

# THE PREP

GRADES K-6  
PARENT-STUDENT HANDBOOK  
2018-19



ST. ANDREW'S SCHOOLS

THE PRIORY ♦ THE PREP ♦ THE PRESCHOOL

*Strive for the Highest!*



## **Statement of Accreditation**

St. Andrew's Schools has been accredited by the Hawaii Association of Independent Schools and Western Association of Schools and Colleges Accrediting Commission for Schools and is licensed to operate as a private school by the Hawaii Council of Private Schools.



Welcome to the 2018-2019 school year at St. Andrew's Schools.

We are looking forward to another year of joyful learning, inquiry and discovery. Our unique educational program is personalized and intentionally develops a child's curiosity, interests, academic skills, character, and confidence.

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.

At St. Andrew's we create the learning conditions for a child to be successful in school and in life. Building on our strong academic and college preparatory curriculum we are equally purposeful in our cultivation of a child's emotional intelligence and resilience.

Now in our third year of implementing Yale University's approach to Social Emotional Learning (The Ruler Program) we are pleased with the progress our students are making in understanding their own emotions and the emotions of others. This learning is woven into the daily academic curriculum as the key to success is continued practice – as managing emotions can be quite challenging!

The faculty at St. Andrew's love to encourage questions, deep inquiry and exploration as they know that our graduates will need to stay curious about the world around them if they are to remain learners for life. In our fast-paced constantly changing world, it is critical that our students stay interested in learning as that will be the key to adapting to our changing workforce demands.

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.

During this coming year, we look forward to continuing to build an extraordinary place of learning. Thank you for your partnership in creating the conditions for our students to flourish and reach their full promise.



With my aloha and best wishes,

A handwritten signature in black ink that reads "Ruth R. Fletcher". The signature is written in a cursive, flowing style.

Ruth R. Fletcher, Ph.D.  
President and Head of School

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## **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.

## **Mission**

St. Andrew's Schools actively engage and educate students in a culture of care, love, and service. Every child is known, challenged, understood, and empowered to strive for the highest. Honoring our founder, Queen Emma Kaleleonālanī, and grounded firmly in our Hawaiian heritage and spiritual values, St. Andrew's fosters broad-minded awareness in every arena with a personalized curriculum that encourages children to discover their most expansive and courageous selves.



## **Our Core Values**

Our Hawaiian and Episcopal heritage is fundamental to our mission and vision. We celebrate and honor Queen Emma's life of love, hope, faith, and service and follow her example to Kūlia i ka Nu'u or Strive for The Highest in all that we do.

### **Pono**

We promote goodness, integrity and a shared sense of responsibility for creating a more equitable and just world.

### **Ho'omanawanui and Lokomaika'i**

We strive to be a compassionate, kind, and loving community that respects the worth and dignity of every individual.

### **'Imi Na'auao**

We believe in the transformative power of an education that inspires each child to reach their promise and engage in purposeful work.

### **Aloha**

We foster meaningful relationships that allow members of our school community to experience and embrace the interconnectedness and diversity of our world.

We encourage loving, kindness, compassion, independent thinking, inclusivity, diverse perspectives, collaboration and individuality.

### **Mālama**

We nurture the intellectual, emotional, physical and spiritual well-being of every member of our community.

## **Aims of a St. Andrew's Schools Education**

Our students will live a life full of integrity and service, drawing upon our foundational Hawaiian and Episcopal heritage.

Our students will have confident, strong voices and radiate thoughtfulness as they grow in their talents, pursue their interests, and contribute positively to the world.

Our students will lead with compassion, serve with empathy, advocate for self and others, and use their talents to make the world more humane and just.

Our students will successfully navigate change while continuing to learn, grow and thrive.

Our students will be healthy physically, spiritually and emotionally, secure in the wisdom that wellness is essential to being at their personal best.

Our students will have a global perspective, an appreciation of diversity, an understanding of our interconnectedness, and an ability to work individually and collaboratively within the global community.

## Educational Philosophy

Our values, beliefs, and traditions are deeply rooted and influenced by our Episcopal and Hawaiian heritage.

We are dedicated to respecting the worth and dignity of each child and committed to honoring the unique talents and capacities that each child brings into the world.

We do this through a loving culture of care and challenge – calling each child to accomplish their personal best (our school motto is Kulia I Ka Nu’u or Strive for The Highest) and build a life of genuine meaning, purpose and service – to achieve justice and peace in the world.

We believe that all children can learn and that they need a teacher who

- loves, cares and believes in them,
- sets high expectations, and
- crafts the curriculum and instruction so students can be successful in their learning.

To accomplish this,

- We provide a coed, play-based learning environment, designed to meet the physical, intellectual, social, spiritual, and emotional needs of girls and boys of preschool age.
- We provide an engaging and challenging learning environment that is designed to meet the physical, intellectual, social, spiritual and emotional needs of girls and boys within a K-12 single-gender setting.
- We foster well-being in mind, body, and spirit to ensure a child’s healthy growth and development.
- We create personalized learning experiences, so students can uncover their individual talents and passions and have agency (voice and choice) in their school work. They learn how to set goals, honestly assess their progress, and be both inspired and motivated to persevere to completion.
- We cultivate a culture of thinking, learning, and doing that provides opportunities for deep inquiry, exploration, discovery, creation, and reflection that leads to attaining both knowledge and wisdom.
- We teach and model integrity, empathy, compassion, and loving-kindness.
- We empower students to lead with courage and conviction by creating opportunities to collaborate, create, and communicate as a member of the local, national, and global community.

## About St. Andrew's Schools

For the past 151 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, understood and celebrated for their unique talents. Since the founding of 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 (now The Priory) in 1867, making it the oldest all-girls school on O'ahu. The Priory continues to develop confident and creative thinkers and compassionate leaders through an innovative and personalized educational program for girls, grades K through 12.

Our boys school, The Prep, opened in the fall of 2014 and offers single-gender classes designed specifically for boys in grades K through 6. The Prep, located at Queen Emma Square, actively engages young boys in a learning environment that builds upon their strengths and interests.

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

## Queen Emma Kaleleonālani Na'ea Rooke

Born on January 2, 1836 in Honolulu, Queen Emma Kaleleonālani Na'ea Rooke's birth 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 (hānaied) 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 to open the hospital.

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 causes that we will never know for certain, given the lack of medical information. 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 her mission even more, and she actively raised funds with Queen Victoria of England to complete the establishment of The Cathedral of St. Andrew, and in 1867, recognizing the need for a quality education for Hawaiian 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 young 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 151 years ago, St. Andrew's Schools has grown to include The Priory Lower School 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.

## Spiritual Life

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

The Prep holds weekly chapel service in Monteiro Chapel. This allows for developmentally appropriate activities, leadership opportunities, and the space for students to explore themes relevant to their own experience. The larger St. Andrew’s Schools community gathers for all-school chapel to celebrate holidays and special occasions together in the historic Cathedral of St. Andrew. Chapel services are led by our school’s full-time chaplain, the Rev. Annalise Pasalo. On special occasions, we are joined by The Rt. Rev. Robert Fitzpatrick, Bishop of the Episcopal Diocese of Hawai’i, and other local clergy.

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

### **Eō Ke Kuini**

#### ***Leinā’ala Heine and Snowbird Bento***

Eō ke kuini ‘Emalani  
 Eō kou inoa lā ē  
 He alii wahine o Hawai’i  
 Ke alii kākou i kō aloha ē  
 No nā pua o Hawai’i nei  
 Eō mai ē  
 ‘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 alii  
 E hali’ana mai  
 Nā mamo o Hawai’i  
 Kō aloha laha’ole no nā kamalii  
 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**

#### ***Queen Lili’uokalani***

‘O kou aloha nō  
 Aia i ka lani  
 A ‘o kou ‘oia’i’o  
 He hemolele ho’i  
 ‘Āmene

## 2018 - 2019 Calendar Overview

Monday, June 4- Friday, August 10, 2018	Summer Adventure Camp	4 yrs old-Gr. 8 students only
Monday, June 11, 2018	King Kamehameha Day	Holiday-School closed
Tuesday, June 12-Friday, July 20, 2018	K-12 Summer School	K-12 students
Wednesday, July 4, 2018	Independence Day	Holiday-School closed
Saturday, July 21, 2018	K-12 New Family Orientation	
Wednesday, August 15 - Wednesday, August 22, 2018	Preschool-12 Teacher Professional Days	Faculty and staff only
Friday, August 17, 2018	Admissions Day	Holiday-School closed
Thursday, August 23, 2018	K-12 First Day of School	
Friday, August 24, 2018	K-12 'Ohana BBQ	
Saturday, August 25, 2018	QEP Parent Orientation Meeting	
Monday, September 3, 2018	Labor Day	Holiday-School closed
Wednesday, September 12, 2018	K-5 Back to School Night	
Thursday, September 13, 2018	Upper School Back to School Night	
Friday, October 5, 2018	K-12 Fall Parent Teacher Conferences	K-12 faculty and staff only
Monday, October 8, 2018	Discoverers Day	Holiday-School closed
Tuesday, October 9, 2018	Preschool-12 Teacher Professional Day	Faculty and staff only
Saturday, October 27, 2018	QEP Fall Family Festival	
Monday, November 12, 2018	Veterans Day (Observed)	Holiday-School closed
Wednesday, November 21 - Friday, November 23, 2018	Thanksgiving Holiday	Holiday-School closed
Thursday, November 29, 2018	Home for the Holidays	
Friday, December 21, 2018	Preschool-12 Teacher Professional Day	Faculty and staff only
Friday, December 21, 2018 - Friday, January 4, 2019	<b>Christmas Break</b>	
Monday, December 24, 2018 - Tuesday, January 2, 2019	Christmas Holiday	Holiday-Offices closed
Tuesday, December 25, 2018	Christmas Day	Holiday-School closed
Wednesday, December 26-Friday, December 28, 2018	Winter Adventure Camp	4 yrs old-Gr. 5 students only
Tuesday, January 1, 2019	New Year's Day	Holiday-School closed
Wednesday January 2- Friday, January 4, 2019	Winter Adventure Camp	4 yrs old-Gr. 5 students only
Friday, January 4, 2019	QEP Teacher Professional Day	
Monday, January 7, 2019	Preschool-12 Classes Resume	Preschool-12 students return
Monday, January 21, 2019	Martin Luther King, Jr. Day	Holiday-School closed
Friday, February 15, 2019	K-12 Spring Parent Teacher Conferences	K-12 faculty and staff only
Monday, February 18, 2019	Presidents' Day	Holiday-School closed
Monday, March 11 - Tuesday, March 12, 2019	March Exams	Exams for Gr. 8-12 only
Monday, March 18 - Monday, April 1, 2019	<b>Preschool-12 Spring Break</b>	
Monday, March 18 - Friday, March 29, 2019	Spring Adventure Camp	4 yrs old-Gr. 5 students only; No camp on March 26, 2019
Tuesday, March 26, 2019	Prince Kuhio Day	Holiday-School closed
Monday, April 1, 2019	Preschool-12 Teacher Professional Day	Faculty and staff only
Tuesday, April 2, 2019	Classes Resume	Preschool-12 students return
Friday, April 19, 2019	Good Friday	Holiday-School closed
Friday, May 3, 2019	K-12 May Day	
Thursday, May 16, 2019	Ascension Day Celebration	Gr. 9-12 early dismissal
Friday, May 17, 2019	K-12 Head of School Holiday	K-12 Holiday-School closed
Monday, May 27, 2019	Memorial Day	Holiday-School closed
Tuesday, June 4, 2019	Seniors Last Day of School	
Wednesday, June 5, 2019	K-11 Last Day of School	
Thursday, June 6, 2019	<b>K-12 Summer Break Begins</b>	
Thursday, June 6 -Friday, June 7, 2019	K-12 Teacher Work Days	K-12 faculty and staff only
Sunday, June 9, 2019	Commencement	
Tuesday, June 11, 2019	King Kamehameha Day	Holiday-School closed
Wednesday, June 12, 2019	Summer Adventure Begins	4 yrs old-Gr. 8 students only
Monday, June 17, 2019	Summer School Begins	K-12 students

## General Policies and Procedures

### School Hours

#### Kindergarten & Grade 1

7:45 AM – 2:45 PM

#### Grades 2 – 6

7:45 AM – 3:00 PM

First bell - 7:40 AM

Tardy Bell - 7:45 AM

### 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 children are prepared to make an immediate exit from the car should use the “Fast Lane” (the lane closer to the park). Students must exit only at the crosswalk and only from the right side of the vehicle. The students should use the crosswalk to enter the school grounds.
- Parents who need to exit the car to assist their children, or parents whose children need a little more time to gather their belongings, should use the “slow lane” closer to the school buildings. Students should exit from the left side of the car whenever possible.

If you wish to walk your child 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 west of St. Andrew’s, on South Kukui Street, between Queen Emma Street and Bishop Street.

### Early Arrival

For parents who must drop off their K-6 student before 7:00 AM, a staff supervisor is on duty from 6:30 AM to 7:00 AM at no charge. You must, however, walk your child to the playground and check him in with the supervisor. Please park in

the visitor stalls marked in red in front of the gym, Lot D. Regular playground supervision begins at 7:00 AM. Students generally are not permitted in classrooms until the first bell at 7:40 AM.

## Dismissal Procedures

Teachers escort students in grades K-6 to the gym area or the area in front of the driveway between Kennedy Hall and the gym. Parents should not enter the campus to meet their children. Students not picked up within 15 minutes of dismissal are placed in the After School Care Program at the parent's expense. If you anticipate being late in picking up your child on any day, please call the Attendance/Health Office (532-2403) so that they may inform the teacher and Lower School Office.

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

## Off-Campus Day Trips

Field trips, nature treks, or learning trips are an essential element of The Prep's academic program. St. Andrew's Schools' downtown location offers many opportunities for walking excursions that extend and enrich the students' learning. For students in grades K-6, details of each trip are communicated to parents prior to the event.

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

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

## Leaving School Prior to Regular Dismissal

If it is necessary for a student to leave school prior to dismissal, he must bring a note from home, signed by the parent/guardian, indicating the time, date, and reason for the early dismissal. Students in grades K-6 may turn the note in at the Attendance/Health Office or give the note to their classroom teacher. The parent/guardian may also call or email the Attendance/Health Office at 532-2403 or [dsherman@standrewsschools.org](mailto:dsherman@standrewsschools.org). An Early Dismissal Notice will be issued to give to the teacher.

When picking up a student, the parent/guardian should go to the Attendance/Health Office. Parents of students in grades K-6 may meet their child in the Attendance/Health Office or, in some cases, may be directed to the student's classroom. The teacher will dismiss the student upon receipt of the Early Dismissal Notice.

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

## Adults Authorized to Pick Up Students

Parents or guardians must designate authorized adults to pick up their child 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.

## School Registration Purpose, Requirements, and Procedures

Prior to the start of each school year, St. Andrew's Schools requires parents to complete the Annual Student Registration and we ask that parents update their demographics throughout the year when information changes. PowerSchool registration is available at any time in PowerSchool for you to update your information when it changes.

The Annual Student Registration captures your essential information; we use this information to:

- Send alerts to you in the case of a medical, weather, fire, or campus emergency;
- Send you your child's report cards;
- Track your child's allergies, medical conditions, and medications;
- Authorize additional adults to pick up your child from school;
- Have teacher/parent discussions;
- Relay timely information on school field trips and events;
- Inform you of Parent Teacher Fellowship (PTF) activities; and
- Send re-enrollment and school contract information.

### Registration Process

1. Please assemble the following information you need to complete the registration:

<b>Student</b>	<b>Parents or Legal Guardian</b>	<b>Emergency Contact and Medical Information</b>	<b>Grades K-5 pickup</b>
Home phone Home address Mailing address	Employer name Job title Daytime phone	First and last names and phone numbers for two emergency contacts Medical doctor's name and phone number	First and last name for up to five people

	Mobile phone Home phone Email	Health insurance provider name and policy number Known allergies, medical conditions, and medications	
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2. Login to PowerSchool by typing this URL into your internet browser using the username and password you received in the mail: [powerschool.standrewsschools.org](http://powerschool.standrewsschools.org)
3. Click on the PowerSchool Registration icon in the lower part of the sidebar 
4. Follow the prompts to complete the form and hit submit when you have completed registration.

## Absences and Tardies

### Student Absence Notification

Student absences are monitored closely to ensure the safety and security of the student and to support his learning environment. When a student is absent, the parent or guardian should call the Attendance/Health Office (808) 532-2403 or e-mail [attendance@standrewsschools.org](mailto:attendance@standrewsschools.org) by 8:00 AM. If a message from the parent or guardian is not received by 8:00 AM or if the message is unclear, the school will call the student’s home to determine the cause of the absence. If a parent does not notify the office on the morning of the absence and the school is unable to reach the parent, the emergency contacts designated by the parent will be notified.

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

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

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

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

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

### Homework Requests in the Event of an Absence

In the case of an absence, makeup work will be provided and graded at the discretion of the teacher. Please remember that at the K-6 level, much of the learning is not only in the content, but also in the social, emotional, and developmental experiences provided. In the event of an absence, the student may be able to complete skill work but is not able to benefit from the full Prep experience.

If a student's absence is in excess of three days, the parent may call the Attendance/Health Office (532-2403) before 8:30 AM to request homework assignments. These assignments may be picked up at the Attendance/Health Office between 3:00 and 3:30 PM, or at the After School Care Sign-Out Table between 3:30 and 5:00 PM. Since the time required for the teachers to fill homework requests is significant, we ask that parents not request homework for an excused absence of less than three days.

### Frequent Absences and Tardiness

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

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

### Lost and Found

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

At the end of each month, usable unclaimed items are donated to charity; all others are discarded.

## Parking

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

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

### **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.

## **Campus Safety, Security and Emergencies**

### **Safety: Everyone's Responsibility**

Faculty and staff are instructed to politely question anyone seen on campus who is not wearing a visitor pass. Please do not be offended if you are asked your name and your reason for visiting the campus, or if you are reminded to obtain a visitor's pass. If you have forgotten to get a visitor's pass, someone will walk with you to the Attendance/Health Office to obtain proper identification. Please direct any security related concerns or questions to the Director of Security, Aaron Paxton, at (808) 343-3197 or apaxton@standrewsschools.org.

### **Visiting Campus**

#### **Before and After School**

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

#### **During School Hours**

St. Andrews's Schools welcomes parents, family members and visitors on campus to support their child's education. In order to maintain a secure campus while remaining open to visitors, we ask for your understanding and cooperation in the following:

- During school hours (7:45 AM to 3:00 PM), parents are asked to visit the campus only for pre-arranged appointments with teachers or administrators, or to attend a special classroom or school-wide event;
- Parents and visitors must report first to the Attendance/Health Office to obtain a visitor's pass to be worn while on campus; and
- If parents need to drop off items for their child, they may leave them at the Health Office.
- Parents wishing to join their children for lunch will have an opportunity to do so each quarter at our "Lunch With Your Son Day."

## School Closing Due to Emergencies

In the event of a state or county-wide emergency, St. Andrew's Schools will follow the Hawai'i Department of Education announcements to close Honolulu public schools. Conditions may vary greatly around O'ahu, and we urge parents to consider their family's safety when deciding whether to send their child to school.

In the event of a tsunami warning, St. Andrew's will follow its emergency protocols. Parents are asked not to come 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.

Emergency alerts are sent primarily via email, text, or phone from the SwiftK12 alert system. St. Andrew's Schools will notify public radio stations of school closures as time and resources permit.

## Accessing and Providing Important Student Information

### Emergency and Drill Alerts Through SwiftK12

When St. Andrew's Schools conducts a lockdown or fire drills, parents and students may be notified prior to the drill. During the drill, we may also use our alert system, SwiftK12. The St. Andrew's community will receive a text, phone, and/or email alert when the drill occurs. In case of an actual emergency, St. Andrew's Schools will send out alerts through SwiftK12. You can ensure that you receive timely notifications by reviewing and updating your contact information through the Annual Student Registration process each year and when your contact information changes. If you are in need of assistance, please contact the Technology Department at [technology@standrewsschools.org](mailto:technology@standrewsschools.org) or (808) 524-3234.

### Keep Up to Date Through Canvas and PowerSchool

PowerSchool is our Student Information System. PowerSchool is used to manage student demographics, attendance, and grades. In the Upper School parents may also access PowerSchool to see their daughter's grades and attendance records. Annually, parents must update the Annual Student Registration in PowerSchool. Throughout the year, any demographic updates may be done in the PowerSchool Registration section of PowerSchool. St. Andrew's creates login accounts for each parent and upper school student for this system. PowerSchool is available at [powerschool.standrewsschools.org](http://powerschool.standrewsschools.org). If you are in need of assistance, please contact the Technology Department at [technology@standrewsschools.org](mailto:technology@standrewsschools.org) or 524.3234.

Canvas is our Learning Management System where class websites and the division portals are located. On Canvas, you can access everything from the class syllabi, to school announcements, calendars, and events. St. Andrew's creates login accounts for each parent and upper school student for this system. PowerSchool and Canvas are configured to use the same login information. Canvas is available at [canvas.standrewsschools.org](http://canvas.standrewsschools.org). If you are in need of assistance, please contact the Technology Department at [technology@standrewsschools.org](mailto:technology@standrewsschools.org) or (808) 524-3234.

### Registering Students for Ancillary Programs (ASAP)

Registration for our Ancillary Programs, which includes our After School Program and enrichment classes, Adventure Camps, and Summer Programs, is available online at [standrewsschools.org/register](http://standrewsschools.org/register). Each family must make their own account for this system. If you are in need of assistance, please contact Ancillary Programs at [programs@standrewsschools.org](mailto:programs@standrewsschools.org) or 532-2464. Please refer to the Ancillary Programs section of the Parent-Student Handbook for more information.

### Re-enrolling My Child (SchoolAdmin)

St. Andrew's Schools uses an electronic enrollment process and issues re-enrollment contracts each spring through SchoolAdmin, our Admissions database. Parents receive an email with a link to re-enroll their child(ren) for the upcoming school year and may pay their non-refundable re-enrollment deposit through this system. Each parent has a username and password to access SchoolAdmin and their child's re-enrollment contract. If a parent forgets their login information, they may contact the Admissions Office at (808) 536-6102 or [admissions@standrewsschools.org](mailto:admissions@standrewsschools.org).

## Health and Wellness

### Health Requirements

St. Andrew's Schools Health Policy and Hawaii School Attendance Law mandate that all students meet certain health requirements before they may attend St. Andrew's Schools.

The St. Andrew's Schools Health Form-14 must be completed annually and is due to the school Health/Attendance Office one week prior to the first day of school.

Every K-5 student must complete the following:

- An up-to-date, annual physical examination
- All age-appropriate immunizations

K-5 Students new to St. Andrew's Schools must complete the following in addition to the requirements above:

- Tuberculosis Clearance: No new student may attend school without a TB Clearance – a clear X-ray or tuberculin (TB) test. 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.
  - The Health Form-14 and TB clearance MUST be signed by an American licensed medical provider (MD, DO, APRN, PA). A student without up-to-date (negative) TB test results may not attend school.
- 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). If the 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.
- Students with confirmed anaphylaxis may carry epidemic-pens. Students who carry epi-pens must be assessed by the school nurse and have an action plan on file.

## 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 child from school if they arrive with any suspected illness, or if they become ill during the school day. Teachers will excuse students who become ill to go to the Attendance/Health Office.

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

## Communicable Illness

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

## Accidents

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

## Health Related Exclusion from School

St. Andrew's Schools' responsibility to provide a healthy environment for all of its students may require the exclusion of a student from attending school if her health would put her or others in danger. The school nurse, family physician, and appropriate administrator will confer to determine the terms for exclusion. Accordingly, the school will take appropriate precautions to ensure that any health and safety concerns arising out of a student's illness are managed in accordance with current medical knowledge and procedures, in compliance with all federal, state, and local laws and regulations.

## K-6 Health and Wellness Philosophy

St. Andrew's Schools embraces a holistic approach to health and wellness that promotes the physical, intellectual, and social emotional well-being of our students. We recognize that when students are healthy in mind, body, and spirit, they are happy, ready to learn, and thrive in an engaging, inspirational, and challenging learning environment. Our educational activities reconnect our students to the land, health, themselves, and each other. They learn the values of aloha, mālama, and stewardship as we bridge classroom curriculum and nature-based education with taking care of our minds, bodies, and spirits.

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

### **Health and Wellness in Mind**

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

### **Health and Wellness in Body**

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

### **Physical Activity**

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

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

### **School-wide Nutrition**

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

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

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

### **Sustainable food practices**

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

### **Family Involvement**

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

### **Health and Wellness in Spirit**

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

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

### **Nutritional Guidelines**

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

Highly processed foods with several food additives and artificial colorings are discouraged, as are foods high in high-fructose corn syrup and sugar. Sugar should not be the first ingredient listed for a cereal or snack. Morning snacks should include natural healthy foods high in fiber such as fruits, grains, healthy chips (e.g. kale chips), and vegetables, not sugary cookies or candy.

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

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

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

## St. Andrew's Schools Food Services

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

### Location and Cafeteria Hours

Ylang Ylang Courtyard.

**Breakfast:** 6:45-7:45 AM - Parents are invited to join their child(ren) for breakfast on campus so long as they depart before the start of the regular school day.

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

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

Middle School: 10:55-11:25 AM

High School: 11:30-11:55 AM

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

### Lunch Ticket Program

St. Andrew's Schools offers a convenient ticket program for students who wish to purchase their meals at the cafeteria. Students may purchase ANY amount of tickets at a time throughout the school year. Each ticket may be used to purchase a lunch OR a breakfast. Each lunch or breakfast includes a drink.

Cost of a lunch ticket:

Gr. K-2: \$4.50

Gr. 3-12: \$5.25

If a student purchases her/his school meal using cash, the cost of the lunch is .25 more. Tickets are NOT valid after May 2019, and no refunds or exchanges are permitted.

Services provided by Coffee Expressions. Please contact Craig K. Terada ((808) 542-7602 or [ckterada@hawaii.rr.com](mailto:ckterada@hawaii.rr.com)) on questions regarding our cafeteria and food services.

Craig K. Terada  
dba Coffee Expressions  
224 Queen Emma Square  
Honolulu, HI 96813

## Academic Guidelines and Procedures

St. Andrew's Schools sets high academic standards from the first day of kindergarten, while providing a learning experience that focuses on the whole child. With caring, nurturing relationships as our cornerstone, students thrive in a safe environment that promotes the intellectual curiosity, social, emotional, physical and moral growth of each child. Through the guidance of our excellent faculty, our students are continually encouraged to "Strive for the Highest."

A detailed description of The Prep educational program is available in The Prep Curriculum Guide.

### Assessment Guidelines

The Prep assesses student learning in a variety of ways, ranging from hands-on projects, performance-based assessments, tests, quizzes, standardized testing, and homework assignments.

### Homework Guidelines

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

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

Examples of assignments include the following:

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

The following are approximate daily time allotments for homework. These may vary, as specific assignments are at the discretion of teachers. We are sensitive to the fact that our students face a long school day, especially if commuting,

and have limited time for other non-school activities with friends and family. In addition to nightly reading, the following are time allotments for homework:

Grade Level	Approximate time per day (all subjects combined)
• K-3	10 to 30 minutes per school night
• 4-6	40 to 50 minutes per school night

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

### **Standardized Testing (Grades 3-6)**

Periodic standardized achievement and aptitude testing is administered to students at various grade levels. The CTP V test is given to students in grades 3 and 4. The WrAP is given to students in grade 4 and 6.

### **Reporting Student Progress**

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

### **Student Records**

Student educational records are released in accordance with the guidelines established by the Family Educational Rights & Privacy Act (FERPA). Parents and legal guardians may request copies of their child's records by submitting a written request to the registrar. Student records include the student progress reports, transcript, CTP and WrAP reports, education plan, disciplinary records, and admission application. Requests will be processed within five business days by contacting the registrar at 532-2416 or [registrar@standrewsschools.org](mailto:registrar@standrewsschools.org).

### **International Students and Academics**

#### **English as a Second Language Program**

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

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

## Student Support Programs and Policies

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

### **Student Accommodations**

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

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

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

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

A summary of the report and the comprehensive evaluation will be retained in the student's file and pertinent information will be disseminated each year to his or her teachers.

### **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](mailto:jschmitz@standrewsschools.org), or 532-2459).

### **Private Tutoring**

Private tutoring may be arranged for students in grades K-5. Parents may arrange to have a Lower School faculty member (not the homeroom teacher) tutor their child after school hours for a fee. The Business Office manages billing for this service. The Principals will make recommendations to parents who wish to arrange tutoring through outside agencies or other private tutoring services.

## Uniform and Non-Uniform Guidelines

### 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.
- Athletic shoes worn with the uniforms must be “low top.” It is highly recommended that shoes for younger students have a non-slip sole to prevent injuries on the playground.
- Hair must be neat, clean, and well groomed. Hairstyles that are deemed excessive or distracting (e.g. Mohawks, characters engraved in hair, unnatural hair colors) are discouraged and will not be allowed. Occasionally there may be exceptions for special events or religious purposes.
- Body art is not permitted. This includes, but is not limited to, facial piercing, body piercing (other than earlobe) and tattoos.

### School Uniforms

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. **Students are expected to remain in uniform after school if they are on campus unless their extracurricular activities indicate otherwise.**

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.

All uniform pieces may be purchased from the uniform distributor listed below.

## easy ways to shop for your uniform

### ST. ANDREW'S SCHOOLS, THE PREP, K-5

#### WELCOME TO DENNIS

We look forward to working with you this year! Since 1920, our family-owned company has provided top schools nationwide with high-quality uniforms, many of which are hand-sewn in our Portland, Oregon factory. If you need any help, our National Customer Service Department is just a phone call away: 800.854.6951

School Code: **HI00AR**

#### SHOP ONLINE

[dennisuniform.com](http://dennisuniform.com)

Enter your school code: **HI00AR**

Or scan QR code:

Scan  
here →  
to shop!



#### SHOP IN-STORE

560 North Nimitz Highway  
Suite 107C  
Honolulu, HI 96817  
(808) 396-9318

#### REGULAR STORE HOURS:

Tuesday-Thursday 10am-5pm  
Saturday 10am-3pm  
Closed Labor Day

#### EXTENDED SUMMER HOURS:

July 16-August 18  
Monday-Friday 10am - 5pm  
Saturday 10am - 3pm



#### ORDER BY PHONE

National Customer Service: 800.854.6951

Hours (Pacific Time):

Mon-Fri 8am - 5pm

Extended hours in July and August

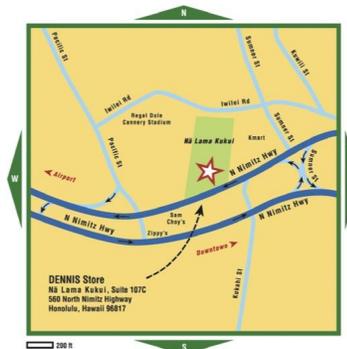
#### ORDER BY MAIL OR FAX

FAX: 877.291.5480

135 SE Hawthorne Boulevard

Portland, OR 97214

Order forms available online.



## Chapel Uniform

### **Top:**

- White Logo Polo Shirt

OR

- Ash Grey Pique Polo Shirt

### **Bottom:**

- Navy Pull-On Walk Shorts

OR

- Navy Pull-On Pants

### **Footwear:**

- All Black Athletic Or Dress Shoes; Rain Boots For Inclement Weather
- White Calf-high Or Ankle Socks

\* No high-top shoes are allowed.

### **For Cool Weather:**

- Navy V-neck Pullover With School Logo
- Navy Full Zip Hooded Sweatshirt With School Logo
- Gray Front-zip Hooded Sweatshirt With School Logo
- Navy Hooded Jacket with School Logo

## Standard Uniform / Physical Education (P.E.) Uniform

### **Top:**

- Oxford Grey T-shirt

Or

- Ash Grey Pique Polo Shirt

### **Bottom:**

- Navy Mini-mesh Shorts

Or

- Navy Pull-on Walk Shorts

### **Footwear:**

- Any Color Athletic Shoes With Non-scuff Soles
- White Or Black Calf Or Ankle Sock

\* No high-top shoes are allowed.

### **For Cool Weather:**

- Navy Full Zip Hooded Sweatshirt With School Logo
- Gray Front-zip Hooded Sweatshirt With School Logo
- Navy Hooded Jacket with School Logo

## 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](http://www.standrewsschools.org)), 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.

### General guidelines:

- Attire should be neat and clean
- No shorts or pants that are excessively baggy
- No torn, ripped, or frayed denim
- Footwear regulations for non-uniform/aloha attire are in effect
- In the interest of student safety on the playground, students wear athletic or uniform shoes
- No slippers or slipper-like footwear, tevas, or flojos
- No Birkenstocks or Birkenstock-like footwear, including athletic sandals

### Aloha Attire

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

#### **Top:**

- Aloha Shirt

#### **Bottom:**

- Appropriate Bottoms As Indicated In The Non-uniform Attire Guidelines

#### **Footwear:**

- Athletic Or Uniform Shoes
- Socks Are Optional

\*Shoes With Slippery, Non-tread Soles Are Not Permitted

#### **For Cool Weather:**

- Lightweight Sweater

\*Heavy sweaters, sweatshirts, or jackets should not be worn with aloha attire. If inclement weather or air-conditioned classrooms prevent the choice of aloha attire, the standard or the Chapel uniform should be worn.

## School Pride Day

Students may wear school logo t-shirts on school Pride Days with appropriate bottoms.

## Miscellaneous

### Textbooks and Supplies

The Prep provides many of the student textbooks and supplies for grades K-5. Parents will be asked to purchase student supplies for the start of the year and may be asked from time to time to purchase additional texts or materials (for example, books for summer reading). Supply lists can be found on the St. Andrew's Schools website.

### Lower School Library

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

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

## **Expectations of Behavior**

### **Code of Conduct**

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

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

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

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

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

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

## Playground Rules

### **General Rules:**

- Ask permission to leave the playground area. Always leave in pairs.
- No equipment allowed on the castle.
- Slide feet first, one at a time, going down the slide or pole.
- Only one way on the slide, down feet first.
- Line up when the signal (whistle) is blown by the teacher on duty.
- Sit on benches, stools, and chairs at all times.
- Toys and other personal items from home should be kept in backpacks.

### **Castle:**

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

### **Bars:**

- K-2 can only use lower bars.
- 3-6 can use high bars.
- No flips on the bars except for 5th and 6th graders.
- No bars on rainy days.

### **Tetherball Poles**

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

### **Jump Ropes**

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

## Boundaries for The Prep Students

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

## Equipment

Though equipment is often made for a specific purpose, children love to use their imagination and use objects for many creative reasons. This is acceptable with only a few guidelines.

- If the play is deemed dangerous for the individual or another student, the student will be given a warning, or the equipment will be taken away.
- If the student is damaging the equipment it will be taken away or given a warning by the supervising teacher.

## Behavior and Consequences

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

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

## Ylang Ylang Courtyard/Food and Beverages

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

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

## Students and Technology

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

Students Gr. 5-12 are required to purchase an Apple portable computer meeting the following minimum specifications:

- Software Requirements: Operating system (OS) version should be at least 10.13.4 – High 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
- Recommended: We recommend parents plan on replacing their student's computer after 4 years of use.

### 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. The term "school network" will herein describe any computer services provided by the school including but not limited to Internet, file sharing, databases, and portals.

#### Privacy and Confidentiality

- The Technology Department requires all computers on campus to be registered at the beginning of each school year. Computers purchased during the school year must be registered with the Technology Department.

- Part of the registration process includes the creation of a St. Andrew's Schools administrator-type account on all computers. This account is required and ensures that Technology Department personnel have the means to retrieve lost data and troubleshoot student computers if necessary. For example, if a student forgets her computer password, a password can be reset through the administrator account. This administrator account and password must not be tampered with.
- The Technology Department may access computers at school 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.
- Users will not share passwords available to only St. Andrew's Schools users (library database passwords or subscription websites 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.**
- 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 media, websites, 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.

- 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 Suite for Education. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes (COPPA – <http://www.ftc.gov/privacy/coppafaqs.shtml>).

### **Management of Resources**

- Resources provided by St. Andrew's Schools are a privilege, not a right, and can be withheld for any reason set forth by the administration.
- Resources will be allocated on a first-come, first-served basis, with preference given to teachers and students who are working on school projects.
- The student agrees to respect all equipment belonging to the school or to other students.
- Google Suite 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 Suite 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 services. You can find the Google Suite's Terms of Service here: [https://gsuite.google.com/intl/en/terms/education\\_terms.html](https://gsuite.google.com/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 be used for school related purposes only. St. Andrew's is required to archive all school email.
- St. Andrew's Schools uses additional web resources, like Canvas, BrainPOP, Google Suite 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.

### Email

- Students in grades 4–12 will be issued a school email account. This e-mail account should only be used for school-related purposes.
- 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 actively monitor email 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 email 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., personal 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 principals. 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.
- 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.

### Smart Devices

Smart devices such as cell phones, watches, and tablets have become prevalent for young students as safety/security measures for families. While on campus, students' cell phones and other devices must be turned off and must be securely stored in backpacks until they leave campus. Watches may only be used to tell time. The school will not be held responsible for loss or theft of smart devices or any other items of value. If a cell phone or other smart device is being used on campus, the teacher/adult will confiscate the item and return it to the student at the end of the day. Students needing to make an emergency call should do so in the Lower School Office.

## **Parent Participation and Involvement**

### **Supporting Your Child's Education**

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

#### **Support Regular Attendance**

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

#### **Take An Active Interest In Your Child's Learning**

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

#### **Encourage Reading**

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

#### **Monitor Your Child's Progress**

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

#### **Attend Parent Conferences**

Parent conferences are held twice a year, and your attendance is strongly encouraged. Parent-teacher conferences are held in during the first and third quarters. Parents or teachers may schedule additional conferences at any time during the year as needed. Parents may contact their child's teacher to schedule conferences.

#### **Attend Student Functions**

Show support for your child and his classmates by attending student performances, school open houses, parent nights, and other gatherings.

#### **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.

## Share 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.

## Resolving Concerns

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

Should a serious concern arise, parents should approach his or her teacher first. If the concern or question is not resolved satisfactorily, please contact the principal or the appropriate adult as soon as possible - the coach, counselor, or class advisor. Parents are discouraged from using email as the sole vehicle for expressing their concerns. A telephone conference or a personal appointment may facilitate a more satisfying resolution.

## **Appeals**

Any student, parent, or legal guardian who has questions or concerns regarding any disciplinary action taken by The Priory Lower School should discuss the matter with the teacher or The Priory Lower 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.

## Communications and St. Andrew's Schools

Clear communication and keeping our parents well informed is one of our top priorities. There are many ways to stay connected to St. Andrew's Schools and stay up to date about school news and activities. In addition to the weekly Parent eNews, 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 child's teachers and staying informed of events:

- Teacher Voicemail & email
- E-Newsletter (via email)
- Parent-Teacher Fellowship (PTF)
- Home-to-School folders (K-5)
- Individual Notes
- School website at <http://www.standrewsschools.org>
- Portal on Canvas
- Online calendar
- Link to Teacher websites on Canvas

### Follow Us on Social Media

Below are some of the ways you can expect to hear from us throughout the year:

- The weekly Parent eNews - sent every Thursday while school is in session.
- Facebook—like us at [facebook.com/thinkstandrews](https://www.facebook.com/thinkstandrews)
- Twitter—follow us @thinkstandrews, @priorypride
- Instagram—follow us at [instagram.com/thinkstandrews](https://www.instagram.com/thinkstandrews)
- YouTube—watch us on <https://www.youtube.com/channel/UCFfMZlqfLNdMS87VmSwYgug>

### 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.

## Ancillary Programs

### After School Program

Students who stay after regular school hours are some of the happiest at St. Andrew's Schools, thanks to our After School Program, which provides supervised care for girls in grades K-8 and boys in grades K-4.

The After School Program provides a place for our students to just relax or get a head start on their homework. It also offers a variety of enrichment courses where students can explore their interests and learn new skills. In both K-5 After School Care (ASC) and Gr. 6-8 Lion's Den, students are cared for in a nurturing, safe, and positive environment.

#### After School Care General Information

##### **HOURS**

ASC operates immediately after school is dismissed until 5:30 PM. If you cannot pick up your child by 5:30 PM, please call ASC at 532-2421 and let us know. A late fee of \$ 1.00 per minute after 5:30 PM.

##### **LOCATION**

Sellon Hall-101 (ASC)

##### **SCHOOL CALENDAR**

The After School Program operates on all school days and observes all designated school holidays.

##### **DAILY SCHEDULE**

At the end of the academic school day, homeroom teachers sign in students in ASC and are dismissed from their classrooms to either the Sellon Hall playground area for the Priory girls and the Jubinsky Hall playground area for the Prep boys. The afternoon begins with a 15-minute recess, followed by a supervised homework session from 3:15 to 4:00 PM. Attendance will again be taken in the classroom before homework begins.

At 5:00 PM, the Prep boys will be escorted from Jubinsky Hall to the Priory playground until the authorized person comes to pick up.

##### **ASC HOMEWORK POLICY**

The After School Program stresses the importance of homework and sets time aside every day for the students to complete their assignments. Staff members are available to supervise the homework area and to assist the students with their work. Staff will circulate in the room and check in with students. Students are encouraged to ask for help

when needed. Because of the number of students who require assistance during homework time, the staff members are unable to check each student's homework for accuracy or provide the type of one-on-one homework help that is available from a private tutor. We encourage the students to do their homework when it is assigned, using their time wisely and focus on his/her homework during the allotted time, and any incomplete work should be completed at home. During the remainder of the day, students are able to choose various activities such as supervised play on the playground, quiet reading, collaborative play, and arts and crafts. "Movie Day" is on Fridays or the last day of the school week.

### **ASC PICK-UP**

Parents may park in a numbered stall in the faculty parking lot after 3:30 PM. A parent or designated adult must sign out a student with initials and a notation of the time of pick-up. Middle School siblings are not allowed to pick up Lower School students from ASC.

#### ASC Pick-up Procedures

After School Care utilizes a checkout system to ensure that each child is dismissed to the proper person at the end of the day. Students will not be allowed to leave the After School Program unattended. Parents must walk onto campus and checkout with an ASC staff. Please speak directly to your child's teacher when dismissing a student from the Program. The students can help with this responsibility by getting into the habit of saying goodbye to their teacher. Students will not be released to anyone other than a parent, guardian, or person listed as an authorized pick up unless the student's parent notifies the After School Program prior to pick up time. If a staff member is unfamiliar with any person picking up a student, the staff member will ask to see a picture identification before the student is released. ASC closes at 5:30 PM. A late fee of \$1.00 per minute will be assessed. If you cannot pick up your child before 5:30 PM, please notify the After School Program as soon as possible by calling 532-2421.

### **FUNDRAISING**

The After School Program does not allow any type of fundraising during its operations.

### **DISCLOSURE OF STUDENT INFORMATION**

The school does not disclose student information to anyone without written permission by the custodial parent.

#### K-8 Enrichment Classes

Families can opt to enroll students in ASP Enrichment classes (offered each semester) that are held during ASP, for an additional cost, in addition to registering for After School Care (ASC) and Lion's Den from dismissal to 5:30 PM during the school year.

Special after-school enrichment classes are offered each semester depending on interest and availability of instructors. A few examples are Foreign Languages, Art, Drill, Dance and Cooking.

All enrichment classes take place on campus; therefore, no transportation/travel permission is needed. Enrichment classes for both ASC and Lion’s Den are offered for 10 weeks each semester.

Parents will receive a 50% refund if their child is withdrawn from an enrichment class one week prior to its beginning. There will be no refund once class begins. Parents will be notified if classes are cancelled or combined due to low enrollment.

For families who are not enrolled in ASC or Lion’s Den but would like to enroll a SAS student in an enrichment class, an additional \$50 charge will be assessed for the enrichment term for student care. Payment for ASP Enrichment classes must be made in full prior to the registration deadline. Online registrations begin before the semester begins.

### Registration for Lion’s Den and Enrichment Classes

To enroll your child, please register using the ASAP Online Registration System ([standrewsschools.org/register](http://standrewsschools.org/register)). You may refer to the ASAP Online Registration Instructions, available on the After School Program page ([standrewsschools.org/afterschool](http://standrewsschools.org/afterschool)) on the school website. You have the option to pay online by credit card or submit the completed registration form along with your check payment made out to St. Andrew’s Schools to:

St. Andrew’s Schools  
 Attention: Business Office  
 224 Queen Emma Square  
 Honolulu, HI 96813

For more information, please visit our After School Program page ([standrewsschools.org/afterschool](http://standrewsschools.org/afterschool)) on the school website.

### Tuition Payments

Tuition is due on scheduled dates according to the payment plan you select. Delinquent accounts will result in dismissal from the program.

After School Program	
ASC TUITION SCHEDULE	Due Dates
\$1300 Annual Payment Plan \$1400 Annual Payment Plan	July 5 After July 5

\$750 Semester Payment Plan \$750 2 <sup>nd</sup> Semester	July 5 January 5
<b>LION'S DEN TUITION SCHEDULE</b>	<b>Due Dates</b>
\$300 Annual Payment Plan \$350 Annual Payment Plan	July 5 After July 5
\$200 Semester Payment Plan \$200 2 <sup>nd</sup> Semester	July 5 January 5

If payment is made for the whole school year by July 5, tuition will be \$1300 for ASC and \$300 for Lion's Den. Payment made online with a credit card will be automatically billed to parents on January 5. If payment is not received by the due date, a late fee of \$25 per payment period will be assessed.

**Withdrawal**

Parents will receive a 50% refund if their child is withdrawn from ASC or Lion's Den by August 7, 2018. There will be no refund once school begins.

Parents will receive a 50% refund if their child is withdrawn from an enrichment class one week prior to its beginning. There will be no refund once class begins. Parents will be notified if classes are cancelled or combined due to low enrollment. Parents will have the option to register for another class or receive a refund.

**Drop-In and Late Pick-Up Fees**

There is a \$15.00 drop-in fee for one day's attendance in ASC and a \$5 drop-in fee for Lion's Den. If you have a change in schedule or are running late, and your student is not enrolled in the After School Program, please call Cheri-ann Shiroma at 532-2444 to make arrangements for your child to be placed in either ASC or for Lion's Den. Payment is due at time of pick-up to staff member on duty. Non-ASC/Lion's Den students who are not picked up by 3:15 PM will automatically be enrolled in the appropriate program for the day, and the drop-in fee will be charged. This fee will not apply when a newsworthy event occurs and causes a delay in pick up.

There is NO grace period for late pick-ups. A \$1.00 per minute (according to the ASC Program clock) will be charged. This fee is payable immediately to the staff person on duty.

## Health and Safety

### **HEALTH REQUIREMENTS**

The health requirements for the After School Program are consistent with those necessary for enrollment in the regular school day.

### **ILLNESS**

A student who becomes ill will be allowed to rest until a parent can pick up the child. In case of an accident, instructions on the student's profile and emergency form will be followed.

### **MEDICATIONS**

After School Program staff are not allowed to administer any medication to children, including aspirin and/or Tylenol.

### **SPECIAL NEEDS**

Students with special needs are considered on a case basis. Consultation with the student's physician or special education teacher to determine the suitability of our environment is required.

### **EMERGENCY STATEMENT**

If a student requires immediate medical attention, the student's parent, physician, or authorized representative (if the parent is unavailable) will be called. The student will be taken to Kapiolani Children's Medical Center by ambulance if necessary. An administrator will stay with the student until a parent arrives at the hospital. If the student's physician cannot be reached, the emergency room physician will examine the student. Permission is granted by parent signature on the student profile.

### **EMERGENCY DISMISSAL PROCEDURES**

The After School Program will be closed whenever St. Andrew's Schools are dismissed early due to inclement weather or whenever there is an unexpected event that impacts the safe use of our site.

### **Grades K-5 AFTER SCHOOL CARE LICENSURE**

St. Andrew's Schools' After School Care is a care facility licensed by the Department of Human Services (DHS). The student/teacher ratio is current with the standard requirements set by the DHS.

### **LIABILITY INSURANCE**

The After School Program is covered under liability insurance in accordance with St. Andrew's Schools.

## Code of Conduct

All guidelines and policies regarding discipline as stated in this Parent-Student Handbook apply to After School Program students. In addition, students are expected to adhere to the following guidelines.

The students and staff of the After School Program are asked to treat each other with respect, tolerance, kindness, and empathy. The rules and behavior expectations utilized by the After School Program will be explained to the students and reinforced.

### **Empathy Advantage**

Students will be given reminders and redirection in order to encourage positive behavior and to understand how their actions affect others. They are encouraged to focus on the other person's thoughts, feelings and needs and calmly talk through problems. Our staff will guide students to 1) identify or describe the problem, 2) identify feelings, and 3) seek solutions to work out conflicts, understand another's perspective, or change uncaring behavior. When a Lower School student is disruptive or needs time to regain self-control, he or she will be guided to a comfortable, quiet spot, and then focus on taking deep, slow breaths to enhance self-regulation. Quiet periods will last approximately three to five minutes and will not exceed 15 minutes. The supervising staff person or Director of ASP and student will discuss behavior options before he/she returns to the group. Parents will be notified of their child's behavior and the choices he/she made to work on a solution by the staff member or Director of ASP.

Under no circumstances will a student be subjected to neglect, physical punishment, verbal abuse or denial of restroom facilities. Parents will be notified if a student exhibits unusual emotional or physical behavior that threatens the well-being and safety of the student or others. Parents and/or Director of ASP may request a conference.

## Winter Adventure Camp

Enjoy Christmas break meeting new friends, enjoying crafts and activities and having winter fun Hawaiian-style. Detailed information will be available in the fall.

## Spring Adventure Camp

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.

You can register your child for Summer School, All-Day Summer Adventure Camp or a combination of Summer School and Afternoon Adventure Camp.

Our Summer School Program is open for enrollment to girls and boys entering Kindergarten through 12th grade. Lower and Middle School students participate in a variety of morning academic and enrichment courses. We offer STEM/STEAM-focused classes for all age levels featuring coding, robotics, Engineering Design Process courses. All of our high school credit courses (Geometry, Hawaiian History, Health, US Government, and PE) are HAIS-accredited. For your convenience, we offer 3-week or 6-week sessions. Afternoons for our Lower and Middle School students are filled with fun activities through our Afternoon Adventure Program. High School students enjoy academically challenging, college-preparatory courses as well as enrichment courses.

Afternoon Adventure follows morning academic Summer School, includes skill building such as woodworking, swimming lessons, hip-hop dance, circus skills, dance, and sports.

Summer Adventure, a non-academic, day camp/activities program, is open to all boys and girls 4 years old through 8th grade. You may register for one to ten weeks of this program depending upon your own schedule. Our local and international 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](http://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. Admissions 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
Grade K	<ul style="list-style-type: none"> <li>● Birth certificate OR photo page of passport</li> <li>● Teacher reference report</li> <li>● Report cards or progress reports</li> <li>● On-campus individual assessment and group observation</li> <li>● Parent interview with an Admissions representative</li> </ul>
Grades 1-5	<ul style="list-style-type: none"> <li>● Birth certificate OR photo page of passport</li> <li>● Teacher reference reports</li> <li>● Report cards or progress reports</li> <li>● Any standardized testing results</li> <li>● Morning classroom visit</li> <li>● Parent interview with an Admissions representative</li> </ul>
Grades 6-12	<ul style="list-style-type: none"> <li>● Birth certificate OR photo page of passport</li> <li>● Two teacher Reference Reports (Math and English)</li> <li>● One administrative reference report (Dean, Principal, etc.)</li> <li>● Report cards or progress reports from current and previous year</li> <li>● Any standardized testing results, including results of the Secondary School Admission Test (SSAT)</li> <li>● Character Skills Snapshot</li> <li>● Parent and student interview with an Admissions representative.</li> </ul>

## Financial Aid

St. Andrew’s Schools remains committed to our founding values of providing access to an excellent education for Hawai’i’s children. The school seeks to enroll qualified students from diverse backgrounds and experiences, adding breadth to the educational experience of all its students and reflecting the world in which we live. To achieve that

goal, the School dedicates a significant amount of funds to the financial aid budget, and every effort is made to bring this extraordinary educational opportunity into reach for the families who demonstrate need for financial assistance.

While St. Andrew's Schools' financial aid budget is substantial, requests for financial aid heavily outweigh our resources. The school is usually unable to fully meet the need of each family. It is the goal of St. Andrew's to offer educational opportunities to as many mission-appropriate students as possible. In all but exceptional circumstances, each family is expected to contribute a minimum of 60% of the tuition, per child, per year. Financial aid awards are made for one year only. Each year the family must reapply and demonstrate need as determined 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 <https://www.standrewsschools.org/admissions/affording-a-st-andrews-education/faqs>.

## How to Apply

We use School and Student Services (SSS) to process financial aid applications. SSS is a service of the National Association of Independent Schools (NAIS). Based on your household's financial information, SSS provides the school with an estimated amount your family can contribute to educational expenses of all of your children in tuition-charging schools. This helps the Financial Aid Committee reach objective financial aid decisions. To begin your financial aid application for school year 2019-2020, read the information at <https://www.standrewsschools.org/admissions/affording-a-st-andrews-education> and follow the steps below and those listed on the school's website.

### **Complete the Parents' Financial Statement**

1. Go to [sss.nais.org](http://sss.nais.org). Click on the prompt to begin your Parent Financial Statement (PFS). You only have to complete one PFS even if you have several children attending St. Andrew's. Due date for completing the PFS is February 15, 2019.
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](http://sss.nais.org).

### **Required Documents, due date is February 15, 2019**

- Copy of signed 2018 1040, 1040A, or 1040EZ, with all supporting schedules
- Copy of 2018 W-2 form(s), and/or 1099 (if applicable)
- Signed, but not dated, IRS Form 4506-T (Request for Transcript of Tax Return)
- Current property assessment for all real estate owned, if applicable.
- Copy of most current Leave and Earnings Statement, if applicable.
- SSS Business/Farm Statement, if applicable.

**Upload documents to your SSS account by the February 15, 2019 due date.**

Contact SSS by NAIS (800) 344-8328 with any questions (Monday - Friday: 9:00 AM – 8:00 PM EST, Saturday: 9:00 AM – 4:00 PM EST) or contact [financialaid@standrewsschools.org](mailto:financialaid@standrewsschools.org).

## Tuition Payment Guidelines

St. Andrew's Schools has implemented the following tuition policies in order to clarify expectations and simplify procedures.

- All prior financial obligations must be met before a student is permitted to start a new school year.
- The first tuition payment of the school year must be made on or before July 31 for the student to maintain their enrolled status at the school.
- If a student's account becomes 60 days past due, the student may not be able to attend school or participate in school activities until the account is made current.
- All balances from first semester must be paid in full in order for a student to start second semester.
- If a student's account becomes delinquent, parent/guardian understands that report cards, transcripts, diploma and other student records may be withheld.

It is our intention to be sensitive to the financial needs of our families and still collect the tuition needed to provide students with a quality educational program. If you have questions regarding this policy, or anticipate challenges in making timely tuition payments, contact Accounting Manager Roanne Abe (536-6106 or [rabe@standrewsschools.org](mailto:rabe@standrewsschools.org)) or Chief Financial Officer Mike Curtis (532-2406 or [mcurtis@standrewsschools.org](mailto:mcurtis@standrewsschools.org)).

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

The Office of Institutional Advancement at 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 external resources from donors, private foundations, grants, special events, and other opportunities.

In the Fall, the Office of Institutional Advancement asks the school's constituencies to consider making a donation to the Queen Emma Annual Fund, which supports the Schools' most urgent needs and to build excellence in the classrooms. Private donations to St. Andrew's Schools are essential because tuition only covers about 78% of the actual cost to educate each student, and the difference is covered by philanthropic support and partnerships. Gifts to the Queen Emma Annual Fund make it possible for St. Andrew's Schools' to continue to provide 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 the amount, to help the school achieve 100% giving participation. A high percentage giving rate allows the school to be eligible for private grants and gifts that it may not otherwise be able to receive. To be involved in the life of the school and witness the impact of their giving, parents are highly recommended to volunteer at school activities or special events throughout the year.

The Office of Institutional Advancement 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. Each year, all members of our community (parents, faculty, staff, trustees, alumnae, grandparents, and friends) are asked to make a gift to the Queen Emma Annual Fund, which is 100% tax deductible! Revenues raised through the Queen Emma Annual 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](http://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 a tax deductible letter for your gift.

### **Home for the Holidays**

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**

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 annual fundraising 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 valuable 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 Hawai'i and the mainland. In order to attain the discount and miles, go to [www.hawaiianair.com/affiliate](http://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 Hawai'i 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.

### **Priory Alumnae**

The Priory's alumnae support the school through participation in various school activities and special events, such as Ascension Day's Pa'ina Lunch, the Alumnae Pau Hana 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 the Alumnae Office at (808) 532-2463 or at [alumnae@standrewsschools.org](mailto:alumnae@standrewsschools.org).

The Office of Institutional Advancement welcomes visitors between 7:30 am - 4:30 pm, Monday through Friday, in Centennial Hall 100. If you would like to make a difference at St. Andrew's Schools, please contact Jennifer Burke, Director of Institutional Advancement, at (808) 532-2441 or [jburke@standrewsschools.org](mailto:jburke@standrewsschools.org).

## **Business Office**

### Facilities Rentals

Evening and weekend rental of classrooms and other portions of campus are available for a fee. For more information, please contact Margaret Katagihara at (808) 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. The Priory is incorporated under the laws of the State of Hawai'i as a 501(c)3 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

## Leadership Team

### **Head of School, Dr. Ruth R. Fletcher**

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 fund campaign, special events fundraising, planned giving programs, endowments, corporate and foundation giving, and grant requests. Alumnae programs include class reunions and other group events.

### **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.

**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.

**Upper School Principal, Ms. Nichole Field**

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.

**Principal of The Prep, Dr. Winston Sakurai**

The Principal of The Prep is a visible presence of the school, 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 previously issued handbooks. 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 Upper School, 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.

## Appendices

### Appendix I: Campus Directory

OFFICE	PHONE NUMBER
Main Switchboard	536-6102
Attendance/Health Office	532-2403
Security (will connect to Director or On-Duty Guards)	440-7411
Dennis Uniforms	396-9318
<b>Head of School's Office</b>	532-2414
<b>Educational Programs Office</b>	536-6104
Athletic Director	532-2461
Chaplain	532-2460
Director of College Counseling	532-2420
Director of Educational Programs	536-6104
Principal of The Prep	532-2444
Principal of The Priory Lower School	532-2444

Principal of The Priory Upper School	532-2444
Queen Emma Preschool	595-4686
Registrar	532-2416
Lower School Library	532-2434
Queen Emma Library	532-2430
Technology Help Desk	524-3234
<b>Ancillary Programs</b>	
<b>After School Program</b> After School Care/Lion's Den	Registration: 532-2464 Drop-In's: 532-2444 After School Program Director: 532-2421
Camps and Summer Programs	532-2464
<b>Business Office</b>	
Accounts Receivable/Tuition	536-6106
Facilities Rentals	532-2400
<b>Admissions Office</b>	536-6102
<b>Institutional Advancement &amp; Community Relations Office</b>	532-2454
Director of Institutional Advancement & Community Relations	532-2441

Alumnae Office	532-2463
<b>Marketing and Communications Office</b>	532-2458

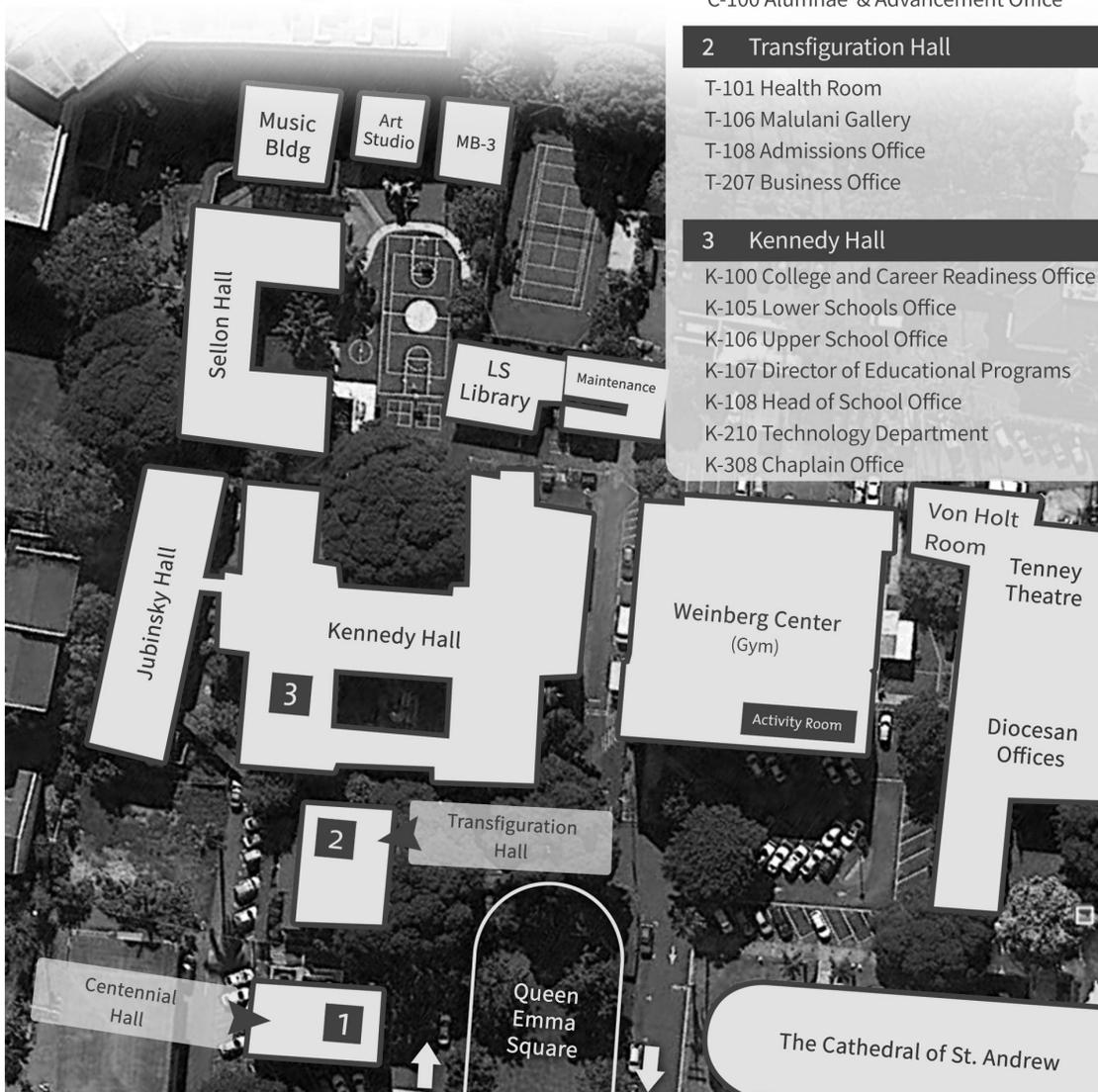
## Appendix II: Campus Map



# 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

### Appendix III: Faculty Credentials

<b>Last Name</b>	<b>First Name</b>	<b>Education</b>
Yamasaki	Faye	<b>BE, Elementary Education</b> University of Hawaii <b>MLS, Library &amp; Information Science</b> University of Hawaii
Matsumoto	Misha	<b>BA, History</b> Hawaii Pacific University <b>MA, American History</b> University of Hawaii <b>MEd, HAIS Private School Leadership</b> University of Hawaii ( <i>Expected 07/19</i> )
Hirasuna	Ai	<b>BS, Biology</b> <b>English Minor</b> University of California, Los Angeles <b>MA, Teaching Secondary Education, Science</b> Chaminade University <b>Hawaii State Teaching License</b>
Schick	Marlene	<b>BE, Elementary Education</b> University of Hawaii <b>MEd, Early Childhood Education</b> University of Hawaii
Lum	Heather	<b>BA, Russia</b> Middlebury College <b>MA, Russia</b> Middlebury College
McInerny	Daniel	<b>BS, Natural Science</b> Loyola Marymount University <b>State Teaching Credential</b>

Koseki	Judy	<b>BA, Child Psychology</b> Claremont Colleges: Pitzer <b>MEd, Elementary Education</b> Chaminade University
Mary Ellen	Williams	<b>BA, Studio Art</b> Smith College <b>MBA, Business</b> Simmons College Graduate School of Management
Fletcher	Ruth	<b>BS, Biology and Geology</b> University of Delaware <b>MS, Geology and Paleontology</b> University of Delaware <b>Ph.D., Geology, Paleoceanography</b> <b>MEd, Education</b> University of Hawaii
Kilbey	Missy	<b>K-12 Kinesiology and Physical Education Specialist</b> Buena Vista University <b>Certified Athletic Administrator</b>
Zane	Michele	<b>BE, Elementary Education K-6</b> University of Hawaii <b>MEd, Curriculum</b> University of Hawaii
Asai	Maya	<b>Secondary Education Specializing in Japanese</b> University of Hawaii
Wyrick	Todd	<b>BA, History</b> Pacific University <b>MDiv, Theology</b>

The Iliff School of Theology

**Certificate in TEOSL**

Santiago-  
Cordero

Nydia

**BA, Spanish**

University of Science and Arts of Oklahoma

**MA, European Languages and Literature-Spanish**

University of Hawaii

**MEd, Educational Foundations Private School Leadership**

University of Hawaii

Watson

Caitlin

**BA, Psychology**

Howard University

**MEd, School Counseling**

City University of Seattle

Behrendt

Julia

**BS, Elementary Education**

University of Wisconsin Stevens Point

Wengronowitz

Tara

**BA, English and Communications**

Boston College

**MEd, Educational Foundations (*Expected Spring 2019*)**

University of Hawaii

Turano

Brian

**BS, Microbiology**

University of Rhode Island

**Ph. D., Genetics and Molecular Biology**

University of Hawaii

Oyama-  
Haugen

Nora

**BA, Music**

Whitman College

**Professional Diploma, Secondary Music Education**

University of Hawaii

**Professional Diploma in Elementary Education**

University of Hawaii

Pasalo	Annalise	<b>BA, Asian Studies</b> University of Hawaii <b>Master of Divinity</b> Virginia Theological Seminary
Hamura	Jay	<b>BEd, Secondary Biology</b> University of Hawaii
Saban	Yasmin	<b>BA, Pure and Applied Mathematics</b> Concordia University <b>MEd, Educational Technology</b> University of Hawaii <b>Ph. D., Educational Technology</b> University of Hawaii
Cabalo	Lanaly	<b>BA, Journalism</b> University of Hawaii <b>MEd, Special Education</b> University of Hawaii <b>Hawaii State Teaching License</b>
Uyehara	Chad	<b>BMus, Violin Performance</b> University of Hawaii <b>BA, French (History Minor)</b> University of Hawaii <b>MMus, Viola Performance</b> Northwestern University <b>MMus, Music Education</b> Northwestern University
Kusunoki	Aggy	<b>BA, Anthropology</b> Miami University <b>MA, Anthropology</b> University of Hawaii

**Hawaiian Language Certificate**

University of Hawaii

Luong	Mai	<b>BS, Molecular Biology and Biochemistry</b> Middlebury College <b>Ph.D., Cell Biology</b> University of Massachusetts Graduate School of Biomedical Sciences
Hudson	Stephanie	<b>BS, English and Secondary Education</b> Boston University
Mochizuki	Elizabeth	<b>BA, Business</b> Chaminade University <b>MEd, Leadership in Instructional Education</b> Chaminade University
Devine-Sherman	Deborah	<b>BS, Nursing</b> George Mason University
Shintaku	Debbie	<b>BEd, Elementary Education and Language Arts</b> University of Hawaii <b>MEd, Curriculum Studies</b> University of Hawaii <b>Professional Designation in Systems Analysis</b> UCLA Extension
Donathan	Alethia	<b>BSBA, Marketing</b> Hawaii Pacific University <b>Master Lampworker</b> Abate Zanetti Murano School of Glass
Zane	Michele	<b>BEd, Elementary Education</b> University of Hawaii <b>MEd, Curriculum Studies</b> University of Hawaii

Halliday	Sophie	<b>BA, Political Sciences and Economics</b> University of Washington <b>MA, Politics</b> Princeton University <b>Certificate in Instructional Design</b> Chaminade University
Rickman II	Michael	<b>BA, Sign Language Interpreting and American Sign Language Deaf Studies</b> Maryville College <b>MA, Education of the Deaf and Hard of Hearing</b> University of Tennessee-Knoxville <b>MEd, Elementary Education</b> Hawaii Pacific University

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## NOTES

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## NOTES

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# ST ANDREW'S SCHOOLS

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