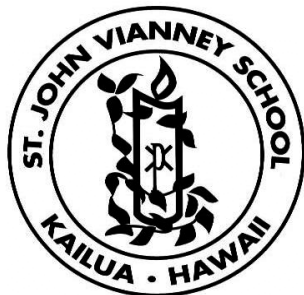


St. John Vianney Parish School



*Handbook
for
Students and Parents*

940 Keolu Drive
Kailua, Hawaii 96734
(808) 261-4651
achee@hawaii.rr.com
sjvkailua.org

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

A member of Hawaii Catholic Schools and The National Catholic Education Association

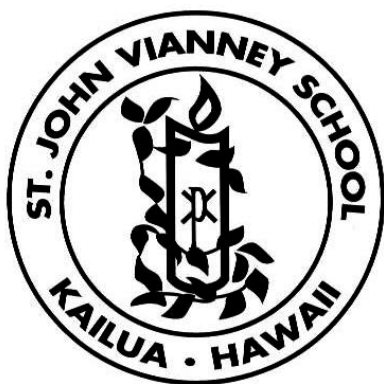
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School Motto

The Lord is our Light

School Emblem



School Colors

Green and White

School Team Name

Cyclones

Mission Statement

Living the Gospel
Changing 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	772-5634
Before & After School Care	265-9493
Business Office	772-5606
Parish Office	262-8317
E-Mail	achee@hawaii.rr.com
Website	sjvkailua.org

Business Hours

Regular School Days	7:00am - 3:00pm
Intersessions	7:30am - 2:00pm
Summer School	7:30am - 12:00pm

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

St. John Vianney Parish School is a non-discriminatory educational institution and employer.

St. John Vianney Parish 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 and parents will receive notification within thirty days when changes are made.

Philosophy

St. John Vianney Parish 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
Changing hearts, minds and lives
E ho 'oulu i ka na 'au, ka mana 'o, a me ke ola

Diocese of Honolulu – Mission of Catholic Education

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

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

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

Hawaii Catholic Schools

St. John Vianney Parish School is under the sole direction of the
Roman Catholic Bishop 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. The St. John Vianney Parish School opened its doors in 1965 to students in grades one through eight. The mission was extended to include kindergarten in 1980. In the fall of 2003, an Early Learning Center was opened to serve the needs of families with prekindergarten children.

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

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

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

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

Schoolwide Learning Expectations

Catholic Learner

- ❖ respects God, self and others
- ❖ has basic knowledge of Catholic teachings, practices and traditions
- ❖ practices Christian values by serving others in daily life
- ❖ participates reverently at Mass
- ❖ uses and understands both scripture and prayer

Effective Communicator

- ❖ demonstrates listening skills
- ❖ articulates ideas clearly
- ❖ expresses written thoughts clearly, using correct grammar and mechanics
- ❖ uses technology effectively for learning and communicating

Independent Learner

- ❖ strives for a strong foundation in all subject areas
- ❖ reads for knowledge and pleasure
- ❖ is diligent and organized
- ❖ is self-directed in seeking knowledge
- ❖ shares information through interaction and collaboration

Critical and Creative Thinker

- ❖ demonstrates problem solving strategies
- ❖ is sensitive to different perspectives
- ❖ appreciates music, literature and art

Responsible and Involved Citizen

- ❖ understands United States history and participates in our democratic process
- ❖ understands the responsibility of contributing to the community and world
- ❖ is knowledgeable of Hawaiian history, culture and values
- ❖ takes responsibility for own actions
- ❖ respects and protects the environment

Code of Christian Conduct Covering Students and Parents/Guardians

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

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

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

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

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

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

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

Hawaii Catholic Schools

Parental Responsibilities

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

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

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

Safe and Caring Environment

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

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

Daily Schedule

7:38 am	Arrival Bell
7:40 am	Line up and Pledge
7:45 am	Tardy Bell
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
11:30 - 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 come for pickup at the time of your oldest child's dismissal.

Statement of Understanding for Parents

Enrollment in St. John Vianney Parish 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 Parish 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 8:30 AM 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 welcomed. Contact the teacher if you have any questions or feel that problems are arising. 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 other correspondence from the school.

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 Parish 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, the school reserves the right to accept or reject applications for the next school year at the discretion of the pastor and principal. Such decisions are based on the student readiness for advancement, parental cooperation, student department, available educational opportunity and available space. A deposit to hold the student's place in the school is required. No student will be considered registered until the deposit and previous year's tuition have been paid in full and a signed agreement has been received by the school. Under no circumstances will the deposit be refunded.

Admissions

St. John Vianney Parish 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. Application forms may be obtained at the school office between 7:30am and 3:30pm Monday through Friday or downloaded from our school website at sjv-school.org. Parents of all new applicants will be interviewed by the principal. New students applying for grades kindergarten through eight are given an entrance exam that is administered in February.

Entrance Requirements

New students admitted to St. John Vianney Parish School must:

- ❖ Be five years old by September 30 of the year they enter kindergarten.
- ❖ have satisfactory results on the SJV entrance 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 Mantoux test (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 Hawaii school system for the first time must submit a Form 14 (state health form) completed by their physician verifying that they have had a complete physical and TB clearance (Mantoux test) within a year of entrance and all immunizations are current. Health cards for new students in grades 1-8 already enrolled in Hawaii 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 the child's physician that an appointment has been made.

Academic Information

St. John Vianney Parish School is a co-educational Catholic 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 aspect of our education at St. John Vianney School is our religion program. Students from ELC through grade eight have religion classes as part of their curriculum, including a Family Life series. Prayer starts and ends each day, is said before meals, before special subjects and at other appropriate times. School Mass, prepared by one of the classes, is held monthly and is open to parents. 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. We pray a Living Rosary twice a year, and teach the rosary from grade two. Catholic children in grade two are prepared for First Reconciliation and First Eucharist. The parish offers Baptism classes for parents of children age six or younger who want them to become Catholic. Also available through the parish are Rite of Christian Initiation of Children (RCIC) classes for children after they have turned seven, and Rite of Christian Initiation of Adults (RCIA) classes for parents.

Education Program

- ❖ Curriculum for the Lower Division students includes Religion, Reading, Orton-Gillingham/Spalding Phonics and Handwriting, Language Arts, Math, Science, Social Studies, Computer, Art, Music, Japanese and Physical Education.
- ❖ Curriculum for the Upper Division students includes Religion, Reading, Vocabulary, Spelling, Language Arts, Math, Science, Social Studies, Computer, Art, Music, Japanese and Physical Education.
- ❖ In Reading, students are placed in groups by their reading level, determined by comprehensive testing and teacher recommendation. This system allows the students to advance or remediate according to their ability. Students may also be accelerated into the next grade for reading instruction.
- ❖ Our Reading Lab is available to students who need remedial help and our Math Lab offers students in grades five through eight remedial and accelerated Math.
- ❖ An Accelerated Math program helps prepare students in grades seven and eight for the challenges of high school math.
- ❖ An Honors Literature course is offered to students in grades seven and eight where qualified students study literature in a more concentrated curriculum.
- ❖ Japanese Language is taught in our Early Learning Center through grade eight.

Homework

St. John Vianney Parish 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 for their children to do daily homework. This area should be free of distractions. 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 that keeps them informed of their child's grades. *Jupitergrades* allows parents to check their child's class work each day, enabling them to keep in communication with both the student and teacher.

If a student is absent due to illness, the parent may request homework from the school office. At the end of each school day, teachers will send requested assignments to the office. The parent is responsible for making certain the homework is picked up. Students are responsible for completing all school work 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 1/2 hours

Grading

Grades reflect achievement. Letter grades are intended to indicate what the student has learned (skills and knowledge) in relation to course objectives. Student achievement is in reference to course objectives, not to the achievement level of classmates. The major subject areas for the purpose of deciding promotion or retention are: English, Reading, Mathematics, Science and Social Studies.

Honor Roll - Grades 4-8

Students 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

An awards assembly for grades four through eight is held at the beginning of the second, third and fourth quarters, recognizing the recipients of the honors awards for the preceding quarter. An all-school awards assembly will be held on the last day of the school year.

Achievement Key

Grades K-3

E	Excellent
S+	Above Expectation
S	Meets Expectation
S-	Needs Improvement
U	Unsatisfactory

Grades 4-8

100%	A+
94-99%	A
93%	A-
90-92%	B+
86-89%	B
85%	B-
80-84%	C+
76-79%	C
75%	C-
74%	D+
71-73%	D
70%	D-
69% & Below	F

Standardized Testing

Students in grades two through eight take the Terra Nova Achievement Tests in the fall of each year. Students in all grades also take reading and mathematics achievement tests based on the skills they have been taught in their reading and mathematics classes. The scores from these tests, along with teacher recommendations, are used for placement in classroom groups as well as 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 in any subject or two D's 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 Parish 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.

Grievance Procedure

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

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

School Store

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

Information Distributed to Parents

- ❖ Through the secure site on our school website.
- ❖ By mail.
- ❖ Through Jupitergrades.
- ❖ By announcement at the PTSA 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.

Change of Address

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

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.

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. Students will not be allowed to call home for homework, musical instruments, P.E. uniforms or change of after school plans.

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.

Cellular Phone Use

Unless there is a real need, students should not bring cellular phones to school. Cell

phones may not be used during the school day. All cell phones will be collected by the homeroom teacher at the beginning of the day, and returned to the students at dismissal. St. John Vianney will not be held responsible for the theft or damage of a cell phone brought to campus. Any cell phone being used during the school day will be confiscated and returned only to a parent. A second offense will merit a detention. With the latest advancements in technology, cell phones may be used periodically in grades seven and eight for one of their classes. In the event a teacher chooses to use the phones as a learning tool, parents will be notified ahead of time.

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 lanais or playground.
- ❖ Bicycles should be kept off the lawn areas at all times.
- ❖ Bicycles are not to be left on campus over night.

Special Guidelines

The following are not allowed on campus:

- ❖ electronic equipment other than cell phones. Cell phones must be locked away during school hours. Electronic devices are not allowed on campus during school hours. The school will not take responsibility for any such items lost at school.
- ❖ 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.
- ❖ Sharpie permanent markers.
- ❖ stretchable book covers.

For the safety of our children, no running around 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 arrange this 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.

Transfers

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. A *Release of School Records* form will be provided by the school office.

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 Parish School, students must pass all of their eighth grade subjects and maintain a good record of 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 should call the private school in September of the eighth grade year requesting information and an application.
 - A student must take the standardized test 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.
 - St. John Vianney school records must be requested by the graduate's new school.
 - Release forms will be given to parents from the SJV office for their signature. It is the parent's responsibility to sign this form and submit it to the new school.

All records and recommendations requested by other schools must be submitted to and processed by the St. John Vianney Parish School office.

School Services and Activities

Counselor

A counselor is on call for the benefit of our school families. Parents or teachers may request that the counselor meet with a child or the student may ask to see the counselor. The school will then contact the counselor and arrange for a meeting.

Library

The library is open to students in all grades for weekly scheduled library classes. Students may also take advantage of library services before school, after school and during recesses. Parents may borrow books for ELC and kindergarten students.

Kindergarten: Books are borrowed and kept in their classrooms.

Grades 1-3: Books are borrowed for a one week time period. Students are not allowed to check out another book unless their book has been returned.

Grades 4-8: Books and materials are lent for a two-week period. These items may be renewed.

Fines are charged at \$.10 per day for each overdue item. There is a one-week grace period before fines are charged. Damaged or lost books and magazines are charged to the student. Reference books or magazines may not be taken from the library unless checked out by the classroom teacher or, under special circumstances, on an overnight loan to a student.

Food Services

As part of our school tuition, every student is provided with a nutritionally balanced hot lunch, prepared by our trained kitchen staff. Students with a milk allergy must submit a doctor's note before milk can be replaced with juice for lunch. 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.

School Activities

Extra-Curricular School Activities for students in grades four through eight include: boys and girls volleyball, boys and girls basketball, and altar servers. Student Government is open to grades six 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 academic standing and have no discipline problems.

Athletics

It is the policy of St. John Vianney Parish 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 team work 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 (74% or below) in any subject(s) or exhibits poor conduct, he or she shall not be allowed to participate in any game until his or her scholastic report is brought up to a 75% average. Re-eligibility will be decided by the principal.
- ❖ 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 Christian and Catholic School League games not held on the Windward side will be by bus at no cost to the team members.

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 J.P.O. directions. If a student disobeys the J.P.O., the teacher on duty will take disciplinary action. Parents are asked to respect the directions of the students on J.P.O. duty. These students have been instructed in how to keep automobile and pedestrian traffic moving in a safe and organized manner.

St. John Vianney Parish School Board

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

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

Parent/Teacher/Student Association

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

- ❖ bring together parents, legal guardians, sponsors, teachers, staff and students.
- ❖ support and share in the responsibility of improving and maintaining our educational system and facilities for the benefit of our students.
- ❖ stimulate and sponsor programs designed to generate funds utilized in accordance with the objectives of the PTSA.

PTSA meetings are held each month and are open to any parent wishing to become involved in the PTSA. 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

Regular attendance in class is essential and the responsibility of the student and his or her family. 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. If a student misses 43 days (equivalent to one quarter), the student may be subject to dismissal or retention in that particular grade. It is the parent's obligation to inform the school office before 8:00 AM each day if a student is kept home because of illness or family emergency,

An excuse written by a parent or guardian must be brought to the school office when the student returns to school before he/she can be re-admitted to class.

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. A record of attendance is kept by the school office. 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.

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 they are signed out by an authorized adult. 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. Parents and others picking up students for early dismissal must report to the school office, not to the classroom. No student will be released from the classroom or 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 the cost of the trip will be shared equally by each participant.

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 the "all clear" bell sounds, students return in single file to their classrooms under the supervision of their teachers.

Visitors

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

Complaints or Concerns

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 Parish 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.

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. If parents park on campus to drop off a child in the morning, they must leave the grounds after flag raising so parishioners are able to park for Mass.

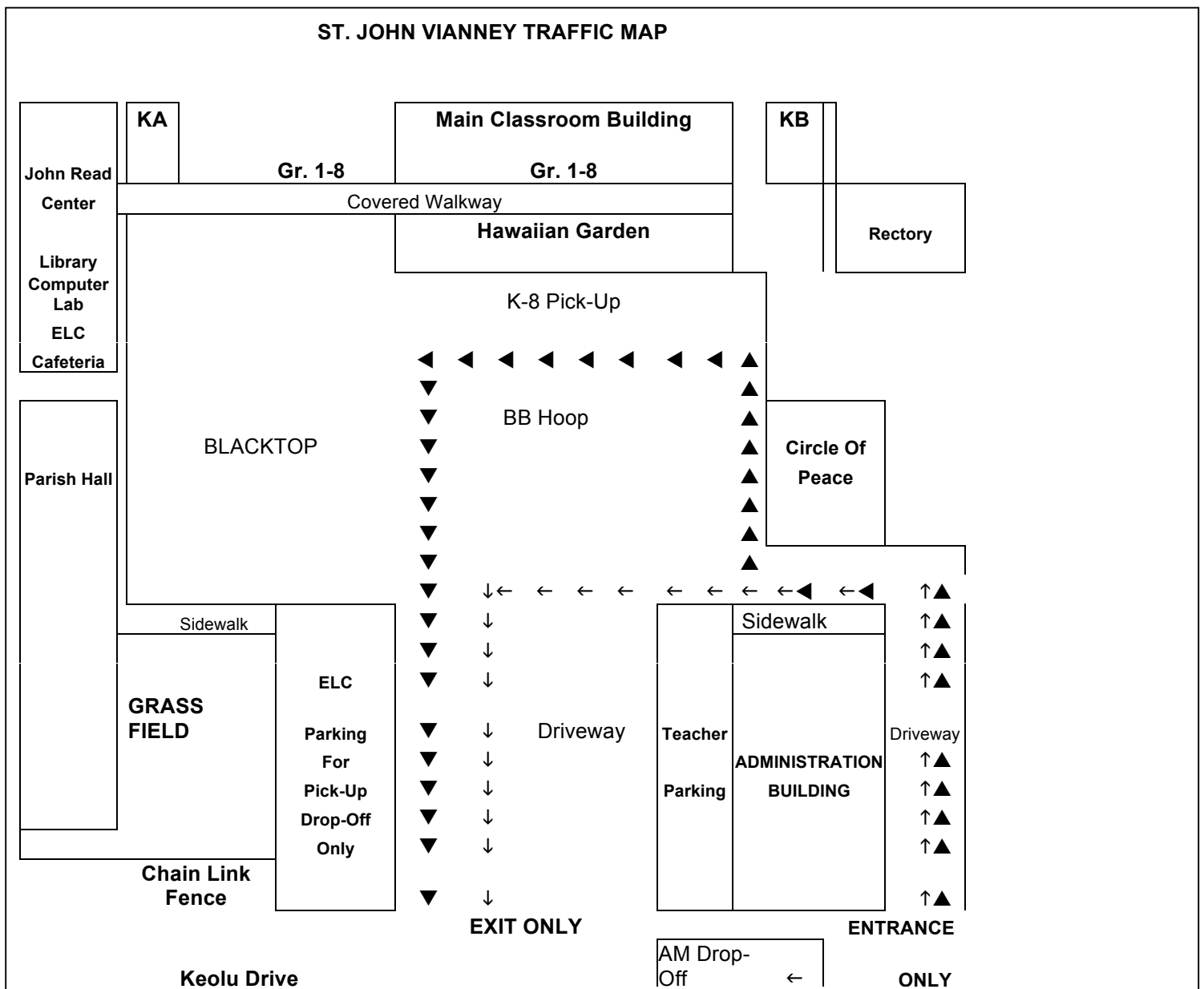
Custodial Information

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.

Traffic Control

Individuals bringing students to school in automobiles must follow the traffic pattern guidelines indicated on the following map. If you have any questions concerning the procedure please do not hesitate to contact the school office. The safety of our students is dependent upon every driver following these directions at all times.

- ❖ J.P.O. 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 when moving around a car in line or when reversing your car.



Citizenship

The sections below list rules and guidelines related to St. John Vianney Parish School's expectations for respectful and responsible behavior on campus and at school-sponsored events. However, the administration reserves the right to act in the event that student behavior in the community reflects negatively on the standards of our school.

Violations of these rules and guidelines will result in disciplinary action. The purpose of any disciplinary action is to help a student change improper behavior. However, if the violation is sufficiently serious or the student shows little or no inclination to act in accordance with the rules and guidelines, he or she will be released from the school. A student may be released for a single serious offense, a series of repeated offenses or violations of school rules while on conduct probation.

Respect for Others

St. John Vianney students are expected to treat all other human beings, including those who are different from themselves, with respect. Behavior that shows a lack of respect for others will not be tolerated.

The students, faculty, and staff of St. John Vianney follow our *School Wide Agreements*, which are: Mutual Respect, Good Listening, No Put Downs, Honoring and Appreciations, Forgiveness and Reconciliation. These agreements make our school community strong, united, and filled with love and compassion for each other.

The categories of behavior described 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 violations will range from detention to conduct probation to immediate dismissal depending upon the seriousness of the situation.

- ❖ 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, a study area or a special assembly.
- ❖ Vulgarity or Profanity: Language or actions that are considered inappropriate in a school setting such as the use of "swear" words in a classroom or on school property.
- ❖ Harassment, Hazing or Intimidation: Words or actions that cause another person, student or adult to feel embarrassed, threatened or pressured to comply with a demand. Examples: name-calling, initiation rituals, body posturing or gesturing used to make another person feel unwelcome.
- ❖ Discrimination: Treating one person better or worse than another person based on differences in race, age, religion, gender, sexual orientation, mental or physical disability.

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. They are expected to care for the school's trees and plants and to help keep the campus clean by depositing litter in appropriate containers.

The behaviors listed below are serious violations of school rules. In all cases students will be disciplined and held responsible for any necessary replacements or repairs. 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. Examples: graffiti, scratching the paint on teachers' automobiles, purposefully destroying plants or trees on campus.
- ❖ Misuse of school computers: Using SJV computer equipment in ways that violate student computer guidelines. Examples: using the SJV email to send offensive or harassing communications, disrupting the computer system or interfering with the work of others.
- ❖ Gambling: To organize or participate in an activity that involves betting on the outcome of a game or contest.

Respect for the Health and Safety of Others

To maintain a healthy, safe and caring environment for all members of St. John Vianney Parish School community and to keep within legal guidelines, the policies listed below are in effect. Violations of these policies are major offenses and will result in conduct probation or release from St. John Vianney.

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 if there is reasonable cause to believe the student is in possession of contraband or items injurious to themselves or others.

- ❖ Alcohol and drugs: The use, distribution or possession of alcohol, marijuana or other non-prescription drugs is prohibited on the St. John Vianney campus and at all school-sponsored events. If a student is found to be in possession of or under the influence of alcohol or other illicit drugs, he or she will be released from St. John Vianney.
- ❖ Weapons or Explosive Devices: If a student brings a weapon or explosive device of any type to campus, he or she will be released from St. John Vianney.
- ❖ Threats of harm to groups, individuals or the school will not be tolerated.
- ❖ Smoking: Students are prohibited from smoking on the SJV campus and at all school-sponsored events.

- ❖ Fireworks: The possession and/or use of fireworks is strictly banned from the campus and school-sponsored events. Students should know that Fireworks Ordinance No. 2306 states that conviction of unauthorized use of fireworks will result in a fine not to exceed \$500 and/or 30 days imprisonment.

Summary of Major Violations of School Rules

The acts listed below violate state laws and demonstrate a serious lack of respect for oneself, other people or for the property of individuals or the school.

Will lead to Immediate Release:

- ❖ Drug/alcohol use, distribution or possession including selling, buying, sharing, giving, etc. at school or school-related events.
- ❖ Possession of weapons or explosive devices at school or school-related events.

Suspension

A student can 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.

May Lead to Immediate Release, Suspension, Detention or Probation:

- ❖ Theft, the taking of another person's property without permission
- ❖ Unauthorized use of, or possession of, school property, equipment, materials
- ❖ Causing serious personal injury or fighting
- ❖ Threatening harm to individuals or to the school
- ❖ Harassment, hazing or intimidation
- ❖ Being present when drugs or alcohol are being used or evidence of use exists
- ❖ Vandalism
- ❖ Misuse of school computers
- ❖ Insubordination
- ❖ Cheating or Plagiarism

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.

- ❖ All kindergarten and Early Learning Center students will remain in the enclosed playground. Students in grades one through eight are not allowed in this area.
- ❖ 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.
- ❖ 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. The P.E. teacher will leave small cones out for their use each day.
- ❖ 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 first floor restroom areas. The noise is very disruptive to the fourth grade classroom.
- ❖ Students are not allowed to climb the trees on campus, pick leaves or flowers or hang from the branches. The garden is to be entered only when the students are working in it. They may retrieve balls from it during recess.
- ❖ The Circle of Peace is a quiet gathering place. Students are not to sit or recline on the tabletops.
- ❖ Students are not allowed to enter a classroom during recess time without permission from a faculty or staff member. During the Upper Division 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 are to remain motionless until given

permission by the playground supervisor to line up. This reminds the students that play time is over, and they are better prepared to enter their classrooms to continue with the day's work.

St. John Vianney School Uniform Dress Code

Students in grades PK-4 have Physical Education (PE) twice a week and wear their PE uniforms to school on those days. Upper Division students (grades 5-8) bring their PE uniforms to school and change before and after their PE class. Fridays are always *Aloha Fridays*.

Shoes and Socks

Shoes must be closed and both shoes and laces must be in predominately dark and neutral colors. Examples of colors **not** accepted are: pink, yellow, purple, lavender, light blue, green, orange, red or fluorescent colors. Tennis shoes may be worn. Pre-K and kindergarten shoes may have characters and designs on them, as it is sometimes difficult to find plain shoes that are Velcro or slip-on. **These students may not wear tie shoes unless they can tie them themselves. No shoes with flashing lights are permitted.** Socks must be basically white and no higher than the ankle. Dark or colored sports socks (no show) may be worn if they are not visible above the top of the shoe. Platform sneakers are not allowed for PE and are not recommended for daily wear. **Shoes with wheels on the soles, heel or toe (Heeley's) are NOT allowed on campus.**

Belts

All students in grades 1-8 must wear belts with their uniforms. Belts should be solid black, brown, navy or tan.

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 *The Custom Company* or any department store. The SJV polo shirts are worn with the slacks. Shirts are to be tucked in and belts are required.

Girls - K-4

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

Option #2: Khaki Walking Shorts The khaki walking shorts may be purchased through *The Custom Company* or any department store and are worn with the SJV polo shirt, also purchased through *The Custom Company*. Shirts are to be tucked in.

Option #3: Grade 4 Girls The khaki skirt may also be worn.

Girls - Grades 5-8

Option #1: Khaki Skirt This skirt may be purchased through *The Custom Company* or any department store and are worn with the SJV polo shirt, also purchased through *The Custom Company*. Shirts are to be tucked in at all times. Swimsuit tops are not to be worn under the polos. Skirts are to be no shorter than 1 1/2 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 does not meet our dress code requirements.

Option #2: Khaki Walking Shorts The khaki walking shorts may be purchased through *The Custom Company* or any department store and are worn with the SJV polo shirt, also purchased through *The Custom Company*. Shirts are to be tucked in and belts are required.

All Boys

Option #1: Khaki Walking Shorts The khaki walking shorts may be purchased through *The Custom Company* or any department store and are worn with the SJV polo shirt, also purchased through *The Custom Company*. Shirts are to be tucked in and belts are required. Belts must be black, brown, navy or tan.

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

Outer Wear

Students may only wear our SJV outerwear.

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 (nothing shorter than 1 ½ inches above the knee is acceptable).

Boys - All Grades

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

Flat sandals are permitted only on Aloha Friday but they must have a back strap. High platform shoes are discouraged for safety reasons.

Free Dress Code

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

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 hair styles will be permitted.

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

Personal Appearance

The following regulations apply:

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

The purpose of these regulations is to:

- ❖ reduce “competition” between the students.
- ❖ eliminate the chance of valuable jewelry, etc. being stolen or lost.

- ❖ reduce the number of distractions the students are exposed to throughout the day.
- ❖ teach the students to respect and see the *value* of a *person*, not the material things they own.

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

Student Computer Guidelines

Educational Use

The computers in the computer labs and classrooms at St. John Vianney are intended for educational purposes only.

- ❖ The use of the SJV computer systems are a privilege, not a right.
- ❖ Use only school-provided software.
- ❖ Leave all personal files, software, CD's etc. at home.
- ❖ Offensive, obscene or harassing communications are strictly prohibited.

Respect for Others

Students should respect the rights of others.

- ❖ Be considerate when using shared resources.
- ❖ Do not disrupt (hack) any computer system or interfere with work of others.
- ❖ Do not shut down or restart computers unless instructed by supervising adult.
- ❖ Leave equipment and room in good condition for next user/class.

Respect for Property

Students are expected to respect the property of school, adults and fellow students.

- ❖ Do not copy any programs to your own disks; this is a copyright violation and is a federal offense.
- ❖ Keep food and drink away from computers.

Student Internet Acceptable Use Policy

Students who use the SJV Internet system must use the computer resources in accordance with the *SJV Student Internet Guidelines*. If a user intentionally violates any of these provisions, he or she will lose his or her access to the Internet for a specified period of time and/or there may be other disciplinary consequences. If a student loses access to the Internet, his or her ability to fulfill academic requirements may be severely compromised.

St. John Vianney Parish School Student Internet Guidelines

- ❖ Respect copyright laws pertaining to the materials on the Internet.
- ❖ Use the Internet for the intended educational purpose of this school; do not use it for recreation.
- ❖ Promote honesty and integrity when providing and using information on the Internet. Remember that even if someone has placed something on the Internet, it may not be proper to copy it.
- ❖ Inform a teacher if you encounter inappropriate information or graphics on the Internet.
- ❖ Inform a teacher if you receive a message that makes you feel uncomfortable.
- ❖ Show willingness to cooperate in small group operations.
- ❖ Help others learn to use the Internet.
- ❖ Share useful Internet addresses with others.
- ❖ Share useful information from the Internet with others.
- ❖ Preserve student Internet privileges by caring for the computers and using the Internet properly.
- ❖ Report to a teacher any problems with the network so that others will not have to encounter the same difficulty.
- ❖ Care for others using the Internet by notifying a teacher if you encounter inappropriate information or graphics on the network. This will help others avoid being subjected to that experience.
- ❖ Do not give out personal information (full name, addresses and phone numbers) about yourself, friends, family or your school without first checking with your parents and teachers.
- ❖ Do not agree to meet with someone you meet “on-line” without first checking with your parents and teachers.

Financial Information

Introduction

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

Tuition and Fees

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

- A. **Full Payment.** Under this plan, the entire amount of tuition is paid directly to the school on or before July 5.
- B. **Semester Payment.** Under this plan the entire amount of tuition and fees is paid in two installments, due on July 5 and December. Through this plan, the family authorizes the bank to transfer the tuition payment from a checking or savings account. There is an annual fee for this deferred payment plan.
- C. **Monthly Payments.** Under this plan, the entire amount of tuition is paid monthly over a ten (10) month period, beginning in July, through the FACTS Plan. Through this plan, the family authorizes the bank to transfer the tuition payment from a checking or savings account on either the 5th or the 20th of the month. There is an annual fee for this deferred payment plan.

Late Registration

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

attendance.

Late Payments

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

- A. **Full Payment.** When full payment has not been made by July 5, the family will be contacted concerning the missed payment. At that time, if payment is not made, the family will be required to pay monthly through the FACTS Plan. The annual fee will be charged accordingly.
- B. **Semester Payment.** When a semester payment has not been made by July 5 or December 5 due to insufficient funds, a \$25 missed payment fee will automatically be charged by FACTS - the banking institution may also charge a similar penalty. After being informed of a missed tuition payment by FACTS, the missed payment will be re-attempted on the next available payment date (either the 5th or 20th). At that time, if payment is not made, the family will be required to pay monthly through the FACTS plan. The annual fee will be adjusted accordingly.
- C. **Monthly Payments.** School families who choose the ten (10) month payment plan and miss a monthly payment due to insufficient funds will be automatically charged a \$25 missed payment fee by FACTS and may incur a similar penalty from their own banking institution. After being informed of a missed tuition payment by FACTS, the missed payment will be re-attempted on the next available payment date (either the 5th or the 20th). If an emergency has occurred, suitable arrangements must be made with the business office of the school.

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

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

Registration Fees

There is a non-refundable application fee for new students. A separate, non-refundable deposit, which is credited to tuition, is required in April in order to hold the child's spot in school.

Student Withdrawal

In the event a student withdraws prior to the end of the school year, refunds may be made as follows:

❖ Registration Deposit	Not refundable
❖ Tuition	Pro-rated daily
❖ Books and Fees	Not refundable
❖ Lunch	Pro-rated daily

Insurance

St. John Vianney carries liability insurance through the Catholic Mutual Relief Society of America and Student Plans, Inc. American Youth Student and Sports Insurance.

Fundraising

Traditionally, St. John Vianney School holds a fall and spring fundraiser each year. In 2005, the PTSA Board recommended and the School Board voted to add a \$100.00 donation from each family to the tuition to pay for capital improvements. The PTSA sponsors the school's fundraiser events, which include the annual SJV Lu'au, held in conjunction with our May Day celebration.

Tuition Assistance

A limited amount of tuition assistance is available for school families experiencing economic difficulties. The school will notify parents when applications are available. It is the parent's/guardian's responsibility to secure applications from the school office. Applications must be completed and returned in a timely manner. Tuition assistance funds currently available are:

1. General Assistance for Financial Need

- ❖ Augustine Educational Foundation
- ❖ St. John Vianney Education Foundation
- ❖ Wanda Jane Pavela Kaspero Fund
- ❖ Lin Burton Memorial Fund
- ❖ Hildegard A. Busher Fund
- ❖ Hulten Family Fund
- ❖ Scholarship in Memory of John I. Kaspari, Knights of Columbus

Completion of applications with financial information and tax returns is required from all applicants. All applications are confidential.

2. Parish Assistance for Financial Need - St. John Vianney Parish

- A. **First Priority** - St. John Vianney Parishioners.
 1. The family must be registered with St. John Vianney Parish.
 2. The Catholic members of the family must attend Mass regularly at St. John Vianney and must be involved in the life of the school and parish.
 3. The family must make an identifiable (by check or money envelope) regular (weekly, bi-weekly or monthly) financial offering to the parish or contribute time and talent to the parish and school.
- B. **Second Priority** - Other Catholic students.
- C. **Third Priority** - All others.

Completion of applications with financial information is required from all applicants. All applications are confidential.

3. All Others

- A. Antone and Mary C. Lopez Endowment
Recipient(s) selected by principal, no restrictions.
- B. National School Lunch Program
All students are eligible.

Completion of application with financial information is required from all applicants. All applications are confidential.

The Augustine Educational Foundation is a Diocesan fund available to all students in all Catholic schools. 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. Notice of selection to receive funds from the Lopez Trust will also be sent by the Augustine Foundation.

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 pastor. The committee meets near the end of the school year with the pastor, 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.

Free or reduced-price lunch is available through the National School Lunch Program to qualified students. Information and applications are distributed to parents when received from the DOE School Food Services office. Guidelines established by the Federal Government are used to determine eligibility.

Parental Rights Policy

It is the policy of St. John Vianney Parish 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 Parish 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 Parish 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.

St. John Vianney School Wellness Policy

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

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

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

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

- 2. Reduce student access to foods of minimal nutritional value through a five-year plan 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.
 - ❖ Practices selective pricing that favors sales of healthy foods over unhealthy food choices.
 - ❖ 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.

Revised 2/12/08
Hawaii Catholic Schools

Bullying Policy

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

- ❖ **Definition of bullying.** Bullying is a *pattern of abuse* over time and involves a student being “picked on”. Bullying includes physical intimidation or assault, extortion, oral or written threats, teasing, put-downs, name-calling, threatening looks, gestures, or actions, cruel rumors, false accusations and social isolation.
- ❖ **Bullying is prohibited.** St. John Vianney Parish School will not tolerate any bullying on school grounds or at any school activity on or off campus.
- ❖ **Staff intervention.** St. John Vianney expects all staff members who observe or become aware of an act of bullying to take immediate, appropriate steps to intervene-unless intervention would be a threat to staff members’ safety. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report the bullying to the school administration for further investigation.
- ❖ **Students and parents shall report bullying.** St. John Vianney expects students and parents who become aware of an act of bullying to report it to the school administration for further investigation. Any student who retaliates against another for reporting bullying may be subject to the consequences listed below in paragraph 6.
- ❖ **Investigation procedures.** Upon learning about a bullying incident, the principal, or designee, shall contact the parents of both the aggressor and the victim, interview both students, and thoroughly investigate. This investigation may include interviews with students, parents and school staff, review of school records and identification of parent and family issues.
- ❖ **Consequences/intervention.** Consequences for students who bully others shall depend on the results of the investigation and may include counseling, a parent conference, detention, suspension and/or expulsion. Depending on the severity of the incident, the principal may also take appropriate steps to ensure student safety. These may include implementing a safety plan, separating and supervising the students involved, providing staff support for students as necessary and developing a supervision plan with the parents.

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.

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. A meeting will be held before the class is conducted to provide parents with an opportunity to review the safe environment materials.

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

I will:

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

I will not:

- ❖ Smoke or use tobacco products in the presence of children and/or youth.
- ❖ Use, possess, or be under the influence of alcohol at any time while volunteering.
- ❖ Use, possess, or be under the influence of illegal drugs at any time.
- ❖ Pose any health risk to children and/or youth (i.e., no fevers or other contagious situations).
- ❖ Strike, spank, shake, or slap children and/or youth.

- ❖ Humiliate, ridicule, threaten, or degrade children and/or youth.
- ❖ Touch a child and/or youth in a sexual or other inappropriate manner.
- ❖ Use any discipline that frightens or humiliates children and/or youth.
- ❖ Use profanity in the presence of children and/or youth.

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

Roman Catholic Church in the State of Hawaii 8/2006

St. John Vianney Parish School Crisis Management Plan

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

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

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

Emergency Plans

Fire Drills

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

Tsunami Warning

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

- ❖ If a warning is issued while school is in session, our teachers will remain with their children and care for them until parents can reach them. Parents need not leave work or rush to the school. If you are in or able to get to a safe area close to where you work, it is recommended you remain in that area until the “all clear” is announced. In this way you will avoid contributing to the unnecessary traffic on roads and highways.
- ❖ If a warning is issued before school begins, classes will be canceled and the school will be closed. Please see the “rule of thumb” comment at the end of this section for determining whether our school will be open.

Hurricane/Tropical Storm

The National Weather Service issues hurricane or tropical storm watches 36 hours prior to the arrival of storm effects. Hurricane or tropical storm warnings are issued when one of these storms could affect Oahu in 24 hours or less. When a WATCH is issued, we will

monitor the storm to determine whether to close the school before the issuance of a WARNING. The timing of a closure will generally coincide with the end of a normal school day and should not inconvenience you if you are at work.

Earthquake

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

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

Summary

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

- ❖ A good “rule of thumb” for school closures: If it is announced over radio or television that the public schools are closing, we will, in all likelihood, close. However, under no circumstances, will we close until the parents or designees have picked up all children.
- ❖ Do not call us during emergencies. Keep the telephone lines open and available for those who have urgent needs.
- ❖ It is essential that you establish individual and family plans for tsunami, hurricane, earthquake and flooding. These plans should identify what preparatory actions would be taken for each hazard, the location of shelters, how you will travel to them, what your plans are if the family is separated and what type of survival supplies you will need. Call the Oahu Civil Defense Agency at 523-4121 for more information.

Crisis Management

Plan #1 Lock Down

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

A. Alert Signal and School Response

In the event there is an armed intruder(s) on our campus, THE OFFICE WILL RING OUR SCHOOL BELL CONTINUOUSLY or announce “CYCLONE ALERT”.

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

B. All Clear Signal

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

C. General Directions

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

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

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

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

Plan #4 Fire

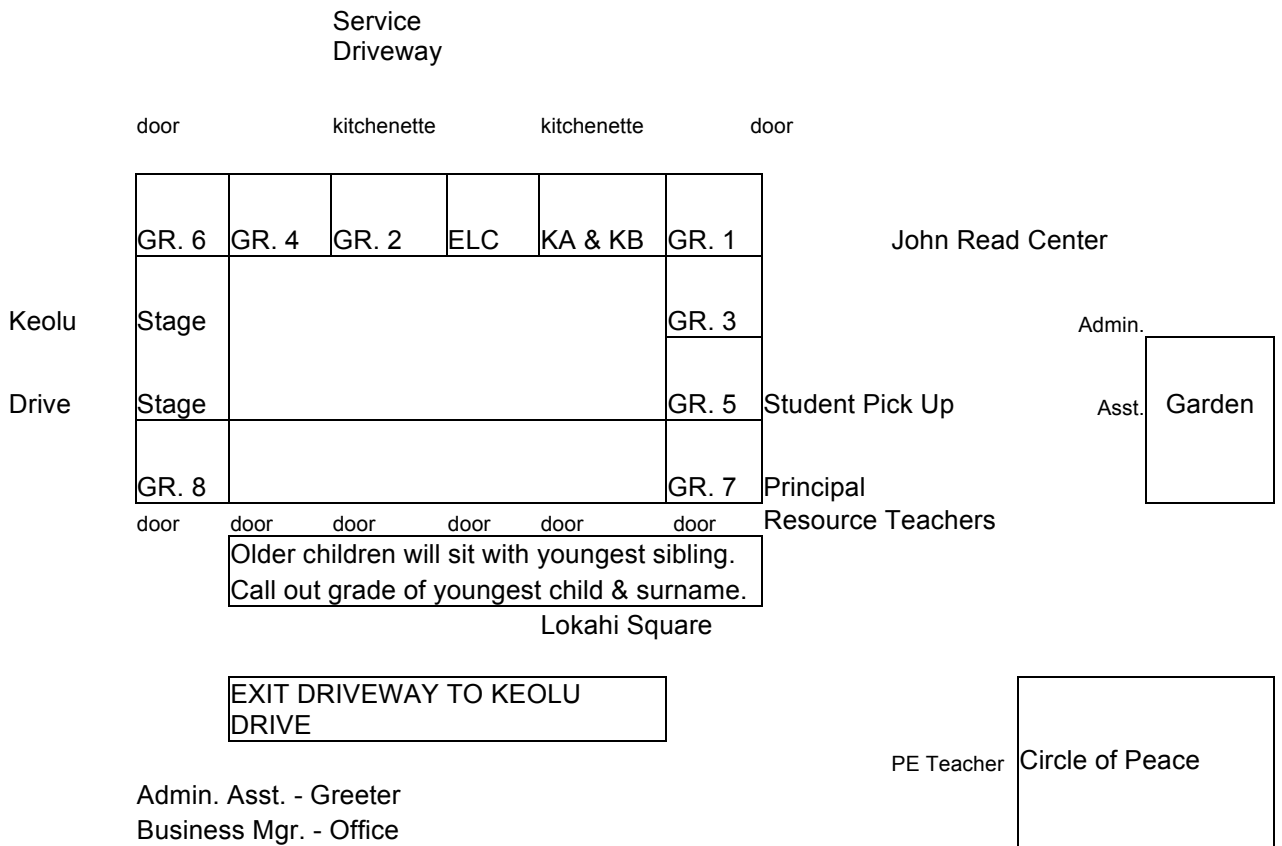
All buildings will be cleared immediately. Students will be moved further away from the original areas should these areas become unsafe.

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

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

The business manager will 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.



CRISIS MANAGEMENT

EXTERNAL

Threat	Action	Site Plan
Natural Disasters-Hurricanes, Tsunamis	Students will remain in classroom	
Earthquakes	or will be removed to Parish Hall	Plan #3
	to await pick up by responsible party	
Disturbance on school grounds	Keep students inside	
	Delay dismissal	Plan #1
	Go to designated areas	
	Stay out of hallways	
Intruder on school grounds with weapon	Keep students inside	
	Delay dismissal	Plan #1
	Go to designated areas	
	Stay out of hallways	
Shots fired at students on grounds	Drop to ground	
	Crawl to building	Plan #1

INTERNAL

Threat	Action	Site Plan
Unauthorized individual(s) in building	Give crisis signal	
	Notify staff to remain in room	Plan #1
Intruder in the building with weapons	Give crisis signal	
	Notify staff to remain in rooms	Plan #1
Student/adult with disruptive or assaultive behavior	Give crisis signal	
	Notify staff	Plan #1
	Resource Teachers go to office to help	
	Evacuate some sections	
Hostage situation	Give crisis signal	
	Notify staff	Plan #1
	Resource Teachers go to office to help	
	Evacuate some sections	
Bomb threat	Evacuate building only as directed by police	
	Fire alarm may activate bomb	Plan #2
	Use intercom	
	Extended time out of building	
	proceed to Enchanted Lake Park	
Explosion	Fire drill to get students out of building	
	Extended time out of building	Plan #2
	proceed to Enchanted Lake Park	

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St. John Vianney Parish School Student and Parent Handbook Acknowledgment

We have received the St. John Vianney Parish School Student and Parent Handbook. We have read and understand all of the information provided by the handbook. We agree to follow the rules and guidelines contained in the handbook that have been established by St. John Vianney Parish School.

Name - Youngest Child

Grade

Father/Guardian
PLEASE PRINT CLEARLY

Signature

Mother/Guardian
PLEASE PRINT CLEARLY

Signature

Date: _____

Please sign and return this verification form to the school office as soon as possible. It will be filed in your child's school record.

Thank you.