



# St. Patrick School: Student and Parent Handbook

3320 Harding Ave. Honolulu HI., 96816

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## SECTION 1: Mission

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### Mission of St. Patrick School Approved by SSCC on October 15, 2020

Saint Patrick School is dedicated to educating children to embody, in both word and action, the Eucharistic spirituality of the Congregation of the Sacred Hearts of Jesus and Mary. We are committed to inspiring our students to emulate Jesus and Mary by nurturing hearts filled with compassion and forgiveness. Furthermore, Saint Patrick School challenges its students to improve the world through collaborative efforts that serve the common good.

### St. Patrick School Philosophy Approved on October 15, 2020

Saint Patrick School provides a high-quality Catholic education rooted in the Eucharistic spirituality of the Congregation of the Sacred Hearts. Students are encouraged to model the compassionate and forgiving hearts of Jesus and Mary. They acquire values, ethics, and morals that guide their life decisions and their responsibilities to family, community, and the world. Learners are encouraged to work together to create a better world through service that benefits the common good.

Saint Patrick School believes that every child can learn, succeed, and discover their unique talents. Teachers cultivate a positive learning environment through programs and extracurricular activities that promote life skills in leadership, critical thinking, creativity, collaboration, and communication.

Saint Patrick School fosters partnerships with parents and their extended families, the Saint Patrick Parish, and the broader local and global communities. These partnerships enhance communication and provide learners with opportunities that extend beyond the classroom experience.

### Church and School History Revised in October 2020

*In the early 1900s, Honolulu's population expanded beyond the areas of Kewalo, Punchbowl, Kalihi, and Kaimuki. The Catholics of Kaimuki initially attended Mass in the Convent Chapel of the Sacred Hearts of Sisters on Waiālae Avenue. However, by 1917, this chapel had become too small. The chaplain of the Sisters' convent, Father Patrick St. Leger, SS.CC., recognized the need to build a church for the Catholics of Kaimuki. He initiated plans for a new structure. Due to unfavorable circumstances around the time, Father Athanasius focused his attention on the nearly 1,500 Catholic students enrolled in the five public schools.*

*In the early 1900s, as the population of Honolulu extended beyond Kewalo, Punchbowl, Kalihi, and Kaimuki, there arose a pressing need for educational facilities in the Kaimuki district. The parish recognized the necessity for a school, but this aspiration was hindered by the church's substantial debt. However, Bishop Alencaster proposed an innovative solution. He suggested to Father Athanasius the use of an old wooden building on River Street, which had been vacated when the Congregation moved Saint Louis College to Kalaepohaku in Kaimuki.*

*Construction for the new St. Patrick School commenced in early February 1930, and by September of the same year, a building with eight classrooms and an auditorium was ready to welcome 200*

*students. The Sisters of the Congregation of the Sacred Hearts joined the school, with more added each year. In 1933, the American Legion generously donated and erected a 65-foot flagpole for the school's use.*

*From 1930 to 1984, the school was administered by the Sisters of the Congregation of the Sacred Hearts. Unfortunately, on January 14, 1949, a nighttime fire destroyed the old wooden structures. Despite the efforts of priests and sisters from Sacred Hearts Academy, who rushed to extinguish the flames, nearly everything except for two classrooms was lost, leaving St. Patrick without a school. To address this crisis, St. Louis College offered the use of its facilities on the slopes of Kalaepohaku, allowing St. Patrick students to continue their education. Under this temporary arrangement, St. Patrick students attended morning classes, while St. Louis students attended from noon until 4 p.m. This setup persisted until the new St. Patrick School was dedicated in July 1950.*

*In its formative years, the school experienced significant growth, expanding from 176 students in its inaugural year to over 980 students by 1955. However, the Sacred Hearts Sisters departed in 1984, at which point enrollment had decreased to 670 students. Between 1985 and 1993, a series of lay principals managed the school, until the Sisters of St. Joseph of Carondelet assumed administration in 1994 and continued to manage the school until 2006.*

*At the invitation of the Brothers of the Sacred Hearts—Hawaii Province, the Sisters returned in 2006 to administer the school once more. During this period of transition, the enrollment stood at 413 students. They re-established the SS.CC. charism and character within the school, influencing the students, parents, and curriculum programs. In 2010, the Hawaii and East Coast Provinces of the Brothers merged to form the US Province.*

*In 2011, the US Province of the Sacred Hearts decided to separately incorporate the ministries of the President of St. Patrick Corporation, who is currently the Pastor of St. Patrick Church. The Vice President holds the position of Director of Education, and the Secretary/Treasurer acts as the School Finance Officer. Under the sponsorship of the SS.CC. Congregation, the school fully embraced and instilled the core values and spirituality of the Congregation: the Eucharist, humility, integrity, compassion, reconciliation, and forgiveness.*

*By 1917, the Catholic community in Kaimuki had outgrown the Convent Chapel of the Sacred Hearts Sisters on Waialae Avenue. Father Patrick St. Leger, SS.CC., the chaplain of the Sisters'*

*convent, recognized the need for a larger church to serve the Catholics of Kaimuki. He initiated plans for this new building, but unfortunately, adverse conditions led to delays in the project.*

*The Sisters of the Congregation of the Sacred Hearts managed the school from 1930 to 1984. However, on the night of January 14, 1949, a fire destroyed the old wooden buildings. Priests and Sisters from Sacred Hearts Academy, who also taught at St. Patrick, rushed over to help extinguish the fire, but unfortunately, all but two classrooms were lost. St. Patrick was left without a school.*

*In a generous gesture, St. Louis College offered its premises on the slopes of Kalaepohaku so that St. Patrick students could continue their education. St. Patrick students attended morning classes at St. Louis College, while St. Louis students took classes from noon to 4 p.m. This arrangement remained in place until the new Saint Patrick School was dedicated in early July 1950.*

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*of lay principals led the school from 1985 to 1993. In 1994, the Sisters of St. Joseph of Carondelet assumed the administration of the school and continued to develop it until 2006.*

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*In 2011, the US Province of the Sacred Hearts decided to incorporate the ministries of St. Patrick School separately. The President of the 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, the school fully embraced the core values and spirituality of the Congregation, which include 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 nurture children spiritually, intellectually, and liturgically, preparing them to embody and share the presence of Christ in the world. Our Catholic educational institutions are committed by our faith to shape young minds through a curriculum and experiences deeply rooted in Catholic teaching and doctrine, with a strong emphasis on morality and Christian character building. This formation, combined with 21st-century academic standards and teaching methods, is essential for success in any Catholic educational institution in Hawaii.

Families have choices in the education and faith formation of their children. We expect all families who choose to enroll their children in our schools to fully embrace the light of Christ and actively support the mission and activities of Catholic education within the Diocese of Honolulu.

### Admission to St. Patrick School

Admission to St. Patrick School is a privilege and is contingent upon the school's ability to effectively serve the child with its available resources.

### Parent Cooperation and Support Statement

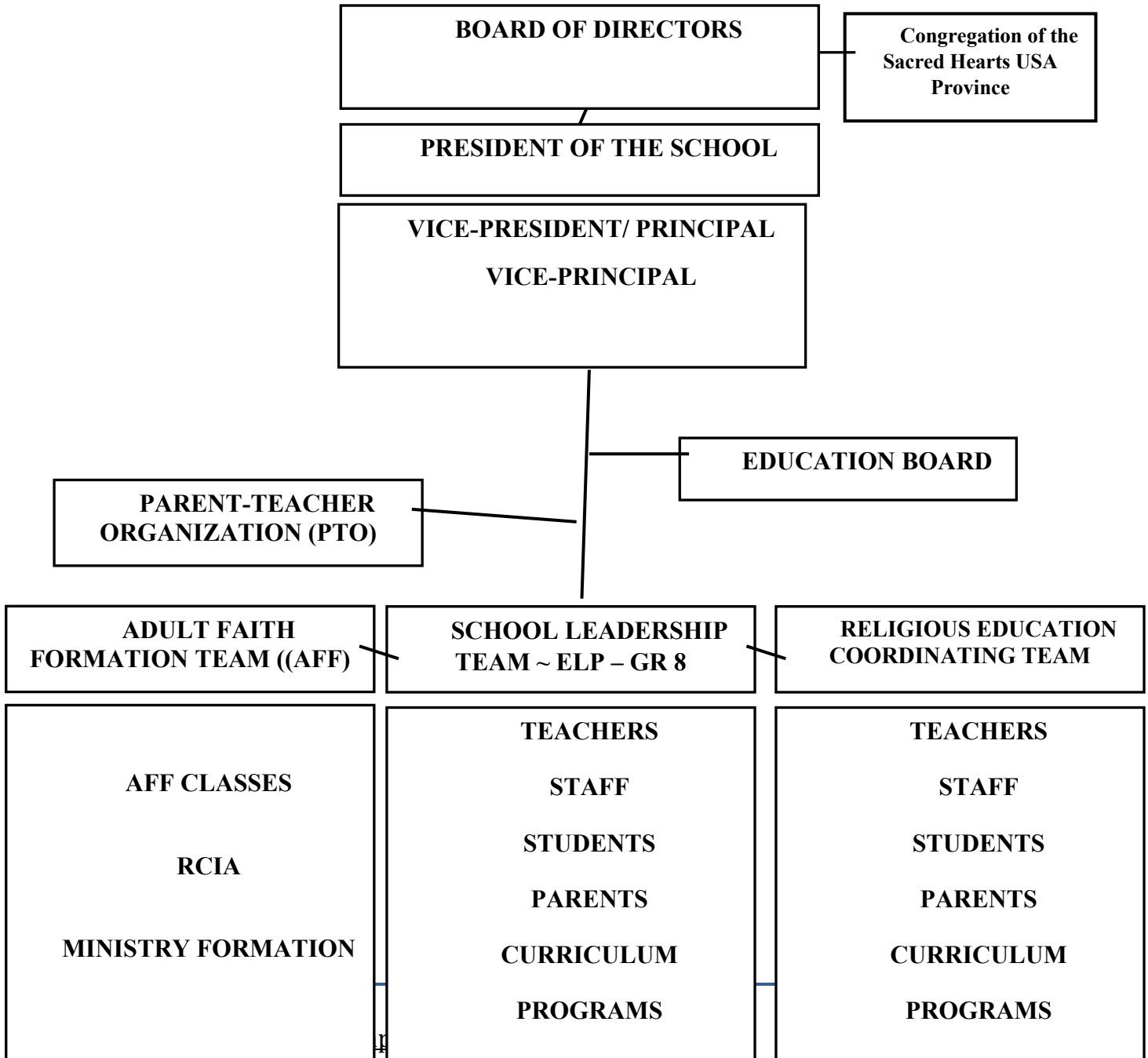
The mission of Catholic education in the Roman Catholic Diocese of Honolulu is to nurture children spiritually, intellectually, and liturgically so they can manifest Christ's presence in the world. Our Catholic educational institutions, guided by our faith, are committed to shaping our youth through a curriculum and experiences grounded in Catholic teachings and doctrine, with a strong focus on morality and the development of Christian character. This foundational formation, combined with 21st-century academic standards and teaching methods, is essential for success in any Catholic educational institution in Hawaii. Families have the choice in the education and faith formation of their children. We expect all families who choose to enroll their children to participate fully in the light of Christ and to actively support and uphold the mission and activities of Catholic education in the Diocese of Honolulu. (HCSD, August 2018)

**Section 2: Statement of Sponsorship**

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. It operates as a non-profit corporation in the State of Hawaii under the auspices of the Roman Catholic Diocese of Honolulu.

***St. Patrick School ~ A Not For Profit School***



The faculty at St. Patrick School are certified and licensed through the Hawaii Catholic Schools Office. All faculty, staff, and volunteers must undergo and be certified by the Safe Environment training program provided by Christian Brothers Services. Additionally, every employee of St. Patrick Church and School must complete a background check and obtain security clearance before their employment is finalized.

Faculty and staff are expected to engage in ongoing professional development 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 relies on the generous contributions of our parents to foster a partnership between home and school. The Parent-Teacher Organization (PTO) comprises parents, teachers, guardians, and other interested individuals who dedicate their time to promoting school events, activities, and class projects. The PTO aims to cultivate a spirit of aloha and cooperation between parents and teachers in the education of all children.

#### The Education Advisory Board

The Education Advisory Board is tasked with supporting the President, Vice-President/Principal, and Vice-Principal in their fundraising efforts during the school year. Funds raised contribute to the President's Scholarship Fund, which is available to all St. Patrick School students.

The Board is composed of parents and alumni from the parish, school, and neighboring communities. The Education Advisory Board sponsors two fundraisers throughout the year, such as "The Taste of St. Patrick" and Zippy's Specials.

#### Volunteers/Chaperones

Parent volunteers are encouraged to register and sign up at the beginning of the year to support various projects, events, and duties at the school. These opportunities help build a positive connection between home and school. All volunteers are required to complete and submit the Volunteer Code of Conduct Agreement, which is kept on file in the school office.

### **Section 4: Early Learning Program Goals**

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The aim of the Early Learning program is to establish a solid foundation for successful current and future learning. No smoking, including electronic smoking devices, is allowed on the premises during child care hours of operation, and personal nicotine products shall be stored out of reach of children. Medication that impairs or limits the staff's ability to provide care shall not be consumed prior to or during the hours of child care

This is achieved through four key areas:

1. Individual Child Development

The curriculum is designed to enhance the child's knowledge and skills across social, emotional, physical, spiritual, and intellectual domains. Emphasis is placed on fostering a positive self-esteem and a sense of competence. Each child is regarded as a unique individual, and growth is guided by their individual development. Variations in ability levels and learning styles are recognized and respected for ages 3 years to 6 years and 6 months.

## 2. Teaching Strategies

Our curriculum is centered around essential subject areas and is brought to life through projects, learning centers, and play activities. Teachers facilitate learning by crafting experiences that expand the child's knowledge and skills. Children can work and play in small groups or independently, engaging in activities they select or are guided to by the teacher.

## 3. Integrated Curriculum

The curriculum is designed to incorporate content and processes from all subject areas, including language development, numerical and scientific concepts, social studies, music, and movement. We view the child as a lifelong learner. Therefore, the curriculum is structured to teach the child the process of learning itself.

## 4. Parent-Teacher Partnership

Teachers and parents collaborate as partners in the child's development. Conferences and visits are encouraged to establish the most effective strategies for guiding the child's continued growth.

## 5. Classroom Management

Children may at times become frustrated, aggressive, or "out-of-control." Teachers employ a positive approach in managing a child's behavior.

## 6. Positive Reinforcement

Before starting an activity, teachers clearly state directions and remind children of the rules in a positive manner. Positive behaviors are reinforced with sincere praise. Teachers strive to understand the reasons behind a child's misbehavior and focus on their behavior, aiding them in developing problem-solving skills.

## 7. Grouping Children

Children must be the appropriate age for their group by October 15th of the current school year. To ensure a child's sense of security, order, and progress, they typically remain in the same age group or class from July to May. Children are not moved to the next age group on their birthdates. Transitioning a child from one group to another occurs under the following conditions:

- At the beginning of the new school year in August.
- At the request of the parents, but only after observation and discussion with the teachers and

principal, ensuring that all parties agree the move is in the child's best interest.

- At the recommendation of the teachers, following observation and discussion with the parents and principal, and with the consensus that the move benefits the child.

### Retaining Kindergarten Students

A kindergarten student may be retained at the same grade level if it is deemed to be in the best interest of the child. This decision aims to further the development of skills, socialization, and knowledge necessary for achieving reasonable success in first grade.

#### Entrance Age for Public School Kindergarteners

Act 219 has revised the age criteria for kindergarten admission in all State of Hawaii public schools. Starting with the 2006-2007 school year, children who turn five years old by August 1st are eligible to enroll in kindergarten.

#### Program Areas

- Religion: Catholic (Living Faith and Doctrine)
- Language Arts: Development of oral language, phonics, readiness for reading and writing, children's literature, and listening comprehension skills.
- Math Readiness: Understanding patterns, primary concepts of time, measurement, sizes, shapes, numbers, number sense, money, graphing, sorting, and more.
- Library Readiness Skills
- Life Skills: Social living science
- Interaction and Socialization
- Music, Art, and Physical Education
- Classroom Centers/Outdoor Play


### Personal Belongings

All personal items and belongings should be clearly labeled with the student's full name. Teachers will label the kindergarten mats and bins with each student's name. Kinder mats are disinfected and stored on a child's assigned shelf at the end of nap time. Children are allowed to bring their favorite blanket, sleeping mat, stuffed animal, or picture to school. All personal belongings must remain in their bin until the appropriate time. Personal items should be taken home at the end of the week for washing and then returned to school.

### **Daily Schedule**

	3 & 4 Year Olds	Kindergarteners
6:30 am	Arrival Breakfast in Cafeteria	Arrival Breakfast in Cafeteria
7:45 am	School Flag Assembly	School Flag Assembly
8:00 am	Circle Time	Circle Time

	Religion	Religion
8:40 am	Enrichment	
9:30 am	Math/Centers Learning Centers	
10:00 am	AM snack Outdoor Play	
10:30 am	Phonics Reading Readiness	
11:00 am	Language Arts Storytime	
11:45 am	Lunch	
Clean up; wash hands, tables and prepare for lunch and naptime		
1:30 pm	Snack/Outdoor Play	Snack/Outdoor Play
1:45 pm	Social Studies/Science	Social Studies/Science
2:20 pm	Get ready to go home	Get ready to go home
2:30 pm	Dismissal or After School Care	Dismissal or After School Care
2:30-5:00 pm	Dismissal or After School Care	Dismissal or After School Care
5:30 pm	Final Dismissal from ASC	Final Dismissal from ASC

 Parents are responsible for providing snacks and lunches. The cafeteria option for lunch or snacks is available but optional. St. Patrick School is a peanut-free environment; therefore, nuts and any products containing them are prohibited.

**SECTION 5: GENERAL OPERATIONAL POLICIES**

Licensing

St. Patrick School, serving ages 3 through Grade 8, is licensed by the Diocese of Honolulu, Hawaii Catholic Schools Office. The Early Learning Program (ELP) for 3- and 4-year-olds is licensed by the Department of Human Services and is also recognized as a Group Care Center (GCC). Our facility can accommodate a maximum of 49 ELP children. St. Patrick School holds full

accreditation from 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, the International Reading Association, the National Catholic Education Association, the Association for Supervision and Curriculum Development, and Hawaii Catholic Schools. Since 2016, St. Patrick School has been a member of the Hawaii Association of Independent Schools (HAIS).

### Hours of Operation (Ages 3 to Grade 8)

- Morning Care: 6:30 am to 7:30 am
- School Day: 7:45 am to 2:20 pm
- After School Care: 2:30 pm to 5:30 pm

Please refer to the Parent Contract in the Handbook for more detailed information.

**Note:** Children in the 3- and 4-year-old program start at 7:45 am and end at 2:30 pm. Please consult the school calendar for early dismissal times, holidays, intercessions, and vacation periods.

### Visitors to the School

All visitors are required to check in at the school office before proceeding to the classrooms, including parents who visit during class hours. During check-in, visitors must sign in and receive a visitor's pass. Upon leaving, they must check out at the school office. Visits to areas such as the classroom, playground, and library must be prearranged and approved by the school office. Visitors are expected to dress appropriately when on campus.

### Drop-off and Pick-up

The designated drop-off and pick-up area for students is the 6th Avenue parking lot. Parents of students in Grades K-8 may walk their children onto the campus. Between 6:30 am and 7:15 am, students aged 3 to 4 years and those in Grades 1-8 should report to the cafeteria.

For students enrolled in Morning Care/Afternoon Care and Kindergarten, there is a charge of \$5.00 for every 5 minutes before the 6:30 am opening, and a late pick-up charge of \$5.00 for every 5 minutes past 5:30 pm. Late/early charges are payable immediately upon drop-off or pick-up of a student.

### ARRIVAL AND DISMISSAL

Upon arrival between 6:30 am and 7:15 am, students should go directly to the cafeteria. Students are not permitted to be on the lanais or walk the school campus before 7:30 am.

Upon dismissal at 2:30 PM (1:00 PM on Wednesdays), students are expected to meet their parents or guardians, walk home, or catch their bus. Students are not allowed to remain on campus unless they are enrolled in the After-School Program, attending afternoon classes, or under the supervision of a teacher.

Children are not permitted to wait on the church steps. Any child left on campus after 3:00 PM will be taken to After-School Care, and their parents will be charged the daily rate. Students are

not permitted to leave and then return to campus without parental supervision.

### Attendance

Regular attendance helps students adjust quickly and enjoy the school experience. We ask parents to avoid interrupting the school day. Please schedule doctor appointments or vacations outside of regular school hours. Students who are absent should obtain any missed assignments from Google Classroom or classmates. If a student misses a test or quiz, it must be made up within a week; failure to do so will result in a failing grade for the missed test or quiz. Students should stay home only for very exceptional reasons or illness.

### Absences

If a student must be absent, parents are responsible for calling the school office by 8:00 AM. When calling, please provide the student's name, teacher's name, and reason for the absence. Persistent absenteeism poses a serious problem and creates genuine hardship for the student. Written notification of any prolonged absences must be submitted to the office. *An absence of three or more days requires a doctor's note for the student to return to school.*

### Tardiness

At St. Patrick School, the starting bell rings at 7:45 AM for the flag assembly. A student is considered tardy if they are not present in their classroom after the assembly.

### Release from School

If a student needs to be excused early, parents must call the school office or inform the teacher before 8:00 AM. Students leaving campus during the school day must wait in the school office until they are picked up. The office staff will verify the identity of the person picking up the student using a photo ID. The parent or guardian must sign out the student before leaving the campus.

### Acceptance

All applications are accepted on a first-come, first-served basis, with priority given to siblings of students enrolled at St. Patrick School. A waiting list is maintained after classes are full, and parents are notified when space becomes available according to the order in which applications were received.

### Registration Deposit

A non-refundable registration deposit is required at the time of registration and will be applied to the tuition. The balance of the first month's tuition is due before the student begins school. A student is considered registered and enrolled upon payment of the deposit.

### Registration Procedures

#### New Students:

Applications for enrolling new students can be obtained from the School Office during regular business hours, Monday to Friday.

St. Patrick School prioritizes admission in the following order: first, to Catholic students whose parents are registered and active members of our parish; second, to Catholic students residing

outside the parish boundaries; and third, to non-Catholic students. We welcome students from all geographical areas. Parents or guardians of all new students are required to attend an interview conducted by the Principal or designated interviewers. *Guardians must present the necessary documentation to authorize the release of student information.*

New parents are required to submit the following documents:

- A completed Health Examination Record (Form 14) demonstrating that a Physical Examination, TB Skin Test, and all required immunizations have been completed.
- Baptismal Certificate (if the student is Catholic).
- Copy of the Birth Certificate.
- Copy of the Social Security Card.

### Returning Students:

An "Intent to Return" form for the next school year is sent home in February and is due in March of the same year. To secure a spot for the following year, a non-refundable deposit must be submitted along with the "Intent to Return" form. This response will also help determine how many additional applicants can be accepted per grade. Enrollment space is very limited.

If the deposit is not received by the due date, it will be assumed that the student will not be returning, and a new student will be accepted to fill that spot.

Each year, parents must re-register their child for the upcoming school year. Acceptance for the next year is not automatic; the School reserves the right to accept or reject applications based on factors such as parental cooperation, student performance, available 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 obligations have been paid in full and received by the Business Office by the end of the school year.

### Legal Documents

Copies of any legal documents must be on file in the School Office. Documents regarding adoption, name changes, power of attorney, restraining orders, guardianship, and custody papers are stored confidentially in the Principal's office.

St. Patrick School complies with the provisions of the Buckley Amendment. As such, non-custodial parents will be granted access to academic records and information regarding their children's academic progress unless there is a court order specifically denying such access. The custodial parent is required to provide the necessary documentation. Submit a court-certified copy of the relevant decree's custody section to the office.

### LOST AND FOUND

To ensure the return of misplaced items, please clearly label all t-shirts, shorts, pants, jackets, sweaters, and personal belongings with the student's name. St. Patrick School cannot assume responsibility for any lost or stolen items.

## WITHDRAWAL

If a student is to be withdrawn from enrollment, St. Patrick School requires a written notice from the responsible party two (2) weeks in advance. Parents will be charged according to the published day rate for the period of attendance, and a \$90.00 withdrawal fee will be applied.

## DISCLOSURE OF INFORMATION

Student information will only be released to parents or guardians. A written authorization from the parents or guardians is required for the release of information to anyone outside of these parties. In emergency situations, a student's information may be disclosed to individuals other than the parents or guardians.

### 1. Privacy of Student Records:

- to maintain the confidentiality of student records. Access to these records is limited to authorized personnel such as teachers, school administrators, and certain support staff who have a legitimate educational interest.

- Parents or guardians have the right to access their child's educational records. In cases of divorced or separated parents, both parents generally have the right to access the records unless a court order states otherwise.

### 2. Release of Information:

- Information from student records can only be disclosed to outside entities or individuals with written consent from the parent or guardian. This consent must specify the records to be disclosed, the purpose of the disclosure, and to whom the records are to be disclosed.

- There are specific exceptions where information can be disclosed without parental consent, such as to other schools in which the student intends to enroll, to comply with a court order or subpoena, to appropriate officials in cases of health and safety emergencies, or for data collection and studies conducted on behalf of the school.

## CHANGE OF ADDRESS AND PHONE

Please notify the school office in writing if there are any changes to your family's address or phone number to ensure the school records remain up-to-date.

## SPECIAL NEEDS

Students with special needs will be evaluated individually following discussions with the parents, the student's physician, and the Principal.

## CAFETERIA

Our cafeteria provides breakfast from 6:30 to 7:15 a.m. Snack items are available during morning recess, and both hot lunches and à la carte items are served daily. Milk and juice can be purchased at any time. Annual inspections by the Department of Health ensure our cafeteria staff adheres to health and safety regulations.

St. Patrick School uses FACTS online service to better manage students' meal accounts. Through FACTS, parents can check their child's meal account balance and make payments using a credit or debit card. (It is recommended to download the FACTS app.)

Students may bring their own lunches to school. To safeguard all children, our school is a peanut-free environment. Parents are urged to carefully check product labels for nuts. All students in Grades 1-8 must eat their lunch in the cafeteria. Students are NOT PERMITTED to leave campus for lunch.

## FIELD TRIPS AND EXCURSIONS

Teachers will inform parents about planned excursions, and a signed parental permission form is required for each outing. Students who do not submit a signed form will not be allowed to participate. *Participation in these excursions is mandatory for all students, and the associated fees are included in the tuition.* Students will be transported to excursion locations only by authorized school buses, with ample chaperoning provided. Please note that St. Patrick School does not offer transportation to or from school.

## Cell Phones and Electronic Devices

Students are permitted to bring cell phones to school, but all other electronic devices are strictly prohibited. Cell phones will be collected by the homeroom teacher and securely locked in a cabinet. If a student needs to contact home for any reason, they must do so from the school office.

Any cell phone or electronic device found outside the lockers between 7:30 a.m. and 2:30 p.m. will be confiscated, taken to the office, and retained for two weeks.

Parents are encouraged to review this policy with their child. Parents should ensure their child understands the consequences of using a cell phone during the school day and reassure them that phone calls can be made at the school office.

## Student Lockers (Grades 5-8)

Students are assigned lockers for storing and securing books, school supplies, and personal belongings. Lockers, desks, and storage areas are the exclusive property of St. Patrick School. Students have no right or expectation of privacy concerning the use of the space assigned to them by the school. These lockers and other spaces may be searched at any time by staff and administration.

No student may use a locker, desk, or storage area to store any substance or object prohibited by law, Catholic school policy, or school rules, or anything that poses a threat to the health, safety, and welfare of the school occupants or the building itself.

## Locker Use

Lockers are off-limits to students before 7:30 a.m., unless accompanied by a teacher. Lockers are assigned to individual students and are not to be shared. Adhesives such as tape or stickers are not permitted inside lockers; magnets are the only approved method for posting items.

Students are responsible for any damage to the inside or outside of their lockers and should immediately report any damage to their homeroom teacher. Lockers may be accessed before school after 7:30 a.m., during morning recess, during lunch recess, and after school. Students must provide their own locks for their lockers.

Lockers are intended for personal items. Athletic gear and lunch bags should be kept in lockers throughout the day. The school is not responsible for the theft of items left in lockers.

## **SECTION 6: Campus Ministry**

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St. Patrick School places the highest importance on the spiritual and moral development of its students. The school encourages students to cultivate a personal understanding of Jesus and to appreciate how Catholic values can influence individual life choices and the broader global community.

The Campus Ministry plays a key role in organizing, coordinating, and leading worship experiences, prayer services, and liturgical events for faculty, students, and parents. These faith-related occasions offer the entire school community an opportunity to unite as one. The following events and activities are overseen by the Campus Ministry:

### **Bimonthly Mass and Prayer Services**

Campus Ministry collaborates with teachers and students to plan music, select readers, and choose song leaders. Teachers may be invited to engage in special class activities to prepare for Mass or prayer services.

### **Retreats for Grades 7 and 8**

Students in Grades 7 and 8 participate in a retreat at the beginning and end of each school year. Campus Ministry assists homeroom teachers with developing retreat themes, organizing logistics, and inviting guest speakers.

### **Mini-Retreats**

Students in Grades 4 through 6 participate in mini-retreats held on campus. Teachers receive assistance in planning these 2-3 hour reflection sessions. Campus Ministry provides a wide range of resources for creating meaningful themes and prayer experiences.

### **Advent and Christmas**

Campus Ministry serves as a resource for teachers as they plan seasonal religious prayers and activities. Such experiences include, but are not limited to, the Advent Wreath, Jesse Tree, Advent Angel, and Christmas Crib. Seasonal songs are coordinated with the music department.

### **Lent and Easter**

During the Lent and Easter season, significant attention is devoted to Ash Wednesday, the Stations of the Cross, and Holy Thursday within the school's liturgical life. Campus Ministry coordinates both school-wide and individual class experiences.

### **First Eucharist and Reconciliation**

Students in Grades 2 and 3 are prepared for the reception of these sacraments. Parents are advised to contact their own parish for immediate preparation and the reception of these sacraments.

## **SECTION 7: Student Behavior and Expectations**

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### **LEARNING FOR ALL - Behavior that Supports Learning**

St. Patrick School has established school-wide behavior expectations. Students contribute to a learning environment by respecting the rights of their peers to learn and acknowledging teachers' roles in facilitating and imparting knowledge.

- Transitions: Moving between classes on lanais and the campus offers an opportunity to "cool down & calm down" before entering the classroom.
- Class Focus: Engage in class learning with attentive eyes, listening ears, and controlled mouth and feet.

Respect through: Care, Cooperation, and Courtesy

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

#### **1. Catholic Disciple**

- Demonstrates understanding of Catholic faith, doctrines, values, morals, and ethics.
- Explains and applies Sacred Hearts spirituality and core values.
- Participates in service that promotes the common good.
- Expresses a personal understanding of Christ.

#### **2. Active Life-Long Learners**

- Master skills and knowledge and apply them to everyday situations.
- Gain confidence, competence, and personal growth by developing their God-given talents.

#### **3. Responsible Citizen**

- Practices Catholic Social Justice.
- Shows respect and care for people of diverse cultures, backgrounds, and economic statuses.

#### **4. Effective Communicator**

- Speaks and writes ideas clearly, creatively, and effectively.
- Responsibly use technology as a learning resource.
- Listens attentively and collaborates effectively with others.

### **Discipline and Class Management**

Physical punishment or any negative method of influencing behavior is strictly prohibited. Faculty or staff should never engage in any action that negatively affects a student's health, safety, or self-esteem.

St. Patrick School employs a technique known as Cooperative Discipline, specifically "Personal or Focus Time." This approach allows students to refocus and calm down. PERSONAL TIME is utilized only after attempts have been made to reinforce positive behavior and redirect negative behavior.

## Handling Repeated Infractions

For repeated infractions of school rules, a sequence of three warnings may be issued by the teacher. Each warning escalates to either 1) removal from class for focus time or 2) being sent to the office with a "pink" behavioral deficiency form. The Parish Director of Education will then confer with the student and/or their parents.

## Suspensions

Suspension is an exceptional method for modifying behavior. The school principal is solely responsible for determining and issuing suspensions and will inform the pastor of any such actions. Any student found guilty of physical fighting, vandalism, disrespect, insubordination, disobedience, or intimidation may be subject to immediate suspension.

## Bullying, Teasing, and Harassment Policy

St. Patrick School acknowledges that bullying, teasing, harassing, and intimidation negatively impact the school environment and undermine the dignity and individuality we promote in a Catholic setting. Students who feel intimidated or fearful cannot focus on their education as needed for success. Bullying may also escalate into more serious violence. Every student has the right to access education and feel safe in and around school.

## Definition of Bullying

Bullying is a pattern of repeated abusive behavior where a student is targeted. It encompasses physical intimidation or assault, extortion, verbal or written threats, teasing, put-downs, name-calling, threatening looks or gestures, cruel rumors, false accusations, and social isolation. This also applies to any behavior occurring on social media platforms, such as Facebook, TikTok, and Instagram.

## Bullying is Prohibited

The St. Patrick School community will not tolerate any form of bullying on school grounds or during school activities, whether on or off-campus.

## Staff Intervention

St. Patrick School expects all staff members who witness or become aware of bullying to take immediate and appropriate steps to intervene, unless intervention poses a risk to the staff member's safety. If a staff member believes their intervention has not resolved the issue, or if the bullying continues, they must report it to school administration for further investigation.

## Reporting by Students and Parents

St. Patrick School encourages students and parents who are aware of bullying to report it to school administration for further investigation. Any student who retaliates against another for reporting bullying may face the consequences outlined in paragraph six.

## Investigation Procedures

Upon learning of a bullying incident, the principal or designee will contact the parents of both the aggressor and the victim, interview both students, and conduct a thorough investigation. This may involve interviewing students, parents, and school staff, reviewing school records, and identifying any parental or family issues.

### Consequences and Interventions

Consequences for students who engage in bullying will depend on the investigation's outcome and may include counseling, a parent conference, detention, suspension, or expulsion. Depending on the severity of the incident, the principal may also take necessary steps to ensure student safety.

### Plan for Student Supervision

1. Separate and oversee the students involved.
2. Provide necessary staff support for the students.
3. Develop a supervision plan in collaboration with the parents.

### Safe Environment

St. Patrick School is committed to creating and maintaining a safe environment for all students, ensuring it remains free from teasing, bullying, and harassment. Our playground games and activities are designed to promote sportsmanship and cooperative play. To facilitate this, personal balls and footballs are not allowed on campus; instead, the school provides playground balls for each class.

### Safe Environment Program

During the first quarter of each academic year, students from ages 3 through 8th grade participate in our Safe Environment Curriculum. This program equips students with strategies to avoid becoming victims of teasing, bullying, harassment, and inappropriate touch. The curriculum is age-appropriate and includes videos, small and large group discussions, online scenarios, and vignettes.

Regular lockdowns and evacuation drills are conducted at appropriate intervals, typically on a monthly basis, to ensure preparedness.

### Concerning Student Abuse

This handbook incorporates the "Policy on Allegations and Incidents of Sexual Misconduct" issued by the Diocese of Honolulu. The details of this policy can be found in the handbook, "To Offer Healing, To Restore Trust," first published on January 8, 2004, which is available from the school.

All staff members and teachers/catechists are mandated to sign an acknowledgement, confirming they have read and understood the Diocese of Honolulu's ethical and personal conduct policies. Furthermore, the Catholic Church supports the mandatory reporting requirements outlined in H.R.S. Chapter 350 regarding student abuse. Staff and teachers must also sign an acknowledgment of these responsibilities.

In alignment with diocesan policy, St. Patrick School integrates Safe Environment training into our religious education curriculum. Before these classes are conducted, a meeting will be scheduled to offer parents the opportunity to review the safe environment materials. (HICS Policy 2012)

## Code of Christian Conduct for Students and Parents/Guardians

At Saint Patrick School, we believe that parents are the primary educators of their children. By enrolling their child in our school, parents are choosing our programs and curriculum over

those offered elsewhere. The student's best interests in receiving a high-quality, morally-based education can be achieved when students, parents, and school officials work collaboratively. Although differences between these parties can often be resolved amicably, there may be instances when it becomes necessary, for the student's benefit, to request that parents or guardians withdraw their child from the school.

As a condition of enrollment, students are expected to exhibit behavior, both on and off campus, that aligns with the Christian principles upheld by the school, as determined by our discretion. These principles encompass the policies, procedures, and guidelines outlined in the student/parent handbook of Saint Patrick School.

**The principles include, but are not limited to, the following expectations:**

1. Parents/Guardians: It is expected that parents and guardians will collaborate courteously and cooperatively to help the student meet the academic, moral, and behavioral standards of the school.
2. Expression of Concerns: While students and parents/guardians may voice their concerns regarding school operations and staff, this should be done respectfully and not in a discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive manner.

These expectations apply to all school-sponsored programs and events, including extended care, athletics, and field trips.

The school reserves the right to determine actions that fall short of our Christian principles. Failure to adhere to these principles may result in disciplinary measures, such as the suspension of a student or the revocation of a parent's or guardian's privilege to visit the campus or participate in school and parish activities. The school retains the discretion to take immediate action without prior warning when conduct is deemed severely inappropriate.

## Behavioral Rubric for all Grades

### Early Learning Program ~ 2nd Grade

St. Patrick School Behavioral Rubric  
Early Learning Program - 2nd Grade  
Edited 03.25.25

Student Action	Step 1 - Teachable Moment	Step 2 - 2nd Offense	Step 3 - Continued Pattern	Step 4 - Major Incident / Ongoing Problem
<b>Non Christian Behaviors</b> – name calling, insults/put-downs, eye-rolling, teasing, sarcasm (“just kidding”), harmful or inappropriate words/actions, inappropriate church behavior	- Verbal warning / redirection - Classroom behavior plan implemented	Kindness Reminder	Kindness Reminder Parent Teacher Conference	Kindness Reminder Parent Teacher Conference with Administration
<b>Disrespect to Adults or Property</b> – talking back/arguing, ignoring requests from adults, negative body language, refusal to follow directions, destruction of property (school or personal property of other individuals)	- Verbal warning / redirection - Classroom behavior plan implemented	Kindness Reminder	Kindness Reminder Parent Teacher Conference	Kindness Reminder Parent Teacher Conference with Administration
<b>Mild Physical Contact</b> – hitting, pushing, hair-pulling, grabbing, throwing objects, “play” fighting, horseplay	- Verbal warning / redirection - Classroom behavior plan implemented	Kindness Reminder	Kindness Reminder Parent Teacher Conference	Kindness Reminder Parent Teacher Conference with Administration
<b>Aggressive Physical Contact</b> – punching, kicking, spitting, similar behaviors that may injure others	- Verbal warning / redirection - Classroom behavior plan implemented	Kindness Reminder	Kindness Reminder Parent Teacher Conference	Kindness Reminder Parent Teacher Conference with Administration

### Behavioral Rubric for Lower Level: Grades 3rd ~ 5th

St. Patrick School Behavioral Rubric  
Lower Level: Grades 3rd-5th  
Edited 03.25.25

Student Action	Step 1 - Teachable Moment	Step 2 - 2nd Offense	Step 3 - Continued Pattern	Step 4 - Major Incident / Ongoing Problem
<b>Academic Behaviors</b> – unpreparedness for class (not bringing your textbooks, folders/binders, writing utensil, completed homework etc. to class)	- Verbal Warning - No parent contact	- Think Sheet - Snack Recess Detention - No parent contact	- Think Sheet - Recess Detention + CD - Parent Contact via Phone (Student Calls)	"- Think Sheet - (2) Lunch Recess Detention + CD - Parent Teacher Conf with Student"
<b>The Small Stuff</b> – uniform infractions, tardiness, gum/candy, cell phones or any personal electronic device (from arrival to dismissal, including late line)	- Verbal Warning - Classroom behavior plan - No parent contact	- Think Sheet - Recess Detention - Parent Contact via phone (Student calls)	- Think Sheet - (2) Recess Detention + Cafe Duty - Parent Teacher Conference with Student	- Think Sheet - Afterschool Detention (1 hr. School Beautification min. 1 days) - Parent Teacher Conference with Administration and Student
<b>Cheating</b> – copying another student's work, plagiarism from any source, talking about tests or quizzes with students who haven't taken the assessment yet, “working together” on individual assignments, forgery	- Private conversation with student - Redo assignment (partial credit given) - classroom behavior plan	- Think Sheet - Recess Detention - Zero on assignment - Redo assignment - Parent contact	"- Think Sheet - (2) Supervised lunch - (2) Recess Detention + CD - Zero on assignment - Redo assignment - Parent Teacher Conf + student"	- Loss of assignment credit - Think Sheet - Formal referral saved in Student File - Afterschool Detention (1 hr. School Beautification min. 1 days) - Parent meeting with Teacher and Administration

<p><b>Non Christian Behaviors</b> – name calling, insults/put-downs, eye-rolling, teasing, sarcasm (“just kidding”), harmful or inappropriate words/actions, inappropriate church behavior</p>	<ul style="list-style-type: none"> <li>- Verbal redirection or warning</li> <li>- Peer mediation</li> <li>- Kindness Reminder</li> <li>- Apology required</li> </ul>	<ul style="list-style-type: none"> <li>- Kindness Reminder</li> <li>- Recess detention + peer mediation</li> <li>- Parent notified via Phone (Student Calls)</li> <li>- Handwritten apology letter</li> </ul>	<ul style="list-style-type: none"> <li>- Kindness Reminder</li> <li>- (2) Supervised lunch</li> <li>- (2) Recess Detention + CD</li> <li>- Parent-teacher conference + student</li> </ul>	<ul style="list-style-type: none"> <li>- Think Sheet&amp;Kindness Reminder</li> <li>- Afterschool Detention (1hr. School)</li> <li>- Beautification min 2 Days)</li> <li>- Parent Teacher Conference with Student and Admin</li> </ul>
<p><b>Disrespect to Adults or Property</b> – talking back/arguing, ignoring requests from adults, negative body language, refusal to follow directions, destruction of property (school or personal property of other individuals)</p>	<ul style="list-style-type: none"> <li>- Verbal redirection or warning</li> <li>- Peer mediation</li> <li>- Kindness Reminder</li> <li>- Apology required</li> </ul>	<ul style="list-style-type: none"> <li>- Kindness Reminder</li> <li>- Recess detention + peer mediation</li> <li>- Parent notified via Phone (Student Calls)</li> <li>- Handwritten apology letter</li> </ul>	<ul style="list-style-type: none"> <li>- Kindness Reminder</li> <li>- (2) Supervised lunch</li> <li>- (2) Recess Detention + CD</li> <li>- Parent-teacher conference + student</li> </ul>	<ul style="list-style-type: none"> <li>- Think Sheet&amp;Kindness Reminder</li> <li>- Afterschool Detention (1hr. School)</li> <li>- Beautification min 2 Days)</li> <li>- Parent Teacher Conference with Student and Admin</li> </ul>
<p><b>Intimidation/Bullying</b> – including, but not limited to isolating/excluding, gossiping, mocking, or rumors through social media verbal or otherwise</p>	<ul style="list-style-type: none"> <li>- Verbal redirection or warning</li> <li>- Peer mediation</li> <li>- Kindness Reminder</li> <li>- Apology required</li> </ul>	<ul style="list-style-type: none"> <li>- Kindness Reminder</li> <li>- Recess detention + peer mediation</li> <li>- Parent notified via Phone (Student Calls)</li> <li>- Handwritten apology letter</li> </ul>	<ul style="list-style-type: none"> <li>- Kindness Reminder</li> <li>- (2) Supervised lunch</li> <li>- (2) Recess Detention + CD</li> <li>- Parent-teacher conference + student</li> </ul>	<ul style="list-style-type: none"> <li>- Think Sheet&amp;Kindness Reminder</li> <li>- Afterschool Detention (1hr. School)</li> <li>- Beautification min 2 Days)</li> <li>- Parent Teacher Conference with Student and Admin</li> </ul>
<p><b>Mild Physical Contact</b> – hitting, pushing, hair-pulling, grabbing, throwing objects, “play” fighting, horseplay</p>	<ul style="list-style-type: none"> <li>- Verbal redirection or warning</li> <li>- Peer mediation</li> <li>- Kindness Reminder</li> <li>- Apology required</li> </ul>	<ul style="list-style-type: none"> <li>- Kindness Reminder</li> <li>- Recess detention + peer mediation</li> <li>- Parent notified via Phone (Student Calls)</li> <li>- Handwritten apology letter</li> </ul>	<ul style="list-style-type: none"> <li>- Kindness Reminder</li> <li>- (2) Supervised lunch</li> <li>- (2) Recess Detention + CD</li> <li>- Parent-teacher conference + student</li> </ul>	<ul style="list-style-type: none"> <li>- Think Sheet&amp;Kindness Reminder</li> <li>- Afterschool Detention (1hr. School)</li> <li>- Beautification min 2 Days)</li> <li>- Parent Teacher Conference with Student and Admin</li> </ul>
<p><b>Aggressive Physical Contact</b> – punching, kicking, spitting, similar behaviors that may injure others</p>	<ul style="list-style-type: none"> <li>- Think Sheet</li> <li>- Recess detention</li> <li>- Parent notified via email</li> <li>- Handwritten apology letter signed by student, parent, and teacher</li> </ul>	<ul style="list-style-type: none"> <li>- Think Sheet&amp;Kindness Reminder</li> <li>- School administration informed</li> <li>- Peer mediation if needed</li> <li>- Recess detention with Classroom / Cafeteria Duty</li> <li>- Parent-teacher conference required</li> </ul>	<ul style="list-style-type: none"> <li>- Think Sheet&amp;Kindness Reminder</li> <li>- Afterschool Detention (1hr. School)</li> <li>- Beautification minimum 2 Days)</li> <li>- Parent Teacher Conference with Student</li> </ul>	<ul style="list-style-type: none"> <li>- Think Sheet&amp;Kindness Reminder</li> <li>- Parent Teacher Conference with Administration and Student</li> <li>- Afterschool Detention (1hr. School)</li> <li>- Beautification for 1 week)</li> <li>- 1 Day ISS</li> </ul>
<p><b>Harassment</b> – racial, ethnic, or sexual name-calling; this includes, but is not limited to comments, jokes, gestures, drawings, verbal or nonverbal communications</p>	<ul style="list-style-type: none"> <li>- Think Sheet</li> <li>- Recess detention</li> <li>- Parent notified via email</li> <li>- Handwritten apology letter signed by student, parent, and teacher</li> </ul>	<ul style="list-style-type: none"> <li>- Think Sheet&amp;Kindness Reminder</li> <li>- School administration informed</li> <li>- Peer mediation if needed</li> <li>- Recess detention with Classroom / Cafeteria Duty</li> <li>- Parent-teacher conference required</li> </ul>	<ul style="list-style-type: none"> <li>- Think Sheet&amp;Kindness Reminder</li> <li>- Afterschool Detention (1hr. School)</li> <li>- Beautification minimum 2 Days)</li> <li>- Parent Teacher Conference with Student</li> </ul>	<ul style="list-style-type: none"> <li>- Think Sheet&amp;Kindness Reminder</li> <li>- Parent Teacher Conference with Administration and Student</li> <li>- Afterschool Detention (1hr. School)</li> <li>- Beautification for 1 week)</li> <li>- 1 Day ISS</li> </ul>
<p><b>Escalated Intimidation and Threats</b> – verbal or nonverbal discussions or implications of use of weapons or any object to be used as a weapon for intimidation</p>	<ul style="list-style-type: none"> <li>Parent, student conference with administration</li> <li>Minimum 3 day OSS</li> <li>*police report filed if necessary</li> <li>*may lead to immediate expulsion per administration</li> </ul>			

<b>Illegal Activities</b> – bringing any illegal substances or items on to St. Patrick School property; this includes, but is not limited to knives, guns, explosives, drugs, paraphernalia, and alcohol	Parent, student conference with administration Minimum 3 day OSS *police report filed if necessary *may lead to immediate expulsion per administration		
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Class Assignments for Grades 5 to 8

Students are responsible for submitting their assignments by the announced or published due date. Teachers will generally return graded assignments within approximately ten school days from the due date, unless otherwise specified.

If an assignment is not submitted on time, an automatic grade of F will be given. However, students have the opportunity to submit a late assignment within five days of the due date. Late assignments will receive a grade no higher than a C-.

Homeroom teachers will contact parents through **FACTS** after two missing assignments in the same subject area. Subject teachers are responsible for providing information about missing assignments to the homeroom teacher.

Homeroom teachers are required to maintain a record of contact information with parents on a 5 x 8 index card. Together with the administration, teachers will determine if disciplinary measures are necessary for consistent disregard of these expectations.

GRADING SCALE Grades 4 to 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 59

GRADING SCALE FOR CONDUCT AND EFFORT GRADES 4 to 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 is considered unsuccessful performance for that grade level.

Students who do not meet the requirements for successfully completing a grade level may be asked to repeat it. The decision to repeat a grade will be made by the Principal following discussions with the teachers, the student, and the student’s parents or guardians.

GRADE POINT AVERAGE (GPA)

GPA is an average of all subjects.

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

### HONOR PROGRAM

An Honor list is posted at the end of each quarter for grades 5 to 8.

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

To attain honors, a student must receive a score of S or higher in both conduct and effort.

### GRADES K to 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 distributed at the end of each quarter. These reports assess proficiency and mastery of age-appropriate concepts and skills in areas such as social, physical, emotional, oral and written language, cognitive, motor, and number development. Additionally, work and play habits, as well as progress in music and art, are evaluated throughout the year. The report provides parents with an opportunity to better understand their child's development, maturity, and growth.

### Testing Program

At both the beginning and end of the year, a screening assessment is conducted to evaluate each student's developmental and maturity levels. Test results are shared with parents during a mandatory Parent-Teacher conference, which takes place at the start of the second quarter.

### Student Records

St. Patrick School maintains comprehensive and confidential records for each student. These records are personal and accessible only to parents or legal guardians and authorized individuals as designated by the Principal. Access to a student's records is facilitated through the School office.

Parents or legal guardians may review their student's complete file after making prior arrangements with the School's Principal. Information from a student's record will not be provided over the phone.

Both parents have the right to access their student's records and other school information unless a court order specifies otherwise. It is the responsibility of the custodial parent to provide the School Office with an official copy of any court order. Likewise, unmarried parents must also submit custody documents.

## Promotion and Graduation Requirements

To successfully complete their grade level, students must earn a passing grade in all major subjects. Receiving failing or incomplete grades in two or more major subjects will result in not meeting the grade level requirements. Students who do not successfully complete a grade level have the following options:

- Attend summer school to achieve a passing grade.
- Participate in tutorial sessions and take qualifying exams.

In some cases, it may be in the child's best interest to remain at the current grade level to ensure mastery of skills and concepts. This decision is made in consultation with the parents, the Principal, and the teacher.

## Standardized Testing

The Hawaii Catholic Schools office mandates two standardized tests each year. Students take the Renaissance STAR READING and STAR MATH tests in [Specify Month/Timeframe Here]. The National Assessment of Religion is administered only to students in Grades 5 and 8.

## Homework

Homework assignments are designed to reinforce the skills and lessons taught in class. The guidelines below provide a reasonable estimate of the time a student should spend daily on homework:

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 for requesting make-up assignments in the event of absences. Homework can be requested when a child misses school. The procedure for requesting homework is as follows:

1. Call the school office at (734) 897-9211 before 9:00 AM to place a request.
2. Pick up homework from the school office between 2:15 and 3:00 PM on the day of the request.

## Parent-Teacher Communication

To keep parents informed about their child's progress, parent-teacher conferences are held throughout the school year, and four formal, written report cards are sent home. Mid-term efficiency reports are also provided to parents.

Parent-teacher conferences are mandatory during the first quarter of the academic year, coinciding with the distribution of the first-quarter report card. Parents are encouraged to comment on the report card after discussing it with their child.

Parents may contact the teacher via email through (FACTS), via a written note, or by phone. If either the parent or the teacher wishes for further discussion, the principal may be notified by either party. Positive observations are always welcome.

(REPORT CARDS)

Transcripts of students' records can be requested from the Registrar in the School Office. The first request is free, while subsequent requests incur a charge of \$15.00 each. The school office requires 48 hours for processing.

Book Rentals

All rental books must be properly covered. Each book in a series is numbered, and students receive their assigned books according to their alphabetical order on the class roster. Students are prohibited from marking, sketching, or writing in rental books. If rental books are lost, damaged, or destroyed, students will be charged the replacement cost.

Daily Bell Schedule

<b>Bell Schedules 2025-2026 Early Learning Program: Preschool 3 &amp; 4</b>				
<b>There has been a slight change to our morning routine—please take a moment to review the updated schedule: *Gates open at 7:30 AM. *School bell rings at 7:40 AM. *Students arriving after 7:40 AM will be marked tardy. *Homeroom wraps up at 7:45 AM</b>				
	<b>Green Day</b>	<b>White Day</b>	<b>Green Day</b>	<b>White Day</b>
<b>Time</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Thursday</b>	<b>Friday</b>
7:30 - 7:40 AM	Doors Open / Drop Off	Doors Open / Drop Off	Doors Open / Drop Off	Doors Open / Drop Off
7:40 - 7:45 AM	Morning Flag / Prayer	Morning Flag / Prayer	Morning Flag / Prayer	Morning Flag / Prayer
7:45 - 7:55 AM	Circle / Calendar	Circle / Calendar	Circle / Calendar	Circle / Calendar
7:55 - 9:10 AM	Language Arts (75 Minutes)	Language Arts (75 Minutes)	Language Arts (75 Minutes)	Language Arts (75 Minutes)
9:10 - 9:20 AM	Passing Period	Passing Period	Passing Period	Passing Period
9:20 - 9:55 AM	Enrichment (35 Minutes)	Enrichment (35 Minutes)	Enrichment (35 Minutes)	Enrichment (35 Minutes)
9:55 - 10:00 AM	Passing Period	Passing Period	Passing Period	Passing Period

10:00 - 10:30 AM	Recess (30 Minutes)	Recess (30 Minutes)	Recess (30 Minutes)	Recess (30 Minutes)
10:30 - 10:35 AM	Passing Period	Passing Period	Passing Period	Passing Period
10:35 - 11:15 AM	Math (40 Minutes)	Math (40 Minutes)	Math (40 Minutes)	Math (40 Minutes)
11:15 - 11:45 AM	Religion (30 Minutes)	Religion (30 Minutes)	Religion (30 Minutes)	Religion (30 Minutes)
11:45 - 12:25 PM	Lunch / Recess (40 Minutes)	Lunch / Recess (40 Minutes)	Lunch / Recess (40 Minutes)	Lunch / Recess (40 Minutes)
12:25 - 12:30 PM	Passing Period	Passing Period	Passing Period	Passing Period
12:30 - 1:05 PM	Social Studies / Science (35 Minutes)	Social Studies / Science (35 Minutes)	Social Studies / Science (35 Minutes)	Social Studies / Science (35 Minutes)
1:05 - 2:20 PM	Nap Time (75 Minutes)	Nap Time (75 Minutes)	Nap Time (75 Minutes)	Nap Time (75 Minutes)
2:20 - 2:25 PM	Clean Up	Clean Up	Clean Up	Clean Up
2:25 - 2:30 PM	Prayer - Dismissal	Prayer - Dismissal	Prayer - Dismissal	Prayer - Dismissal

<b>Bell Schedules 2025-2026</b> <b>Lower Level: Kindergarten - 5th Grade</b>				
<b>There has been a slight change to our morning routine—please take a moment to review the updated schedule:</b> <b>*Gates open at 7:30 AM. *School bell rings at 7:40 AM. *Students arriving after 7:40 AM will be marked tardy. *Homeroom wraps up at 7:45 AM</b>				
	<b>Green Day</b>	<b>White Day</b>	<b>Green Day</b>	<b>White Day</b>
<b>Time</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Thursday</b>	<b>Friday</b>

7:30 - 7:45 AM	Homeroom	Homeroom	Homeroom	Homeroom
7:45 - 9:15 AM	Language Arts (90 Minutes)	Language Arts (90 Minutes)	Language Arts (90 Minutes)	Language Arts (90 Minutes)
9:15 - 10:00 AM	Math (45 Minutes)	Math (45 Minutes)	Math (45 Minutes)	Math (45 Minutes)
10:00 - 10:20 AM	Recess (20 Minutes)	Recess (20 Minutes)	Recess (20 Minutes)	Recess (20 Minutes)
10:20 - 10:25 AM	Passing Period	Passing Period	Passing Period	Passing Period
10:25 - 11:00 AM	Enrichment / Religion (35 Minutes)	Enrichment / Religion (35 Minutes)	Enrichment / Religion (35 Minutes)	Enrichment / Religion (35 Minutes)
11:00 - 11:05 AM	Passing Period	Passing Period	Passing Period	Passing Period
11:05 - 11:40 AM	Enrichment / Religion (35 Minutes)	Enrichment / Religion (35 Minutes)	Enrichment / Religion (35 Minutes)	Enrichment / Religion (35 Minutes)
11:40 - 12:20 PM	Lunch / Recess (40 Minutes)	Lunch / Recess (40 Minutes)	Lunch / Recess (40 Minutes)	Lunch / Recess (40 Minutes)
12:20 - 12:25 PM	Passing Period	Passing Period	Passing Period	Passing Period
12:25 - 1:00 PM	Enrichment / Religion (35 Minutes)	Enrichment / Religion (35 Minutes)	Enrichment / Religion (35 Minutes)	Enrichment / Religion (35 Minutes)
1:00 - 1:40 PM	Social Studies (40 Minutes)	Social Studies (40 Minutes)	Social Studies (40 Minutes)	Social Studies (40 Minutes)
1:40 - 2:20 PM	Science (40 Minutes)	Science (40 Minutes)	Science (40 Minutes)	Science (40 Minutes)
2:20 - 2:30 PM	Homeroom - Dismissal	Homeroom - Dismissal	Homeroom - Dismissal	Homeroom - Dismissal

**SECTION 8: Programs and Services**

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Morning and After-School Care

The Morning and After-School Care Program operates under a license issued by the Department of Human Services, in compliance with Section 893-3 of the Hawaii Administrative Rules, Title 17. The program is fully staffed by a director, a head teacher, program leaders or teachers, volunteers, and student aides. No smoking, including electronic smoking devices, is allowed on the premises during childcare hours of operation, and personal nicotine products shall be stored out of reach of children.

Morning Care Program	M-F	6:30 am to 7:30 am
Afterschool Program	M-T- Th - F	2:30 pm to 5:30 pm
Wednesday Only		1:00 pm to 5:30 pm

The program serves students in grades K-7. Children enrolled in this program will only be released to individuals authorized on the registration form. Any child picked up after 5:30 PM will incur a late fee of \$5.00 for every 5 minutes or part thereof. Parents will be billed for the late pick-up charge. Afterschool Care staff will not handle any money.

### Emergency Medical Procedures

In the event of a medical emergency, the school will call 911 immediately to ensure timely medical assistance for the student. This action will be taken without delay when a situation is deemed an emergency.

The school will make every reasonable effort to notify parents or guardians as soon as possible after emergency services have been contacted. If additional medical treatment is required, care will be provided in accordance with the emergency medical authorization on file.

Parents and guardians are required to provide written permission for emergency medical care and to keep all emergency contact and medical information current. This authorization allows medical professionals to administer necessary treatment if a parent or guardian cannot be reached promptly.

### Mandated Reporting of Child Abuse and Neglect

All SPS school employees are mandated reporters under state law. This means that SPS and its employees are legally required to report any reasonable suspicion of child abuse or neglect to the appropriate authorities.

Reports are made when staff have reason to believe that a child may be at risk of harm. School personnel are not responsible for investigating suspected abuse or neglect; their role is to report concerns to child protective services or law enforcement as required by law.

Mandated reporting obligations apply to all students and may be carried out without prior notification to parents or guardians, in accordance with legal requirements.

### Suspension and Expulsion Policy

SPS BAS program is committed to providing a safe, supportive, and developmentally appropriate environment for all children. In rare circumstances, a child's continued enrollment may need to be reviewed due to behaviors or situations that compromise the safety or well-being of the child, other children, or staff.

### **Grounds for Immediate Expulsion**

Immediate expulsion from the day care program may occur if a child's behavior or actions present a serious and immediate risk, including but not limited to:

- Behavior that poses a threat to the physical safety of the child, other children, or staff
- Severe or repeated acts of violence or aggression
- Possession of weapons or dangerous objects
- Serious property damage
- Situations involving suspected abuse or neglect where continued attendance is not permitted under law
- Any circumstance in which the program is unable to safely meet the child's needs, even with reasonable accommodations

### **Suspension and Corrective Actions**

When appropriate, SPS BAS program may implement temporary suspension or other corrective actions in lieu of expulsion. These actions may include:

- A defined suspension period
- Behavior support plans or safety plans
- Required meetings with parents or guardians
- Referrals for evaluation or external support services
- Conditions that must be met for the child to remain enrolled

The timeframe for suspension or corrective actions will be determined based on the severity of the concern and may range from immediate removal for the day to a longer, defined suspension period. Specific expectations and timelines will be communicated to parents in writing.

### **Notification and Documentation**

Parents or guardians will be notified in writing of any concerns that may lead to suspension or expulsion, including concerns that warrant immediate expulsion when required. Written notice will include the reason for the action and, when applicable, steps required for the child to remain enrolled.

The school will maintain records of all actions taken related to suspension or expulsion, including documentation of concerns, communications with parents, and efforts made to support the child prior to expulsion, in accordance with DHS licensing requirements.

## **Emergency Preparedness and Response Plan**

St. Patrick School maintains a written emergency preparedness and response plan in accordance with **Hawai'i Department of Human Services (DHS) Child Care Licensing Rules (§17-896.1)**. The plan is designed to protect children and staff and to ensure safe evacuation, family reunification, and continuity of operations during and after an emergency.

## **1. Evacuation and Relocation Sites**

If the child care facility becomes unsafe or uninhabitable, children and staff will evacuate and relocate to a pre-identified safe location listed in the table below. Children will be supervised at all times, and attendance records and emergency contact information will accompany the group.

Specific evacuation routes and relocation sites are outlined in the school's internal emergency plan and may vary depending on the nature of the emergency.

## **2. Communication and Family Reunification**

The school will make every reasonable effort to communicate with families during and after an emergency using available methods, including phone calls, text messages, email, and/or school communication systems.

Reunification will occur as soon as it is safe to do so. Children will be released only to authorized individuals listed on the child's emergency contact form and upon verification of identification. Parents are asked to follow school instructions to ensure safe and orderly reunification.

## **3. Continuity of Operations**

St. Patrick School will take reasonable steps to resume childcare services as soon as safely **possible** following an emergency. If operations must be temporarily suspended or modified, families will be informed of:

- The status of the program
- Any alternate care arrangements, if available
- Anticipated timelines for reopening

Emergency plans are reviewed regularly, and staff receive training as required. Parents and guardians are responsible for keeping **emergency contact and authorization information** current at all times.

## **Evacuation and Relocation Sites**

<b>Site Type</b>	<b>Location Name</b>	<b>Address</b>	<b>Purpose / Use</b>
<b>Primary On-Campus Assembly Area</b>	Designated School Black top Area	St. Patrick School Campus, 3320 Harding Ave, Honolulu, HI	Immediate evacuation points for fire drills, earthquakes, or short-term emergencies where buildings are unsafe, but campus remains secure
<b>Primary Relocation Site</b>	St. Patrick Church parking lot	Adjacent to St. Patrick School, 3320 Harding Ave, Honolulu, HI	Temporary relocation if childcare facility becomes uninhabitable but surrounding campus is safe
<b>Secondary Relocation Site</b>	9th Ave park	Near St. Patrick School campus	Extended relocation site for continued supervision and care if primary areas are unavailable for major evacuations only.

Day Rate for ASC

The daily rate for Afterschool Care is \$35.00. Children must be registered for Afterschool or Morning Care to participate as "drop-ins."

AFTER-SCHOOL PROGRAMS

St. Patrick School, in collaboration with various program providers, offers selected after-school classes of special interest. These classes are available each quarter for a duration of 13 weeks, meeting once a week. Our facility is licensed by the Department of Human Services (DHS) to accommodate a maximum capacity of 40 individuals.

Offerings may include:

- Beginning Hula
- Performing Choir
- Private Piano Lessons
- Group and Private Tutoring
- Title 1 Tutoring
- Robotics

SUMMER DISCOVERY PROGRAM

Every summer, St. Patrick School hosts a five-week enrichment program alongside basic classes for students aged 4 to 13. Registration is open to students from both public and private schools. Registration forms are available each March.

## LIBRARY

The St. Patrick Library is accessible to all enrolled students, providing resources for both recreational and curriculum-related purposes for students and staff.

The library opens 15 minutes before the start of school and remains open for 15 minutes after school ends. It is also available during morning and lunch recesses. All classes from Junior Kindergarten through Grade 4 visit the library weekly. Library activities include story time, borrowing books, research projects, and special lessons.

## MUSIC

Students from the Early Learning Program, Kindergarten, and through Grade 4 participate in weekly music classes. Utilizing a kinetic approach, the curriculum introduces students to songs from various cultures and time periods, as well as traditional children's rhymes.

## LEARNING LAB AND STUDENT SUPPORT

The Learning Lab supports students who benefit from additional academic assistance. It is partially funded by Title I federal funding. Classroom teachers may refer students to the Learning Lab for extra tutoring, including ESL classes. The goal is to offer supplemental instruction that enhances a student's skills in language arts or math.

The Student Support initiative provides an intervention and prescriptive approach to assist students facing academic or behavioral challenges.

## EXTRA-CURRICULAR ACTIVITIES

Enrichment activities include Hula, Robotics, Piano, Sports, and more:

- Junior Police Officers
- Mediators
- Choir

## SPORTS PROGRAM

Students in Grades 5-8 are eligible to participate in the Catholic School League, which promotes the development of Christian sportsmanship.

### Requirements:

Students must maintain a "C" (2.0) GPA or higher on their most recent report card. In order for students to participate in sports, they must maintain a conduct grade of "S" or better and pass an annual physical examination conducted by a qualified physician. Additionally, students are required to attend school on the day they wish to participate in a sport.

### Sports Schedule

- 1st Quarter: Volleyball (Boys and Girls)
- 2nd Quarter: Boys Limited and Unlimited Basketball
- 3rd Quarter: Girls Basketball
- 4th Quarter: Boys and Girls Track and Field Competition

## SECTION 9: FINANCIAL INFORMATION

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### Tuition and Fees

Tuition covers salaries, employee benefits, electricity, water, maintenance, and other fixed costs crucial for the School's operation. Beyond tuition rates, additional expenses for each grade level include:

### Comprehensive Fee for All Grades

- Standardized Tests, Diocesan Fee, Technology Fee, Excursion Fees
- Curriculum Fee, Accident Insurance, Yearbook, FACTS

### - BOOK FEES

- Consumable Workbook Fee (varies by grade)
- E-book Subscriptions

A detailed list of each fee is provided in the Registration packet.

### Payment Plans for Tuition and Fees:

1. **Plan A:** Full payment of tuition
2. **Plan B:** Payment in two installments
3. **Plan C:** Monthly payments over 10 months

Please note that there are no refunds or deductions in tuition for absences, holidays, or vacations. Initial tuition payment must be made before the student's entry date, and subsequent payments should follow the chosen payment plan.

### Financial Suspension

Failure to make tuition payments by the due date may result in a student being placed on financial suspension. This measure is only taken after all attempts to work with parents on payment arrangements have been exhausted. Students under financial suspension cannot attend classes until their parents contact the School business office to arrange payment.

### NSF Checks

A service charge of \$50.00 will be applied for each check returned due to insufficient funds. The Business Office reserves the right to refuse personal or business checks as payment if the account is deemed a poor credit risk.

### Withdrawal Process

At St. Patrick School, a written notice of withdrawal is required from the individual responsible for the student. Should a withdrawal occur before the academic year concludes, refunds will be determined based on the established daily rate. (Please refer to the current contract for up-to-date rate information.) A withdrawal service fee of \$90.00 applies.

Please note that fees for testing, registration, comprehensive services, and rentals are Non-refundable. In addition, any student who has an outstanding balance upon deciding to leave St. Patrick School will not receive their report card. All outstanding balances must be settled beforehand.

### Insurance

St. Patrick School carries liability insurance to cover accidents, injuries, property damage, and more. Student fees include accident insurance for any injuries sustained on campus or during any school-sponsored events, whether on or off-campus. Accident or injury report forms are available from the School Business Office.

### Tuition Assistance

St. Patrick School offers tuition assistance through the President's Scholarship Program, which is available to all St. Patrick students. Please be aware that funds for tuition aid are limited.

Parents seeking assistance must apply through FACTS. Assistance awards are valid for one year, and parents must reapply annually.

The Diocese of Honolulu sponsors the Augustine Foundation Scholarship Fund, which is available for those in need. Applications are available in February each year. We accept recipients of the Kamehameha's Pauahi and Kipona Scholarship programs, Open Doors, Alu Like, and the Weinberg Foundation.

### Fundraising Activities

Two mandatory fundraisers occur throughout the school year. In the first semester, all families must participate in by selling tickets or contributing \$200.00 to the School. Children and staff shall not be exploited in activities which would be detrimental to the children of the program.

During the second semester, families take part in the Taste of St. Patrick event by purchasing tickets or donating \$100.00. Proceeds from these annual fundraisers are directed towards program improvements.

Parents are encouraged to join in other optional fundraising activities. St. Patrick School hosts two optional fundraisers each year, benefiting both local and global communities. At no time are children and staff exploited in ways that would harm them or the program, as this would contradict our Mission and Philosophy statements.

### Managing Student Illness

Students displaying symptoms such as a fever (100.4°F or higher), sore throat, runny nose, rash, earache, red eye/discharge, or headache should not attend school. If uncertain, please keep the student at home. Notify the school office by 8:00 AM if a student will be absent and specify the reason for the illness. Should a student become ill during school hours, parents will be contacted to pick up the child, following the standard release procedure. Students sent home with a fever, vomiting, or diarrhea are not permitted to return until 24 hours after symptoms have subsided. The Department of Health mandates that any student who contracts certain contagious diseases are 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)	Students should remain at home until their hair is completely free of head lice and nits (eggs). If live lice or nits are found at school, it is recommended that the student go home for treatment.
COVID OR VARIANT	For 5 days quarantine. Negative test results. Must be fever free without being medicated.

Before a student who has been out with head lice is allowed to re-enter the classroom, school personnel must examine the student. An adult must accompany the student and stay until clearance for re-entry is granted.

Chronic cases of head lice may be referred to a physician. If referred, the student can return to school only with clearance from the physician. *After an absence of three (3) days or more, a student can return to school only with a doctor's clearance.*

The Department of Health mandates that children with any listed or communicable diseases be excluded from school until a doctor's written release form is provided, stating that the student is fit to return. If this form is not received upon the student's return, the parents will be contacted to pick up their child from the school office.

In the event of an emergency requiring medical treatment, the student's parents and/or doctor will be contacted immediately. The student will be transported by ambulance to the nearest medical facility. An adult will accompany the emergency medical team if the child is taken to the hospital. St. Patrick School designates Kapi`olani Children's Hospital as the nearest medical facility for emergencies. If Kapi`olani Hospital cannot provide emergency care, the Queen's Medical Center will serve as the next closest hospital.

If the student's doctor is unreachable, the school office will contact its own health consultant. On field trips or excursions, any student needing medical attention will be taken to the nearest available medical facility.

Health Requirements for New Students:

According to 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 tuberculosis clearance will not be allowed to attend the school.

Before enrolling in school, the following requirements must be met:

1. A tuberculosis clearance test (Mantoux) conducted within one year prior to school entry.
2. A physician's examination conducted within one year prior to the school entry date.
3. Completion of all required immunizations. Applicants must provide documented proof of

immunization against diphtheria, pertussis, tetanus, polio, measles, varicella, rubella, mumps, and hepatitis B.

The family's healthcare provider must document the necessary health information on the official Health Record (Form 14). This form becomes part of the student's official records and is transferred with other records when a student changes schools. While physical re-examinations are not mandatory, they are recommended.

### Accident Insurance Coverage

All students are included in compulsory accident insurance, which covers injuries sustained during school hours and days, as well as while attending or participating in school-sponsored and supervised activities. This insurance also covers travel for such activities if transportation is organized by the school. Coverage is valid throughout the enrollment period. Claims must be submitted within 90 days of an injury. Forms are available in the Business Office, and the cost of student insurance is included in the comprehensive fee.

### Medical Coverage

Each student must have medical insurance coverage information on file, which should include the name and phone number of their personal physician.

### Medication

A parent must sign an authorization form before school personnel can administer medication at St. Patrick School. Only prescription medications will be dispensed, and for no more than eight consecutive school days per medication. Medications must be in their original container, labeled with the student's name, doctor's name, medication name, administration instructions, and name. All medications will be stored in the school office. Please note: Alcoholic beverages shall not be consumed prior to and during the hours of operation at the childcare facility; and medication that impairs or limits the staff's ability to provide care shall not be consumed prior to or during the hours of childcare.

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

### Self-administered Medication

Occasionally, a student with asthma, anaphylaxis, or another potentially life-threatening condition may require medication during school hours. Students in ELP-K to Grade 2 are not allowed to self-medicate; instead, school office personnel or classroom teachers will administer medications. Exceptions to this rule may be granted by the Principal with written parental consent and under the supervision of school office staff or teachers.

### Allergies

Parents of students with food or other allergies, such as allergies to milk/dairy, nuts, peanut oil, seafood, chicken, guava, bee stings, or mites, must have a physician's note on file in the office. This note must be updated at the start of each new school year.

### Health Guidelines

Students should not attend school if they exhibit a fever of 100.4 degrees Fahrenheit or higher, in line with CDC guidelines. Those displaying symptoms such as a fever, sore throat, runny nose, rash, earache, headache, or any other unusual physical behavior should be monitored. If these

symptoms become severe enough to disrupt normal learning, the student should be sent to the appropriate office with a completed Illness/Accident form. A student sent home due to fever, vomiting, or diarrhea should not return to school until 24 hours after symptoms have resolved.

The Department of Health mandates that students who contract any of the following diseases be excluded from school until symptoms have subsided.

## **Section 10: Communication**

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### FACTS SIS (Student Information System)

FACTS is an online student information system used by St. Patrick School for communication between parents and students. It provides access to progress reports, homework assignments, teacher notes, class schedules, school announcements, the calendar of events, and excursion notices. Parents are encouraged to check FACTS daily to stay informed.

[FACTS SIS \(Introduction to FACTS Family Portal video\)](#) PW: (Portal)

[INTRODUCING FACTS FAMILY PORTAL \(PDF\)](#)

[ACCESSING FAMILY PORTAL \(PDF\)](#)

[MAKE PAYMENTS ON FAMILY PORTAL \(PDF\)](#)

### Text and Phone Messaging

In the event of an emergency or crisis at the school or any local or statewide alert, St. Patrick School will send a text or phone message directly to each parent. Parents are requested not to occupy the school telephone lines during an emergency. Once the situation is under control, a second text or phone message will be sent.

### Calendar

The calendar for the new school year is included in the "Welcome Back" packet and can be accessed online through the school's website thereafter.

### Concerns

Problems are best addressed at the level where they occur. Concerns related to the classroom should be brought to the attention of the involved teacher(s). Typically, parents and teachers can resolve issues satisfactorily. However, if difficulties persist, parents are encouraged to seek further assistance from the Principal of the school.

The final recourse for parents is with the President of the school. It is advised that parents share their concerns with the appropriate individuals to ensure prompt and suitable action.

### Messages and Notices

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

### Conferences

A mandatory Parent-Teacher conference is held at the end of the first quarter. At the end of the second quarter, parents will be informed if a teacher has requested a conference. Otherwise, all parents have the option to sign up for a conference with their child's teacher. Please refer to the school calendar for specific dates. A parent or guardian may request a conference with a teacher at any time through the school office or by emailing the teacher directly.

### Newsletters

The school principal sends out a newsletter to parents at the end of each quarter. This newsletter is distributed to parents via mail and is also available online. Additionally, the newsletter is shared with St. Patrick Church through the parish bulletin.

### Open House

St. Patrick School hosts an Open House at the start of each new school year. This event provides an opportunity for parents and teachers to socialize. Parents are encouraged to visit their child's classroom to discuss goals, objectives, and teacher expectations, as well as to observe the classroom environment. The Open House also allows parents to explore the school grounds and facilities.

### Telephone

Teachers may contact parents by telephone for immediate communication and feedback. Similarly, parents can reach out to teachers by contacting the school office or by email.

### Use of Student Information/Pictures

St. Patrick School reserves the right to use pictures of students in publications and on the school's website. The school office must receive a written notice from any parent or guardian who does not permit the use of their child's picture in school publications and on the website. Such notice must be submitted by August 31st of the current school year.

## **SECTION 11: MISCELLANEOUS INFORMATION**

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### Parking

Parents are requested to use the school parking lot, which is accessible via the entrance on 7th Avenue. Only St. Patrick School faculty and staff are permitted to park on the school campus near 7th Avenue.

### Traffic - Drop Off and Pick Up

Vehicles must enter through the 7th Avenue entrance and exit via 6th Avenue. Under no circumstances should vehicles enter through 6th Avenue. Exiting is permitted only on 6th Avenue or 7th Avenue. Please adhere to a speed limit of 5 miles per hour while on school property. Exercise extreme caution, as students are being dropped off in designated areas. Parents are encouraged to follow traffic patterns and observe speed limits at all times.

Student Junior Police Officers (JPOs) are on duty \_\_\_ minutes before and after school. They are trained by the Honolulu Police Department and supervised by an adult when on duty. Parents are asked to be attentive and cooperative in following their directions. The JPOs are on duty for the safety of the students. Any issues should be reported to the supervising adult.

*“School dismissal is at 2:45 p.m. (1:00 p.m. on Wednesdays). Upon dismissal, students are expected to meet their parents or guardians, walk home, or catch their bus. Students are not allowed to remain on campus unless they are enrolled in the afterschool care program, attending afternoon classes, or under the supervision of a teacher or coach. Children are not permitted to wait on the church steps. Any child left on campus after 3:00 p.m. will be taken to after school care, and their parents will be charged the daily rate.”*

Starting on March 24, 2025, the grace period for pickup will be ten (10) minutes. Any child not picked up after 2:40 p.m. will be immediately sent to the After-school care program, and parents will be charged the daily rate of \$40. This policy is in place to ensure the safety and well-being of all our students.

### Parent Volunteers and the PTA

Parent volunteers and support are essential to sustain many of our programs. Parents who are willing and able to volunteer should check with their child’s teacher or contact the office.

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

St. Patrick School has an active Parent-Teacher Organization (PTO) that plans special events and activities for students throughout the school year. The PTO welcomes parents to join the planning board.

### Parties/Celebrations

Parties are not allowed during the school year. However, St. Patrick School acknowledges the tradition of celebrating birthdays. Parents may deliver cupcakes and/or goody bags for the last half-hour of the day. Teachers need to provide parents with at least two days' advance notice to arrange for cupcake drop-offs. (The cafeteria also needs to be notified.) Teachers must inform the office of any drop-off by parents. Teachers must also notify parents that balloons are not to be stored in the classroom or 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 as witnesses to the love of Christ for all, shall not discriminate against any applicant, employee, or student based on race, color, creed, or racial and ethnic origin and disability.

Coeducational schools shall not discriminate against an applicant or student based on gender."  
(Catholic School Department Policy #6022)

### PARENTAL AGREEMENT

Registration at St. Patrick School signifies the parents' agreement to adhere to all rules, regulations, and policies outlined in the St. Patrick School Parent Handbook. Parents are asked to read the handbook carefully. Questions or comments should be directed to the Principal of the School.

### RIGHT TO AMEND

St. Patrick School reserves the right to amend this handbook. Written notification of changes will be provided to parents and/or guardians no later than thirty days before the date of the

change.

#### PRINCIPAL'S RIGHT TO AMEND

This handbook is designed to describe the philosophy, services, and structure of the school's educational program. The Principal of the 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 days before the date of the change. Notification will be posted \_\_\_\_\_, in the classrooms, and broadcasted to our families.

#### GRIEVANCE PROCEDURE

In the spirit of subsidiarity, if parents have a complaint they wish to communicate, they should speak directly to the person involved. If it is a classroom-related issue, address it during a prearranged meeting with the classroom teacher. If the complaint is not resolved, then discuss it with the Principal of the School. If the issue remains unresolved, speak with the President of the School. If the complaint is still unresolved, parents may submit a signed and dated complaint in writing to the Superintendent of Hawaii Catholic Schools.

For DHS related matters you can also make inquiries to:

Department of Human Services  
Benefit, Employment & Support Services Division  
Child Care Licensing Unit 1  
677 Queen Street, Room 400A  
Honolulu, Hawaii 96813  
Direct: (808) 587-6563

# APPENDIX

1. Crisis Management
2. Wellness Policy

## Crisis Plan

Crisis situations are inevitable in the operation of any organization. At St. Patrick School, we strive to minimize risks and ensure the safety and security of our students and employees. While it is not always possible to prevent a crisis, proactive planning can mitigate panic and uncertainty. Therefore, it is essential to have a media crisis policy in place to manage internal and external communication effectively during emergencies that may threaten the health, safety, operation, image, or economic stability of the school.

## Evacuation Plan

Emergency evacuation is coordinated with the assistance of the Honolulu Police Department and the Fire Department. Several evacuation site options are available, with the specific site determined by the nature of the emergency. For St. Patrick School the specific site would be **Kamuki Community Park. (3521 Waialae Ave, Honolulu, HI 96816)** We make every effort to conduct monthly evacuation drills; however, unforeseen circumstances may occasionally prevent this. Nonetheless, regular evacuation drills are conducted throughout the school year.

## General Response to Emergency Situations

1. Assess the seriousness of the situation and call 911 if necessary.
2. Render assistance or contact a certified First Aid provider.
3. Notify the Principal of the School. Do not engage others without further instructions.
4. For emergencies affecting the entire school, the Parish Director of Education will initiate phone notifications to the pastor, faculty, staff, parents, or other relevant individuals.
5. If a child is involved, a staff member must stay with the child throughout the emergency. Other children should be relocated to a different area, supervised by a teacher until an all-clear signal is given.
6. A staff member should be positioned at the entrance of the emergency area to direct emergency response personnel.
7. A school representative must accompany any child or adult being transported via ambulance to a medical facility.

## Implementation of Policy

All faculty, staff, and administrators must be informed of crisis communication procedures. The complete disaster plan will be available in the library and the offices of the President and Principal of the School and will also be included in the faculty handbook. Non-compliance with the policy may result in disciplinary action.

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

All employees and regular volunteers of St. Patrick Church and School must wear identification badges showing the institution's name, employee's (or volunteer's) name, position, and picture.

All visitors and chaperones to the campus are required to report to the school office. They must sign in and be issued a visitor/chaperone badge to be worn at all times while on campus or excursions, and must sign out at the end of their visit.

Employees should report anyone on campus without a visitor or chaperone badge, or anyone acting suspiciously, to the school office.

Any situation that could threaten the safety or security of personnel, or the ongoing operation or financial stability of the school, must be immediately reported to the President or Principal. Upon such notification, the Principal or President will decide if the Crisis Management Team (CMT) should convene.

The Principal is the designated spokesperson for communication with journalists unless otherwise appointed by the Pastor. Others may represent the school in interviews only with approval from the Principal or designated spokesperson.

All journalist interactions should be documented on a Media Contact Sheet and archived in the Principal's office.

### Crisis Management Team

The President and Principal may make decisions independently or consult the Crisis Management Team (CMT).

The CMT consists of the President, Principal, and Level Coordinators.

A copy of the policy and a contact roster of CMT members with telephone numbers will be available in the offices of the President, the Superintendent of Hawaii Catholic Schools, and the Principal.

The CMT acts as an advisory group during emergencies. The President and Principal will consult in all decisions affecting building closures, class cancellations, suspension of contractual agreements, and engagement with external emergency personnel, such as the police.

All individual CMT members are indemnified by St. Patrick Church and School against any potential liabilities incurred in fulfilling their duties.

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

### Crisis Team Internal Communication

- President of the School: decision-making and direction.
- Principal of the School: decision-making, direction, and station checks.
- Vice Principal: coordination of evacuation with the President and Principal.
- Crisis Support: response to lockdown and evacuation procedures.

Communication occurs between the Principal and CMT. Communication among CMT members, other than with the Principal, is to be minimal to ensure open communication channels.

The CMT will report any evacuation difficulties to the Principal immediately and will direct police, fire, and civil defense personnel to the President and Principal.

In a crisis, police, fire, and/or civil defense assume control upon arrival. The Principal serves as the liaison between rescue personnel and St. Patrick School.

## Disruptions

Respond to disruptions based on intensity, categorized into three levels:

- Level 1: Containment and removal with minimal educational interruption. These disruptions are confined and pose no threat. Handle them independently and inform the Principal afterward.
- Level 2: School schedule continues with minimal disruption. Report occurrences where disruption forces are mobile or pose a threat to the school community to the Principal. Police assistance may be needed, and community representatives may be involved for stabilization.
- Level 3: Educational processes are largely ended, and there are significant threats to staff and students. Immediate police assistance is required, and school closure is recommended.

## Lockdown Procedures

Lockdown procedures are used during situations involving dangerous intruders or incidents posing harm. Signals given will be either audible or visual to indicate lockdown type.

- Level One: For suspicious persons on campus or aggressive behavior. Lock classroom doors, remain inside, and continue classes as usual until an all-clear signal is received. Attendance will be checked through office communication.
- Level Two/Three: For immediate or imminent danger. Lock doors, remain inside, and find protective areas. Lights off, follow directions, and do not open doors until signaled.

The AUDIBLE lockdown signal is three quick rings of the school bell, repeated. The VISUAL signal involves a staff member walking room-to-room with a red folder with a star. The “all clear” signal will be one long school bell ring.

## Evacuation Procedures

- To Main Campus: Classes line up single file, proceed to St. Patrick Church’s rear. Close doors and turn off lights. Teachers bring class lists, grade book, and emergency backpack, ensuring all are accounted for at the rally point.
- To Front Parking Area: Classes line up single file, proceed to the front parking area. Close doors and turn off lights. Teachers are responsible for class and student accounting at the rally point.
- Off-site: Emergency personnel will direct to evacuation sites. Proceed to parking area, ensure

door closure and turn off lights. Homeroom teachers lead evacuations, ensuring students cross streets safely and are accounted for at the rally point.

The Principal monitors procedures using walkie-talkie or cell phone communication with CMT.

### Specific Emergencies

- Tsunami Warning: The school is not in a tsunami zone. If a warning occurs during school hours, students will be cared for until parents can collect them. Avoid unnecessary traffic. If issued before school, keep children home and listen to local radio.
- Hurricane/Tropical Storm/Flooding: As the school is not in a flood zone, evacuation isn't routine unless directed

### Bomb Threat Protocol

#### If a Bomb Threat is Received by Telephone:

Should you receive a bomb threat via telephone, maintain composure, and ask the caller the following questions:

1. When will the bomb explode?
2. Where is it located?
3. Has the bomb been placed already, and if so, where?
4. What does the bomb look like?
5. What type of bomb is it?
6. Why was the bomb placed in this building?
7. Who placed it there?
8. Who are you?

Keep the caller on the line as long as possible. Gather and record the following details for the police and school administration:

- Time and date of the call
- Exact words of the caller
- Gender and estimated age of the caller
- Speech patterns or accent details
- Any background noise

#### If a Suspicious Object is Found or Delivered by Mail

- Do not unnecessarily handle the package.
- Do not attempt to touch or move the object.
- Begin emergency procedures.
- Notify the Principal using a phone outside the building.
- Evacuate the building and grounds as necessary.
- Call 911.
- Secure the area to prevent reentry.
- Follow the building's emergency plan while awaiting Emergency Management Personnel (EMP).
- The Principal will notify required authorities.

## Fire Emergency Procedures:

### 1. Determine the Seriousness of the Situation

- Use emergency procedures and call 911 as outlined in the Crisis Management Plan (CMP).

### 2. Activating Emergency Procedures

- Activate the school fire alarm system and evacuate the buildings.
- If the phone is unavailable, use a cell phone to call 911 and notify the Principal.

### 3. Evacuation Protocol

- Follow posted evacuation plans; these should be displayed near exit doors in every classroom.
- Sound the fire alarm and evacuate immediately.
- The teacher ensures everyone is accounted for, closes classroom doors (but not windows), and takes the roll book with them.
- Classes should line up at pre-designated rally points, ready for alternate locations if needed due to emergency vehicle placement.
- Teachers must verify that all students are present and report immediately to the Principal if any student is missing, utilizing patrol inspections for communication.

### 4. Reentry:

- Do not reenter the building until an all-clear signal is given.
- Await further instructions if reentry is not possible.

## Handling Threats, Suicides, or Deaths

- Take any note or threat seriously and inform the Principal immediately. The Principal will then notify the President.
- The Principal will evaluate the situation and initiate emergency procedures if necessary, maintaining communication with the President, authorities, and support services.

For crisis resources:

- Local Suicide Crisis Line: 808-521-4555 (O'ahu)
- Catholic Social Services
- Crisis Assistance Team

## Procedure Following a Death on Campus

### 1. First Day:

- Start with a faculty meeting to assign roles and establish a crisis center.
- The Principal should brief students on the facts.
- Visit each decedent's class to show the school's support.
- Collect and later return the decedent's personal property.
- Offer individual counseling.
- Notify community support agencies if necessary.

### 2. Second Day:

- Review the situation with faculty, focusing on routine normalization and discussing procedures for excused absences and memorial services.

- Hold an in-service meeting for staff on grieving processes, suicide risk factors, guilt alleviation, and responding to students' questions and feelings.

### 3. Third Day:

- A meeting of the Principal and Crisis Team will take place.
- Communicate funeral arrangements in writing to staff.
- Faculty should monitor "at-risk" students and begin referrals if necessary.

### 4. Follow-Up:

- Return the decedent's belongings to the family.
- Encourage faculty to be receptive to students' inquiries about spirituality and death.
- Provide a list of emergency contacts to parents.
- Schedule a staff meeting to assess interventions and encourage ongoing student monitoring

## Hazardous Waste and Chemicals

- Report immediately any situation posing a threat to safety or the school's operations to the Principal.
- The Principal or President will assess whether to convene the Crisis Management Team (CMT).

### Serious Situations Protocol:

- The Principal will determine emergency contact needs using identified contacts like CHEMTREC (1-800-424-9300) or INFOTRAC (1-800-535-5053) OR 3E COMPANY (1-800-451-8346)

ISOLATE SPILL OR LEAK AREAS 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.

GASSES-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 glasses 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 gasses.

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 the Principal.

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 Principal. 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 Principal or President of School shall determine whether the Crisis Management Team (CMT) should be convened.

Do not call or involve other without further instructions

The Principal will initiate telephone notification to the President and Police.

The President and Principal will determine if it is necessary to assemble CMT.

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 school shall be reported immediately to the Principal. 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 Principal or President shall determine whether the Crisis Management Team (CMT) should be convened.

Notify the Principal immediately. Do not call or involve others without further instructions.

The Principal will initiate telephone notification to the President and the Police.

The President and Principal will determine if there is a need to assemble the CMT.

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 Principal or President 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 offenses according to state law.

Notify the Principal immediately. Do not call or involve others without further instructions.

The Principal will initiate telephone notification of the President and the Police.

### MEDIA PROCEDURES

The President will request the Principal to direct a statement to all personnel and other on 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 Principal and Level Coordinators. If

circumstances permit, it will be furnished in writing, if not, via telephone and/or facsimile transmission or other such means 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 inquires to St. Patrick School personnel should be referred to the Principal. In the absence of phone services employee resources will be provided for crisis notification (contingent on available personnel).

### Implementation of Policy

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

## **Emergency Accommodation Procedures for Children (Including Toddlers)**

### **II. Emergency Types Covered**

- Fire
- Earthquake
- Tsunami
- Hurricane/Tropical Storm
- Lockdown (Intruder/Active Threat)
- Medical Emergency
- Shelter-in-Place (e.g., air quality issue)

### **III. General Principles**

- **Safety First:** The primary goal is the protection of children from harm.
- **Age-Appropriate Care:** Procedures recognize the physical, emotional, and developmental needs of young children.
- **Communication:** Clear and consistent communication with staff, parents, and emergency services.
- **Documentation & Accountability:** Student rosters, sign-in sheets, and emergency contact information are maintained and accessible.

### **IV. Preparedness Measures**

#### **1. Emergency Drills**

- Monthly fire drills.
- Quarterly earthquake and lockdown drills.
- Biannual tsunami and hurricane drills.
- Drills are adapted for toddlers using role play and gentle, age-appropriate language.

#### **2. Staff Training**

- Annual emergency response training.
- CPR and pediatric first aid certifications.

- Special training in handling toddlers and children with special needs during emergencies.

### 3. **Emergency Supplies**

- Diapers, wipes, formula, and toddler snacks in emergency kits.
- Comfort kits for toddlers (stuffed animals, blankets, pacifiers).
- First-aid kits and child-safe medication (as per health plans).

## **V. Emergency Response Procedures**

### **A. Fire Evacuation**

- Staff lead children along primary evacuation routes to the designated assembly point.
- Toddlers are evacuated using:
  - Infant evacuation cribs with wheels.
  - Stroller systems or carried in pairs by staff.
- Roster check conducted immediately upon reaching the safe zone.
- Reunification with families initiated if building is unsafe.

### **B. Earthquake**

- **Drop, Cover, Hold On** instructions modified for age.
- Toddlers guided under sturdy furniture or protected by staff.
- Staff secure infants in arms or under safety tables.
- After the shaking, staff assess injuries and evacuate if necessary.
- Emergency kits brought along during evacuation.

### **C. Tsunami**

- Immediate evacuation to **designated tsunami evacuation zone** if warning issued.
- Toddlers are transported using cribs/strollers or by vehicle if time permits.
- Staff carry ID tags and emergency contact folders.
- Water and snacks provided during extended stays.

### **D. Hurricane**

- Shelter-in-place in designated safe rooms with no windows.
- Toddlers kept calm with soft activities and comfort items.
- Bathrooms and water supplies pre-prepared.
- Stay-in-place protocols continue until "all clear" is given by emergency authorities.

### **E. Lockdown/Intruder**

- Classrooms locked and windows covered.
- Staff quietly gather children in safe area, away from windows and doors.
- Toddlers are held or comforted with soft distractions (blankets, books).

- Silence maintained as much as possible; staff trained in toddler behavior management during stress.  
Law enforcement initiates clearance and reunification.

#### **F. Medical Emergency**

- Staff administers first aid and calls 911.
- Incident reported to the administration and parents immediately.  
If mass illness/injury, shelter-in-place or evacuation is initiated.
- Isolation room used for contagious symptoms until parent pickup.

#### **VI. Reunification Protocol**

- Secure Student Reunification Area established.
- Parents must present ID and sign the child out.  
Children released only to authorized contacts.  
Emotional support staff available for children and parents.

#### **VII. Special Considerations for Toddlers**

- Maintain familiar caregivers during emergencies whenever possible.
- Use calm, reassuring language and comfort routines.
- Maintain diapering and feeding schedules where feasible.
- Keep toddlers physically close to caregivers.
- Provide emotional support for post-incident stress.

#### **VIII. Review and Updates**

- Emergency procedures reviewed and updated annually.
- Parents and guardians provided a copy of the plan at enrollment and during annual back-to-school meetings.

#### **IX. Contacts**

**Principal:** Shireen Santiago – [ssantiago@saintpatrickhawaii.org](mailto:ssantiago@saintpatrickhawaii.org) – 808-734-8979

**Student Support Coordinator:** Gavin Kim – [gkim@saintpatrickhawaii.org](mailto:gkim@saintpatrickhawaii.org)-808-734-8979

## **Written Procedures for Supporting Students with Disabilities, Special Needs, and Chronic Medical Conditions**

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### **I. Mission**

Guided by the teachings of Jesus Christ and the principles of Catholic Social Teaching, our school upholds the **dignity of every human person**. We are committed to providing a **safe, inclusive, and nurturing environment** for all students, including those with disabilities, special needs, or chronic medical conditions, in alignment with the policies and guidelines of **Hawaii Catholic Schools (HCS)** and relevant federal and state laws.

## II. Legal and Ethical Framework

Procedures are informed by:

- **Individuals with Disabilities Education Act (IDEA)**
- **Americans with Disabilities Act (ADA)**
- **Hawaii Administrative Rules (HAR), Title 8, Chapter 60**
- **HCS Catholic Identity and Inclusion Guidelines**
- **FERPA and HIPAA**

## III. Identification & Enrollment

### 1. Parent Disclosure

- During enrollment, families are encouraged to disclose any medical, developmental, or behavioral needs that may affect the child's educational experience.
- The school assures families of confidentiality and openness to partnership.

### 2. Documentation Review

- Parents submit evaluations, physician letters, 504/IEP documentation (if available), and any care plans.
- The principal, in consultation with a **Student Support Team**, reviews documentation to determine the school's ability to provide reasonable accommodations.

## IV. Student Support Planning

### 1. Development of a Student Support Plan (SSP)

- For eligible students, an SSP is created to outline accommodations and supports.
- Includes academic, behavioral, social-emotional, and medical needs.
- Developed collaboratively with:
  - Parents/guardians
  - Teachers
  - Principal and/or Student Support Coordinator
  - School nurse or medical consultant (if applicable)

### 2. Medical Action Plans

- Required for chronic conditions (e.g., diabetes, asthma, seizures, severe allergies).
- Must be signed by a healthcare provider.
- Plans stored securely and shared confidentially with relevant staff.

## V. Daily Implementation of Support

### 1. Instructional Accommodations

- Examples include:
  - Extended time on tests
  - Preferential seating

- Modified homework
- Visual schedules
- Quiet breaks

## 2. Evacuation Assistance

- Students with mobility needs are supported using:
  - Wheelchairs, evacuation chairs, or strollers
  - Staff trained in safe lifting or transfer techniques
- Evacuation routes are ADA-compliant wherever possible.
- Toddlers or medically fragile students may be transported using evacuation cribs or portable carriers.

## 3. Medical Support

- Medications administered by trained staff, per written authorization and HCS medical administration policies.
- Students monitored for health-related incidents during the school day and activities.
- Safe storage of medication in the nurse's office or designated secure location.

## 4. Medical Accommodations

- Emergency kits include:
  - Medications (e.g., EpiPens, inhalers, insulin)
  - Glucose tabs, seizure medication, feeding tubes/supplies (as needed)
- School trained staff administer medications as per written care plans.
- Refrigerated storage available for temperature-sensitive items.
- Students are monitored for signs of distress, dehydration, or fatigue.

## 5. Physical Accessibility

- Facilities comply with ADA where possible.
- Reasonable modifications provided for mobility, sensory, or communication needs.

## 6. Spiritual Inclusion

- Students with special needs are included in religion classes, school Masses, and sacraments with appropriate support.
- Catechetical instruction may be adapted to ensure accessibility and participation.

# VI. Emergency Procedures for Students with Special Needs

## 1. Personal Emergency Evacuation Plans (PEEPs)

- Individualized plan for emergency evacuation, including:

- Method of transport (e.g., wheelchair, staff support)
  - Assigned adult(s)
  - Emergency medications
- PEEPs updated annually or as needed.

## 2. **Inclusion in Drills**

- Students participate in all safety drills.
- Staff practice modified procedures for children requiring assistance.

## **VII. Staff Responsibilities & Training**

### 1. **Professional Development**

- Annual training includes:
  - Catholic understanding of disability and inclusion
  - Strategies for supporting diverse learners
  - First aid and emergency care
  - Disability sensitivity and respectful language

### 2. **Confidentiality**

- All staff must protect the privacy of student health and disability information.
- Discussions limited to those with a need to know.

## **VIII. Collaboration with Families**

### 1. **Communication**

- Ongoing, respectful, and transparent communication is encouraged.
- Updates provided through regular conferences and written reports.

### 2. **Team Meetings**

- Support team meetings held annually or more often as needed.
- Plan adjustments made collaboratively.

## **IX. Extracurricular Participation**

- All students are invited and supported to participate in field trips, clubs, school Masses, service activities, and sports.
- Adaptations provided when possible to ensure safety and engagement.

## **X. Limitations of Services**

- As a small private Catholic school, there may be limits to the scope of services (e.g., intensive therapy, 1:1 aides).
- If a student's needs exceed what the school can reasonably accommodate, the principal will work with the family to explore:
  - Additional supports (e.g., tutoring, private therapy)
  - Referral to community resources

- Coordination with the Department of Education or other schools, if necessary

## **XI. Grievance and Appeal Process**

- Parents with concerns about accommodations or support may:
  1. Contact the classroom teacher.
  2. Elevate the concern to the principal.
  3. Request a meeting with the Hawaii Catholic Schools Office if necessary.
- All concerns will be addressed respectfully and promptly.

## **XII. Review & Accountability**

- All plans are reviewed annually and revised based on:  
Student progress
  - Family feedback
  - Staff observations
- Compliance monitored by the **School Principal** and **Student Support Coordinator**, with consultation from the **Hawaii Catholic Schools Office** as needed.

## **XIII. Shelter-in-Place and Natural Disaster Preparedness**

### **Hurricane or Tsunami:**

- Students are relocated to **designated safe zones or higher ground** with all necessary medical equipment.
- Extra supplies stored at off-site evacuation locations.
- Parents notified immediately if off-campus evacuation occurs.

### **Earthquake:**

- Students are taught modified “Drop, Cover, Hold On” procedures as needed.
- Safety helmets, padded mats, or aides provide extra protection.

## **XIV. Contacts**

**Principal:** Shireen Santiago – [ssantiago@saintpatrickhawaii.org](mailto:ssantiago@saintpatrickhawaii.org) – 808-734-8979

**Student Support Coordinator:** Gavin Kim– [gkim@saintpatrickhawaii.org](mailto:gkim@saintpatrickhawaii.org)-808-734-8979

### 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 students' 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

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 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. Reduce students 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 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. 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 Principal or his/her designee annually.

#### Hand Washing Policy

*All Teachers, staff, children, and visitors to the classroom are required to adhere to all the hand washing procedures as follows:*

- Before eating and drinking
- Before handling clean utensils or equipment
- Before Handling food
- Before and assisting or training the child in feeding and in toileting
- After going to the bathroom
- After contact with body secretions, such as, blood, urine, feces, mucus, saliva, or drainage from wounds
- After handling soiled diapers, clothes, equipment, or menstrual pads
- Removal of disposable gloves
- When hands are visibly soiled

## Hand Washing Procedures

Wet hands

Use Soap and Water

Wash/scrub between fingers, wrists, under fingernails, and backs of hands

Rinse off soap completely

Dry hands using a paper towel instead of hands

Remember to turn off the water!

1. Uniforms
2. Guidelines for Student Internet Use

## STUDENT DRESS CODE

Pueo Print Company LLC located on 98-027 Hekaha St. Ste. 41 Aiea, Hi 96701 is the official uniform site for St. Patrick School.

### OFFICIAL GIRL`S 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.
- Shoelaces: White or Black
- 3-4-year-olds: VELCRO OR ELASTIC (NO SHOELACES)

Optional khaki walking shorts for Kindergarten to 8th grade students can be worn with a forest green polo shirt and a black or dark brown belt.

An athletic gray hooded jacket featuring an embroidered logo is allowed; additionally, a completely white cardigan or jacket is also acceptable.

### OFFICIAL BOY`S UNIFORM

- Grades Pre-K to 8: Forest Green Polo w/pleased shorts or pants

### FOOTWEAR

- Socks: ONLY SPS logo Socks can be worn
- Shoes: White or black athletic shoes.
- Shoelaces: White or Black
- 3-4-year-olds: VELCRO OR ELASTIC (NO SHOELACES); (No whistles, wheels, or blinking lights)

Optional uniform includes Khaki walking shorts for boys in Kindergarten through 8th grade, paired with a black or dark brown belt, and an SPS Forest Green Polo shirt.

Athletic gray hooded jacket with an embroidered logo; an all-white cardigan or jacket is also available.

Official uniforms are required for school-wide events such as bi-monthly masses, programs, and prayer services.

Physical education uniforms for all boys and girls consist of a light steel T-shirt with khaki pull-up shorts for 3- and 4-year-olds, or green mesh shorts for Kindergarten through 8th grade.

### Uniform Accessories and General Appearance

#### Undergarments (Boys/Girls)

White T-shirts may be worn as undergarments. No designs are allowed on these undergarments.

### Jewelry

- Watches: Permitted for all students.
- Girls: Necklaces, bracelets, neck charms, and decorative hair pins are not allowed. Girls may wear earrings only in the form of studs, with one pair allowed (one on each ear lobe). Dangling earrings are not permitted.
- Make-up: Make-up and nail polish are not allowed.
- Boys: Earrings, neck charms, bracelets, and necklaces are **not permitted**.

### Hair

- Natural hair color only is allowed. Outlandish or extreme hairstyles such as mohawks, "high and tight cuts, mullets, or similar styles are not permitted.
- Boys' hair should not exceed three inches in length and must not touch the collar of the polo shirt. Tracks, layers, braids, or radical haircuts are prohibited.
- Girls' hair should be neatly combed and kept away from the face and eyes. Hair dyes or colors of any type are not allowed.

### Free Dress Code

#### Girls

- Appropriate Attire: Long or 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 free dress.
- Inappropriate Attire: Mini-skirts, see-through blouses, midriff shirts, shirts with suggestive slogans, logos, or any kind of writing, shorts, spaghetti straps, low-cut tops, or clothing that does not align with the image of a student at St. Patrick School are not allowed.

#### Boys

- Appropriate Attire: Long dress pants or jeans, and polo or Aloha shirts are acceptable. Covered shoes or sandals with a back strap must be worn.
- Inappropriate Attire: \* T-shirts with suggestive logos, team logos, slogans, or any kind of writing is not permitted. Free dress must align with the image of a student at St. Patrick School.

Students arriving at school in inappropriate attire will be asked to call their parents to bring proper attire.

## **SECTION 15: INTERNET USAGE**

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### Guidelines for Student Internet Use

St. Patrick School provides Internet access to support education and research by offering students and teachers access to unique resources and opportunities for collaboration. All Internet usage, like all use of computer facilities, must align with the school's educational objectives.

Students using the SPS Network are required to read these guidelines and/or engage in a discussion with a teacher about them. Adherence to these guidelines is a prerequisite for a student's Internet access privileges

## The Internet

The Internet is an expansive global network connecting computers across universities, schools, laboratories, and other sites. It enables worldwide communication through discussion forums and email and offers the ability to download a wealth of educational resources. Despite its educational potential, the Internet also presents opportunities for misuse. These guidelines aim to ensure students use this resource safely and appropriately.

## Student Responsibility

All student Internet use should be supervised by faculty. However, faculty members are not expected to constantly monitor each student's usage. Every student must take personal responsibility for their appropriate use of the Internet.

## Levels of Student Access

St. Patrick School Network provides two levels of Internet access:

### - Internet and World Wide Web

Students can access the Internet and Web, under teacher supervision, in classrooms and the library. No individual account agreement is required, but students must be familiar with the SPS Internet Guidelines.

### - Grades K-4

Before accessing the Internet and Web, students in Grades K-4 will participate in a discussion about the SPS Guidelines with their teacher.

### - Grades 5-8

Students in Grades 5-8 must sign a statement, along with a parent or guardian, confirming they have read, understood, and agree to follow the SPS Guidelines.

## Individual Email Accounts

Upon enrollment at St. Patrick School, students are provided with individual Google email accounts.

## Internet Access is a Privilege

Internet access through St. Patrick School is a privilege, not a right. School officials may revoke a student's access if this privilege is abused. Inappropriate Internet conduct will result in disciplinary action, in accordance with the School Policy on Student Conduct and Discipline (refer to the School Handbook).

## Administrators' Access to Student Files

Administrator access to student email and Internet files may occur for educational and administrative purposes, including ensuring compliance with these guidelines. Administrators will also cooperate with law enforcement when necessary. Students should not assume their Internet use at St. Patrick School is private.

## Personal Safety

The Internet is publicly accessible, including by individuals seeking inappropriate contact. St. Patrick School cannot filter the Internet for such misuse; therefore, students should be cautious about sharing personal information or arranging meetings. Students must inform a teacher or school administrator of any threatening, harassing, or inappropriate online communications.

### System Security and Resource Limits

Students are expected to adhere to procedures and guidelines for maintaining the security of school computer systems and respecting resource limits. This includes any issued downloading guidelines and virus protection measures.

### Network Etiquette

Students are expected to understand and follow the generally accepted rules of Internet etiquette, alongside school decorum. This includes displaying courtesy, politeness, and avoiding vulgar language.

### Unacceptable Uses

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

1. Posting private or personal information about another individual is prohibited.
2. Attempting to log in using someone else's email account or accessing their files is not allowed.
3. Accessing or transmitting obscene or pornographic material is forbidden.
4. Posting chain letters or engaging in "spamming"—sending annoying or unnecessary messages to large numbers of people—is not permitted.
5. Engaging in sexual harassment is strictly prohibited, in accordance with the St. Patrick School Sexual Harassment Policy, which is outlined in the School's handbook and applies to online conduct.
6. Any communication that facilitates the illegal sale or use of drugs or alcohol, promotes criminal gang activity, threatens, intimidates, or harasses others, or violates any laws is forbidden.
7. Plagiarism, defined as taking material created by others and presenting it as one's own, is considered cheating and is unacceptable behavior for a student at St. Patrick School. Copyright infringement, which occurs when a person improperly reproduces or transmits material protected by copyright, is also prohibited. For example, most software is protected by copyright and may not be copied without permission from the copyright owner.
8. Participating in commercial activities not directly related to the educational purposes of St. Patrick School is not allowed.

### Disclaimer of Liability

St. Patrick School disclaims all liability for any material a student may access on the Internet, any damages incurred as a result of Internet use, and any other consequences arising from a student's Internet usage.

### Smoke-Free Environment

St. Patrick School is a smoke-free environment and prohibits the use of smoke-producing products throughout the campus. Smoking is not permitted anywhere on school grounds. Compliance with the smoke-free policy is mandatory for all students, employees, and visitors to the school.

### Drug-Free Policy

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, as well as the unlawful possession or use of alcohol, is prohibited on St. Patrick School property or during any of its activities. Students or personnel found to have violated this

policy will face disciplinary actions, which may include expulsion or termination and referral for criminal prosecution. No student or employee is permitted to attend class, school activities, or work while under the influence of or in possession of illegal drugs or alcohol. Violation of this policy will result in an evaluation and potential intervention or treatment for alcohol and drug abuse or dependency disorders.

## **Key Elements of Sanitation:**

### **1. Cleanliness of Facilities:**

- Regular cleaning and disinfecting of classrooms, bathrooms, cafeterias, hallways, and common areas are essential. Cleaning schedules should be established and strictly followed.
- High-touch surfaces such as door handles, light switches, desks, and chairs should be cleaned and disinfected multiple times throughout the day.

### **2. Restroom Sanitation:**

- Toilets and wash facilities should be cleaned multiple times per day using appropriate disinfectants.
- Sufficient restroom facilities should be provided according to the student population to avoid overcrowding.
- Restrooms should be checked frequently to ensure they are stocked with toilet paper, soap, and functioning hand dryers or paper towels.

### **3. Waste Management:**

- Proper disposal bins should be available in every classroom, restroom, and common area, with regular disposal of waste.

### **4. Sick Policies and Illness Prevention:**

- Clear policies should be in place regarding staying home when sick. Parents should be informed to keep children at home if showing signs of illness, such as fever or flu-like symptoms.
- The school should have a procedure for handling sickness at school, including a designated sick bay and a protocol for notifying parents.

### **5. Pest Control:**

- Regular inspections and pest control treatments should be conducted to prevent infestations of rodents, insects, or other pests.
- Food in classrooms should be stored in sealed containers to avoid attracting pests.

### **7. Air Quality:**

- Adequate ventilation should be maintained in all areas of the school.
- Air filters in HVAC systems should be checked and changed regularly to ensure they are functioning effectively.

### **8. Safe Drinking Water:**

- Schools should ensure access to safe drinking water. Water fountains and dispensers should be cleaned and sanitized regularly.

**Implementation Strategies:**

- Regular Scheduling and Monitoring: Establish a regular cleaning and maintenance schedule for all areas of the school and conduct routine inspections to ensure compliance.
- Training: Staff and students should be trained on hygiene practices and the importance of maintaining clean surroundings.
- Engagement: Encourage students to participate in maintaining cleanliness through programs and initiatives that promote keeping their school clean. This could include student-led school cleanliness committees or reward programs for clean classrooms.
- Parent and Community Involvement: Communicate with parents about school sanitation policies and engage them in promoting healthy practices at home.

## SECTION 16: HANDBOOK AGREEMENT

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(Print and return the completed form to your child's teacher)

### Saint Patrick School Parent-Student Handbook Acknowledgment and Agreement

By signing below, we (parent or guardian and student) acknowledge receipt of the St. Patrick School Handbook and confirm that we have reviewed it together.

We agree to comply with the policies, regulations, and guidelines set forth by the Administration of St. Patrick School. We also understand that these policies, regulations, and guidelines may be amended, added to, or modified at any time as outlined in the Handbook.

Furthermore, we agree to accept any consequences that may result from violations of these policies, regulations, or guidelines.

Student's Name (Please print): \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Grade: \_\_\_\_\_

Parental Consent (Please initial)

\_\_\_\_\_ We give permission for our child's pictures to be used on the school's website and other publications related to St. Patrick School.

Parent's Name (Please print): \_\_\_\_\_

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

***Please return one form per student.***