

# THE PRIORY

Grades 6-12  
Parent-Student Handbook  
2019-20



ST. ANDREW'S SCHOOLS

THE PRIORY ♦ THE PREP ♦ THE PRESCHOOL



## **Statement of Accreditation**

St. Andrew's Schools has been accredited by the Hawai'i 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 Hawai'i Council of Private Schools.



Welcome to the 2019-2020 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 fourth 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. It is equally important that each student is firmly rooted in and committed to moral and ethical behavior. Our goal is to set the conditions for each student so they develop the character, knowledge, skills and the moral courage to lead a successful and purposeful life.

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 cursive script that reads "Ruth R Fletcher".

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

## Table of Contents

<b>Statement of Accreditation .....</b>	<b>1</b>
<b>Mission .....</b>	<b>9</b>
<b>Vision.....</b>	<b>9</b>
<b>Guiding Principles and Values .....</b>	<b>10</b>
<b>Educational Aims.....</b>	<b>10</b>
<b>Educational Philosophy .....</b>	<b>11</b>
<b>About St. Andrew’s Schools.....</b>	<b>12</b>
<b>Queen Emma Kaleleonālanī Na‘ea Rooke .....</b>	<b>13</b>
<b>Spiritual Life.....</b>	<b>15</b>
<b>2019 - 2020 Calendar Overview .....</b>	<b>16</b>
<b>General Policies and Procedures .....</b>	<b>17</b>
<i>Required Student and Family Information (to be entered in PowerSchool).....</i>	<i>17</i>
<i>Student Information Update Process in PowerSchool.....</i>	<i>17</i>
<i>Matters of Family Law .....</i>	<i>18</i>
<i>School Hours.....</i>	<i>18</i>
<i>Morning Traffic Flow Plan .....</i>	<i>18</i>
<i>Campus Vehicle Placards .....</i>	<i>19</i>
<i>Parking.....</i>	<i>19</i>
<i>Parking for Students.....</i>	<i>19</i>
<i>Parking for Volunteers and Field Trip Chaperones .....</i>	<i>19</i>
<i>Parking Passes/Towing.....</i>	<i>20</i>
<i>Early Arrival .....</i>	<i>20</i>
<i>Dismissal Procedures.....</i>	<i>20</i>
<i>Adults Authorized to Pick Up Students .....</i>	<i>20</i>
<i>Leaving School Prior to Regular Dismissal .....</i>	<i>20</i>
<i>Rideshare Services.....</i>	<i>21</i>
<i>Off-Campus Day Trips.....</i>	<i>21</i>
<i>Senior Off Campus Privileges.....</i>	<i>21</i>
<b>Absences and Tardies .....</b>	<b>22</b>
<b>Campus Safety, Security and Emergencies .....</b>	<b>23</b>
<i>Visiting Campus Before and After School.....</i>	<i>23</i>
<i>Visiting Campus During School Hours.....</i>	<i>23</i>

Parent-Student Handbook  
The Priory Upper School 2019-20

---

<i>Safety: Everyone’s Responsibility</i> .....	24
<i>School Closing Due to Emergencies</i> .....	24
<i>Emergency and Drill Alerts Through SwiftK12</i> .....	24
<b>Keep Up to Date Through PowerSchool and Canvas</b> .....	<b>24</b>
<b>Registering Students for Ancillary Programs</b> .....	<b>25</b>
<b>Re-enrolling My Child (SchoolAdmin)</b> .....	<b>25</b>
<b>Health and Wellness</b> .....	<b>25</b>
<i>Health Requirements</i> .....	25
<i>Medication</i> .....	26
<i>Illness</i> .....	26
<i>Illness at School</i> .....	27
<i>Communicable Illness</i> .....	27
<i>Accidents</i> .....	27
<i>Concussions</i> .....	27
<i>Health Related Exclusion from School</i> .....	28
<b>St. Andrew’s Schools Food Services</b> .....	<b>29</b>
<i>Breakfast</i> .....	29
<i>Lunch</i> .....	29
<i>Snack Bar</i> .....	29
<i>Lunch Ticket Program</i> .....	29
<b>Upper School Academic Program Guidelines</b> .....	<b>30</b>
<i>Graduation Requirements</i> .....	30
<i>College and Career Counseling</i> .....	30
<i>Policies Regarding Courses</i> .....	31
<i>One Schoolhouse Course Registration Process</i> .....	32
<i>Hawai’i Pacific University Course Registration and Credit</i> .....	32
<i>Academic Designations</i> .....	33
<i>Assessment Guidelines</i> .....	34
<i>Grading Scale and Student Progress Reporting Schedule</i> .....	36
<i>Student Records</i> .....	37
<b>International Students and Academics</b> .....	<b>38</b>
<i>International Diploma (Grades 9-12)</i> .....	38
<i>English as a Second Language Program</i> .....	38
<i>ESL Grade Designation</i> .....	38

<b>Student Support Programs and Policies (Grades 6-12)</b> .....	<b>39</b>
<i>Student Accommodations</i> .....	39
<i>Academia Nuts Tutoring (ANT) Program</i> .....	39
<i>Private Tutoring</i> .....	40
<i>Middle School Workshop Periods</i> .....	40
<i>Study Hall and Open Study Periods for Grades 9-12</i> .....	40
<b>Student Life</b> .....	<b>41</b>
<i>Community</i> .....	41
<i>Student Government, Honor Societies, and Clubs</i> .....	41
<i>National Honor Society (NHS)</i> .....	42
<i>Academic, Honorary and Service Clubs</i> .....	43
<i>Special Interest Clubs</i> .....	43
<i>Club Officer Eligibility Requirements</i> .....	44
<i>Travel Opportunities for Students</i> .....	44
<b>Athletics</b> .....	<b>44</b>
<i>Information, Rules and Regulations</i> .....	45
<i>Student Health Form</i> .....	45
<i>Medical Insurance</i> .....	46
<i>Athletic Permission Form</i> .....	46
<i>PAC-5 Clearance for Participation</i> .....	46
<i>ILH Concussion ImPACT Testing</i> .....	46
<i>ImPACT Concussion Management Program</i> .....	47
<i>Transportation</i> .....	49
<i>Team Uniform</i> .....	49
<i>Game Days</i> .....	50
<i>Game Site Behavior</i> .....	50
<i>Hazing and Bullying</i> .....	50
<i>Academic Requirements and Study Hall Policy</i> .....	50
<i>The Impact of Absences</i> .....	51
<i>ILH Snack Policy</i> .....	51
<i>ILH Outside Participation Rule</i> .....	51
<i>ILH Transfer Policy</i> .....	52
<i>State Tournaments and Off-Island Trips</i> .....	52
<i>High School Physical Education Credit</i> .....	52
<i>Athletic Participation Checklist =for The Priory and/or Pac-5</i> .....	53
Student Health Form (Form 14).....	53
Athletic Permission and Medical Information Form .....	53
ImPACT Baseline Concussion Test & Consent Form .....	53

Parent-Student Handbook  
The Priory Upper School 2019-20

---

Pac-Five Clearance Form.....	53
P.E. Credit Form.....	53
<b>Uniform and Non-Uniform Guidelines.....</b>	<b>54</b>
<i>Overall Appearance.....</i>	<i>54</i>
<i>School Uniforms.....</i>	<i>54</i>
<i>Chapel Uniform.....</i>	<i>56</i>
Formal Uniform Chapel Days.....	56
Formal Chapel Uniform.....	56
Informal Chapel Uniform.....	56
<i>Standard Uniform.....</i>	<i>57</i>
<i>Physical Education Uniform.....</i>	<i>58</i>
<i>Non-Uniform Attire Guidelines.....</i>	<i>58</i>
<i>Aloha Attire.....</i>	<i>59</i>
<i>School Pride Day.....</i>	<i>59</i>
<i>Senior Modification (Mod) Dress Guidelines.....</i>	<i>59</i>
<b>Miscellaneous.....</b>	<b>61</b>
<i>Lockers.....</i>	<i>61</i>
<i>Textbooks, Online Subscriptions and Supplies.....</i>	<i>61</i>
<i>Queen Emma Library.....</i>	<i>61</i>
<b>Expectations of Behavior.....</b>	<b>63</b>
<i>Respect for People and Property.....</i>	<i>63</i>
<i>Respect for the School.....</i>	<i>63</i>
<i>Language.....</i>	<i>63</i>
<i>Violence.....</i>	<i>64</i>
<i>Harassment.....</i>	<i>64</i>
<i>Damage or Theft of Property.....</i>	<i>64</i>
<i>Punctuality.....</i>	<i>64</i>
<i>Academic Integrity.....</i>	<i>64</i>
<i>Cheating.....</i>	<i>65</i>
<i>Plagiarism.....</i>	<i>65</i>
<i>Assistance.....</i>	<i>65</i>
<i>Drugs, Alcohol, and Tobacco.....</i>	<i>65</i>
<i>Discipline Process.....</i>	<i>66</i>
<i>Right to Search – Searching of Persons and Personal Possessions.....</i>	<i>66</i>
<b>Guidelines for School Dances.....</b>	<b>67</b>
<i>General Behavior.....</i>	<i>67</i>
<i>School Dances – Dress Code.....</i>	<i>67</i>

<b>Students and Technology .....</b>	<b>69</b>
<i>Types of Access Provided.....</i>	69
<i>Minimum Computer Specifications.....</i>	69
<i>Responsible Technology Use Policy (RTUP).....</i>	69
<i>Answers to Common Questions about the RTUP.....</i>	72
<i>Implementation and Consequences for Misuse .....</i>	72
<i>Smart Devices.....</i>	73
<b>Parent Participation and Involvement .....</b>	<b>73</b>
<i>Supporting Your Child's Education.....</i>	73
<i>Share Student Information.....</i>	74
<i>Resolving Concerns .....</i>	74
<i>Appeals.....</i>	75
<b>Parent-Teacher Fellowship .....</b>	<b>76</b>
<i>2019-20 PTF Officers .....</i>	76
<b>Communications and St. Andrew's Schools.....</b>	<b>77</b>
<i>Follow Us on Social Media .....</i>	77
<i>The Media.....</i>	77
<b>Ancillary Programs .....</b>	<b>78</b>
<i>After School Program .....</i>	78
Lion's Den General Information .....	78
K-8 Enrichment Classes .....	79
Registration for Lion's Den and Enrichment Classes .....	79
Lion's Den and Enrichment Payments.....	80
Withdrawal.....	80
Drop-In and Late Fees .....	80
Drill Team Hawai'i.....	80
Health and Safety.....	80
Emergency Dismissal Procedures .....	81
Code of Conduct.....	81
<i>Adventure Camps.....</i>	82
<i>Summer School.....</i>	82
<b>Admissions Procedures .....</b>	<b>83</b>
<i>Ke Ali'i Collaboration.....</i>	83
<i>Financial Aid.....</i>	84
<i>How to Apply .....</i>	84
<i>Tuition Payment Guidelines.....</i>	85
<b>Advancement Office .....</b>	<b>86</b>
<i>Advancement Office Special Events.....</i>	88

Parent-Student Handbook  
The Priory Upper School 2019-20

---

<i>Alumnae</i> .....	88
<b>Business Office</b> .....	<b>89</b>
<i>Facilities Rentals</i> .....	89
<b>School Organization and Leadership</b> .....	<b>90</b>
<i>2019-2020 Board of Trustees</i> .....	90
<b>Leadership Team</b> .....	<b>91</b>
<b>Statement of the Handbook</b> .....	<b>93</b>
<b>Non-Discrimination Policy</b> .....	<b>93</b>
<b>Appendices</b> .....	<b>94</b>
<i>Appendix I: K-12 Campus Directory</i> .....	94
<i>Appendix II: Campus Map</i> .....	96
<i>Appendix III: Faculty Credentials</i> .....	97
<i>Appendix IV: Upper School Bell Schedule</i> .....	101

## Mission

To educate students in a culture of care, respect, love, and service. Each child is known, challenged, understood, and empowered to *Kūlia i ka Nu‘u* – Strive for the Highest.

Honoring our founder, Queen Emma Kaleleonālani, and with values deeply rooted in our Hawaiian and Episcopal heritage, St. Andrew’s Schools offers a personalized curriculum that inspires students to learn deeply, think critically and lead courageously.

## Vision

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



## Guiding Principles and Values

Our Hawaiian and Episcopal heritage is fundamental to our mission and vision. We celebrate and honor Queen Emma's Kaleleonālani's life of love, kindness, hope, faith, and service and follow her example to *Kūlia i ka Nu'u* – Strive for The Highest – in all that we do. Our guiding core values are described below.

### *Aloha*

Be gracious, kind, loving and compassionate

### *Pono*

Promote goodness and do the right thing

### *Mālama*

Take care of the mind, body and spirit and the natural world we live in

### *Kuleana*

Recognize and embrace the responsibility we have to past, present and future generations

### *Imi Na'auao*

Foster joyful learning

### *Ho'omanawanui*

Be patient, courageous and persevere

## Educational Aims

- Our students will develop strong, confident voices and a commitment to mastering, understanding and creating knowledge.
- Our students will develop the intellectual capacity and habits of mind to be successful and thrive in college, the workforce, and beyond.
- Our students will lead a life of purpose and service with integrity, respect, compassion, advocacy, and loving-kindness.
- Our students will appreciate diversity, understand our connectedness to each other and to Earth, and have the ability to work individually and collaboratively in our global community.
- Our students will develop lifetime habits of physical, intellectual, spiritual, and emotional wellness so they can reach their promise and help others do the same.

## Educational Philosophy

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

- loves, cares for, and believes in them,
- sets high expectations,
- ignites their curiosity,
- understands and implements what is known regarding the science of learning, and
- crafts the curriculum and instruction so students can be successful in their learning.

To accomplish this,

- We provide an engaging and challenging learning environment that is designed to meet the needs and aspirations of girls and boys using a single-gender coordinate educational system for students grades K-12 and a coed, play-based program for our preschool students.
- We foster well-being in mind, body, and spirit to ensure a child's healthy growth and development.
- We teach and model integrity, empathy, compassion, and loving-kindness, and call children to live an ethical life of purpose and service.
- We create personalized learning experiences, so students can uncover their individual talents and passions and have 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.
- We cultivate a culture of thinking, learning, leading, and doing that provides opportunities for deep inquiry, exploration, discovery and reflection.
- 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.
- We are committed to lifelong learning and continued innovation in teaching and learning. By exploring and thoughtfully incorporating educational research (e.g. the neuroscience of learning) we work to create, design and implement a preschool – 12 curricular program which uses effective instructional and assessment strategies to enhance student learning.

## About St. Andrew's Schools

St. Andrew's Schools has developed courageous, compassionate leaders of tomorrow for more than 150 years. Our founder, the great Hawaiian leader Queen Emma Kaleleonālani was a visionary and transformational thinker. Affectionately called the "People's Queen," Queen Emma dedicated herself to serving the health, educational and spiritual needs of her people.

Queen Emma was known and loved for her progressive and passionate advocacy for justice and her worked tirelessly to address Hawai'i's most pressing social needs, including healthcare for the Hawaiian people and equal education for girls. St. Andrew's Priory, the oldest all-girls school in Hawai'i, is a lasting testament to her towering vision and efforts. Since the founding of The Priory in 1867, St. Andrew's Schools has grown to include The Priory, a K-5 boys school (2014), and Queen Emma Preschool (1985), for boys and girls ages two to five.

Our personalized educational program allows students to uncover their unique strengths, passions, and interests through discovery, deep inquiry, practice, creation, and self-reflection in both disciplinary and interdisciplinary studies. Our preschool through 12th grade emphasis on social emotional learning (e.g. our adoption of the RULER program from Yale University's Center for Emotional Intelligence, our practice of mindfulness and YogaEd, our weekly chapels and our culture of deep respect and love for self and others) sets the stage for children to cultivate healthy habits of mind, body and spirit that positions them to thrive in school and in life. Our focus is to lay a solid foundation for a students' lifelong development and create the conditions – through our academic program and physical plant – upon which our students are motivated to learn and inspired to develop the knowledge, skills, character, and will to make the world a better place.

St. Andrew's Schools is the only coordinate K-12 school in Hawai'i – personalizing education for both boys and girls. All school celebrations and events allow our students to socialize together yet our single-gender classrooms allow our boys and our girls to excel academically without being distracted or constrained by stereotypes.

Our high school girls have the unique opportunity of earning a Distinction in Global Leadership by satisfying the required Global Leadership Outcomes and may also accelerate their learning through our dual credit partnership program with Hawai'i Pacific University. More importantly, 100% of our high school girls complete an independent inquiry project plus an eight to 10-week internship at a local business, government or non-profit agency during their senior year. In general, 95% to 100% of our girls attend a four-year college immediately following high school. Typically, more than half of our graduates choose to major in a STEM field in college, however, quite a few elect dual majors to keep their options for the future open. We are building our alumni database to track college completion rates and are pleased to report that for the Class of 2005 and Class of 2010 approximately 85% of the girls completed college within 6 years. Today, the students of St. Andrew's Schools honor Queen Emma by perpetuating her legacy of courageous and compassionate leadership.

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.

## Queen Emma Kaleleonālanī Na‘ea Rooke

Born on January 2, 1836 in Honolulu, Queen Emma Kaleleonālanī 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 Health Systems. 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 Kaleleonālanī, 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.

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

Today, the students of St. Andrew's Schools honor Queen Emma by perpetuating her legacy of compassionate leadership through her Episcopal faith and her values of *Aloha, Pono, Mālama, Kuleana, Imi Na'auao, Ho'omanawanui*, which are woven into our school traditions and educational curriculum.

## Spiritual Life

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

The Priory 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. On special occasions, we are joined by The Rt. Rev. Robert Fitzpatrick, Bishop of the Episcopal Diocese of Hawai'i, and other local clergy.

### Eō Ke Kuini

Leinā'ala Heine and Snowbird Bento

Eō ke kuini 'Emalani  
Eō kou inoa lā ē  
He ali'i wahine o Hawai'i  
Ke ali'i 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 ali'i  
E hali'a ana mai  
Nā mamo o Hawai'i  
Kō aloha laha'ole no nā kamali'i  
E ho'oulu 'ia i ka malu  
O 'Iolani  
E ala E ulu E ola  
Kūlia i ka nu'u  
E ola mau ka inoa o Kaleleonālani

### Queen's Prayer

Queen Lili'uokalani

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

**Parent-Student Handbook**  
**The Priory Upper School 2019-20**

---

## 2019 - 2020 Calendar Overview

Monday, June 10 – Friday, 14, 2019	Early Adventure	Gr. K - 8
Tuesday, June 11, 2019	<i>King Kamehameha Day</i>	<i>Holiday-School closed</i>
Monday, June 17 – Friday, July 19, 2019	Summer School	Gr. K - 8
Monday, June 17 – Friday, July 26, 2019	Summer School	Gr. 9 - 12
Thursday, July 4, 2019	<i>Independence Day</i>	<i>Holiday-School closed</i>
Saturday, July 27, 2019	K-12 New Family Orientation	
Monday, July 22 – Friday, August 16, 2019	Summer Adventure Camp	4 yrs old-Gr. 8 students only
Wednesday, August 14- Thursday, August 15, 2019	New Faculty and Staff Orientation	
Thursday, August 15, 2019	K-12 'Ohana BBQ	
Friday, August 16, 2019	<i>Admissions Day</i>	<i>Holiday-School closed</i>
Monday, August 19 – Wednesday, August 21, 2019	K-12 Teacher Professional Days	Faculty and staff only
Monday, August 19 - Friday, August 23, 2019	Preschool Teacher Professional Days	Faculty and staff only
Thursday, August 22, 2019	K-12 First Day of School	
Saturday, August 24, 2019	QEP Parent Orientation Meeting	
Monday, September 2, 2019	<i>Labor Day</i>	<i>Holiday-School closed</i>
Wednesday, September 11, 2019	Lower School Back to School Night	
Thursday, September 12, 2019	Upper School Back to School Night	
Thursday, October 10, 2019	K-12 Fall Parent Teacher Conferences	K-12 faculty and staff only
Friday, October 11, 2019	Preschool-12 Teacher Professional Day	Faculty and staff only
Monday, October 14, 2019	<i>Discoverers Day</i>	<i>Holiday-School closed</i>
Saturday, October 26, 2019	QEP Fall Family Festival	
Monday, November 11, 2019	<i>Veterans Day</i>	<i>Holiday-School closed</i>
Wednesday, November 27 – Friday, November 29, 2019	<i>Thanksgiving Holiday</i>	<i>Holiday-School closed</i>
Thursday, December 5, 2019	Home for the Holidays	
Monday, December 23 – Monday, January 6, 2020	<b>Winter Break</b>	
Monday, December 23, 2019 – Friday, January 3, 2020	Winter Adventure Camp	4 yrs old-Gr. 5 students only
Wednesday, December 25, 2019- Wednesday, January 1, 2020	<i>Christmas Holiday</i>	<i>Holiday-School closed</i>
Monday, January 6, 2020	Preschool-12 Teacher Professional Day	Faculty and staff only
Tuesday, January 7, 2020	Preschool-12 Classes Resume	Preschool-12 students return
Monday, January 20, 2020	<i>Martin Luther King, Jr. Day</i>	<i>Holiday-School closed</i>
Thursday, February 13, 2020	K-12 Spring Parent Teacher Conferences	K-12 faculty and staff only
Friday, February 14, 2020	Preschool -12 Teacher Professional Day	Faculty and staff only
Monday, February 17, 2020	<i>Presidents' Day</i>	<i>Holiday-School closed</i>
Monday, March 16 – Friday, March 27, 2020	<b>Preschool-12 Spring Break</b>	
Monday, March 16 – Friday, March 27, 2020	Spring Adventure Camp	4 yrs old-Gr. 5 students only
Thursday, March 26, 2020	<i>Prince Kūhio Day</i>	<i>Holiday-School closed</i>
Monday, March 30, 2020	Classes Resume	Preschool-12 students return
Friday, April 10, 2020	<i>Good Friday</i>	<i>Holiday-School closed</i>
Friday, May 1, 2020	K-12 May Day	
Saturday, May 16, 2020	QEP Graduation	
Thursday, May 21, 2020	Ascension Day Celebration	Gr. 9-12 early dismissal
Friday, May 22, 2020	<i>K-12 Head of School Holiday</i>	<i>K-12 Holiday-School closed</i>
Monday, May 25, 2020	<i>Memorial Day</i>	<i>Holiday-School closed</i>
Tuesday, June 2, 2020	Seniors Last Day of School	
Wednesday, June 3, 2020	K-11 Last Day of School	
Thursday, June 4, 2020	<b>K-12 Summer Break Begins</b>	
Thursday, June 4 – Friday, June 5, 2020	K-12 Teacher Work Days	K-12 faculty and staff only
Sunday, June 7, 2020	Commencement	
Monday, June 8, 2020	Summer Programs Begin	
Thursday, June 11, 2020	<i>King Kamehameha Day</i>	<i>Holiday-School closed</i>

## General Policies and Procedures

### Required Student and Family Information (to be entered in PowerSchool)

Parents are required to provide important student and family information to the school (in PowerSchool) to ensure accurate and timely school to home communications. These include:

- Sending alerts in the case of a medical, weather, fire, or campus emergency;
- Sending report cards;
- Tracking allergies, medical conditions, and medications;
- Authorization for student pick-up;
- Scheduling parent and teacher conferences and discussion;
- Providing information regarding school field trips, events, and Parent Teacher Fellowship (PTF) activities;
- Sending re-enrollment and school contract information.

Please follow the directions below to enter the required student and family information into the Student and Family Information Form in PowerSchool. Should your information change during the school year, please login to PowerSchool to update your information.

### Student Information Update Process in PowerSchool

1. You will need the following information to complete/update the Student and Family Information Form:
  - Parent and Student contact information (e.g. phone numbers, home address, mailing address)
  - Parent/Guardian daytime contact information (e.g. work phone number(s), place(s) of employment, preferred email address)
  - Emergency Contact Information (Two additional people)
  - Student Health and Medical Information (e.g. Physician name and contact information, health Insurance provider name and policy number, plus any known medical conditions, allergies or medications)
  - Adults authorized to pick-up student (up to five people)
2. Login to PowerSchool by typing this URL into your internet browser using the username and password you received in the mail: [standrews.powerschool.com](http://standrews.powerschool.com)  

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.

Your child may not be allowed to attend school in the event that this is not completed by the first day of school. Your child's health and safety are paramount to St. Andrew's Schools. Should you need assistance, please contact the Technology Department at [technology@standrewsschools.org](mailto:technology@standrewsschools.org) or (808) 524-3234.

## Matters of Family Law

Parents are required to provide the school with official court documents any time those documents explicitly name the school or refer to the school in general as a place of custody exchange or restricted access. These documents may include divorce decrees, custody agreements, temporary restraining orders, and protective orders. Parents are asked to proactively notify the administration in the event such documents become available so that they can be properly assessed and any necessary plans can be developed. Such plans may include changes to parental access to information and/or the school's facilities. Should you have questions regarding this subject please contact the Head of School's office.

## School Hours

Early Arrival	6:30 a.m. – No supervision available prior to this time
Campus Facilities Open for Use	7:00 a.m. – Until this time, students must remain in designated areas for supervision. Only limited bathroom and other facilities are available.
Class hours	7:45 a.m. – 3:00 p.m.
First bell	7:40 a.m.
Tardy bell	7:45 a.m.
The Lower Schools release bell	2:45 p.m.
The Upper School release bell	3:00 p.m.

## 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.

## **Campus Vehicle Placards**

At the start of the school year each family will be issued dashboard placards for their students. These placards have been designed to improve campus safety and the efficiency of our end-of-day dismissal process. Placards are to be placed on the dashboard of your vehicle so they are easily visible and will vary in color with grades K & 1<sup>st</sup> being one color and all others being another. This will allow more efficient queueing for pick-ups at the end of the school day. Placards will also contain your student's last name so we can more rapidly find them and help load them into your vehicle.

Placards must be displayed at all times when your vehicle is on campus. This ensures that security, parking enforcement, and emergency response teams know, as best as possible, who is on campus at all times.

Each family will be automatically issued two placards for each student. Please request additional placards if your family regularly has more than two vehicles making weekly visits to campus.

## **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 a.m. and 4:00 p.m., Monday through Friday, and for special events on the weekends. Stalls marked for use by the Cathedral/Diocese (blue cones) for their employees are reserved 24 hours a day, seven days a week. Anyone parking in a reserved stall 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 Place parking located on Kukui Street) in the event that our visitor parking is full.

## **Parking for Students**

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

## **Parking for Volunteers and Field Trip Chaperones**

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

## **Parking Passes/Towing**

Please ensure that your student vehicle placard or parking pass is prominently displayed. Anyone parking inappropriately on campus may be subject to having the vehicle towed at the owner or driver's expense.

### **Early Arrival**

For parents who must drop off their 6-12 grade student before 7:00 a.m., a staff supervisor is on duty from 6:30 a.m. to 7:00 a.m. in Ylang Ylang Courtyard at no charge. Students must sign-in on the clipboard that is with the supervisor on duty in Ylang Ylang Courtyard. Students need to stay in the designated supervised areas until 7:00 a.m.

After 7:00 a.m. students in grades 6-12 are provided indirect supervision by the many adults on campus and they do not need to sign-in with the Early Morning Supervisor stationed in Ylang Ylang Courtyard Supervisor. Students may have breakfast in Ylang Ylang Courtyard, use the library, or sit on the benches around campus. Teachers often open up their classroom prior to the homeroom period for students. Students are not allowed in classrooms that are not supervised by an adult.

Once a student arrives on campus, the student is not permitted to leave campus at any time prior to dismissal, for any reason, unless she is accompanied by an authorized adult or has been granted "senior privileges" by the school administration. Journeying off-campus without permission is considered a major code of conduct violation.

### **Dismissal Procedures**

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

Students in grades 6-8 who remain on campus to wait for their parents' arrival beyond 3:30 p.m. are **required** to participate in the Lion's Den, our After School Care Program. Students who are not enrolled will be added to Lion's Den as a drop-in and parents will be charged. Middle school students are not permitted to leave campus after school and then return.

Please refer to the Ancillary Programs section of this handbook for further details.

### **Adults Authorized to Pick Up Students**

Only an authorized adult, such as a parent or guardian, may pick up a child from school. Families may designate additional authorized adults to pick up their daughter from school using the Annual Student and Family Information form in PowerSchool. If there are any questions or concerns regarding pick-up authorization, school personnel will contact the parent or guardian for clarity.

### **Leaving School Prior to Regular Dismissal**

If it is necessary for a student to leave school prior to dismissal, the student must bring a note from home, signed by the parent/guardian, indicating the time, date, and reason for the early dismissal. Students in grades 6-12 are required to bring the note to the Attendance/Health Office before 7:45 a.m. The parent/guardian may also call the Attendance/Health Office at 532-2403 or email

[dsherman@standrewsschools.org](mailto:dsherman@standrewsschools.org). An Early Dismissal Notice will be given to the teacher. The student will meet her parent at the Attendance Office. Students are not allowed to leave campus during school hours unless they have senior “off campus” privileges.

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. Students who need to contact parents due to illness should do so with the authorization of the school nurse.

### **Rideshare Services**

Parents may not utilize ridesharing services such as Uber and Lyft to transport students to and from school. This is a violation of both Uber and Lyft’s terms of service to allow minors to travel without an adult in an Uber or Lyft vehicle.

### **Off-Campus Day Trips**

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

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

Chapel Uniforms are to be worn on all field trips unless otherwise indicated by written notice from the field trip’s supervisor. Students who are not dressed in appropriate attire will not be permitted to attend the field trip. Should you have questions about a specific field trip, please contact your student’s teacher.

The annual enrollment contract signed by parents in PowerSchool authorizes field trips and other excursions. Permission forms for every trip will not be distributed. This form also grants permission for qualifying students to leave The Priory campus in order to attend classes at Hawai’i Pacific University during the school day, in which case they must sign out at the attendance office.

### **Senior Off Campus Privileges**

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

Off campus privileges are granted to students on a quarterly basis based on a 3.0 grade point average (GPA) with no grade lower than a “C-minus”. First quarter eligibility is based on the student’s grades from the fourth quarter of her junior year. Students on academic and/or

disciplinary probation are ineligible for off-campus privileges.

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

St. Andrew's Schools is not responsible for any injury or loss suffered by a student while off campus and reserves the right to change or terminate this policy in its sole discretion at any time with or without prior notice or cause.

## **Absences and Tardies**

### **Student Absence Notification**

To inform the school of a child's absence a parent or guardian should call or email the Attendance/Health Office.

- Attendance Office Phone: (808) 532-2403
- Attendance Office Email: [attendance@standrewsschools.org](mailto:attendance@standrewsschools.org)

If a student is absent from school and a message from the parent or guardian is not received by 8:00 a.m. (or if the message has been received yet is unclear), the school will call the student's home to determine the cause of the absence. If a parent does not notify the office on the morning of the absence and the school is unable to reach the parent, the emergency contacts designated by the parent will be notified.

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

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

- A school-sponsored event, such as a field trip or an athletic event
- A family emergency
- Student illness (a doctor's note is required for absence of three days or more)
- College visit (grades 11-12)

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

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

The school makes every effort to enable the student to complete missed work. It is the responsibility of the student, however, to actively seek out missed assignments and class notes in

order to keep pace with the classes missed. If the absence is planned, it is the student's responsibility to meet with each of her teachers to review the work that will be assigned during her absence and make arrangements for work to be submitted.

For all other types of absences, administration will determine policy for make-up work on a case-by-case basis. Failure to notify the Attendance/Health Office and Upper School Principal of any planned absences well in advance may adversely affect a student's grades.

### **Frequent Absences and Tardiness**

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

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

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

### **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 a.m. Parents who pick their children up in the afternoon may wait for their children on the benches in front of the Coral Cross.

### **Visiting Campus During School Hours**

St. Andrew'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 a.m. to 3:00 p.m.), 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 Attendance/Health Office.

### **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 surprised or offended if you are approached by a school employee and asked to state your name and reason for visiting the campus, or 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 Chief Financial Officer , Mike Curtis, at (808) 532-2406 or [mcurtis@standrewsschools.org](mailto:mcurtis@standrewsschools.org).

### **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.

### **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 Student and Family Information Form in PowerSchool. 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 PowerSchool and Canvas**

**PowerSchool** is our Student Information System. PowerSchool is used to manage student demographics, attendance, and grades. St. Andrew's creates login accounts for each parent and student for this system. Annually, parents must update the Student and Family Information Form in PowerSchool. Should information change during the school year, it must be entered into PowerSchool as well. PowerSchool is available at [standrews.powerschool.com](http://standrews.powerschool.com). If you are in need

of assistance, please contact the Technology Department at [technology@standrewsschools.org](mailto:technology@standrewsschools.org) or (808) 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 [standrews.instructure.com/login/canvas](http://standrews.instructure.com/login/canvas). 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

Our Ancillary programs include After School Care, Enrichment Classes, Adventure Camps and all Summer Programs.

Registration for our Ancillary 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, which includes an updated TB clearance and immunization boosters, is due to the school Health/Attendance Office **one week prior to the first day of school** for students who fall in the following categories:

- New middle school students
- New high School students
- Student-athletes (grades 7-12)

- All 6th and 9th grade students
- Juniors and seniors for participation in Priory in the City and Hawai'i Pacific University classes.

Requirements to be documented on the St. Andrew's Schools Form-14 include the following:

- An up-to-date physical examination: Physical exams are to be updated annually for students participating in athletics as well as all incoming 6th grade students and those students entering 9th and 11th grade.
- Tuberculosis Clearance: No student may attend school without a TB clearance – a clear X-ray or tuberculin (TB) test. The state requires that the date and time of the administration of the test and the reading of the results be included in the documentation on the Form-14. Students coming from outside of the State of Hawaii must have the TB test performed by a U.S. physician and the clearance received before the first day of school. No provisions are allowed for students without this requirement; students without this documentation cannot attend school until the documentation is supplied.
- All age-appropriate immunizations
- The Health Form must be signed and certified by the student's physician
- The law affords your child a grace period of 90 days from the date of school admittance to complete all health requirements - with the exception of the TB test.
- A student without up-to-date (negative) TB test results may not attend school.
- If the other requirements are not met within 90 days from the date of school admittance, the student will not be able to attend school.

### **Medication**

Students may not be in possession of any medication, including over the counter/non-prescriptive, while on campus. Students requiring medication while at school must bring the medication to the Health/Attendance Office. All prescription medication must be clearly labeled by the pharmacy as to the name of the patient, the name of the medication, and the amount and frequency of dosage. Medication will not be dispensed without written parental authorization. Parental consent and physician authorization forms are available in the Health/Attendance Office.

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

### **Concussions**

A concussion is a mild traumatic brain injury. Concussions can be caused by a direct blow to the head or body that results in a rapid acceleration or deceleration of the head and neck. This injury changes the way the cells in the brain normally work leading to a variety of physical, cognitive and emotional symptoms.

It can take three weeks or longer to fully recover from a concussion. Concussion management involves creating a support system around the student. Based on your child's physician's recommendation our administrators, teachers, and coaches will work to change and modify the environment around the student to maximize their concussion recovery.

Students should not return to school until cleared to do so by a physician. As the child is recovering part-day school attendance may be appropriate and will be accommodated. The student will not be penalized for missed work. School work will be gradually increased based on the student's health. Teachers will work with the student and parent(s) to develop a plan to ensure high priority lessons and skills are made-up over time.

### **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.

## St. Andrew's Schools Food Services

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

### Breakfast

7:00-7:45 a.m. 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 p.m.
Middle School	10:55-11:25 a.m.
High School	11:30-11:55 a.m.

### Snack Bar

Open during morning recess and after school (3:00-3:30 p.m.).

### 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 a school meal using cash, the cost of the lunch is \$.25 more. Tickets are NOT valid after May 2020, and no refunds or exchanges are permitted.

Cafeteria services are provided by Coffee Expressions. Should you have any questions regarding our cafeteria and food services, please contact:

Craig K. Terada  
dba Coffee Expressions  
224 Queen Emma Square, Honolulu, HI 96813  
Ph. (808) 542-7602  
[ckterada@hawaii.rr.com](mailto:ckterada@hawaii.rr.com)

## Upper School Academic Program Guidelines

St. Andrew's Schools sets high academic standards, 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." Girls are called upon to find their voice, build their leadership skills, and take an active role in developing their unique strengths and talents.

A detailed description of The Priory educational program is available in The Upper School Priory Curriculum Guide.

The Middle School includes students in grades six through eight. Our girls study English, mathematics, science, social sciences, world language, religious studies, performing and visual arts, and physical education. In addition, they are asked to serve in leadership roles through student council, clubs and other curricular and extracurricular activities.

Each year, high school students in grades 9-12 register for five academic classes and a minimum of two credits of elective courses. Please refer to The Priory Upper School Curriculum Guide for more information. Exceptions may be made after consultation with the Director of College Counseling and the Upper School Principal.

### Graduation Requirements

A minimum of 24 credits is required for graduation as demonstrated in the table below.

Subject	Required Credits
English	4
Social Science	4
World Language <sup>1</sup>	3
Mathematics	3
Science	3
Physical Education	2½
Religious Studies	1
Performing and Visual Arts	1
Independent Inquiry	½
Design Thinking (from Class of 2022)	½

### College and Career Counseling

The Priory has a college going culture and it is expected that each Priory graduate will continue her education at a college or university. The Priory seeks to provide both students and parents with

---

<sup>1</sup> Requires three consecutive years study in the same language

the best information on college choices and admission requirements to aid in the application process. The Director of College Counseling works closely with students to identify colleges and universities that match their academic and extracurricular interests, career goals, and financial budget.

Students begin to explore their strengths, interests and career options through our Priory in the City curriculum in grades 10 to 12. During junior year, the college counselor will meet with each junior and their parents/guardians to guide students in the college application and selection process. The Priory also offers workshops during the school year to help clarify the college application and financial aid process.

The Priory college counselors maintain a collegial relationship with the administrative and admission officers of local and mainland colleges and universities. Our counselors frequently visit colleges which are of interest to our students to maintain a close working association and improve communication about our applicants.

### **Policies Regarding Courses**

#### **Adding/Dropping or Changing Courses**

Based on course availability, students may add or drop classes beginning in the second week in August through the second week of school. To do this, students must fill out an add/drop form, which can be found on the Canvas Upper School home page. All course changes, including adding, dropping or changing sections of a course requires the approval of the appropriate teacher, class advisor, and the Director of College Counseling. The Upper School Principal reviews and makes the final decision regarding course change requests.

If a semester course is dropped after the last day of the first quarter, or a yearlong course is dropped after the last day of the second quarter, a WP (Withdraw, Passing) or WF (Withdraw, Failing) will be recorded for each subsequent grading period. If a student was unable to finish the course due to medical reasons, ME (Medical Excuse) will be entered on the transcript until the work is made up. If a student is unable to make up the work, the ME will be changed to MW (Medical Withdrawal). Exceptions may be made on a case by case basis.

#### **Repeating a Course**

If a student earns a grade of "F" in a course required for graduation, the course must be repeated until a passing grade is achieved. Credit for the class will only be counted once; the highest grade earned will be recorded on the student's transcript and used when calculating the students GPA.

Advanced elective courses in the performing and visual arts may be taken for credit more than once. The credit and earned grade will be recorded on their transcript and calculated into their GPA. No elective course may be taken more than once in a semester.

#### **Advanced Placement Courses**

Students in AP classes are awarded one additional grade point per credit in the computation of their grade point averages. For example, a "B" counts as an "A" and a "C" counts as a "B." Grades lower than a "C," however, are not weighted. Students may elect to take these courses based on department-specified eligibility and teacher recommendation. All students in AP classes are required to take the examinations in May. Parents or students with questions about Advanced

Placement should contact the Director of College Counseling at 532-2420.

To register for a One Schoolhouse course, students must submit an application form, which is available on our school website during the annual course registration.

### **One Schoolhouse Course Registration Process**

St. Andrew's Schools partners with One Schoolhouse to offer a diverse suite of rigorous credit-bearing online courses. A St. Andrew's Schools mentor guides students in their online learning to ensure that students are on track and understand what is expected of them.

### **Hawai'i Pacific University Course Registration and Credit**

Qualified Priory juniors and seniors may enroll in college-level courses at Hawai'i Pacific University's (HPU) downtown campus and some online classes. **Courses are offered tuition-free;** however, classroom or lab fees, and textbooks are the student's responsibility. Interested students should consult with the Director of College Counseling to begin the registration process. HPU courses count as elective credits toward graduation; however, they do not count toward the 22 subject area credits that are required for graduation.

Students may take up to eight HPU credits per semester and may only register for 15-week terms in the summer, fall or spring. Students must have had a TB test within one year of start of classes and an MMR vaccination; students will need to provide a health certificate to the HPU registrar's office.

The HPU course that a student is enrolled in, and the grade they earn, will be documented on the St. Andrew's Schools high school transcript. The HPU course grade will be included in the St. Andrew's Schools - The Priory semester and cumulative G.P.A. calculation. St. Andrew's School weights HPU grades with one additional grade point for grades of "C" or higher. Both high school and college credits are earned concurrently. The college credits earned may be transferable to your child's college of choice. Colleges may request that the student send their HPU transcript directly to them and they will make the final decision regarding the transfer of credits.

To register, students

- Must have and maintain a minimum cumulative grade point average of 3.00 or greater with no semester grade lower than a B-;
- Exhibit the maturity and responsibility required to succeed at HPU;
- Have the recommendations of her teachers, college counselor, and the Upper School Principal.

Also consider:

- All registration and course changes must be handled through the Director of College Counseling and academic advising staff at The Priory to be tuition-free.
- The credits and grades earned for HPU courses will become a permanent part of her college transcript.
- Students must officially request a transcript from HPU for any other purpose, such as applying to colleges. The usual transcript fee will be assessed by HPU.

## Academic Designations

### Academic Distinction

Students may achieve academic distinction by enrolling in Honors Courses (the honors designation will appear on the students transcript) and/or by completing the required criteria and courses as outlined in The Priory Upper School 2019-2020 Curriculum Guide (e.g. Distinction in Global Leadership).

### Honor Roll and Head of School List

- Each quarter, students in grades 7 to 12 that maintain a GPA of 3.5 or better, and no letter grade below a “B-”, are placed on the Honor Roll.
- Each semester, students in grades 7 - 12 that earn a GPA of 4.0 or better, and no letter grade below an “A-”, are recognized for their academic achievement and placed on the Head of School List .
- Students receiving a grade of incomplete (I) are not eligible for the Honor Roll or the Head of School List.
- Students who violate the Code of Conduct and/or act without academic integrity are not eligible for the Honor Roll or the Head of School List during the quarter or semester of the act or violation.
- ESL students are considered for the Honor Roll and Head of School List after they have assimilated into school.

### Academic Support

A student is placed on academic support if one or more of the following occurs:

- The student earns a grade of D+ or lower in a specific course,
- The students earns a C- in two or more courses, and/or
- The student earns a GPA below a 2.0 at the end of a quarter.

Students may also be placed on academic support if, in the judgment of her teachers and the Upper School Principal, she demonstrates that she is struggling academically and her academic success at The Priory is of concern.

The Upper School Principal and academic counseling staff will monitor the student’s progress during this period. Conferences or scheduled reports to parents may be part of the monitoring. In the event that the student participates in our athletic program, the Athletic Director will monitor that student’s grades as well. To be released from academic support, a student must earn a grade of C or better in all classes.

### Graduation with Honors

To graduate with honors and wear a red cord during Commencement, seniors must earn and maintain a GPA of 3.5 (or higher) at each grade-level from 9th grade to 12th grade.

## Assessment Guidelines

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

## Homework

Homework typically falls into one of three categories: practice, preparation, or extension. In the Upper School, homework is designed to strengthen skills learned in class and help to establish a foundation for sound study habits.

Teachers are intentional in what they assign for homework and students are responsible for completing the assigned work to the best of their ability. Students may receive long-term assignments such as projects, presentations, and research papers. It is important that students learn to be accountable for homework and accept consequences when homework is forgotten or is not satisfactorily completed. It is important for the student to discuss any challenges with homework assignments directly with their teacher(s) so they learn how to advocate for themselves. Teachers are happy to work with students so they can overcome any challenges. A student's grade will be negatively affected should they not complete their work.

We ask parents to assist in the learning process by establishing a regular time and place for homework to be done. It is best if there is a designated place to work that is well-lit and free from disruptions. While parents may guide the student's work from time to time, we do not want parents to do their daughter's work for her. Helping too much impedes academic and self-growth. Many of our students use their laptops to complete homework or to access teacher websites, it is recommended that homework involving computer usage be completed in a common and supervised area of the home.

Please see below for approximate daily time allotments for homework. We are sensitive to the fact that students work at different rates so it is difficult to assess the exact length of time that a given assignment will take.

Grade Level	Approximate time per day (all subjects combined)
K-3	10 to 30 minutes per school night
4-5	40 to 50 minutes per school night
6-8	20 minutes per subject per school night
9-12	30-40 minutes per subject per school night <sup>2</sup>

These times may vary between individuals and assignments. If parents observe that their children are routinely spending significantly more time on homework than the guidelines suggest, they are welcome to contact the teacher of the course and/or the Upper School Principal.

---

<sup>2</sup> Students in Honors and AP courses may expect to spend an additional 60 minutes or more per Honors and AP subject per school night.

## Standardized Testing

St. Andrew's Schools administers standardized tests to assess learning, align instruction to student needs, as well as to prepare high school students for college preparatory testing.

St. Andrew's Schools administers the CTP (Comprehensive Testing Program) to all seventh graders. Students in grades 8 and 9 take the PSAT 8/9 (Preliminary Scholastic Achievement Test), and students in grades 10 and 11 take the PSAT/NMSQT test. These tests are administered to monitor individual academic progress and to give students practice in taking standardized tests.

The Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) is a standardized test administered by the College Board and cosponsored by the National Merit Scholarship Corporation (NMSC) in the United States. In 10th grade students take the PSAT test as a practice test for the 11th grade PSAT, as the 11th grade scores determine a student's eligibility for National Merit Scholarships. The PSAT serves as a good indicator of how well a student will perform on the SAT (which is often required by colleges as part of the college admissions process). PSAT scores are not sent to colleges.

ESL (English as a Second Language) students, along with those with documented learning differences, take these tests only after consulting and planning with the Director of College Counseling. Due to the rules surrounding national standardized tests, a student who wishes extended time testing for SAT, AP, ACT and similar tests must have a formal, recent (within three years of standardized testing) diagnosis on file with the school as well as a documented history of using extended time in school situations. The Director of College Counseling will assist students and families in completing the necessary paperwork to receive extended time for national standardized tests.

Additionally, the Director of College Counseling will work individually with students in grades 11 and 12 regarding their schedule for the Scholastic Aptitude Test (SAT) and the American College Test (ACT). The Armed Services Vocational Aptitude Battery (ASVAB) is offered to students in grades 10 -12 who wish to take it. The majority of colleges accept both the SAT and ACT test scores for admission purposes.

## Final Exams

Final exams occur at the end of each semester for students in grades 9-12. Teachers of specific courses administer semester/year exams which are part of the students semester grade. Not all courses have final exams. Final exams may contribute between 15% to 20% of the overall course grade each semester grade.

Students who are absent for a final exam must schedule a make-up exam as soon as possible. If a student is absent from the exam, the teacher will work directly with the student to reschedule the exam. If the final exam is not taken at the end of the semester, the student will get an incomplete until the exam is taken. If a student needs to take an exam early, she needs to let her teachers know as soon as possible. **A \$50 fee will be charged to the student's account for early administration of a final exam. Requests for early exams should be given to the Upper School Principal at least one month in advance.**

## Incompletes

Students who have missed essential assessments due to absences are required to make up the work as determined by her teachers and the Upper School Principal. Students are expected to navigate and follow deadlines that have been set by their teachers. Unless all work is made up by reporting time (interim and quarter's end), an incomplete ("I") will be issued. Students who earn an Incomplete are not eligible for the Honor Roll or the Head of School List until all agreed upon work is completed. Once the work is made-up and graded, a new student report card will be issued reflecting the grade(s) the student has earned.

## Make-up Work for Absences

Tests, quizzes, or assignments missed due to absences are to be made up when the student returns to school. It is the student's responsibility to contact the classroom teacher and develop a plan (with specified deadlines) to make-up any missed work (e.g. tests, quizzes, homework assignments). For extended absences, special arrangements may be made to accommodate several make-up tests or quizzes and may result in the student earning an incomplete on her quarter and/or semester grade until all work is made up.

## Grading Scale and Student Progress Reporting Schedule

The Priory adheres to the grading scale as described in the table below:

**Upper School Grading Scale**

Letter	Percent	Grade Point	Advanced Placement/ Hawai'i Pacific University <sup>3</sup>
A	93-100	4.000	5.000
A-	90-92	3.667	4.667
B+	87-89	3.333	4.333
B	83-86	3.000	4.000
B-	80-82	2.667	3.667
C+	77-79	2.333	3.333
C	73-76	2.000	3.000
C-	70-72	1.667	1.667
D+	67-69	1.333	1.333
D	63-66	1.000	1.000
D-	60-62	0.667	0.667
F	59 and below	0.000	0.000

---

<sup>3</sup> Grades lower than a 'C' are not weighted.

## **Student Progress Reporting Schedule**

In order for parents and guardians to view and track their child's academic progress, teachers update grades in PowerSchool at the middle and end of each quarter. Final course grades are cumulative and based on the weighting of the course syllabus during the term. St. Andrew's Schools will notify parents and guardians at the middle of the quarter when their child's grades are updated. Parents and guardians will receive progress reports with final grades at the end of each quarter/semester.

The registrar sends interim notifications and quarterly reports via PowerSchool SwiftK12 emails. To ensure that you receive timely progress reports, please confirm that your email address(es) in PowerSchool are up to date. You may log into PowerSchool at any time to update your contact information.

## **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 student progress reports for each enrolled year at The Priory. Requests will be processed within five business days by contacting the registrar at 532-2416 or [register@standrewsschools.org](mailto:register@standrewsschools.org).

## **Release of Information to Colleges, Universities, and Scholarship Organizations**

St. Andrew's Schools abides by the Statement of Principles of Good Practice as outlined by the National Association of College Admission Counseling and, when appropriate, will respond to requests from colleges and universities for students and counselors to divulge information concerning disciplinary issues resulting in probation or suspension.

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

The Director of College Counseling will assist students to select two teachers who can provide an insightful description of their academic development and character to approach for letters of recommendation to submit with their college applications. Students may not ask a third teacher to write a recommendation letter. All students will have a primary letter written by the Director of College Counseling, after they have completed their Senior Survey. All statements, opinions, assessments, and other information provided by counselors and/or teachers to the colleges and/or

other organizations are considered confidential. We believe that the confidentiality and accuracy of our recommendations is necessary to maintain the integrity and reputation of The Priory.

## International Students and Academics

### International Diploma (Grades 9-12)

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

Subject	Required Credits
English	4
Social Science	4
World Language	Not required
Mathematics	3
Science	3
Physical Education	2½
Religious Studies	1
Performing/Visual Arts	1
Independent Inquiry	½
Design Thinking (from Class of 2022)	½

### 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.

### ESL Grade Designation

At the discretion of the teacher, students with limited English proficiency may be issued ESL grades if there are substantial modifications to the learning materials, instruction, and assessments. A student need not be officially assigned to ESL class to receive this designation. The ESL Grade designation may be reevaluated on a quarterly basis, depending on the progress of the child. A

child may need substantial modification to the curriculum initially but may need very little to none as the year progresses.

## **Student Support Programs and Policies (Grades 6-12)**

The Priory makes every effort to provide classroom instruction and other academic supports to help each child learn and thrive. Our culture of care coupled with our small school setting allows us to work with students, their parents, teachers, counselors and administrators to determine if specific academic and/or social supports are needed. Teachers make a concerted effort to provide a variety of activities, assignments, and assessments to help a wide range of learners succeed in school. They also provide extra help for students, as needed, both before and after school. Should a student need more support than the teacher can provide a meeting will be set up with the student's parents and the classroom teacher and/or the Principal, to develop a Formal Educational Plan (FEP) to help facilitate the academic growth and social development of the child.

### **Student Accommodations**

Children learn at different rates based on their own unique capacities, strengths and maturity. We closely monitor student academic performance and behavior to ensure that we are helping a child learn and grow. Sometimes students need additional support and or specific accommodations to overcome academic or behavioral challenges.

To determine what is appropriate for the student, parents may be asked to seek a comprehensive psychoeducational evaluation. These evaluations can be conducted by a licensed psychologist, certified school psychologist, or psychiatrist and they provide an assessment of all educationally relevant aspects of the student's functioning. Once the evaluation is completed it should be submitted (in full) to the Principal so appropriate actions can be taken.

The school counselor, teacher, and Principal, in concert with the student's parents, will develop a Formal Educational Plan (FEP) that outlines how the recommendations will be implemented in school. The faculty and staff will work together to implement the needed student accommodations; however, some accommodations may not be available in our school setting. The comprehensive psychoeducational evaluation will be retained in the student's file, and a summary of the report will be shared with the appropriate classroom teachers each school year.

With parental permission, the school may wish to 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. In some cases, assessment or intervention by an outside agency may be a requirement for enrollment or continued enrollment at St. Andrew's Schools.

### **Academia Nuts Tutoring (ANT) Program**

The Priory students provide peer tutoring services for students 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. Teachers often suggest this for students who might benefit from a little extra assistance with their school work. For more information to be a tutor, or request a tutor, please contact your child's teacher or

Mrs. Jean Schmitz, The Academia Nuts Tutoring Program Coordinator at [jchmitz@standrewsschools.org](mailto:jchmitz@standrewsschools.org) or 532-2459.

### **Private Tutoring**

Upper School faculty members (other than the student's current teacher(s)) may be available to tutor a child after school hours for a fee. This can be arranged through the student homeroom teacher in concert with the Principal and the parent. Full-time employees at St. Andrew's Schools may only tutor students before or after normal school hours. The Business Office will manage the billing for this service.

### **Middle School Workshop Periods**

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

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

Two days weekly will be utilized to facilitate Girls Circle. On these days, the workshop period will be 40 minutes.

### **Study Hall and Open Study Periods for Grades 9-12**

To ensure the academic success of all of our high school students, students are assigned either to study hall or open study periods. Students are expected to use the time to get organized, work on homework or projects, study for tests, and get help from their teachers during this time. All freshmen and sophomore students are assigned to study hall during periods when they are not attending class.

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

Freshmen may be released to open study periods should they make Honor Roll at the end of the first semester. Sophomores may be released to open study periods at the end of the first quarter should they demonstrate good academic standing (no grades below a C).

Students are expected to use their open study periods wisely. They are encouraged to meet with teachers for extra help or to study in the library or Ylang Ylang Courtyard, excluding lunch hours. All students with open study are invited to attend study hall, which is available every period of the day. Students may be assigned to study hall or open study at any time as deemed appropriate by the Upper School Principal.

Only seniors who have been granted off-campus privileges may leave campus during an open study period.

## **Student Life**

The Priory Upper School provides a variety of co-curricular areas and opportunities for students to learn, lead and serve. These experiences help a student practice their leadership skills, build relationships, and serve the community. Whether it's participating in activity periods, engaging in club or student government activities, or excelling as an athlete, our students find many ways to shine.

### **Community**

#### **Activity Period**

Students in grades 6-12 participate in activity periods 3 times a week and engage in a variety of activities as a class. These activities allow students to learn new skills, discuss class-related business, and plan and prepare for class and school-wide events. It also provides an opportunity for the girls to get to know each other better and bond as a class. Middle School and High School students participate in hula, class meetings, choir, and Social Emotional Learning activities. Additionally, the high school implements a guidance program to ready students for college beginning in grade 9.

#### **Upper School Camps**

The Priory holds camp on annual basis. During the fall, students in grades 6, 8, and 12 participate in an overnight camp experience. Grades 6 and 8 camp at Malaekahana beach houses on O'ahu's North Shore. Grade 12 camp at Camp Mokuleia, also on O'ahu's North Shore. Student class executive officers work with their classmates to plan activities that cultivate bonding between grade levels.

#### **Student Government, Honor Societies, and Clubs**

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

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

#### **High School Student Council (Grades 9-12)**

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

#### **Middle School Student Council (Grades 6-8)**

The Middle School Student Council (MSSC) serves as a counterpart to the High School Student

Council and provides leadership training and experiences to students in grades 6-8. The MSSC is responsible for planning various socials and other events for Middle School students. The student body of grades 5-7 elects its officers in the spring for the upcoming school year. Elected offices are President, Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer.

Each grade 6-12 elects an executive board of officers to organize and oversee class activities. Elected offices are President, Vice-President, Secretary, Treasurer, and Historian. Participation as an elected officer, at any level, is an honor and gives students great practice in working together to accomplish something for their class, our school and /or our community.

### **Student Council Officers Eligibility Requirements**

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

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

### **National Honor Society (NHS)**

#### **Queen Emma Chapter of the National Honor Society (NHS)**

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

Criteria:

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

## Academic, Honorary and Service Clubs

- **Companions of St. Andrew:** This service and spiritual fellowship organization on campus is open to all girls in grades 6-12. Special activities are geared toward the various grade levels. All members are encouraged to take leadership roles in the weekly chapel services.
- **Daughters of The Priory:** Seniors who have attended The Priory every year from kindergarten or first grade are honored at commencement as Daughters of The Priory.
- **Interact Club:** Interact is Rotary International's community service club for young people ages 14-18. Community service projects occur throughout the year and college scholarships may be applied for through the Rotary Club. The Rotary Club of Honolulu, the first Rotary Club to admit women, sponsors The Priory's Interact Club.
- **Student Ambassadors:** Student Ambassadors are experts on St. Andrew's Schools and its community and are vital to the admissions process and help host events on campus. Being a member of the Student Ambassador Team is a commitment and an honor. Ambassadors represent our school community and play a significant role in our guests' experiences. Ambassadors are expected to make every effort to ensure that prospective students and parents feel welcome and at ease during their visit.
- **Speech and Debate Team (Grades 9-12):** The Speech Team is comprised of students who desire to compete in the Hawaii Speech League and National Forensic League meets and tournaments, or who want to learn about speech team activities through supporting competitors (for example, timekeeping). Eligibility requires attending a minimum of three speech meets and providing an adult judge.

## Special Interest Clubs

- Book Club (Grades 6-8; Grades 9-12)
- Chinese Club (Grades 9-12)
- Companions of St. Andrew's (Grades 9-12)
- Daughters of The Priory (Grade 12)
- Future Medical Professionals of America Club (Grades 9-12)
- Global Issues Network (GIN)\*\* (part of Global Girls Class)
- Hip Hop Club (Grades 6-8)
- Hope Lodge Club (Grades 9-12)
- Hui Hau'oli (Grades 6-12)
- Interact Club (Grades 9-12)
- I.T. Crew (Information Technology Crew) (Grades 9-12)
- Kindness Club (Grades 6-8; Grades 9-12)
- Math Club (Grades (6-8)
- Mindfulness Club (Grades 6-12)
- Model United Nations\*\* (Class)
- Pacific Asian Affairs Council (PAAC) Club (Grades 6-12)
- Robotics (Grades 6-8)
- Speech and Debate Team (Grades 9-12)
- Student Ambassadors (Grades 6-12)
- Sustainability Club (Grades 6-12)

## Club Officer Eligibility Requirements

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

- Be a freshman, sophomore, junior, or senior during her term of office for High School clubs, or be in the 6th, 7th, or 8th grade during her term of office for Middle School clubs
- Have a cumulative grade point average of 2.50 or better with no grade lower than a “C-” in all required courses
- Maintain a grade point average of 2.50 while in office
- Have no major violations, disciplinary probations, or suspensions on her record for the school year during which she is elected and the school year during which she serves
- Attend all meetings and functions associated with the club in which she serves

## Travel Opportunities for Students

The Priory students in middle school and high school may participate in one or more travel opportunities designed to enhance and enrich the students’ academic and cultural experiences. Priory faculty members accompany the students on these trips, connecting classroom lessons to real-world expressions of learning. In recent school years, as part of our Global Leadership Initiative and partial sponsorship from the Steven’s World Peace Foundation, we have expanded student traveled to France, England, Spain, Alaska, Washington, D.C., Japan, Cambodia, Bali, India and Aotearoa. Information about future trips will be shared with students and families throughout the year. Travel experiences may be a part of our summer school program and/or occur during school breaks. In some instances, financial assistance is available. For more information, contact the Director of our Global Leadership Center for Girls or the Upper School Principal.

## Athletics

The opportunity to participate in athletics is one of the many student life opportunities offered at The Priory. The Athletic Department is located on the second floor of the Harry and Jeanette Weinberg Center on campus. Should you have any questions regarding your daughter’s participation or eligibility please call or email our Athletic Director, Missy Kilbey at 532-2461 or [mkilbey@standrewsschools.org](mailto:mkilbey@standrewsschools.org).

The Priory is a member of the Interscholastic League of Honolulu (ILH), a league in which private schools, in grades 7-12, participate in sports at a competitive level. In order to provide playing opportunities for larger team sports, The Priory will sometimes join the Pac-Five (Pac-5) organization for specific sports. The Pac-Five program consists of 19 small schools that combine together to participate in team sports that may not otherwise be offered. The Pac-5 program has its own Athletic Director who is responsible for hiring coaches and managing those teams. Students from The Priory who participate on a Pac-5 team must adhere to the athletic rules and regulations established at The Priory.

The Priory offers a variety of athletic competition levels. Students in grades 7-9 may compete at the Intermediate (Inter) level, students in grades 9-11 may compete at the Junior Varsity (JV) level, and students in grades 9-12 may compete at the Varsity (V) level. Listed below are the sports offered for the 2019-2020 school year.

FALL*	WINTER	SPRING
Bowling – JV/V	Paddling – JV	Inter Golf – see Mrs. Kilbey
Cross Country (P5) – all levels	Basketball – Inter/Var	Tennis – V
Kayaking (P5) – JV/V	Tennis – Inter	Track (P5)- all levels
Volleyball – Inter/V	Soccer (P5) – all levels	Softball (P5)- all levels
Air Riflery –JV/V	Swimming (P5) – all levels	Water Polo (P5)- all levels
Tennis – JV	Wrestling (P5) – all levels	Sailing – V
	Precision Riflery – JV/V	Judo (P5)- all levels

\*Transportation will not be provided until the school year begins.

### Information, Rules and Regulations

Students from The Priory who are participating on athletic teams (The Priory and/or Pac-5) are expected to:

- Attend all practices, meets, and games unless excused by the coach or Athletic Director
- Display good sportsmanship and team cooperation at all times
- Maintain satisfactory academic grades (GPA must stay above a 2.0)
- Treat all athletic equipment and uniforms with care
- Adhere to all school and team rules and regulations

If a student athlete is absent from school for a full day, or half of the school day, she may not participate in any games or practices on the day (or days) that she is absent. If a student is involved in a discipline issue that involves in-school suspension or academic suspension, she may not participate in games or practices on the day (or days) she is suspended.

A student’s decision to voluntarily drop out of a sport during the season, or the accrual of multiple unexcused absences, may lead to the decision by the Athletic Director, in concert with the Upper School Principal, to consider not permitting the student to participate in the sport the following season. Dismissal by the coach or the Athletic Director for disciplinary reasons will result in the student’s ineligibility to participate in the sport the following season.

In order to participate in a state tournament, students must meet the above requirements and the requirements set forth by the Hawai’i High School Athletic Association (HHSAA).

### Student Health Form

It is a school and ILH policy that every athlete must have a yearly physical in order to participate

in The Priory or Pac-5 athletics. For athletics, the Student Health Record is valid for one calendar year from the date of the physical examination (e.g. if the physical was taken on January 1, 2019, the form is valid until January 1, 2020). A student is not allowed to practice or try out unless both the St. Andrew's Schools Student Health Record (Form-14) and the Athletic Permission Form are turned into the Athletic Office. The Student Health Record (Form-14) must be turned into both the Athletic Office and the School's Health Office. It is suggested to make a few copies of the Student Health Record – one for the Athletic Office and one for the Health Office. There are no exceptions.

The Student Health Form is available on the 19-20 School Year Information webpage.

### **Medical Insurance**

All student-athletes are required to have current medical insurance coverage to be eligible to participate in athletic activities. Parents/guardians will be asked to share this information on the student Athletic Permission Form.

### **Athletic Permission Form**

Parents and students are asked to read the Athletics section of the Parent-Student Handbook. Parents and student-athletes must then sign and submit the Athletic Permission Form to the Athletic Office. The Athletic Permission Form is available on the 2019-20 School Year Information webpage. The purpose of this form is to ensure that parents and students have read The Priory Athletics Rules and Regulations and understand that should the student make the team, she is expected to fully participate in all games and practices for the season. Should the student quit or be suspended from a team, she may not participate in a Priory or Pac-5 sport for a minimum of one year.

### **PAC-5 Clearance for Participation**

PAC-5 clearance is done through a sign-up process with the Athletic Director. Athletes wishing to try out for a Pac-5 sport must obtain a Pac-5 clearance form from the Athletic Office. Students must turn in a copy of the updated health form (with yearly physical completed) and complete the concussion testing (if applicable), to the Athletic Office at least 24 hours before the first tryout date. Athletes who show up to practice without clearance will not be allowed to try out or participate until eligibility and academic clearance has been obtained.

### **ILH Concussion ImPACT Testing**

In 2012, Act 197 was enacted into law, mandating that participants in certain ILH activities must complete the Impact Concussion Test. Dates for the testing are set and advertised throughout the year for athletes to take the test. Students are not allowed to play certain sports until this testing is done. Testing is good for two years.

The athletic department requires student-athletes participating in "higher risk" sports to participate and complete the ImPACT Baseline Concussion Management Baseline test before attending any practice or tryout. This testing will be done every two years. 2018-19 was the most recent testing year.

Fall Sports	Winter Sports	Spring Sports
Cheerleading Volleyball	Soccer Basketball Wrestling Canoe Paddling	Judo Softball Sailing Water polo

In 2018-2019 student-athletes in grades 7-12 participating in volleyball, kayaking, paddling, basketball, soccer, wrestling, softball, water polo, sailing and judo, were required to take a baseline concussion test. Students who took the test last year do not have to retake the test this year. New students who are interested in any of the above listed sports should contact the Athletic Director to schedule a testing time. If a student is interested in a fall sport (e.g. volleyball or cheerleading) and did not take the test last year, please contact the Athletic Director in late July or early August to schedule a testing time. Please review the information below regarding concussions and our current concussion policy.

### **ImPACT Concussion Management Program**

The ImPACT program will assist our registered nurse and school personnel in evaluating and treating head injuries (e.g., concussions). In order to better manage concussions sustained by our student-athletes, we have acquired a software tool called ImPACT (Immediate Post Concussion Assessment and Cognitive Testing). ImPACT is a computerized exam utilized in many professional, collegiate and high school sports programs across the country to indicate and manage concussions. If an athlete is believed to have suffered a head injury during a school competition, ImPACT is used to help determine the severity of the head injury and when the injury has healed. This test is used as an indicator, not a diagnosis. An injured athlete will need to seek medical attention to diagnose a concussion.

The ImPACT test will establish a baseline score prior to beginning practice or competition in a contact sport. If an athlete has received a concussive injury, the injured athlete is reassessed, and the scores are compared to the baseline score. Athletes will only be considered to return to their activities if the post-injury scores are comparable to the baseline scores. Although it is our goal to test all athletes prior to the tryouts for each season, we may be administering the tests during the season due to limited resources and due to the challenge of testing a large number of athletes.

The non-invasive ImPACT test is set up in “video-game” type format and takes about 20-30 minutes to complete. It is simple, and many athletes enjoy the challenge of taking the test. Essentially, the ImPACT test is an athletic physical exam of the brain. It tracks information such as memory, reaction time, speed, and concentration. It is not an IQ test.

If a concussion is suspected, the athlete will be required to retake the ImPACT test. Both pre-injury and post-injury test results are evaluated by our nurse and/or the Pac- 5 athletic trainers, who may consult with a neuropsychologist/neurologist as part of the evaluation process. The information gathered can also be shared with your family doctor. The test data will enable health professionals to determine when return-to-play is appropriate and safe for the injured athlete. If an injury of this nature occurs to your child, you will be promptly contacted with all details.

## Concussion Facts

### What is a concussion?

A concussion is a type of traumatic brain injury. Concussions are caused by a bump or blow to the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious.

You can't see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If your child reports any symptoms of concussion, or if you notice the symptoms yourself, seek medical attention right away.

### What are the signs and symptoms of concussion?

If your child has experienced a bump or blow to the head during a game or practice, look for any of the following signs of a concussion:

Symptoms reported by athlete	Signs observed by parents/guardians
<ul style="list-style-type: none"><li>● Headache or “pressure” in head</li><li>● Nausea or vomiting</li><li>● Balance problems or dizziness</li><li>● Double or blurry vision</li><li>● Sensitivity to light</li><li>● Sensitivity to noise</li><li>● Feeling sluggish, hazy, foggy, or groggy</li><li>● Concentration or memory problems</li><li>● Confusion</li><li>● Just not “feeling right” or is “feeling down”</li></ul>	<ul style="list-style-type: none"><li>● Appears dazed or stunned</li><li>● Is confused about assignment or position</li><li>● Forgets an instruction</li><li>● Is unsure of game, score, or opponent</li><li>● Moves clumsily</li><li>● Answers questions slowly</li><li>● Loses consciousness (even briefly)</li><li>● Shows mood, behavior, or personality changes</li></ul>

### Danger Signs

Be alert for symptoms that worsen over time. Your child or teen should be taken to the hospital right away if she/he has:

- One pupil (the black part in the middle of the eye) larger than the other
- Drowsiness or cannot be awakened
- A headache that gets worse and does not go away
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Difficulty recognizing people or places
- Increasing confusion, restlessness, or agitation
- Unusual behavior
- Loss of consciousness (even a brief loss of consciousness should be taken seriously)

### **What should you do if you think your child has a concussion?**

- **Seek medical attention right away.** A health care professional will be able to decide how serious the concussion is and when it is safe for your child to return to regular activities, including sports.
- **Keep your child out of play.** Concussions take time to heal. Don't let your child return to play the day of the injury and until a doctor says it's OK. Children who return to play too soon – while the brain is still healing – risk a greater chance of having a second concussion. Repeat or later concussions can be very serious. They can cause permanent brain damage, affecting your child for a lifetime.
- **Tell your child's coach about any previous concussions.** Coaches should know if your child had a previous concussion. Your child's coach may not know about a concussion your child received in another sport or activity unless you tell the coach.

### **How can I help my child return to school safely after a concussion?**

Children and teens who return to school after a concussion may need to:

- Take rest breaks as needed
- Spend fewer hours at school
- Be given more time to complete assignments/tests
- Reduce time spent reading, writing, on the computer

### **Transportation**

Weekday transportation is provided for all students who are participating in sports sponsored by The Priory. Transportation may be provided for Pac-5 sports based on availability. Please be aware that the school may not be able to accommodate all Pac-5 sports every day. For students participating in a Pac-5 sport, The Priory vans will leave school at 3:10 p.m. daily, regardless of an individual's practice/game times. Because of time constraints, the vans will not wait for students so please be on time.

In some instances, student athletes will be released early to accommodate the starting times of games. Students will also need to make arrangements for parent pick-up from the practice/game site. Students are not permitted to ride with friends/boyfriends to any practice or competition site. Student-athletes may drive themselves only with permission from the Athletic Director and a signed permission note from a parent or guardian. Violations will result in a suspension from the team.

No school student-athlete transportation is provided on holidays, in-service days, summer vacation and/or on weekends. Transportation schedules are located on the athletic bulletin board outside the Upper School office and on the 2<sup>nd</sup> floor of the gym. All practice cancellations due to weather will be posted on both bulletin boards by 1:00 p.m. that day. It is the student-athlete's responsibility to check these boards.

### **Team Uniform**

The school or Pac-5 will issue all uniforms, with the exception of swimming/diving, water polo, bowling and golf. Students in these sports are required to purchase their uniforms from the team. All other school-issued uniforms and/or equipment must be returned to the designated coach or athletic director at the end of the season. If an athlete's uniform or equipment is not returned, or is

returned in poor condition, the student's account will be charged for the cost of its' replacement. For most uniforms, drying on low heat will preserve the uniform and prevent numbers from peeling.

Students may also purchase a red-hooded Priory athletic sweatshirt for \$25. This may be worn all year as a part of the students school uniform. The Priory athletic sweatshirt may not be worn to chapel, yet can be worn after chapel.

### **Game Days**

Student-athletes may wear their team uniform, team t-shirt, or team warm-up to school on the days that they have a game or competition. Team shirts/jackets must be approved by the Athletic Department. Team uniforms, team shirts/sweatshirts and Priory sweatshirts may not be worn to school on Chapel Days (generally on Tuesdays); however, Priory athletic sweatshirts can be worn after chapel. Teams are not allowed to wear their team uniforms on Mondays because of a game on chapel days. Approved team uniforms or team t-shirts may be worn with jeans (no rips), black, red, gray or white shorts or team pants. Sweats or tights may not be worn as a part of game day uniform. Tank top style or racerback uniforms must be worn with a shirt underneath. Covered shoes and socks must be worn. Student-athletes may wear their team uniforms on Fridays only if their sole game that week is scheduled on a Saturday.

### **Game Site Behavior**

It is a privilege to be a part of an ILH athletic team. Whether you are part of a Priory or Pac-5 team, you are always representing The Priory Athletic Program. Student-athletes are expected to display good sportsmanship and adhere to school rules at all times. Parents are an important part of our community and great supporters of our teams. We expect parents to be excellent role models for their daughters and follow the general rules of sportsmanship through their respect for our players, coaches and other teams. Any acts of verbal or physical harassment will not be tolerated.

### **Hazing and Bullying**

Hazing refers to any activity expected of someone joining a student organization that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing in any form will not be tolerated and will result in disciplinary actions, including suspension from athletics and/or school.

Bullying in any form is neither tolerated nor consistent with any spiritual, educational or athletic goal at St. Andrew's Schools. Bullying in any form will not be tolerated and will result in disciplinary action and/or suspension from athletic teams.

### **Academic Requirements and Study Hall Policy**

During the school year, grade checks will be generated to monitor academic progress for athletes. Students will be placed on an academic contract, and in an after school study hall if:

- The student has earned a "D+" or below in two or more classes at interim time, or,
- The student has earned a "D" or lower in one or more classes at the end of the quarter.

If the student has an open period during the day, the student will be placed in study hall during the open period in place of the after-school study hall (unless determined otherwise by the Upper School Principal and Athletic Director). Students will not be released from study halls for practices. While the student is on an academic contract, she may not be played as a “starter” for the team. The academic contract will be in effect until the end of the quarter and until it is determined by the Principal that the student should be released from the contract. Once a student’s grades improve to a “C-” or above they may fully participate with the team.

If at the end of the quarter, a student has one or more failing grades, they will be placed on academic suspension. The suspension is typically two weeks in duration. Students are not allowed to practice or play in after school sports while they are on academic suspension. Once a student’s grades improve, and approval is given by the Principal, they may fully participate with the team.

### **The Impact of Absences**

To letter in a sport a student must, whenever possible, attend all practices and games. Students who acquire more than five (5) excused absences, and/or two (2) unexcused absences from practices or games may not earn a letter for that sport and risk being excused from the team. An absence is considered unexcused if the athlete or the athlete’s family does not notify the coach prior to missing a practice/contest, or if the absence is not considered excused by the coach. It is important that our athletes understand that when they earn and accept a spot on a team (especially when others may have been denied), they are accepting the responsibility of being a good teammate and must commit to the success of the team for the entire season. The Athletic Director and Upper School Principal will review academic issues individually with our student-athletes.

Although injury and illness will count towards excused absences, it will not give reason for team dismissal. As much as possible, injured athletes are expected to remain a part of the team and attend practices.

### **ILH Snack Policy**

ILH member school athletic teams are NOT permitted to snack or potluck when visiting another ILH member school campus facility. ILH member school athletic teams are allowed to provide only drinks after their scheduled ILH event. Violation of this league policy is subject to fines.

### **ILH Outside Participation Rule**

Participants in an ILH team sport are not allowed to participate in an outside team sport during their ILH season, beginning with the ILH starting date of that sport. For example, an ILH volleyball player cannot be in an outside volleyball league during the ILH volleyball season, yet can participate in another outside league sport such as bowling, basketball, swimming, etc. Individuals may return to outside participation at the conclusion of their respective ILH season. In-season participation in clinics, camps and schools by ILH participants is allowed. Team sports are basketball, canoe paddling, soccer, softball, volleyball and water polo. A student-athlete who is a part of an ILH individual team may not participate in an outside event of the same sport on the same day as an ILH event. Individual sports may not participate on the same day as an ILH event. For more details, see the Athletic Director.

## ILH Transfer Policy

The Interscholastic League of Honolulu (ILH) and the Hawai'i High School Athletic Association (HHSAA) have a transfer rule. An ILH participant who transfers to a member school in the same school year, or following year, shall be ineligible to participate for the new school in any sport she has participated in at the former school. An ILH participant from a combined or Pac-5 school may participate if the new school is also Pac-5 in that sport. Students in grades 9-12 who transfer to an ILH school from an O'ahu public school must also sit out a year from that particular sport.

## State Tournaments and Off-Island Trips

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

Funds for airfare, hotel and ground transportation will be provided by the school. However, food and spending money are the responsibility of each individual.

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

## High School Physical Education Credit

Students earning a letter in any Varsity or Junior Varsity sport, either through The Priory or Pac-5, may earn up to 1½ P.E. credits, which is equivalent to three semesters of P.E credit. These credits count toward the 2½ credits of P.E. that are required for graduation. A student must successfully participate in at least one season of a Varsity or Junior Varsity sport to earn ½ credit for P.E.

To earn P.E. credit through participation in a Varsity or Junior Varsity sport, a student must meet with the Athletic Director at least one week before the start of the season to obtain the necessary paperwork and permissions and turn in the application no later than one week after the sport tryout/start date. (Exceptions will be made for fall sports that begin the first week of school.) To obtain credit, students:

- Must earn a letter in the sport
- Must not be suspended from play for disciplinary or academic actions
- Must not have more than five (5) excused absences (including injuries, illness, school functions and trips) and/or two (2) unexcused absences from practices.
- Must attend all matches/games (unless previously excused by the Athletic Director)

Restrictions: Students who participate in a Priory or Pac-Five sport yet choose to attend "club" practices instead of The Priory or Pac-Five practices will not be eligible to earn P.E. Credit).

Credit will be awarded after all requirements have been met and paperwork is turned in.

## **Athletic Participation Checklist for The Priory and/or Pac-5**

### **Student Health Form (Form 14)**

- Complete St. Andrew's Schools School Health Record.
- Most recent physical examination must be recorded on the health record.
- Student Health Forms are valid for one calendar year from the date of most recent physical exam.
- A valid Student Health Form must be on file before students can participate in athletics (includes tryouts, conditioning workouts and any practices or games).
- Form may be downloaded from the 2019-20 School-Year information webpage.

### **Athletic Permission and Medical Information Form**

- Read the Athletics section of the Parent-Student Handbook.
- Athletic Permission Form is available on the 2019-20 School-Year Information webpage.
- Include requested student Medical Insurance information on the form.
- Parents/guardian and student-athlete sign and submit form to the Athletic Director

### **ImPACT Baseline Concussion Test & Consent Form**

- Student-athletes participating in "higher risk" sports (volleyball, soccer, basketball, wrestling, canoe paddling, judo, softball, sailing, water polo) must complete the ImPACT Baseline Concussion Management Baseline test before attending any practice/tryout.
- See the Athletic Director for test dates and scheduling the test.

### **Pac-Five Clearance Form**

- Pac-Five Clearance Form can be obtained from the Athletic Office.
- Mail or return (to the designated party) completed forms prior to the start of tryouts/practice.

### **P.E. Credit Form**

- P.E. Credit applications may be picked up from the Athletic Office.
- Student-athlete must submit completed application at least one week prior to sport tryout/start date.

## 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.
- Skirts/shorts may not be rolled at the waist or worn low on the hips.
- No bare skin should be visible at the waist.
- Skirts and shorts should be no shorter than four inches above the knee.
- Athletic shoes worn with the uniforms must be “low top.” Dress shoes worn with the uniform must be closed toe, with a heel height of an inch or less. Boots or any form of sandal may not be worn.
- Appropriate undergarments (solid colors of white, gray, or beige) are to be worn under the blouse or polo shirt.
- Hair styles should be natural and appropriate to the person. Hair must be neat, clean, and well groomed. Curlers, pin curls, or rollers may not be worn. Hair color, if dyed, should reflect a naturally occurring hair color.
- Jewelry should be minimal and appropriate to the uniform and occasion. Only stud earrings may be worn during P.E. for safety reasons.
- Middle and high school students may wear nail polish and make-up conservatively.
- Facial piercing, body piercing (other than earlobe) are not permitted.
- Tattoos are discouraged and should not be visible when the student is wearing their school uniform.

### 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 for 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 teacher or the School Principal for approval upon the student’s arrival at school.

Students must wear their uniform properly and with dignity at all times (e.g. when they are on campus, off campus, as well as before, during, and after school). Students are expected to remain in uniform after school if they are on campus unless their extracurricular activities indicate otherwise. When students have a concert in the evening, they may wear the concert uniform during the day. If students plan to attend the concert, they may change to attend the concert prior to the concert, but their dress should comply with the school’s non-uniform attire guidelines.

The uniform has two basic styles:

1. **The Chapel Uniform:** Which is mandatory for all students on the days that we celebrate chapel (every Tuesday), plus other designated special function days and field trips (unless otherwise directed by their teacher). The Chapel Uniform may also be worn on non-Chapel days. On formal Chapel days the traditional plaid skirt must be worn, on informal Chapel days black slacks or the plaid skirt may be worn. Formal Chapel dates are listed below.
2. **The Standard Daily Uniform:** Which consists of multiple options, can be worn on all other school days. \

Please see below for specific uniform requirements and purchasing information from our vendor – Dennis Uniform. Uniforms may be ordered online or selected directly from their store in Honolulu.

## easy ways to shop for your uniform

ST. ANDREW'S SCHOOLS, THE PRIORY, 5-12

### 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: **HI00AQ**

### SHOP ONLINE

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

Enter your school code: **HI00AQ**

Or scan QR code:



### 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

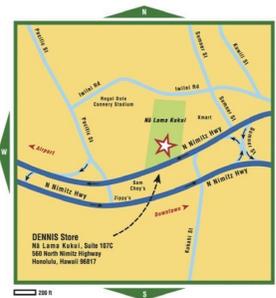
### ORDER BY MAIL OR FAX

FAX: 877.291.5480

135 SE Hawthorne Boulevard

Portland, OR 97214

Order forms available online.



## Chapel Uniform

### Formal Uniform Chapel Days

- Tuesday, September 3, 2019, Froot Loop Chapel, K-12 Priory
- Tuesday, November 5, 2019, All Saints Day Chapel, K-12 Priory & Prep
- Tuesday, November 26, 2019, Thanksgiving Eucharist, K-12 Priory & Prep
- Tuesday, December 17, 2019, Christmas Eucharist, K-12 Priory & Prep
- Tuesday, January 21, 2020, Mauna 'Ala (Queen Emma's Birthday), K-12 Priory & Prep
- Tuesday, February 11, 2020, Junior Ring Ceremony, US Priory
- Wednesday, February 26, 2020, Ash Wednesday, K-12 Priory & Prep
- Tuesday, April 14, 2020, Easter Eucharist, K-12 Priory & Prep
- Thursday, May 21, 2020, Ascension Day, K-12 Priory & Prep
- Tuesday, May 26, 2020, Senior Chapel, K-12 Priory

### Formal Chapel Uniform

#### Grades 6-12

##### Top

- White Taylor blouse with school logo  
OR
- White pinfeather sport collar blouse

##### Bottom

- Black and white plaid pleated skirt

##### Footwear

- All-black shoes; rain boots for inclement weather
- Plain all-white socks

##### Outerwear

- Navy full-zip hooded sweatshirt with school logo
- Navy hooded jacket with school logo
- Red or gray front-zip hooded sweatshirt with school logo
- Red, black or navy v-neck cardigan with school logo
- Red v-neck pullover with school logo
- All-white or all-black tights (optional)
- All-black leggings (optional) with no embellishments, designs, or cut-outs

### Informal Chapel Uniform

(permitted for field trips and Chapel dates not listed above)

- Same as the formal chapel uniform, yet black slacks may also be worn as an option (in place of the black and white skirts)

## Standard Uniform

### Grades 6-8

#### Top

- White Taylor blouse with school logo  
OR
- White pinfeather sport collar blouse  
OR
- White banded bottom polo

#### Bottom

- Black and white plaid pleated skirt  
OR
- Black or navy front stretch short (dark navy bike shorts worn under skirt)

#### Footwear

- All-black shoes; rain boots for inclement weather
- Plain all-white socks

#### Outerwear

- Navy full-zip hooded sweatshirt with school logo
- Red or gray front-zip hooded sweatshirt with school logo
- Red, black or navy v-neck cardigan with school logo
- Red v-neck pullover with school logo

### Grades 9-12

#### Top

- White Taylor blouse with school logo  
OR
- White pinfeather sport collar blouse  
OR
- White banded bottom polo

#### Bottom

- Black and white plaid pleated skirt (dark navy bike shorts may be worn under skirt)  
OR
- Navy tab skort  
OR
- Black or navy front stretch short  
OR
- Black slacks

#### Footwear

- All-black shoes; rain boots for inclement weather
- Plain all-white socks

### Outerwear

- Navy full-zip hooded sweatshirt with school logo
- Navy hooded jacket with school logo
- Red or gray front-zip hooded sweatshirt with school logo
- Red, black or navy v-neck cardigan with school logo
- Red v-neck pullover with school logo
- All-white or all-black tights (optional)
- All-black leggings (optional) with NO embellishments, designs, or cut-outs

### Physical Education Uniform

#### Grades 6-12

##### Top

- Oxford gray t-shirt

##### Bottom

- Navy wicking shorts  
OR
- Red mini-mesh shorts

##### Footwear

- Athletic shoes with non-scuff soles
- Socks

### Non-Uniform Attire Guidelines

There are certain days during the year when students are allowed to wear non-uniform attire. These days are often called free-dress days, school pride days and/or aloha wear days. Specific non-uniform attire guidelines will accompany the announcement of these days. Please refer to the school website ([standrewsschools.org](http://standrewsschools.org)), the eNews, teacher flyers, memos and/or 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 strapless, spaghetti strap, crop tops or see-through shirts.
- No short shorts or short skirts. Shorts and skirts must not be shorter than four inches above the knee. No bike shorts or spandex.
- 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

or flat-heeled sandals with secure back straps. Shoe heel height must be one inch or less.

- 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, mu'umu'u may be worn on Fridays and on May Day. Not permitted at any grade level are short flowery dresses, jumpsuits, rompers, and styles that expose cleavage. Shoulder straps must be one inch in diameter or greater.

- Mu'umu'u may be tea length (below the knee), ankle length, or just above the knee.
- Aloha shirts may be worn with black or khaki slacks
- In the interest of student safety on the playground, students may wear athletic or uniform shoes, or flat-heeled sandals with secure back straps.
- Shoes with slippery, non-tread soles are not permitted.
- Outerwear: 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.

### **Senior Modification (Mod) Dress Guidelines**

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

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

### **Blouses**

Solid white, creme, off-white, black, gray, red (including Priory Red, burgundy, and maroon), tan, olive, or navy blue, tailored blouses with sleeves are allowed. Blouses should be western business style. No bare skin should be visible at the waist and no plunging necklines. T-shirts and blouses of t-shirt type material are not appropriate. Appropriate undergarments, according to the Parent-Student Handbook, are to be worn under the blouse.

### **Dress Skirts and Pants/ Slacks**

Solid or pinstripe black, gray, red, tan or navy blue. Bottoms should be western business style. Pants/slacks must be of appropriate length (ankle-length or longer, no cropped pants), style, and material. Tailored skirts may be no shorter than 3" above the knee, in the front and back, when standing. Spandex, lycra, and maxi-skirt materials are not appropriate. Appropriate undergarments should be worn under skirts and pants.

### **Blazers and Cardigans**

Solid blazers or cardigans in white, creme, off-white, black, gray, red (including Priory Red, burgundy, and maroon), tan, or navy blue. Blazers and cardigans should be well-fitted. Blazers and cardigans should be worn in a way that is tidy and neat. Sloppy, ill-fitting, or oversized blazers and cardigans are not acceptable.

### **Business Style Dresses**

Solid black, gray, red (including Priory Red, burgundy, and maroon), tan or navy blue. Dress length may be no shorter than 3" above the knee, in the front and the back, when standing. Dresses should be western business style.

### **Shoes**

Dress shoes/pumps with heels no higher than 2", wedges no higher than 3" or flats in either solid black, tan, or white; laces are NOT permitted. Men's style dress shoes are also permitted. All shoes must have a covered toe.

### **Accessories**

Belts must be solid black, gray, red, tan, navy blue, or white. Makeup and jewelry are to be worn in accordance with the Parent-Student Handbook. Ties, bowties and suspenders may be worn in the appropriate solid colors for accessories.

### **Senior Mod Violation\*\*\***

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

- 1st time Senior Mod has been violated, the student loses Senior Mod for a month.
- 2nd time Senior Mod has been violated, the student loses all senior privileges for 1 month.
- 3rd time Senior Mod has been violated, the student loses Senior Mod for the remainder of the year.

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

## Miscellaneous

### Lockers

Each year, the registrar assigns lockers to students. On the first day of school, students must secure their locker with a combination lock. Students are responsible for bringing in their own lock. Students are advised not to share lockers or their combinations with other students. Students may only change their locker by contacting the registrar by email at [registrar@standrewsschools.org](mailto:registrar@standrewsschools.org).

- Lockers are the property of St. Andrew's Schools and we reserve the right to search a student's locker at any time.
- Students should not store valuable items in their locker; St. Andrew's Schools is not responsible for the loss or theft of items from a student's locker.
- To promote a secure campus, students may not store items in a locker that is not locked
- Students are responsible for any damage to their lockers.
- Students may decorate the interior with items that are easy to remove, however, students may not decorate the exterior of lockers.
- Students are responsible for the cleanliness and care of their lockers and should clean them before leaving for Christmas or spring break.
- Students must remove their lock, and empty and clean their locker by the last day of school. Locks remaining on lockers will be cut and discarded, and personal items will be donated.

### Textbooks, Online Subscriptions and Supplies

Upper school students are required to purchase textbooks, online subscriptions, and school supplies as directed by their course selection. Parents and guardians will receive a separate invoice from the school for online subscriptions. Textbook information can be accessed by signing in to your account via [www.standrewsschools.org](http://www.standrewsschools.org).

St. Andrew's Schools offers textbooks through Follett Virtual Bookstore at [www.priory.bkstr.com](http://www.priory.bkstr.com). When you make purchases through Follett Virtual Bookstore, textbooks for your daughter's courses are easy to find, you are assured of receiving the correct textbook edition, and Follett has a textbook buyback program at the end of the school year for textbooks that schools still use.

### Queen Emma Library

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

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

The library charges a fine on overdue books for students in grades 6-12. In addition, all students who have books overdue may not check out additional books. Students who have lost or damaged library books will be billed for their replacements. If a lost item is returned in good condition, the cost of the item will be refunded. At the Queen Emma Library, failure to return books or pay fines may lead to disciplinary action. Report cards and yearbooks will be held at the end of the semester

for outstanding fines and overdue books.

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

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

## **Expectations of Behavior**

### **Universal Values**

The Priory respects the worth and dignity of each individual and values the diversity and similarities within its community by fostering an educational environment free from prejudicial or discriminatory behavior. Through our actions we provide a safe haven for student learning and growth which emphasizes equity, inclusion and justice for all.

### **Code of Conduct**

As an Episcopal School our programs are designed to develop moral, spiritual and ethical behavior in our students. Each Priory student is expected to treat others with respect, tolerance, kindness, and empathy and to take responsibility for their own actions and behaviors. We are committed to a process of positive behavior change that focuses on student reflection, honesty, and consequences that promote student growth.

We thank parents and/or guardians for modeling civil and courteous communication with school employees. St. Andrew's Schools reserves the right to suspend or dis-enroll a student if in the judgment of the Head of School the attitude, influence, or behavior of the student or of the parent/guardian(s) does not serve the best interests of the school, are in conflict with our policies, or in violation of the law.

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 Priory 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 restorative practice as a process for corrective behavior that centers on reflection, focuses on growth, promotes learning, and leads to positive behavioral change. We have elaborated on a few key student behaviors below.

### **Respect for People and Property**

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

### **Respect for the School**

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

### **Language**

Every member of The Priory community has a responsibility to use appropriate language. This responsibility is an extension of the fundamental obligation to treat all persons with respect and

dignity. Everyone must refrain from using offensive or inappropriate language that is profane or derogatory to any person or group based on ethnicity, religion, gender, race, or sexual orientation.

### **Violence**

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

### **Harassment**

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

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

### **Damage or Theft of Property**

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

### **Punctuality**

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

### **Academic Integrity**

One of the primary academic expectations of St. Andrew's Priory School is that students approach their work honestly and complete and submit work that is their own best effort. At times, students are tempted to use inappropriate resources or supports in an effort to improve their grades or avoid completing their work independently. These behaviors jeopardize the integrity of the learning process and limit students' ability to develop proper learning skills. As always, students who are overwhelmed by the expectations of any given evaluation should seek help from a teacher, academic counseling staff, school counselor, or Upper School Principal rather than resorting to academic dishonesty. Academic integrity is taken very seriously at The Priory, students who violate

this, risk losing the privilege of receiving the distinction of honor roll, being placed on the Head of School list, earning Distinction in Global Leadership, and/or holding leadership roles at the school.

### **Cheating**

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

### **Plagiarism**

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

### **Assistance**

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

### **Drugs, Alcohol, and Tobacco**

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

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

### **Discipline Process**

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

Should a student violate school rules and incur discipline that involves loss of privileges for events or trips that have a cost, they may not be reimbursed and may be required to meet their financial obligations associated with the event or trip.

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

We thank parents and/or guardians for modeling civil and courteous communication with school employees. St. Andrew's Schools reserves the right to suspend or dis-enroll a student if in the judgment of the Head of School the attitude, influence, or behavior of the student or of the parent/guardian(s) does not serve the best interests of the school or are in conflict with our policies or in violation of the law.

### **Right to Search – Searching of Persons and Personal Possessions**

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

## Guidelines for School Dances

### General Behavior

- All high school dances are open to Priory students in grades 9-12.
- All middle school dances are open to Priory students in grades 6-8.
- All dances are open to students attending ILH schools. Current school ID cards are required of all students for entry.
- Priory students may invite two guests from a non-ILH school under the following guidelines:
  - Guest passes must be obtained in advance from the Student Council Advisor and will be collected upon entry to the dance.
  - Guests must have proper identification to enter the dance.
  - The Priory student must enter and remain at the dance with her guests.
  - The Priory student is responsible for her guests' behavior during the dance.
- Students must be picked up at the gym no later than the stated end time of the dance. Dance chaperones are required to remain at the dance until all students have left, so parents are asked to be on time for pick up.
- Students who attend the dances are to honor all restricted areas as posted or verbally outlined by the supervisor or chaperones.
- The Code of Conduct and all other behavior standards of St. Andrew's Priory School apply to those who attend school dances.
- Shoes that may damage the gym floor and large bags cannot be brought into an on-campus dance and must be left in the bag room (which will be supervised). The school assumes no liability for the articles.
- Students not complying with the posted dress code will be refused admittance to the dance.
- Any student who does not comply with the Code of Conduct, The Priory's behavior standards, and the Guidelines for School Dances will be denied entry to the dance and/or will be asked to leave the premises. Refunds will not be given.
- Note: All dances are chaperoned by Priory teachers and administrators. Additionally, at least one security officer is present on campus for the duration of the dance. The Priory reserves the right to refuse admission to any school dance.

### School Dances – Dress Code

Clothing not permitted for women:

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

Clothing not permitted for men:

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

## Students and Technology

The Priory is 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 that meets the following minimum specifications:

- Minimum operating system 10.14 Mojave (available as a free download from the App Store)
- Minimum of 4 GB RAM (more is highly recommended)
- Minimum of 10 GB free hard drive space
- A functional battery lasting at least 1 hour
- AppleCare+ extended warranty or another equivalent is highly recommended

### Responsible Technology Use Policy (RTUP)

Before any student is permitted to use St. Andrew’s Schools’ network or technology while on campus (before, during, and after school), the student and his parents **must read, understand, and agree to uphold** the St. Andrew’s Schools’ RTUP. The student is 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 campus network privileges. The term “school network” will herein describe any computer services provided by the school including but not limited to the Internet, file sharing, databases, and portals.

The Responsible Technology Use Policy (RTUP) is outlined below.

### Privacy and Confidentiality

- The Technology Department requires all computers on campus to be registered at the beginning of each school year. Should a new computer be purchased during the school year, the student must take the computer to the Technology Department to be registered.
- As part of the registration process we will create a St. Andrew’s Schools administrator-type account on all computers. This required account ensures that our Technology Department personnel have the means to retrieve lost data, add software and help troubleshoot student computers if they are not functioning properly. 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.

- There should be no expectation of privacy when using computers on campus or when using the school's network or computers.
- The Technology Department may access computers at school at any time without notification.
- Users may not share passwords available to only St. Andrew's Schools users (e.g. library database passwords or subscription websites like BrainPop).
- Users may 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 his server space is prohibited.
- Each student is required to have a functional computer with them at school each day.
- Students are not allowed to use another student's computer at any time on campus.
- Students must respect St. Andrew's Schools' administration, staff, faculty and other students in all digital formats, be it written words or images. This is a safety measure so all St. Andrew's Schools administration, staff, faculty, and students are kept safe and free from intentional and unintentional harassment.
- 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, 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 and appropriately 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 – [ftc.gov/privacy/coppafaqs.shtml](http://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.
- The student must agree to respect all equipment belonging to the school or to other students.
- Resources are allocated based on what has been planned for the school year. Additional resources may be available and will be allocated on a first-come, first-served basis, with preference given to teachers and students who are working on school projects.
- 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 child 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 (7:45 a.m.-3:00 p.m.).
- Regardless of the device (ex. Computer, smartphone, iPod Touch) or network used, students should abide by all rules outlined 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, smart phone, 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 websites 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, a teacher or principal. 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. Smart 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 her academic success. Our school will help your child achieve her highest potential by creating the conditions for meaningful learning experiences.

### **Support Regular Attendance and On Time Arrival**

Make sure that your child regularly attends school unless attendance is prevented by an illness, injury or emergency. It is helpful if your child arrives prior to the first bell (7:40 a.m.) so they do not feel rushed or disheveled when they start their school day.

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

Know what your child is studying, show interest in their work and talk about what is happening in school.

### **Encourage Reading**

Reading increases your child's capacity to learn and understand the world. It is recommended that children spend at least 30-minutes a day reading and/or being read to. Often teachers require independent reading as a major part of each day's homework.

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

Review 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 highly recommended and encouraged. Parent-teacher conferences are held during the first and third quarters. Parents may

contact their child's teacher directly to schedule a conference. Parents or teachers may schedule additional conferences at any time during the year as needed.

### **Attend Student Functions**

Show support for your child and her 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. Self-advocacy is an important part of your daughter's growth.

### **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. It is helpful for us to know about any serious family concerns (e.g. family illness, divorce or separation, death of a loved one) or other circumstances that may affect the health, safety, or wellness of your child so we can appropriately respond to your child's needs. In addition, please let us know if your child has been tested for a learning difference and share those results with the Principal.

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 discuss with the child's teacher first. If the concern or question is not resolved satisfactorily, please contact the principal. Parents are discouraged from using email for complex human issues as a telephone conference or a personal appointment will facilitate a more comprehensive resolution.

## **Appeals**

Any student, parent, or legal guardian who has questions or concerns regarding any disciplinary action taken by The Priory should discuss the matter with the teacher or The Priory Principal. 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 Parent-Teacher Fellowship (PTF) collaborates with the school to foster and promote the welfare of the school, students, and teachers. The PTF promotes activities that maintain and further develop community building, team spirit, and communication among the constituents of the St. Andrew's 'ohana – which includes students, parents, faculty, administrators, and friends. Additionally, the PTF supports excellence in education, fundraising, and involvement in community service. Current PTF information may be found on the [school's website](#).

### 2019-20 PTF Officers

Co-President	Dale Yamamoto	<a href="mailto:daleyamamoto@gmail.com">daleyamamoto@gmail.com</a>
Co-President	Jennifer Wong	<a href="mailto:shibuya_wong@yahoo.com">shibuya_wong@yahoo.com</a>
Vice President	Andreana Reyes	<a href="mailto:areyes@onipaa.org">areyes@onipaa.org</a>
Treasurer	Lesley Yost	<a href="mailto:lesley.yost@gmail.com">lesley.yost@gmail.com</a>
Secretary	Miyuki Rogers	<a href="mailto:msuekuni@hotmail.com">msuekuni@hotmail.com</a>

### 2019-20 PTF Meetings

Queen Emma Library  
Refreshments at 4:30 p.m.  
Meeting begins at 5:00 p.m.

Tuesday, September 10  
Tuesday, October 8  
Tuesday, November 12  
Tuesday, January 14  
Tuesday, February 11  
Tuesday, April 14  
Tuesday, May 12

## Communications and St. Andrew's Schools

Clear communication and keeping our parents well-informed are among 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 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 and email
- E-newsletter (via email)
- Parent-Teacher Fellowship (PTF)
- Individual notes
- School website at [standrewsschools.org](http://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 bi-monthly Parent eNews - sent every other Thursday while school is in session.
- Facebook— Like us at [facebook.com/thinkstandrews](https://facebook.com/thinkstandrews)
- Twitter— Follow us @thinkstandrews, @priorypride
- Instagram— Follow us at [instagram.com/thinkstandrews](https://instagram.com/thinkstandrews)
- YouTube— Watch us on [youtube.com/channel/UCFfMZIqfLNdMS87VmSwYgug](https://youtube.com/channel/UCFfMZIqfLNdMS87VmSwYgug)

## The Media

All media inquiries should be directed to the Head of School and/or the Director of Enrollment Management. If a 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 Enrollment Management.

## **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-5.

The After School Program provides a place for our students to relax or get a head start on their homework. It also offers a variety of enrichment courses so 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.

All Middle School students must be enrolled in the Lion's Den. If a Middle School student is not picked up by 3:30 p.m., they will be enrolled in the Lion's Den After School Program as a drop-in and parents will be charged. Middle School students are not permitted to leave campus after school and then return back to campus.

### **Lion's Den General Information**

#### **Hours**

Lion's Den operates from 3:15-5:30 p.m. If you cannot pick up your child by 5:30 p.m., please call 532-2464 to let us know.

A late fee of \$15 will be charged to the student's account when the authorized adult arrives after 5:30 p.m. A fee of \$30 will be charged to the student's account when the authorized adult arrives after 5:45 p.m.

#### **School Calendar**

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

#### **Daily Schedule for Lion's Den**

Students monitor themselves by doing homework and socialize in the Lion's Den classroom or in Ylang Ylang Courtyard. Students sign in between 3:15 and 3:30 p.m. and must arrive on time. Students may conference with teachers during this time and sign out to confer with a classroom teacher.

#### **Lion's Den Pick-Up**

Lion's Den students must be picked up by an authorized adult or high school sibling on the authorized pick-up list. An authorized adult or high school sibling must walk onto campus and check out the student with a Lion's Den staff member. Students will not be released to anyone other than an authorized adult or high school sibling on the parent, guardian, or person listed as an authorized pick-up list. Should a person not on the authorized pick-up list need to pick up a student, the student's parent must notify the After School Program prior to pick up time. This person will need to be added to the authorized pick-up list as this service is for unforeseen instances and emergencies only. 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. The Lion's Den closes at 5:30 p.m. Students not picked up at that time will wait in S-101. The

authorized adult will sign the student out, and a late fee of \$15 will be charged to the student's account when the authorized adult arrives after 5:30 p.m. A fee of \$30 will be charged to your student's account when the authorized adult arrives after 5:45 p.m.

To update the authorized pick-up list, please follow the instructions provided in the "Required Student and Family Information" section on p. 17 of this handbook.

### **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**

Special after-school enrichment classes are offered each semester depending on interest and availability of instructors. A few examples are World Languages, Art, Drill, Dance and Cooking. All enrichment classes take place on campus; therefore, no transportation/travel permission is needed. Enrichment classes are offered for 10 weeks each semester, registration is typically open in September and January.

If a student is enrolled in Lion's Den they may register for an enrichment class for an additional fee.

If your child is not enrolled in the Lion's Den After School Care and would like to enroll in an enrichment class, there is a fee for the class, plus an additional \$50 charge for student care. Payment for enrichment classes must be made in full prior to the registration deadline.

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 refunds given once class begins. Parents will be notified if classes are cancelled or combined due to low enrollment.

### **Registration for Lion's Den and Enrichment Classes**

To enroll your child, please register using the Online Registration System ([standrewsschools.org/register](http://standrewsschools.org/register)). You may refer to the 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 ([standrewsschools.org/afterschool](http://standrewsschools.org/afterschool)) on the school website.

### Lion's Den and Enrichment Payments

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

Lion's Den Tuition Schedule	Due Dates
\$400 Annual Payment Plan \$450 Annual Payment Plan	August 5 After August 5
\$250 First Semester Payment \$250 Second Semester Payment	August 5 January 5

If payment is made for the whole school year by August 5, tuition will be \$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, 2019. 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 Fees

There is a \$15 drop-in fee for one day's attendance in ASC and a \$15 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. Charges will be billed to your account.

Non-ASC/Lion's Den students who are not picked up by 3:15 p.m. 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.

### Drill Team Hawai'i

St. Andrew's Schools is the home of Drill Team Hawai'i. The Priory students on the Drill Team walk to their drill/dance classes that are held in The Priory's dance studio and activity room. A Drill Team Hawai'i Prep Class is offered through the Enrichment Program for girls interested in trying out for the Drill Team or in taking beginning precision and jazz dance.

### Health and Safety

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, school procedures 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 by case basis. Consultation with the student's physician or special education teacher to determine the suitability of our environment is required.

### **Emergency Care**

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 Kapi'olani 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.

### **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 event that impacts the use of our site.

### **Code of Conduct**

All guidelines and policies regarding discipline as stated in this Parent-Student Handbook apply to After School Program students. Students 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 unkind behavior. Should a student become misbehave and need time to regain self-control, she will be guided to a comfortable, quiet spot, and asked to 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 supervisor and/ or the Director of Ancillary Programs will have a conversation with the student to help them understand how they need to behave in the after school care setting. Parents will be notified when a student demonstrates a pattern of misbehavior or exhibits unusual emotional or physical behavior that might harm the well-being and safety of the student or others. Parents and/or the Director of Ancillary School Programs may request a conference.

## **Adventure Camps**

Each year St. Andrew's Schools offers Adventure Camps during Christmas, spring break and summer break, when school is not in session. Detailed information about the timing of these camps will be available throughout the school year.

Adventure camp is a non-academic, day camp/activities program, which is open to all boys and girls 4 years old through 8th grade. Students do not need to be enrolled at St. Andrew's Schools. Students may register for a day, a week or several weeks depending upon your family schedule. Our local and international students have a blast within a nurturing environment through fun, theme-inspired activities and field trips.

## **Summer School**

St. Andrew's offers a variety of fun, hands-on learning experiences through a combination of academics, athletics, enrichment, and arts courses each summer.

Our Summer School Programs are open to girls and boys entering Kindergarten through 12th grade. Lower and Middle School students can participate in a variety of morning and afternoon academic and enrichment courses. We offer STEM/STEAM-focused classes for all age levels featuring coding, robotics, and design thinking. Lower and Middle school students can participate in skill building enrichment courses such as woodworking, swimming lessons, art, dance and sports. High School students enjoy academically challenging, college-preparatory courses as well as enrichment courses. All of our high school credit courses (Geometry, Hawaiian History, Health, US Government, and PE) are HAIS-accredited. For your convenience, we offer both 3-week and 6-week sessions.

## Admissions 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 [standrewsschools.org/apply](http://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>

### Ke Ali’i Collaboration

St. Andrew’s Schools and Kamehameha Schools signed the Ke Ali’i Collaboration, which will provide tuition assistance for new and currently enrolled Native Hawaiian students at The Priory (girls K-12) and The Prep (boys K-5) who demonstrate some degree of financial need. This strategic and collaborative agreement will provide more children of Hawaiian ancestry with a high quality, college preparatory and Hawaiian culture-based education.

As two long-standing, highly reputable educational institutions on O’ahu, with a common Ali’i founding and the aligned goal of providing children of Native Hawaiian Ancestry access to an excellent education. We are honored to partner with Kamehameha Schools to advance the success of Native Hawaiian children.

In order to be considered, families must apply for admission to St. Andrew's Schools AND financial aid through SSS by NAIS. To benefit from this collaboration, families must demonstrate financial need. If you have any questions please contact the St. Andrew's Admissions office at (808) 536-6102 or [admissions@standrewsschools.org](mailto:admissions@standrewsschools.org).

## 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 typically not able to meet the full 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 [standrewsschools.org/admissions/affording-a-st-andrews-education/faqs](http://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 2020-2021, go to the link above to access the online financial aid application and see all of the required items to complete the financial aid application process. The steps are listed there as well as below.

## Complete the Parent Financial Statement

1. Go to [solutionsbysss.com/parents](http://solutionsbysss.com/parents)
2. 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, 2020.
3. You will be given a password that will allow you to return to your PFS at a later date before submitting it.
4. 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 <https://www.solutionsbysss.com/parents/apply/required-documents>.

**Required Documents – Due date is February 15, 2020**

- Copy of signed 2019 1040, 1040A, or 1040EZ, with all supporting schedules
- Copy of 2019 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.

The following additional documents must be submitted for families applying for financial aid at St. Andrew's for the first time:

- Signed 2018 1040, 1040A, or 1040EZ, with all supporting schedules
- 2018 W-2 form(s), and/or 1099 (if applicable)

Upload documents to your SSS account by the February 15, 2020 due date.

Contact SSS by NAIS (800) 344-8328 with any questions (Monday-Friday: 9:00 a.m. - 8:00 p.m. EST, Saturday: 9:00 a.m. - 4:00 p.m. 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)).

## Advancement Office

St. Andrew's Schools is a 501(c)3 nonprofit corporation organized under the laws of the State of Hawai'i and relies on a variety of revenue sources such as: tuition revenue, fees, ancillary programs, endowment income, and charitable gifts. The Advancement Office serves as St. Andrew's Schools' central fundraising entity that secures external private funding to enhance and support the school's mission and vision. Private donations to the school include outright and planned gifts from parents and grandparents, alumnae, faculty and staff, board of trustees, private foundations, businesses and corporations, and friends of St. Andrew's Schools. Donors are acknowledged in St. Andrew's Schools' donor roll in the school's annual magazine publication, and on the school's website and social media.

## Development and Fundraising Policy

In the interest of coordinated and successful fundraising programs at St. Andrew's Schools, the Board of Trustees, through the advancement committee, assumes responsibility for sanctioning all development activities (e.g., fundraising and constituent relations) conducted on behalf of St. Andrew's Schools.

All development activities conducted by students, employees, parents/guardians, and alumnae on behalf of St. Andrew's Schools are to be reviewed and approved by the director of advancement prior to start of the activity. Any fundraising effort that expects to raise more than \$500 or includes inviting parents/guardians, alumnae, or friends of St. Andrew's Schools to make contributions of cash, merchandise, or gifts in kind must be approved in writing by the director of advancement, preferably one year in advance. Approval will be made provided that such activities complement the annual and strategic fundraising priorities of St. Andrew's Schools and that they support the school's mission and vision.

Members of the school community—students, faculty and staff, administrators, or parents/guardians—should not solicit directly, nor accept any contributions for individuals and/or particular school programs or activities, except in accordance with this policy.

## Incremental Fundraising

Occasionally, stakeholders of St. Andrew's Schools may show interest in augmenting the school's available program funding, equipment, staffing, or programing in particular areas through ad hoc fundraising efforts. While the school is grateful for the interest shown, such solicitation can both undermine the school's established fundraising program and create inequity among and improper prioritization of the school's programs and activities.

Therefore, potential donors may pursue the purchase and donation of equipment/supplies or the funding of desired program support provided they adhere to the following guidelines:

- The potential donor must receive approval from the director of advancement prior to taking any steps toward the funding or purchase.
- The resources (equipment/supplies, program support, staffing) must already be slated for acquisition or budgeted by the school within the current or for the next fiscal year.

- Parents/guardians may not solicit funds from other parents/guardians without written consent by the director of advancement.
- Fundraising (i.e., deliberate solicitation of other prospective donors) may not be done except by the director of advancement and/or head of school.
- The potential donor(s) must complete the payment prior to or concurrently with the actual purchase of the items. An acknowledgement letter/receipt will be issued when payment is completed.

Recognition for approved gifts will follow existing advancement office guidelines. The director of advancement and/or head of school reserve the right to refuse the offer of equipment purchase, program support, or funding of staff because of potential conflicts with the school's pre-existing plans for program augmentation, budget planning, or donor relations.

### **Student Fundraising**

All student programs and clubs must follow the policies regarding student activities including the schools' fundraising policies. Any student fundraising activity must be approved by the group's faculty leader and the director of advancement. Student groups that are not official programs or clubs cannot expect resources or other forms of support from the school.

### **Queen Emma Annual Fund**

The Queen Emma Annual Fund is St. Andrew's Schools' top annual fundraising priority. Gifts to the Annual Fund make it possible for St. Andrew's Schools' to continue delivery of its quality, personalized education, extracurricular activities and opportunities, financial aid/scholarships for merit and need, major facility improvements, and other contingencies. Private donations to the Annual Fund are essential in covering the 20% of the school's operating costs that are not covered by tuition. Each year, all members of our community are asked to make a gift to the Queen Emma Annual Fund, which is 100% tax deductible.

Giving can be done easily online at: [standrewsschools.org/sasgiving](http://standrewsschools.org/sasgiving)

### **Queen Emma Legacy Society – Planned Giving**

Forward-thinking donors are supporting St. Andrew's Schools with planned gifts in their estate and becoming a member of the Queen Emma Legacy Society.

Planned giving includes designating estate gifts through bequests, IRA beneficiary designations, charitable trusts, and charitable gift annuities that can possibly generate tax benefits or an income stream for the donor and family in retirement years. Be sure to consult with your financial or estate planner for more specifics.

For information on the Queen Emma Legacy Society, please contact Jennifer Burke, Director of Advancement, at (808) 532-2441 or [jburke@standrewsschools.org](mailto:jburke@standrewsschools.org).

## **Advancement Office Special Events**

### **Ways to Volunteer**

St. Andrew's Schools strives to give opportunities to have each family give back to the school in its own way. Each family's gift of time, talent, or treasure toward the school's fundraising efforts is appreciated, whatever it may be. Each year, St. Andrew's Schools works with the Parent Teacher Fellowship (PTF) to encourage each family to volunteer and participate at various school events and fundraisers as they are able. Parents are highly recommended to volunteer at school activities or special events throughout the year to become familiar with the special and unique traditions that St. Andrew's Schools has to offer.

### **Home for the Holidays**

A festive "friendraiser" for St. Andrew's Schools is the annual "Home for the Holidays" event. Guests enjoy an evening of "Made in Hawai'i" holiday shopping, dining and music at an exclusive private residence. Local vendors curate a variety of items for unique holiday gifts and handcrafted wreaths and decorated tabletop Christmas trees at the "Festival of Trees." St. Andrew's Schools' performing arts creates a festive holiday spirit with caroling and music.

### **Queen Emma Ball**

The annual Queen Emma Ball is St. Andrew's Schools biggest fundraising event of the year and annually raise over \$400,000 for student scholarships and financial aid. It is because of this event and the many generous donors who support it, that St. Andrew's Schools is able to offer financial aid packages to families who want their children to receive a St. Andrew's Schools education.

Each family can support the Queen Emma Ball by volunteering at the event, donating or obtaining auction items, becoming a table sponsor, or making a monetary contribution.

### **Alumnae**

The Priory's alumnae support the school through participation in various school activities and special events. In addition, the Alumnae provide generous contributions of volunteer time and financial support to the school.

### **Priory Alumnae Online Resources**

[facebook.com/groups/44637839355/](https://facebook.com/groups/44637839355/)

## **Class Reunions**

The Advancement Office is ready and able to assist any Priory alumnae class with their reunion plans. To organize a reunion, receive assistance or additional information, please contact Nicole Kuamoo, Associate Director of Advancement and Alumnae Relations, at (808) 532-2454 or at [nkuamoo@standrewsschools.org](mailto:nkuamoo@standrewsschools.org).

## **Ascension Day's Pā'ina**

Priory alumnae are invited to return to campus on Ascension Day to witness the day's festivities of the junior and senior classes rites of passage. The day is concluded with an Alumnae Pā'ina at the school in celebration of the reuniting of the reunion classes and the annual Alumnae Award.

## **Alumnae at Commencement**

All Priory reunion classes are invited to participate in the year's commencement ceremony. Participating alumnae are given a gold graduation cord and the opportunity to join school dignitaries and the senior class in the procession.

## **Alumnae Pau Hana**

The annual Alumnae Pau Hana is held after commencement to welcome back Priory alumnae to reconnect with each other and to celebrate the new graduating class's transition from student to alumna.

For more information regarding Priory alumnae, please contact Nicole Kuamoo, Associate Director of Advancement and Alumnae Relations, at (808) 532-2454 or at [alumnae@standrewsschools.org](mailto:alumnae@standrewsschools.org).

The Advancement Office welcomes visitors between 7:30 p.m. - 4:30 p.m., Monday through Friday, in Centennial Hall 100. If you have questions or need additional information on giving or volunteering, please contact us at [advancement@standrewsschools.org](mailto:advancement@standrewsschools.org) or (808) 532-2441.

## **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.

## School Organization and Leadership

The Head of School is the President of the school, and along with the Board of Trustees, has the responsibility for oversight of all aspects of student life and school operations. St. Andrew's Schools trustees provide fiduciary care of the institution and ensure that the schools' resources and policies are dedicated to the fulfilment of the school's mission and the long-term sustainability of the school.

St. Andrew's Schools is an independent organization incorporated under the laws of the State of Hawai'i as a 501(c)3 non-profit corporation. Board members are approved by the Diocesan Council of the Episcopal Church in Hawai'i.

### 2019-2020 Board of Trustees

Ruth R. Fletcher, PhD, President and Head of School  
Patty Foley, Board Chair

Darlena Chadwick  
Deanna Tieu Chang '61  
Karen Chang  
Nancy E. Conley  
The Rt. Rev. Robert L. Fitzpatrick  
Betty Fujii Hirozawa '47  
Kevin Herring  
Andrew Kluger  
Susan S. Kurisu  
Dew-Anne Nishida Langcaon '81  
Russell J. Lau  
Ivan M. Lui-Kwan  
Bettina Mehnert  
Cameron Nekota  
Judy B. Pietsch  
Mark Polivka  
William Reeves  
Tammy Yonemitsu Rooke '81  
Mary Sellers  
Lyn Utsugi '82

## Leadership Team

The President heads the Leadership Team, comprised of instructional leaders responsible for the major curricular divisions of the school, and the chief administrative officers of the school. Administrators also work directly with the Board of Trustees to develop the school's long-range plan.

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

[rfletcher@standrewsschools.org](mailto:rfletcher@standrewsschools.org)

(808) 532-2414

**Chief Financial Officer, Mr. Mike Curtis**

[mcurtis@standrewsschools.org](mailto:mcurtis@standrewsschools.org)

(808) 532-2406

**Director of Enrollment Management, Mrs. Stephanie Jones**

[sjones@standrewsschools.org](mailto:sjones@standrewsschools.org)

(808) 532-2417

**Director of Institutional Advancement, Ms. Jennifer Burke**

[jburke@standrewsschools.org](mailto:jburke@standrewsschools.org)

(808) 532-2441

**Director of Queen Emma Preschool, Mrs. Susan Okoga**

[sokoga@standrewsschools.org](mailto:sokoga@standrewsschools.org)

(808) 595-4686

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

[kbailey-walsh@standrewsschools.org](mailto:kbailey-walsh@standrewsschools.org)

(808) 532-2446

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

[nfield@standrewsschools.org](mailto:nfield@standrewsschools.org)

(808) 532-2447

**The Prep Principal, Dr. Ruth Fletcher (Interim and Acting Principal 2019-2020)**

[rfletcher@standrewsschools.org](mailto:rfletcher@standrewsschools.org)

(808) 532-2414

**The Prep Assistant Principal, Mrs. Ka'ipolani Bailey-Walsh**

[kbailey-walsh@standrewsschools.org](mailto:kbailey-walsh@standrewsschools.org)

(808) 532-2446

**Director of Technology, Ms. Danelle Landgraf**

[dlandgraf@standrewsschools.org](mailto:dlandgraf@standrewsschools.org)

(808) 532-2466

**Director of Ancillary Programs, Ms. Alethia Donathan**  
[adonathan@standrewsschools.org](mailto:adonathan@standrewsschools.org)  
(808) 532-2421

**Athletic Director, Ms. Missy Kilbey**  
[mkilbey@standrewsschools.org](mailto:mkilbey@standrewsschools.org)  
(808) 532-2461

**Executive Assistant to the Head of School, Ms. Camille Michel**  
[cmichel@standrewsschools.org](mailto:cmichel@standrewsschools.org)  
(808) 532-2414

## **Statement of the Handbook**

Thank you for reviewing The Priory Parent-Student Handbook for the 2019-20 school year.

All parents are asked to review the handbook on an annual basis. When you update your student and family information in PowerSchool you will be asked to acknowledge and verify that you have read and will abide by the policies and procedures included in the handbook.

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.

## **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: K-12 Campus Directory

<b>Main Switchboard</b> .....	536-6102
<b>Attendance/Health Office</b> .....	532-2403
<b>Security</b> (connects to on-duty guards or supervising staff) .....	440-7411

<b>Head of School Office</b> .....	532-2414
------------------------------------	----------

#### The Prep

Principal .....	532-2414
Lower School Library.....	532-2434
Lower School Office.....	532-2444
Registrar .....	532-2416
Technology Help Desk .....	524-3234

#### The Priory Lower School

Principal .....	532-2444
Lower School Library.....	532-2434
Lower School Office.....	532-2444
Registrar .....	532-2416
Technology Help Desk .....	524-3234

#### The Priory Upper School

Principal .....	532-2444
College Counseling .....	532-2420
Global Leadership Center for Girls .....	536-6104
Queen Emma Library.....	532-2430
Registrar .....	532-2416
Technology Help Desk .....	524-3234

#### Queen Emma Preschool

Director .....	595-4686
----------------	----------

**Departments & Services**

**Admissions Office**.....536-6102

**Ancillary Programs**

Director .....532-2464

Adventure Camps and Summer Programs .....532-2464

After School Care.....532-2464

**Athletics**

Director .....532-2461

**Business Office**

Accounts Receivable/Tuition.....536-6106

Facility Rentals .....532-2400

**Institutional Advancement**

Director .....532-2441

Associate Director and Alumnae Relations .....532-2454

**Marketing and Communications** .....532-2458

**Uniforms**

Dennis Uniforms.....396-9318

560 N Nimitz Hwy Ste 107c

Honolulu, HI 96817

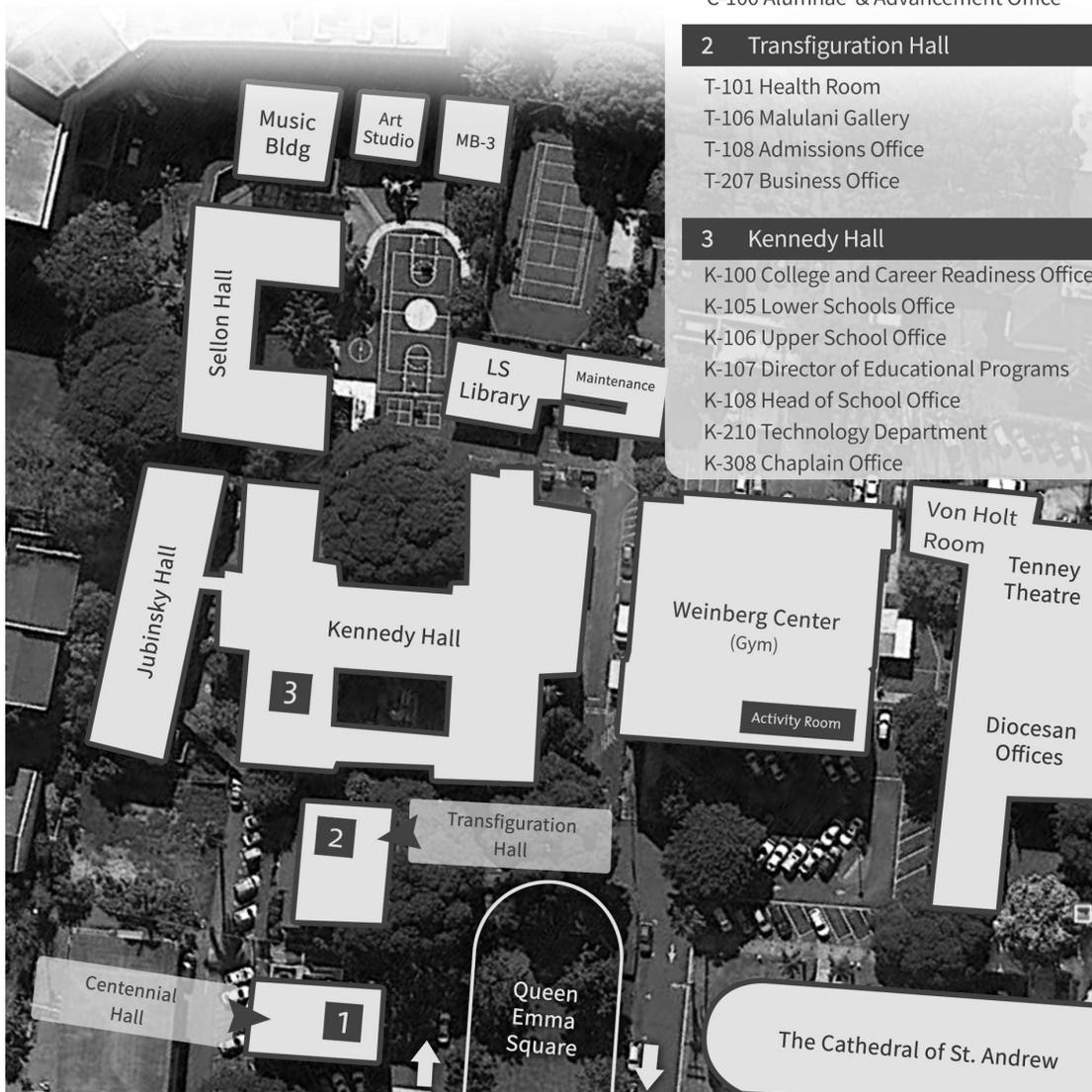
Appendix II: Campus Map



# ST. ANDREW'S SCHOOLS

THE PRIORY ♦ THE PREP ♦ THE PRESCHOOL

## Campus Map



### Appendix III: Faculty Credentials

#### K-12 Faculty and Leadership Team

This list specifies only colleges from which degrees were received. It does not include other institutions attended or additional certifications obtained.

\*Denotes a member of the Leadership Team

#### **Lahela Aoki**

B.Ed. (University of Hawai'i at Mānoa)

#### **Elizabeth Armstrong**

B.A. (University of Hawai'i at Mānoa)

#### **Maya Asai**

B.A. (University of Hawai'i at Mānoa)

#### **\*Ka'ipolani Bailey-Walsh**

B.A. (Marymount University)

M.Ed. (Regent University)

#### **Lanaly Cabalo**

B.A., M.Ed. (University of Hawai'i at Mānoa)

#### **Julia Cannistra**

M.A.T. (Western Governors University)

M.A.T. (Hawai'i Pacific University)

B.S. (North Carolina State University)

#### **Lindsay Chang**

B.A. (University of Portland)

M.Ed. (Concordia University)

#### **\*Mike Curtis**

B.A., M.S. (University of California, Santa Cruz)

#### **Samantha Delgado**

B.Ed. (University of Hawai'i at Mānoa)

#### **Deborah Devine-Sherman**

BSN (George Mason University)

#### **\*Alethia Donathan**

B.S.B.A. (Hawai'i Pacific University)

#### **\*Nichole Field**

B.A. (University of Rhode Island)

M.A. (University of Hawai'i at Mānoa)

**\*Ruth Fletcher**

B.A., M.S., Ph.D. (University of Delaware)  
M. Ed. (University of Hawai'i at Mānoa)

**Madeline Griggs**

B.S. (Central Methodist University)

**Sophie Halliday**

B.A. (University of Washington)  
M.A. (Princeton University)

**Jay Hamura**

B.Ed. (University of Hawai'i at Mānoa)

**Marcie Herring**

B.B.A., M.Ed. (University of Hawai'i at Mānoa)  
M.Ed. (Harvard University)

**Ai Hirasuna**

B.S. (University of California, Los Angeles)  
M.A. (Chaminade University)

**Stephanie Hudson**

B.S. (Boston University)

**\*Stephanie Jones**

B.A. (University of Delaware)

**\*Missy Kilbey**

K-12 Kinesiology and Physical Education Specialist (Buena Vista University)

**Cynthia Kinnear**

B.F.A. (Texas State University)  
M.A. (University of Texas at San Antonio)

**Judy Koseki**

B.S. (Pitzer College)  
M.Ed. (Chaminade University)

**Aggy Kusunoki**

B.A. (Miami University, Ohio)  
M.A. (University of Hawai'i at Mānoa)

**\*Danelle Landgraf**

B.S. (Taylor University)  
MBA, MSIS (Hawai'i Pacific University)

**Heather Lum**

B.A., M.A. (Middlebury College)

**Mai Luong**

B.S. (Middlebury College)

Ph.D. (University of Massachusetts School of Biomedical Sciences)

**Karen Machida**

B.Ed. (University of Hawai'i at Mānoa)

**Misha Matsumoto**

B.A. (Hawai'i Pacific University)

M.A., M.Ed. (University of Hawai'i at Mānoa)

**\*Susan Okoga**

B.Ed., M.Ed. (University of Hawai'i at Mānoa)

**Nora Oyama-Haugen**

B.A. (Whitman College)

P.D. (University of Hawai'i at Mānoa)

**Annalise Pasalo**

B.A. (University of Hawai'i at Mānoa)

M. Div. (Virginia Theological Seminary)

**Larry Prado**

B.F.A., P.D., M.Ed. (University of Hawai'i at Mānoa)

**Mary Reeds Crowley**

B.A. (University of Hawai'i at Mānoa)

**Shay Rego**

B.Ed., M.Ed. (University of Hawai'i at Mānoa)

**Michael Rickman II**

B.A. (Maryville College)

M.S. (University of Tennessee, Knoxville)

M.Ed. (Hawai'i Pacific University)

**Rochelle Sakurai**

B.A., M.Ed. (University of Hawai'i at Mānoa)

**Nydia Santiago-Cordero**

B.A. (University of Science and Arts of Oklahoma)

M.A., M.Ed. (University of Hawai'i at Mānoa)

**Marlene Schick**

B.Ed., P.D. (University of Hawai'i at Mānoa)

**Jean Schmitz**

B.A. (Mount Mary College)  
B.Ed. (University of Wisconsin)

**Debbie Shintaku**

B.Ed. M.Ed. (University of Hawai'i at Mānoa)

**Murielle Sipola**

License (University of Paris IV Sorbonne, France)  
B.A. (Hawai'i Pacific University)

**Bowe Souza**

B.A. (University of Hawai'i at Mānoa)

**Gordon Tokishi**

B.Ed. (University of Hawai'i at Mānoa)  
M.Mus. (Southern Oregon University)

**Brian Turano**

B.S. (University of Rhode Island)  
Ph.D. (University of Hawai'i at Mānoa)

**Chad Uyehara**

B.M. B.A. (University of Hawai'i at Mānoa)  
M.M. (Northwestern University)

**Hiwa Vaughan-Darval**

ʻŪniki (Mae Kamāmalu Klein)

**Caitlin Watson**

B.S. (Howard University)  
M.Ed. (City University of Seattle)

**Tara Wengronowitz**

B.A. (Boston College)

**Mary Ellen Williams**

B.A. (Smith College)  
M.B.A. (Simmons College Graduate School of Management)

**Faye Yamasaki**

B.Ed., MLISc (University of Hawai'i at Mānoa)

**Michelle Zane**

B.Ed., M.Ed. (University of Hawai'i at Mānoa)

Parent-Student Handbook  
The Priory Upper School 2019-20

Appendix IV: Upper School Bell Schedule

**Middle School Bell Schedule**

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

**High School Bell Schedule**

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