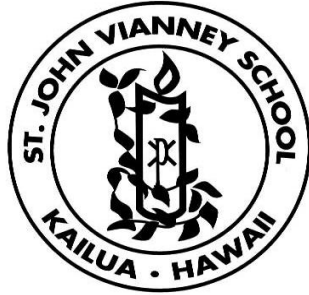


# St. John Vianney School



## *Handbook for Students and Parents*

940 Keolu Drive  
Kailua, Hawaii 96734  
(808) 261-4651  
[sjvadmin@sjvkailua.org](mailto:sjvadmin@sjvkailua.org)  
sjvkailua.org

Accredited By  
Western Association of Schools and Colleges  
Western Catholic Education Association

A member of Hawai'i Catholic Schools, The National Catholic Education Association,  
and Hawai'i Association of Independent Schools

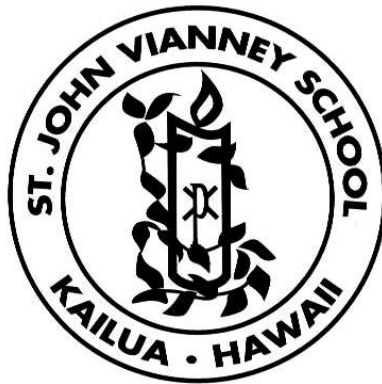
Revised 8/2023

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**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**

School Office	261-4651
School Fax	263-0505
Before & After School Care	772-5623
Business Office	772-5606
Parish Office	262-8317
E-Mail	<a href="mailto:sjvadmin@sjvkailua.org">sjvadmin@sjvkailua.org</a>
Website	sjvkailua.org

## **Business Hours**

Regular School Days	7:00am - 3:00pm
Summer School	7:30am - 12:00pm

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

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.

## **Hawaii Catholic Schools**

St. John Vianney School is under the sole direction of the Roman Catholic

Bishop of Honolulu.

## **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.

## **Mission Statement**

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

## **Parent Cooperation and Support Statement**

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 21<sup>st</sup> century academics and teaching methods, is critical for success at any Catholic educational institution in Hawai'i.

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.

## 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.

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. In October 2013 we opened an additional preschool class for three-year-olds. We now have an ELC3 and an ELC4 class.

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 visiting their two island convents: one at Kekaha, Kauai, and the other at Cathedral School in Honolulu. 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 proudly launched a \$150,000.00 Fund Drive for the new school.

Sister Mary Ann served for four years as our first principal of St. John Vianney School. 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

## 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, which 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:

- being a partner with the school in the education of your child.
- understanding and supporting the religious nature of the school.
- reading all communications from the school and requesting clarification when necessary.
- knowing who your child's teachers are and observing parent-teacher conference dates and any special requests for meetings.
- discussing concerns and problems with the person(s) most directly involved before contacting legal authorities.
- being as actively involved as possible in the life of the school and volunteer assistance when possible.
- promoting your school and to speak well of it to others.
- meeting your financial obligations in a timely manner and supporting the fundraising efforts of the school.
- appreciating 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.

## 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.

### Daily Schedule

7:38 am	Gathering Bell
7:40 am	Morning Assembly
7:45 am	Tardy Bell
9:15-9:30am	Recess - ELC3
9:30-9:45am	Recess - ELC4
9:45 - 10:00 am	Recess - Kindergarten
10:00 - 10:15 am	Recess - Grades 1-4
10:15 – 10:30 am	Recess - Grades 5-8
10:45-11:30am	Lunch & Recess – ELC3
11:00-11:45am	Lunch & Recess – ELC4
11:00 - 12:15pm	Lunch & Recess - Grades K-4
12:00 - 12:45pm	Lunch & Recess - Grades 5-8

### Monday - Thursday Dismissal

Early Learning Center	2:00 pm
Kindergarten	2:10 pm
Grades 1-4	2:20 pm
Grades 5-8	2:30 pm

### Friday Dismissal

Early Learning Center	1:00 pm
Kindergarten	1:10 pm
Grades 1-4	1:20 pm
Grades 5-8	1:30 pm

To prevent traffic congestion, please arrive at school at the time of your oldest child's dismissal.

## Statement of Understanding for Parents

Enrollment in St. John Vianney School does not, in itself, ensure success for your son or daughter. Students must accept responsibility for their own learning and development. They must be motivated to learn and be willing to cooperate and work diligently.

Your love, concern and support are critical factors in your child's success at St. John Vianney. Some of the ways in which you are expected to support your child are listed below. Regarding school rules and regulations: We recognize that, at times, parents will not agree with school policy. However, it is our expectation that parents will support all school rules and policies while their children are students at St. John Vianney School.

**Attendance:** Make certain that your son or daughter is in school on time every school day unless illness or an emergency prevents this. If your child must miss school, call the office before 8:30am on the day of the absence to inform the school of the reason for the absence. Requests for absence other than illness or emergencies are strongly discouraged. Please submit a written request to the principal should an extended absence occur while school is in session. Parents should plan family vacations during regular school vacation times. Academic work missed will not be given ahead of time but after the student returns to school unless the teacher and parent come to a mutual agreement.

**Academic Work and Progress:** Know what your son or daughter is studying; talk with your child about what he or she is doing in school. Provide a time and place for quiet study time for completion of homework assignments. Study and discuss progress reports and report cards with your child. If you have questions, contact your child's teacher for further information.

**Communication with the School:** Parent calls and conferences are always welcome. Contact the teacher if you have any questions or feel that problems are developing. Feel free to arrange a conference with professional staff on any question about your child's performance. Stay informed by attending meetings and by reading letters and checking for emailed correspondence from the school each day.

**Support for Student Activities:** Show an interest in and support for your child's participation in co-curricular and extra-curricular activities.

**School Regulations:** You should be familiar with all material in the *Student*

*and Parent Handbook.* Take responsibility for your child by insisting that he or she complies with the regulations outlined, including the dress code. Support the school when consequences are invoked for a violation of school regulations.

## **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.

## **Returning Students**

Each year parents must re-enroll children for the coming school year. Since acceptance for the next year is not automatic, at the discretion of the pastor and principal, the school reserves the right to accept or reject re-enrollment. Such decisions are based on the student readiness for advancement, parental cooperation, student deportment, available educational opportunity, and space availability. 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 the school has received a signed financial agreement. Under no circumstances will the deposit be refunded.

## **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**

Applications for new students are available in December of each year. They may be obtained from the school office between 7:30am and 3:30pm Monday through Friday or downloaded from our school website at [sjvkailua.org](http://sjvkailua.org). The principal will interview parents of all new applicants. New students applying for kindergarten are given a kindergarten readiness evaluation once the completed application has been received.

## **Entrance Requirements**

New students admitted to St. John Vianney School must:

- be three years old by September 30<sup>th</sup> of the year they enter the Early Learning Center ELC3.
- be four years old by September 30<sup>th</sup> of the year they enter the Early Learning Center ELC4.
- be five years old by September 30<sup>th</sup> of the year they enter kindergarten.
- have satisfactory results on the SJV kindergarten readiness tests.
- receive good reports from the student's previous school.
- submit original Birth Certificate, Baptismal & First Communion Certificate (if Catholic)
- submit Certificate of Release from previous school.
- submit a completed Health Examination Record (Form 14) to prove that a physical examination and TB clearance (both within one year of admission date), and all required immunizations have been completed OR a signed statement from the 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.

## **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 Hawai'i 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 within a year of entrance and all immunizations are current. Health cards for new students in grades one through eight enrolled in Hawai'i schools will be forwarded to us from their former school. 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 their physician that an appointment has been made.

## **Academic Information**

St. John Vianney School is a co-educational Catholic Preschool, Elementary, and Intermediate School. The school has an Early Learning Center, Lower Division (grades K-4) and an Upper Division (grades 5-8).

## **Religion Program**

The most important facet of St. John Vianney School is our Catholic identity. Students from ELC through grade eight participate in religion classes, which includes 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 and community. Students in grades two through eight attend daily Mass once every two weeks. During Lent, Stations of the Cross are prayed each week, led by one of the upper grades, and Reconciliation services are held during Advent and Lent. The rosary is taught to students in grades two through eight. Catholic children in grade two are prepared for First Reconciliation, First Eucharist, and Confirmation. The parish offers Baptism classes for parents of children age six or younger who want them to become Catholic. Youth education classes are available through the parish for children after they have turned seven, as well as Rite of Christian Initiation of Adults (RCIA) classes for parents.

## **Education Program**

- Curriculum for the Lower Division students includes Religion, Reading, Spalding Phonics and Handwriting, Language Arts, Math, Science, Social Studies, Computer, Art, Music, Japanese Language, and Physical Education.
- Curriculum for the Upper Division students includes Religion, Language Arts, Math, Science, Social Studies, Computer, Art, Music, Japanese Language, and Physical Education.
- Students may be accelerated into the next grade reading level for instruction.
- Our Reading Lab is available for students who need remedial help.
- Japanese Language is taught in our Early Learning Center through grade eight.

## Homework

St. John Vianney School believes that homework is a necessary extension of a student's learning process, and it is the responsibility of the parents to make certain that the assigned work is properly completed. Parents should set a specific time and place, free of distractions, for their children to do daily homework. Parents should check the children's assignment notebooks each day to ensure that all work has been completed. Parents can help with the homework assignments by reading over the written work, asking questions on reading materials, and generally encouraging their child. Remember that not all homework is written. If the child has completed his or her homework before the allotted time, he or she should use the remaining time for pleasure reading or for reviewing previously covered material.

Because monitoring homework is the parent's responsibility, the school has established an on-line report system for students in grades four through eight that keeps them informed of their child's grades. *JupiterEd* allows parents to check their child's class work each day, enabling them to keep in communication with both the student and teacher. At the beginning of each school year, parents in grades four through eight receive passwords and directions for logging into *JupiterEd*.

If a student is absent due to illness, the parent may request homework from the school office. Students in grades six through eight are able to acquire assignments through *GoogleDocs*. At the end of each school day, teachers will send requested assignments to the office. The parent is responsible for making certain the requested homework is picked up. Students are held accountable for completing all schoolwork missed during absences.

### Homework Expectations

(This time does not include silent reading)

#### Time Allotments

- Grades K & 1                      20 minutes
- Grades 2 & 3                      30-45 minutes
- Grades 4 & 5                      45-60 minutes
- Grades 6 - 8                      1-1 ½ hours

## Grading

Grades reflect achievement. Letter grades are intended to indicate what the student has learned (skills and knowledge) in relation to course objectives. The major subject areas for the purpose of deciding promotion or retention are: English, Reading, Language Arts, Mathematics, Science, and Social Studies.

## Honor Roll

Students in grades four through eight will be placed on the Honor Roll if they receive the following grade point average:

3.8 and over	Principal's List
3.6 - 3.7	First Honors
3.4 - 3.5	Second Honors
3.2 - 3.3	Third Honors

Awards earned for academics, perfect homework, and perfect attendance are distributed at the beginning of the second, third and fourth quarters for the preceding quarter. An all-school awards assembly is held on the last day of the school year.

## Achievement Key

Gr. K-3			Grades 4-8	
E	Excellent	90-100%	97-100%	A+
S+	Above Expectation	80-89%	93-96%	A
S	Meets Expectation	70-79%	90-92%	A-
N	Needs Improvement	60-69%	87-89%	B+
U	Unsatisfactory	59% & Under	83-86%	B
			80-82%	B-
			77-79%	C+
			73-76%	C
			70-72%	C-
			67-69%	D+
			63-66%	D
			60-62%	D-
			59% & Below	F



## **Standardized Testing**

Standardized tests are administered to students in grades two through eight. The scores from these tests, along with teacher recommendations, are used for placement in classroom group and for summer school recommendations.

## **Probation**

The purposes of academic probation are to encourage students to maintain good academic standing and to identify students in academic difficulty so that they will receive special attention. A new student is automatically placed on probation during his or her first year at St. John Vianney. At the end of that time his or her academic progress and behavior will be evaluated. The student will be taken off probation at the end of the school year or asked to leave the school if the principal and faculty believe SJV cannot meet the student's needs.

Students attending SJV will be placed on probation if either their academic progress or their behavior is below what is expected. While on probation these students may not be eligible to participate in the extra-curricular and co-curricular activities offered at SJV. Should a student receive a mid-quarter deficiency, he or she may be removed from extra-curricular and co-curricular activities until the grade has been brought up to a C. In grades four through eight a student will be placed on probation for the entire following quarter if he or she has earned an F or two D's in the major subject areas on his or her report card. Parents will be notified in writing should their child be placed on probation. The student will be monitored throughout the following quarter, and parents are able to keep apprised of their child's progress through our on-line report system. A student in any grade may be placed on disciplinary probation on the recommendation of his or her teachers and the principal.

Students who are continually placed on academic or disciplinary probation will be closely evaluated to determine if it is in the student's best interest to remain at our school.

## **Cheating and Plagiarism**

St. John Vianney students are expected to take responsibility for their own learning and to encourage other students to do the same. Cheating and plagiarism will be dealt with as serious offenses. Consequences range from a zero on the work involved, to conduct probation and parent conferences, to

dismissal from St. John Vianney School.

- Cheating - Taking or giving unauthorized assistance on homework, a test or assignment. Examples: copying another student's homework or test answers, giving another student one's homework to copy, giving another student the answers to an exam.
- Plagiarism - Using someone else's work or ideas without giving credit to the originator. Examples: copying material from a book or an Internet site for an essay without citing the source of the material.

## **Detention Monitoring Procedure**

If a student receives three detentions during a quarter, the student may have a conference with the principal and a disciplinary referral will be sent home. A copy of this referral will be placed in the student's permanent record. At the fourth detention, a student, parent and principal conference may be held to determine appropriate disciplinary action. Any further detentions will be considered a major offense and will require disciplinary actions as well as service work.

## **Appeal**

Should a parent wish to appeal an academic or disciplinary decision, the procedure is to first approach the teacher or staff member directly involved. If the parent does not feel the issue is satisfactorily resolved, they may then speak with the principal. If still unsatisfied, the parent may appeal to the pastor.

## **Complaint Process**

In the spirit of cooperation, 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, the next step is to arrange a meeting with the principal. If the complaint is still not resolved, you may then speak with the pastor, who is the final authority.

## **Re-admission**

Any student who has been dismissed from the school for academic reasons may re-apply for admission the following year. That application will be treated as a new application.

## **General Information**

### **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.

### **Legal Documentation**

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

### **Complaints or Concerns**

If a parent or guardian wishes to discuss a child's progress, he or she must schedule an appointment in advance with the teacher. The parent may do so through the school office or through a written request to the teacher. St. John Vianney School believes that the best way to handle a problem is at the level at which it occurs. If there is a concern about something that happened in the classroom, please speak with the child's teacher immediately. Problems can generally be resolved in a mutually satisfactory manner. If you are not satisfied or the problem persists, please make an appointment to see the principal. If you find the principal's decision unsatisfactory, schedule a meeting with the pastor. Immediate attention to concerns or problems enable us to work together toward a satisfactory solution.

### **Change of Address**

It is important that our records remain current and accurate. Please notify the school office immediately of any changes in the address, telephone numbers, or place of employment of parents or guardians.

### **Personal Belongings**

Each child in the ELC 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.

### **Information Distribution to Parents**

- Via email
- Through the secure site on our school website
- By mail
- Through *JupiterEd*
- By announcement at the PTSH meetings
- Through correspondence from individual teachers
- Notification of any changes in services shall be made no later than thirty days after the date of the change.

### **Uniforms**

Used uniforms may be purchased in the school office throughout the school year. A second-hand uniform sale is scheduled during the last week of school.

### **Student Telephone Use**

Students will not be called to the telephone during the school day except in case of serious emergency. Other messages received during the school day will be given to the student at the convenience of the office staff.

The school office telephone is not for student use except for emergencies and only with the permission of his or her teacher and/or other staff member.

The parish office phone may not be used during school hours and is available only at the discretion of the parish staff. The Sacristy and cafeteria telephones are never to be used by the students.

### **Transportation**

#### **Bicycles:**

- Bicycles will be parked in the racks provided.
- Cyclists must observe traffic safety.
- Bicycles will always be walked on and off the school grounds.
- All bicycles should be licensed and locked. The school is not responsible for bicycles stolen or damaged while stored on the school bike racks.

- Bicycles are never to be used on the school lanai or playground.
- Bicycles should be kept off the lawn areas at all times.
- Bicycles are not to be left on campus over night.

### **Restricted Items**

The following items are not allowed on campus. The school will not take responsibility for any such items lost at school.

- Electronic equipment/devices. The school is not liable for cell phones brought on campus.
- Gambling.
- Small balls, footballs or personal balls.
- Skateboards, rollerblades, roller skates or scooters.
- Pokeman cards or other such cards.
- Laser pens.
- Chewing gum or lollipops.
- Stretchable book covers.

For the safety of our children, no running or running games are allowed before school starts.

### **Birthdays**

Everyone loves to celebrate their birthdays, and students are welcome to bring in birthday treats to share with their classmates. SJV is a peanut free school. Please make certain treats do not contain peanuts or peanut oil. Please make arrangements in advance with their teacher. We ask that birthday party invitations not be distributed in class unless the entire class has been invited. Flowers or balloons distract the students from their lessons. These items will not be delivered to the classrooms.

### **Transfer Procedures During the School Year**

If a student will be transferring to another school during the school year, the parents should notify the school office in writing at least two weeks prior to the child's last day of attendance. The school office will provide a Release of School Records form.

The student must return all rented textbooks and borrowed library books in good condition before the last day of attendance.

## **High School Entrance Information**

### **Graduation Requirements**

In order to graduate from St. John Vianney School, students must pass all of their eighth-grade subjects and maintain a record of good behavior. As an eighth-grade student prepares for high school entrance, the following information may be useful to both parents and students:

- If the student will be entering public school, registration information will be available throughout the summer months at the office of the school in your district. If you wish your child to attend a school outside your district, you must request a special application through the State Department of Education.
- If the student chooses to attend a private school, the following steps should be taken:
  - Parents of eighth graders should be proactive and contact the private schools of their choice in the beginning of the school year requesting information regarding their application process.
  - A student must take the entrance exam required by the school he or she wishes to attend.
  - Parents and students must fill out and submit all required forms to the appropriate schools.
  - Parents are responsible for submitting the St. John Vianney *Release of Records* request form to the high school their child will be attending after graduating from SJV.

### **Counselor**

St. John Vianney School maintains an active list of licensed psychologists and counselors in the school office. This information is available upon request of the parent or guardian.

### **Library**

The library is open to students in all grades for weekly scheduled library visits.

### **Food Services**

As part of our school tuition, every student is provided with a nutritionally balanced hot lunch, prepared by an outside vendor. Please read the *SJV*

*Wellness Policy* (page 44). It is vitally important that the school be notified of any food allergies. St. John Vianney is a peanut free school. Please do not send your child to school with any foods containing peanuts or peanut oils.

Students will bring their own snacks to school for consumption during morning recess and/or after school care.

## **School Activities**

Extra-Curricular School Activities for students in grades four through eight include: boys and girls volleyball, boys and girls basketball, band, choir, orchestra, and altar servers. Student Government is open to grades six through eight. Hula is offered, at an additional fee, to boys and girls in grades two through eight.

Co-Curricular Activities for students in grades 4-8 include: speech and writing competitions, spelling, geography and math contests, Science Fair and special electives.

In order to represent the school in any extra-curricular or co-curricular activity, a student must be in good standing, academically and behaviorally.

## **Athletics**

It is the policy of St. John Vianney School to encourage students to participate in the athletic programs of the school. The programs are an important part of the complete educational process of our school.

Participating in athletics develops the students physically and mentally, builds self-confidence, teaches them the importance of teamwork, and instills in them a dedication to their school and fellow students.

Procedures in determining student eligibility for competitive sports are:

- During try-outs, a list of names of interested students will be submitted to the teachers and principal for approval.
- The coaches will then select their teams.
- If at any time, a student receives a deficiency (70% or below) in any subject(s) or exhibits poor conduct, he or she will not be allowed to participate in any game until his or her scholastic report is brought up to a 73% average. The principal will determine when a student is once again eligible to participate.

- Disrespect for authority (teachers, staff, coaches, priests, volunteers or the opposing team) and/or destruction or defacement of property shall be cause to suspend a student from playing for a specified period of time or permanently, if necessary.

Transportation for Catholic School League games will be determined by the administration as deemed appropriate.

### **Junior Police Officers (JPO)**

Service plays an important role in the education of our students. Students in grades five through eight each serve one quarter as a JPO. Junior Police Officers are essential in maintaining order during arrival and dismissal times. Students must obey JPO directions. If a student disobeys the JPO, the teacher on duty will take disciplinary action. Parents are asked to respect the directions of the students on JPO duty. These students have been instructed in how to keep automobile and pedestrian traffic moving in a safe and organized manner.

### **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 once a month. 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. The 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. The purpose of the PTSH shall be to promote the welfare of our children in cooperation with parents, administration, faculty and parishioners, to support



the St. John Vianney school community in attaining for our children excellence in spiritual, mental, social and physical education, and to bring into a closer relationship the home, church, and school so that parents and teachers may cooperate effectively in the education of our children.

PTSH meetings are held each month and are open to any parent wishing to become involved in the PTSH. All volunteers are welcome. The board consists of:

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

## **Parent and Student Responsibilities**

### **Attendance**

According to the State of Hawai‘i Compulsory Attendance Law, parents are responsible for seeing that their children attend school. Students who are absent twenty days or more in a school year may not be eligible for promotion to the next grade level.

Most class work is difficult or impossible to make up since class discussions and presentations cannot be duplicated. St. John Vianney strongly discourages absences for reasons other than illness or emergency situations. Families should plan vacations during regular school vacation times. Since our calendar is considered “year-round” it is important for parents to remember that we begin our school year approximately three weeks before most schools and plan their vacations accordingly.

The official school calendar of the Catholic School Department of the Diocese of Honolulu specifies a definite number of school days for each scholastic year. Therefore, the students are required to attend class unless it is impossible for them to do so. Any student leaving prior to 12 noon will be considered absent for one half day. On early dismissal days, if the student leaves before lunch is served, it is considered a half-day absence.

Should it be necessary for a child to leave school prior to dismissal time, parents must notify the office via email, phone call or written note to ensure the child is ready at the designated time. A child will never be dismissed from a classroom. The child will be sent to the office to be released to and signed out by the parent.

It is the parent's obligation to inform the school office by 8:30am each day if a student is kept home because of illness or family emergency. Should a student be absent due to illness for five days or longer, doctor's note clearing them to return is required.

## **Tardiness**

A student arriving on campus after 7:45am is tardy. Students who are late must report to the school office for a tardy slip before proceeding to their classroom. Persistent tardiness may result in disciplinary action.

## **Arrival and Dismissal**

Students are not to be on campus before 7:15am or after 2:30pm unless they are involved in a supervised school or parish activity. Ball playing and running are not allowed on campus before 7:45am. The school will not accept responsibility for any injuries to students who do not follow this policy. Junior Police Officers and staff will monitor the playground between 7:15am and 7:45am and between 2:10pm and 2:45pm. Any student remaining after school for extra-curricular activities must remain on campus unless picked up and returned by a parent or approved adult. Before School Care and After School Care services are available from 6:30 a.m. until 7:15 a.m. and from dismissal until 5:30 pm for students in grades kindergarten through grade six.

## **Health Guidelines**

### **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. 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 healthy environment.

When in doubt, parents are encouraged to keep their children home. Parents must phone or email the school office by 8:30am 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:

<b>Disease</b>	<b>Exclusion from School</b>
Chicken Pox	For one week after eruption first appears
Conjunctivitis (pink eye)	Bacterial – as long as eyes are red and discharging
COVID-19	5 day quarantine
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

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 unless this form is received.

## **Head Lice Policy**

St. John Vianney School has a nit-free policy. Students must be free of lice and nits (eggs) before returning to school and must be cleared through the office before being readmitted to the classroom.

## **Medication**

All medication, both prescription and non-prescription, must be given to the school in its original packaging. Prescription medication must show the child's name, date filled (the prescription must be current) and directions for use. The parent or guardian must complete and sign an authorization form specifying time and amount/dosage for any medication administered at school.

## **Emergencies**

The school staff 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**

All allergies must be reported on the Medical Alert Form that is included in the Registration Packet at the end of the school year.

## **Early Dismissal**

Only the principal or the administrative assistant can give permission for a child to leave school before the official dismissal time. Students will be permitted to leave school during school hours once an authorized adult signs them out. Permission will be given when emergencies or other legitimate reasons make it necessary for a student to leave. Parents are strongly advised to schedule medical or dental appointments after school. A half-day absence will be recorded for any student leaving before 12:00 noon.

Students will be released only to those individuals listed on the *Release from*

*School* form that must be submitted to the school office on the first day of school. This form can be amended at any time throughout the school year. Parents and others picking up students for early dismissal must report to the school office, not to the classroom. Students will not be released to anyone directly from the classroom. No student will be released without the responsible adult first signing the *Permission to Leave* form in the school office.

## **Field Trips**

Field trips provide excellent opportunities for education and are planned as part of the curriculum. Field trips are not considered optional. 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 for a parent/guardian signature and any necessary fees. If a child is not allowed to accompany his or her class, the child will remain in school with assignments for that day. The principal will have final determination as to a student's participation in any given field trip.

All transportation that is beyond a reasonable walk will be by bus, and each participant will share equally in the cost of the trip. Refunds will not be given when a trip is missed due to absence or disciplinary action.

## **Fire and Emergency 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 directed, students return in single file to their classrooms under the supervision of their teachers.

## **Visitors**

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

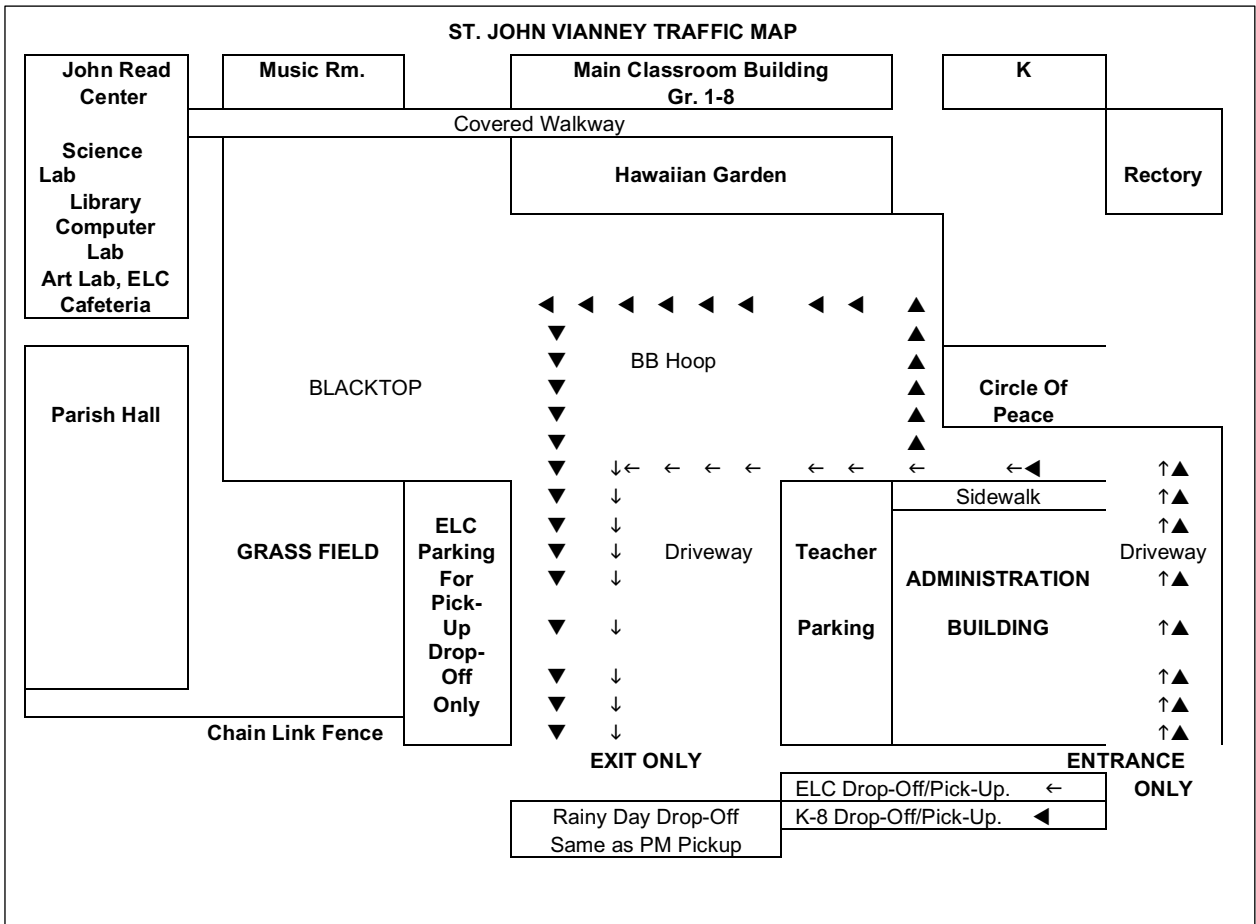
## Parking

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. Parents may not park on the blacktop nor drive on to the school grounds while school is in session. Parents parking on campus in the morning must leave the grounds after morning assembly so parishioners are able to park for Mass.

## Traffic Control

Parents must follow the traffic pattern guidelines indicated on the following map. The safety of our students depends upon every driver following these directions at all times.

- JPO members will direct traffic and assist students in entering and leaving automobiles.
- Do not park in or enter the school playground at any time during school hours.
- Traffic moves in ONE DIRECTION ONLY. Please enter using the driveway near the Church and exit using the driveway near the Parish Hall.
- Please use extreme caution while in the arrival/dismissal line.



# Behavior Violations and Consequences

## Respect for the Health and Safety of Others

It is the goal of St. John Vianney School to maintain a healthy, safe, and caring environment for all members of our community. The behaviors listed below are considered serious violations of school rules wherever they occur in the school environment: classrooms, courtyard, study areas, assemblies or school-sponsored events.

Consequences for these violations may include detention, conduct probation, suspension, or immediate dismissal.

### Alcohol and drugs:

- The use, distribution or possession of alcohol, marijuana, e-cigarettes, vaporizers, or other non-prescription drugs is prohibited on the St. John Vianney campus and at all school-sponsored events.
- Willful Disobedience: Clear and intentional breaking of school rules.
- Insubordination: Refusal to respond appropriately to a request by a teacher or staff member.
- Disruptive Conduct: Behavior that detracts from the learning environment of self or other students in the classroom.
- Vulgarity or Profanity: Language or actions that are considered inappropriate in a school setting.
- Weapons or Explosive Devices: A student who brings a weapon or explosive device of any type to campus will be released from St. John Vianney.
- Harassment, Hazing or Intimidation: Words or actions that cause another person, student or adult to feel embarrassed, threatened, unwelcomed or pressured to comply with a demand.
- Discrimination: Treating one person better or worse than another person based on differences in race, age, religion, gender, sexual orientation, mental, or physical disability.
- Smoking: Students are prohibited from smoking on the SJV campus and at all school-sponsored events.

**Note:** The administration reserves the right as a private educational institution responsible for the safety of all students to search students' desks and backpacks as well as a student's person.

## **Respect for Property and the School's Environment**

St. John Vianney students are expected to respect school property as well as the property of others. Students will be disciplined and held responsible for any necessary replacements or repairs of damages they have caused. Depending upon the severity of the incident, consequences may include release from St. John Vianney School.

- Theft: The taking of school property or another person's property without permission.
- Unauthorized use of, or possession of school property, equipment or materials.
- Vandalism: Defacing, damaging or destroying school property or another person's property.
- Misuse of school electronic equipment: Using school electronic devices and email in ways that violate the school technology guidelines.
- Gambling: To organize or participate in an activity that involves betting on the outcome of a game or contest for monetary gain.

## **Suspension**

A student may be suspended from school for a serious violation of school rules. A suspension is made for the following purposes:

- To provide an opportunity for school administrators to investigate the situation and to review the situation with parents.
- To clearly warn the student that a change in behavior is required as a condition for remaining at St. John Vianney School.
- To separate the student from the school for a time of reflection.

The school reserves the right to determine the punishment appropriate for each individual offense. All decisions will be made in complete cooperation and agreement with the Pastor.



## **Playground Rules**

Playground rules are designed to ensure the safety of the students.

- Only kindergarten and Early Learning Center students are permitted in the enclosed playground.
- Any child eating a snack or drinking a juice must remain seated. Under no circumstances are they allowed to stand, walk or play while eating their snacks. St. John Vianney is a peanut free school. Please do not send your child to school with any foods containing peanuts or peanut oils.
- No lollipops or gum are allowed on campus before, during or after school. Candy should not be brought to school for daily snacks.
- No child is allowed out of the fenced playground or on the street. Any child leaving the premises will be sent to the office immediately.
- Dodgeball games and football games will only be allowed if supervised by a responsible parent/teacher referee. Students who display poor sportsmanship or do not follow the rules of the game will be disqualified for a specific amount of time determined by the Principal.
- Soccer is to be played on the grass field by the Parish Hall. Soccer games should be played on the front 2/3's of the field, away from the street.
- Students are not allowed in the John Read Center during recess unless they are attending class.
- Students are not to gather in or around the restroom areas.
- Students are not allowed to climb the trees on campus, pick leaves or flowers or hang from the branches.
- The Circle of Peace is a quiet gathering place. Students are not to sit or recline on the tabletops.
- Students are not to enter a classroom during recess time without permission from a faculty or staff member. During the Upper Level recesses, students are not allowed on the stairs or the upstairs breezeway.

## **Completion of Recess**

At the end of each recess period the bell will ring. At this time, all play will stop and the students will “freeze” exactly where they are. They will remain motionless until given permission by the playground supervisor to line up. This prepares the students for returning to the classroom.

## **St. John Vianney School Uniform Dress Code**

Students in grades PK-8 have Physical Education (PE) twice a week and wear their PE uniforms to school on those days. Fridays are always *Aloha Fridays*. Students may wear aloha wear or their PE uniforms to School Masses unless their class is hosting the Mass and they are performing.

### **Shoes and Socks**

Shoes must be closed and laced. Tennis shoes and socks of any color may be worn. Pre-K and kindergarten shoes must be Velcro or slip-ons. **No shoes with flashing lights are permitted.** No boots or high heels. **Shoes with wheels on the soles, heel or toe are NOT allowed on campus.**

### **Khaki Long Slacks**

The khaki slacks must be plain dress slacks and can be worn by both boys and girls. They may be purchased from any store. The SJV polo shirts are worn with the slacks. Shirts are to be tucked in.

### **Girls**

**Option #1: Khaki skort/shorts/long pants** may be purchased from any department store and are worn with the SJV polo shirt, which is purchased through *The Custom Company*. Shirts are to be tucked in.

**Option #2: Khaki skirt (Grades 4-8)** may be purchased from any department store and are worn with the SJV polo shirt, which is purchased through *The Custom Company*. Shirts are to be tucked in at all times. Skirts and skorts should not be shorter than 3 inches above the top of the knee. Girls will be asked to phone home for an approved uniform should it be determined that the length of their skirt/skort does not meet our dress code requirements.

**Free Dress Option:** Girls may wear pants, shorts, skirts, dresses, t-shirts, and blouses that abide by the Free Dress Code Rules.

### **Boys**

**Option #1: Khaki Walking Shorts/Long Pants** may be purchased from any department store and are worn with the SJV polo shirt, which is purchased through *The Custom Company*. Shirts are to be tucked in.

**Free Dress Option:** Boys may wear pants, shorts, t-shirts, and collared shirts that abide by the Free Dress Code Rules.

### **Outer Wear**

Students may wear any jacket of their choice with no inappropriate graphics.

### **Aloha Friday**

Each Friday the students will be allowed to dress in “Aloha Attire.” This dress code is very specific, and there will be no exceptions granted.

#### **Girls - All Grades**

- Muumuu - MUST BE HAWAIIAN PRINT (no spaghetti straps)
- Choice of: long, princess or knee length
- Aloha blouse with long pants or dress shorts (no blue denim).
- Flat sandals are permitted only on Aloha Friday, but they must have a back strap.

#### **Boys - All Grades**

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

#### **Free Dress Code Rules**

- No spaghetti straps
- No midriff showing
- No inappropriate logos on T-shirts
- Sandals with a back strap are allowed
- No slippers
- 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.
- Skirts must be no shorter than 3 inches above the top of the knee.

*We believe that the strict adherence to this dress code is a shared*

*responsibility of the parents, student, and school. We expect complete cooperation on the part of all parties concerned. The school reserves the right to intervene and take action when our dress code is not respected.*

## **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 hairstyles are 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/bracelets with crosses or holy medals.
- Watches may be worn.
- Girls may wear ONE pair of STUD earrings, one in each earlobe.
- 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.
- No visible tattoos are allowed.

The purpose of these regulations is to:

- reduce "competition" between the students.
- eliminate valuable jewelry, etc. being stolen, lost or broken.
- reduce the 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 confiscated until the end of the school year.

## **Cellular Phone Use**

Students should not bring personal electronic devices to school. Cell phones may not be used during the school day for personal business. All cell phones will be collected by the homeroom teacher at the beginning of the day, and returned to the students at dismissal. Any device used during the school day without permission of the administration or teacher will be confiscated. St. John Vianney School will not be held responsible for the theft or damage of any personal electronic device brought to campus.

## **St. John Vianney School Technology September 2022**

The network is secured using a Cisco ASA firewall. All external access is blocked. No external ports are forwarded to internal ips/ports.

## **Technology Acceptable Use Policy**

Students who use SJV technology (Internet access, iPads, computers, printers, electronic storage, webtools) must use it in accordance with the *SJV Technology Guidelines*. The use of SJV technology is a privilege, not a right. Misuse will result in disciplinary action and may result in dismissal from SJV. If a student loses access to the Internet, his or her ability to fulfill academic requirements may be severely compromised.

## **St. John Vianney School Technology Guidelines**

- Only school-provided devices and school approved electronic resources may be used.
- All technology, including digital storage space, is to be accessed and used for educational purposes only.
- Do not share your password with anyone, nor attempt to learn or to use anyone else's password for any online tool.
- Respect the privacy and property of others. Access and use only devices and accounts assigned to you or work that you created.
- Respect all copyright laws when accessing and using online content.

- Inform a teacher if you encounter inappropriate information or graphics on the Internet.
- Immediately report to a teacher any problems with a device or the network.
- Do not change the settings, shut down or restart devices unless instructed by the supervising adult.
- Be considerate when using shared resources and leave the equipment and room in good condition for the next user/class. No food or drink is allowed in the computer lab or near electronic devices.
- While online, do not share personal information (full name, addresses, phone numbers, pictures) about yourself, friends, family or your school online.
- Be polite when communicating online - Offensive, obscene or harassing communications are strictly prohibited as are ethnic slurs, racial comments, off-color jokes, chain letters, and anything that reasonably may be unwelcome by other students.
- The 1:1 iPad Home use program for 7th and 8th grade students has additional guidelines which are communicated to the families at the beginning of each school year.
- The 1:1 sixth grade iPad program prohibits students from removing the device from campus.

Revised 8/22

## Financial Information

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. St. John Vianney School Finance Committee is responsible for recommending to the pastor and principal policies concerning the amount of tuition, the manner of payment, and the development of policy. It is the responsibility of the board and the administration to ensure that adequate financial resources are available for the school, and that tuition is as affordable as possible to all families.

### Tuition and Fees

All new and returning families must complete a financial contract for each child and designate a preferred payment plan and date (see below). Unless tuition is paid in full by July 5<sup>th</sup>, all families are expected to enroll in auto-pay with FACTS Management Company. Enrollment in auto-pay authorizes FACTS to transfer tuition payments from your personal checking or savings account or credit card. Credit card payments are subject to a FACTS service fee, currently 2.85%. A fee will be charged if auto-enroll is not selected.

Books, instructional fees, lunch, the Tuition Refund Plan and PTSH dues are included in the total tuition fee. The school lunch program is mandatory. No portion of tuition or fees, paid or outstanding, will be refunded or forgiven in the event of withdrawal or dismissal during the academic year. Enrollment may be canceled in writing prior to July 14<sup>th</sup> without penalty.

Options for payment shall include:

- **Full Payment.** Under this plan, the entire amount of tuition is paid directly to the school on or before July 5.
- **Semester Payment.** Under this plan, the entire amount of tuition and fees is paid in two installments, due on July 5<sup>th</sup> and December 5<sup>th</sup>. An annual service fee will be assessed by FACTS.
- **Monthly Payments.** Under this plan, the entire amount of tuition is paid monthly over a ten (10) month period, beginning in July. An annual service fee will be assessed by FACTS.

- **Incidental Fees** (before and after school fees, hula, instrument rental, etc.) are separate from tuition and are billed monthly.

### **Late Registration**

Families registering after July 1<sup>st</sup> will be expected to fulfill their tuition obligations according to the tuition policy stated previously.

### **Late Payments**

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

- **Full Payment.** If full payment is not made by July 5<sup>th</sup>, the family will be contacted and required to pay monthly through FACTS. The annual FACTS service fee will be charged accordingly.
- **Semester and Monthly Payments.** When a semester or monthly payment has been returned by your financial institution, FACTS will make two more (2) attempt to collect the missed payment and a service fee (currently \$30) will be assessed to your account by FACTS. Your financial institution may also charge a similar penalty.

Families who are delinquent on payment for either tuition and/or incidental fees for 45 days may be informed that their child(ren) will not be allowed to attend school until the account is brought current or the child(ren) may be:

- suspended from school and any school activities, paid or otherwise.
- denied participation in 8<sup>th</sup> grade graduation ceremony/events and school records will not be released until account balances are paid in full.
- disqualified from receiving financial assistance from any SJV program.



- denied enrollment in the following school year.
- referred to a third party-collection agency.

St. John Vianney 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**

A non-refundable application fee is required for all new students and due with your application. A separate, non-refundable deposit, which is credited to tuition, is required for each child in April with your completed financial contract to hold your child's place in the school.

## **Tuition Assistance**

A limited amount of tuition assistance is available for school families experiencing economic difficulties. The school utilizes TADS for the application process. The school will notify parents via email and our school website when the online application process is available. Tuition assistance funds currently available are:

### **1. General Assistance for Financial Need**

- Augustine Educational Foundation
- St. John Vianney Education Foundation

Completion of St. John Vianney Education Foundation applications with financial information and tax returns is required from all applicants and are submitted to TADS through the online portal. All applications are confidential.

**2. The Augustine Educational Foundation** is a Diocesan fund available to all students in all Catholic schools. The foundation utilizes FACTS for the application process. A committee established by the Diocese reviews applications and grants assistance. Notification of approval or denial of a grant will be sent to each applicant by the Augustine Educational Foundation.

**3. The St. John Vianney Tuition Assistance Grant Committee** (unless otherwise stated) determines all other grants. This committee is composed of parishioners (with no children in the school) appointed by the administration. The committee meets in the Spring with the principal and business manager

to review requests for assistance. Notice of approval or denial of a grant will be sent to each applicant by the school after a decision has been made.

### **Student Withdrawal**

No portion of tuition or fees, paid or outstanding, will be refunded or canceled due withdrawal or dismissal for the academic year. In view of this obligation, the Diocese of Honolulu requires the purchase of the Tuition Refund Plan (TRP) for each student unless tuition is paid in full on or before July 5<sup>th</sup>. The cost of the TRP is included in the tuition. Families are provided a copy of the TRP with the financial contract.

### **Insurance**

St. John Vianney carries liability insurance through the Catholic Mutual Relief Society of America and Brown and Brown Insurance Student Accident Plan.

### **Fundraising**

Traditionally, St. John Vianney School holds a fall and spring fundraiser each year. The PTSH sponsors the majority of the school's fundraiser events. Individual classes and organizations such as hula, student council, etc., will also sponsor fundraisers to support their projects throughout the year.

## **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.

## **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 is 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.

St. John Vianney verifies the identification and legal documents granting a change in custody for anyone claiming to be a foster or permanent custodian. While it is St. John Vianney's general policy to inform parents or legal guardians if their child is receiving special awards or recognition for academics, athletics, attendance, citizenship, etc., parents or legal guardians of students under foster care are only informed when such notification is approved by the agency with foster custody.

## **Disclosure of Information**

St. John Vianney School will not release any information pertaining to its students without written authorization from the parent or legal guardian. Information pertaining to an individual child or parents or guardians shall not be disclosed to persons other than facility staff unless the parents or guardians grant written permission 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 Hawai'i 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 LWP. Healthy life style literature shall be distributed periodically to stakeholders.

Revised 11/01/14  
Hawaii Catholic Schools

## **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 acknowledgement 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 in a safe learning environment.

- **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 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.
- **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.

## **We Will Make A Difference!**

### **What you can do if you are bullied or teased...**

- Speak up! Say, “Stop! That hurts my feelings!”
- DO NOT tease or bully the person back.
- Tell a friend, teacher, counselor, or an adult who will listen and do something about it.
- You can even write it down: Who? What? Where? When? And then come and share it later with your teacher or your principal.
- Keep telling until it stops.

### **What you can do if you witness bullying or teasing...**

- Refuse to join in. Walk away from bullying and teasing.
- Distract the bully and try to change the subject. Tell a joke!
- Tell an adult about any bullying that you see.
- Speak out against a bully with courage and say, “Leave her alone!”
- Ask the teacher privately if the class can spend time brainstorming ways to stop the teasing and bullying.
- Be positive and kind to others, whether you know them or not.
- PRAY that God will help bullies turn from their harmful behavior.

## **Anti-Bullying, Anti-Teasing Pledge**

We, the students of St. John Vianney, believe that bullying and teasing hurts our hearts and interferes with learning. We pledge to treat ALL of our peers with respect and dignity. We choose not to threaten, exclude, gossip, insult, or gang up on others. We will do our best to try and assist any student who is being mistreated. We will inform our teachers, staff members, or our principal when we learn about or see hurtful behavior. We choose to love unconditionally as Christ so loves us. We choose to be the change we wish to see in the world.

## **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 and online at [www.hi-care.org](http://www.hi-care.org).

The Church 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 and volunteer personnel are required to 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. Consistent with diocesan policy, St. John Vianney School will conduct Safe Environment training as part of the religious education curriculum.

The Code of Conduct Agreement, as outlined in “To Offer Healing, To Restore Trust” includes the following statement as a condition to all teachers, staff, and volunteers 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 Hawai'i 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 Hawai'i 8/2006

## **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 O'ahu Civil Defense Agency has a number of preparedness brochures that explain in detail proper procedures for such emergency situations. Contact the O'ahu 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 Hawai'i State Department of Civil Defense that St. John Vianney 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**

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 or a designated party arrive. 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.

## **Extreme Tsunami Evacuation**

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 Kamahole 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 O‘ahu 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 O‘ahu, 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 O‘ahu 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 also 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.

## **Crisis Management**

### **Plan #1      Lock Down**

In the event of a dangerous and/or armed person or other major problem on campus or in the neighboring community, 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 or a threatening situation in the neighboring community, the office will announce “**LOCK DOWN**”.

- 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.
- 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.
- If the classes are in the process of changing, the students should enter the nearest classroom to seek immediate safety.
- The fourth and fifth grade teachers will check the restrooms and secure any students in his/her classroom.

#### **B.      All Clear Signal**

- The school office will announce over the speaker systems that the emergency is over.

### **C. General Directions**

- Quick response is critical for ensuring the safety of all.
- Common sense prevails. In the case where armed intruders prevent the return to our classrooms, everyone will 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**

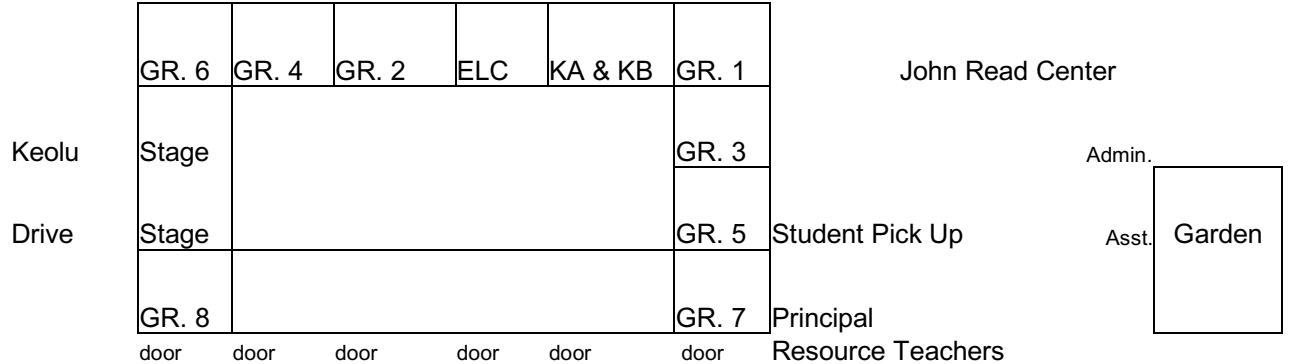
All buildings will be cleared immediately. Students will be moved further away from the original areas should these areas become unsafe.

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

Our evacuation plan will be initiated by speaker announcement. 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 keep communication lines open in the office. 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.

Service Driveway

door                      kitchenette                      kitchenette                      door



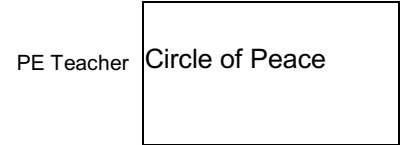
door    door    door    door    door    door

Older children will sit with youngest sibling.  
Call out grade of youngest child & surname.

Lokahi Square

EXIT DRIVEWAY TO KEOLU DRIVE

Admin. Asst. - Greeter  
Business Mgr. - Office



**EXTERNAL**

<b>Threat</b>	<b>Action</b>	<b>Site Plan</b>
Natural Disasters-Hurricanes, Tsunamis	Students will remain in classroom	
Earthquakes	or will be moved 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 or without weapon	Keep students inside	
	Delay dismissal	Plan #1
	Go to designated areas	
	Stay out of hallways	

**INTERNAL**

<b>Threat</b>	<b>Action</b>	<b>Site Plan</b>
Unauthorized individual(s) in building or on Campus or threatening situation in community	Announce Lockdown	
	Notify staff to remain in room	Plan #1

Student/adult with disruptive or aggressive behavior	Announce Lockdown	
	Notify staff	Plan #1
	Resource Teachers go to office to help	
	Evacuate some sections	

Hostage situation	Announce Lockdown	
	Notify staff	Plan #1

Bomb threat/Explosion	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 if directed by HPD	

**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 6<sup>th</sup> 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 (6<sup>th</sup>) 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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