

ST ANDREW'S SCHOOLS

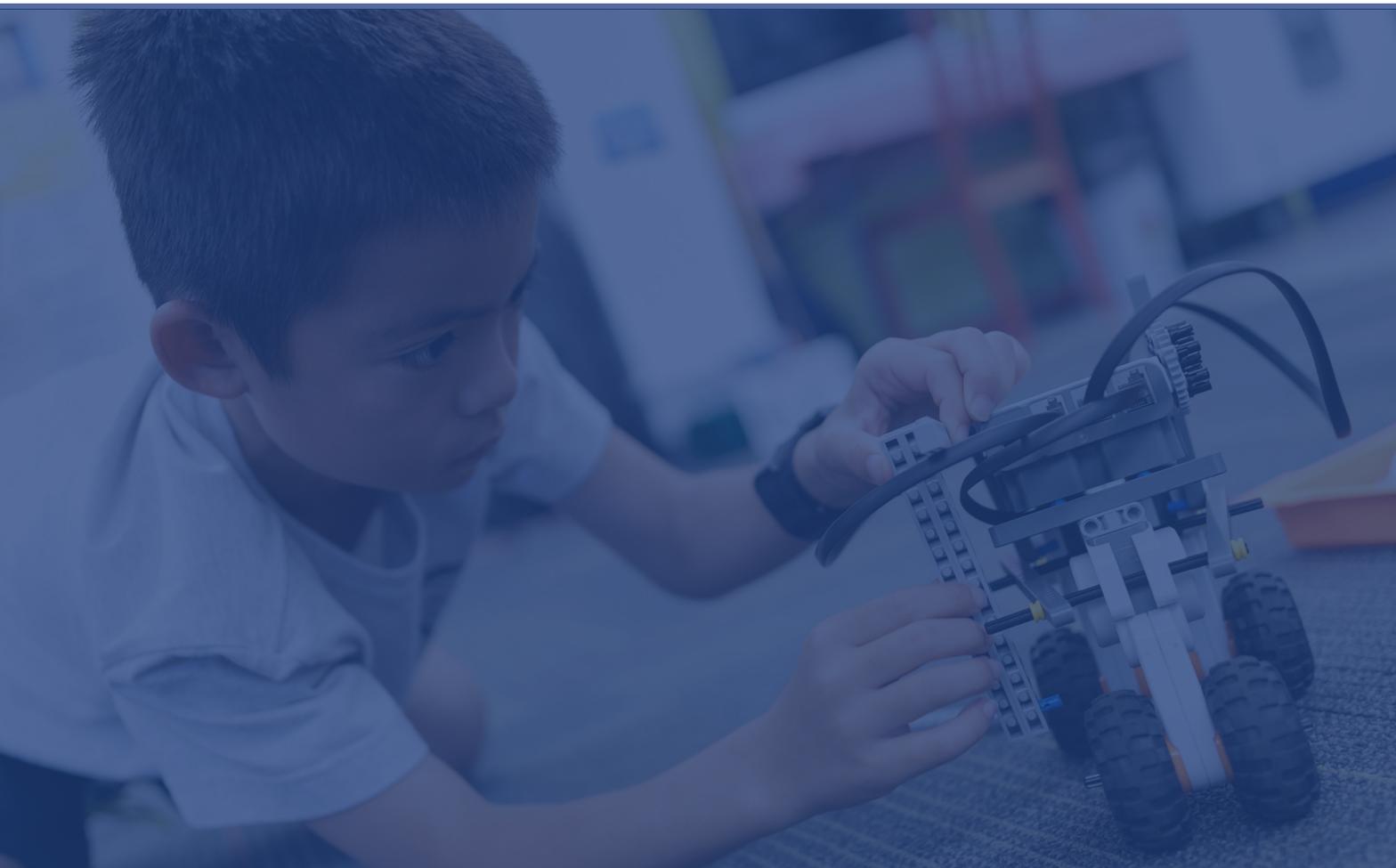


150
YEARS

THE PRIORY ♦ THE PREP ♦ THE PRESCHOOL

THE PREP

PARENT-STUDENT HANDBOOK
2017-18



ST ANDREW'S SCHOOLS



Welcome to the 2017-2018 School Year at St. Andrew's Schools.

We are thrilled to continue our celebration of the 150th Anniversary and founding of St. Andrew's Schools. Our founder, Queen Emma Kalanikaumaka'amano Kaleleonālani Na'ea Rooke inspires us daily to strive for the highest (kūlia i ka nu'u) in all that we do. We are humbled by the extraordinary journey of our school from its beginnings in 1867, and proud of our Hawaiian and Episcopal heritage. We invite you to review our refreshed and renewed educational mission and vision in the pages that follow.

Honoring tradition and embracing innovation, St. Andrew's Schools actively engages and educates students in a culture of care, love, and service. In this special place, each child is known, challenged, understood, and empowered to achieve their personal best. Compassion, loving kindness, and respect for others serve as foundational values for all of our actions.

Our talented and dedicated faculty and staff are committed to creating and setting the conditions for optimal learning and growth for each child. With the guidance of our Board of Trustees and Leadership Team, our collective commitment is to provide learning environments that inspire and motivate each child to reach their promise.

We especially want to extend a heartfelt welcome to faculty, staff, students and families who are new to St. Andrew's Schools this year. We are delighted that you are joining our kind and caring, innovative learning community.

We value your partnership in this exciting year, and are truly grateful for your investment in your child's education at St. Andrew's Schools.

With my best wishes for a joyful and inspiring school year,

A handwritten signature in cursive script that reads 'Ruth R Fletcher'.

Ruth R. Fletcher
President and Head of School

THE PRIORY ♦ THE PREP ♦ 224 Queen Emma Square ♦ Honolulu, Hawai'i 96813
THE PRESCHOOL ♦ 3019 Pali Highway ♦ Honolulu, Hawai'i 96817

STANDREWSSCHOOLS.ORG

MISSION

St. Andrew's Schools actively engage and educate students in a culture of care, love, and service. Every child is known, challenged, understood, and empowered to *strive for the highest*.

Honoring our founder, Queen Emma Kaleleonālanī, and grounded firmly in our Hawaiian heritage and spiritual values, St. Andrew's fosters broad-minded awareness in every arena with a personalized curriculum that encourages children to discover their most expansive and courageous selves.

VISION

Our vision is to help children learn and grow – to be their personal best, engaged in the world and inspired to making it more humane and just.

SCHOOL MOTTO

“Kūlia I Ka Nu‘u” -- “Strive for the Highest”

Celebrating 150 Years

For the past 150 years, we have been educating children to thrive by nurturing their special skills and talents, and preparing them to become meaningful contributors to our community and society.

St. Andrew's Schools is a family of three schools, the Priory, the Prep and the Preschool, and is a place where each child is known and understood and celebrated for their unique talents. Since opening the St. Andrew's Priory School for Girls in 1867, we have grown to include the Prep for boys and Queen Emma Preschool.

Each school provides a nurturing learning environment for our students and builds a rich family community that represents a diverse range of religious, ethnic, and socioeconomic backgrounds.

A transformational thinker and leader, Queen Emma Kaleleonālani founded St. Andrew's Priory School for Girls (the Priory) in 1867, making it the oldest all-girls school on O'ahu. Celebrating our 150th anniversary this year, the Priory continues to develop confident and creative thinkers and compassionate leaders through an innovative and individualized educational program for girls, grades K through 12.

St. Andrew's Prep for Boys (the Prep) opened in the fall of 2014 and offers single-gender classes designed specifically for boys in grades K through 5. The Prep, located on Queen Emma Square, actively engages young boys in a learning environment that builds upon their strengths and interests.

Named after our founder Queen Emma Kaleleonālani, the Queen Emma Preschool nurtures a love of learning through joyful discovery and play for children ages 2 through 5. The beautiful Nu'uaniu campus provides a foundational and natural learning environment designed to nourish a child's innate sense of wonder and curiosity about the world.

Queen Emma Kaleleonālani Na'ea Rooke

Born on January 2, 1836 in Honolulu, her mother was Fanny Kekelaokalani Young (daughter of John Young, King Kamehameha I's advisor, and Ka'oana'eha, Kamehameha's niece). Her father George Na'ea was a high chief.

In accordance with Hawaiian custom, Emma was adopted (hānai) at birth by her childless aunt, Chiefess Grace Kama'iku'i Young Rooke, and her husband, Dr. Thomas Rooke — a skilled surgeon and a physician to the royal court. Emma was educated in Honolulu at the Chief's Children's School with other ali'i children, now known as The Royal School. Emma grew up speaking both Hawaiian and English, and her parents raised her with both Hawaiian and British influences. Often referred to as our Renaissance Queen, Emma grew to be an accomplished and knowledgeable young woman, well-read and skilled at the piano, music, dancing, horse-riding, and gardening.

Her Passion

In 1856, Emma married her childhood friend, Alexander Liholiho, or King Kamehameha IV, in an Episcopal wedding at Kawaiaha'o Church. During Kamehameha IV's reign, the Hawaiian people were dying rapidly from disease and facing extinction. Both Kamehameha IV and Queen Emma became impassioned with saving their people and decided to raise the funds needed to establish Queen's Hospital, now known as The Queen's Medical Center. They tirelessly went door to door to accomplish their mission, and within a month, raised over \$13,000.

Two years later in 1858, Emma gave birth to a son, Albert Edward Kauikeaouli Leiopapa a Kamehameha. Prince Albert brought much happiness and joy to the King and Queen, and as the next heir to the throne, was beloved by the Hawaiian people. Tragically, Prince Albert died in August 1862 of "brain fever." He was only four years old.

Only a year later, a grief-stricken Kamehameha IV, who blamed himself for the boy's death, also died. After losing both her beloved son and husband, Queen Emma took the name of Kaleleonālani, or "The flight of the heavenly chiefs," in remembrance of Kamehameha IV and Prince Albert. Her pain and remorse fueled the Queen's mission even more, and she actively raised funds with Queen Victoria of England to establish The Cathedral of St. Andrew, and in 1867, recognizing the need for a quality education for young girls, the St. Andrew's Priory School for Girls.

The People's Queen

When King Lunalilo died in 1874, Queen Emma became a candidate for the royal throne. Known as "The People's Queen," she was loved for her humanitarian efforts throughout the Hawaiian Islands. She campaigned but was defeated by a vote at the legislature for King David Kalākaua.

Queen Emma died in April 1885 at the age of 49. She was given a royal funeral and was laid to rest in Mauna 'Ala, next to her husband and son.

Her Legacy

Queen Emma's foresight and understanding that Hawaiian girls needed to have access to a high-quality education was the underlying base for the development of St. Andrew's Priory School for Girls. Since the founding of the Priory 150 years ago, St. Andrew's Schools has grown to include the Prep for boys and Queen Emma Preschool. Today, the students of St. Andrew's Schools honor Queen Emma by perpetuating her legacy of compassion and leadership through her values of Aloha, Pono, 'Imi Na'auao, Ho'omanawanui, Mālama, and Lokomaika'i, which are woven into our school traditions and educational curriculum.

St. Andrew's Schools develops children with strong habits of mind, body, and spirit by instilling confidence in their abilities and those of others. Students have the knowledge, skills, and character to navigate uncertainty, act compassionately, and thrive in an ever-changing world of innovation.

Our Values

Aloha: Show affection and compassion for each other

Pono: Promote goodness and be upright in our actions

Imi na'auao: Foster joyful learning together

Ho'omanawanui: Be steadfast and patient in our learning and challenges

Mālama: Tend to the body, mind, and spirit of each other

Lokomaika'i: Be gracious and kind in our actions

Spiritual Life

St. Andrew's Schools is rooted in the Episcopal tradition. The coral cross in the center of Robinson Courtyard serves as a symbol and reminder of the spiritual life of St. Andrew's. While the school is Christian in its foundation, St. Andrew's Schools strives to create an inclusive environment where children of all backgrounds and faith traditions are welcome and valued. The Prep enables each student to develop and enhance his own understanding of the sacred in his life through worship experiences, classroom instruction and interpersonal relationships.

Beginning in the 2017-2018 school year, the Prep will have weekly chapel service in Monteiro Chapel. This allows for developmentally appropriate activities, leadership opportunities, and the space to explore themes relevant to their experience. The larger community will gather for all-school chapel approximately once a month to celebrate holidays and special occasions in the historic Cathedral of St. Andrew. Chapel services are led by our school's full-time chaplain, The Rev. Annalise Pasalo. On special occasions, we are joined by the Bishop of the Episcopal Diocese of Hawaii and other local clergy.

Our chaplain is available to students and the entire St. Andrew's Schools community. We encourage you to contact her for spiritual or personal support, questions, celebrations, milestones, major life events, and any other pastoral needs.

Eō Ke Kuini

Eō ke kuini Emalani
Eō kou inoa lā e
He ali'i wahine o Hawai'i
Ke ali'i kākou i kō aloha e
No nā pua o Hawai'i nei
Eō mai e
'Auhea wale 'oe e ka lani ('Auhea wale 'oe e ka lani)
Eō e ke kuini Emalani
Eia kō mau pua lokelani (Eia kō mau pua lokelani)
Ua ala mākou e ke ali'i
E hali'a ana mai
Nā mamo o Hawai'i
Kō aloha laha'ole no nā kamali'i
E ho'oulu ia i ka malu
O 'Iolani
E ala E ulu E ola
Kūlia i ka nu'u
(E ola mau ka inoa o Kaleleonālani)

Queen's Prayer

'O kou aloha no
Aia i ka lani
A'o kou 'oia'i'o
He hemolele ho'i

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Campus Directory

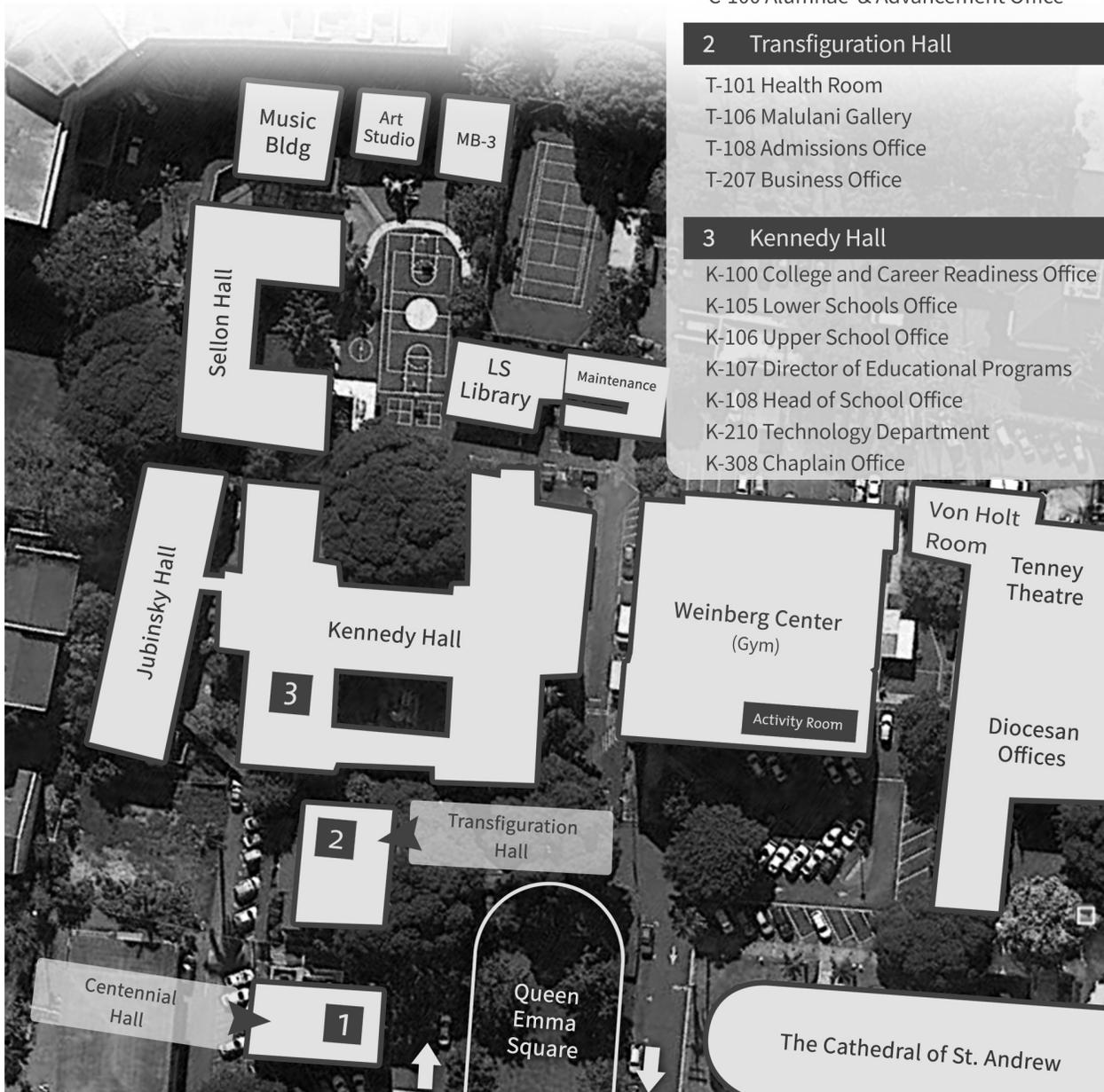
| OFFICE | PHONE NUMBER |
|---|--------------|
| Accounts Receivable/Tuition | 536-6106 |
| Admissions Office | 536-6102 |
| After School Care/Lion's Den | 532-2444 |
| Alumnae Office | 532-2463 |
| Athletic Director | 532-2461 |
| Attendance/Health Office | 532-2403 |
| Chaplain | 532-2460 |
| Dean of College and Career Readiness | 532-2420 |
| Dennis Uniforms | 396-9318 |
| Director of Educational Programs | 536-6104 |
| Director of Institutional Advancement & Community Relations | 532-2441 |
| Head of School's Office | 532-2414 |
| Lower School Library | 532-2434 |
| Main Switchboard | 536-6102 |
| Marketing and Communications Office | 532-2458 |
| Principal of The Priory Lower School | 532-2444 |
| Principal of The Prep | 532-2444 |
| Principal of The Priory Upper School | 532-2444 |
| Queen Emma Preschool | 595-4686 |
| Queen Emma Library | 532-2430 |
| Technology Help Desk | 524-3234 |



ST ANDREW'S SCHOOLS

THE PRIORY ♦ THE PREP ♦ THE PRESCHOOL

Campus Map



1 Centennial Hall

C-100 Alumnae & Advancement Office

2 Transfiguration Hall

T-101 Health Room
 T-106 Malulani Gallery
 T-108 Admissions Office
 T-207 Business Office

3 Kennedy Hall

K-100 College and Career Readiness Office
 K-105 Lower Schools Office
 K-106 Upper School Office
 K-107 Director of Educational Programs
 K-108 Head of School Office
 K-210 Technology Department
 K-308 Chaplain Office

2017-2018 Calendar Overview

| | | |
|--|--|-----------------------------------|
| Tuesday, July 4, 2017 | <i>Independence Day</i> | <i>Holiday-School closed</i> |
| Friday, July 14, 2017 | Summer School Ends | |
| Monday, July 17-Thursday, August 10, 2017 | Summer Adventure | |
| Monday, August 14- Thursday, August 17, 2017 | Teacher Professional Days | Faculty and staff only |
| Thursday, August 17, 2017 | K-12 'Ohana BBQ | |
| Friday, August 18, 2017 | <i>Admissions Day</i> | <i>Holiday-School closed</i> |
| Monday, August 21, 2017 | First Day of School | |
| Saturday, August 26, 2017 | QEP Parent Orientation Meeting | |
| Thursday, August 31, 2017 | Upper School Back to School Night | |
| Friday, September 1 2017 | Lower School Back to School Night | |
| Monday, September 4, 2017 | <i>Labor Day</i> | <i>Holiday-School closed</i> |
| Friday, September 29, 2017 | K-12 Fall Parent Teacher Conferences | K-12 faculty and staff only |
| Monday, October 9, 2017 | <i>Discoverer's Day</i> | <i>Holiday-School closed</i> |
| Saturday, October 28, 2017 | QEP Fall Family Festival | |
| Thursday, November 9, 2017 | Teacher Professional Day | Faculty and staff only |
| Friday, November 10, 2017 | <i>Veterans' Day (Observed)</i> | <i>Holiday-School closed</i> |
| Wednesday, November 22- Friday, November 24, 2017 | <i>Thanksgiving Holiday</i> | <i>Holiday-School closed</i> |
| Friday, December 15, 2017 | Teacher Professional Day | Faculty and staff only |
| Monday, December 18, 2017- Monday, January 1, 2018 | Christmas Break | |
| Monday, December 25, 2017 | <i>Christmas Day</i> | <i>Holiday-School closed</i> |
| Monday, January 1, 2018 | <i>New Year's Day</i> | <i>Holiday-School closed</i> |
| Tuesday, January 2, 2018 | K-12 Classes Resume | K-12 students return |
| Tuesday, January 2, 2018 | QEP Teacher Professional Day | Preschool faculty and staff only |
| Wednesday, January 3, 2018 | QEP Classes Resume | QEP students return |
| Monday, January 15, 2018 | <i>Martin Luther King, Jr. Day</i> | <i>Holiday-School closed</i> |
| Friday, February 16, 2018 | K-12 Spring Parent Teacher Conferences | K-12 faculty and staff only |
| Monday, February 19, 2018 | <i>Presidents' Day</i> | <i>Holiday-School closed</i> |
| Thursday, March 8-Friday, March 9, 2018 | March Exams | Exams for Gr. 8-12 only |
| Monday, March 19-Friday, March 30, 2018 | Spring Break | |
| Monday, March 26, 2018 | <i>Prince Kubio Day</i> | <i>Holiday-School closed</i> |
| Friday, March 30, 2018 | <i>Good Friday</i> | <i>Holiday-School closed</i> |
| Monday, April 2, 2018 | Classes Resume | All students return |
| Friday, April 27, 2018 | K-12 May Day Celebration | |
| Thursday, May 10, 2018 | Ascension Day Celebration | |
| Friday, May 11, 2018 | <i>K-12 Head of School Holiday</i> | <i>K-12 Holiday-School closed</i> |
| Sunday, May 27, 2018 | Baccalaureate | |
| Monday, May 28, 2018 | <i>Memorial Day</i> | <i>Holiday-School closed</i> |
| Wednesday, May 30, 2018 | K-12 Last Day of School | |
| Thursday, May 31-Friday, June 1, 2018 | K-12 Teacher Professional Days | K-12 faculty and staff only |
| Sunday, June 3, 2018 | Commencement | |
| Monday, June 4, 2018 | K-12 Summer Break Begins | |
| Tuesday, June 5, 2018 | Summer School Begins | |
| Monday, June 11, 2018 | <i>King Kamehameha Day</i> | <i>Holiday-School closed</i> |

The Prep Program

The Prep sets developmentally appropriate standards from the first day of kindergarten. Through the guidance of our excellent faculty, the boys learn about themselves, their interests, and the world around them.

Reading, writing, speaking, and listening are the major components of the language arts program. The program is personalized to where each child is provided materials of interest to get them on the road to enjoy reading, writing and communicating effectively.

The Prep mathematics program uses Singapore Math, starting with manipulatives to create concrete understanding, moving on to pictorial representations, and layering abstract algorithms at higher levels of computation and understanding. Math objectives include foundational skills, problem solving and real-life applications.

Students are introduced to science by discovering the exciting world around them. By comparing, describing, observing, classifying, and engaging in hands-on experiments, students acquire an understanding of the scientific method. The basic concepts of plant and animal life, space, electricity, magnetism, energy, and oceanography are expanded as students progress through each grade level.

The Prep curriculum integrates many subjects around social studies concepts in order for students to make connections with the world around them. The social studies program includes global awareness, geography, history, current events, and economics. Research, decision-making, and critical thinking are emphasized.

Specialists in the fields of physical education, visual and performing arts, Hawaiian studies, computer science, religious studies, mindfulness, and library science enhance our academic curriculum. Classroom study is supported by field trips and on- and off-campus events. All the areas of our curriculum come together to produce students who are engaged, joyful, life-long learners.

HEALTH, SAFETY, AND WELLNESS

General Policies and Procedures

School Hours

| | |
|------------------------|-------------------|
| Kindergarten & Grade 1 | Grades 2 –5 |
| 7:45 AM – 2:45 PM | 7:45 AM – 3:00 PM |

First bell - 7:40 AM

Tardy Bell - 7:45 AM

Arrival and Dismissal

Morning Traffic Flow Plan

On busy mornings when students are being dropped off, safety is an especially important concern. Coned lanes are set up on the road surrounding Queen Emma Square. Please note the following safety guidelines and precautions:

- Parents whose sons are prepared to make an immediate exit from the car should use the “Fast Lane” (the lane closer to the park.) Students must exit **only** at the crosswalk and only from the right side of the vehicle.
- Parents who need to exit the car to assist their sons, or parents whose sons need a little more time to gather their belongings, should use the lane closer to the school buildings. Students should exit only from the left side of the car and only in front of Kennedy Hall. **PLEASE MAKE SURE TO MOVE YOUR CAR COMPLETELY FORWARD; DO NOT STOP BY THE GATE.**
- **Please observe traffic hand signals of the supervising officer at all times.**

If you wish to walk your son onto campus, or if you wish to wait in your vehicle until school begins, limited visitor parking stalls, marked in red, are available in Lot D, between the gymnasium and the Cathedral. Please refrain from parking or waiting in any area designated for faculty parking, cathedral parking, or fire zones. Convenient public parking is available at Capitol Place, with the parking entrance one block Ewa of St. Andrew’s, on South Kukui Street, between Queen Emma Street and Bishop Street.

Early Arrival

For parents who must drop off their K-5 student before 7:00 AM, a staff supervisor is on duty from 6:30 AM to 7:00 AM at no charge. **You must, however, walk your son to the playground and check him in with the supervisor.** Please park in the visitor stalls marked in red in front of the gym, Lot D. Regular playground supervision begins at 7:00 AM. Students generally are not permitted in classrooms until the first bell at 7:40 AM.

Dismissal Procedures

Teachers escort students in grades K-5 to the gym area or the area in front of the driveway between Kennedy Hall and the gym. Parents should not enter the campus to meet their sons. Students not picked up within 15 minutes of dismissal are placed in the After School Care Program at the parent's expense. If you anticipate being late in picking up your son on any day, please call the **Attendance/Health Office** (532-2403) so that she may inform the teacher and Lower School Office.

Parents whose younger sons must wait for older siblings may make special arrangements with the Lower School Office to provide the younger sons with short-term supervision (15 minutes or less) while waiting for the older student. If the waiting time is longer than 15 minutes, the younger sibling **must** be enrolled in the After School Care Program. Please call 532-2444 to request your daughter remain in After School Care for the day. Middle School students are not allowed to sign out younger siblings from After School Care.

Leaving School Prior to Regular Dismissal

If it is necessary for a student to leave school prior to dismissal, he must bring a note from home, signed by the parent/guardian, indicating the time, date, and reason for the early dismissal. Students in grades K-5 may turn the note in at the Attendance/Health Office or give the note to their classroom teacher.

When picking up a student, the parent/guardian should go to the Attendance/Health Office. Parents of students in grades K-5 may meet their son in the Attendance/Health Office or, in some cases, may be directed to the student's classroom. The teacher will dismiss the student upon receipt of the Early Dismissal Notice.

If a student becomes ill and must leave school prior to the regular dismissal, the school nurse will contact the parent/guardian to arrange for the student to be picked up. Students who are ill may not leave campus unescorted.

Adults Authorized to Pick Up Students

Parents or guardians must designate authorized adults to pick up their son from school on the Annual Student Registration form in PowerSchool. If there is any question regarding authorization to pick up a student, school personnel will not release the student until a parent or guardian is contacted. Please refer to the Annual Student Registration Instructions below to update your information.

Updating Student Information: Annual Student Registration Instructions

Annual student registration takes place through PowerSchool
(<http://powerschool.standrewsschools.org>).

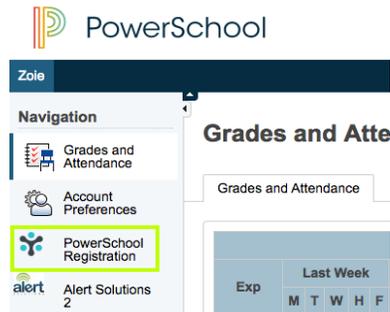
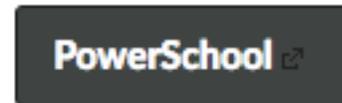
This website stores Grades K-12 student information, and Grades 6-12 students can view grades in PowerSchool. This website will allow you to update contact information via the Annual Student Registration Form. You will need to use your assigned login and password (which is the same for Canvas). Please refer to the Technology Password Letter for your login information.

Please ensure that you have gone through the steps below to update your information, including your current mailing address and contact information. Most importantly, please provide accurate and updated critical information such as medical and emergency contact information for your child. This updated information allows us to communicate with you in a timely and accurate manner and helps us protect the safety, health, and wellness of your child.

Step 1 – Log on to PowerSchool Registration

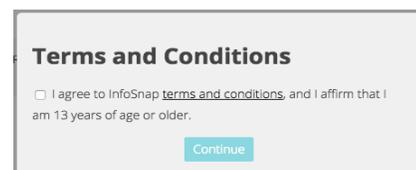
Click on the button for PowerSchool from The Portal.
Please refer to the Parent Canvas Instructions to access The Portal. Or, type in <http://powerschool.standrewsschools.org> in your browser.

Please log in to PowerSchool using the login and password information from your Technology Password Letter.



Click on the **PowerSchool Registration** link on the left.

A window may appear - Terms and Conditions.
Please click the checkbox, and click **OK**.



You now are ready to complete/confirm the **Annual Student Registration Form** - click on the button **Start Form**.

Welcome to InfoSnap forms! Saint Andrews Priory School requests that you provide and maintain up to date information so that they may effectively communicate with you. Begin by selecting from the below option(s).

Zoie Asato

 Annual Student Registration Form
Ready to Start [Start Form](#)

Step 2 – Complete Annual Student Registration Form

Navigation is on the left. Complete all the items on the right:

- **Mailing address:** Please update with your current address.
- **Parent 1:** All fields must be filled in.
- **Parent 2:** All fields must be filled in.
- **Parent 3, a parent in an additional household:** This parent receives school communication at a different mailing address. All fields must be filled in.
- **Emergency Contact:** This information is used in the event the school is unable to contact parents/guardians in the event of illness, accident, emergency condition or school closure. **One Emergency Contact is required.**
- **Medical Information:** This information includes doctor's name and phone number, health insurance information, allergies (if there are none, type in None), medications taken at home, permission for The School to dispense over-the-counter medication, special medical considerations, and your electronic signature for permission.
- **K-5 Authorization for Pick-Up:** This information is needed for students in Grades K-5 authorizing designated individuals (other than parents) to pick up the student from school.

PowerSchool will let you know *"You still have some work remaining!"* and the required fields to be filled in.

Once you see *"You are almost finished! Important: Please make sure you review your entire form before you submit. Once you submit the form, you will not be able to make changes"*, check your work and click on **Submit Form**.

Absences and Tardies

Student Absence Notification

Student absences are monitored closely to ensure the safety and security of the student and to support his learning environment. When a student is absent, the parent or guardian should call the Attendance/Health Office (532-2403) by 8:00 AM or e-mail attendance@standrewsschools.org. If a message from the parent or guardian is not received by 8:00 AM or if the message is unclear, the school will call the student's home to determine the cause of the absence. If a parent does not notify the office on the morning of the absence and the school is unable to reach the parent, the emergency contacts designated by the parent will be notified.

When a student is not in attendance in the classroom, he misses valuable learning experiences that quite often cannot be replicated. Our curriculum and instructional methods are based on research that supports how boys learn best. Many of these methods include group dynamics such as partner work, collaborative projects, discussion groups, and classroom dialogue. When a member of the class is absent, it not only impacts his learning but that of his classmates as well. School-wide events such as May Day, the All-School Picnic, and grade level camps are designed to build student connections and strengthen The Prep community. If a student is absent during these events, he misses opportunities to participate in community events and traditions and loses a valuable part of The Prep experience. Given that, we understand that there can be circumstances that make it impossible for a student to participate in class at certain times.

Students will be given "comparable time" to make up work missed if they are unable to attend school for important events such as:

- A school-sponsored event, such as a field trip or an athletic event
- A family emergency
- Student illness (A doctor's note is required for absence of three days or more.)

The school makes every effort to enable the student to complete missed work. It is the responsibility of the student, however, to actively seek out missed assignments and class notes in order to keep pace with the classes missed. If the absence is planned, it is the student's responsibility to meet with each of his teachers to review the work that will be assigned during his absence and make arrangements for work to be submitted.

For all other types of absences, administration will determine policy for make-up work on a case-by-case basis.

Homework Requests in the Event of an Absence

In the case of an absence, makeup work will be provided and graded at the discretion of the teacher. Please remember that at the K-5 level, much of the learning is not only in the content, but also in the social, emotional, and developmental experiences provided. In the event of an absence, the student may be able to complete skill work but is not able to benefit from the full Prep experience.

If a student's absence is in excess of three days, the parent may call the Attendance/Health Office (532-2403) before 8:30 AM to request homework assignments. These assignments may be picked up at the Attendance/Health Office between 3:00 and 3:30 PM., or at the After

School Care Sign-Out Table between 3:30 and 5:00 PM. Since the time required for the teachers to fill homework requests is significant, we ask that parents not request homework for an excused absence of less than three days.

Tardiness

Tardiness is actively discouraged at The Prep not only because it detracts from a student's opportunity to learn, but also because of its disruptive effect on the classroom routine and the education of other students. Therefore, a student who arrives on campus after 7:45 AM must report to the Attendance/Health Office in Transfiguration Hall to receive a "Tardy Pass." In cases of excessive tardiness, the parent or guardian will be contacted to schedule a conference with the Principal and the student.

Frequent Absences and Tardiness

Regular school attendance is important to your son's educational success. Should a student have frequent absences, he and his parents will meet with the Principal to assess the situation. In the case of a severe illness or some other extenuating circumstance, the school will work with the student and his family to develop an approved educational plan.

School Closing Due to Emergencies

In the event of an emergency, St. Andrew's Schools will be closed when the Department of Education announces the closing of Honolulu public schools. There may or may not be an announcement specifically from The Prep, due to time constraints and difficulty contacting radio stations. St. Andrew's Schools also utilizes an emergency notification system to parent emails and phones.

Parents are urged to consider safety first in making a personal decision about whether or not it is safe for a student to come to school. Conditions can vary greatly around O'ahu. Please make the decision that is best for your family. Absences in this case will be excused as long as the parent contacts the school.

In the event of a severe weather emergency like a tsunami warning, St. Andrew's has emergency procedures in place. Parents are asked not to try to drive to school during such an emergency. The Prep is above the tsunami "inundation zone" and students will be supervised at school until the emergency has passed.

Visiting Campus: Safety and Security

St. Andrew's Schools welcomes and encourages partnerships between parents and the school in the education of their sons. In order to promote that value while maintaining a secure environment, we ask for your understanding and cooperation in the following:

- During school business hours (7:45 AM to 4:00 PM) parents are asked to visit the campus only for prearranged appointments to meet with teachers or administrators, or to attend a special classroom event or a school-wide event such as May Day.
- **We ask that all parents and visitors first report to the Attendance/Health Office to receive a Visitor's Pass that must be worn while on campus.**

- Parents wishing to join their sons for lunch will have an opportunity to do so each quarter at our “Lunch With Your Son Day.”
- Parents needing to drop off items for their sons may leave the items in the Attendance/Health Office in Transfiguration Hall.

Visiting Campus Before and After School

Parents who walk their sons onto campus in the morning or join them for breakfast are asked to leave campus at the start of the school day - 7:45 AM. Parents who pick their sons up in the afternoon may wait for their sons on the benches in front of the Coral Cross. Keep in mind that there is very limited on-campus parking available. Please use off-campus parking facilities.

Safety: Everyone’s Responsibility

The members of our faculty and staff have been instructed to politely question anyone seen on campus without an identification badge. Please do not be offended if you are asked your name and your reason for visiting the campus, or if you are reminded to obtain a visitor’s pass. If you have forgotten to get a visitor’s pass, someone will walk with you to the Attendance/Health Office to obtain proper identification. Please direct any security related concerns or questions to the Director of Security, Aaron Paxton, who may be reached at (808) 518-1762.

Parking

Parking on campus is extremely limited and our parking stalls are leased yearly from the Cathedral of St. Andrew. Throughout the year, including vacation times and summer school, parking is reserved for St. Andrew’s Schools faculty and staff between the hours of 5:00 AM and 4:00 PM, Monday through Friday, and for special events on the weekends. Stalls marked for use by Cathedral/Diocese (green cones) for their employees are reserved 24 hours a day, seven days a week. Anyone parking on campus must display an official St. Andrew’s parking pass on their car.

There is limited visitor parking available on campus in **Lot D**. The visitor stalls are marked red. Parents and other visitors are advised to use the metered parking on Queen Emma Street, paid parking in front of St. Andrew’s Cathedral or use downtown parking facilities (Capital Parking located on Kukui Street).

Parking for Volunteers and Field Trip Chaperones

Volunteer workers (such as library helpers) and parents chaperoning class field trips must check in at the Attendance/Health Office in Transfiguration Hall to receive a Visitor’s Pass. The Prep staff member or teacher with whom the volunteer or chaperone will be working must make arrangements for their volunteers to park.

Parking Passes/Towing

Anyone parking inappropriately on campus may be subject to having the vehicle towed at the owner or driver’s expense.

Health Policy and Student Illness

The Hawai'i School Attendance Law mandates that all students meet certain health requirements before they may attend any school in the state. Requirements to be documented on the Department of Health's Form-14 include the following:

- An up-to-date physical examination - (At The Prep, "up-to-date" is defined as the first year of attendance at the Prep and every other year thereafter)
- An X-ray or tuberculin (TB) test - No student may attend school without the results of an intradermal Mantoux tuberculin test on file. The State requires that the date and time of the administration of the test and the reading of the results be included in the documentation on the Form-14. Students coming from outside of the State of Hawai'i must have the TB test performed and read by a U.S. physician, and the clearance received before the first day of school. No provisions are allowed for students without this requirement; students without this documentation cannot attend school until the documentation is supplied.
- All age-appropriate immunizations

The St. Andrew's Schools Health Form-14 (or current DOE Health Form-14) is due in the school Attendance/Health Office by the first day of school for students in grades K-12.

- The Health Form must be signed and certified by student's physician
- The law affords your child a grace period of 90 days from the date of school admittance to complete all health requirements -- with the exception of the TB test
- A student without up-to-date (negative) TB test results may not attend school
- If the other requirements are not met within 90 days from the date of school admittance, the student will not be able to attend classes

Medication

Students may not be in possession of any medication while on campus. This includes, but is not limited to, prescription drugs, over-the-counter medicines, vitamins, ointment, insect repellents, and home remedies.

Students requiring medication while at school, including inhalers or cough drops, must bring the medication to the Health Office. All prescription medication must be clearly labeled by the pharmacy as to the name of the patient, the name of the medication, and the amount and frequency of dosage. Medication will not be dispensed without written parental authorization. Parental consent and physician authorization forms are available from the Health Office or the nurse's web page at www.standrewsschools.org.

Students may not attend school if they show any signs of an illness or a communicable disease. Such signs may include the following:

- fever (over 100°)
- sore throat
- diarrhea
- upset stomach
- earache
- deep cough
- red or puffy eyes
- unusual skin conditions (such as a rash)

Students may return to school after being fever free without medication for 24 hours.

Illness at school

Parents will be called to pick up their sons from school if they arrive with any suspected illness, or if they become ill during the school day. Teachers will excuse students who become ill to go to the Attendance/Health Office.

- The school nurse will notify the parent or guardian. Students should not call their parents without permission from the school nurse.
- If prior written permission has been given, non-aspirin medication may be administered.
- If it is determined that the student should not remain at school, the parent will be called to pick up the student.
- No student will be sent home unless an adult specified by the parent or guardian accompanies him.
- Students who are ill will not be sent home alone by public transportation.

Communicable Illness

No student should be sent to school if she is suspected of having a communicable illness. When returning to school from an absence due to a communicable illness, the student is required to bring a re-entry note from a physician. Communicable illness includes, but is not limited to, chicken pox, hepatitis, impetigo, mononucleosis, pink eye, scarlet fever, or strep throat. Parents are asked to notify the school when a student is absent for such illnesses.

Accidents

It is important that parents or guardians notify the school of any authorized emergency medical contacts. The school nurse will treat minor accidents. Parents will be notified of minor accidents and subsequent treatment, except in the case of simple bumps, cuts, or scrapes. In cases of accidents at school requiring immediate professional medical attention, a staff member will call 911 and arrange for transport to the emergency room. A staff member will accompany any child needing emergency hospital care until the arrival of a parent, guardian or family designee.

Health-Related Exclusion from School

St. Andrew's Schools, with its responsibility to provide a healthy environment for all of its students, may need to exclude a student from attendance if his health would put him or others in danger. The school nurse, the family physician and the appropriate administrator will work together to determine when a child should return to school in these situations. Accordingly, the school will take appropriate precautions to ensure that any health and safety concerns arising out of an individual's illness are managed in accordance with current medical knowledge and procedures, in compliance with all federal, state, and local laws and regulations.

K-5 Health and Wellness Philosophy

St. Andrew's Schools embraces a holistic approach to health and wellness that promotes the physical, intellectual, and social emotional well-being of our students. We recognize that when students are healthy in mind, body, and spirit, they are happy, ready to learn, and thrive in an engaging, inspirational, and challenging learning environment. Our educational activities

reconnect our students to the land, health, themselves and each other. They learn the values of aloha, mālama, and stewardship as we bridge classroom curriculum and nature-based education with taking care of our minds, bodies, and spirits.

St. Andrew's Schools provides a learning environment and curriculum that focuses on the whole child:

Health and Wellness in Mind:

Our robust, interdisciplinary curriculum encourages our students to be confident learners and creative thinkers through hands-on, engaging learning experiences. Our students develop solid foundations in their knowledge and skills as they pose questions and learn about the world around them. They devise creative solutions to community problems and reflect deeply on how they can act to impact their community positively. By taking care of our school gardens, participating in nature treks, and reducing waste through recycling projects, composting, and vermiculture, our students develop their ecological awareness, cultivate their connection to nature and the 'aina, and take action to be responsible stewards of our precious earth.

Health and Wellness in Body:

Our students learn how to take care of themselves and each other by engaging in a sequential physical education, nutrition, and health curriculum. Our curriculum promotes healthy bodies through regular fun, vigorous physical activity, gardening activities, healthy cooking and nutrition lessons that encourage healthy food choices, and health lessons that build knowledge about our growing bodies. The following guidelines support St. Andrew's Schools' efforts in creating an environment that promotes health and wellness in body:

Physical Activity

Our students learn the value of physical activity and enjoy opportunities to develop the knowledge and skills for specific physical activities to maintain health-related physical fitness, to participate in regular physical activity, and understand the short and long-term benefits of a physically active and healthy lifestyle.

Through a range of opportunities before, during, and after school, our students engage in age-appropriate, structured and unstructured, enjoyable physical activity on and off campus that promotes physical fitness and overall well-being. Our students participate in regularly scheduled physical education classes as well as activity-based lessons in the classroom. They also enjoy free, unstructured play before, during, and after school and participate in nature treks throughout the school year. Our students are offered after-school enrichment classes and organized sports activities that encourage vigorous physical activity and the development of motor skills and movement patterns.

School-wide Nutrition

Our students take part in age-appropriate and fun nutritional cooking activities that use school garden produce to raise their awareness of the nutritional benefits of healthful food choices.

Healthy food choices are encouraged for school events such as school parties, celebrations, dances, athletic events, concerts, picnics, field days, fairs, and food and beverages used for rewards and fundraising efforts.

Our school is committed to the promotion of student health and nutrient-rich meals on our campus. In the next three years, our cafeteria will work to provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of our students. This also includes food and beverages sold from vending machines.

Sustainable food practices:

St. Andrew's Schools' goal in the next three years is to engage in sustainable food practice. We will work towards providing our students with locally grown and seasonal foods that reflect Hawaii's cultural diversity. Our school is committed to engaging in environmentally friendly practices such as using non-disposable tableware and the reduction of waste by recycling, composting, reusing, and purchasing recycled products whenever possible.

Family Involvement:

St. Andrew's Schools recognizes that parents and guardians have a primary and fundamental role in promoting our students' health and well-being. St. Andrew's supports parents' efforts to provide a healthy diet and daily physical activity for their children. Parents and guardians are encouraged to send nutritional meals and healthy snacks and treats for their children.

Health and Wellness in Spirit:

St. Andrew's Schools recognizes that social-emotional health is inextricably linked to our students' overall well-being. Our students cultivate awareness of self, others, and the earth and cultivate their capacity for empathy, kindness, and compassion through our social-emotional learning curriculum which is rooted in our Episcopal tradition and Hawaiian heritage.

By fostering physical strength and resilience as well as thoughtful, kind, and empathetic attitudes and knowledge about how to take care of oneself, others, and our earth, St. Andrew's Schools lays the groundwork for curiosity, academic excellence, and good citizenship.

Nutritional Guidelines

We encourage you to provide your son with the healthiest possible meals and snacks to ensure optimal brain development as well as physical and emotional health. Deficiencies or imbalances in diet can affect students' abilities to concentrate and focus, handle challenges and frustrations, comprehend and follow instruction, and process new information.

Highly processed foods with several food additives and artificial colorings are discouraged, as are foods high in high-fructose corn syrup and sugar. Sugar should not be the first ingredient listed for a cereal or snack.

Morning Snacks should include natural healthy foods high in fiber such as fruits, grains, healthy chips (e.g. kale chips), and veggies, not sugary cookies or candy.

Students must eat at least half of the main dish and try the fruits or veggie side before they have their dessert at lunch. Students who have home lunch may pack one dessert following our guidelines in moderate portion size.

To determine if your son's snack is acceptable, please see the following:

- www.nourishinteractive.com/nutrition-tools-healthy-family/smart-snack-calculator
- <http://www.nourishinteractive.com/nutrition-tools-healthy-family/smart-snack-calculator>
- <http://www.nourishinteractive.com/nutrition-tools-healthy-family/smart-snack-calculator>

St. Andrew's Schools Food Services

St. Andrew's Schools Cafeteria offers a variety of healthy and fresh breakfast, lunch, and snack options throughout the school day for our K-12 students.

Location:

Ylang Ylang Courtyard

Cafeteria Hours:

Breakfast:

6:45-7:50 AM

Lunch:

K-5: 12:00-1:00 PM

Middle School: 10:55-11:25 AM

High School: 11:30-11:55 AM

* Lunch times may vary based on the school's special schedules

Snack Bar:

Various times throughout the school day, and 3:00-3:30 PM after school.

Lunch Ticket Program:

St. Andrew's Schools offers a convenient ticket program for students who wish to purchase their meals at the cafeteria.

- Students may purchase ANY amount of tickets at a time throughout the school year.
- Each ticket may be used to purchase a lunch OR a breakfast.
- Each lunch or breakfast includes a drink.
- Cost of a lunch ticket:
 - Gr. K-2: \$4.25
 - Gr. 3-12: \$5.00
- If a student purchases her/his school meal using cash, the cost of the lunch is .25 more.
- Tickets are NOT valid after May 2018, and no refunds or exchanges are permitted.

Services provided by Coffee Expressions. Please contact Craig K. Terada (542-7602 or ckterada@hawaii.rr.com) on questions regarding our cafeteria and food services.

Craig K. Terada

Db a Coffee Expressions

224 Queen Emma Square

Honolulu, HI 96813

EDUCATIONAL PROGRAMS

Student Life at The Prep

There are a variety of opportunities where our K-5 students may learn new skills, practice leadership and provide community service. Guided by a faculty advisor, our students meet in the morning before school, during lunch, or special periods within the school day or after school to participate in the opportunities below.

- **Lower School Library Aide – (Grades 3-5)**

Students may work in the Lower School Library as a volunteer. Each student works 20-30 minutes per week. They learn several different jobs including telephone courtesy and the technical work involved in the library organization. Students must fill out a work permit that must be signed by both a parent and the classroom teacher.

- **The Prep Student Council – (Grade 4)**

The Prep Student Council provides opportunities for students to grow in their leadership skills. Its representatives are responsible for planning events throughout the year and serve as Prep Ambassadors.

- **Hui ‘Olelo – (Grades 3-5)**

The Spelling Bee Club meets weekly to help students improve their spelling, increase their vocabularies, learn concepts, and develop correct English usage that will help them all their lives. Students will compete in the Honolulu District Spelling Bee competition held yearly. A state winner goes to the Scripps National Spelling Bee competition held in Washington, D.C.

- **National Geographic Bee - (Grades 4-5)**

The National Geographic Bee (also referred to as the Geography Bee) is an annual geography contest sponsored by the National Geographic Society. Students in grades four through eight are eligible for this entertaining and challenging test of geographic knowledge. It sparks student interest in the subject, and increases public awareness about geography. The school champion advances to the State Geography Bee.

- **Intramural Sports**

Intramural program for 4-5th grade boys and girls is offered during the school day. Volleyball play will begin mid-September. Basketball play will begin in December. Sign-ups will take place in student PE classes after two weeks of skill play.

Field Trips & Learning Trips

Field trips, nature treks, or learning trips are an essential element of The Prep’s academic program. St. Andrew’s Schools’ downtown location offers many opportunities for walking excursions that extend and enrich the students’ learning. For students in grades K-5, details of each trip are communicated to parents prior to the event.

Chapel uniforms are to be worn on all field trips unless otherwise indicated by written notice from the field trip’s coordinator/or his teacher. Students who are not dressed in appropriate attire will not be permitted to attend the field trip.

The Enrollment Contract initialed and signed by parents authorizes field trips and other excursions. Permission forms for every trip will not be distributed.

Prep Recognition

The Prep recognizes student achievement at the year-end Recognition Ceremony. All students will be recognized for their unique skills and interests, with six distinct certificates given to those students who best demonstrate each of the following values; Aloha, Pono, 'Imi na'auao, Ho'omanawanui, Malama, and Lokomaika'i.

Academic Guidelines and Procedures

Homework Guidelines

Homework is an essential part of the total instructional program at St. Andrew's Schools. Homework is designed not only to strengthen skills learned in class, but also to establish a foundation for sound study habits. Teachers take their responsibility to assign meaningful homework seriously and expect students to prepare assignments carefully. In addition to daily preparation, students may expect long-term assignments such as projects, presentations, and research papers. It is important that students learn to be accountable for homework and learn to accept the consequences when homework is forgotten or is not satisfactorily completed. A continued pattern of failing to complete homework assignments will result in adverse academic consequences.

Parents are asked to assist in this learning process by establishing a regular time for homework to be done and a place to work that is well lighted and free from disruptions. While parents may guide the student's work from time to time, parents who do their son's work for him will find that they actually impede his academic growth. As many of our students use their laptops to complete homework or to access teacher website, it is also recommended that homework involving computer usage be completed in a common and supervised area of the home.

Examples of assignments include the following:

- Completion of daily work
- Reinforcement of specific skills
- Project or research work
- Recreational reading
- Writing
- Sharing/discussion of experience

The following are approximate daily time allotments for homework. These may vary, as specific assignments are at the discretion of teachers. We are sensitive to the fact that our students face a long school day, especially if commuting, and have limited time for other non-school activities with friends and family. In addition to nightly reading, the following are time allotments for homework:

| Grade Level | Approximate time per day (all subjects combined) |
|-------------|--|
| • K-3 | 10 to 30 minutes per school night |
| • 4-5 | 40 to 50 minutes per school night |

If parents observe that their sons are routinely spending significantly more time on homework than the guidelines suggest, they are welcome to contact the school's Principal to discuss the situation.

Reporting Student Progress

- Progress Reports for students in grades K-5 are sent home at the end of each semester.
- A Quarterly Report will be sent to parents at the end of the first and third quarter.
- Interim (Mid-Quarter) Reports are written for students who may be experiencing academic or behavioral difficulty in the classroom or are receiving additional learning support.

Standardized Testing (Grades 3-5)

Periodic standardized achievement and aptitude testing is administered to students at various grade levels. The CTP IV test is given to students in grades 3 and 4. The WrAP is given to students in grade 4.

Textbooks and Supplies

The Prep provides many of the student textbooks and supplies for grades K-5. Parents will be asked to purchase student supplies for the start of the year and may be asked from time to time to purchase additional texts or materials (for example, books for summer reading).

Supply lists can be found on the St. Andrew's Schools website:

<https://www.standrewsschools.org/17-18/>

Lower School Library

The Lower School Library is open from 7:00 AM to 3:00 PM on school days. Independent use of the library is encouraged for reading, borrowing, and research. Parents are encouraged to visit the library with their sons in the morning.

Students may check out no more than 10 books for a one-week period. All students who have books overdue may not check out additional books. Students who have lost or damaged library books will be billed for their replacement. If a lost item is returned in good condition, the cost of the item will be refunded. Progress reports and yearbooks will be held at the end of the semester for outstanding fines and overdue books.

Lost and Found

Students are responsible for all personal items and should not bring to school valuables or amounts of money greater than that needed for lunch and snacks. All items, including clothing, should be marked with the student's name. **Items found are generally turned in at Sellon Hall room 101** and may be claimed upon their identification.

At the end of each month, usable unclaimed items are donated to charity; all others are discarded. Computers left unattended will be confiscated and the student will be charged \$10.00 for the return of the computer.

Student Support Programs and Policies

From the student's first day at St. Andrew's Schools, The Prep makes every effort to provide academic, interpersonal, and career guidance to students through small group settings and on an individual basis. Such advocacy for the student may also include meetings with students, teachers, administrators, and the student's parents to facilitate the growth and development of the whole child.

Student Accommodations

St. Andrew's Schools recognizes that there will be the need to accommodate various learning differences and needs. Student academic performance and behavior are routinely monitored. As needed, plans of assistance may be set up to support the student through academic or behavioral difficulties. Teachers and Principals work to provide a variety of activities, assignments, and assessments to allow success for a wide range of learners. In addition, students may qualify for and receive specific individual educational accommodations in their classes.

Parents who seek these accommodations for their child to the educational programs at St. Andrew's are asked to provide a psychoeducational evaluation report that is conducted by a licensed psychologist, certified school psychologist, or psychiatrist. This report should provide a comprehensive educational evaluation including assessment of all educationally relevant aspects of the student's functioning. This report should also include pertinent test results along with an interpretive narrative of those results that address the educational implications of the learning difference or other challenge.

Parents may be asked to obtain an evaluation for their child when persistent academic challenges arise. In some cases, assessment or intervention by an outside agency may be a requirement for enrollment or continued enrollment at St. Andrew's Schools.

We ask that the report of the evaluation be submitted in full to Principals, where it will be reviewed by the school counselor and the student's teachers. The school counselor, teacher, and Principal will develop a plan that outlines how the recommendations will be implemented in school, and this plan will be communicated home to parents. With parental permission, the school will contact the licensed psychologist, certified school psychologist, or psychiatrist who has produced the report for periodic consultation. Confidentiality will be respected and the sharing of information will be limited to those who work most closely with the student. A summary of the report and the comprehensive evaluation will be retained in the student's file and pertinent information will be disseminated each year to his or her teachers.

Tutoring Program

Private tutoring may be arranged for students in grades K-5. Students in grades 6-12 may be available to assist younger students after school. Parents may arrange to have a Lower School faculty member (not the homeroom teacher) tutor their son after school hours for a fee. The Business Office manages billing for this service. The Principals will make recommendations to

parents who wish to arrange tutoring through outside agencies or other private tutoring services.

English as a Second Language Program

The English as a Second Language (ESL) program is a language support program for students whose primary language is not English. The main purpose of the program is to give these students skills in English to be fully mainstreamed and functioning in the regular classroom. The student is placed in ESL for an additional fee at the time of admission as determined by the teacher, principal, and admissions office. In certain cases, students may be placed in ESL during the school year based on his level of proficiency.

An experienced ESL teacher, who develops an individualized learning plan for each student, provides ESL assistance at additional cost to the student. The ESL student is scheduled into as many regular classes as possible throughout the day and spends a variable amount of time in the ESL classroom, as is appropriate for the student's age, grade level, English ability, and needs.

Uniform and Dress Code

ST. ANDREW'S SCHOOLS

Exciting new changes to your uniform program!

Please note that all current logo stock must be sold out before items featuring new logos may be purchased.

girls THE PRIORY K-4

Dresses: Red Polo Dress, Andrews Plaid Skirt - Tops: White Pinfeather Middy Blouse, White Banded Bottom Polo
Bottoms: Andrews Plaid Skirt



girls THE PRIORY 5-8

Tops: Taylor Blouse, White Banded Bottom Polo - Bottoms: Andrews Plaid Skirt, Black or Navy Flat-Front Stretch Shorts



girls THE PRIORY 9-12

Tops: Taylor Blouse, White Banded Bottom Polo - Bottoms: Andrews Plaid Skirt, Navy Tab Skirt, Black or Navy Flat-Front Stretch Shorts



girls THE PRIORY K-12

Sweaters: Red V-Neck Cardigan, Black or Navy Letterman Cardigan - Gym Wear: Navy zip-Front Sweatshirt, Oxford Grey T-Shirt, Navy Wicking Shorts



boys THE PREP K-4

Tops: White or Ash Grey Polo - Bottoms: Navy Pull-On Pants and Shorts - Gym Wear: Navy zip-Front Sweatshirt, Oxford Grey T-Shirt, Navy Mini Mesh Shorts



Your Honolulu DENNIS Store
Nā Lama Kukui, Suite 107C, 560 North Nimitz Hwy.
Honolulu, HI 96817 · Phone 808.396.9318
Online anytime www.dennisuniform.com
National Customer Service 800.854.6951

School uniforms are a long-standing tradition and a part of daily life at St. Andrew's Schools. Uniforms reinforce a sense of belonging, equity, educational focus, and community identity.

Students dress in accordance with the Student Dress Code or all school-related activities and functions, on and off campus. Individual requests for temporary exemptions should be stated in writing by the student's parents or guardian and presented to the School Principal for approval upon the student's arrival at school.

Because our students represent the image of St. Andrew's Schools in the community, they should wear the uniform properly and with dignity. This includes all times the student is on campus or off campus, as well as before, during, and after school. It is expected that each student's appearance will reflect the school's highest standards and school pride.

The uniform has two basic styles specified by grade levels. The Chapel Uniform is to be worn by all students on chapel days and special function days, field trips/learning trips (huaka'i) unless otherwise indicated. The Standard Uniform is to be worn for all other regular school days. Seniors may wear their Senior Mod attire on regular school days unless otherwise instructed.

All uniform pieces (except certain sweatshirts) may be purchased from the uniform distributor listed below.

Dennis Uniforms
Nā Lama Kukui, Suite 107C
560 North Nimitz Hwy.
Honolulu, Hawaii 96817
(808) 396-9318
(888) 396-9321

Uniforms may also be purchased online: www.dennisuniform.com. Please refer to the 'Uniform Information' posted on the [17-18 School Year Information](#) page on our website for further details.

Overall Appearance:

- Uniforms and non-uniform attire (such as those worn on "free-dress" days) must be clean and neat.
- Clothing with stains, holes, tears or excessive wrinkling should not be worn.
- Uniforms and shoes should be maintained in good condition.
- Hair must be neat, clean, and well groomed. Hairstyles that are deemed excessive or distracting (e.g. Mohawks, characters engraved in hair, unnatural hair colors) are discouraged and will not be allowed. Occasionally there may be exceptions for special events or religious purposes.
- Body art is not permitted. This includes, but is not limited to, facial piercing, body piercing (other than earlobe) and tattoos.

The Chapel Uniform

| |
|--|
| The Prep Grades K-4 |
| <ul style="list-style-type: none"> ● White Logo Polo Top OR <ul style="list-style-type: none"> ● Ash Grey Pique Polo Top |
| <ul style="list-style-type: none"> ● The Prep Navy Pull-On Walk Short OR <ul style="list-style-type: none"> ● The Prep Navy Pull-On Pant |
| <ul style="list-style-type: none"> ● All black athletic or dress shoes; rain boots for inclement weather |
| <ul style="list-style-type: none"> ● White calf-high or ankle socks |
| For Cool Weather |
| <ul style="list-style-type: none"> ● Navy V-Neck Pullover with school logo |
| <ul style="list-style-type: none"> ● Navy Full Zip Hooded Sweatshirt with school logo ● Gray front-zip Hooded Sweatshirt with school logo |

The Standard Uniform

| |
|---|
| The Prep (K-4) |
| <ul style="list-style-type: none"> ● Oxford Grey T-Shirt OR <ul style="list-style-type: none"> ● Ash Grey Pique Polo Top |
| <ul style="list-style-type: none"> ● Navy Mini-Mesh Short OR <ul style="list-style-type: none"> ● The Prep Navy Pull-On Walk Short |
| <ul style="list-style-type: none"> ● White or black calf or ankle sock |
| <ul style="list-style-type: none"> ● Any color athletic shoes with non-scuff soles |
| For Cool Weather |
| <ul style="list-style-type: none"> ● Navy Full Zip Hooded Sweatshirt with school logo ● Gray front-zip Hooded Sweatshirt with school logo |

- The Prep standard uniform also serves as The Prep's P.E. uniform.
- No high-top shoes are allowed.

Physical Education Uniform

| |
|---|
| The Prep (K-4) |
| <ul style="list-style-type: none"> ● Oxford Grey T-Shirt |
| <ul style="list-style-type: none"> ● Navy Mini-Mesh Short |
| <ul style="list-style-type: none"> ● White or black calf or ankle sock |
| <ul style="list-style-type: none"> ● Any color athletic shoes with non-scuff soles |
| For Cool Weather |
| <ul style="list-style-type: none"> ● Navy Full Zip Hooded Sweatshirt with school logo ● Gray front-zip Hooded Sweatshirt with school logo |

- No high-top shoes are allowed.

Non-Uniform Attire Guidelines

There are certain days during the year when students will be allowed non-uniform attire. Specific non-uniform attire guidelines will accompany the announcement of these days. Please refer to the school website (www.standrewsschools.org), the Daily Bulletin, the eNews, or teacher flyers, memos and Canvas pages for these announcements and guidelines.

At no time will clothing or apparel be permitted that contains advertisements for, or suggests the use of, tobacco, alcohol, violence, or illegal substances. The school also forbids the display of symbols that, in the opinion of the administration, encourages divisiveness based on race, sex, sexual preference, religion, or national origin.

| |
|--|
| The Prep Attire (K-4) |
| <ul style="list-style-type: none"> ● Attire should be neat and clean ● No shorts or pants that are excessively baggy ● No torn, ripped, or frayed denim. |
| The Prep Footwear (K-4) |
| <ul style="list-style-type: none"> ● Footwear regulations for non-uniform/aloha attire are in effect. ● In the interest of student safety on the playground, students in grades K-5 may wear athletic or uniform shoes, or FLAT-heeled sandals with secure back straps. ● No slippers or slipper-like footwear, tevas, or flojos. ● No Birkenstocks or Birkenstock-like footwear, including athletic sandals. |

The Prep: Aloha Attire

In celebration of St. Andrew's Schools' Hawaiian heritage, aloha shirts may be worn on Fridays and on May Day.

| Grades K-4 |
|--|
| <ul style="list-style-type: none">Aloha shirts may be worn with appropriate bottoms as indicated in the Non-Uniform Attire Guidelines |
| <ul style="list-style-type: none">In the interest of student safety on the playground, students in grades K-5 may wear athletic or uniform shoes, or FLAT-heeled sandals with secure back straps.Shoes with slippery, non-tread soles are not permitted. |
| <ul style="list-style-type: none">Socks are optional. |
| Options for Cool Weather |
| <ul style="list-style-type: none">Lightweight sweater |
| <ul style="list-style-type: none">Heavy sweaters, sweatshirts, or jackets should not be worn with aloha attire. If inclement weather or air-conditioned classrooms prevent the choice of aloha attire, the standard or the Chapel uniform should be worn. |

School Pride Day T-shirts

Students may wear school logo t-shirts on school Pride Days, as indicated by the school calendar.

Logo shirts may be purchased on-line during specific sale periods (pre-Fall and pre-Spring) at: <http://stores.warriorprintinghawaii.com/standrewshawaii>

EXPECTATIONS OF BEHAVIOR

Code of Conduct

St. Andrew's Schools, as an Episcopal School, rests on a spiritual and ethical foundation. Each of its programs is designed to encourage positive behavior and to protect the quality and safety of our school's learning environment for all members of our campus community. Each Prep student is expected to reflect the high standards of academic performance and personal behavior. The students are asked to treat each other with respect, tolerance, kindness, and empathy. The rules and behavior expectations will be explained to the students in a process designed to help our students take personal responsibility for their actions and behavior and to be respectful of others. We are committed to a process for corrective behavior that centers on reflection, focuses on growth, promotes learning, and leads to positive behavioral change.

A first-time minor offense may incur a gentle reminder, while a pattern of offenses will involve appropriate discipline. Students will be given reminders and redirection in order to encourage positive behavior and to understand how their actions affect others.

Students are encouraged to focus on the other person's thoughts, feelings and needs and calmly talk through problems. Our staff will guide students to 1) identify or describe the problem, 2) identify feelings, and 3) seek solutions to work out conflicts, understand another's perspective, or change uncaring behavior. When a Lower School student is disruptive or needs time to regain self-control, he or she will be guided to a comfortable, quiet spot, and then focus on taking deep, slow breaths to enhance self-regulation. Parents will be notified of their child's behavior and the choices he/she made to work on a solution by their classroom teacher.

Continued incidents of misbehavior may be subject to such consequences as a quiet period to focus on identifying their emotions and regulating them, written reflections, exclusion from school activities, or a meeting between the student, student's parents, and Principal.

If the student does not respond to early intervention and warnings, and whose frequency or seriousness disrupts the social, nurturing and/or learning environment; consequences may lead to possible referral for counseling, or in-school or out-of-school day of reflection. Serious incidents may include, but are not limited to, theft, vandalism, plagiarism, lying, continuous disruptive behavior, reckless endangering, and acts of physical or verbal aggression. The Principal will contact the student's parents for a conference as quickly as possible, informing them of the situation or seriousness of the issue and of the school's disciplinary decision. The Director of Educational Programs and Head of School may also be involved in such conferences depending on the severity of the incident.

Under no circumstances will a student be subjected to neglect, physical punishment, or verbal abuse. Parents will be notified if a student exhibits unusual emotional or physical behavior that threatens the well-being and safety of the student or others.

Playground Rules

- Ask permission to leave the playground area. Always leave in pairs.
- All equipment off the “Castle.”
- Slide feet first, one at a time going down the slide or pole.
- Only one way on the slide, **down** feet first.
- Line up when the signal (whistle) is blown by the teacher on duty.
- Sit on benches, stools, and chairs at all times.
- Toys and other personal items from home should be kept in backpacks.

Castle

- No climbing any slide and must go down feet first.
- No equipment on the castle play structure.

Bars

- K-2 can only use lower bars.
- 3-5 can use high bars.
- No flips on the bars except for 5th graders.
- No bars on rainy days.

Tetherball Poles

- Do not sit on ball to swing.
- Do not tie any other equipment to the tetherball rope.

Jump Ropes

- Jump ropes are used exclusively for jumping, not tying or playing tug-a-war.

Boundaries for Lower School Students

- Students may not go past the tables in Ylang Ylang.
- Students may not pass gate between the Library and Kitchen.
- The area past the last red flower bed in-between Sellon and the Music building is not for students to play on, only for girls to use pass through when they use the back restroom.
- Do not play on steps in Sellon Hall, Music Buildings (MB 1, 2, 3)
- No playing between Jubinsky and Sellon restrooms.
- No students behind the bushes next to tennis courts.

Equipment

- Though equipment is often made for a specific purpose, children love to use their imagination and use objects for many creative reasons. This is acceptable with only a few guidelines.
 - If the play is deemed dangerous for the individual or another student, the student will be given a warning or the equipment will be taken away.
 - If the student is damaging the equipment it will be taken away or given a warning by the supervising teacher.

Behavior and Consequences

- For when a student violates any points made in the sections above:

- First offense – warning
- Second offense – sit on a bench for 2 minutes
- Third immediate offense – sit on bench for 5 minutes
- Teacher on duty will inform homeroom teacher of any major or repeat behavior.
- Consistently repeated behavior – Communicate situation to Principal for the implementation of an individualized plan.

Ylang Ylang Courtyard/Food and Beverages

- All food and drinks must be consumed in Ylang Ylang Courtyard.
- Student/s must sit down while eating or drinking.
- No sharing of food, drinks and money with each other.
- Lower School students are not allowed to use the microwave and vending machines.
- Students must eat at least half of the main dish and try the fruits or veggie side before they have their dessert.
- Healthy snacks (high in fiber, kale chips, fruit, fruit roll ups, fiber bars) are encouraged. **PLEASE AVOID PACKING CANDY or SUGARY COOKIES or BARS for snacks or lunch.**

Teachers will review the rules during the first week of school. A warning or reminder will be given when a rule is disobeyed. If the behavior is repeated, the student will sit on the playground bench silently for five minutes.

2017-2018 St. Andrew's Schools Responsible Technology Use Policy

St. Andrew's Schools is committed to providing an inspiring educational environment in which each child is known, understood, challenged, and empowered to *strive for the highest*. The school is also committed to providing technology education to prepare students for the future. In accordance with the rules of the *Responsible Technology Use Policy* (hereby referred to as the *RTUP*) set forth below, access to technology is provided to all students, faculty, staff, and administration (collectively referred to as "users").

Types of Access Provided

St. Andrew's Schools provides a number of resources for use by all users. These may include short-term loaner computers, printers, scanners, digital cameras, still and video cameras, network services, school-subscribed informational databases, an email account, and Internet access.

Minimum Computer Specifications

- Apple portable computer not entering more than its 4th year of use
- Software Requirements: Operating system (OS) version should be at least 10.12.5 – Sierra, Video Editing Software (such as iMovie)
- Hardware Requirements: Minimum of 4 GB RAM, 20 GB free hard drive space, and a functional battery (defined as lasting at least 1 hour)
- Recommended: AppleCare 3 year extended warranty – screen protection or other equivalent as offered through other vendors is highly recommended

Agreeing to St. Andrew's Schools' Responsible Technology Use Policy

Before any student is permitted to use St. Andrew's Schools' network or technology while on campus (before, during, and after school), she and her parents **must read, understand, and agree to abide** St. Andrew's Schools' *RTUP*. The student is then responsible for following all guidelines

set forth in the policy and will be held accountable for any and all violations. Consequences may include loss of network privileges while on campus. A copy of this RTUP can be found in the Parent-Student Handbook and on the Portal. The term “school network” will herein describe any computer services provided by the school including but not limited to Internet, file sharing, database, and portals.

Privacy and Confidentiality

- The Technology Department requires all computers on campus to be registered at the beginning of each school year. Computers purchased during the school year must be registered with the Technology Department.
- Part of the registration process includes the creation of a St. Andrew's Schools administrator-type account on all computers. This account is required and ensures that Technology Department personnel have the means to retrieve lost data and troubleshoot student computers if necessary. For example, if a student forgets her computer password, a password can be reset through the administrator account. This administrator account and password must not be tampered with.
- The Technology Department may access computers at any time without notification.
- There should be no expectation of privacy when using computers on campus or when using the school’s network or computers on or off campus.
- Users will not share passwords available to only St. Andrew's Schools users (library database passwords or subscription web sites like BrainPop).
- Users will not share user passwords or betray confidential information received through means of the school’s network. For example, using another student's login and password to gain access to her server space.
- Each student is required to have a functional computer at school each day. **Students are not allowed to use another student’s computer at any time on campus.** This ensures that users who violate the RTUP are held accountable.
- Students will respect St. Andrew’s Schools’ administration, staff, faculty and students in digital format, be it written words or images. This is a safety measure so that all St. Andrew's Schools administration, staff, faculty and students are kept safe and not harassed.
- Students should not upload images, video, or audio to any external website (i.e. YouTube, social networking web sites, etc.) that displays or conveys identifying information about St. Andrew’s Schools without express written permission from the school’s administration. Violation of this requirement may result in suspension or expulsion as it compromises student and staff safety.

Intellectual Property and Copyright

- Users must abide by copyright law and may not take credit for intellectual works (music, images, text) that do not belong to them.
- Cell phones and digital cameras may not be used to disseminate images of the school, administration, staff, faculty or students, classroom activities, coursework, or instructional deliveries without express permission of the faculty/staff member and the administration.
- Duplicating copyrighted files (music, video, etc.) is a violation of copyright law.

Censorship

- The School Internet is for **educational purposes** only: Educational purposes include class or club assignments.
- Generally, Internet and network filters will not be employed on the network. However, if a certain site is being used inappropriately, the school may block that particular site.
- Online discussion boards/communities, chatting, instant messaging, social networking, and proxies may not be accessed on campus at any time.
- The administration, faculty, and staff will reasonably monitor students' computer activity. Not all activity can or will be monitored.
- Closing a computer when approached by administrator, faculty or staff member will be considered an admission of guilt and consequences will ensue.
- Administration, faculty, and staff will work to educate students about appropriate and inappropriate use of the Internet and help students learn to make responsible choices.

Liability

- St. Andrew's Schools does not guarantee the secure electronic transmission of files.
- The school does not guarantee the authenticity or quality of information obtained through the network.
- The school will not be liable for data stored on the network if it is lost, stolen, damaged, or unavailable due to difficulties, technical or otherwise.
- If a student breaks any laws (i.e., copyright law), that student may be prosecuted to the full extent of the law, and the school will not be held liable.
- Children's Online Privacy Protection Act (COPPA) - COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, advertising is turned off for St. Andrew's Schools' presence in Google Apps for Education. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes (COPPA – <http://www.ftc.gov/privacy/coppafaqs.shtml>).

Management of Resources

- Resources provided by St. Andrew's Schools are a privilege, not a right, and can be withheld for any reason set forth by the administration.
- Resources will be allocated on a first-come, first-served basis, with preference given to teachers and students who are working on school projects.
- The student agrees to respect all equipment belonging to the school or to other students.
- Google Apps for Education is a web-based tool for our students and staff. It may be accessed from any computer connected to the Internet. This education version of Google Apps provides a self-contained environment for students and staff to create and store school work, collaborate and share information, as well as publish some resources publicly. The education version is also ad-free and data is only used to improve GAFE services. You can find the GAFE Terms of Service here:
http://www.google.com/apps/intl/en/terms/education_terms.html
- The features and options used by students will be based on grade level and requirements for coursework. Student accounts may include Drive, Docs, Sheets, Slides, Drawings, Classroom, Gmail, Sites, Calendar, Blogger, YouTube, Maps, and Earth. Email, if available to your student, can only be sent to or received from others with district accounts. YouTube is blocked by the district Internet filter but accessible by teachers or

from home. Teachers can also request that students have access to YouTube for directed projects. Teachers will provide initial instruction prior to using any Google Apps.

- St. Andrew's Schools does use additional web resources, like Canvas, BrainPOP, Google Apps for Education, IXL, etc. to supplement the curriculum.

Financial Responsibility

- Students will be held financially responsible for the damage or loss of school-owned equipment loaned to them.
- Students will be held financially responsible for the damage or loss of equipment they use belonging to other students.
- Parents will be billed for all repair costs for equipment damaged by their daughter or son as a result of misuse or negligence.
- Parents will be billed for all costs to replace any equipment lost or stolen on or off campus.
- Students must return loaner computers as soon as possible. Parents will be assessed a fee if a student has a loaner computer longer than one quarter.
- Students should not leave costly items, such as computers, unattended at any time. These items may not be stored in lockers or gym lockers overnight.
- If an unattended computer is found, it will be turned in to the Technology Department. A fine of \$10 will be collected by the Technology Department.

Email

- Students in grades 4–12 will be issued a school e-mail account. This e-mail account should only be used for school-related purposes.
- Students may check their school e-mail account before and after school, and during breaks and lunch. Students may check email during class time ONLY if given express permission by her teacher.
- Students are NOT allowed to access non-school e-mail accounts on campus at any time, on any device.
- All data transmitted by e-mail is considered public information and may be inspected as such, regardless of labeling and other laws. *Users should bear this in mind when creating electronic mail documents.*
- St. Andrew's Schools does not monitor e-mail content. It does have the authority, however, to inspect the contents of school computers, files, or mail on its system for any business, legal or disciplinary purpose.
- If unwanted electronic mails are received, or if problems arise with school e-mail accounts, the Technology Department should be contacted.

Answers to Common Questions about the RTUP

- Students may use music software for listening to music only before school, during lunch, during open periods, and after school. This does not include streaming music (i.e., iTunes Radio, Spotify, blast.fm, iHeartRadio, etc.).
- Students may listen to their personal portable music player or computer during class ONLY with express permission from their teachers. All devices must be used with headphones, and be inaudible to anyone sitting next to the student.
- Students are not allowed to watch movies, television shows, or music videos on their computers or other devices (including iPods and cell phones) during school hours (7:45am-3:00pm).

- Regardless of the device (ex. Computer, smartphone, iPod Touch) or network used, students should abide by all rules outline in this RTUP while on campus.
- Switching of networks (from St. Andrew's Schools' network to another open network broadcast from neighboring buildings) or utilizing other wireless networks (i.e., perdaughteral wireless Internet access via cell phones or other devices) are not allowed at any time on campus.
- Students should not run software updates, download iTunes or other large files, or stream media (i.e., music, video, etc.) while on campus.
- No file sharing of copyrighted materials is allowed at any time on campus.
- Students may play games (installed on a computer, smartphone iPod Touch etc., or online) for educational purposes (i.e., SuperTux is not allowed, however, Typer Shark is).
- Students are not allowed to go on web sites that are not related to class or club activites. For example, if a teacher asks students to shop comparatively for homes for a class project, this is permissible as it pertains to a class assignment. However, if a student is shopping for a prom gown during a class, it is not allowed.
- When in doubt or when a possible exception to the rules arises, ask the Technology Department or school administrators. Never assume or guess at the interpretation of rules.

Implementation and Consequences for Misuse

- If any user is found to have violated any of the policies set forth in the Responsible Technology Use Policy, the incident will be considered a **major violation** and will be reported to the Principal.
- If the student is found to have broken any state or federal laws or compromised the network in any way, legal action may be taken with no liability upon St. Andrew's Schools.
- Any changes to the RTUP during the school year will be announced via the Daily Bulletin and will run for one week.

Cellular Phones

Cell phones have become prevalent as safety/security measures for families. However, they may not be turned on or used during the school day and must be securely stored in backpacks for the entire school day. The school will not be held responsible for loss or theft of cell phones or any other items of value. If a cell phone is being used during school hours, the teacher/adult will confiscate the phone and return it to the student at the end of the day. Students needing to make an **emergency** call should do so in the Lower School Office.

PARENT PARTICIPATION AND INVOLVEMENT

Supporting Your Son's Education

Your role as a parent

Your love, encouragement, and belief in your son's ability to learn can make a world of difference in his academic success. Our school will help your child achieve his highest potential by providing a setting for learning – classrooms, staff, materials, equipment, facilities and other students – and by facilitating active, meaningful learning experiences. Supporting your child will assure that he gets the most out of this educational experience.

Support regular attendance

Make sure that your son is in school on time every school day, unless attendance is prevented by an illness, injury or emergency.

Take an active interest in your son's learning

Know what your child is studying and talk about what is happening in school.

Encourage reading

Reading increases your child's capacity to learn. For this reason, many teachers require independent reading as a major part of each day's homework. Please help your son with this activity by making sure he has a quiet place to read.

Monitor your child's progress

Study informal notes, interim reports and report cards. Discuss them with your child. If you have any questions, contact your son's teacher.

Attend parent conferences

Parent conferences are held twice a year, and your attendance is strongly encouraged.

Attend student functions

Show support for your son and his classmates by attending student performances, school open houses, and class meetings.

Be informed

Participate in workshops, attend meetings, and read handbooks, letters and other correspondence from the school.

Communicate

Contact a teacher, counselor, or administrator as soon as a problem arises. Parent calls are always welcome. Open communication between parents and school professionals is essential to a child's academic achievement and overall well-being, and can be the first defense in identifying when interventions and/or special services are needed.

Parent-Teacher Conferences

Parent-teacher conferences are held in during the first and third quarters. Parents or teachers may schedule additional conferences at any time during the year as needed. Parents may

contact the Lower School Office or their son's teacher, or there will be a sign-up opportunity at Back to School Night to schedule conferences.

Communication with St. Andrew's Schools

In addition to regularly scheduled parent-teacher conferences, report cards, interim reports, and events such as Back-to-School Nights, several other communication opportunities are available. Please take advantage of these means of communicating with your son's teachers and staying informed of events:

Assignment book messages
Teacher Voicemail & email
E-Newsletter (via email)
Parent-Teacher Fellowship (PTF)
Home-to-School folders (K-5)
Individual Notes

The School's website at
<http://www.standrewsschools.org>

- Portal on Canvas
- Online calendar
- Link to Teacher websites on Canvas

Student Information

To better serve you and your child, we would like to invite you to let us know of any concerns facing your child or your family. This might be as simple as sharing any recent developments or new insights about your child or a change in your family life or more serious concerns such as family illness, divorce or separation, death of a loved one, or any circumstances that may affect the health, safety, or wellness of your child. In addition, you may wish to let us know if your child has been tested for a learning difference and share those results.

Should you wish to share significant information about your child, please contact your child's Principal. We will hold your communication in confidence. Please view this as an open and standing invitation; should circumstances change in the future, please keep us updated.

The Media

All media inquiries should be directed to the Head of School and Director of Marketing and Communications. If any parent wishes to make a public statement, engage in an interview, or in any way communicate with the media in any manner having to do with, or referring to St. Andrew's Schools, whether at the parent's or the media's instigation, all requests are to be referred to the Director of Marketing and Communications.

Resolving Concerns

The administration and faculty of St. Andrew's Schools are committed to the resolution of any concerns parents and students may have – and experience has shown us that clear and effective communication is always the best course of action to follow. Communication between parents and the school is a key component of academic success.

Should a serious concern arise, parents should approach his or her teacher first. If the concern or question is not resolved satisfactorily, please contact the principal or the

appropriate adult as soon as possible - the coach, counselor, or class advisor. Parents are discouraged from using email as the sole vehicle for expressing their concerns. A telephone conference or a personal appointment may facilitate a more satisfying resolution.

Appeals

Any student, parent, or legal guardian who has questions or concerns regarding any disciplinary action taken by The Prep should discuss the matter with the teacher or The Prep Principal. The Director of Educational Programs may also be present in the discussion. If the matter cannot be satisfactorily resolved with the teacher or Principal, the final recourse for the student, parent or guardian is to request a conference with the Head of School, whose determination shall be final.

Parent-Teacher Fellowship

The purpose of the Parent-Teacher Fellowship (PTF) shall be to foster and promote the welfare of the school, students, and teachers. The PTF shall promote activities that will maintain and further develop team spirit and communication among members of the St. Andrew's 'ohana – which includes students, parents, faculty, administrators, and friends. The PTF will cooperate with the school by promoting excellence in education, fundraising, and involvement in community service. Current information on the PTF may be found on the school's website.

Ancillary Programs

After School Care Program (ASC)

After School Care is available to students in grades K-5 from 2:45 PM to 5:30 PM daily when school is in session. Information will be mailed to parents prior to the start of each childcare session. Please refer to the ASC Program Handbook on the school's website for further information: <https://www.standrewsschools.org/17-18/>

After School Enrichment Classes (Grades K-5)

Special after-school enrichment classes are offered each semester depending on interest and availability of instructors. These classes are offered to students at a fee additional to the After School Care Program tuition or may be enrolled in independently from After School Care. Please refer to <https://www.standrewsschools.org/17-18/> where you will be directed to the **ASAP After School Care Online Registration** and information on the classes currently offered.

Winter Break Camp (Grade K-8)

Enjoy Christmas break meeting new friends, enjoying crafts and activities, and working in Santa's Workshop. Participants will also make presents for family members while learning all about Christmas celebrations around the world. There will be a Parent's Night Out, while campers enjoy an evening of festive activities. Detailed information will be available in the fall.

Spring Break Camp (Grades K-8)

Spring Break is a great time to learn new skills, have fun with friends and have new experiences. Students will have the opportunity to do arts and crafts, play games, and make new friends in this fun-filled camp. Detailed information will be available in the fall.

Summer Programs

St. Andrew's Schools' Summer Programs offer a variety of fun, hands-on learning experiences through a combination of academics, athletics, enrichment, and arts courses. For more information, please visit <http://www.standrewsschools.org/summer>. Our new summer programs guide will be available to families in early February.

The *Experience Summer!* Program is open for enrollment to girls and boys entering Kindergarten through 12th grade. Lower and Middle School students participate in morning academic and enrichment courses. Afternoons for our Lower and Middle School students are filled with fun activities through Summer Sizzler and sports enrichment programs. High School students enjoy academically challenging, college-preparatory courses as well as enrichment courses.

Other activities offered in the afternoon may include the following: Summer Sports Program, Summer Afternoon Sizzlers, Swimming, Drill Team/Gymnastics, Arts and Crafts, Language Enrichment, and much more.

Summer Adventure, a non-academic, day camp/activities program, is open to all boys and girls entering Kindergarten through 8th grade. English proficiency is not required for Summer Adventure. Our students have a blast within a nurturing environment through fun, theme-inspired activities and field trips.

Admission Procedures

Admission to St. Andrew's is based upon academic promise, achievement, and personal character. The online admission application can be found on our website at www.standrewsschools.org/apply. For more information, contact the Admissions Office at 536-6102; the office is located on the first floor of Transfiguration Hall. Admission inquiries are welcome throughout the year, but early application is recommended. The following academic and personal documentation is required of all applicants:

| Grade Levels | Requirements |
|--------------|--|
| Grades K | Birth Certificate; Teacher Reference Report; report cards or progress reports; on-campus readiness assessment, and a parent interview with an Admission representative. |
| Grades 1-5 | Teacher Reference Reports; report cards or progress reports, any standardized testing results; morning classroom visit; and a parent interview with an Admissions representative. |
| Grades 6-12 | Two Teacher Reference Reports (Math and English); one Administrative Reference Report (Dean, Principal, etc.); report cards or progress reports from current and previous year; any standardized testing results, including results of the Secondary School Admission Test (SSAT); Character Skills Snapshot; parent and student interview with an Admission representative. |

Financial Aid

St. Andrew's Schools remains committed to our founding values of providing access to an excellent education for Hawai'i's children. The school seeks to enroll qualified students from diverse backgrounds and experiences, adding breadth to the educational experience of all its students and reflecting the world in which we live. To achieve that goal, the School dedicates a significant amount of funds to the financial aid budget, and every effort is made to bring this extraordinary educational opportunity into reach for the families who demonstrate need for financial assistance.

While St. Andrew's Schools' financial aid budget is substantial, requests for financial aid heavily outweigh our resources. The school is usually unable to fully meet the need of each family. It is the goal of St. Andrew's to offer educational opportunities to as many mission-appropriate students as possible. In all but exceptional circumstances, each family is expected to contribute a minimum of 60% of the tuition, per child, per year. Financial aid awards are made for one year only. Each year the family must reapply and demonstrate need as determined our third party financial aid service provider. When parents are divorced, separated, or never married, the assets of both natural parents and their households are considered in determining parental financial responsibility. For detailed information and Frequently Asked Questions, visit <http://www.standrewsschools.org/admissions/affording-st-andrews>.

How to Apply

We use School and Student Services (SSS) to process financial aid applications. SSS is a service of the National Association of Independent Schools (NAIS). Based on your household's financial information, SSS provides the school with an estimated amount your

family can contribute to educational expenses of all of your children in tuition-charging schools. This helps the Financial Aid Committee reach objective financial aid decisions. To begin your financial aid application for school year 2018-2019, read the information at <http://www.standrewsschools.org/admissions/affording-st-andrews> and follow the steps below and those listed on the school's website.

Complete the Parents' Financial Statement

1. Go to sss.nais.org. Click on the prompt to begin your Parent Financial Statement (PFS). You only have to complete one PFS even if you have several children attending St. Andrew's or other schools. Due date for completing the PFS is February 15, 2018.
2. You will be given a password that will allow you to return to your PFS at a later date before submitting it.
3. A list of required documents is provided below. Your documents will be handled with the utmost level of security. To read more about SSS's document security and to learn how to upload your documents, go to sss.nais.org. February 15, 2018, is the due date for your supporting documents.

Required Documents, due date is February 15, 2018

- Copy of signed 2016 1040, 1040A, or 1040EZ, with all supporting schedules
- Copy of 2016 W-2 form(s), and/or 1099 (if applicable) Signed, but not dated, IRS Form 4506-T (Request for Transcript of Tax Return)
- Current property assessment for all real estate owned, if applicable.
- Copy of most current Leave and Earnings Statement, if applicable.
- SSS Business/Farm Statement, if applicable.

Upload documents to your SSS account by the February 15, 2018 due date.

Contact SSS by NAIS (800) 344-8328 with any questions (Monday - Friday: 9:00 AM – 8:00 PM EST. Saturday: 9:00 AM – 4:00 PM EST).

Or contact financialaid@standrewsschools.org.

Tuition Payment Guidelines

We appreciate that the vast majority of our families pay their tuition and other charges on a timely basis. This saves St. Andrew's Schools (The School) time and money that can be applied more beneficially to maintaining a quality education for our students. Our updated Tuition Guidelines can be obtained from the Business Office. Should you have a situation which may cause you to pay your tuition late, please let the Business Office know as soon as possible. The Business Office can be reached at 808-536-6106.

Supporting St. Andrew's Schools: Office of Institutional Advancement

The Office of Institutional Advancement at the St. Andrew's Schools supports the school's mission and vision by establishing meaningful and long-lasting relationships with alumnae, parents, students, donors, stakeholders, and community members. The advancement office is responsible for coordinating fundraising activities and community outreach to secure additional external resources from private foundations, grants, special events, and other opportunities.

Early in the school year, the Office of Institutional Advancement starts the Queen Emma Annual Fund Giving Campaign, which supports the on-going needs and investments towards excellence in the school. Private donations to St. Andrew's Schools are essential because the annual tuition only covers about 78% of the actual cost to educate each student, so the difference is covered by philanthropic support and partnerships. Gifts to the Queen Emma Annual Fund support costs related to St. Andrew's Schools' high-quality, personalized education, extracurricular activities and opportunities, financial aid/scholarships for merit and need, major facility improvements, and other contingencies.

Parents are an integral part of the school's philanthropic culture and are encouraged to make a gift to the Queen Emma Annual Fund, no matter how large or small, to help the school achieve 100% participation as donors or volunteers. Parents are highly recommended to volunteer at school activities or special events throughout the year.

The Office of Institutional Advancement also works closely in partnership with the Parent Teacher Fellowship (PTF) to promote a sense of 'ohana and community with the faculty, students, parents, and alumnae through a variety of activities and events. There are many ways to get involved and give back to St. Andrew's Schools throughout the year. Please see below, some of the opportunities to participate in doing good for our school:

Queen Emma Annual Fund – The Queen Emma Annual Fund is St. Andrew's Schools' top annual fundraising priority. Tuition only covers 80% of the total cost of education per year, so private donations are more important than ever! Each year, all members of our community (parents, faculty, staff, trustees, alumni, grandparents and friends) are asked to make a tax-deductible gift to the Queen Emma Annual Fund. Revenues raised through the Fund ensure our school has all of the necessary resources to provide your child with an exceptional St. Andrew's education.

*Please support St. Andrew's Schools by making a gift online at:
www.standrewsschools.org/giving.

Give Aloha – September 1 – 30

Stretch your gift! Consider making your annual fund gift, or a portion of it, through the Foodland Give Aloha program. Foodland and Western Union will help stretch your dollar by matching a portion of your gift. During the month of September, you can make a gift to St. Andrew's at any Foodland, Foodland Farms, or Sack N Save store. Use St. Andrew's Schools code: 77130 to donate. Be sure to submit your receipt to the Advancement Office to receive credit for your gift.

Home for the Holidays – Monday, November 27

A festive fundraiser for St. Andrew's Schools is "Home for the Holidays." Guests enjoy an evening of holiday shopping, dining and music at an exclusive private residence. Vendors curate a variety of gift items for unique holiday shopping and handcrafted wreaths and decorated tabletop Christmas trees are also available. Mahalo to the Priory/Prep Dads and students who volunteer their talents to this event each year!

Queen Emma Ball – Thursday, May 3

Join us in honoring our past, celebrating our present, and aspiring toward our future with a wonderful evening of dining, entertainment, and aloha at our school's annual fundraising gala – the Queen Emma Ball. You can make a difference by volunteering or attending this highly anticipated event! Please contact the Advancement Office at (808) 532-2454 for information.

Volunteer for Special Events / Activities

You can also support the school by giving of your time. We greatly appreciate our volunteers to help with our annual special events, such as the Queen Emma Ball and Home for the Holidays. Please contact the Advancement Office at (808) 532-2454 for information on how to get involved.

Online Affiliate Programs:

Hawaiian Airlines – Earn HawaiianMiles for yourself and St. Andrew's Schools and receive a 5% discount on ticket purchases! This special offer is good on flights between Hawaii and the mainland. In order to attain the discount and miles, go to www.hawaiianair.com/affiliate and enter STANDREWS to log in. This will take you to the Fare Discount page; among the discounts listed is the 5% discount on flights between Hawaii and the mainland. Click "Book Now" to begin the booking process. You will be able to enter your HawaiianMiles account number during the booking process. St. Andrew's Schools will earn 1 mile for every \$1 booked through the affiliate site.

The Office of Institutional Advancement welcomes visitors between 7:30 am - 4:30 pm, Monday through Friday, in the basement of Centennial Hall, C100. If you would like to contact the Office of Institutional Advancement about making a difference at St. Andrew's Schools by giving, fundraising, community activities, or volunteering, please call Jennifer Burke, Director of Institutional Advancement and Community Relations, at (808) 532-2441 or email jburke@standrewsschools.org.

Priory Alumnae

The Priory's alumnae support the school through participation in various school activities and special events, such as Ascension Day's Paina Lunch, the Alumnae Pau Hana event and Commencement. In addition, the Alumnae provide generous contributions of volunteer time and financial support to the school. For more information regarding Priory alumnae, please contact Joan Gregory, Alumnae Coordinator, at (808) 532-2463 or at jgregory@standrewsschools.org.

Facilities Rentals

Evening and weekend rental of classrooms is available for a fee to service groups and groups within the community. Ylang Ylang Courtyard is also available for small parties and fundraisers. For more information, please call 532-2401.

Governance

Board of Trustees

Chairperson, Ms. Patty Foley

St. Andrew's Schools is an independent organization and, as such, is governed by a Board of Trustees. The Diocesan Council of the Episcopal Church in Hawai'i elects the Board members. The Priory is incorporated under the laws of the State of Hawai'i as a non-profit corporation.

The responsibilities of the Board of Trustees include the following:

- Establishing policies consistent with The Schools' mission
- Acting as a steward of The Schools' resources
- Serving as fiduciary of The Schools
- Selecting and supporting the Head of School

The basic principles that apply to the Board's role as a governing authority:

- The Board sets policy; the administration implements policy.
- The Board acts as a whole; individual trustees do not become involved in management, personnel, or curriculum issues.
- The Board actively supports and communicates the mission of the Schools to the community.

Members of the Board of Trustees may include the following:

- Friends of the Schools
- Past and current parents
- Alumnae

Head of School, Dr. Ruth Fletcher, Ph.D.

The Head of School is selected by the Board of Trustees and is the professional, institutional, and educational leader of The Schools. The Head of School is authorized to oversee all administrators, faculty, and staff of The Schools, and may delegate elements of authority and responsibility to other administrators.

Chief Financial Officer, Mr. Mike Curtis

The Chief Financial Officer is responsible for the non-academic administrative and operational management of the Schools, including budgeting, fiscal and accounting matters, facilities planning and maintenance, and direct supervision of the business office personnel.

Director of Admissions, Mrs. Stephanie Jones

The Director of Admissions is responsible for planning and coordinating recruitment, selection, retention, and admissions activities at the Schools; and works with the Chief Financial Officer, Head of School, and Board of Trustees to determine enrollment and

financial aid policies and procedures. The Director coordinates financial aid and merit scholarship programs and works closely with the Director of Marketing and Communications on advertising.

Director of Institutional Advancement and Community Relations, Ms. Jennifer Burke

The Director of Institutional Advancement coordinates the development activities and alumnae programs of the Office of Institutional Advancement. Development activities include the annual campaign, special fundraising programs, planned giving programs, endowments, corporate and foundation giving, and grant requests. Alumnae programs include reunions, other group events and personal bequests.

Director of Marketing and Communications, Ms. Mercedes Maskalik

The Director of Marketing and Communications is responsible for the planning, development and implementation of all of the School's marketing strategies, communications, and public relations activities, both external and internal. The Director coordinates with the admissions, advancement, and the academic offices on the editorial direction, design, production and distribution of all School's publications and messaging at both the strategic and tactical level.

Director of Educational Programs, Ms. Sophie Halliday

The Director of Educational Programs oversees the overall educational programs of the school, collaborating with the principals to ensure that the mission and vision of St Andrew's Schools is lived daily in our student life and academic programs.

Director of Queen Emma Preschool, Mrs. Susan Okoga

The Director of Queen Emma Preschool is responsible for the overall operation of the preschool, and also directs its admissions, finances, facilities, staffing and personnel matters, and parent and community relations in accordance with the policies and plans established by the Board of Trustees.

Upper School Principal (Interim), Ms. Nichole Fields

The Upper School Principal is a visible presence of the Middle and High School, responsible for the day-to-day operations of the Upper School. She ensures the quality of the curriculum and instruction of the Upper School, and works in collaboration with families, teachers and staff to provide a warm, vibrant, and engaging learning environment for our students.

Lower School Principal, Mrs. Ka'ipolani Bailey-Walsh

The Lower School Principal is a visible presence of the Lower School, responsible for its day-to-day operations. She ensures the quality of the curriculum and instruction of the Lower School, and works in collaboration with families, teachers and staff to provide a warm, vibrant, and engaging learning environment for our students.

Principal of The Prep, Mr. Paul Burgess

The Principal of The Prep is a visible presence of the The Prep, responsible for its day-to-day operations. He ensures the quality of the curriculum and instruction of The Prep, and works in collaboration with families, teachers and staff to provide a warm, vibrant, and engaging learning environment for our students.

Statement of the Handbook

This handbook provides parents and students with information regarding St. Andrew's Schools policies and services. This handbook supersedes any other handbook. The statements and policies in this handbook do not represent any kind of contract between parents and St. Andrew's schools, nor do they create or confer any legal rights. St. Andrew's Schools needs to be flexible in order to keep pace with the changing laws and requirements affecting and applicable to the goals and operations of St. Andrew's Schools. Therefore, this handbook may be modified, suspended, or revoked at any time without notice and without taking into consideration custom or prior practices. Parents and guardians are encouraged to consult with the school's administration or faculty if they have any questions about this handbook, need an update, or need further clarification about a specific policy or rule. Please read through it carefully for its content and spirit. Please be familiar with all information contained in the handbook. The safety and well-being of your child on our campus is very important.

Non-Discrimination Policy

Except for The Prep, which is open only to male students, St. Andrew's Schools does not discriminate on the basis of race, color, creed, nationality, or ethnic origin, gender, age, physical disabilities, or sexual orientation in its admissions policies, school programs, or employment practices.