

ST ANDREW'S SCHOOLS



150
YEARS

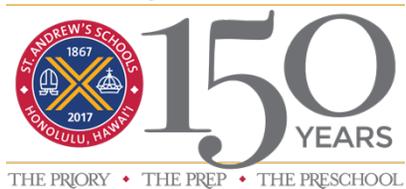
THE PRIORY ♦ THE PREP ♦ THE PRESCHOOL

THE PRIORY

PARENT-STUDENT HANDBOOK
2017-18

Grades 6-12





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

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 Kaleleonālani, 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'uuanu 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 Episcopalian 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 Priory enables each student to develop and enhance her own understanding of the sacred in her life through worship experiences, classroom instruction and interpersonal relationships.

Beginning in the 2017-2018 school year, The Priory Upper School will have weekly chapel service in the historic Cathedral of St. Andrew. This allows for engaging 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. 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.

Priory Alma Mater

With ringing voice we sing to thee,
Saint Andrew's Priory!
Our mother, dear, in work or play,
We will be true to thee alway.
From east to west though we may roam,
Thy love will bring us home.
We love thy name, we give our hearts to thee,
Saint Andrew's Priory.
Oh Priory! Oh Priory!
Our own Saint Andrew's Priory.

Eō Ke Kuini

Eō ke kuini Emalani
Eō kou inoa lā e
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

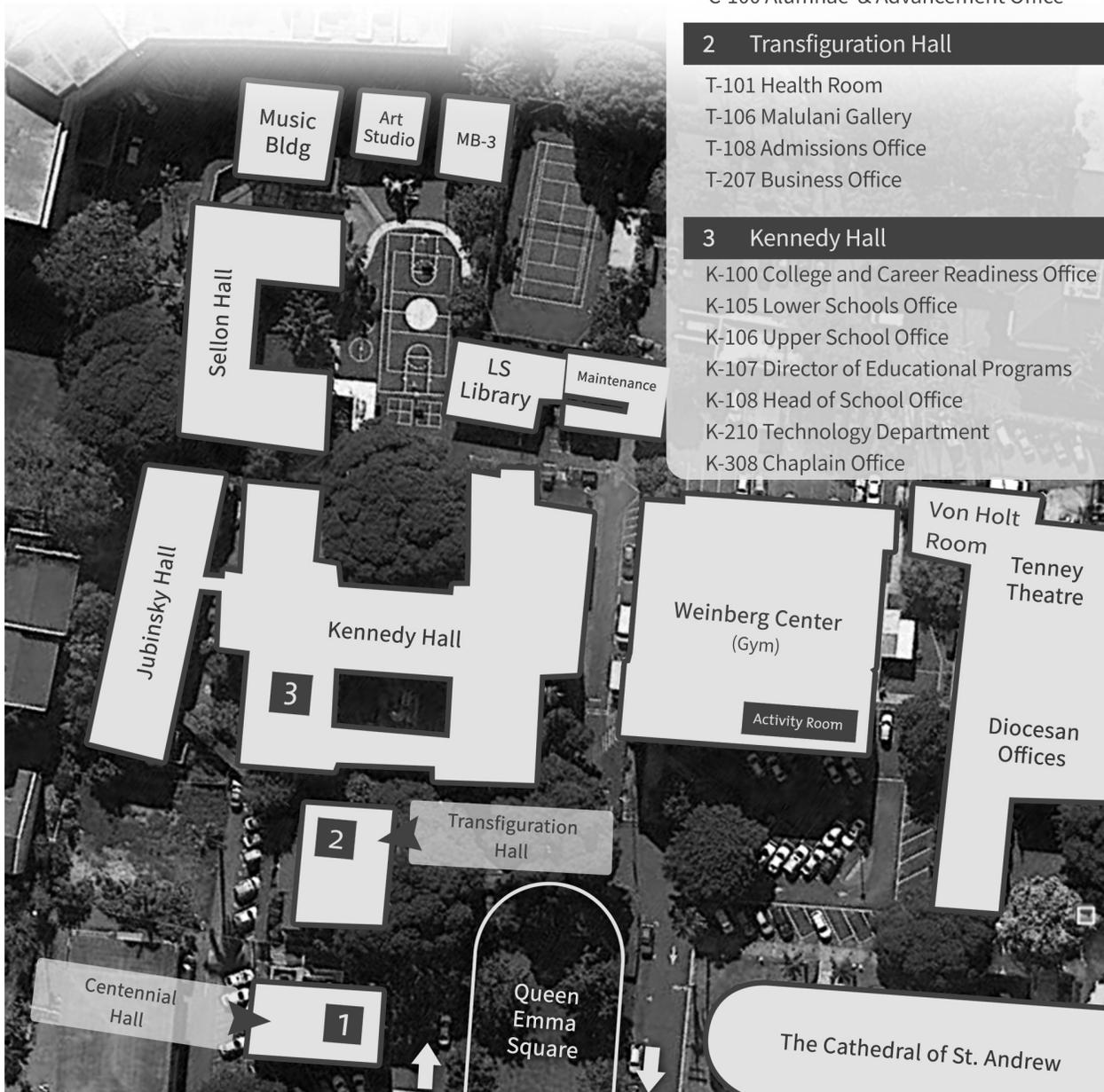
OFFICE	PHONE NUMBER
Accounts Receivable/Tuition	536-6106
Admissions Office	536-6102
After School Care/Lion's Den	532-2444
Alumnae Office	532-2463
Athletic Director	532-2461
Attendance/Health Office	532-2403
Chaplain	532-2460
Dean of College and Career Readiness	532-2420
Dennis Uniforms	396-9318
Director 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 Middle School Program

In line with current research on educational best practices, The Priory's Middle School program offers a robust program that supports the specific developmental needs of our middle school students. Therefore, The Priory Middle School directs its activities, curricula, objectives, staffing, etc. to the needs of preadolescents while at the same time stressing high academic standards. The Priory strives to reach and teach the whole student physically, socially, intellectually, and emotionally.

Physically, pre-adolescents are growing rapidly. Students at this age naturally fluctuate between periods of over activity and fatigue. This makes it very difficult for them to sit or concentrate for long periods of time in school; we must give them opportunities to release pent up energy in class through hands-on or exploratory activities.

Socially, students are beginning to go beyond the family and must learn whom they are and how to relate to peers and adults in the bigger world. A strong home base teacher/advisor bond and the use of extensive group activities help them develop mature socialization skills. The Mindfulness Program is based on current evidence-based practices and emphasizes awareness of self and others, critical thinking, emotional regulation, character building, and the cultivation of a growth mindset. Girls Circle is a strengths-based group for girls and integrates relational theory, resiliency practices and skills training. Girls Circle is designed to increase positive connection, personal and collective strengths, and competence in girls.

Intellectually, students may be at very different levels of development. They are active rather than passive learners. They love to exercise their developing mental capacities through argument. A middle school should make the most of these traits by including exploratory activities, group interaction, and individualization in the curriculum. For The Priory Middle School, we have developed a workshop schedule, which allows a block of time for students to study, read, and seek individualized assistance from their various teachers.

Finally, our middle school program is implementing Yale University's RULER program. Educational research shows that students with higher emotional intelligence are better prepared to manage their emotional lives so that they can focus, learn, perform well while in school and beyond their time as students. RULER is an evidence-based approach to supporting social and emotional learning and is aligned to developmental needs of specific age groups. The Priory Middle School will implement lessons and activities aligned to the developmental needs of its students.

The High School Program

Why should you send your daughter to The Priory for high school? Because at The Priory, every girl is a leader. We offer small class sizes and low student to teacher ratios that allow us to really get to know your daughter and nurture the leader, scholar, artist, or athlete within. Students are encouraged to take risks and pursue their passions in an open, safe, and caring environment. The best kind of learning is that which is personal, engaging, and experiential.

Unique to The Priory's educational experiences are the advisory programs, enrichment activities, and various clubs and service organizations. These programs allow our students and school community to connect with others in our immediate community and beyond. We encourage our students to strive to be servant-leaders who live a life of purpose and service beyond self.

While we are proud of our small population, we are even prouder of the variety of exceptional programs and opportunities available to our high school students. The Priory's high school (grades 9-12) offers a wide variety of engaging and challenging courses. While The Priory student can earn college credits through the College Board's Advanced Placement program, she can also further enhance her college preparatory experience by participating in the College Advancement Program (CAP) at Hawaii Pacific University, which is available to qualified high school students.

Knowing that girls learn best and thrive when they work collaboratively and in a single-gender environment, The Priory's small class sizes are ideal for this type of learning. Additionally, the curriculum enforces that learning is an integrated, rather than compartmentalized experience that enhances our students' awareness and understanding of the world around them.

The combining of the scholastic, creative, and traditional methods of study offered at The Priory have yielded some very impressive results such as 1st place in the State of Hawaii Science and Engineering Fair, 2nd place in the International Science and Engineering (ISEF) Fair, State Gold Key and Silver Key Art Awards, 1st and 2nd place in state essay contests, and invitations to compete at the National level in Speech and Debate.

Priory students are also encouraged to participate in extracurricular programs such as ILH athletics, speech and debate team, and drama. Students of all skill-levels are encouraged and welcomed to try out, whether a student has experience in that sport or not--all students are given the opportunity to play and discover a talent or passion within.

At The Priory, our girls are encouraged to be who they are and embrace their unique identity. Every girl has the opportunity to lead in her own way--in the classroom, on the stage, in the studio, on the playing field, or out in her community. Because we strive daily to blend the best of the traditions and heritage of our founder in a modern context to create a unique educational experience, by the time a Priory student graduates, she is ready for the challenges that await her in college, in life, and as a leader in the 21st century.

Middle School Bell Schedule

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	ASSEMBLY FRIDAY
O 7:00-7:40	O 7:00-7:40	O 7:00-7:40	O 7:00-7:40	O 7:00-7:40	O 7:00-7:40
US Homeroom 7:45	Homeroom 7:45	Homeroom 7:45	Homeroom 7:45	Homeroom 7:45	Homeroom 7:45
A 8:00-9:15	E 8:00-9:15	A 8:00-9:00	E 8:00-9:00	A 8:00-8:40	A 8:00-8:35
Break	Chapel 9:20-9:50	Workshops 9:00-9:30	Workshops 9:00-9:30	Break	B 8:40-9:15
	Break	Break	Break		
B 9:35-10:50	F 10:10-11:25	B 9:50-10:50	F 9:50-10:50	C 9:50-10:30	D 10:15-10:50
MS Lunch	Lunch	MS Lunch	MS Lunch	Lunch	Lunch
MS Activity 11:25-11:55		MS Activity 11:25-11:55	MS Activity 11:25-11:55		
C 12:00-1:00	G 12:00-1:00	C 12:00-1:15	G 12:00-1:15	E 11:50-12:30	E 11:25-12:00
Workshops 1:00-1:30	Workshops 1:00-1:30			F 12:35-1:15	F 12:05-12:40
Break/Club Meetings	Break/Club Meetings	Break/Club Meetings	Break/Club Meetings	Break	Break
D 2:00-3:00	H 2:00-3:00	D 1:45-3:00	H 1:45-3:00	G 1:35-2:15	G 1:00-1:35
				H 2:20-3:00	H 1:40-2:15
				Assembly 2:20-3:00	Assembly 2:20-3:00

High School Bell Schedule

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	ASSEMBLY FRIDAY
O 7:00-7:40	O 7:00-7:40	O 7:00-7:40	O 7:00-7:40	O 7:00-7:40	O 7:00-7:40
US 7:45 Homeroom	7:45 Homeroom	7:45 Homeroom	7:45 Homeroom	7:45 Homeroom	7:45 Homeroom
A 8:00-9:15	E 8:00-9:15	A 8:00-9:15	E 8:00-9:15	A 8:00-9:15 B 8:45-9:25	A 8:00-8:35 B 8:40-9:15
Break	Chapel 9:20-9:50 Break	Break	Break	Break	Break
B 9:35-10:50	F 10:10-11:25	B 9:35-10:50	F 9:35-10:50	C 9:35-10:10 D 10:15-10:50	C 9:35-10:10 D 10:15-10:50
HS Activity 10:55-11:25	HS Lunch	HS Activity 10:55-11:25	HS Activity 10:55-11:25	Lunch	Lunch
HS Lunch	HS Lunch	HS Lunch	HS Lunch	E 11:25-12:00	E 11:25-12:00
C 12:00-1:15	G 12:00-1:15	C 12:00-1:15	G 12:00-1:15	E 11:50-12:30 F 12:35-1:15	F 12:05-12:40 Break
Break/Club Meetings	Break/Club Meetings	Break/Club Meetings	Break/Club Meetings	Break	G 1:00-1:35
D 1:45-3:00	H 1:45-3:00	D 1:45-3:00	H 1:45-3:00	G 1:35-2:15 H 2:20-3:00	H 1:40-2:15 Assembly 2:20-3:00

Health, Safety, and Wellness

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 daughters are prepared to make an immediate exit from the car should use the Priory’s “Zip Lane” (the lane closer to the park). Students should exit only at the crosswalk and only from the right side of the vehicle. The students should use the crosswalk to enter the school grounds.
- Parents who need to exit the car to assist their daughters, or parents whose daughters 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.

If you wish to walk your daughter 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 The Priory, on South Kukui Street, between Queen Emma Street and Bishop Street.

Early Arrival

For students in grades 6-12, no designated supervision is provided prior to the student’s first class period. Students are not permitted in any classroom unless a teacher is present. Until class begins, students may have breakfast in Ylang Ylang Courtyard, use the library, or sit on the benches around campus.

Dismissal Procedures

Upper School students are dismissed at 3:00, and no dedicated supervision for Upper School students is provided after 3:30pm unless they are participating in a school- sponsored activity.

Lion's Den Program

Students in grades 6-8 who remain on campus to wait for their parents' arrival beyond 3:30 pm are **required** to participate in the Lion's Den, located on the first floor of Kennedy Hall in K-102. Please refer to the After School Program Handbook on the school website (standrewsschools.org/17-18) for more information about the program and how to enroll.

Closed Campus

Student safety is a priority. Once the student arrives on campus, she is not permitted to leave campus at any time prior to dismissal for any reason unless she is accompanied by an authorized adult or has been granted "senior privileges" by the school administration. **(Being off-campus is considered a major violation.)**

Senior Off-Campus Privileges

Off-campus privileges are granted to eligible seniors with parent or guardian permission. These seniors may leave campus during their free periods, including lunch, and after their last class or required activity of the day. Required activities include, but are not be limited to, classes, chapel, assemblies, meetings, advisory, study hall, guidance, and graduation practices. A senior who has been granted senior privileges must sign out and back in at the Attendance Office when leaving and returning to campus. Failure to do so will result in the loss of off-campus privileges.

Off-campus privileges are granted on a quarterly basis based on a 3.0 Grade Point Average (GPA) with no grade lower than a "C-minus" or an "S" in any course. First quarter eligibility is based on the student's grades from the fourth quarter of her junior year. Students on academic and/or disciplinary probation are ineligible for off-campus privileges.

Students are required to adhere to The Priory Code of Conduct while exercising off campus privileges. Any violation of the Code of Conduct or the terms of this Policy will result in the loss of off campus privileges as well as other disciplinary action.

The Priory is not responsible for any injury or loss suffered by a student while off campus and reserves the right to change or terminate this Policy in its sole discretion at any time with or without prior notice or cause.

Leaving School Prior to Regular Dismissal

If it is necessary for a student to leave school prior to dismissal, she must bring a note from home, signed by the parent/guardian, indicating the time, date, and reason for the early dismissal. Students in grades 6-12 are required to bring the note to the **Attendance/Health Office** before 7:45 AM. The parent/guardian may call or email the Attendance/Health Office at 532-2403 or dsherman@standrewsschools.org. **An Early Dismissal Notice will be issued to give to the teacher. The student will meet her parent at the Attendance Office.**

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 daughter 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>).

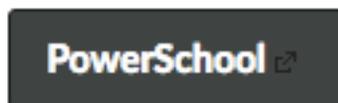
This website stores Grades K-12 student information, and Grades 6-12 students can view grades in PowerSchool. This website will allow you to update contact information via the Annual Student Registration Form. You will need to use your assigned login and password (which is the same for Canvas). Please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

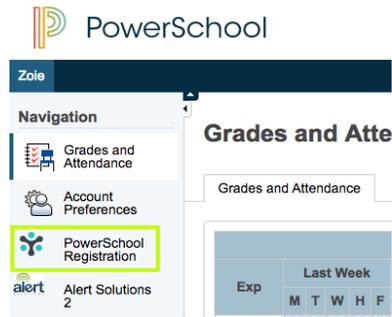
Please ensure that you have gone through the steps below to update your information, including your current mailing address and contact information. Most importantly, please provide accurate and updated critical information such as medical and emergency contact information for your child. This updated 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.

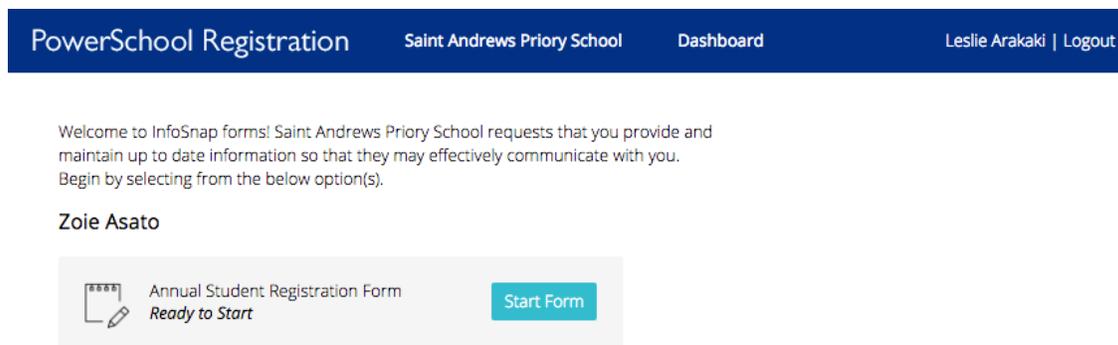




Click on the **PowerSchool Registration** link on the left.

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**.



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 her learning environment. When a student is absent, the parent or guardian should call the Attendance Office (532-2403) by 8:00 a.m. or e-mail attendance@standrewsschools.org. If a message from the parent or guardian is not received by 8:00 a.m., 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.

Students who participate in after school activities sponsored by the school must be in attendance for the school day in order to participate. If a student leaves school due to illness, they may not return for an after school activity or event.

When a student is not in attendance in the classroom, she misses valuable learning experiences that quite often cannot be replicated. Our curriculum and instructional methods are based on research that supports how girls 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 her learning but that of her 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 Priory community. If a student is absent during these events, she misses opportunities to participate in community events and traditions and loses a valuable part of The Priory 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)
- College visit (Grades 11-12)

A make-up day will be granted for each day's absence. In classes where group participation activities are graded, the participation grades are generally excused.

Students who are absent from class as a result of participation in an athletic event or any other school activity should make arrangements concerning assignments, tests, and missed activities with their teachers prior to the absence.

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 her teachers to review the work that will be assigned during her 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. Failure to notify the Health Office and Upper School Principal of any planned absences well in advance may adversely affect a student's grades.

Frequent Absences and Tardiness

Frequent absences are detrimental to student learning. Students in grades 6-12 who are frequently absent may lose credit for the semester or the particular course or courses during which the absences occurred. Any student exhibiting frequent absences in a semester will be required to meet with the Upper School Director, grade level advisor, and her parents to assess the situation. In the case of a severe illness or some other extenuating circumstance, the school will work with the student and her family to develop an approved educational plan.

Tardiness is actively discouraged at The Priory 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 a.m. 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 Upper School Director and the student.

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 St. Andrew's Schools, 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. St. Andrew's Schools is above the tsunami "inundation zone" and students will be supervised at school until the emergency has passed.

Visiting Campus: Safety and Security

The Priory welcomes and encourages partnerships between parents and the school in the education of their daughters. In order to promote that value while maintaining a secure environment, we ask for your understanding and cooperation in the following:

- During school hours (7:45 a.m. to 3:00 p.m.) 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 Priory visitor's pass that must be worn while on campus.
- Parents needing to drop off items for their daughters may leave the items in the Attendance/Health Office.
- Visitor's passes are obtained at the Attendance/Health Office.

Visiting Campus Before and After School

Parents who walk their daughters onto campus in the morning or join them for breakfast are respectfully asked to leave campus by the start of the school day - 7:45 a.m. Parents who pick their daughters up in the afternoon may wait for their daughters on the benches in front of the Coral Cross.

Safety: Everyone's Responsibility

The members of our faculty and staff have been instructed to politely question anyone seen on campus without a visitor's pass. Please do not be offended if you are asked your name and reason for visiting the campus or if you are reminded to obtain a 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/Dioecese (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 the Cathedral of St. Andrew or use downtown parking facilities (Capital Parking located on Kukui Street).

Parking – Students

There is no parking available on campus for students. If a student must drive to school, parking stalls may be rented from various downtown parking facilities. Exceptions to this policy are rare but may be made when a student's academic program requires that they drive. In this case the student's academic advisor may contact the Business Office regarding parking.

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 Office in Transfiguration Hall to receive a Visitor's Pass. The Priory 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 Hawaii 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 St. Andrew's Schools Form-14 include the following:

- An up-to-date physical examination - Physical exams are to be updated annually for students participating in athletics as well as all incoming 6th grade students and those students entering 9th and 11th grade.
- Tuberculosis Clearance: no student may attend school without a TB Clearance – a clear 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 Hawaii must have the TB test performed 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 is due in the school Health/Attendance 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 school.

Medication

Students may not be in possession of any medication, including over the counter/ non-prescriptive, while on campus. Students requiring medication while at school must bring the medication to the Health/Attendance 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 in the Health/Attendance Office.

- Asthmatic students may carry their inhalers with them or leave them in the Health Office as per the child's personal physician. Students carrying asthma inhalers must be assessed by the RN.
- Students may carry over-the-counter cough drops for their personal use.

Illness

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°)
- upset stomach
- red or puffy eyes
- deep cough

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

Illness at School

Parents will be called to pick up their daughter from school if she arrives with any suspected illness or if she becomes ill during the school day. Teachers will excuse students who become ill to go to the Health/Attendance 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 she is accompanied by an adult specified by the parent or guardian.
- 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, scarlet fever, and strep throat. Parents are asked to notify the school when a student is absent for such illnesses or conditions.

Accidents

It is important that parents or guardians notify the school of 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 the most 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 Queen's Medical Center 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 her health would put her 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.

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: 12:00-1:00pm

Middle School: 10:55-11:25

High School: 11:30-11:55

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

Snack Bar:

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

Educational Programs

Upper School Academic Program Overview

Middle School Academic Program (Grades 6-8)

All Middle School Students take 5 academic core classes (English, Mathematics, Science, Social Sciences, World Language) and classes in Performing and Visual Arts, Physical Education, and Religious Studies. Please refer to the Middle School Curriculum Guide, available on the portal on Canvas, for middle school course descriptions.

High School Academic Program (Grades 9-12)

All High School students take 5 academic core classes and a minimum of 2 credits' worth of elective courses from our extensive course list available from our High School Curriculum Guide. Exceptions may be made after consultation with the Dean of College and Career Readiness and Upper School Principal.

Graduation Requirements

A minimum of 24 high school credits is required for graduation.

<u>Requirements for Class of 2018</u>		<u>Requirements for Class of 2019 and beyond</u>	
English	4½	English	4
Social Science	4	Social Science	4
World Language	3	World Language	3*3
Mathematics	3	Mathematics	3
Science	3	Science	1
Religious Studies	1	Religious Studies	2½
Physical Education	2½	Physical Education	½
Independent Research	½	Independent Research	1
Performing/Visual Arts	1	Performing/Visual Arts	

*3 years consecutive of the same World Language

Honors Distinction Courses

Students may distinguish themselves in their academic achievement through Honors Distinction courses. Students may earn Honors Distinction in select courses (see Upper School Curriculum Guide for Honors Distinction courses) through their efforts, positive attitude, and exhibition of growth mindset. Honors Distinction criteria may include but is not limited to:

- Accelerated or more in-depth readings, assignments, tests, quizzes, or labs
- Additional meeting times outside of regular courses
- Exhibition of positive attitude, persistence, and effort

Honors Distinction is awarded on a semester-basis and is reflected in the student's transcript. The student must earn Honors Distinction for both quarters of the semester to earn the

distinction. Specific questions related to Honors Distinction criteria should be addressed to the classroom teacher and department chair.

Advanced Placement Courses

Students in AP classes are awarded one additional grade point per credit in the computation of their grade point averages. For example, a “B” counts as an “A” and a “C” counts as a “B.” Grades lower than a “C,” however, are not weighed. Students may elect to take these courses based on department-specified eligibility and teacher recommendation.

All students in AP classes are required to take the examinations in May. Parents or students with questions about Advanced Placement should contact the Dean of College and Career Readiness at 532-2420.

College Advancement Program (CAP)

Through a cooperative program with Hawai'i Pacific University (HPU), qualified Priory high school students may enroll in college-level courses at either the downtown campus or the Hawaii Loa campus. Transportation to the Hawaii Loa campus is provided by HPU. Enrollment in HPU courses is subject to the approval of The Priory administration. These courses are offered to Priory students at no additional tuition costs, but some materials or third party instructional fees may apply in some cases.

Benefits of the College Advancement Program

- CAP courses earn a greater weight in the calculation of St. Andrew's Schools' cumulative GPA. As with Advancement Placement courses, Hawaii Pacific University courses are awarded an extra grade point per credit for any grade of “C” or higher.
- Both high school and college credits are earned concurrently.
- The college credits earned may be transferable to your daughter's college of choice. Her college will make the final decision regarding the transfer of credits.

Criteria for Selection:

- Student has and must maintain a minimum cumulative grade point average of 3.00 or greater with no grades lower than a B-.
- Student exhibits the maturity and responsibility required to succeed in the program.
- Student has the recommendations of her teachers, Dean of College and Career Readiness, and the Upper School Principal.

Other important information and parameters are listed below:

- HPU waives all tuition costs and all student fees for St. Andrew's students.
- The student purchases all textbooks and any incidental supplies necessary for class.
- Student is required to provide our school Registrar with an official HPU transcript so that we can document her college course grades on her transcript.
- Student must officially request a transcript from HPU for any other purpose, such as applying to colleges. The usual transcript fee will be assessed by HPU.
- The credits and grades earned for HPU courses will become a permanent part of her college transcripts.

- All registration and course changes must be handled through the Dean of College and Career Readiness at St. Andrew's Schools. Not doing so may result in tuition charges to the student.
- St. Andrew's graduation requirements may not be completed at HPU.

iPriory Courses

The Priory offers a unique, blended learning environment in which students learn from both face-to-face and online learning environments. Much of the passive learning occurs outside of the classroom via video lectures, podcasts, and readings, while the cultivation of critical thinking and problem solving skills occur through active, hands-on activities such as labs, discussions, debates in the face-to-face setting.

Online Learning at The Priory

The Priory offers blended learning opportunities through our partners, such as the Online School for Girls and Laurel Springs School. This opportunity for online education allows girls who are independent, motivated, and mature to take their learning to another level by sharing and creating knowledge with like-minded girls from across the country and around the world. These partnerships allow The Priory to expand its already diverse course offerings so that our students can truly strive for the highest and excel in their areas of interest. Rising juniors and seniors who are in good academic standing and recommended by their teachers and deans may apply in February.

Students wishing to pursue non-required, elective online courses through OSG or Laurel Springs are responsible for the tuition payment. Students may inquire with the Dean of College and Career Readiness and Registrar for inquiries about registration.

iPriory/Online Course Guidelines

Students are responsible for keeping up with all work for iPriory courses and/or fully online courses. Unless specified, students are not required to check in for attendance when they do not have scheduled face-to-face meeting times with their teachers. All rules and policies regarding off-campus/open study periods per the Parent-Student Handbook apply. All rules and policies regarding placement in study hall for struggling students per the Parent-Student Handbook apply.

Priory in the City Program

“Downtown Honolulu Is The New Classroom”

The Priory is footsteps from the seat of government, businesses, nonprofit organizations, arts and cultural centers and healthcare systems. Our Priory in the City Program leverages the school's downtown Honolulu location to nurture the next generation of women leaders through networking, mentoring, and internships in the heart of the city.

Senior Internship

The senior internship may be off-campus or at The Priory. Each senior will be responsible for securing her internship site. Each internship site will have a designated Mentor. The Mentor will provide guidance to the student on her internship project, which will be agreed upon by the student, Mentor, and Career Coach. The Mentor will review expectations, give ongoing feedback and training to the student, and provide formal evaluation. The Priory Career Coach

will work with seniors and their respective mentors, and will grade Senior Course.

College Counseling Program

It is expected that each Priory graduate will continue her education at a college or university of her choice. The Dean of College and Career Readiness works closely with each student to help her select schools to meet her needs, both academically and socially, and help her attain her career goals.

The Dean is available to any student and her parents seeking information about colleges. In addition, a workshop and a family conference are offered for junior students and their parents on the process of college selection, admissions, and financial aid. Two parent workshops during the senior year clarify the process and assist with the completion of requirements and forms. A resource room, available to students and parents, contains college guidebooks, catalogs and view books, scholarship and financial aid information, and a computer-based college search program.

Field Trips

Field trips and other excursions are an essential element of The Priory's academic program. The Priory's downtown location offers many opportunities for walking excursions that extend and enrich the students' learning. Students in grades 6-12 are expected to keep their parents informed about details of excursions. In many cases, such information can be found on the teachers' websites for all grades.

Students who are absent from class as a result of a field trip should make arrangements concerning assignments, tests, and missed activities with their teacher at least one week prior to the absence.

Chapel Uniforms are to be worn on all field trips unless otherwise indicated by written notice from the field trip's supervisor. Students who are not dressed in appropriate attire will not be permitted to attend the field trip.

The Annual Student Registration Form filled out by parents in PowerSchool authorizes field trips and other excursions. Permission forms for every trip will not be distributed. This form also grants permission for qualifying students to leave The Priory campus in order to attend classes at Hawaii Pacific University during the school day.

Honor Roll and Head of School Lists (Grades 7-12)

Students who maintain a G.P.A. of 3.5 or better with no letter grade lower than a "B-" qualify for the Honor Roll based on their quarterly grades. Students who maintain a 4.0 or better G.P.A. with no letter grade lower than an "A-" at any time during the semester are recognized on the Head of School's List. Students receiving an "I" (Incomplete) in any course or unsatisfactory citizenship grades are not eligible for academic honors. English as a Second Language (ESL) students are eligible for honor roll consideration after they have been fully mainstreamed into classes. Students who have not exhibited academic integrity and/or have not adhered to the Code of Conduct are not eligible for Honor Roll for that quarter or Head of School List for that semester.

The list of academic honors is published in the *Kūlia* magazine and on The Priory portals.

In addition to the National Honor Society, Daughters of The Priory, and elected officers in classes and clubs, several awards, honors, and scholarships are presented to students. The following honors and awards are presented yearly at awards assemblies or at commencement.

The Priory Upper School Annual Awards Ceremony:

Annually, The Priory holds an Awards Ceremony to recognize athletic achievement, academic excellence, citizenship and strength of character amongst the student body.

Upper School Awards Presented:

Athletic Awards: The Priory presents several awards annually to outstanding athletes including:

- **The Jubinsky Scholar Athlete Award** honors three Priory Students who have excelled in academics with a minimum of a 3.5 cumulative GPA, and have excelled in athletics, sometimes in more than one sport. This award is sponsored by a longtime Priory Trustee, John Jubinsky and Mrs. Jubinsky.
- **Most Inspirational Athlete of the Year Award** is given to an athlete who must have participated in at least two varsity sports and made significant contributions to The Priory Athletics program through dedication, responsibility and leadership on and off the playing field.
- **The Priory Scholar Athlete** is awarded to a senior or a junior who has lettered in two varsity sports and maintains the qualifications of most inspirational player in every sport she plays. She must demonstrate sportsmanship, leadership, and must maintain a GPA of at least 3.5 or higher.
- **The Priory Athlete of the Year Award** is awarded to a senior or junior who has lettered in two varsity sports and maintains the qualifications of Most Valuable Player in every sport she plays. She must show outstanding athletic skills, sportsmanship, leadership and cooperation with her teammates and coaches.
- **Father Fred Minuth Memorial Scholar/Athlete Award**, was instituted to honor the Reverend Fred Minuth who became the first Headmaster of The Priory upon the departure of the Sisters of the Transfiguration in 1969. The scholarship recognizes a person who blends talents in both the academic and athletic realms with good sportsmanship and leadership.
- **Priory Kulia Awards for Excellence:** A Kulia award is a distinguished award given at the Priory to outstanding students in each department. Students will receive the Kulia Pin, which is to be worn on the uniform.

Specialty Awards: Given at the Academic Awards Assembly by various organizations, such as the National Association of Secondary School Principals, various colleges and universities including

- **The Bausch & Lomb Science Award** for math and science which is given to an outstanding junior in science.
- **The Rensselaer Award**, sponsored by Rensselaer Polytechnic Institute in New York is presented to a junior who has distinguished herself in science and mathematics.
- **The Mamoru and Aiko Takitani Foundation Scholarships**, are given to students who demonstrate hard work, high academic achievement, commitment to excellence, a proven commitment to the community and financial need.
- **Daughters of American Revolution Good Citizen Award**, is selected by Priory faculty, administration and the senior class in recognition of her hard work and dependability, her service, leadership, and patriotism.
- **The Norma Chun and Reverend Canon Franklin Chun Scholarship**, is awarded annually to the student or students who best represent The Priory with dignity, pride and respect and consideration for all. Father Chun was a beloved chaplain at The Priory and his wife was an alumna.
- **The Wellesley Club of Hawaii**, honors a junior whose academic record and character are exceptional and who has made significant personal contributions to her school and/or community. The recipient of this award is honored with The Norton Book of Women's Live's
- **The National Association of Secondary School Principals American Citizenship Awards**, are presented to students whose strength of characters and courage to do what is right promotes positive citizenship in others. Citizenship Awards are given to the outstanding citizens in each grade.

Senior Awards:

- **Ka Mea Ho'ohiki (Person of Promise Art Award)**, is given to the outstanding member of the Portfolio class who plans to study Art in College. This award is sponsored by the Art Department.
- **Caroline Lee Ornelles Memorial Scholarship**, is an award given in the memory of Caroline Lee Ornelles who was known for her spirit, kindness, and charity toward others. Her family has established this scholarship to recognize a graduating senior who exhibits these same characteristics.
- **The Outstanding Scholar Award** is given to the senior who best exemplifies excellence in scholarship. This student exhibits a passion for learning, an enormous capacity for hard work, curiosity, a positive attitude and an innovative,

independent spirit.

- **The Bishop's Award** is sponsored by the Bishop of the Episcopal Diocese of Hawaii and is a symbol of the close relationship between the Bishop, the Church, and St. Andrew's Schools. It is given to the student who best exemplifies her religious faith, witness, and values in her life and relationships. The name of the Bishop's Award winner is engraved on the perpetual plaque that will remain at The Priory.
- **The Head of School Award** was instituted in 1970 by The Priory's first Headmaster to recognize the outstanding graduate. Her name is engraved on the large perpetual bowl along with the names of all the other outstanding graduates for the last 47 years.

Academic Guidelines and Procedures

Homework Policy and 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 on a daily basis. 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 and a place to work that is well lit and free from disruptions. While parents may guide the student's work from time to time, parents who do their daughter's work for her will find that they actually impede her academic growth. As many of our students use their laptops to complete homework or to access teacher web pages, it is also recommended that homework involving computer usage be completed in a common and supervised area of the home.

Since students work at different rates, it is difficult to assess the length of time that a given assignment will take. The following guidelines are offered only as a general expectation for the time to be spent by students on homework at various grade levels:

<u>Grade Level</u>	<u>Approximate time per day (all subjects combined)</u>
● K-3	15 to 45 minutes per school night
● 4-6	45 to 90 minutes per school night
● 7-8	20 minutes per subject per school night
● 9-12	30-40 minutes per subject per school night*

*Students in Honors and AP courses may expect to spend an additional 60 minutes or more per Honors and AP subject per school night.

If parents observe that their daughters are routinely spending significantly more time on homework than the guidelines suggest, they are welcome to contact the Upper School Principal to discuss the situation.

Course Change Procedures

Students are able to Add or Drop classes during the “Add / Drop” Period. This period generally takes place between early August and second week of school. Students will have access to an Add/Drop form on the portal. The Add/Drop period allows students to attend the class in question for the first week of school. All course changes, including adding, dropping or changing sections of a course requires the approval of the appropriate teacher, the Dean of College and Career Readiness and the Upper School Principal.

If a semester course is dropped after the last day of the first quarter, or a yearlong course is dropped after the last day of the second quarter, a “WP (withdrew passing) or WF (withdrew failing)” may be recorded for each subsequent grading period.

Repeating a Course

If a course is repeated and passed, credit for only one course will be given, and the higher grade computed in the G.P.A. Advanced elective courses in the performing and visual arts may be taken more than once and may receive credit for each enrollment. No elective course may be taken more than once in a semester. If an “F” grade is received in a course required for graduation, the course must be repeated until a passing grade is achieved or until the student leaves The Priory.

Incompletes

Students who have missed essential assessments due to absences are required to make up the work as determined by teachers and Upper School Principal. Students are expected to negotiate and follow deadlines that have been set by their teachers. Unless all work is made up by reporting time (interim and quarter’s end), an Incomplete will be issued. Students who earn Incompletes are not eligible for Honor Roll or Head of School List consideration until all work is made up in a reasonable time, as determined by the teachers and Upper School Principal. At the time that the work is made up, a new report card will be issued that reflects the up-to-date grades that the student has earned.

Make-up Work for Absences

Tests, quizzes, or assignments missed due to absences are to be made up when the student returns to school. Students are expected to contact the classroom teacher to arrange for new deadlines for assignments and make-up tests or quizzes, and the comparable time policy applies. For extended absences, special arrangements may be made to accommodate several make-up tests or quizzes and may result in the student earning Incompletes on her quarter and/or semester grade until all work is made up. The student is responsible for contacting her teachers to make these arrangements.

International Diploma (Grades 9-12)

Priory offers the opportunity for international students matriculating in their high school years to earn an International Diploma once they are able to fulfill our rigorous academic requirements as demonstrated by teacher observations and periodic formal assessments. International students participate in the same individualized college-counseling program offered by our college counselor.

International Diploma <i>Requirements for 2018</i>		International Diploma <i>Requirements for 2019</i>	
English	4½	English	4
Social Science	4	Social Science	4
World Language	N/A	World Language	N/A
Mathematics	3	Mathematics	3
Science	3	Science	3
Religious Studies	1	Religious Studies	1
Physical Education	2½	Physical Education	2½
Independent Research	½	Independent Research	½
Performing/Visual Arts	1	Performing/Visual Arts	1

* International Diploma recipients do not need to fulfill the World Language requirement.

ESL Grade Designation

At the discretion of the teacher, students with limited English proficiency may be issued ESL grades if there are substantial modifications to the learning materials, instruction, and assessments. A student need not be officially assigned to ESL class to receive this designation. The ESL Grade designation may be reevaluated on a quarterly basis, depending on the progress of the child. A child may need substantial modification to the curriculum initially but may need very little to none as the year progresses.

March Exams

Examinations are given to students in grades 8-12 during the first week of March. Examination grades count for up to 20 percent of the student's overall grade.

Students who are absent from the examinations due to any reason must obtain prior approval from the Upper School Principal. Upper School Principal will determine on a case-by-case basis the appropriate course of action.

Requests for Early Exams

Requests for early examinations can only be approved for students permanently moving off-island or in cases of family emergencies. In these cases, families must contact the Upper School Principal to make appropriate arrangements. A fee of \$50 will be charged for each examination. Families planning trips, including vacations, are advised to plan accordingly. No early exams will be allowed to accommodate family travel arrangements.

Standardized Testing (Grades 6-12)

Periodic standardized achievement and aptitude testing is administered to students at various grade levels to assess their growth as learners and as a means to align instruction to student learning needs. The (CTP) test is given to students in grade 7. The Writing Assessment (WrAP) is given to students in grades 6, 8, 10, and 12. Students in grades 9 - 11 take the Preliminary Scholastic Achievement Test. ESL students, along with those with documented learning differences, take these exams only after consulting and planning with the Dean of College and Career Readiness on a case by case basis. Our goal is for each of our students to have the proper balance of academic work, along with extracurricular activities throughout high school, in such a way that preparation for standardized tests occurs as an ongoing process, rather than an additional time commitment or cause of stress and anxiety. The Dean will work with each girl in grades 11 and 12 individually regarding their own schedule for both the Scholastic Aptitude Test (SAT) and the American College Test (ACT). The Armed Services Vocational Aptitude Battery (ASVAB) is offered to students in grades 10 -12 who wish to take it.

Lockers

Students in grades 6-12 are assigned lockers for their use. Students are required to provide a combination lock for their lockers beginning on the first day of school. Lockers should be locked at all times and must be vacated at the end of the school year by the given date. Students are advised not to share lockers or to give out their combinations to other students.

Please be aware of the following policies pertaining to lockers:

- Lockers are the property of St. Andrew's Schools.
- The Priory reserves the right to search a student's locker at any time.
- Students are responsible for any damage to their lockers.
- Removable decorations may be placed on the inside of the locker. No decorations may be placed on the outside surface of the locker.
- Students are responsible for the cleanliness and care of their lockers. It is advised that lockers be cleaned over the Christmas and Spring break periods.
- The Priory is not responsible for the loss of items from a student's locker.
- Lockers must be emptied by the student's last day at school.
- All locks remaining on lockers after that day will be cut.
- Any items remaining in the lockers after that day will be donated.

Textbooks and Supplies

Students in grades 6-12 are required to purchase their own textbooks and all school supplies. The textbook list for grades 6-12 can be found on the parent and student portals as well as information on how to purchase textbooks. Our book vendor is Follett Virtual Bookstore, which can be accessed at www.priory.bkstr.com. Please visit our website to obtain the textbook and supply lists (standrewsschools.org/17-18).

Some courses require an online subscription instead of a textbook. These courses are clearly marked on the textbook list found on the portals. You will receive an invoice for the subscription which will need to be paid by the first day of that class.

Queen Emma Library

The Queen Emma Library is open to students in grades 6 through 12 from 7:00 AM to 4:00 PM on school days. Students are asked to sign in upon entering the library and sign out when they depart.

The library limits the number of books that students may check out at one time. Queen Emma Library books are checked out for a three-week period.

The library charges a fine on overdue books for students in grades 6 through 12. In addition, 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 replacements. If a lost item is returned in good condition, the cost of the item will be refunded. At the Queen Emma Library, failure to return books or pay fines may lead to disciplinary action. Report cards and yearbooks will be held at the end of the semester for outstanding fines and overdue books.

Queen Emma Library provides numerous online research databases that are accessible on library computers, on students' laptop computers on campus and at home through the library's webpage. Databases provide access to worldwide newspaper, journal and magazine articles, as well as book discussions, biographies, and searching strategies.

Queen Emma Library offers the use of computers, scanners, laser and color printers, and a photocopier. Color prints are 25 cents per page; photocopying is 10 cents per page.

Lost and Found

Students are responsible for all personal items. Students are advised to not bring to school valuables or amounts of money greater than that needed for lunch and snacks. Students are responsible for the care and safekeeping of personal items brought into classrooms, locker rooms, the Ylang Ylang Courtyard, or any other location on campus. All items, including clothing, should be marked with the student's name. Items found are generally turned in to Sellon Hall, room S-101, and may be claimed after school 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 turned into the Technology department.

Reporting Student Progress

The Priority adheres to the grading scale below:

Grading Scale (Grades 6-12)			
Percent	Letter	G.P. Equiv.	AP / HPU
93-100	A	4.0	5.0
90-92	A-	3.667	4.66
87-89	B+	3.333	4.33
83-86	B	3.00	4.00
80-82	B-	2.667	3.66
77-79	C+	2.333	3.33
73-76	C	2.00	3.00
70-72	C-	1.667	1.66
67-69	D+	1.333	1.33
63-66	D	1.00	1.00
60-62	D-	0.667	0.66
59 or below	F	0.00	0.00

Interim (Mid-Quarter) Progress Reports

Interim Progress Reports are issued for all Upper School students four times a year at the mid-point of every quarter. Interim Progress Reports are used as a means by which teachers comment on improved or continued excellent work.

Report Cards

Report cards for students in grades 6-12 are sent home four times a year. For students in grades 7-12, semester grades are based upon a calculated average of the two previous quarter grades. March exam grades are calculated into the year-end grade and constitute no more than 20 percent of this grade. Final grades are based upon the average of the two semester grades. A student's transcript reflects the semester grades, the year-end grades, and the student's GPA for each school year. All report cards are sent home electronically. Parents may request hard copies via the Registrar.

Student Records

Student educational records are released in accordance with the guidelines established by the Family Educational Rights & Privacy Act. Parents/legal guardians can request copies of their daughters' records by submitting a request, in writing, to the Registrar's Office. All requests will be processed within 5 business days. Please contact the Registrar's Office at 532-2416 or

email records@standrewsschools.org for assistance. For release of student records information specific to college counseling, please refer to the College Counseling Program section of this handbook.

Release of Information to Colleges, Universities, and Scholarship Organizations

The Priory abides by the National Association for College Admission Counseling's "Statement of Principles of Good Practice," and when appropriate will respond to requests from colleges and universities for information about the applicant, including information concerning disciplinary issues resulting in probation or suspension. The Priory promotes an environment of respect, resourcefulness, and responsibility. Therefore, we will set the example for our students and respond truthfully to all such requests.

As part of the college admissions process, and at the student's request, counselors may release pertinent information to colleges, universities, and/or organizations regarding a student's school records and performance. Such information is typically requested on the school section of the student's application forms. When requested by a student to submit these forms, the counselor will answer all questions asked on the form. This may include answering questions regarding academic conduct and/or disciplinary issues which resulted in probation or suspension. When specifically asked, Priory administration and counselors will do what is right and respond to such requests truthfully. The Priory's desire to foster a strong ethical foundation within each student demands the expectation that our students will do the same. When asked to answer questions on college applications, students will be forthright and honest in all of their responses, particularly in explaining the circumstances surrounding any serious school academic or disciplinary action. The Dean of College and Career Readiness will be available to assist the student with her disclosure. It is important that the student accept responsibility for the consequences of her actions and show respect and resourcefulness in discovering what she has learned from the experience and how it will affect her actions in the future.

Students will work with the Dean of College and Career Readiness to determine the appropriate two teachers to request letters of recommendations from to be submitted to their individual list of colleges and universities. Students are encouraged to obtain recommendations from two teachers whom they feel can best provide the most insightful description of their academic development and character. Students may not ask a third teacher to write a letter for them. All students will have a primary letter written by the Dean, after they have completed their Senior Survey. All statements, opinions, assessments, and other information provided by counselors and/or teachers to the colleges and/or other organizations are considered confidential. We believe that the confidentiality and accuracy of our recommendations is necessary to maintain the integrity and reputation of The Priory.

Student Support Programs and Policies (Grades 6-12)

From the student's first day at St. Andrew's Schools, The Priory Upper School 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 was 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

Middle School Workshop Periods (Grades 6-8)

Middle school students are assigned to 30-minute workshops Monday through Thursday. Activities related to Middle School Workshop may include:

- Working on individual homework and projects
- Studying for tests or quizzes
- Taking make-up tests or quizzes
- Getting extra help from teachers
- Participating in class-related activities.

Study Hall and Open Study Periods (Grades 9-12)

To ensure the academic success of all of our high school students, students are assigned either to study hall or open study periods. Students are expected to use the time to get organized, work on homework or projects, study for tests, and get help from their teachers during this time.

While collaboration with other students is encouraged during study hall, students are to do so quietly, respectful of other students who are working quietly. Study hall students are expected to sign out and sign back in with their study hall proctors should they have appointments with teachers they need help from.

All freshmen and sophomore students are assigned to study hall during periods they are not assigned to courses. Freshmen are released to open study periods should they make Honor Roll at the end of Quarter 2, while sophomores may be released to open study periods once they have demonstrated good academic standing (no grades below a C) at the end of Quarter 1.

Students are expected to use their open study periods wisely. They are encouraged to meet with teachers for extra help or to study in the library or Ylang Ylang Courtyard (except during the Lower School's lunch period). Only seniors who have been granted off-campus privileges may leave campus during an open study period. All students with open study are invited to attend study hall, available every period of the day.

Students may be assigned to study hall or open study at any time as deemed appropriate by the Upper School Principal.

Academic Support (Grades 6-12)

A student is placed on Academic Support when her G.P.A. falls below 2.0 for the quarter, earns a grade of D+ or lower, earns two grades of C- or more, or, in the judgment of her teachers and the Upper School Principal, is seriously jeopardizing her chances for academic success at The Priory.

The Upper School Principal and Dean of College and Career Readiness will monitor the student's progress during the probationary period. Conferences or scheduled reports to parents may be part of the monitoring. In the event that the student participates in our athletic program, the Athletic Director will monitor that student's grades as well. To be released from Academic Support, a student must earn grades of C or better in all classes.

Academia Nuts Tutoring (ANT) Program

The Priory offers peer tutoring services for students in need in grades K-12. Research has shown that students learn better when help is offered through their peers. Students of high academic standing are selected to serve fellow students in need of academic assistance. For more information, please contact Mrs. Jean Schmitz, Academia Nuts Tutoring Program Coordinator (jschmitz@standrewsschools.org, or 532-2459).

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 skill in English to be fully mainstreamed and fully functioning in the regular classroom.

The ESL teacher develops an individualized learning plan for each student and 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.

ESL services are classified and fees assessed at two levels, full ESL and advanced ESL support. The specifics of each level of service may be obtained from the Admissions Office. The determination of the level of service appropriate for each student is made by the school and may be modified by the school at any time during the student's educational program.

Student Life at The Priory Upper School

The Priory Upper School provides a variety of co-curricular areas and opportunities for students to learn new skills, hone their leadership skills, and provide community service. Whether it's participating in activity period, engaging in club or student government activities, or excelling as an athlete, our students find many ways to shine.

Activity Period

Students in grades 6-12 participate in activity periods 3 times a week and engage in a variety of activities as a class. These activities allow students to learn new skills, discuss class-related business, and plan and prepare for class and school-wide events, and bond as a class on a daily basis. Middle School and High School students participate in Hula, Class Meetings, Choir, Mindfulness. Additionally, Middle school uses this time to develop Study Skills while the high school implements a guidance program to ready students for college.

Upper School Camps

The Priory holds Camp on annual basis. During the Fall, students in grades 6,8,9, and 12 participate in an overnight camp experience at Malaekahana beach houses on Oahu's North Shore. Student class executive officers work with their classmates to plan activities that are meant to cultivate bonding between grade levels. Camp is coordinated and hosted by our Chaplain Annalise Pasalo who facilitates activities that cultivate the spiritual growth of students in the Episcopal tradition.

Student Government and Clubs

Each organization has a faculty advisor and elects a slate of student officers for the school year. These organizations meet during afternoon break within the school day or after school. Students who participate in after school activities sponsored by the school must be in attendance for the school day in order to participate. If a student leaves school due to illness, they may not return for an after school activity or event.

We encourage students to participate in leadership roles in school clubs and organizations. We also promote a healthy balance between academic and extracurricular activities. Parents are advised to counsel their daughters with respect to academic demands and activity levels. If a student's class or club advisors feel that the demands of her participation in school clubs and organizations are too great, the student may be advised to limit her involvement or leadership responsibilities.

High School Student Council - (Grades 9-12): The High School Student Council is responsible for planning and executing several annual activities such as the All-School Picnic, Ka La Aloha, Spirit Week activities, Winter Ball, and other projects. The student body of grades 8-11 each spring elects Student Council officers. Elected offices are President, Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer.

Middle School Student Council - (Grades 6-8): The Middle School Student Council serves as a counterpart to the High School Student Council to provide leadership training and experience to students in grades 6-8. It is responsible for planning various socials and other events for Middle School students. The student body of grades 5-7 elects its officers in the spring for the upcoming school year. Elected offices are President, Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer.

Each grade 6-12 elects an executive board of officers to organize and oversee class activities. Elected offices are President, Vice-President, Secretary, Treasurer, and Historian.

Student Council Officers Eligibility Requirements: Student Council officers for both the high school and middle school are elected by the members of the student body. The terms of office begin in May and run through to the end of April of the next school year. An officer may not serve more than two years in the same office. To run and to serve as a Student Council officer, a student must do the following:

- Be enrolled for the school year in which she would hold office
- Be a sophomore, junior, or senior during her term of office (HS Student Council), or be in the seventh or eighth grade during her term of office (MS Student Council)
- Have a cumulative grade point average of 2.50 or better with no grade lower than a "C-" in all required courses
- Maintain a grade point average of 2.50 while in office
- Have no major violations, disciplinary probations, or suspensions on her record for the school year during which she is elected and the school year during which she serves
- Attend all meetings and functions associated with the Student Council in which she serves.

Service Clubs

Companions of St. Andrew: This service and spiritual fellowship organization on campus is open to all girls in grades 6-12. Special activities are geared toward the various grade levels. All members are encouraged to take leadership roles in the weekly chapel services.

Interact Club: Interact is Rotary International's community service club for young people ages 14-18. Community service projects occur throughout the year and college scholarships may be applied for through the Rotary Club. The Rotary Club of Honolulu,

the first Rotary Club to admit women, sponsors The Priory's Interact Club.

Honor Organizations

Daughters of The Priory: This is an honor accorded at commencement to those senior women who have attended St. Andrew's Priory School every year from Kindergarten or first grade.

Queen Emma Chapter of the National Honor Society (NHS): In the fall and spring of each year, young women in the 10th -12th grades are considered for membership on the basis of scholarship, leadership, service, and character. The NHS Faculty Council at St. Andrew's Priory is comprised of five faculty members and the NHS Advisor. The Council selects and monitors the NHS members. Any students who fall below the minimum criteria set by the national organization will be asked to relinquish membership.

- Scholarship: A high GPA (usually 3.5 or higher); scholarly curiosity, respect for learning, diligence, persistence, and excellent study skills
- Leadership: Excellent leadership in the classroom and in organizations (on-campus or within greater community); high levels of dependability, responsibility, and initiative; positive influence on peers in upholding school ideals and spirit; effective and efficient business conduct
- Service: Personal commitment to school and community service, consistent volunteerism, unselfishness, kindness, and caring for others
- Character: Demonstration of the highest standards of honesty, morality, reliability, fairness, and trustworthiness; consistent cheerfulness, poise, friendliness, caring, consideration for others and compliance with school rules

Student Ambassadors

Student Ambassadors are experts on St. Andrew's Schools and its community and are vital to the admissions process. Being a member of the Student Ambassador Team is a commitment and an honor. Ambassadors represent our school community and play a significant role in our guests' experiences. A visitor's first impression is often the deciding factor when candidates apply to and enroll at St. Andrew's Schools. Ambassadors are expected to make every effort to ensure that prospective students and parents feel welcome and at ease during their visit.

Academic Competitors

Speech and Debate Team (Grades 9-12): The Speech Team is comprised of students who desire to compete in the Hawaii Speech League and National Forensic League meets and tournaments, or who want to learn about speech team activities through supporting competitors (for example, timekeeping). Eligibility requires attending a minimum of three speech meets and providing an adult judge.

Special Interest Clubs

- Book Club (Grades 9-12)
- Chinese Club (Grades 9-12)
- Companions of St. Andrew's (Grades 9-12)
- Culture and Culinary Club (Grades 9-12)
- Engineering Club (Grades 6-8)
- Hui Hauoli (Grades 6-12)
- Interact Club (Grades 9-12)
- Mindfulness Club (Grades 6-12)
- Math Club (Grades 6-8)

Club Officer Eligibility Requirements

To run and to serve as a club officer, a student must:

- Be a freshman, sophomore, junior, or senior during her term of office for High School clubs, or be in the sixth, seventh, or eighth grade during her term of office for Middle School clubs
- Have a cumulative grade point average of 2.50 or better with no grade lower than a "C-" in all required courses
- Maintain a grade point average of 2.50 while in office
- Have no major violations, disciplinary probations, or suspensions on her record for the school year during which she is elected and the school year during which she serves
- Attend all meetings and functions associated with the club in which she serves

Activity Point System

In order to help students budget time and interest in school clubs and organizations, a point scale monitors leadership and membership responsibilities. The maximum recommended number of points a student should have is 14. No student may have a 6-6 or 6-5 combination, nor may she hold more than two presidencies. Points are given only during the period in which the activity or position is current. Each student is held responsible for figuring her points and eliminating activity conflicts. The grade level advisor may also monitor each student's activity points.

Activity	Points
Student Council President (MS or HS)	6
Class President (Grades 11 or 12)	6
Student Council: Executive Officer (MS or HS)	5
Journalism: Editor-in-Chief	5
Class, Club, or Organization Executive Officer	5
Student Council, Club, or Organization Committee Chair	4
Varsity or Junior Varsity Athletics Team Member	4
Speech and Debate Team Member	4
Math Team Member	3
Student Council Committee Member or Class Representative	2

Travel Opportunities for Students

The Priory students in middle school and high school may participate in one or more travel

opportunities designed to enhance and enrich the students' academic and cultural experiences. Priory faculty members accompany the students on these trips, connecting classroom lessons to real-world expressions of learning. In recent school years, Priory students have traveled to France, England, Spain, Alaska, Washington, D.C., and Japan, and Cambodia

Athletics

The opportunity to participate in athletics is one of the many student life opportunities offered at The Priory. The Athletic Department is located on the second floor of the Harry and Jeanette Weinberg Center on campus.

The Priory is a member of the Interscholastic League of Honolulu (ILH). Participation in ILH activities is open to students in grades 7-12. For sport seasons, please refer to The Priory website.

Rules and Regulations

Priory students participating on athletic teams will be expected to comply with the following rules:

- Attend all practices, meets, and games unless excused by the coach or Athletic Director
- Students absent from school or serving in-school suspension may not participate in games or practices on the day (or days) she is absent
- Students absent from 1/2 day of school or more, serving in-school suspension or academic suspension may not participate in games or practices on the day (or days) she is absent or suspended
- Display good sportsmanship and team cooperation at all times
- Maintain satisfactory academic grades
- Treat all athletic equipment and uniforms with care
- Adhere to all team and school rules and regulations

In order to participate in a state tournament, the student must meet all of the above requirements as well as the requirements set forth by the Hawaii High School Athletic Association.

Medical Forms

All athletic participants are required to have a yearly physical examination. The Physical Examination form must be submitted to the Athletic Department before the first day of practice. An athlete will not be allowed to practice until the School Health form and Parent Permission forms are turned in.

Academic Requirements

Priory athletes are expected to maintain a strong commitment to achieving The Priory's school-wide learning expectations.

- During the school year, grade checks will be generated bi-weekly to monitor academic progress for athletes. Coaches will be notified of any student-athlete who is receiving a failing grade. Student-athletes who are failing a course may practice with the team (coaches' discretion), but may not participate in pre-season, season or post-season events until the grade is no longer a failing grade. To be released from the "no game" policy,

the student-athlete must obtain a grade-check form from the athletic director and have the teacher and athletic director sign off on the current grade. This form will be handed in to the coach. All team and athletic rules will apply to playing time and lettering in that sport.

- If, at interim time, the student has earned 2 D's or below, she will be placed on an academic contract and placed in after school study hall
- If, at the end of the quarter, the student has earned 2 Ds or below, she will be placed on an academic contract and placed in after school study hall. This contract will be in effect until the end of the quarter and until it is determined by the Athletic Director that the student should be released from the existing contract. While the student is on an academic contract, she may not be played as a "starter" for the team until her grades have improved and the Athletic Director has approved. The student must obtain this "starter release" from the Dean or Upper School Principal.
- If, at the end of the quarter, the student has earned a failing grade, she will be placed on an academic suspension for a two week period. At the end of the suspension period, a grade check will be done to reinstate her to the team. While a student is on academic suspension from a team, she may not represent The Priory in any team event, game, or match.

Transportation

The school will provide transportation to off-campus games and practices on school days whenever possible. Students are expected to find their own transportation home. In cases where there are only a few participants or school transportation is not available, athletes may be asked to find alternative transport to practices and matches. However, students are not allowed to drive themselves unless parents and the Athletic Director have given written permission. Students may not transport other students to practices or game sites.

State Tournaments and Off-Island Trips

Any state tournament is considered an extension of the regular season. Athletes who qualify for a state tournament are expected to participate in the tournament unless the school or the coach declares them ineligible. Only girls who qualify for a state tournament as a participant or as a manager may be excused from classes for the events. The student is responsible for any necessary make-up work. (See comparable time policy.)

Funds for airfare, hotel and ground transportation will be provided by The Priory athletic monies. Food and spending money are the responsibility of each individual.

Team trips are restricted to varsity only, except in individual sports where junior varsity members may accompany the varsity, providing they are scheduled to participate in the meets or matches. A school chaperone will accompany the team on all trips.

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 Profather 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 Carigan, Black or Navy Letterman Carigan. 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.
- Skirts/shorts may not be rolled at the waist or worn low on the hips.
- No bare skin should be visible at the waist.
- Skirts and shorts should be no shorter than four inches above the knee.
- Athletic shoes worn with the uniforms must be "low top." Dress shoes worn with the uniform must be closed toe, with a heel height of an inch or less. Boots or any form of sandal may not be worn. It is highly recommended that shoes for younger students have a non-slip sole to prevent injuries on the playground.
- Parents of younger students are asked to be mindful of playground safety and the potential for loss of valuable items when selecting jewelry for their daughters to wear to school. Only stud earrings may be worn during P.E. for safety reasons.
- Appropriate undergarments (solid colors of white, gray, or beige) are to be worn under the blouse or polo shirt.
- Hair styles should be natural and appropriate to the person. Hair must be neat, clean, and well groomed. Curlers, pin curls, or rollers may not be worn.
- Jewelry should be minimal and appropriate to the uniform and occasion.

- Lower School students may not wear nail polish and/or make-up.
- Middle and high school students may wear nail polish and make-up conservatively.
- Body art is not permitted. This includes, but is not limited to, facial piercing, body piercing (other than earlobe) and tattoos.

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.

Chapel Uniform

The Priory Grades 6-8	The Priory Grades 9-12
<ul style="list-style-type: none"> • Black and white plaid pleated skirt 	<ul style="list-style-type: none"> • Navy Tab Skort OR • Black and white plaid pleated skirt
<ul style="list-style-type: none"> • White Taylor blouse with school logo OR • White Pinfeather-Sport Collar blouse 	<ul style="list-style-type: none"> • White Taylor blouse with school logo OR • White Pinfeather-Sport Collar blouse
<ul style="list-style-type: none"> • Plain all-white socks 	<ul style="list-style-type: none"> • Plain all-white socks or footies
<ul style="list-style-type: none"> • All-black shoes; rain boots for inclement weather 	<ul style="list-style-type: none"> • All-black shoes; rain boots for inclement weather
For Cool Weather	
<ul style="list-style-type: none"> • Navy Full Zip Hooded sweatshirt with school logo • Red or Gray front-zip Hooded Sweatshirt with school logo • Red, black, or navy V-Neck Cardigan with school logo • Red V-Neck Pullover with school logo 	<ul style="list-style-type: none"> • Navy Full Zip Hooded sweatshirt with school logo • Red or Gray front-zip Hooded Sweatshirt with school logo • Red, black, or navy V-Neck Cardigan with school logo • Red V-Neck Pullover with school logo
<ul style="list-style-type: none"> • All-white or black tights (optional) 	<ul style="list-style-type: none"> • All-white or black tights (optional)

The Standard Uniform

The Priory Grades 6-8	The Priory Grades 9-12
<ul style="list-style-type: none"> ● Black and white plaid pleated skirt OR ● Black or Navy Front Stretch Short 	<ul style="list-style-type: none"> ● Black and white plaid pleated skirt OR ● Navy Tab Skort OR ● Black or Navy Front Stretch Short
<ul style="list-style-type: none"> ● White Taylor blouse with school logo OR ● White Pinfeather-Sport Collar blouse OR ● White Banded Bottom Polo 	<ul style="list-style-type: none"> ● White Taylor blouse with school logo OR ● White Pinfeather-Sport Collar blouse OR ● White Banded Bottom Polo
<ul style="list-style-type: none"> ● Plain all-white socks 	<ul style="list-style-type: none"> ● Plain all-white socks or footies
<ul style="list-style-type: none"> ● Dark Navy Bike Shorts worn under skirt (Optional) 	<ul style="list-style-type: none"> ● Navy Bike Shorts worn under skirt (Optional)
<ul style="list-style-type: none"> ● All-black shoes; rain boots for inclement weather 	<ul style="list-style-type: none"> ● All-black shoes; rain boots for inclement weather
For Cool Weather	
<ul style="list-style-type: none"> ● Navy Full Zip Hooded sweatshirt with school logo ● Red or gray front-zip sweatshirt with school logo ● Red, black, or navy V-Neck Cardigan with school logo ● Red athletic sweatshirt (Athletes only) ● Red windbreaker with school logo ● Red V-neck sweater with school logo 	<ul style="list-style-type: none"> ● Navy Full Zip Hooded sweatshirt with school logo ● Red or gray front-zip sweatshirt with school logo ● Red, black, or navy V-Neck Cardigan with school logo ● Red athletic sweatshirt (Athletes only) ● Red windbreaker with school logo ● Red V-neck sweater with school logo
<ul style="list-style-type: none"> ● All-white or black tights (optional) 	<ul style="list-style-type: none"> ● All-white or black tights (optional)

Physical Education Uniform

The Priory Grades K-12	
<ul style="list-style-type: none"> ● Oxford Grey T-Shirt 	
<ul style="list-style-type: none"> ● Wicking Shorts-Navy 	OR
<ul style="list-style-type: none"> ● Mini Mesh Shorts-Red 	
<ul style="list-style-type: none"> ● Socks 	
<ul style="list-style-type: none"> ● Athletic shoes with non-scuff soles 	

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 Priory Attire (K-12)
<ul style="list-style-type: none"> ● No short shorts or short skirts. Shorts and skirts must not be shorter than four (4) inches above the knee. No bike shorts or spandex. ● No strapless, spaghetti strap, crop tops, or see-through shirts. ● No torn, ripped, or frayed denim.
The Priory Footwear (K-12)
<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. ● Shoe heel height must be 1-inch or less. ● No slippers or slipper-like footwear, tevas, or flojos. ● No Birkenstocks or Birkenstock-like footwear, including athletic sandals.

The Priory: Mu'umu'u

In celebration of St. Andrew's Schools' Hawaiian heritage, mu'umu'u may be worn on Fridays and on May Day. Not permitted at any grade level are short flowery dresses, jumpsuits, rompers, or aloha shirts, and styles that expose cleavage. Shoulder straps must be one inch in diameter or greater.

Grades 6-12

Mu'umu'u may be tea length (below the knee) or ankle length.

- Shoe heel height must be 1-inch or less
- No slippers or slipper-like footwear, tevas, flojos, or Samoan slippers.
- No Birkenstocks or Birkenstock-like footwear, including athletic sandals.
- Athletic shoes may not be worn with mu'umu'u.

- Socks are optional.

Options for Cool Weather

- Lightweight sweater

● Heavy sweaters, sweatshirts, or jackets should not be worn with mu'umu'u. If inclement weather or air-conditioned classrooms prevent the choice of a mu'umu'u, the standard or Chapel uniform should be worn.

Senior Modification (Mod)

Senior Modification (Mod) is a privilege granted to the Senior Class and is specified non-uniform attire that distinguishes them as mature and responsible adults preparing to enter the business and college world. The guidelines for Senior Mod are given in writing to the senior students in the summer. Seniors may choose to wear the school uniform in lieu of Senior Mod. All students are required to wear the Standard St. Andrew's Schools Uniform on chapel days and other designated days. Uniforms or Senior Mod must be worn when attending classes at UH or HPU. Senior Mod is worn to Senior Internship. Abuse or violation of the Senior Mod Dress Code will result in consequences.

The administrative staff establishes the guidelines for Senior Mod. Exclusion of particular attire from the Senior Mod policy does not indicate that the attire is permissible. Common sense and good conscience should be utilized as guidelines.

Blouses - Solid White, Black, Gray, Red, Tan, and Navy Blue tailored blouses or blouses with sleeves are allowed. **No bare skin** should be visible at the waist. **ONLY** appropriate undergarments, according to the Parent-Student Handbook, are to be worn under the blouse.

Dress Skirts and Pants/ Slacks - Solid Black, Gray, Red, Tan or Navy Blue. Bottoms must be of appropriate length, style, and material. Appropriate undergarments should be worn under skirts and pants. Skirts may be no shorter than 3" above the knee when kneeling.

Blazers and Cardigans - Solid Black, Gray, Red, Tan or Navy Blue.

Business Style Dresses - Solid Black, Gray, Red, Tan or Navy Blue. Dress length may be no shorter than 3" above the knee when kneeling.

Shoes - Covered dress shoes with heels no higher than 2", wedges no higher than 3" or flats in either solid black or tan; laces are NOT permitted.

Accessories - Belts must be solid black, gray, red, tan or navy blue. Make-up and jewelry are to be worn in accordance with the Parent-Student Handbook.

If there is a Senior Mod violation, the class officers, advisor, or Upper School Principal will enforce the following consequences.

1st time Senior Mod has been violated - the student loses Senior Mod for a month.

2nd time Senior Mod has been violated - the student loses all senior privileges for 1 month.

3rd time Senior Mod has been violated - the student loses Senior Mod for the remainder of the year.

*** = Upper School Principal and senior class advisor reserve the right to change this policy at any time.

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/standrewhawaii>

Orders may be shipped directly to your home or picked up at school during the designated dates.

Expectations of Behavior

Your development as a whole person is a significant responsibility facilitated by The Priory. The teachers, administrators, counselors, and staff work constantly to help you develop the habits and attitudes to become a positive, deliberate, and contributing member of The Priory community and the world beyond. All of the policies and procedures of The Priory are an expression of the school's guiding principle to help you develop sound and honorable character.

Human Rights

At the broadest level, there are certain Human Rights which have been developed and articulated in the world to ensure that the welfare of all people is our collective focus. These rights are shaped to guarantee that people treat each other with respect and dignity at all times.

You will see these rights expressed in documents like the *UN Declaration of Human Rights* as well as the *Bill of Rights*.

At The Priory, our expression of fundamental Human Rights looks like this: All members of The Priory community:

- will view The Priory as a safe place in which to work;
- are empowered to have their views heard and respected;
- are prepared for full participation in a multi-racial, equal society;

- can participate in an educational environment which provides fair and full opportunity for the development of critical thinking about social issues.

It is the policy of The Priory that every person has the right to equal treatment without discrimination. The Priory respects and values the diversity and similarities within its community and fosters an educational environment free from prejudicial or discriminatory behavior.

The Priory will ensure that its practices and policies do not discriminate against individuals, or groups of individuals, on any grounds prohibited by the Code.

Character and Living Out Our Values

We recognize our founder, Queen Emma's attributes, and appreciate the Episcopal and Hawaiian values that molded her into the great Queen who we continue to honor, respect, and love. We reaffirm the identity of St. Andrew's Schools as the Queen's School. As such, we thoughtfully cultivate the qualities in each of our students that align with the values embodied by Queen Emma through our Mindfulness program. The values our students will be reconnecting with and living out through thoughtful and intentional activities, dialogue, and events are:

Grade 6

Aloha: Show affection and compassion for each other

Grade 7

Pono: Promote goodness and be upright in our actions

Grade 8

Imi na 'auao: Foster joyful learning together

Grade 9

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

Grade 10

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

Grade 11

Lokomaika'i: Be gracious and kind in our actions

Grade 12

Kūlia I ka nu'u: Strive for the highest -- the culmination and school motto

Code of Conduct

Beyond the fundamental Human Rights that guide everyone's behavior at The Priory, The Priory has a Code of Conduct, which outlines the broad guidelines for your actions. This is the primary document against which all behaviors are judged, and it is important for you to understand what is contained in it.

St. Andrew's Priory School is deeply committed to developing students who live with

integrity and have an abiding respect for others. This dedication to developing sound character motivates the school to pay close attention to student behavior as guided by the expectations outlined in this Code of Conduct. Each section of the Code of Conduct outlines particular aspects of those expectations.

Respect for People and Property

One of the strengths of The Priory is the respectful and positive atmosphere that exists in the school community. One of the main reasons that The Priory is a vibrant and supportive community is that there is a commitment from students, teachers and parents to approach each other in a respectful manner.

Respect for the School

The faculty, staff, and administration of The Priory are charged with the duty of creating a positive and safe learning environment. To fulfill that duty, teachers and administrators must ensure that students do not engage in behaviors that will have a detrimental effect on school life. All students are expected to follow the rules of the school, respond to direction from teachers and administrators, and approach their interactions in a courteous and considerate manner.

Language

Every member of The Priory community has a responsibility to use appropriate language. This responsibility is an extension of the fundamental obligation to treat all persons with respect and dignity. Everyone must refrain from using offensive or inappropriate language that is profane or derogatory to any person or group based on ethnicity, religion, gender, race, or sexual orientation.

Violence

All students at The Priory are expected to manage their behavior so that no one else comes to physical harm as a result of their actions. This includes deliberate acts of physical force intended to hurt or intimidate another person, acts of carelessness that could result in physical harm, and any threat of violence. Students must also ensure that they never bring a weapon or a replica of a weapon to school.

Harassment

Harassment occurs when an individual or group engages in behavior that is hurtful or offensive to another person. Harassment could involve gestures, comments, jokes, stories or related actions. The most common forms of harassment in a school setting are verbal and written comments that occur in person or over a form of electronic communication such as a cell phone or the Internet. The Priory regulates this kind of behavior actively to ensure that St. Andrew's Priory School is an environment where everyone feels welcome.

In certain circumstances, a harassing behavior that occurs outside of school may have a detrimental effect on the learning environment of the school. In those cases, The Priory will assess the circumstances and may, at the discretion of the Upper School Principal, investigate the incident. This would include the investigation of incidents involving harassing content sent electronically, regardless of where and when those messages were created.

Bullying

Recurring and deliberate acts of harassment are sometimes classified as bullying. Bullying is defined as “a form of repeated, persistent, and aggressive behavior directed at an individual or individuals that is intended to cause (or should be known to cause) fear and distress and/or harm to another person’s body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is a real or perceived power imbalance.” Online harassment using social media is also a form of bullying. This kind of behavior is forbidden at The Priory.

Studies show that it is of utmost importance to prevent bullying by implementing a social and emotional learning program in school. Such programs allow students to grow in self-awareness, self-regulation, and empathy and to become more skilled at conflict resolution. The Priory is taking such preventive action against bullying through its advisory program, the practice of Mindfulness in the context of our values, Girls’ Circle, RULER, and the availability of staff to support the students.

If despite these preventive actions, a student must report bullying against self or another student, on campus or online, she should contact the teacher or administrator with whom she feels most comfortable, knowing that the situation will be promptly assessed to ensure safety for all parties involved. If a parent or adult needs to report bullying or harassment against a student, s/he should contact the Upper School Principal. If the school administration concludes that a student has engaged in a persistent pattern of targeted harassment, the administrators will respond accordingly with appropriate consequences.

Damage or Theft of Property

Students must ensure that they treat all personal and school property with respect. In any case where students are involved in causing some kind of damage to personal or school property, students are expected to come forward and resolve the situation by taking responsibility for their actions. If a student vandalizes school property or the personal property of another student, or if a student is involved in any kind of theft, the student will meet with the grade-level dean and/or the Upper School Principal who will review the situation and apply appropriate consequences.

Punctuality

In order to effectively participate fully in school life, it is essential that students are consistently on time for their activities. Lateness indicates a lack of regard for other people’s time and energy and creates disruptions in activities that undermine the effective functioning of the school. Consistent punctuality is a sign of the self-discipline a student requires to be successful in school and in life.

Academic Integrity

One of the primary academic expectations of St. Andrew’s Priory School is that students approach their work honestly and complete and submit work that is their own best effort. At times, students are tempted to use inappropriate resources or supports in an effort to improve their grades or avoid completing their work independently. These behaviors jeopardize the integrity of the learning process and limit students’ ability to develop proper learning skills. As always, students who are overwhelmed by the expectations of any given evaluation should

seek help from a teacher or a dean rather than resorting to academic dishonesty.

Cheating

Cheating is a form of academic dishonesty that students must avoid. It occurs when a student copies directly from another student's work or uses electronic communication over the Internet or a cell phone to collect answers. If a student copies material from another person and submits it to a teacher as if it is her own, even on daily homework assignments, there will be consequences for the student. In most cases, there will be a conversation with the Upper School Principal and the student will receive a mark of zero on the evaluation, but in serious cases, the student may face more severe consequences such as a day of reflection.

Plagiarism

Plagiarism occurs when a student takes information from a published source or another person and presents that material as her own work. If a student is completing an assignment in which research was a part of the process, and the student has not used proper citations to give credit to the source of the information, then the teacher will likely penalize the student for inappropriate citation. If an assignment is designed to be completed exclusively without research of any kind, and a student uses print or electronic materials to complete the work, the student may receive a mark of zero on the entire assignment. The student may also be given a day of reflection depending on the particular circumstances of the incident and whether or not this is a repeat offense.

Assistance

Receiving help from a friend, a parent or a tutor on a school assignment can be an important and productive part of the learning process, but this is also a way that students risk developing work that is not wholly their own. Any student who is receiving assistance from another party needs to ensure that they avoid having the other person's ideas, phrases or words in the work. Any student who uses a tutor is encouraged to arrange for the tutor to speak to the given teacher so that the additional support offered by the tutor can be coordinated with what is happening in the class.

Drugs, Alcohol, and Tobacco

The Priory is deeply committed to ensuring that all school events and The Priory itself are free from the influence of harmful substances such as alcohol, tobacco and illicit drugs. It is The Priory's belief that the presence of these products undermines the fabric of the school and promotes an atmosphere of harm and conflict.

In any case that a student is under the influence or in possession of illicit drugs, alcohol or tobacco while at school or a school event, the Upper School Principal will investigate and address the situation with the student. For alcohol and tobacco related offences, students typically face a disciplinary hearing. A discipline hearing is a meeting between the student, the parents, the Head of School, Director of Educational Programs, and the Upper School Principal. For drug-related offences, students will automatically face a disciplinary hearing and, if it is determined that they were involved in a drug related incident, appropriate consequences and support will be determined and administered by school administration.

Discipline Process

While the specific details of The Priory's approach to discipline vary between the middle school and the high school, all discipline issues at The Priory are dealt with on a case-by-case basis. Teachers, deans, and administrators correct student behavior on an ongoing basis to help students develop the skills and self-discipline necessary to be effective and contributing members of society. In cases when a student has broken the Code of Conduct, the appropriate grade level advisor and Upper School Principal will work with the student to help her develop an understanding of the issue so that the behavior can change in the future. As needed, the Upper School Principal may apply consequences ranging from corrective conversations and other consequences related to the severity of the incident. More serious incidents may result in days of reflection and dismissal for very serious offences.

In extreme cases when a student has failed to meet The Priory's expectations several times or has committed a major violation of some kind, the student's enrollment at the school may be called into question. In these cases, The Priory may convene a discipline hearing. A discipline hearing is a meeting between the student, the parents, the Head of School and the Upper School Principal. At the hearing, all relevant issues and information will be shared and discussed so that the process is fair and equitable for the student. If, at the end of the hearing process, The Priory concludes that a student's actions warrant dismissal, the student will be asked to withdraw from the school immediately. In these cases, The Priory will offer as much support as possible to assist the student in her transition to a new school setting.

Right to Search – Searching of Persons and Personal Possessions

For the safety of all students, the administration of St. Andrew's Schools reserves the right to search student lockers, persons, and personal possessions, and to seize items if there is reasonable cause to believe that the student is in possession of items injurious to herself or others, has violated any school rule(s), or has violated any local, state, or federal law(s). However, St. Andrew's Schools strives to ensure that any searches and/or seizures be justified at their inception, and reasonably related in scope to the circumstances which justified the interference.

Guidelines for School Dances

General Behavior

- All high school dances are open to Priory students in grades 9-12.
- All middle school dances are open to Priory students in grades 6-8.
- All dances are open to students attending ILH schools. Current school ID cards are required of all students for entry.
- Priory students may invite two guests from a non-ILH school under the following guidelines:
 - Guest passes must be obtained in advance from the Student Council Advisor and will be collected upon entry to the dance.
 - Guests must have proper identification to enter the dance.
 - The Priory student must enter and remain at the dance with her guests.
 - The Priory student is responsible for her guests' behavior during the
- dance.
- Students must be picked up at the gym no later than the stated end time of the dance.

Dance chaperones are required to remain at the dance until all students have left, so parents are asked to be on time for pick up.

- Students who attend the dances are to honor all restricted areas as posted or verbally outlined by the supervisor or chaperones.
- The Code of Conduct and all other behavior standards of St. Andrew's Priory School apply to those who attend school dances.
- Shoes that may damage the gym floor and large bags cannot be brought into an on-campus dance and must be left in the bag room (which will be supervised). The school assumes no liability for the articles.
- Students not complying with the posted dress code will be refused admittance to the dance.
- Any student who does not comply with the Code of Conduct, The Priory's behavior standards, and the Guidelines for School Dances will be denied entry to the dance and/or will be asked to leave the premises. Refunds will not be given.
- Note: All dances are chaperoned by Priory teachers and administrators.
- Additionally, at least one security officer is present for the duration of the
- dance. The Priory reserves the right to refuse admission to any school dance.

School Dances - Dress Code

Clothing not permitted for women:

- Backless tops, halters, or strapless shirts or blouses
- Tube tops or beachwear
- Skirts or shorts shorter than six inches above the knee
- Clothing that exposes the midriff or undergarments
- See-through clothing
- Clothing that the administrator in charge feels is inappropriate
- Narrow spiked heels (which can damage the gymnasium floor)

Clothing not permitted for men:

- Tank tops
- Beachwear
- Clothing that the administrator in charge feels is inappropriate

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 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.shtm>).

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 activities. 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 Phone, Smartphone, and iPad Use

Grades 6-8 are expected to leave their cellphones/smartphones in their lockers (turned "off" or "silenced") during the school-day. iPads are allowed for educational purposes (all RTUP guidelines apply).

Grades 9-12: iPads and smartphones are allowed for educational purposes (all RTUP guidelines apply). The cellphone feature must be turned "off" or be "silenced" during classes.

Grades 11 and 12 may use the cellphone feature during open study periods, breaks, and lunch as needed. iPads are allowed for educational purposes (all RTUP guidelines apply).

Students are expected to use these technologies responsibly--just as they are expected to use their laptops responsibly.

Parent Participation and Involvement

Supporting Your Daughter's Education

Your role as a parent

Your love, encouragement, and belief in your daughter's ability to learn can make a world of difference in her academic success. Our school will help your child achieve her 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 she gets the most out of this educational experience.

Support regular attendance

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

Take an active interest in your daughter's learning

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

Monitor your child's progress

Please monitor your daughter's courses and grades via Canvas and PowerSchool, and review your daughter's interim reports and report cards carefully. Discuss them with your child. If you have any questions, contact your daughter'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 daughter and her 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 (K-12)

Parent-teacher conferences are held in the middle of the first and third quarters. Parents or teachers may schedule additional conferences at any time during the year as needed. You may contact your daughter's teacher or grade level advisor to schedule a conference.

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 daughter's teachers and staying informed of events:

- E-Newsletter
- On-line calendar
- Parent Portal & Canvas
- Parent-Teacher Fellowship
- Teachers' voice mail and email
- Teachers' Canvas pages
- Online gradebooks via PowerSchool

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 The Priory 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.

When a student has a concern in a class, she is encouraged to talk with her teacher. If she feels the issue is not resolved, her parent may call or set up a meeting with her teacher. If both parent and student still feel the issue has not been resolved, then a call to the Upper School Principal as appropriate should be made and a conference may be scheduled.

Should a serious concern arise, we ask parents to get in touch with the appropriate adult as soon as possible. Sometimes this is the student's teacher, coach, advisor, counselor, or the Upper School Principal. Parents with a serious concern are discouraged from using email as the sole vehicle for expressing their concerns. A personal appointment may facilitate a more satisfying resolution to the situation at hand.

Appeals

Any student, parent, or legal guardian who has questions or concerns regarding any

disciplinary action taken by The Priory should discuss the matter with the teacher or the Upper School 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

Lion's Den (Grades 6-8)

Lion's Den, the middle school after school care program, is available to students in grades 6-8 from 3:15 PM to 5:30 PM daily when school is in session. Please refer to the After School Program Handbook on the school's website for further information: <https://www.standrewsschools.org/17-18/>

After School Enrichment Classes (Grades 6-8)

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 Lion's Den tuition or may be enrolled in independently from Lion's Den. 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 Admissions 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 tuition 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 Schools to offer educational opportunities to as many mission appropriate children 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 by 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. 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 2017-2018, read the information at <http://www.standrewsschools.org/admissions/tuition-financial-aid> , 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 Parents' Financial Statement (PFS). You only have to complete one PFS even if you have several children attending The Priory 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 Federal Income Tax Return (IRS 1040), including all completed schedules
- Copy of 2016 Wage and Tax Statement/s (W-2) and/or 1099 Earning Statements.
- Signed IRS 4506-T form to allow The Priory to request a transcript of your submitted tax returns.
- Benefit statements, if applicable, from: Social Security Administration, public assistance agencies, State Unemployment Compensation Office, state or private disability insurance agencies.
- Current property assessment information 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

Call 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).

Locally, call Sue Ann Wargo in the Admission Office, at 808 532-2418, 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.

Student Fundraising

A student fundraising policy is in place to ensure requests to parents, alumnae, and other supporters of the school are appropriate.

- All requests for fundraising activities must be cleared through the Upper School Principal and the Director of Institutional Advancement six weeks prior to the start of the fundraiser.
- Grade levels, Student Council, clubs, and performing groups may undertake limited fundraising with prior approval from the Upper School Principal and the Director of Institutional Advancement.
- Solicitation of students, parents, faculty, and staff for the benefit of individuals, causes, or organizations other than St. Andrew's Priory School is prohibited.

Facilities Rentals

Evening and weekend rental of classrooms is available for a fee to service groups and groups within the community for workshops, seminars, meetings, or classroom instruction. Ylang Ylang Courtyard is also available for small parties and fundraisers. For more information, please call 532-2400.

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. St. Andrew's Schools 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 Priory, which is open only to female 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.

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