there are situations in which, due to maturity or academic readiness, we recommend a second year of preschool.

Registration

A registration packet is distributed to each family for the new school year. This packet contains forms necessary for the safety and well-being of our students. A signed emergency card is vitally important in case of an emergency. All information on the card must be up-to-date. These forms must be returned to the school office on or before the first day of school.

As specified by the Department of Health, all students entering the Hawaii school system for the first time must submit a Form 14 (state health form) completed by their physician verifying that they have had a complete physical and TB clearance and all immunizations are current. Students who have not submitted the Form 14 may be refused admission until the school has received either the completed form or written verification from the child's physician that an appointment has been made.



General Information

Religion Program

The most important aspect of our education at St. John Vianney School is our religion program. Students from ELC through grade eight have religion classes as part of their curriculum, including a Family Life series. Prayer starts and ends each day, is said before meals, before special subjects and at other appropriate times. School Mass, prepared by one of the classes, is held monthly and is open to parents. A class is present each day at the parish daily Mass, with each class attending once every two weeks. During Lent, Stations of the Cross are prayed each week, and Reconciliation services are held during Advent and Lent. We do a Living Rosary twice a year, and teach the rosary from grade two. Catholic children in grade two are prepared for First Reconciliation and First Eucharist. The parish offers Baptism classes for parents of children age six or younger who want them to become Catholic. Also available through the parish are Rite of Christian Initiation of Children (RCIC) classes for children after they have turned seven, and Rite of Christian Initiation of Adults (RCIA) classes for parents.

Statement of Understanding for Parents

Every good parent wants what is best for his or her children. At SJV we want the same. There may occasionally be times when the home and the school are not in agreement. If that ever happens, we need to communicate to solve the problem. However, school policies must be adhered to, and parents must follow school rules and regulations. If parents cannot accept a school policy, they may be asked to find a school whose philosophy is closer to that of the home. It is only when home and school work together that we can best serve your children.

Behavior

St. John Vianney Early Learning Center realizes that self-discipline is developed over time. Our mission is to help our children develop self-discipline and learn to be kind, caring Christians.

If our students are to be successful citizens, we must establish an environment in which they feel safe to practice challenging life skills. The teacher models proper communication and problem-solving skills to promote positive classroom interaction. Students actively participate and assume ownership in creating their learning and behavior. We believe that active student participation diminishes misbehavior and enables the children to feel part of an *'ohana* (family). The teacher explains rules and reasons clearly and is consistent in applying them. When the students know the rules, they know what is expected of them. The focus then is not on what should be done, but rather how to accomplish the goal.

Attendance

The more regularly a child attends school, the better he or she will be able to learn. Therefore, we expect children to be present and on time each day, unless the child is ill. If your child will be absent from school, please call the school office before 8:00am at 261-4651.

Illness

A child should not be brought to school if she/he shows signs of fever, runny nose, sore throat, persistent hacking cough, rash, infected sores, stomach ache, vomiting, diarrhea, earache or any other signs of illness. A child must be fever-free for 24 hours before returning to school. Vomiting must have ceased for 24 hours before returning.

If any member of your household tests positive for or is exposed to COVID-19, you must immediately notify the school. Your child will be required to observe a 14-day self-quarantine from school and school-related events and secure medical clearance prior to returning to school. Students experiencing COVID-19 symptoms such as fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea must remain home. Please note that these same guidelines are being shared with our faculty and staff as we seek to maintain a consistent approach to prevention across our entire campus.

When in doubt, parents are encouraged to keep their children home. Parents must phone the school office by 8:00 if the child will be absent. If a child becomes ill at school, a parent or authorized person will be called to pick up the child. Children must return to school with a note from parents or one from a doctor if the illness has been for three consecutive days or longer. The Department of Health requires that a child who contracts any of the following diseases be excluded from school:

Disease	Exclusion from School
Chicken Pox	For one week after eruption first appears
Conjunctivitis (pink eye)	Bacterial – as long as eyes are red and discharging
COVID-19	14 day quarantine and return with medical clearance
Influenza	During acute illness
Measles	For four days from onset of swelling; less, if swelling has subsided

Rubella (German Measles)	For four days after rash appears
Active Tuberculosis	Until authorized by the Department of Health
Ukus (Head Lice)	Until head is clear of lice and eggs (nits) Nits will hatch in 7-10 days if not removed

The Department of Health requires that a child who has contracted any of the listed diseases be excluded from school until a doctor's release form is received stating that the student may return to school. The child will not be readmitted to the ELC unless this form is received.

Medications

Only medications prescribed by a licensed physician may be administered. Medication must be given to the school in its original prescription bottle, showing the child's name, date filled (must be current prescription) and directions for use. The child's parent or guardian must complete and sign an authorization form specifying time and amount/dosage of medication to be given.

Emergencies

The ELC teacher will administer first aid for minor injuries. In case of serious medical emergencies, first aid will be administered and the school will call 911. Parents will be phoned immediately after the 911 call has been placed. For less serious illness, parents will be called to pick up the child. If a child requires immediate medical attention and must be transported to the nearest hospital (Castle Medical Center), a staff member will accompany the child and stay there until a parent or representative assumes responsibility for the child's care.

Allergies

If a child is allergic to any food, a doctor's note must be submitted. For all other allergies, staff must be alerted of the problem and how it is to be handled. Students with a milk allergy must have a doctor's note before milk will be replaced with juice for lunch.

Health Insurance and Medical Coverage

Each student is required to be covered by medical insurance.

Liability Insurance Coverage

While under the care of St. John Vianney School, our students are protected by the Catholic Mutual Relief Society of America #8546 and Student Plans, Inc., American Youth Student and Sports Insurance.

Communication

Parents are welcome to visit the classroom and are asked to communicate directly with the teacher if there are any concerns or suggestions. While the teacher cannot leave the children unsupervised, she will be happy to arrange a meeting at a mutually convenient time.

Food Services

As part of our school tuition, every student is provided with a nutritionally balanced breakfast and hot lunch, prepared by our trained kitchen staff. Students with a milk allergy must submit a doctor's note before milk can be replaced with juice for lunch. Students who remain for after school care must bring their own snacks. Please read the *SJV Wellness Policy*. (page 21)

Fire Drills

Fire Drills are performed once each month in accordance with directives from the Honolulu Fire Department. Lockdown drills and emergency dismissals are held throughout the year. The signal for a fire drill is three short rings sounded intermittently on the electric alarm system. Fire Drill rules are as follows:

- Students walk in single file to designated areas. These areas are posted in each classroom.
- Perfect silence is maintained during the entire drill.
- When the "all clear bell" sounds, students return in single file to their classrooms under the supervision of their teachers.

Evacuation Procedures

St. John Vianney School has a detailed disaster plan. A copy of this plan can be found on page 24.

Drop-Off and Pick-Up

Parents must park their cars and walk the children to the classroom to sign them in. Parking is reserved for ELC parents on the exit driveway. Please do not park in the teacher stalls on the side of the Administration Building. Under no circumstances may anyone drive on to the playground while school is in session. Persons authorized to drop off and pick up students must be listed on the Release Form. If parents want to add or delete people from the list, this request must be made in writing to the school office prior to the change. Please sign the child in and out on the form provided in the ELC. If a child is absent, please bring a note to the teacher with an explanation for the absence.

Visitors

Anyone who is not employed by St. John Vianney School is considered a visitor. All visitors MUST report to the school office and collect a visitor's pass before proceeding on campus.

Complaints or Concerns

St. John Vianney School believes that the best way to handle a problem is at the level at which it occurs. If there are concerns about something that happened in class, please speak with the teacher immediately. Problems can generally be resolved in a mutually satisfactory manner. If this does not occur or the problem persists, please make an appointment to see the principal. Should the principal's decision be unsatisfactory, a meeting should be scheduled with the pastor. Immediate attention to concerns or problems will enable us to work together toward an acceptable solution.

Grievance Procedure

In the spirit of subsidiarity, if you have a complaint which you believe is important to communicate, speak to the person with whom you have the complaint. If it is a concern related to the classroom, address this concern at a pre-arranged meeting with the classroom teacher. If the complaint is not resolved, then talk with the principal. If the complaint is still not resolved, you may then speak with the pastor. If the complaint is still not resolved, you may send your signed and dated complaint in writing to the Superintendent of Hawaii Catholic Schools.

Information Distributed to Parents

Nearly all correspondence between the school and parents is through email. Other methods of communication are through notices posted on the secure pages of our website, mail, announcements at PTSA meetings, and direct correspondence from the teachers. *Parents will be notified thirty days in advance of any policy or service changes regarding the operation of the Early Learning Center.*

Legal Documentation

Please make certain that the school office receives copies of any pertinent legal documents or court orders regarding child custody, name changes, etc.

Custodial Information

St. John Vianney abides by the provision of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order and to update those records as necessary.

Change of Address

It is important that our records are current and accurate. Notify the school office of any change of address, telephone number, or place of employment of parents or guardians.

Personal Belongings

Each child must have a towel or blanket for naptime and a complete change of clothes (labeled and in a sealed bag) available at all times. We ask that no toys or videos be brought to school. We will not assume responsibility for lost or damaged toys brought to school by your child.

Field Trips

Teachers may plan field trips for their classes with the approval of the principal. A permission slip will be sent home for each field trip. It is to be signed and returned to school with any necessary fees by the date indicated on the permission form. Any parent wishing to accompany the students on the field trip must submit a current TB clearance and complete the Roman Catholic Church in the State of Hawaii *Volunteer Code of Conduct Agreement*. We do not participate independent fundraising campaigns. Children and staff shall not be involved in activities that would be detrimental to the children or program.

All transportation will be by bus (usually Roberts Bus Company) and the cost of the trip will be shared equally by each participant.

UNIFORM DRESS CODE

Used uniforms may be purchased in the school office throughout the school year. A uniform sale is scheduled during the last week of school. At that time, new and second-hand uniforms are available for purchase.

Shoes and Socks

Shoes must be closed and must be slip-on or Velcro. Socks must be basically white and no higher than the ankle. Dark or colored sports socks (no show) may be worn if they are not visible above the top of the shoe.

Girls:

Option #1: Khaki Shorts or Skorts with elastic waistband The Khaki shorts may be purchased through *The Custom Company* or any department store and are worn with the SJV polo shirt, also purchased through *The Custom Company*. Shirts are to be tucked in.

Option #2: Khaki Long Slacks The khaki slacks must be plain slacks with an elastic waistband and may be purchased from any department store. The SJV polo shirts are worn with the slacks. Shirts are to be tucked in.

Boys:

Option #1: Khaki Shorts with elastic waistband The Khaki shorts may be purchased through *The Custom Company* or any department store and are worn with the SJV polo

shirt, also purchased through *The Custom Company*. Shirts are to be tucked in.

Option #2: Khaki Long Slacks The khaki slacks must be plain slacks with an elastic waistband and may be purchased from any department store. The SJV polo shirts are worn with the slacks. Shirts are to be tucked in.

Aloha Friday - Each Friday the students will be allowed to dress in “Aloha Attire”.

Girls - All Grades

- Muumuu - MUST BE OF HAWAIIAN PRINT - NO SPAGHETTI STRAPS
- Choice of: Long, Princess or knee length

Boys - All Grades

- Aloha Shirt - Button-down-the-front or placket front (no T-shirts or polo shirts)
- Long Dress Slacks (no blue denim, fatigues)
- Dress Walking Shorts (no blue denim, surf/board shorts)

Free Dress Code

- No spaghetti straps
- No midriff showing
- No inappropriate logos on T-shirts
- Sandals are allowed
- No slippers.
- Can wear jewelry
- Can wear blue denim.
- No “short-shorts” – shorts must reach the end of the fingertips when hand is at rest on the side of body
- Sandals with a back strap are allowed.
- Skirts must be no shorter than 1½ inches above the top of the knee.

Hair

Students will maintain their natural hair color. No artificial colors or highlights are allowed. Boy’s hair must be above the collar. No extreme hair styles will be permitted.

All students are expected to use good judgment in the selection of the hairstyles worn to school. The school reserves the right to intervene and take action when we feel that good judgment is not being practiced.

Personal Appearance

The following regulations apply:

- No makeup is allowed.
- No jewelry of any kind may be worn except necklaces with crosses or holy

- medals.
- Watches may be worn.
- Girls may wear ONE pair of STUD earrings, one in each ear.
- Boys are not permitted to wear earrings.
- Boys must be clean shaven, no facial hair is allowed.
- No nail polish or artificial nails are permitted.
- No swimsuits are to be worn under uniforms.

The purpose of these regulations is to:

- reduce “competition” between the students.
- eliminate the chance of valuable jewelry, etc. being stolen or lost.
- reduce the number of distractions the students are exposed to throughout the day.
- teach the students to respect and see the *value* of a *person*, not the material things they own.

Students will be asked to remove improper jewelry. It will be taken to the office and may be picked up by the parents after school. Repeated offenses will result in the jewelry being held in the office until the end of the school year.

Financial Information

Introduction

Tuition payments are your investment in your child’s education and religious formation and, in justice to all families and to maintain the financial viability of the school, we must do our utmost to collect all tuition payments owed. Therefore, St. John Vianney School Board accepts responsibility for recommending to the Pastor policies concerning the amount of tuition, the manner of payment, and, in general, the development of policy in this area of concern. Furthermore, it is the responsibility of the Board and the Administration to ensure that adequate financial resources are available for the school, and that enrollment is as available and as affordable as possible to all families.

Tuition and Fees

All families are expected to make tuition payments according to one of the following payment plans. Each family’s preferred manner of payment must be submitted each year at the time of student registration. Unless indicated, payment will be submitted using FACTS Tuition Management Plan. Books, instructional fees, lunch and PTSH dues are included in the total tuition fee and are paid according to one of the options offered for tuition payment. The school lunch program is mandatory. Options for payment shall include:

- A. **Full Payment.** Under this plan, the entire amount of tuition is paid directly to the school on or before July 5.
- B. **Semester Payment.** Under this plan the entire amount of tuition and fees is paid in two installments, due on July 5 and December Through this plan, the family authorizes the bank to transfer the tuition payment from a checking account, savings account or credit card. At this time there is a

2.85% service fee of the payment amount. There is an annual fee of for this deferred payment plan.

- C. **Monthly Payments.** Under this plan, the entire amount of tuition is paid monthly over a ten (10) month period, beginning in July, through the FACTS plan. Through this plan, the family authorizes the bank to transfer the tuition payment from a checking account, savings account or credit card on either the 5th or the 20th of the month. At this time there is a 2.85% service fee of the payment amount. There is an annual fee for this deferred payment plan.

Late Registration

- A. Families registering after July 1 shall be expected to fulfill their tuition obligations according to the tuition policy stated previously.
- B. Tuition for students registering on or after the first day of school shall be prorated over the number of school days they will be in attendance.

Late Payments

It shall be the responsibility of each school family to keep the business office informed of their need to make any changes in their preferred tuition payment plan or adjustments in the amount of tuition expected to be paid. For the sake of your family's security, peace of mind, and general financial stability, we encourage parents or guardians to contact the business office as soon as possible when they are experiencing economic difficulties. Without such information, the following policy will apply when tuition payments are received late.

- A. **Full Payment.** When full payment has not been made by July 5, the family will be contacted concerning the missed payment. At that time, if payment is not made, the family will be required to pay monthly through the FACTS plan. The annual fee will be charged accordingly.
- B. **Semester Payment.** When a semester payment has not been made by July 5 or December 5 due to insufficient funds, a \$30 missed payment fee will automatically be charged by FACTS - a similar penalty may also be charged by the banking institution. After being informed of a missed tuition payment by FACTS, the missed payment will be re-attempted on the next available payment date (either the 5th or 20th). At that time, if payment is not made, the family will be required to pay monthly through the FACTS plan. The annual fee will be adjusted accordingly.
- C. **Monthly Payments.** School families who choose the ten (10) month payment plan and miss a monthly payment due to insufficient funds will be automatically charged a \$30 missed payment fee by FACTS and may incur a similar penalty from their own banking institution. After being informed of a missed tuition payment by FACTS, the missed payment will be re-attempted on the next available payment date (either the 5th or the 20th). If an emergency has occurred, suitable arrangements must be made

with the business office of the school.

Families who are deficient for 45 days may be informed that their child(ren) will not be allowed to attend school until the account is brought up to date.

St. John Vianney Parish School reserves the right to seek legal action for the collection of school fees. Parents/Guardians will be responsible for the costs of collection.

Registration Fees

The non-refundable application fee for new students is \$30 per student. A separate, non-refundable deposit, which is credited to tuition, is required in April in order to hold the child's spot in school.

Student Withdrawal

No portion of tuition or fees, paid or outstanding, will be refunded or cancelled for withdrawal or dismissal from St. John Vianney School during the academic year. Enrollment contracts may be cancelled by parents or guardians in writing prior to July 15th without penalty.

Fundraising

Traditionally, St. John Vianney School holds a fall and spring fundraiser each year. The PTSH sponsors the school's fundraiser events.

St. John Vianney School Board

The St. John Vianney School Board is an advisory board to the principal and pastor. It is comprised of members of our school, parish and community. Meetings are held the second Tuesday of each month at 7:30pm. Parents are welcome to attend any meeting unless material considered confidential or sensitive will be discussed. The Board consists of:

- Pastor
- Principal
- PTSH President
- Faculty Representative
- Nine elected members - these members are elected by school and parish families and serve for a term of three years. These members may serve two consecutive terms should they be re-elected at the end of their first term.

Parent/Teacher/Student Hui

The St. John Vianney School Parent/Teacher/Student Hui (PTSH) is an organization comprised of SJV parents, teachers, staff and students. Its objectives are to:

- bring together parents, legal guardians, sponsors, teachers, staff and students.
- support and share in the responsibility of improving and maintaining our educational system and facilities for the benefit of our students.

- stimulate and sponsor programs designed to generate funds utilized in accordance with the objectives of the PTSH.

Meetings are held each month and are open to any parent wishing to become involved in the PTSH. The Board consists of:

- Principal
- Faculty Representative
- President
- Vice President
- Secretary
- Treasurer
- Members at Large (3)

Parental Rights Policy

It is the policy of St. John Vianney School to remain a neutral party in parental rights issues. To accomplish this, St. John Vianney relies on legal documentation to determine who has parental authority to make decisions regarding the education, health, safety and welfare of a child. In the absence of legal documentation, St. John Vianney follows the guidelines developed through statutory law and court decisions. A copy of the entire legal document used to establish parental authority must be kept in the child's permanent record. St. John Vianney School will not be held responsible for any situation that should arise if we do not have necessary legal documentation. While it is St. John Vianney's general policy to inform parents or legal guardians if their child is receiving special awards or recognition, parents or legal guardians of students under foster care are only informed when such notification is approved by the agency with foster custody.

Child Protection Policy

St. John Vianney School complies with the Child Abuse Law, the Child Protective Act, and Domestic Abuse Protective Orders. To the extent permitted by these laws, St. John Vianney School strives to balance the rights of students with the rights of parents, family members and legal guardians.

In compliance with the Child Abuse Law, St. John Vianney administrators, faculty and staff are required to report any suspected child abuse or neglect they believe has occurred or is at substantial risk of occurring to the Department of Human Services and the police. Staff are required to treat all matters with confidentiality, only revealing information to those who have a genuine need to know about the specific matter.

Under the law, if a child is being investigated for possible abuse or neglect, the Department of Human Services (DHS) or the police can interview the child without the parent's consent or presence. St. John Vianney will attempt to notify the parents regarding the interview of the child, but parental consent is not required. However, if DHS or the police wish to interview a child during an investigation concerning another child, parental consent is required before any interview can proceed.

Disclosure of Information

St. John Vianney will not release any information pertaining to its students, parents or guardians without written authorization from the parent or legal guardian or an emergency arises.

St. John Vianney School Wellness Policy

This policy supports the mission of St. John Vianney School and Early Learning Center, a Hawaii Catholic School. The school community recognizes that a poor diet, combined with the lack of physical activity has a negative impact on students' health and their ability to learn, both short-term and long range.

The NCEA statement on Accountability and Assessment in Catholic Education states that: "We hold a sacred trust to educate and form the whole person - mind, body and spirit." As Catholic educators, we believe in providing consistent school activities and an environment in which students can learn to make lifestyle choices that promote their healthy futures.

The Wellness Policy of St. John Vianney School and Early Learning Center is to:

- 1. Provide a positive environment and appropriate knowledge of healthy food choices and the benefits of daily physical activity that:**
 - Ensures that students have access to healthy food choices and safe physical activities at school and at school functions.
 - Provides a pleasant eating environment and secure playground for students and staff.
 - Allows sufficient time for students to eat lunch and to engage in social activities for physical fitness prior to consuming meals.
 - Enables students through a comprehensive health and physical education curricula to acquire the knowledge and skills necessary to make healthy food and physical activity choices for a lifetime.

- 2. Reduce student access to foods of minimal nutritional value that focuses on and:**
 - Ensures the integrity of the school lunch program by discouraging food and beverage sales that are in conflict with the lunch program.
 - Encourages teachers, students and parents to make healthy, nutritious food choices when food is used as a part of a class or student incentive program or curricular lesson or fundraiser.
 - Follows Smart Snack policies when choosing healthy foods that are marketed to students on campus during school hours.
 - Food and beverages sold or served at school will meet or exceed the nutrition recommendations of the United States Dietary Guidelines for Americans.

3. **Provide opportunities for school community involvement in the development, review, assessment and implementation of the St. John Vianney School and Early Learning Center Wellness Policy and to ensure that this policy is met.**
- A school committee shall utilize the School Health Index and/or other sources of evaluation to identify priority areas, monitor improvements and report findings to the school principal or his/her designee annually.
 - The school committee shall communicate all policy updates to all stakeholders. The school committee shall keep stakeholders informed of regular activities related to the Wellness Plan. Healthy life style literature shall be distributed periodically to stakeholders.

Revised 11/22/13
Hawaii Catholic Schools

KEEPING CLASSROOMS SAFE FOR STUDENTS WITH FOOD ALLERGIES

Food allergies can be life threatening. All schools must require parents to notify administration at enrollment if their children have food allergies. School administrators/nurses/staff are required to pass this information on to each teacher and staff member who may work with a food-allergic student.

Each school should provide a program for the prevention and treatment of allergic reactions. At the beginning of each school year the faculty and staff need continuing education on how to recognize allergic reactions and provide emergency treatment.

Much of the responsibility for protecting a food-allergic student falls on the teacher or teaching staff member due to their interaction with the student each day. If a student in a class has food allergies, the school needs a consistent policy in dealing with these matters. The following rules are written to assist the teachers or staff members in the classroom.

- **Involve the parents in class plan.** Talk to the parents of a food-allergic student and involve them in developing a class plan for dealing with food allergies.
- **Get list of foods to avoid and box of safe snacks.** Ask parents for a list of foods the student should avoid and for guidance about how to identify the allergen on food labels. Also ask parents to send in some non-perishable “safe snacks” so the student will always have something enjoyable to eat during an unplanned special event.
- **Keep allergy-producing foods out.** If a student’s food allergy is severe, make efforts to ensure that none of the food (such as peanuts, nuts, or nut products) will be eaten in class. For class celebrations, make sure all parents know what foods to avoid.
- **Have students wash hands.** To avoid cross-contamination, be sure that students wash their hands before and after they eat. Wash tables and desktops after eating.
- **Stop students from trading snacks and utensils.** Do not allow students to trade or share snacks in class or during recess, or to trade or share utensils.

- **Retain information about student in roster.** Keep information about each food-allergic student, including a notation by the student's name in your class roster, so that substitute teachers will be aware.
- **Know symptoms of allergic reaction.** Know the symptoms of a student's allergic reaction and know and follow the protocol for emergency response.

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MAINTAINING A SAFE, HEALTHFUL SCHOOL ENVIRONMENT

These guidelines should be followed each day to help prevent the spread of communicable disease in our classrooms.

1. The facility will make provisions for personal and environmental cleanliness.
 - a. Allow sufficient time for hand-washing after using the restroom and before eating meals and snacks.
 - b. Provide access to hand-washing facilities.
 - c. Provide disposable paper towels.
 - d. Keep waste receptacles lined with plastic bags. At the end of the day, the plastic bags are to be sealed and discarded.
2. Handwashing.
 - a. There is no effective substitute for soap and running water when hands are visibly soiled. In situations when soap and water is not available and hands are not visibly soiled or contaminated by blood and body fluids, a waterless alcohol-based hand rub can be used.
 - b. Frequent hand-washing is the most important technique for preventing the transmission of disease. All surfaces of the fingers and hands should be covered with the hand-washing agent. Rinse under running water. Use paper towels to thoroughly dry hands. Faucets should be turned off using a paper towel to prevent recontamination of clean hands.
3. All staff members should practice specific principles designed to protect themselves and others from infection.
 - a. Maintain optimum health through effective daily health practices such as adequate nutrition, rest, exercise, and appropriate medical supervision.
 - b. Wear gloves if staff member has a cut or open lesion on his/her hands when providing direct care to any student where there is contact with bodily excretion or secretions.
 - c. Avoid rubbing or touching eyes.
 - d. Refrain from kissing or being kissed by students.
 - e. Wash hands frequently.
 - f. Avoid the use of jewelry such as rings, bracelets, and earrings during working hours.
 - g. Use one's own personal care items such as combs, fingernail files, nail clippers, lipsticks, and toothbrushes.
 - h. Keep fingernails clean and trimmed short.

Concerning Child Abuse (Safe Environment Program)

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.

The Church endorses the mandatory reporting provisions of H.R.S. Chapter 350 concerning child abuse and requires that the paid and volunteer personnel be familiar with the provisions of the chapter, which is summarized in the handbook. The Church encourages paid and volunteer personnel to report suspected child abuse to the Principal or school official, who should contact the police.

All adults who have significant contact with minors are required to attend a Diocesan Safe Environment Initial Training class within sixty (60) days from the official start date of their assigned duties.

The Code of Conduct Agreement, as outlined in "To Offer Healing, To Restore Trust" includes the following statement as a condition of providing services to the children and youth of our diocese:

I will:

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

I will not:

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

I understand that as a person working with children and/or youth, I am subject to a background check to the full extent of Hawaii state law. I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in my removal from programs involving children and/or youth.

Roman Catholic Church in the State of Hawaii 8/2006

Bullying Policy

St. John Vianney School recognizes that bullying and intimidation have a negative effect on school climate and negate the spirit of dignity and uniqueness of each individual we advocate in a Catholic school. To that end, all students and their parents must sign an anti-bullying pledge at the beginning of each school year that is kept on file in the school office. Students who are intimidated and fearful cannot give their education the single-minded attention they need for success. Bullying can also lead to more serious violence. Every student has the right to an education and to be safe in and around school.

- **Definition of bullying.** Bullying is a *pattern of abuse* over time and involves a student being “picked on”. Bullying includes physical intimidation or assault, extortion, oral or written threats, teasing, put-downs, name-calling, threatening looks, gestures, or actions, cruel rumors, false accusations and social isolation.
- **Bullying is prohibited.** St. John Vianney Parish School will not tolerate any bullying on school grounds or at any school activity on or off campus.
- **Staff intervention.** St. John Vianney 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.
- **Students and parents shall report bullying.** St. John Vianney expects students and parents who become aware of an act of bullying to report it to the school administration for further investigation. Any student who retaliates against another for reporting bullying may be subject to the consequences listed below in paragraph 6.
- **Investigation procedures.** Upon learning about a bullying incident, the principal, or designee, shall contact the parents of both the aggressor and the victim, interview both students, and thoroughly investigate. This investigation may include interviews with students, parents and school staff, review of school records and identification of parent and family issues.
- **Consequences/intervention.** Consequences for students who bully others shall depend on the results of the investigation and may include counseling, a

parent conference, detention, suspension and/or expulsion. Depending on the severity of the incident, the principal may also take appropriate steps to ensure student safety. These may include implementing a safety plan, separating and supervising the students involved, providing staff support for students as necessary and developing a supervision plan with the parents.

St. John Vianney School Crisis Management Plan

It is important that you and your children are aware of the potential emergency situations that might occur at school and the procedures we will follow. For your information, the Oahu Civil Defense Agency has a number of preparedness brochures that explain in detail proper procedures for such emergency situations. Contact the Oahu Civil Defense Agency at 523-4121 for copies of these documents.

When and if a disaster or emergency occurs, it is of the utmost importance that your children understand the need for PURPOSEFUL BEHAVIOR AND COOPERATION under such circumstances. For that reason, we practice our drills throughout the year and update the procedures when necessary.

It has been determined by the Hawaii State Department of Civil Defense that St. John Vianney Parish School is not in a designated flood zone.

Emergency Plans

Fire Drills

Fire drills are held once a month. Under the supervision of our teachers, the children will proceed from their classroom or area in an orderly fashion and walk quickly in a single file to designated areas on the grass next to the parish hall and rectory. Should our facility be damaged by fire and rendered uninhabitable, we will care for the children in the parish facilities and call parents to pick up their children as soon as possible.

Tsunami Warning/Flooding

Our school is not in a tsunami inundation zone so during a normal tsunami watch, we do not have to evacuate. The following procedures have been adopted in the event of a normal Tsunami Warning:

- If a warning is issued while school is in session, our teachers will remain with their children and care for them until parents can reach them. Parents need not leave work or rush to the school. If you are in or able to get to a safe area close to where you work, it is recommended you remain in that area until the “all clear” is announced. In this way you will avoid contributing to the unnecessary traffic on roads and highways.

- If a warning is issued before school begins, classes will be canceled and the school will be closed. Please see the “rule of thumb” comment at the end of this section for determining whether our school will be open.

As a result of the revision of the State of Hawai'i Tsunami Evacuation Zones, we are now located in an *Extreme Tsunami Evacuation Zone*. This means that should an extreme situation develop, we must evacuate to a *Safe Zone*. The following procedures have been adopted in the event of an Extreme Tsunami Warning:

- Should the campus experience a flooding situation and an evacuation is necessary, all students will be evacuated up Kamahahele Street, which is located in a *Safe Zone*, until it is safe for them to return. Parents will be notified via our on-line Emergency Alert System as to how and when the students will be discharged from the school's care.

Hurricane/Tropical Storm

The National Weather Service issues hurricane or tropical storm watches 36 hours prior to the arrival of storm effects. Hurricane or tropical storm warnings are issued when one of these storms could affect Oahu in 24 hours or less. When a WATCH is issued, we will monitor the storm to determine whether to close the school before the issuance of a WARNING. The timing of a closure will generally coincide with the end of a normal school day and should not inconvenience you if you are at work.

Earthquake

Should an earthquake of significant magnitude occur on Oahu, we could anticipate disruption to our roadways. If your children are at school, you may not be able to reach them even though you live nearby. As recommended by Oahu Civil Defense, we have made preparations to survive for up to 72 hours without outside assistance.

If indoors, we will remain there and take cover under desks, tables, supported doorways, etc. If outdoors, we will move toward the center of the asphalt play area away from electrical lines and any structures that may collapse.

Summary

Please be assured that we will take good care of the children during any emergency. Several suggestions are appropriate:

- A good “rule of thumb” for school closures: If it is announced over radio or television that the public schools are closing, we will, in all likelihood, close. However, under no circumstances, will we close until the parents or designees have picked up all children.
- Do not call us during emergencies. Keep the telephone lines open and available for those who have urgent needs.

- It is essential that you establish individual and family plans for tsunami, hurricane, earthquake and flooding. These plans should identify what preparatory actions would be taken for each hazard, the location of shelters, how you will travel to them, what your plans are if the family is separated and what type of survival supplies you will need. Call the Oahu Civil Defense Agency at 523-4121 for more information.

Crisis Management

Plan #1 Lock Down

In the event of a dangerous and/or armed person or other major problem on campus, the term, “**LOCK DOWN**” will be utilized as our responses to all emergencies of this nature.

A. Alert Signal and School Response

In the event there is an armed intruder(s) on our campus, the office will announce “**WE ARE IN LOCKDOWN**”.

- Teachers and staff will immediately lock and close their doors and windows. Everyone will get down on the floor under the desks.
- The school office, cafeteria and parish office will call 911 for immediate police assistance upon hearing the continual bells.
- Classes on the school grounds for recess or PE classes should return to their class if they are able or proceed to the John Read Center. Should they be unable to return to the classroom, the supervising teacher will take them to the Ben Franklin store at the Enchanted Lake Shopping Center.
- If the classes are in the process of changing, the students should enter the nearest classroom to seek immediate safety.
- The teacher nearest the bathrooms will check and secure any students in his/her classroom.

B. All Clear Signal

- The school bell will be turned off. The school office will ring the bell three times to signal the emergency is over.

C. General Directions

- Quick response to the alert bell signal is critical for ensuring the safety of all.
- Common sense prevails. In the case where armed intruders prevent the return to our classrooms, everyone must exit the campus using the shortest route.

Plan #2 Evacuation of the Campus (Bomb Threat, Explosion)

The entire student body, faculty and staff will go in an orderly fashion to Enchanted Lake Park. They will gather at the nearest basketball court. Further directions will be given once we have arrived at the park.

Plan #3 Dismissal from the Parish Hall (Hurricane, Tsunami, Earthquake)
See following diagram.

Plan #4 Fire

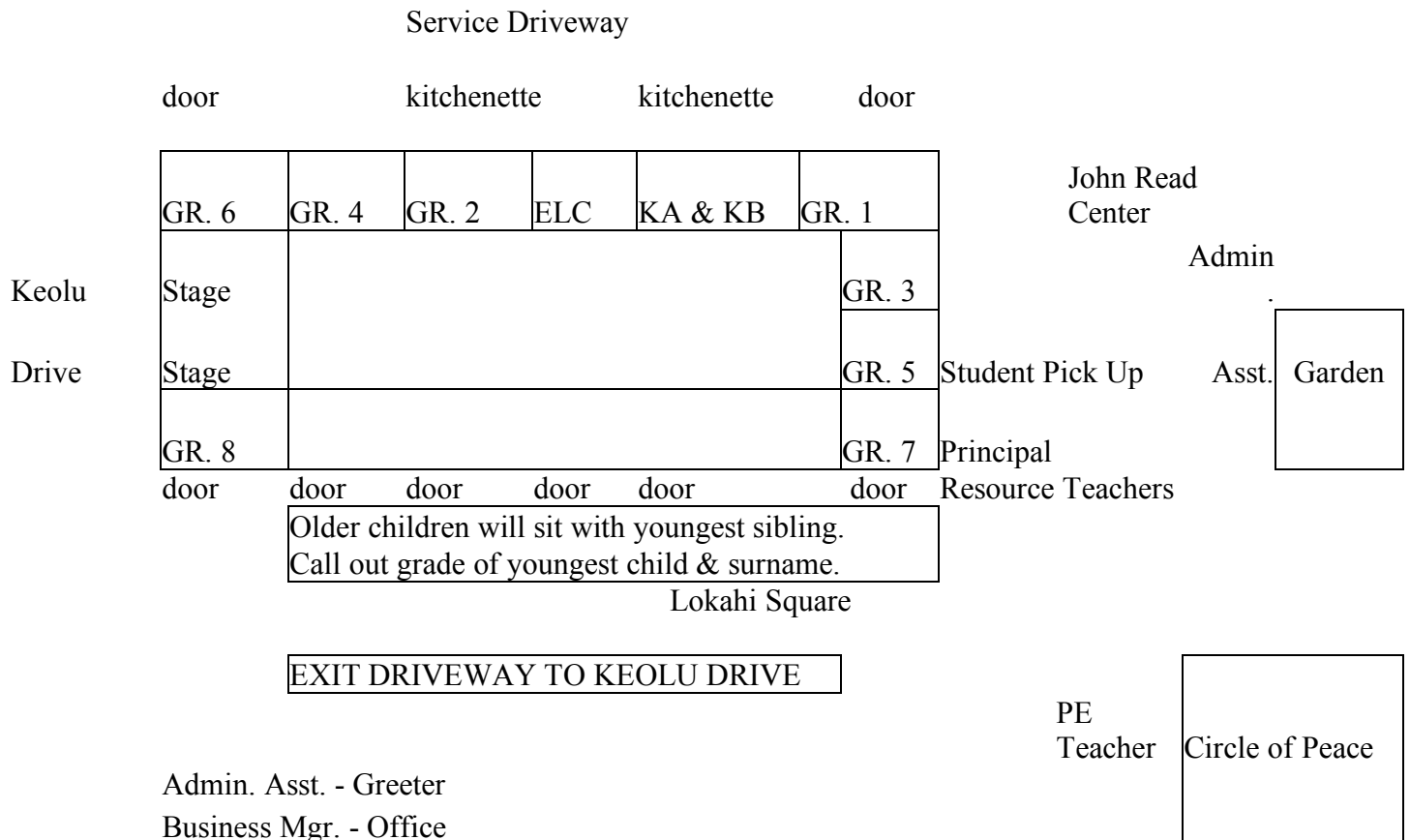
All buildings will be cleared immediately. Students will be moved further away from the original areas should these areas become unsafe.

Plan #3 Dismissal from the Parish Hall (Hurricane/Tsunami)

Our evacuation plan will be initiated by the fire drill alarm. Teachers will lead their students immediately to the Parish Hall. Each class has been assigned a specific area, as indicated on the chart below. We will gather in the hall and keep students calm until parents arrive to pick them up.

The business manager will be in the office to keep communication lines open. Our resource teachers will be responsible for coordinating traffic and for overseeing the departure of the students.

Each teacher is required to remain with his or her class. Students will be under constant supervision. Older siblings will sit in the class of the younger child, simplifying the dismissal of family groups. The principal will issue further instructions during the waiting period.



**CRISIS MANAGEMENT
EXTERNAL**

Threat	Action	Site Plan
Natural Disasters-Hurricanes, Tsunamis	Students will remain in classroom	
Earthquakes	or will be removed to Parish Hall	Plan #3
	to await pick up by responsible party	

Disturbance on school grounds	Keep students inside	
	Delay dismissal	Plan #1
	Go to designated areas	
	Stay out of hallways	

Intruder on school grounds with weapon	Keep students inside	
	Delay dismissal	Plan #1
	Go to designated areas	
	Stay out of hallways	

Shots fired at students on grounds	Drop to ground	
	Crawl to building	Plan #1

INTERNAL

Threat	Action	Site Plan
Unauthorized individual(s) in building	Give crisis signal	
	Notify staff to remain in room	Plan #1

Intruder in the building with weapons	Give crisis signal	
	Notify staff to remain in rooms	Plan #1

Student/adult with disruptive or assaultive behavior	Give crisis signal	
	Notify staff	Plan #1
	Resource Teachers go to office to help	
	Evacuate some sections	

Hostage situation	Give crisis signal	
	Notify staff	Plan #1
	Resource Teachers go to office to help	
	Evacuate some sections	

Bomb threat	Evacuate building only as directed by police	
	Fire alarm may activate bomb	Plan #2
	Use intercom	
	Extended time out of building	
	proceed to Enchanted Lake Park	

Explosion	Fire drill to get students out of building	
	Extended time out of building	Plan #2
	proceed to Enchanted Lake Park	

COVID-19 Safety Guidelines
Core Strategies (for all in-person learning/care situations)
(As provided by the State of Hawai'i Department of Human Services
-Updated August 4 2022)

St. John Vianney Early Learning Center

- **Promote vaccination of all staff and eligible children.**
 - Strongly encourage families, including extended family members with frequent contact with children to be up to date with COVID-19 vaccines.
 - Up to date means a person has received all recommended COVID-19 vaccines, including any booster dose(s) when eligible.
 - Strongly encourage visitors to the school to be up to date with COVID-19 vaccines.
 - Stay home if sick and go home if sick at the child care facility or home. Consider screening testing for all staff who are not up to date with their COVID-19 vaccines.

- **Correct and Consistent Masking**
 - When indoors: Masking is optional. Masks shall be worn correctly and consistently by all children in care (two [2] years and older), staff, visitors and contract service providers at all times.
 - Masks shall be removed for eating, drinking, and nap time.
 - When outdoors: Do not need to be worn in most outdoor settings. Masks should be worn in crowded outdoor settings, during activities that involve sustained close contact with others, or when community levels of COVID-19 are high.
 - Children should be taught proper mask wearing by covering both mouth and nose.
 - Children and staff should be reminded not to touch masks and wash their hands/use hand sanitizer frequently.

- **Hand Hygiene.**
 - Teach and reinforce handwashing with soap and water for at least 20 seconds.
 - Hand sanitizer containing 60% alcohol can be used if soap and water not readily available.
 - SJV will provide supplies, including soap and water, paper towels, tissues, disinfectant wipes and trash cans.

Cleaning and Sanitizing

- Prior to reopening, a complete and thorough, detailed cleaning of entire Early Learning Center has been accomplished with a focus on high-contact areas that would be touched by both employees and children.
- Hand sanitizer is readily available for all staff throughout the facility and securely stored out of reach of children.

- Staff will monitor frequent hand washing for the students. Hand sanitizer will be used only if there is no access to running water. Use of hand sanitizer will be closely monitored by an adult/staff member to ensure children do not swallow alcohol.
- The staff will be required to frequently sanitize high-touch surfaces and shared resources.
- The staff will conduct extra deep cleaning of tables, chairs, etc. daily after hours with EPA-registered disinfectant products.
- Restrooms will be regularly cleaned and sanitized restrooms regularly throughout day.
- Tables will be wiped and disinfected after each use.
- Outdoor play equipment will be cleaned each day.
- Plush toys and other items that not easily cleaned, sanitized or disinfected will not be used.
- Playdough and similar materials will be kept in separate bags labeled for each child's use.
- Staff will be aware of the proper use and application of all disinfectants and keep the disinfectant products stored in a secured area.
- Each child will be assigned their own, individual container in their own cubby. Families will take home their children's belongings to be cleaned when appropriate.
- Toys that have been handled by children will be placed in a designated container or removed from the classroom for disinfecting before their next use.
- Each family will be responsible for providing their child's personal supplies (crayons, pencils, etc.) to minimize sharing of high touch materials. School provided supplies will be limited for use by one group of children at a time and cleaned and disinfected between use.

Physical Distancing

- Maximum group sizes as indicated by the license ratios will be maintained.
- Each class will consist of the same children each day with the same staff members. We will limit cross-deployment of staff.
- The maximum capacity on the facility's license for the number of children and the corresponding number of staff will be maintained.
- Staggered schedules are in place for the time children spend outdoors and use of communal spaces.
- Students will eat their meals in their designated groups, ensuring adequate table space.
- Designated arrival and dismissal times will allow the school staff to meet families/children outside the facility as they arrive, and take measures to minimize contact with visitors. Families will not be allowed into the classrooms during this time. Those waiting for their children will be separated by three-foot distances.
- Each child will have adequate personal space to allow for physical distancing.
- Seats and sleeping mats (head-to-toe positioning) will be placed six feet apart when possible, (given space limitations).

- Families will be discouraged from spending unnecessary time on campus. Employees will be discouraged from spending unnecessary time on campus outside of school hours.
- Individual meals will be served in the classrooms.

Health and Safety

- Masks are strongly recommended to be worn by staff members and children over the age of two, when COVID-19 community levels are medium or high, or in specific situations such as cluster of cases or exposure to a positive case.
- All visitors (including parents and contract service providers) are encouraged to wear masks when indoors when COVID-19 community levels are medium or high.
- Visitors and volunteers will be limited to individuals required to perform a professional service or function and follow the requirements for wearing masks and practicing six-foot distancing if not required to provide direct services.
- All employees and children (as appropriate for their age) will be trained on the importance of frequent handwashing, proper sneezing/cough etiquette, the use of hand sanitizers with at least 60% alcohol content, and given clear instructions to avoid touching hands to face.
- Routine handwashing breaks will occur throughout the day to include before and after meals, indoor play, outdoor play, and after using the restroom.
- All employees will be trained on COVID-19 symptom detection, common modes of COVID-19 transmission, and how to prevent COVID-19.
- Employees, parents and children should not enter campus and quarantine if COVID-19 positive per Hawai'i public health guidelines.
- The St. John Vianney School Student/Parent Handbook has been updated to include COVID-19, and each parent has been required to sign that they understand the amended sick policy.

Facility Safety

- All visitors must sign in at the office upon arrival on campus.
- Ventilation systems are serviced regularly to ensure they are in proper working order. Staff will increase circulation of outdoor air as much as possible by opening windows and doors, using fans, and other methods.
- All water systems and features are safe for use. Families and children are required to bring their own water bottles each day.
- SJV has a trained back-up staff to maintain sufficient staffing levels or will reduce the number of children in care if there is insufficient staffing.
- Adequate supplies (face masks, gloves, cleaning materials, etc.) will be made accessible to staff and safely stored.
- Safety protocols will be communicated to all employees, including methods of reporting any violations of these regulations.
- A procedure to send home individuals with any flu-like symptoms or high temperatures and keep them separate from other children until they can be picked

up has been established. Parents will be called for immediate pick-up. If it is an emergency, 911 will be called for immediate treatment.

- A designated area has been set aside to separate anyone who exhibits flu-like symptoms while school is in session. Children will be under adult supervision at all times.
- Local health officials, staff, and families will be notified immediately of any possible child, visitor or staff case of COVID-19 while maintaining confidentiality as required by the Americans with Disabilities Act (ADA).

Child and Parent Expectations

- Signs/posters are posted throughout the facility for employees, children and parents regarding proper hygiene and sanitization, face coverings, and physical distancing.
- Safety protocols will be provided to all employees and parents via email, texts, or written notices.
- Family emergency contact information is updated annually and as needed.
- COVID-19 related program policies will be shared with families and will include information on how to notify the school if they have had contact with COVID-19 patients.
- Resources will be available to families to address social-emotional and other needs.
- Provide CDC approved information regarding COVID-19 vaccines.

Employee Support

- SJV will communicate with employees each week at our faculty meetings or as needed.
- Training will be reviewed as the guidelines are updated or as needed.
- The administration will be responsible for responding to COVID-19 concerns.
- All staff will have adequate hand sanitizing supplies.
- All employees have access to the Diocesan Education Policy Manual which includes leave benefit options and policies.
- All employees will receive the SJV written operational policies addressed in the St. John Vianney School Guidelines including:
 - a. Cleaning and sanitizing
 - b. Physical distancing
 - c. Health and safety
 - d. Facility safety
 - e. Parent and child expectations
 - f. Employee support

Isolation and Quarantine

Isolation is used to separate individuals who have tested positive for Covid-19 or who have Covid-19 symptoms, regardless of their vaccination status.

- Children who test positive or develop COVID-19 symptoms, regardless of age or vaccination status, shall isolate by staying home for 5 days.
- Children who isolate may return on the 6th day if they do not have fever in a 24-hour period without using fever-reducing medications, other symptoms of COVID-19 have improved, and are able to wear a well-fitting mask from day 6-10 after symptom onset or date of testing positive.
- Staff who test positive for COVID-19 or have symptoms, shall stay home and isolate for five (5) days regardless of vaccination status.
- If they had symptoms, they may end isolation after five (5) full days and return on the sixth (6th) day if they are fever free for 24 hours (without the use of fever-reducing medication), symptoms are improving, and are able to wear a well-fitting mask from day 6-10 after symptom onset or date of testing positive.
- Day 0 in calculating isolation period is the day the positive test was taken (if asymptomatic) or the onset of COVID-19 symptoms.
- Children in before and after school facilities that are enrolled in kindergarten and above shall follow the [Home-Isolation-and-Quarantine-Guidance-for-Schools.pdf](#) for isolation.
- Children and staff with known medical history of allergies or of other etiology who exhibit COVID-19 like symptoms, should isolate and get tested for COVID-19. If negative and **not** identified as a close contact, they may return if symptoms are resolving **and** no fever for 24 hours without the use of fever-reducing medicine. They should also submit a doctor's note with the negative test result confirming medical history of allergies or other conditions which caused COVID-19 like symptoms.

Quarantine is used to prevent the transmission of COVID-19 by keeping people in close contact with someone with COVID-19 apart from others. Closing classrooms and implementing quarantine for in school exposures are no longer necessary when universal indoor masking is implemented.

Close Contact is defined as someone who has been within six (6) feet of a person with COVID-19 for 15 minutes or more, or within three (3) feet for students in a classroom over a 24-hour period (regardless of mask use).

- When a child or staff member is identified as being positive for COVID-19, notification will be provided to all staff and parents in the group that were exposed to that person.
- The exposed children have the option to quarantine by remaining home or choose to return to class where they may be required to wear a mask for 10 days.
- Parents and staff must remain vigilant in watching the children for symptoms.
- Children in before and after school facilities that are enrolled in kindergarten and above who are identified as close contacts shall follow the [Isolation and Quarantine Guide for K-12 Schools](#) at the Hawai'i Department of Health website.

Special Events and Field Trips

- Hold outdoors if necessary.

- Limit attendees.
- Socially distance (try to keep six (6) feet of distance between different households in particular).
- Handwashing/sanitizer stations will be easily accessible throughout the space.
- Ensure social distancing if eating and drinking occurs at the event.
- Masks may be required for large gatherings outdoors to further reduce risk.

Field Trips

- All participants may be asked to wear masks when boarding, disembarking and for the duration of travel.
- Masks do not need to be worn in most outdoor settings.
- Masks should be worn in crowded outdoors settings during activities that involve sustained close contact with others, or when community levels of COVID-19 are high.
- Ensure proper handwashing/sanitizing.
- Ensure social distancing when eating/drinking.

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