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## **St. Patrick School**

3320 Harding Avenue  
Honolulu, Hawaii 96816

# PARENT-STUDENT HANDBOOK

Revised July 2018



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*Revised Sept, 2018*



St. Patrick School  
3320 Harding Avenue  
Honolulu, Hawaii 96816

School Motto: "To Serve the Common Good"

Code of Conduct: Care, Cooperate, Courtesy

Colors: Forest Green and White

Mascot: Thunderbolt

***To the Sacred Hearts of Jesus and Mary,***

## Mission of St. Patrick School

Approved by SSCC September 8, 2014

The Mission of St. Patrick School is to educate children to witness in word and action the Eucharistic spirituality of the Congregation of the Sacred Hearts of Jesus and Mary. St. Patrick School inspires children to imitate Jesus and Mary by developing hearts of compassion and forgiveness. The School challenges children to better the world through collaborative efforts that serve the common good.

## St. Patrick School Philosophy

Approved on September 10, 2014

St. Patrick School provides a quality Catholic education that has as its foundation the Eucharistic Spirituality of the Congregation of the Sacred Hearts. Learners are inspired to model the Hearts of Jesus and Mary through compassion and forgiveness. Learners acquire values, ethics and morals that influence their life decisions and their responsibilities to family, community and the world. Learners are challenged to collaborate in creating a better world through service for the common good.

St. Patrick School believes all children can learn, succeed, and discover their own special talents. Teachers create a positive learning environment through programs and extra-curricular activities that foster life skills in leadership, critical thinking, creativity, collaboration and communication.

St. Patrick School promotes partnerships with parents and the extended family, with the Saint Patrick Parish and with the wider local and world communities. These partnerships strengthen communication and opportunities for learners that extend beyond the classroom experience.

## Church and School History

Revised on December 2, 2015

In the early 1900's the population of Honolulu expanded beyond to Kewalo, Punchbowl, Kalihi, and Kaimuki. The Catholics of Kaimuki attended Mass in the Convent Chapel of the Sacred Hearts Sisters on Waialae Avenue. However, by 1917, this became too small. The chaplain of the Sisters' convent, Father Patrick St. Leger, SS.CC. decided it was time to build a church for the Catholics of Kaimuki. He started plans for a new building but because of poor Father Athanasius then turned his attention to the nearly 1,500 Catholic students in the five public schools in the Kaimuki district. The parish needed a school but the large debt from the church made this dream impossible. Bishop Alencaster had an idea. He offered to Father Athanasius the old wooden buildings left on River Street. These buildings were vacant when the Congregation moved Saint Louis College to Kalaepohaku in Kaimuki. In early February 1930, work started on a new St. Patrick School. By September 1930 a building with eight classrooms plus an auditorium stood ready for 200 students. The Sisters of the Congregation of the Sacred Hearts agreed to staff the school. During the subsequent years, two classes were added each year. In 1933, the American Legion donated and erected a 65 foot flagpole for the school.

The Sisters of the Congregation of the Sacred Hearts administered the school from 1930-1984. On January 14, 1949, a night fire destroyed the old wooden buildings. The priests and sisters from Sacred Hearts Academy, who taught at St. Patrick, rushed over to help put out the fire. Sadly, everything but two classrooms was lost. St. Patrick was without a school. A generous offer came from St. Louis College. The students of St. Patrick were allowed the use of the school's facilities on the slopes of Kalaepohaku. St. Patrick students could continue school. Saint Patrick students attended morning classes at St. Louis College and students of St. Louis attended classes from 12 noon to 4 in the afternoon. This arrangement continued until the new Saint Patrick School was dedicated in early July, 1950.

During the early years the school grew from 176 students in the first year to over 980 students in 1955. The Sacred Hearts Sisters left the school in 1984. The enrollment had declined to 670 students. A series of lay principals followed from 1985 to 1993. Then, in 1994 Sisters of St. Joseph of Carondelet accepted the administration of the school. The St. Joseph Sisters continued to develop the school until 2006.

At the invitation of the Brothers of the Sacred Hearts ~ Hawaii Province, the Sisters returned to administer the school in 2006. The Sisters re-established the SS.CC. charism and character

within the school, the students, parents, and curriculum programs. During this transition year, the enrollment was 413 students. The Hawaii and East Coast Provinces of the Brothers united as on US Province in 2010.

In 2011, the US Province of the Sacred Hearts moved to separately incorporate ministries of The President of St. Patrick Corporation is the current Pastor of St. Patrick Church. The Vice President is the Director of Education; and the Secretary/Treasurer is the School Finance Officer. Under the sponsorship of the SS.CC. Congregation, we fully embrace the core values and spirituality of the Congregation: Eucharist, humility, integrity, compassion, reconciliation, and forgiveness.

### The Mission of Catholic Education

The mission of Catholic education in the Roman Catholic Diocese of Honolulu is to form

children who are nourished spiritually, intellectually, and liturgically to share the presence of Christ in the world. Our Catholic education 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 are 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 fully in the light of Christ and to cooperate and support the mission and activities of Catholic School education in the Diocese of Honolulu.

### Admission to St. Patrick

Admission to St. Patrick School 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.

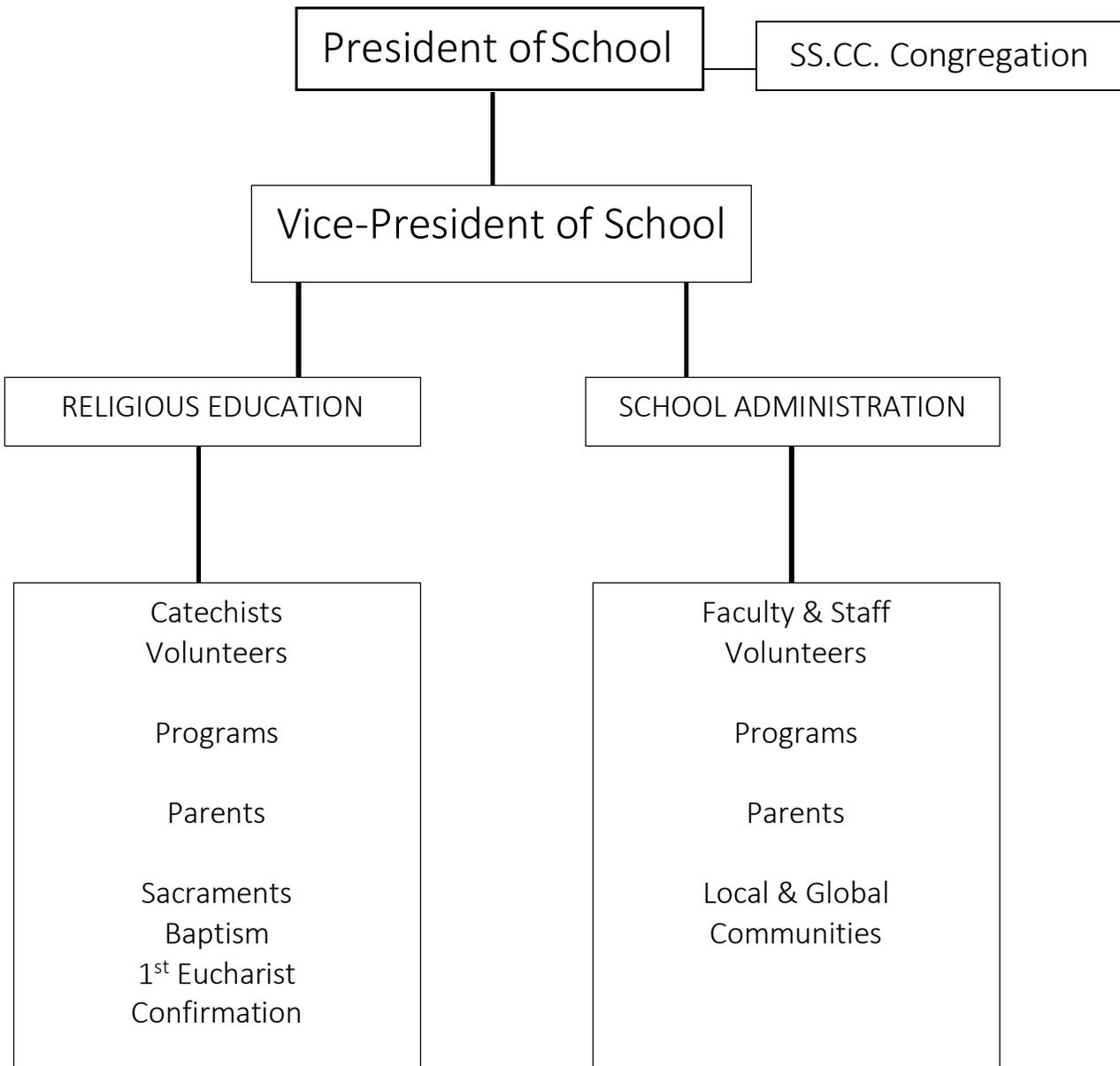
### Parent Cooperation and Support Statement

The mission of Catholic education in the Roman Catholic Diocese of Honolulu is to form children who are nourished spiritually, intellectually, and liturgically to share the presence of Christ in the world. Our Catholic educational institutions are obligated by our faith to shape our youth by immersing students in curriculum and experiences rooted in Catholic teaching and doctrine with emphasis on morality and Christian character building. This formation paired with 21<sup>st</sup> Century academics and teaching methods are 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 fully in the light of Christ and to cooperate and support the mission and activities of Catholic School education in the Diocese of Honolulu. (HCS D 8/2018)

## STATEMENT OF SPONSORSHIP

St. Patrick School is owned and sponsored by the Fathers and Brothers of the Congregation of the Sacred Hearts of Jesus and Mary, Hawaii Province. A non-profit corporation during business in the State of Hawaii under the auspices of the Roman Catholic Diocese of Honolulu.

### Administration of St. Patrick Education Programs



## School Faculty and Employees

Faculty of St. Patrick School are certified and licensed through the Hawaii Catholic Schools Office. All faculty, staff, volunteers must participate in and be certified through the Safe Environment training program by the Christian Brothers Services. In addition, every employee of St. Patrick Church and School must have a background and security clearance before employment is final.

Faculty and Staff are expected to continue professional growth through workshops, in-service training and educational research. All faculty members are trained in the Cooperative model of teaching.

## Parent –Teacher Organization

St. Patrick School depends on the generous contributions of our parents to create a partnership between home and school. The Parent-Teacher Organization consists of parents, teachers, and guardians, or other interested persons who give their time in promote school events, activities and class projects. The PTO strives to encourage a spirit of aloha and cooperation between the parents and teachers in the education of all children.

## The Education Board

The Education Board has the challenge and responsibility of supporting the President and Vice-President of School in their fundraising efforts during the school year. The monies go toward funding the President’s Scholarship Fund offered to all St. Patrick school students.

The Board comprises of parents and alumnae from the Parish, School and the neighboring communities. The Ed Board has two (2) fundraisers during the year; the parking lot fundraiser and The Taste of St. Patrick.

## Volunteers/Chaperones

Parent volunteers are encouraged to register and sign up at the beginning of the year in support of the various projects, events, and duties at the School. Such opportunities provide a positive connection between home and school. All volunteers are required to complete and return the Volunteer Code of Conduct Agreement that is held on file in the School Office.

## SECTION 1:

### EARLY LEARNING PROGRAM GOALS, CLASS MANAGEMENT & SCHEDULES

#### Program Goals and Guidelines

*The focus of the Jr. Kindergarten Center is to provide a solid foundation for a success in present and future learning. This is accomplished through four major areas:*

#### 1. Individual Child

The curriculum helps to develop the child's knowledge and skills: socially, emotionally, physically, spiritually and intellectually. Instructional emphasis is placed on developing a positive self esteem and a sense of competence. Each child is considered a unique individual. Growth is according to individual development. There will be different levels of ability and learning styles.

#### 2. Teaching Strategies

The curriculum is designed around basic subject areas and implemented through projects, learning centers and play activities. Teachers encourage learning by planning experiences that involve extending the child's knowledge and skills. The child works and plays in a small group or alone on activities he/she selects or is guided to by the teacher.

#### 3. Integrated Curriculum

The curriculum incorporates the content and process of all subject areas: language development, number and science concepts, social living, music and movement. The child is considered a life-long learner. Therefore, the curriculum is designed to help the child to learn the process of "how to learn".

#### 4. Parent Teacher Relationship

Teachers and Parents are partners in the development of the child. Conferences and visits help to establish the best possible approach in guiding the child toward further growth.

## Class Management

At times, children do become frustrated, aggressive and "out-of-control". Teachers use a positive approach in disciplining a child.

Positive reinforcement of behavior by genuine praise. Redirect negative behavior by using soothing activities or expressions to calm the child.

## Positive Reinforcement

Before an activity, teachers state directions and remind children of rules in a positive way. Children's positive behavior are reinforced with genuine praise.

Teachers can guide children by trying to understand "why" a child misbehaves; by focusing on the child's BEHAVIOR and by helping the child to use problem solving skills.

## Grouping Children

A child must be the age of the group he/she is entering by October 15<sup>th</sup> of the current school year.

In order to maintain a child's sense of security, order and progress, a child is generally kept in the same age group/class from July to May.

A child is not moved to the next age group upon his/her birth date.

Moving a child from one group to another occurs

- at the beginning of the new school year in September.
- at the request of the parents and only after observation and discussion with the teachers and principal. All parties concur that such a move be in the best interests of the child.
- at the recommendation of the teachers only after observation and discussion with parents and principal. All parties concur that such a move be in the best interests of the child.

## Retaining Children

A KINDERGARTEN child may be retained in the same level if this is determined to be in the best interests of the child, in order to further the development of skills, socialization and/or knowledge which would ensure reasonable success in first grade.

## Entrance Age for Public School Kindergarteners

Act 219 has changed the age criteria for kindergarten entry in all State of Hawaii Public Schools. Beginning with school year 2006-2007, children who are five years of age by August 1 will be enrolled in kindergarten. Children who are born from August 2 through December 31 will be enrolled in junior kindergarten.

## Program Areas

Religion: Catholic (living faith and doctrine)

Language Arts: Oral Language Development, Phonics, Reading and Writing Readiness, Children's Literature, Listening Comprehension skills.

Math Readiness: patterns, primary concepts of time, measurement, sizes, shapes, numbers, number sense, money, graphing, sorting, etc.

Library readiness skills

Life Skills: Social living and Science Music,

Art and Physical Education Computer

Education

Classroom centers/outdoor play: interaction and socialization

## Daily Schedule

	3 & 4 Year Olds	Kindergarteners
6:30 am	Arrival Breakfast in Cafe	Arrival Breakfast in Cafe
7:45	Schoolwide Flag Assembly	Schoolwide Flag Assembly
8:00	Circle Time Religion	Circle Time Religion
8:40	Enrichment	Enrichment
9:30	Math/Centers Learning Centers	Math Learning Centers
10:00	AM Snack Outdoor Play	AM Snack Outdoor Play
10:30	Phonics Reading Readiness	Phonics Reading
11:00	Language Arts Storytime	Language Arts Storytime
11:45	Lunch	Lunch
Clean up; wash hands, tables and prepare for lunch and naptime.		
1:30 pm	Snack/Outdoor Play	Snack/Outdoor Play
1:45	Social Studies/Science	Social Studies/Science
2:20	Get ready to go home	Get ready to go home
2:30	Dismissal or After School Care	Dismissal or After School Care
2:30- 5:00	Dismissal or After School Care	Dismissal or After School Care
5:30 pm	Final Dismissal from ASC	Final Dismissal from ASC

*\*\*Parents provide Snack and Lunch. Cafeteria lunch/snack optional.*

## *SECTION 2: GENERAL OPERATIONAL POLICIES*

### Licensing

St. Patrick School (Age 3 through Grade 8) is licensed by the Diocese of Honolulu, Hawaii Catholic Schools Office. The Early Learning Program (ELP) for the 3 year-olds and 4 year -olds is licensed by the Department of Human Services for ages over 3 years to children under 6 years 6 months. The maximum number allowed for our facilities is “112” ELP children. St. Patrick School is fully accredited by the Western Catholic Educational Association (WCEA) and the Western Association of Schools and Colleges (WASC).

### Affiliations

St. Patrick School is affiliated with: The International Association for the Study of Cooperation in Education; International Reading Association; National Catholic Education Association; Association for Supervision and Curriculum development; and Hawaii Catholic Schools.

### Hours of Operation (Jr.K to Grade 8)

Morning Care	6:30am to 7:30am
School Day	7:45am to 2:30pm
After School Care	2:30pm to 5:30pm

Consult the School calendar for early dismissal times, holidays, intercessions and vacation periods.

### Visitors to the School

All visitors are to check-in at the School office before proceeding to the classrooms, this includes parents who are visiting during class hours. Upon check-in, visitors sign-in and receive a visitor's pass. When leaving the School, visitors check-out at the School office. Visits to the classroom, playground area, library, etc. must be prearranged and approved by the School office. Visitors are expected to dress appropriately when on campus.

### Drop-off and Pick-up

The usual drop-off and pick-up area for students is the 6th Avenue Parking lot. In grades K-8, parents may walk their student onto campus.

Between 6:30am and 7:15am, students in Grades 1-8 report to the cafeteria; students in Jr-K and Kindergarten report to their classroom.

For students enrolled in Morning Care/After School Care and Jr. Kindergarten, there is an early charge of \$5.00 for each 5 minutes before the 6:30am opening. There is a late pick-up charge after 5:30pm of \$5.00 per each 5 minutes over the pick-up deadline. Late/early charges are paid immediately upon drop-off or pick-up of a student.

### ARRIVAL AND DISMISSAL

Upon arrival between 6:30am and 7:15am, students directly to the cafeteria. Students are not allowed on the lanais or walking the school campus before 7:20pm.

Upon dismissal at 2:30pm. (1:00 PM Wednesday), students are to meet parents or guardians; walk home or catch their bus. Students are not permitted to remain on campus unless they are in the After School Program, attending a PM Class or under the supervision of a teacher.

Children are not allowed to wait on the Church steps. Children left on campus after 3:00pm will be escorted to After School Care and parents charged the day rate. Students are never permitted to leave campus and return without parent supervision.

### ATTENDANCE

Regular attendance will help a student to make a quick adjustment and also to enjoy the School experience. We ask parents to avoid interruptions during the school day. Doctor's appointments or vacations should be arranged after regular school times. A student should be kept at home only for very extra-ordinary reasons or illness.

### ABSENCES

Should it be necessary for a student to be absent, it is the responsibility of the parent to call the School office by 8:00am. When calling in to report, state the student's name, teacher's name, and the nature of the absence. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem. Notification in writing of any prolonged absences must be submitted to the Office.

## TARDINESS

At St. Patrick, the starting bell rings at 7:45am. This is the flag assembly bell. A student is considered tardy if he/she is not present in his/her classroom after the morning assembly.

## RELEASE FROM SCHOOL

If a student is to be excused early, parents must phone the School office or inform the teacher before 8:00am.

A student leaving campus during the school day waits in the School office until he/she is picked up. The office staff establishes a positive identification of the person picking up the student via a photo ID. The parent or guardian signs-out the student before leaving the campus.

## ACCEPTANCE

All applications are accepted on a first-come, first-serve basis. Priority is given to siblings of students enrolled at St. Patrick. A waiting list is maintained after classes are filled. This list is used in the order the applications are received. Parents are notified when space is available.

## REGISTRATION DEPOSIT

A non-refundable registration deposit is payable upon registration and is credited to the tuition. The balance of the first month's tuition is due before a student enters school. A student shall be considered registered and enrolled upon payment of the deposit.

## REGISTRATION PROCEDURES

*New Student:* Applications for a new student may be obtained at the School Office during regular business hours, Monday through Friday.

St. Patrick gives preference in admission first to Catholic students whose parents are registered and active members of our parish; second to Catholic students living outside the parish boundaries and third, to non-Catholic students. We accept students from any geographical area. Parents or guardians of all new students are interviewed by the Vice-President of School or assigned interviewers.

New parents are asked to submit the following:

1. Complete Health Examination Record (Form 14) to prove that a Physical Examination, TB Skin Test, and all required immunizations have been completed.
2. Baptismal Certificate (if Catholic)
3. Birth Certificate (copy)
4. Social Security Card (copy)

### Returning Student

*Intent to Return* form for the following school year is sent home in February and is due in March of the same year. A non-refundable deposit along with the *Intent to Return* form will guarantee a space for the following year. A response will also help decide the number of additional applicants that can be accepted in each grade. Enrollment space is very limited.

If the deposit is not received by the due date, it will be presumed that a student will not be returning and a new student will be accepted to replace him/her.

Each year, parents must register their student for the coming school year. Since acceptance for the next year is not automatic, the School reserves the right to accept or reject applications. Such decisions are based on parental cooperation, student department, educational opportunities and space availability.

### *A non-refundable deposit is required at the time of registration.*

NO student will be considered registered unless the deposit, the previous year's tuition balances and all other financial responsibilities have been paid in full and received in the Business Office by the end of the school year.

### LEGAL DOCUMENTS

Copies of any legal documents are required to be on file in the School Office. Documents concerning adoption, name change, power of attorney, restraining orders, guardianship, and custody papers, are kept in a confidential file in the Principal's office.

St. Patrick School abides by the provisions of the Buckley Amendment. Therefore, non-custodial parents will be given access to the academic records and to information regarding the academic progress of their children unless there is a court order specifically stating that the non-custodial parent is denied access to such information. The custodial parent is required to provide the office with a court-certified copy of the custody section of the appropriate decree.

## LOST AND FOUND

All t-shirts, shorts, pants, jackets or sweaters and personal belongings should be clearly marked with the student's name. The School shall not accept responsibility for lost or stolen items.

## WITHDRAWAL

St. Patrick requires two (2) weeks written notice to the school from the party responsible for the student if the student is to be withdrawn from enrollment. Parents are charged the published day rate for time of attendance. There is a \$75.00 withdrawal fee.

## RELEASES AND TRANSFERS

When a student transfers from one school to another, a release form (DOE Form 211) shall be given to the student's parents. This release form must be presented to the new school. Parents should send in a written note requesting a transfer or release form.

## DISCLOSURE OF INFORMATION

Information regarding a student will be released only to the parents or Guardians. Written authorization of the parents or guardians must be on file for release of information outside the above mentioned persons. Only in the case of an emergency will a student's information be released to persons other than the parents or guardians.

## CHANGE OF ADDRESS AND PHONE

St. Patrick School requests that parents notify the school office in writing when family address or phone number is changed.

## SPECIAL NEEDS

A student with special needs will be considered on an individual basis after consultation and discussion with parents, the student's physician, and the Vice-President of School.

## CAFETERIA

The cafeteria is a contractual arrangement between St. Patrick School and Spot's Inn. Breakfast is served daily from 6:30 – 7:15 a.m. Snack items are available during morning recess. Both hot lunches and ala carte items are served daily. Beverages of milk or juice may be purchased at any time.

Lunch tickets can be purchased for 10 or 20 meals directly from the Cafeteria. These are available after 7:00 am daily from the cafeteria. Lunch menus and special notices are posted on Edline.

Students may bring their own lunches. All students in Grades 1-8 eat their lunch in the cafeteria. Students are NOT ALLOWED to leave the campus for lunch.

### FIELD TRIPS– EXCURSIONS

Teachers inform parents regarding planned excursions. Required Parental permission forms are completed for each excursion. Students who do not return a signed excursion form are not permitted to attend the scheduled excursion. These are not optional activities. All students are expected to participate in all excursions. Excursion fees are part of the tuition. Students are transported to their destination only by authorized buses. All excursions are adequately chaperoned.

### Cell Phones and Electronic Devices

Students are allowed to bring cell phones to school. However, all e-devices are strictly prohibited. Cell phones are to remain in back-packs or in student lockers for the *entire day beginning at 7:45am and ending at 2:30pm*.

Students are not allowed to use cell phones at any time during the day. If students need to call home, the call must be made from the school office.

Any cell phone or e-device seen out of lockers or back packs between 7:45am and 2:30pm will be confiscated, brought to the office and kept for TWO (2) WEEKS.

Parents are asked to review the above policy with their child. Parents should make sure their child understands the consequences of using a cell phone during the school day. Parents should reassure their child that phone calls may be made at the office.

### Student Lockers (Grades 5-8)

Students are assigned lockers for storing and securing books, school supplies and personal effects. Lockers, desks and storage areas are the sole and complete property of St. Patrick School. No right nor expectation of privacy exists for any students as to use of the space issued or assigned to a student by the school and such lockers and other spaces are subject to search at any time by staff and administration.

No students may use a locker, desk or storage area as a depository for any substance or object which is prohibited by law, Catholic School policy, or school rules or which poses a threat to the health, safety and welfare of the occupants of the school building or the building itself.

### Locker Use

1. Lockers are off limits to students before 7:30am, unless a student is within the presence of a teacher.
2. Lockers are assigned to a single student. Lockers are not to be shared.
3. No tape, stickers, or other adhesives may be used in the locker. Magnets are the only approved method of posting items in lockers.
4. Students are responsible for any damage to the inside/outside of lockers. Students should report damage to their own locker immediately to their Homeroom teacher.
5. Lockers may be accessed before school after 7:30am; during the morning recess; during lunch recess and after school.
6. The School issues special locks for student use. Lost or damaged locks will be assessed a \$20.00 replacement fee. Do not give lock combination to any other student.
7. Lockers are for personal items. Athletic gear, lunch bags, Cell phones are kept in lockers for the duration of the school day.
8. The School is not responsible for theft of items left in lockers.

## *SECTION 3: Campus Ministry*

St. Patrick School believes that the spiritual and moral formation of students is of utmost importance. Students develop a personal view of Jesus and how Catholic values influence life choices for themselves and the global village.

Campus Ministry assists in the planning, coordination and leading of worship experiences, prayer services, and the liturgical events for faculty, students and parents. These faith experiences; are considered opportunities for the entire School to participate as one community. Campus Ministry is responsible for the following events and activities.

### Bimonthly Mass and Prayer Services

Campus Ministry works with teachers and students to plan music, select readers and song leaders. Teachers may be asked to participate in special class activities to prepare for Mass or Prayer.

### Retreats for Grades 7/8

Grades 7 and 8 participate in a retreat at the beginning and the end of each School year. Campus Ministry assists homeroom teachers with retreat theme, organization and invitation to guest speakers.

### Mini-Retreats

Grades 4-6 participate in Mini-Retreats on Campus. Teachers are assisted in planning for these 2-3 hour reflection times. Campus Ministry has a wide variety of resource material for developing themes and prayer experiences.

### Advent and Christmas

Campus Ministry is a resource for teachers when they are planning for seasonal religion prayers. Such experiences include but are not limited to Advent Wreath, Jesse Tree, Advent Angel, and the Christmas Crib. Seasonal songs are coordinated with the music department.

### Lent and Easter

During Lent, Ash Wednesday, Stations of the Cross and Holy Thursday take a prominent place in the liturgical life of the School during Lent/Easter season. Campus Ministry coordinates the School-wide and individual class experiences.

### 1st Eucharist and Reconciliation

Children in grades 2 and 3 are prepared for the reception of these sacraments. Parents are instructed to contact their own parish for the immediate preparation and reception of these sacraments.

## SECTION 4: Student Behavior and Expectations

### LEARNING FOR ALL ~ Behavior that supports Learning

St. Patrick School has school-wide expectations for behavior. Students help create the environment of learning by respecting the rights of others to learn. Likewise, students respect the right of teachers to facilitate and transfer learning.

Transitions: walking from class to class on lanais and the campus are time to “cool down & calm down” before entering the classroom.

Focus on class learning (eyes, hands, ears, mouth, & feet)

Respect by: Care, Cooperation and Courtesy

### *STUDENT LEARNING EXPECTATIONS:*      *C-A-R-E*

Approved September 8, 2014

#### 1. Catholic Disciple

- Demonstrates knowledge of Catholic faith, doctrines, values, morals and ethics
- Explains the Sacred Hearts spirituality and core values
- Participates in “service for the common good”
- Expresses a personal view of Christ

#### 2. Active Life Long Learner

- Engages in and is accountable for the transfer of learning
- Improvises, adapts and adjusts to overcome challenges
- Contributes to assessment of personal progress

#### 3. Responsible Citizen

- Applies Social Justice principles to local and global issues
- Expresses respect for diverse cultures and care for the environment
- Demonstrates 21st century skills in becoming independent thinkers and leaders

#### 4. Effective Communicator

- Speaks and writes ideas clearly, creatively and effectively
- Utilizes technology responsibly as a resource tool for learning
- Listens attentively and works cooperatively with others

## Discipline and Class Management

Physical punishment or negative methods of influencing behavior is prohibited at all times. Any action which detrimentally affects a student's health, safety, or self-esteem is not used by faculty or staff.

St. Patrick School uses the technique of Cooperative discipline called "Personal or Focus Time". This technique allows a student to refocus and calm down. This means PERSONAL TIME is used only after the teacher has attempted to reinforce positive behavior and redirect negative behavior.

## Handling Repeated Infractions

For repeated infractions to School rules, a series of three warnings may be given by the teacher. Each warning moves progressively to 1) removal from class for a focus time or 2) sent to the office with a "pink" deficient behavior form. The Parish Director of Education conferences with the students and/or parents.

## Suspensions

Suspension is the exceptional means of modifying behavior. The Vice-President of School is solely responsible for determining and giving out suspensions. The Vice-President of School will inform the pastor of all suspensions. Any student guilty of: PHYSICAL FIGHTING; VANDALISM; DISRESPECT; INSUBORDINATION; DISOBEDIENCE; INTIMIDATION is subject to immediate suspension.

## Bullying, Teasing and Harassment Policy

St. Patrick School recognizes that bullying, teasing, harassment 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. 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.

### 1. 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; putdowns; name-calling; threatening looks; gestures, or actions; cruel rumors; false accusation; and social isolation.

## 2. Bullying is prohibited

St. Patrick School community shall not tolerate any bullying on school grounds or at any school activity on or off campus.

## 3. Staff Intervention

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

## 4. Students and parents shall report bullying

St. Patrick School 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 list below in paragraph 6.

## 5. Investigation procedures

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

## 6. 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.

## SAFE ENVIRONMENT

St. Patrick School makes every effort to maintain a safe environment for all students, one that is free from teasing, bullying, and harassment. Playground games and activities promote sportsmanship and cooperative play. Personal balls and footballs are not allowed on campus. St. Patrick School provides playground balls for each class.

## SAFE ENVIRONMENT PROGRAM

In the first quarter of each year, students from 3 years to 8th grade participate in a Safe Environment curriculum. Students learn strategies and controls of not being a victim of teasing, bullying, harassment and good/bad touch.

The curriculum is age appropriate. It includes videos, small and large group discussions, online scenarios and vignettes.

## CONCERNING STUDENT ABUSE

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. All Staff Members and Teachers/Catechists are required to sign an acknowledgment that they read and understood the ethical and personal conduct policies of the Diocese of Honolulu.

The Catholic Church endorses the mandatory reporting provisions of H.R.S. Chapter 350 concerning student abuse. All Staff Members and Teachers/Catechists are required to sign an acknowledgment that they read and understood the ethical and personal conduct policies of the Diocese of Honolulu.

Consistent with diocesan policy, St. Patrick 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 an opportunity to review the safe environment materials. (HICS Policy 2012)

## CODE OF CHRISTIAN CONDUCT FOR STUDENTS AND PARENTS/GUARDIANS

Parents are the primary educators for their student. Parents who enroll their student at Saint Patrick School are choosing its programs and curriculum over those available at other schools. The student's interest in receiving a quality, moral based education can be served if students, parents, and school officials work together. Differences between or among these individuals can be resolved. In some instance, however, the School may find it necessary, in the best interest of the student, to require parents/guardians to withdraw their student.

It shall be an expressed condition of enrollment that the student behaves in a manner, both on and off campus, which is consistent with the Christian principles of the School as determined by the School and its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in the student/parent handbook of St. Patrick School.

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

1. Parents/guardians are expected to work courteously and cooperatively to assist the student in meeting academic, moral and behavioral expectations of the School.
2. 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 for 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 which actions fall short of meeting the Christian principles of the School. Failure to follow these principles will result in disciplinary action short of a requirement to withdraw from the School (e.g. suspension of a student or suspension of parent/guardian privilege to come on campus grounds and /or participate in parish/School activities, volunteer work, etc.) the School reserves the right to determine when conduct is or such a severe nature as to warrant immediate action without warning.

## Section 5: Academic Information

### CURRICULUM

St. Patrick School participates in research based curriculum for class content and assessment. Teachers are encouraged to use a wide variety of cooperative learning structures, interactive strategies and project based assessment.

#### Core Curricular Areas

Religions - Catholic

Language Arts (English, Vocabulary, Spelling, Phonics)

Writing

Reading for Mastery and Literature Grs. 7/8

Mathematics

Science

Social Studies

#### Electives

Library—JrK—Gr 4

Computer – Web Design; Research; Presentations;  
Video Production, Coding

Physical Education — Soccer, Tennis, Basketball, Health,  
Volley Ball, Track, Basic Skills

Art — Clay works; Printmaking; Color & Design

Robotics-Mindstorm

Music — Performing Choir; Voice, Music Basics, Piano

World Languages Grs. 5-8— Japanese, Spanish, Mandarin

English as a Second Language K– 8 (ESL)

Junior National Honor Society Grs. 6-8

Student Government Grs. 6-8

## Class Assignments – Grades 5-8

Students are responsible for turning in their assignments on the announced or published due date. Teachers will return graded assignments approximately 10 school days from the due date, unless otherwise specified by the teacher.

If an assignment is not turned in on the due date then an F is the automatic grade. However, a student wishing to remove the F has 5 school days from the due date to turn in a late assignment. Late assignments are graded no higher than a C-.

Homeroom teachers will contact parents (posted on Edline) after two missing assignments in the same subject area. Subject teachers are responsible for forwarding information on missing assignments to the homeroom teacher.

Homeroom teachers are to keep a record of contact information with parents on a 5 X 8 index card. Teachers along with the Administration will determine if disciplinary measures are appropriate for consistent disregard for these expectations.

## GRADING SCALE Grades 4-8

A	94 - 100	B-	80 - 82	D+	66 – 69
A-	90 – 93	C+	76 – 79	D+	63 – 65
B+	86 – 89	C	73 – 75	D-	60 – 62
B	83 – 85	C-	70 – 72	F	69

## GRADING SCALE FOR CONDUCT AND EFFORT GRADES 4-8

E	Excellent	100 – 90
S+	Good	89 – 80
S	Average	79 – 70
S-	Fair	69 – 60
U	Unsatisfactory	59

A failing final grade in two or more core subjects constitutes unsuccessful achievement for that grade level.

Students who do not successfully complete a grade level will be requested to repeat the grade. The decision to repeat will be made by the Vice-President of School after conferencing with the teachers, the student, and the parent(s)/ guardian(s) of the student involved.

## GRADE POINT AVERAGE (GPA)

GPA is an average of all subjects.

A	=	4.0	B	=	3.0	C	=	2.0	D	=	1.0
A-	=	3.7	B-	=	2.7	C-	=	1.7	D-	=	.07
B+	=	3.3	C+	=	2.3	D+	=	1.3	F	=	0.0

## Honors Program

An Honors list is posted at the end of each quarter for grades 5-8.

A to A-	4.0 – 3.7	Principal's List
B+	3.3 – 3.6	Honor Roll

In order to achieve honors, the student must score an S or better in conduct and effort.

## GRADES K – 3

E	EXCELLENT	100 – 93
S+	GOOD	92 – 85
S	AVERAGE	84 – 75
S-	FAIR	74 – 70
U	UNSATISFACTORY	69

## Progress Reports

Progress reports are given at the end of each quarter. The report indicates the proficiency and mastery of age-appropriate concepts and skills in the areas of social, physical, emotional, oral and written language, cognitive, motor, and number development. Work and play habits, development in music and art are also evaluated throughout the year. The report offers an opportunity for parents to better understand the development, maturity, and growth of their student.

## Testing Program

At the beginning and at the end of the year, a screening assessment is administered to measure developmental and maturity levels of each student. Test results are given to parents during the mandatory Parent-Teacher conference at the beginning of the second quarter.

## Student Records

St. Patrick School keeps a record of accumulated information for each student. Student records are personal and confidential. Records are available only to the parents or legal guardians, and authorized persons as indicated by the Principal. Access to a student's records is made through the School office.

Parents or legal guardians may review the complete file containing their student's record after prior arrangements have been made with the Vice-Presidents of School. A student's record information is not given over the telephone.

Both parents are entitled to access their student's records or other school information, unless there is a court order to the contrary. It is the responsibility of the custodial parent to provide the School Office with an official copy of the court order. "Never-married parents" are also required to provide custody documents.

### Promotion and Graduation Requirements

Students at each grade level must achieve a passing grade in all major subjects in order to successfully complete the grade level program.

A failing grade or "Incomplete" grade in two or more major subjects constitutes unsuccessful achievement for that grade level. Students who do not successfully complete a grade level are requested to:

- Attend summer school to attain a passing grade.
- Attend tutorial sessions & take qualifying exams.

Periodically, it may be in the best interest of the child to remain at the same grade level in order to master skills and concepts. This decision is made with consultation with parents, Vice-President of School, and the teacher.

### Standardized Testing

The Hawaii Catholic Schools office requires two standardized tests yearly. The Terra Nova/In View tests for Achievement are given in October. The National Assessment of Religion is administered only to students in Grades 5 and 8.

### Homework

Homework assignments are given to strengthen skills and lessons learned in class. The following guideline is a reasonable amount of time a student should spend daily on work outside of school:

Kindergarten	20 - 30 minutes
Grades 1 - 2	30 - 45 minutes
Grades 3 - 4	45 - 60 minutes
Grades 5 - 6	60 - 75 minutes
Grades 7 - 8	75 - 90 minutes

Parents and students are responsible to request make-up assignments due to absences. Homework may be requested when a child is absent from school. The procedure to request homework is as follows:

1. Call the school office (734-8979 ext. 221) before 9:00 AM to place a request
2. Pick up homework form school office between 2:15 – 3: 00 PM on the day of the request.

### Parent-Teacher Communication

In order to inform parents of their child’s progress, parent-teacher conferences are held during the school year and four (4) formal, written reports cards are sent to parents. Mid-term deficiency reports are sent to parents.

*Parent- Teacher Conferences* are mandatory during the first quarter of the academic year in conjunction with the first quarter report card. Parents are encouraged to write a comment on the report card after discussing it with their child.

A Parent may contact the teacher by a e-mail through Edline, written note or by telephone. If either parent or teacher wishes further discussion, the principal may be notified by either party. Positive observations are always welcomed.

### Requesting Transcripts

Transcripts of student’s records are requested from the Registrar in the School Office. The first request is free. Subsequent requests are charged \$15.00 each. The school office requires 48 hours processing time.

### Book Rentals

All rental books must be appropriately covered. Each book in a series is numbered. Students receive their assigned books according to their alpha number on the class roster. Students are prohibited from marking, sketching or otherwise writing in rental books. Students will be charged the cost to replace books if these are lost, damaged or destroyed.

## Daily Bell Schedule

3 YO to Grade 4		Grades 5 - 8	
7:45 am	Flag	7:45 am	Flag
7:50	Religion	7:50	Religion
8:45	Period 2	8:35	Period 2
9:30	Period 3	9:25	Period 3
10:00	Snack/Recess	10:10	Snack/Recess
10:35	Period 4	10:35	Period 4
11:20	Period 5	11:25	Period 5
11:30	Lunch/Recess	12:10	Period 6
12:10	Period 6	12:15	Lunch/Recess
12:50	Period 7	12:50	Period 7
1:35	Period 8	1:35	Period 8
2:20	Prepare for Dismissal	2:20	Prepare for Dismissal
2:30	Dismissal	2:30	Dismissal

## SECTION 6: Programs and Services

### Morning and After School Care

The Morning and After School Care Program is licensed by the Department of Human Services in accordance with Section 896-3, Hawaii Administrative Rules - title 17. It is fully staffed by the director, head teacher, program leaders or teachers and volunteer student aides.

Morning Care Program	M-F	6:30am to 7:30pm
After School Program	M-T-TH-F	2:30 – 5:30 PM
Wednesday Only		1:00 – 5:30 PM

The program services students in Grades K-7. Children registered in this program will be released only to the individuals authorized according to the Registration Form. Any child picked up after 5:30pm will be assessed a late charge fee of \$5.00 for every 5 minutes or fraction thereof. Parents will be billed for the late pick-up charge. After School Care personnel will not handle any monies.

### Day Rate for ASC

The Day rate for After School Care is \$35.00. Children must be registered for After School or Morning Care to participate as a “drop-in”.

### PM CLASSES

St. Patrick School with various program providers offers selected PM Classes of special interest. Classes run for each quarter for 13 lessons once a week. Classes may include:

- Beginning Hula
- Performing Choir
- Private Piano
- Group and Private Tutoring
- Title I Tutoring

### SUMMER QUEST (summer program)

Each summer SPS provides a five week enrichment program as well as basic classes for students ages 4 to 13. Registration is open to both public and private school students. Registration forms are available for this purpose in March of each year.

## Library

The St. Patrick Library is available to all students attending the school. Its purpose is to provide material for recreational and curriculum-related work to student and staff.

The Library is open 15 minutes before the school opens and 15 minutes after school ends. It is also open during the morning and lunch recess periods. All Jr-K through Grade 4 classes visit the library weekly. Library activities include: story-time, borrowing books, research projects, and special lessons.

## Music

Jr K through Grade 4 participate in weekly music classes. A kinetic approach to music presents students songs from different cultures, time periods and traditional student's rhymes are part of the curriculum.

## Learning Lab and Student Study

The Learning Lab services students who benefit from additional academic support. The Lab is sponsored in part through TITLE I federal funding. Students are referred to the Learning Lab by the classroom teacher for extra tutoring or ESL classes. The goal of this program is to provide supplemental instruction that will strengthen a student's academic skill in language arts or math.

The Student Study is an intervention and prescription approach to assist student having academic or behavioral difficulties.

## EXTRA CURRICULAR ACTIVITIES

1. Speech and other enrichment activities
2. Junior Police Officers
3. Mediators
4. Choir

## SPORTS PROGRAM

Students in Grade 5-8 are eligible to participate in the Catholic School League. The Catholic School League fosters the development of a Christian attitude of sportsmanship.

Requirements:

1. Students must maintain a "C" (2.0) average or better in most recent report card and an "S" or better in conduct an effort.
2. Students must pass an annual physical examination by the qualified physician.
3. Students must be in school in order to participate in a sport on a given day.

## Sports Schedule

1<sup>st</sup> Quarter Volleyball (Boys and Girls)

2<sup>nd</sup> Quarter Boys Limited and Unlimited Basketball

3<sup>rd</sup> Quarter Girls Basketball

4<sup>th</sup> Quarter Track and Field Competition Boys and Girls

## SECTION 7: FINANCIAL INFORMATION

### Tuition and Fees

Tuition pays for salaries, employee benefits, electricity, water, maintenance and the fixed costs that must be met to keep the School operating. In addition to the tuition rates, further expenses for each grade include:

1) Comprehensive Fee FOR ALL GRADES-

For standardized tests, Diocesan Fee, Technology Fee, Excursion Fees

Curriculum Fee, Accident Insurance, Year Book, Alma Student Data System

2) Consumable Workbook Fee (varies per grade)

3) Text Book Rental Fee

Further itemized list for each fee is part of the Registration packet.

There are three payment plans for tuition and fees:

Plan A - payment of tuition in full

Plan B - payment in two parts

Plan C - monthly payments over 10 months

Parents selecting Plan B or C must sign up for TADS (Tuition Aid Data Services). TADS is the agency for tuition payments Plan B and C. Delinquent payments are tracked through TADS.

There are no tuition refunds or deductions for absences, holidays or vacations. The initial tuition is due and payable before the student's entry date. Tuition is due and payable according to individual payment plans.

### Financial Suspension

If tuition payment is not received by the due date, a student may be placed on financial suspension. Financial suspension is used after all efforts have failed to work with parents for payment. A student on financial suspension will not be admitted to class until the parents contact the School business office and arrange for payment.

### NSF Checks

All checks returned for insufficient funds will be assessed a service charge of \$50.00 for each returned check. The Business Office reserves the right to refuse personal and/or business checks as payment when an account is judged to be a poor credit risk.

## Withdrawals

St. Patrick School requires written notice of withdrawal from the person responsible for the student. Refunds for withdrawal before the end of the year will be according to the established day rate. (See current Contract information for current day rate). There is a service fee of \$90.00 for withdrawal.

Testing, Registration, Comprehensive and Rental Fees are non-refundable.

## Insurance

St. Patrick School is covered by liability insurance for accident, injury, property damage, etc.

Students' fees include accident insurance for injury on campus or any event on/off campus sponsored by the school. Forms to report accidents or injuries may be obtained from the School Business office.

## Tuition Aid

St. Patrick School offers tuition aid through the Fathers of the Sacred Hearts and the Pastor's Scholarship program. Tuition aid is open to all St. Patrick students. Monies for tuition aid is limited.

Parents seeking aid are required to apply through TADS (Tuition Aid Data Services). Awarding of assistance is for one year. Parents must reapply each year.

The Diocese of Honolulu sponsors the Augustine Foundation Scholarship Fund that is open to those in need. Forms are available in February of each year.

## Fundraisers

There are two (2) fundraisers throughout the school year. In the first semester, all families participate in the Zippy's fundraiser by either selling tickets or making a \$200.00 contribution to the school.

During the second semester, families participate in the Taste of St. Patrick event by buying scrip or making a \$100.00 donation. Monies from the annual fundraisers are used for program upgrades.

Parents are invited to participate in OPTIONAL fundraisers. St. Patrick School has two (2) optional fundraisers during the year which benefit both local and global communities.

## SECTION 8: MEDICAL INFORMATION

### Sick Students

A student should not be sent to school if he/she shows signs of fever (101.4°), sore throat, runny nose, rash, earache, red eye/eye discharge or headache. When in doubt, please keep the student home. Call the School office by 8:00am if a student is to be absent and state the nature of the illness. If a student becomes ill during school hours, a parent will be called to pick up the student. The regular release procedure is followed. A student sent home with fever, vomiting, or diarrhea will not be admitted back until 24 hours after the symptoms have ceased. The Department of Health requires that a student who contracts any of the following diseases be excluded from school:

Disease	Exclusion from School
Chicken Pox	For 1 week after eruption first appears
Conjunctivitis, acute	Bacterial —pink eye—as long as eyes are red and discharging
Influenza	During Acute Illness
Measles	For 4 days from onset of swelling; less, if swelling has subsided
Rubella	For 4 days after rash appears (German Measles)
Active Tuberculosis	Until authorized by the DOH
Ukus (Head Lice)	Until head is clear of ukus and eggs (nits). Student is removed from school when live head lice and/or nits are discovered.

A students out with head lice, must be examined by school personnel before the student is allowed to enter the classroom. An adult is to accompany and wait until the student is cleared for re-entry.

Chronic cases may be referred to a physician. If referred to a physician, a student may reenter school only with a physician's clearance.

The Department of Health requires children who have contracted any of the listed diseases or has a communicable disease be excluded from school until a doctor's written release to return form is received stating that the student may return to school. The student's parent will be called to pick the student up from the School office if this form is not received upon student's return to school.

If a student requires emergency treatment, the parents and/or doctor are called immediately. The student is taken by ambulance to the nearest medical treatment facility. St. Patrick School designates Kapi'olani Children's Hospital as the nearest medical facility to provide treatment to children in case of an emergency. If in the event that Kapi'olani Hospital is unable to provide emergency care, the Queen's Medical Center would then be designated as the next closest hospital.

If the student's doctor cannot be reached, the School Office contacts its own health consultant. While on a field trip or excursion a student who requires medical attention will be taken to the nearest medical facility within the vicinity.

### Health Requirements for New Students

The Hawaii School Attendance Health Law requirements for tuberculosis screening, immunization and physical examination must be completed by the first day of school. A student without a tuberculosis clearance will not be admitted to the School.

The following must be submitted before entry to school:

1. A tuberculosis clearance test (Mantoux) within one year prior to school entry.
2. A physical examination within one year prior to school entry date.
3. The complete series of required immunizations. Each applicant must present documentary evidence of immunization against diphtheria, pertussis, tetanus, polio, measles, varicella, rubella, mumps, and Hepatitis B.

The family's health care provider will document the required health information on the official Health Record (Form 14). This form becomes part of a student's official records and is transferred along with other official records when a student changes schools. Physical re-examinations are not required but are recommended.

## Accident Insurance Coverage

All students are covered by a compulsory insurance. The insurance covers injuries during the hours and days when the school is in session and while attending or participating in school sponsored and supervised activities.

It also covers travel during such activities in transportation arranged by the school. The student is covered for the period of enrollment. Claims must be filed within 90 days of the injury. Forms are available in the Business Office. The cost of student insurance is part of the comprehensive fee.

## Medical Coverage

Each student must have on file medical insurance coverage information (personal physician's name and phone number included).

## Medication

An authorization form must be signed by the parent before St. Patrick School personnel will dispense any medication. Only prescription medication will be dispensed for up to 8 consecutive school days per medication. Medication must be in the original container with the student's name, doctor's name, name of medication, instructions for administering, and current issue date. Medication should be brought in a sealed plastic bag marked with the student's complete name. All medications are stored in the school office.

St. Patrick School staff will not dispense over-the-counter medications, such as, cough medicine, aspirin, throat lozenges, and ointments.

## Self-administered Medication

Sometimes a student with asthma and/or anaphylaxis or other potentially life-threatening illnesses may need medication during school hours. Students in Jr-K to Grade 2 are not permitted to self-medicate. Medications are administered by the school office personnel or the classroom teacher. In certain cases an exception to this practice may be approved by the Principal, with the written consent of the parent and under the supervision of school office or teacher.

## Allergies

Parents of students who have food allergies and other types of allergies, such as, milk/dairy, nuts, peanuts, peanut oil, seafood, chicken, guava, bee stings, mites, etc., must have a physician's note on file in the office. A doctor's letter must be updated at the beginning of each new school year.

## SICKNESS

Students showing signs of fever, sore throat, runny nose, rash, earache, headache, or otherwise less than normal physical behavior should be observed and sent to the respective office if symptoms become serious enough to interfere with normal learning. The student should enter the office with a completed Illness/Accident form. A student sent home with fever, vomiting or diarrhea should not return back to school until 24 hours after the symptoms have ceased.

The Department of Health requires that a student who contracts any of the following diseases be excluded from school until symptoms have cleared.

## *SECTION 9: COMMUNICATION*

### ALMA

Alma is an on-line information student data system for parents and students of St. Patrick School. This is the school's means of communicating that gives a student's progress report, homework assignments, notes from the teacher, class schedules, school announcements, calendar and special events, excursion notices. Parents are asked to check Alma daily to keep up-to-date and informed.

Training for parents on how to use Alma ~ SDS is conducted during the first quarter of school.

### Text and Phone Messaging

In the event of an emergency or crisis in the school or any local or state-wide alert, St. Patrick School will broadcast a text or phone message directly to each parent via Blackboard Connect. Parents are asked to refrain from tying up School telephone lines during an emergency. When the situation is under control a second text or phone message will be forwarded.

Blackboard Connect, text messaging, and phone messages may also be used to remind parents about special events, notices and announcements.

### Calendar

A calendar for the new school year is distributed in the "Welcome Back" packet. After this time, the calendar may be viewed on-line via the website.

### Concerns

The best way to handle a problem is at the level at which it occurs. A classroom concern should be addressed to the teacher or teachers involved. Parents with teachers can usually solve a problem in a mutually satisfying manner. However, if the problem persists, parents are encouraged to seek further assistance from the Vice-President of School.

The final recourse for parents rest with the President of School. It is recommended that parents voice their concerns to the proper person (s) to ensure immediate and appropriate action.

### Messages and Notices

Written notes, notices, information sheets, and weekly schedules and newsletters are sent home or emailed to parents. Parents who are not proficient with computers are given information via their student's mailbox in the classroom.

## Conferences

A mandatory Parent-Teacher conference is scheduled at the end of the first quarter. At the end of the second quarter, parents will be notified if a teacher is requesting a conference. Otherwise, all parents may sign up for a conference with their student's teacher. Consult the school calendar for specific dates. A parent or guardian may request a conference with a teacher at any time. The parent/guardian may do so through the school office or to the teacher with an email message.

## Newsletters

The Vice-President of School sends a newsletter to parents at the end of each quarter. The newsletter is distributed to parents via mailbox and can be viewed on-line. The newsletter is shared with St. Patrick Church through the parish bulletin.

## Open House

St. Patrick School sponsors an Open House at the beginning of each new school year. This allows for socializing between teachers and parents. Parents are then encouraged to visit their student's classroom and discuss the goals, objectives, and teacher expectations, as well as, to observe their student's classroom environment. The Open House also gives parents the opportunity to see the school grounds and facilities.

## Telephone

Teachers may contact parents by telephone for immediate communication and feedback. Parents may contact teachers through the school office or e-mail teachers.

## Use of Student Information/Pictures

St. Patrick School reserves the right to use pictures of students in publication and on the School's website.

The office must have on file a written notice from any parent or guardian prohibiting the use of their student's picture in school publications and website. Such notice must be received by August 31st of the current school year.

## *SECTION 10: MISCELLANEOUS INFORMATION*

### Parking

Parents are asked to use the Church parking lots on 6th and 7th Avenue facing Wai'ālae Avenue. Only St. Patrick School faculty and staff are allowed to park on the School campus near 7th Avenue.

### Traffic— Drop-off and Pick-up

Cars are to enter on 6th Avenue and drive through clearly coned off lanes. Cars should NOT exceed 5 miles per hour on school property. Please use extreme caution when driving through the lanes as school students are being dropped off at designated areas. Parents are asked to observe the traffic patterns and speed limits at all times.

Student JPOs (Junior Police Officers) are on duty 30 minutes before and after school. They are trained by the Honolulu Police Department and monitored by an adult when on duty. Parents are asked to be attentive and cooperative in following directions. The JPOs are on duty for the safety of the students. Any problems should be brought to the attention of the adult on duty.

### Parent Volunteers and the PTA

Parent volunteers and support are needed to sustain many of our programs. Parents willing and able to give volunteer time, should check with their student's teacher or call the office.

Information on parent volunteering and support is distributed at the beginning of the school year. All volunteers are required to have on file the Volunteer Code of Conduct Agreement in the office.

St. Patrick School has an active PTO that plans special events and activities for students throughout the school year. The PTO welcomes parents to become part of the planning board.

### Parties/Celebrations

Parties are not allowed during the school year. However, SPS recognizes the need to honor birthdays as a tradition. Parents may deliver cupcakes and/or goody bags for the last 1/2 hour of the day. Teachers need to inform parents of an advance notice of at least two (2) days in order to drop-off cupcakes. Teachers must inform the office of drop-off by parents. Teachers must inform their parents that balloons are not stored in the classroom or in the school office.

## STATEMENT OF NON-DISCRIMINATION

“Schools in the Diocese of Honolulu, mindful of their primary mission as effective instruments of the educational ministry of the Church, and the witnesses to the love of Christ for all, shall not discriminate against any applicant, employee or student because of race, color, creed or racial and ethnic origin and disability.

Coeducational schools shall not discriminate against an applicant or student on the basis of gender.” (Catholic School Department Policy #6022)

## PARENTAL AGREEMENT

Registration at St. Patrick School indicates the parents' agreement to abide by all rules, regulations and policies in the St. Patrick School Parent Handbook. Parents are asked to read the handbook carefully. Questions or comments shall be directed to the Vice-President of the School.

## RIGHT TO AMEND

St. Patrick School reserves the right to amend this handbook. Written notification of changes will be given to Parents and/or Guardians no later than thirty days before the date of the change.

## VICE-PRESIDENT OF SCHOOL RIGHT TO AMEND

This handbook is intended to describe the philosophy, services and structure of the school's educational program. The Vice-President of School is the final interpreter of the content of this handbook.

## CHANGE IN SERVICE

Notification of any change in service will be posted no later than thirty (30) days before the date of the change. Notification is posted on Edline, in the classrooms, as well as, broadcasted to our families.

## GRIEVANCE PROCEDURE

In the spirit of subsidiarity, if parents have a complaint which is important to communicate, speak to the person directly. 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 Vice-President of School. If the complaint is still not resolved, then speak with the President of the School. If the complaint is still unresolved, a parent may send a signed and dated complaint in writing to the Superintendent of Hawaii Catholic Schools.

## *APPENDIX*

*1. Crisis Management*

*2. Wellness Policy*

## CRISIS MANAGEMENT PLAN

### Crisis Plan

Crisis situations are inevitable in the operation of any organization. We make every effort at St. Patrick School to minimize risk and to assure the safety and security of our students and employees. Since it is not always possible to avoid crisis, planning ahead of time may prevent panic and uncertainties. It is imperative that a media crisis policy be in place for efficient and effective management of internal and external communication during emergency situations that may endanger the health, safety, operation, image or economic stability of the school.

### Evacuation Plan

Emergency evacuation is coordinated with the aid of the Honolulu Police Department. There are several options for evacuation sites. The type of emergency dictates these options. Notification will be made public as soon as the site is determined.

### Our GENERAL response to emergency situation

- Determine the seriousness of the situations.  
Call 911.
- Render assistance or call a certified First Aid Person to help you.
- Contact the Vice-President (VP) of the School. Do not call or involve others without further instructions. If it is an emergency that affects the entire school, the Parish Director of Education will initiate telephone notification of pastor, faculty, staff, parents, or other persons deemed appropriate.
- If a child is involved, a staff member must remain with the child at all times during the emergency. All other children are moved to another area. A teacher is to stay with this group until the all-clear signal is given.
- A staff member must stand at the entrance of the emergency area to direct emergency response personnel.
- Someone from the school must accompany the child/adult who is to be transported in an ambulance to the nearest medical facility.

## Implementation of Policy

All faculty, staff, and administrators shall be informed of crisis communication procedures. A complete copy of the disaster plan shall be available in the library, offices of the President and Vice-President of the School and printed as part of the faculty handbook. Failure to comply with the policy shall be grounds for disciplinary action.

Drills to test compliance, implementation, and familiarity with disaster policy shall be conducted at the discretion of the Education Team.

All Employees and regular volunteers of St. Patrick Church and School shall wear identification badges that show the Name of the Institute, Employee's (or volunteer's) Name, Position and Picture.

All Visitors or chaperones to the Campus shall report to the school office. Visitors and chaperones shall sign-in and shall be issued a Visitor/Chaperone badge that must be worn at all times while on campus or excursion. Visitors and Chaperones shall sign-out at the end of their stay.

All employees should report to the school office anyone on campus who is without a visitor or chaperone badge or anyone acting in a suspicious or strange manner.

Any situation that might pose a possible threat to the safety or security of personnel or to the continued operation or fiscal stability of the schools shall be reported immediately to the President or Vice-President of School. Any situation which poses a hazard or which may be detrimental to St. Patrick School must be reported. Upon notification of such a situation, the Vice-President or the President of the School shall determine whether the Crisis Management Team (CMT) should be convened.

The VP of the School is designated as the spokesperson, unless otherwise stated by the Pastor, to represent the school in communication with journalists. Other persons may also represent the schools in interviews but only with the approval of the Vice-President of School or designated spokesperson.

Every contact with a journalist should be documented on a Media Contact Sheet and archived in the VP of School's Office.

## Crisis Management Team

The President and Vice-President of the School shall have the right to make decisions independently or to convene the Crisis Management Team (CMT).

The CMT shall be comprised of the President, Vice-President of the School, and Level Coordinators.

A copy of this policy and a roster of CMT members with appropriate telephone numbers shall be available in the offices of the President, the office of the Superintendent of Hawaii Catholic Schools, the office of the Vice-President of the School.

The CMT shall act as an advisory group in time of emergency situations. The President and Vice-President of the School will consult in all decisions during emergency situations that include the closure of buildings, cancellations of classes, suspension of contractual agreements, and the involvement of external emergency personnel such as police.

The Vice-President of the School is designated as the spokesperson, unless otherwise stated by the President.

Individual members of the CMT shall be indemnified by St. Patrick Church and School against possible liability incurred in the implementation of their duties.

The CMT will analyze the effect, coverage and impact of the crisis within a week of the event.

## Crisis Team Internal Communication

1. President of the School: decision making-giving directions
2. Vice-President of the School: decision making-giving directions-checking stations
3. Asst. Administrator: giving directions-coordinating the evacuation w/ the President and Vice-President of School.
4. Crisis Support: responding to lock down and evacuation procedures.
  - Communication is made to/from the VP of School and CMT.
  - Communication among CMT members (other than with VP of the School) is kept at a minimum. Communication Channels are to be kept open.
  - CMT reports immediately to the VP of School any difficulties in the evacuation.
  - CMT directs Police, Fire and Civil Defense to President and VP of School.

- In the event of a crisis, the Police, Fire and/or Civil Defense assumes control of the situation upon arrival on campus. The VP of School is the liaison between rescue personnel and St. Patrick School.

## DISRUPTIONS

Respond to a disruption according to its level of intensity. Generally, there are 3 levels of disruptions.

**Level 1:** The overall policy in these situations should be containment and removal, with minimum interruption of educational processes.

A Level 1 disruption is confined to one area and poses no threat to students or staff. You are better off dealing with this one yourself. Avoid the implications that may arise with the massive use of outside resources. Inform the Principal after dealing with the incident.

**Level 2:** The regular school schedule should be allowed to continue with minimal disruption.

A Level 2 disruption occurs when disruption forces are mobile and/or pose a direct threat to members of the school community. VP of the School should be notified. Police assistance may be required to control and remove the disruption. If necessary, selected community representatives may be brought in to assist in the stabilization effort.

**Level 3:** The situation is out of control.

A Level 3 disruption occurs when educational processes have ended for most students and there are serious threats to students and staff. Immediate assistance from the Police is request. Generally, the school should be closed.

## LOCK DOWN

The lock down procedures is used in situations involving dangerous intruders or other incidents that may result in harm to persons on campus. A signal will be given AUDIBLE OR VISUAL to indicate type of lock down.

**Level One:** Suspicious person on campus, reports of suspicious activities in area, isolated incidents of violent behavior or aggressive behavior by a students, visitor or parent.

--Lock classroom doors; children, teachers and aides remain inside rooms.

--Class continues as usual; do not open doors until all clear signal.

--Roll is taken and office will contact classroom for attendance.

## Level Two/Three:

Immediate and/or imminent danger to students and/or staff

- Lock classroom doors; children, teachers and aides remain inside rooms.
- Do not open doors until all clear signal.
- Roll is taken and office will contact classroom for attendance.
- Move children to protective areas (e.g. under their desks)
- Turn off lights, students to listen and follow directions.

Children on playground should move to the nearest open door and proceed with lock-down.

AUDIBLE signal over PA system: Three quick rings of the school bell repeated 12+ times.

VISUAL signal w/o PA: A staff member walks from room to room with a RED folder with a star.

The “all Clear” signal is one long ring from the school bell. Children may return to their classrooms and their normal routine.

## EVACUATION PROCEDURES

TEACHERS AND STUDENTS MUST LISTEN FOR EXIT DIRECTIONS.

To Main Campus:

- All classes are to line up single file and proceed quickly and quietly to the rear of St. Patrick Church. Last person out should close door and turn-off lights. At the rally point, check for class marker.
- Teachers should have their class lists, grade book and the class emergency backpack.
- The teacher responsible for the class at the time of the evacuation leads the class to the designated rallypoint.
- At the rally point, the teacher should account for all in the class.

To Front Parking Area:

- All classes are to line up single file and proceed quickly and quietly to the front parking area of St. Patrick Church. Last person out should close door and turn-off lights. At the rally point, check for class marker.
- Teachers should have their class lists, grade book and the class emergency backpack.
- The teacher responsible for the class at the time of the evacuation leads the class to the designated rallypoint.
- At the rally point, the teacher should account for all in the class.

Off Site:

ALL TEACHERS AND STUDENTS MUST LISTEN FOR EXIT DIRECTIONS.

Emergency Personnel will direct to site chosen for evacuation.

-- All classes are to line up single file and proceed quickly and quietly to the front parking area of St. Patrick Church. Last person out of the classroom should close door and turn-off lights.

-- Teachers should have their class lists, grade book and the class emergency backpack. For an off-site, the homeroom teacher is responsible for and leads the class in the evacuation.

--Classes proceed toward the evacuation site. Students cross only on the light signal.

--At the rally point, the class is directed to the class marker.

-- The teacher should account for all in the class.

--The VP of School monitors the evacuation via "walkie-talkie" or cell phone communication with the CMT.

## SPECIFIC EMERGENCIES

### Tsunami Warning:

The school is not in a tsunami inundation zone, so we do not anticipate an evacuation. The following procedures have been adopted in the event of a Tsunami Warning.

If a Warning is issued during school hours, we will feed and take care of the children until parents can safely pick them up. You need not leave work or rush to pick up your children. It is recommended you remain in a safe area until the "all clear" is announced and avoid contributing to unnecessary traffic on roads and highways.

If a Warning is issued before school opens, please keep your children home. School will be closed. Listen to your local radio station.

### Hurricane/Tropical Storm/Flooding:

The school is not in a flood inundation zone, so evacuation is not the normal procedure. However, if evacuation does become necessary, the Civil Defense department will direct St. Patrick School to the nearest emergency shelter.

Hurricane or Tropical Storm Watches are issued by the National Weather Service 36 hours prior to the arrival of a storm. 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 and make a decision to close the school before the issuance of a Warning.

## Earthquake:

Should an earthquake of significant magnitude occur on Oahu, we can anticipate considerable disruption to our road networks. If your children are at school, you may not be able to get to them. Please be assured that we will take care of the children until you can safely pick them up.

Please be assured that we will take good care of your children during any emergency or disaster. If school is to be closed, it will be announced over radio or television. In the event that school is closed, all children will be supervised until they are picked up by their parents or authorized persons.

Please do not call during emergencies. Telephone lines need to be kept open and available to take care of urgent needs.

## FIRST AID

Survey the scene to make sure it's safe. You can't help by becoming a victim yourself.

DETERMINE THE SERIOUSNESS OF THE SITUATION.

USE EMERGENCY PROCEDURES (CALL 911).

RESPOND TO SITUATION AS OUTLINED IN CMP (Crisis Management Plan).

Don't move a victim if you suspect a neck or back injury. Ensure the person is breathing.

Ensure the person's heart is beating.

Control severe bleeding.

Do CPR as necessary.

Treat all body fluids as potentially infectious.

## HEALTH PRECAUTIONS

Assume that all body fluids of all persons could be contaminated with infectious agents. If possible, avoid direct contact with body fluids. Disposable gloves should be part of a First Aid kit. If no gloves are available, wash hands vigorously if you come in contact with body fluids. Use disposable gloves, plastic bags, and disinfectant to clean up emergency sites. If used materials (such as bandages or disposable diapers) contain body fluids, dispose of them in a securely tied bag.

## INJURY

Administer first aid or call someone to assist. Make the student as comfortable as possible. If injury is determined to be of a less serious nature, then notify the VP of School. The VP of School will notify the parents. The parents may make the decision to seek further medical treatment.

Fill out Accident Report Form.

Do not dismiss a student from school until a parent or an adult designated by the parent has been contacted. No ill or injured child should be sent home alone.

If injury is determined to be of a serious nature, Emergency procedures are initiated either by notifying the VP of School. Do not call or involve others without further instructions.

Fill out the Accident Report Form.

The VP of School will notify parents of the emergency as soon as possible.

If a student is taken to an emergency medical facility, parents will be instructed to meet the ambulance at the facility.

If the Paramedics determine the situation does not warrant use of their service, the parents will be notified about the incident. The parents may make the decision to seek further medical treatment.

If the parents wish to use a private ambulance, they will be advised that they are responsible for the cost.

## BOMB THREATS

Employees receiving or discovering a bomb threat or similar emergency should consider the situation as a serious threat to the safety of St. Patrick School. NOTE: *Do not use radios. Radio transmission may set off a bomb.*

RESPOND TO SITUATION AS OUTLINED IN CMP:

1. Notify the VP of School immediately. Do not call or involve others without further instructions.
2. The VP of School will initiate telephone notification to President of School and the Police.
3. If directed by the Police, an EMERGENCY EXIT of the buildings will be initiated.

If the bomb threat is received by telephone, ask the caller these questions:

When will the bomb explode? Where  
has the bomb been placed? What does  
the bomb look like?  
What kind of bomb is it?  
Why was it placed in this building?  
Who put it here?  
Who are you?

Keep the caller on the phone as long as possible. Record the following information for police and school administration:

the time of the call the  
date of the call  
the exact words of the caller the  
sex and age of the caller  
the caller's speech pattern or accent any  
back ground noises

If the object is received by mail, do not handle the package unnecessarily. If a suspicious object is discovered, do not attempt to touch or move the object.

### BEGIN EMERGENCY PROCEDURES

Notify VP of School from a phone outside the building Evacuation  
of building/ grounds as necessary

Call 911

Secure the area to prevent re-entry.

Follow the building's emergency plan as you wait for EMP. VP  
of School will notify required authorities.

### FIRE

DETERMINE THE SERIOUSNESS OF THE SITUATION. USE  
EMERGENCY PROCEDURES (CALL 911) RESPOND TO  
SITUATION AS OUTLINED IN CMP

Activate the school fire alarm system and evacuate the buildings

If telephone is out of service, use a cell phone to call 911 AND notify the VP of School

Follow Fire Emergency Procedures below.

After implementing Fire Emergency Procedures, VP of School will be responsible for required  
notification.

Do not re-enter the building unless all clear signal has been sounded  
If building cannot be re-entered, wait for further instructions.

### Fire Emergency Procedures

Every classroom's evacuation plan is to be posted on a wall near an exit door.

1. Sound the fire alarm.
2. Evacuate immediately according to emergency procedure.
3. The teacher ensures that no one is left behind. Shut classroom doors. DO NOT CLOSE windows. Take rollbook.
4. Classes line up at rally point areas according to Evacuation procedures. However, classes should be prepared to take directions for alternate areas depending on the placement of fire trucks and equipment.
5. The teacher checks to see if all are present. If a student is found missing, the teacher must immediately report the missing student to the VP of School. Use assigned patrol inspectors to carry messages between teachers and the School's VP.

### THREATS, SUICIDE OR DEATH

Any note or threat should be taken seriously. The VP of School should be notified immediately. The VP of School will notify the President.

Upon notification, the VP of School will evaluate the situation; begin Emergency procedures if necessary, make appropriate contacts to President, authorities and alternate support services as needed.

- Local suicide crisis line. 521-4555 (O'ahu)
- Catholic Social Services
- Implement the Crisis Assistance Team.

### Procedure after a death on campus occurs

#### First Day:

Begin and end the day with a faculty meeting

Assign roles

Set up a crisis center in available room/office

Have the VP of School explain facts to students

Have VP or designee visit each decedent's classes

Gather the decedent's personal property to be returned later Provide for individual counseling

Notify community support agencies if needed

## Second Day:

Begin with a faculty meeting to review the situation, including feelings of students and staff. Stress normalizing the routine as much as possible. Review procedures for excused absences and discuss questions regarding a memorial service and the funeral. Continue faculty crisis support.

If possible, schedule an in-service meeting for the staff to review skills for working through grief and, if death was a suicide, review risk factors, how to diffuse and alleviate guilt, and how to respond to questions and feelings about suicide.

Review or provide a list of crisis services and phone numbers for referral to parents or students.

## Third Day:

The VP of School and Crisis Team will meet.

The VP will provide a written announcement to be read by staff concerning funeral arrangements. Make faculty aware of the details so they can answer questions that may arise.

The VP or an appointed staff member will visit or communicate expressions of sympathy to the family.

The VP and teachers will monitor “at risk” students and, if appropriate, begin referrals for continued support.

If death resulted in a high level of community awareness or media coverage, the VP will schedule an evening meeting to answer questions.

**Follow-up:** The VP of School will arrange for the return of the decedent’s personal property to the family. Remind faculty to be aware that students may question the spiritual of death. Provide a list of emergency agencies and phone numbers to the parents of the student body. Schedule a staff meeting to discuss the interventions that took place and remind people to continue to monitor the behavior of students.

## HAZARDOUS WASTE, CHEMICALS

Any situation that might pose a possible threat to the safety or security of personnel or to the continued operation or fiscal stability of the schools shall be reported immediately to the VP of School. Any situation which poses a hazard or which may be detrimental to St. Patrick School must be reported. Upon notification of such a situation, the President or VP of School shall determine whether the Crisis Management Team (CMT) should be convened.

DETERMINE THE SERIOUSNESS OF THE SITUATION.

THE VP WILL DIRECT THE CONTACT FOR EMERGENCY RESPONSE TELEPHONE NUMBER ON SHIPPING PAPER FIRST, OR REFER TO:

CHEMTREC (1-800-424-9300); CHEM-TEL, INC. (1-800-255-3924);  
INFOTRAC (1-800-535-5053) OR 3E COMPANY (1-800-451-8346)

ISOLATE SPILL OR LEAK AREA IMMEDIATELY FOR AT LEAST 25 TO 50 METERS (80 TO 160 FEET IN ALL DIRECTIONS).

KEEP UNAUTHORIZED PERSONNEL AWAY. STAY UPWIND.

KEEP OUT OF LOW AREAS. RUNOFF MAY POLLUTE WATERWAYS.

### GASES – FLAMMABLE (PROPANE)

#### Health Precautions

Vapors may cause dizziness or asphyxiation without warning. Some may be irritating if inhaled at high concentrations.

Contact with gas or liquefied gas may cause burns, severe injury and/or frostbite. Isolate spill or leak area immediately for at least 50 to 100 meters (150 to 330 feet) in all directions.

Keep unauthorized personnel away.

Stay upwind.

Many gases are heavier than air and will spread along ground and collect in low or confined areas (sewers, basements, tanks).

Keep out of low areas.

### CHEMICAL SUBSTANCES – TOXIC (NON-COMBUSTIBLE)

#### Health Precautions

Highly toxic, may be fatal if inhaled, swallowed or absorbed through skin. Avoid any skin contact.

Effects of contact or inhalation may be delayed.

Fire may produce irritating, corrosive and/or toxic gases.

Runoff from fire control or dilution water may be corrosive and/or toxic and cause pollution.

## HOSTAGE SITUATION

This is a Level 3 Disruption. Immediate notification of VP of School.

Any situation that might pose a possible threat to the safety or security of personnel or to the continued operation or fiscal stability of the schools shall be reported immediately to the VP of School. Any situation which poses a hazard or which may be detrimental to St. Patrick School must be reported. Upon notification of such a situation, the VP or President of School shall determine whether the Crisis Management Team (CMT) should be convened.

1. Do not call or involve others without further instructions

The VP of School will initiate telephone notification of President of School and Police. The President and VP of School will determine if it is necessary to assemble the CMT.

4. If directed by the Police, an EMERGENCY EXIT of the buildings will be initiated.

## INTRUDER ON CAMPUS

Any situation that might pose a possible threat to the safety or security of personnel or to the continued operation or fiscal stability of the schools shall be reported immediately to the VP of School. Any situation which poses a hazard or which may be detrimental to St. Patrick School must be reported. Upon notification of such a situation, the VP or President of School shall determine whether the Crisis Management Team (CMT) should be convened.

1. Notify the VP of School immediately. Do not call or involve others without further instructions.

2. The VP of School will initiate telephone notification of President of School and the Police.

3. The President and VP of School will determine if there is a need to assemble the CMT.

4. If directed by the Police, an EMERGENCY EXIT of the buildings will be initiated.

## WEAPONS

Any situation that might pose a possible threat to the safety or security of personnel or to the continued operation or fiscal stability of the schools shall be reported immediately to the VP or President of School. Any situation which poses a hazard or which may be detrimental to St. Patrick School must be reported. Upon notification of such a situation, the VP or President of School shall determine whether the Crisis Management Team (CMT) should be convened.

A student is expected to obey all state and civil laws. Carrying of dangerous weapons or items construed as weapons (i.e., pocket knives, razors, sharp objects, etc.) are misdemeanor offences according to state law.

1. Notify VP of School immediately. Do not call or involve others without further instructions.
2. The VP of School will initiate telephone notification of President of School and the Police.

### MEDIA PROCEDURES

The President of School will request the VP of School to direct a statement to all personnel and others on the campus. This statement will specify the nature of the crisis situation and advise of the desired action to be taken.

The statement will immediately be furnished to the VP and Level Coordinators. If circumstances permit, it will be furnished in writing, if not, via telephone and/or facsimile transmission or other such means as are practical. Principal and Level Coordinators upon receiving notification of a campus crisis, is to pass the same information along to their teachers and/or staff.

The School will remain operational as long as circumstances permit. Outside inquiries to St. Patrick personnel should be referred to the VP. In the absence of phone services, employee resources will be provided for crisis notification (contingent on available personnel).

#### Implementation of policy:

1. The VP of School is designated as the spokesperson, unless otherwise stated by the President to represent the school in communication with the media. Other persons may also represent the school in interviews but only with the approval of the President or VP of School or designated spokesperson.
2. Every contact with a journalist must be documented on a Media Contact Sheet and archived in the VP's Office.

## WELLNESS POLICY

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

The National Catholic Education Association 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. Patrick School 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 part of a class or student incentive program, 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 St. Patrick School Wellness Policy, and to ensure that this policy is being 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 Vice-President or his/her designee annually.

*1. Uniforms*

*2. Guidelines for Student  
Internet Use*

## STUDENT DRESS CODE

*Mills Company is the official uniform site for St. Patrick School.*

### Official Girls' Uniform:

*3 & 4 years* SPS Forest Green Polo w/pull up shorts/pants

*Grades K-4* SPS Forest Green Polo w/plaid skirt (optional: khaki pants)

*Grades 5-8* SPS Forest Green Polo w/ plaid skirt (optional: khaki pants)

Footwear -Socks: ONLY SPS Logo Socks can be worn

-Shoes: White or black athletic shoes. No Dress shoes.

-Shoe Laces: White or Black;

3-4YO: VELCRO OR ELASTIC-NO SHOELACES

*Optional Kinder-8* Khaki walking shorts with a black or dark brown belt may be worn with forest green polo shirt.

Athletic Gray hooded jacket with embroidered Logo; ALL WHITE CARDIGAN OR JACKET

### Official Boys' Uniform:

*Grades JrK-8* SPS

Forest Green Polo w/pleated shorts or pants and brown or black belt

Footwear -Socks: ONLY SPS Logo Socks can be worn

-Shoes: White or black athletic shoes. No Dress Shoes

- Shoe Laces: White or Black

3-4YO: VELCRO OR ELASTIC-NO SHOELACES

*Optional K-8* : Boys khaki walking shorts with black or dark brown belt and SPS Forest Green Polo

Athletic Gray hooded jacket with embroidered Logo; ALL WHITE CARDIGAN OR JACKET

\*Official Uniforms are used for School-wide events: bimonthly Masses, programs, prayer services.

PE Uniform for all Boys and Girls: Light Steel t-shirt w/khaki pull up shorts (3 & 4 years) or the green MESH shorts (Kinder~8th Grade)

## UNIFORM ACCESSORIES AND GENERAL APPEARANCE

Under garments (boys/girls) – White T-shirts may be worn as an under garment. (NO designs on undergarments.)

Jewelry: watches are permitted

Girls – bracelets, necklaces, neck charms, and decorative hairpins are not permitted. Girls may wear earrings only if they are studs. No dangling earrings allowed. One pair, one on each ear lobe.

Boys – earrings, neck charms, bracelets and necklaces are NOT permitted.

Make--up and Nail Polish are not permitted

Hair— Natural color only.

Outlandish styles are not permitted.

Boys' hair should not be longer than three inches in length and must not touch the collar of the polo shirt. No tracks, layers or braids.

Girls' hair should be neatly combed and away from the face and eyes.

## FREE DRESS CODE

Girls

Appropriate Attire:

Long/short muumuus, long pants or jeans and skirts are acceptable. Blouses and shirts are also appropriate. Shoes or sandals with a back strap must be worn with the free dress.

Inappropriate Attire

No mini-skirts, see-through blouses, mid-riff shirts, shirts with suggestive logos/team logos/slogans or writing of any kind, no shorts, spaghetti straps, low-cut tops or attire not in keeping with the image of a student at St. Patrick School.

Boys

Appropriate Attire:

Long dress pants or jeans are acceptable. Polo or Aloha shirts are also appropriate. Covered shoes or sandals with a back strap must be worn.

Inappropriate Attire:

No T-shirts with suggestive logos/team logos/slogans or writing of any kind are not permitted. Free dress must be in keeping with the image of a student at St. Patrick School.

*Any student arriving to school in inappropriate dress will be asked to call their parents to bring in the proper attire.*

## Guidelines for Student Internet Use\*

St. Patrick School offers Internet access. The sole purpose of this Internet access is to support education and research by providing students and teachers with access to unique resources and an opportunity for collaborative work. All uses of Internet access (like all other uses of computer facilities) must be in support of and consistent with these educational objectives.

All students who use Lexington's Internet access are expected to read these Guidelines and/or to take part in a discussion of the Guidelines with a teacher. Adherence to the guidelines is a condition for a student's privilege of Internet access.

### The Internet

The Internet is a vast, global network, linking computers at universities, schools, laboratories, and other sites. Through the Internet, one can communicate with people all over the world through discussion forums and electronic mail. In addition, many educationally valuable files may be downloaded from the Internet. Because of its enormous size and resources, the Internet's educational potential is boundless. Because of its broad reach, however, the Internet also contains the potential for abuse. These guidelines are intended to help ensure that students use this valuable resource in a safe and appropriate manner.

### Students' Individual Responsibility

All student use of the Internet is to be conducted under faculty supervision. Nevertheless, faculty members are not expected to monitor student use at every moment. Every student is expected to take individual responsibility for his or her appropriate use of the Internet.

#### Levels of Student Access

Two levels of Internet access are provided through the St. Patrick School:

1. Internet and World Wide Web

Students will have access to the Internet and World Wide Web, with teacher supervision, in class rooms and the library. No individual account agreement is required. Before a student may access the Internet and Web, however, he or she must be familiar with these Guidelines.

*\*Adapted from Lexington School District Handbook*

## Grades K– 4:

Before students in Grades K– 4 will be authorized to access the Internet and World Wide Web, they will take part in a discussion of these Guidelines with their teacher.

## Grades 5– 8:

Before students in Grades 5-8 will be authorized to access the Internet and World Wide Web, they will be asked to sign a statement stating that they have read the Guidelines and agree to adhere to them.

## 2. Individual Email Accounts

Students may apply for individual email accounts. Before an account will be provided, the application must be completed and signed by the student and their parents.

### Internet Access Is a Privilege

For both levels of access, Internet access through St. Patrick School is a privilege, not a right. A student's access may be canceled by school officials if this privilege is abused.

Inappropriate conduct on the Internet access will also be subject to disciplinary action, in conformity with the School Policy on Student Conduct and Discipline. (see School handbook)

### Administrators' Access to Student Files

All student email files and other Internet files and records may be accessed and examined by administrators for educational and administrative purposes, including the need to ensure that these Internet Guidelines are being adhered to. Administrators will also cooperate in providing access to student email and Internet files and records to law enforcement authorities. Students should not assume that uses of the St. Patrick School Internet access will be private.

### Personal Safety

The Internet is accessible to the public. Unfortunately, this includes people who want to make contact with students for inappropriate purposes or under false pretenses. The St. Patrick School cannot screen the Internet for such inappropriate uses. Therefore, students must be cautious and prudent about supplying personal information and arranging personal meetings. In particular, students should never arrange a personal meeting with a person who was met on-line without their parents' or guardians' knowledge and approval. Students should promptly inform their teacher or school administrator of any on-line communication that the student feels is threatening, harassing, or otherwise inappropriate.

## System Security and Resource Limits

Students are expected to follow procedures and guidelines that are issued in order to ensure the security of the School computer system and to respect its resource limits. These include any downloading guidelines and virus protection procedures that may be issued.

## Network Etiquette

Students are expected to learn and to abide by generally accepted rules of Internet network etiquette, as well as rules of school decorum. These include common courtesy, politeness, and the avoidance of vulgar language.

## Unacceptable Uses

The following uses of the St. Patrick School Internet access are unacceptable:

1. Posting private or personal information about another person.
2. Attempting to log in through another person's email account or to access another person's files.
3. Accessing or transmitting obscene or pornographic material.
4. Posting chain letters or engaging in "spamming" ("Spamming" means sending annoying or unnecessary messages to large numbers of people).
5. Engaging in sexual harassment. The St. Patrick School Sexual Harassment Policy, which is included in the school's handbook, is applicable to Internet conduct.
6. Participating in any communications that facilitate the illegal sale or use of drugs or alcohol; that facilitate criminal gang activity; that threaten, intimidate, or harass any other person; or that violate any other laws.
7. Plagiarism. Plagiarism means the taking of material created by others and presenting it as if it were one's own. St. Patrick School equates plagiarism with cheating and is unacceptable conduct from a student of St. Patrick School.
8. Infringing copyrights. Copyright infringement occurs when a person inappropriately reproduces or transmits material that is protected by copyright. For example, most software is protected by copyright and may not be copied without the permission of the copyright owner.

Participating in commercial activities that are not directly related to the educational purposes of St. Patrick School.

### Disclaimer of Liability

The St. Patrick School disclaim all liability for the content of material that a student may access on the Internet, for any damages suffered in the course of or as a result of the student's Internet use, and for any other consequences of a student's Internet use.

### SMOKE FREE ENVIRONMENT

St. Patrick School is designated a smoke-free environment and prohibits the use of smoke-producing products in all areas of the school campus. Smoking is not permitted anywhere in the school grounds. Compliance with the smoke-free policy is mandatory for all students, employees and persons visiting the school.

### DRUG FREE POLICY

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or the unlawful possession or use of alcohol is prohibited in and on St. Patrick School owned and controlled property or as part of any of its activities. Any St. Patrick School student or personnel determined to have violated this policy shall be subject to disciplinary action for misconduct, action which may include expulsion or termination and referral for criminal prosecution. No student or employee is to report to work, class or any school activity while under the influence of illegal drugs or alcohol. Violation of this policy by any student or employee will be reason for evaluation and possible intervention or treatment for alcohol and other drug abuse or dependency disorders.

(print, complete then return to your child's teacher)

Saint Patrick School Parent-Student  
Handbook Acknowledgement and  
Agreement

I acknowledge that by signing below, we (parent or guardian & student) have received the SPS Parent-Student Handbook and that we reviewed the handbook together.

We agree to abide by the Handbook policies, regulations and guidelines set forth by the Administration of SPS. We further understand that these policies, regulations and guidelines may be amended, added to and modified at any time according to time frame delineated in the Handbook.

In addition, we agree to abide by any consequences as may result from infractions to any policies, regulations or guidelines.

Print Student's Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_ Gr. \_\_\_\_\_

Please initial for consent (Parent)

\_\_\_\_\_ We hereby allow for the use of pictures of our child on the school's website, Edline and other publications that are related to St. Patrick School.

Print Parent's Name \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Return one form per Student