



ST ANDREW'S SCHOOLS
THE PRIORY ♦ THE PREP ♦ THE PRESCHOOL

Parent-Student Handbook



Summer School Programs
2019

standrewsschools.org/summer

Summer School Programs 2019

Parent-Student Handbook

Dates & Times

June 17-July 19, 2019 (5-week session)

June 17-July 26, 2019 (6-week session)

Morning Session

| | |
|-------------|-------------|
| Grades K-12 | 8 a.m.-Noon |
|-------------|-------------|

Afternoon Session

| | |
|-------------|----------------|
| Grades K-8 | Noon-5:30 p.m. |
| Grades 9-12 | Noon-3 p.m. |

School is closed on Thursday, July 4, 2019, in observance of Independence Day.

Lower School and Middle School Program Grades K-8 Schedule

Morning Class Hours

| | |
|---------------|-------------------------|
| Grades K-1 | 8-11:50 a.m. |
| Grades 2-8 | 8-9:50 a.m. (Class A) |
| Morning Break | 9:50-10 a.m. |
| | 10-11:50 a.m. (Class B) |
| Dismissal | Noon |
| Lunch | Noon-12:30 p.m. |

Afternoon Class Hours

| | |
|------------|-----------------|
| Grades K-8 | 12:30-5:30 p.m. |
|------------|-----------------|

High School Program Grades 9-12 Schedule

Morning Class Hours

| | |
|---------------|-------------------------|
| Grades 9-12 | 8-9:50 a.m. (Class A) |
| Morning Break | 9:50-10 a.m. |
| | 10-11:50 a.m. (Class B) |
| Dismissal | Noon |
| Lunch | Noon-12:30 p.m. |

Afternoon Class Hours

| | |
|-----------------|---------------------------|
| Grades 9-12 | 12:15-1:30 p.m. (Class A) |
| Afternoon Break | 1:30-1:45 p.m. |
| | 1:45-3 p.m. (Class B) |

Summer School Programs Administrative Staff

Mrs. Alethia Donathan, Summer School Programs Director

Dr. Winston Sakurai, Director of Ancillary Programs

Mr. Wai Sing "Taidje" Tang, Summer School Programs Registrar

Office Location: MB-3

Hours: 7 a.m.-5:30 p.m.

Phone: 808-532-2464

Email: summer@standrewsschools.org

Our 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.

Our 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.

Attendance

Regular attendance is very important for students to benefit from summer school. Please call the Summer School Programs Office by 8 a.m. if your child will be late or absent.

Credit offered for our high school summer school courses are equivalent to a semester or full-year course. Attendance is very important in order for students to benefit from all content and participation. Parents are encouraged to schedule vacations, camps, etc., around the academic summer school dates. Excused absences are only allowed for illness and family emergency. Students may incur no more than two absences – excused or unexcused – and no more than five tardies to earn credit. Students need to present a note to the Summer School Programs Office prior to expected absences.

Students enrolled in summer school are not allowed to leave campus until the completion of their classes.

Illness at School

St. Andrew's Schools employs a health aide and others trained in first aid for the summer session. If a student becomes ill during school hours, the health aide will contact parent(s) or the emergency contact listed on the registration form. Once a parent is notified, the student must be picked up from school within a reasonable time period. Medication is not dispensed during the summer session.

In the case of an emergency, an adult employee of St. Andrew's Schools shall accompany the student to the nearest source of emergency care and will stay with the student until a parent or emergency contact arrives.

Drop-off and Pick-up

On busy mornings when students are being dropped off, safety is an especially important concern. Coned lanes are set up on the road surrounding James and Abigail Campbell Park. Please note the following safety guidelines and precautions.

Parents whose child are prepared to make an immediate exit from the car should use the Zip Lane, which is the lane closer to the park. Students should exit only at the crosswalk and only from the right side of the vehicle. Students should use the crosswalk to enter the school grounds.

Parents who need to exit the car to assist their child, or parents whose child need a little more time to gather their belongings, should use the lane closer to the school buildings. Students should exit only from the left side of the car and only in front of Kennedy Hall.

If you wish to walk your 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 Ewa of St. Andrew's Schools, on South Kukui Street, between Queen Emma Street and Bishop Street. Morning supervision begins at 7 a.m. on the Lower School Playground.

Lower and Middle School Program students enrolled for the morning only must be picked up at noon at the crosswalk in front of Kennedy Hall. Students in Grades K-5 will be escorted to the crosswalk by a faculty member. Any students not picked up by noon will be enrolled in the Afternoon Session for the day at \$50 per day. Students enrolled in afternoon programs will be escorted to those programs before lunch. Parents must sign out these students from the Afternoon Session located in MB-3. Students picked up after 5:30 p.m. on the Summer School Programs Office clock will be assessed a late fee of \$1 per minute to be paid immediately to the supervisor in charge. Parents who wish to pick up students prior to 5:30 p.m. must enter campus and sign out their child with the group leader.

School Closures Due to Emergencies

In the event of an emergency, St. Andrew's Schools will be closed when the Department of Education announces the closing of Honolulu public schools. There may or may not be an announcement specifically from St. Andrew's Schools, due to time constraints and difficulty

contacting radio stations. St. Andrew's Schools also utilizes an emergency notification system to parent emails and phones.

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

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

Campus Visitors

Parents and other visitors on campus between 8 a.m.-5:30 p.m. must report to the Summer School Programs Office to obtain a visitor's pass. Students wishing to bring a visitor to class must have the written permission of the Summer School Programs Director prior to bringing the visitor onto campus.

Cell Phones

Cell phones brought onto campus by students must be turned off during class hours. If a student needs to contact parents, the Summer School Programs Office will make the necessary communication. If a parent needs to contact or leave a message for a student, a phone call should be made to the Summer School Programs Office and the message will be delivered to the student.

Internet Access

Only students whose courses require them to have internet access will be given access for the summer. Students must register their computer with the Technology Department. Students and parents must sign the Acceptable Use Policy (AUP.)

Books and Materials

Students in Lower and Middle School Programs should come to school prepared with basic school materials labeled with their name: paper, pencils, crayons, markers, etc. St. Andrew's Schools will provide books and craft materials. Students in High School should come to school prepared with basic materials, however, they will be notified if they need to purchase a textbook for their course.

Report Cards

Summer School Programs report cards will be issued for credit courses only. Mid-summer interim progress reports will be sent home with the student and must be signed and returned by the parent(s)/guardian. Final report cards will be mailed home upon completion of

coursework. Students wishing to have their grades sent to other schools should contact the Summer School Programs Office for a Report Transfer Request Form. Report cards will be mailed directly from the Registrar's Office.

Final Exams

Final exams may be administered for credit classes at the discretion of the teacher and approval of the Summer School Programs Director. The final exam will count for no more than 20 percent of the final grade in the course. Students with an unexcused absence for the final exam will receive no points for the exam. Students will not be allowed to take an exam early without the permission of the Summer School Programs Director.

Dress Code

Attire and appearance appropriate to the school setting is expected. Examples of inappropriate attire include but are not limited to tube tops, bare midriffs, very short skirts, short shorts (shorts and skirts should be no shorter than finger-tip length), swimwear, and tattered/torn clothing. No visible undergarments are allowed. Shoes, sandals or slippers must be worn at all times. Hair and make-up should be natural in style. St. Andrew's Schools does not permit clothing that is provocative, obscene, or displays advertisements for or suggested use of tobacco, alcohol, illegal substances, sex or violence. The display of symbols that encourage divisiveness based on race, sex, sexual orientation, national origin, or other protected status is also forbidden.

Behavioral Expectations – Code of Conduct

St. Andrew's School is deeply committed to developing students who live with integrity and have an abiding respect for others. This dedication to developing sound character motivates the school to pay close attention to student behavior as guided by the expectations outlined in this Code of Conduct. Each section below of the Code of Conduct outlines particular aspects of those expectations.

Respect for People and Property

One of the strengths of St. Andrew's Schools is the respectful and positive atmosphere that exists in the school community. One of the main reasons that St. Andrew's 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 St. Andrew's Schools are charged with the duty of creating a positive and safe learning environment. To fulfill that duty, teachers and administrators must ensure that students do not engage in behaviors that will have a detrimental effect on school life. All students are expected to follow the rules of the school, respond to direction from teachers and administrators, and approach their interactions in a courteous and considerate manner.

Language

Every member of St. Andrew's Schools 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 St. Andrew's Schools 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 harmful 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. St. Andrew's Schools regulates this kind of behavior actively to ensure that summer 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, St. Andrew's Schools will assess the circumstances and may, at the discretion of the Summer School Programs Director, investigate the incident. This would include the investigation of incidents involving harassing content sent electronically, regardless of where and when those messages were created.

Bullying

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

A student must report bullying against self or another student, on campus or online. He or she should contact the teacher or administrator with whom he or she feels most comfortable, knowing that the situation will be promptly assessed to ensure safety for all parties involved. If a parent or adult needs to report bullying or harassment against a student, he or she should

contact the Summer School Programs Director. If the school administration concludes that a student has engaged in a persistent pattern of targeted harassment, the administrators will respond accordingly with appropriate consequences.

Damage or Theft of Property

Students must ensure that they treat all personal and school property with respect. In any case where students are involved in causing some kind of damage to personal or school property, students are expected to come forward and resolve the situation by taking responsibility for their actions.

Drugs, Alcohol, and Tobacco

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

Punctuality

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

Academic Integrity

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

Cheating

Cheating is a form of academic dishonesty that students must avoid. It occurs when a student copies directly from another student's work or uses electronic communication over the internet or a cell phone to collect answers. If a student copies material from another person and submits it to a teacher as if it is her own, even on daily homework assignments, there will be consequences for the student.

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.

Lost and Found Policy

Please label personal belongings with student names. St. Andrew's schools will not be responsible for any lost, stolen or damaged items. Items found are placed in the Summer School Programs Office and any unclaimed items at the end of each session will be donated to charity.

Food Service at Ylang Ylang Courtyard

Lunch and snacks are available daily. Food service is provided by Coffee Expressions, an independent vendor contracted by the school. Lunch is served from noon-12:30 p.m. for students enrolled in our Afternoon Session. Menus are posted in each classroom, Ylang Ylang Courtyard and the summer school website (standrewsschools.or/summer). Parents are asked to make a request in writing if juice or water is to be substituted for milk with lunch.

Lunch tickets are \$5.25 each and can be purchased in advance. Make checks payable to Coffee Expressions.

All food and drinks must be consumed in Ylang Ylang Courtyard. Eating is prohibited in classrooms. Sharing of food, drinks and money is not allowed. Microwaves and vending machines are available for use by students in grades 6-12.

Requirements for Mainland U.S. & International Students

Health Requirements

Students who are not Hawai'i residents (this includes international as well as U.S. Mainland residents) and Hawai'i residents who are not currently residing in Hawai'i, must submit a

health form that shows tuberculosis clearance, MMR compliance and actual date (month/year) of last tetanus shot performed within 12 months by a U.S. licensed physician prior to the starting date of summer school.

Local Address and Phone Number

All non-Hawai‘i residents are required to list a local address and a U.S. area code telephone number on their registration form.



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224 Queen Emma Square

Honolulu, HI 96813

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