

# UPPER SCHOOL

## 2021-22

ST. ANDREW'S SCHOOLS

# PARENT STUDENT HANDBOOK



## 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.



Aloha, St. Andrew's Schools 'Ohana,

When I think of all the educational outcomes we envision for our students, "future-ready" emerges as a succinct way to describe them.

A lesson learned 'round the world in the past 18 months is that the future holds no guarantees. The unexpected – and sometimes the unthinkable – happens. To thrive and succeed, we must absorb new information, analyze, apply, and adapt. Over and over again, while showing respect and kindness to our fellow humans.

We are proud that the aims of a St. Andrew's education provide the framework for helping our students become future-ready every day in mind, body, and spirit. The educational aims for our students are:

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

As the future continues to unfold in oftentimes surprising ways, we as a school stand ready to overcome the challenges and celebrate the successes, and to be an example for your children so they can do the same in their lives.

Education is always evolving. At St. Andrew's, we are not content to stand still but are passionate about striving for the highest to provide the best learning experience for your child. Thank you for being partners with us on this exciting adventure.

Me ke aloha pumehana,

Ruth R. Fletcher, Ph.D.

President and Head of School, St. Andrew's Schools

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## 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 Kaleleonālanī, 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 in 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 schoolwork. 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. 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 Prep, a K-6 boys' school, and Queen Emma Preschool (The Preschool), for boys and girls ages two to five. Each school provides a nurturing learning environment where each child is known, understood, and celebrated for their unique talents within a diverse religious, ethnic, and socioeconomic community.

Our personalized educational program allows students to uncover their unique strengths, passions, and interests through discovery, practice, creation, and self-reflection. Our emphasis on social emotional, ethical, and cognitive learning sets the stage for children to cultivate healthy habits of mind, body and spirit that positions them to live a life of learning and good health.

Our K-12 education program in downtown Honolulu is the only coordinate school system in Hawai'i. We offer two single-sex schools on the same campus. Our girls (The Priory, K-12) and boys (The Prep, K-6) are educated separately in the classroom yet can socialize together on campus. Coordinate schools recognize that the social and emotional experiences that children have in schools shapes their learning – and ultimately affects how they think and act. By understanding and embracing the differences between boys and girls, we create the conditions for all students to learn and grow. Our students readily venture past societal expectations or stereotypes to reach their full promise. Students learn deeply, stay curious, are hopeful about the future, and understand how to lead themselves and others with a compassionate and courageous heart.

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 and Arizona State 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. Today, the students of St. Andrew's Schools honor Queen Emma by perpetuating her legacy of courageous and compassionate leadership.

St. Andrew's Schools develop 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 KALELEONĀLANI 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'ōana'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. St. Andrew's Schools enables students to develop and enhance their own understanding of the sacredness in life through worship experiences, classroom instruction and interpersonal relationships.

St. Andrew's Schools holds weekly chapel service in the Cathedral of St. Andrew. The larger St. Andrew's Schools community gathers for all-school chapels to celebrate holidays and special occasions together in the historic Cathedral. 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

## 2021-2022 CALENDAR OVERVIEW

*All events and activities are subject to modification or cancellation in accordance with the most current COVID-19 guidelines.*

### 2021

JULY			
	5	Monday	Independence Day Holiday observed
	6-9	Tuesday - Friday	Summer Programs - Week 5
	12-16	Monday - Friday	Summer Programs - Week 6
	17	Saturday	K-12 New Family Orientation
	19-23	Monday - Friday	Summer Adventure Camp - Week 1
	26-30	Monday - Friday	Summer Adventure Camp - Week 2
AUGUST			
	2-6	Monday - Friday	Summer Adventure Camp - Week 3
	9-13	Monday - Friday	Summer Adventure Camp - Week 4
	18	Wednesday	New Faculty & Staff Orientation
	18-19	Wednesday - Thursday	Optional Returning Teacher Work Days
	20	Friday	Admissions Day
	23-25	Monday - Wednesday	P-12 Teacher Professional Days
	26	Thursday	First Day of School - The Priory, The Prep, QEP
SEPTEMBER			
	6	Monday	Labor Day
OCTOBER			
	7	Thursday	K-12 Fall Parent Teacher Conferences
	8	Friday	P-12 Teacher Professional Day
	11	Monday	Discoverers' Day
NOVEMBER			
	11	Thursday	Veterans Day
	24-26	Wednesday - Friday	Thanksgiving Break
	29	Monday	Classes Resume
DECEMBER			
	20-31	Monday	Winter Break
	20-24	Monday - Thursday	Winter Camp - Week 1

## PARENT STUDENT HANDBOOK 2021-22

### 2021

#### JANUARY

3	Monday	New Year's Day Holiday Observed	Holiday - School & Offices Closed
4	Tuesday	P-12 Teacher Professional Day	P-12 Faculty & Staff Only
5	Wednesday	Classes Resume	
11	Tuesday	Queen Emma's Birthday Celebration	
17	Monday	Martin Luther King, Jr. Day	Holiday - School & Offices Closed

#### FEBRUARY

17	Thursday	K-12 Spring Parent Teacher Conferences	K-12 Faculty & Staff Only
18	Friday	K-12 Teacher Professional Day	K-12 Faculty & Staff Only
21	Monday	President's Day	Holiday - School & Offices Closed

#### MARCH

14-25	Monday	Spring Break	Holiday - School Closed
14-18	Monday - Friday	Spring Adventure Camp - Week 1	
21-24	Monday - Thursday	Spring Adventure Camp - Week 2	
25	Friday	Prince Kūhio Day	Holiday - School & Offices Closed
28	Monday	Classes Resume	

#### APRIL

15	Friday	Good Friday	Holiday - School & Offices Closed
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#### MAY

6	Friday	May Day Celebration	
19	Thursday	Ascension Day Celebration	
20	Friday	Head of School Holiday	Holiday - School & Offices Closed
26	Thursday	Seniors Last Day of School	
27	Friday	K-11 Last Day of School	
29	Sunday	Baccalaureate	
30	Monday	Memorial Day	Holiday - School & Offices Closed
31 - Jun 2	Tuesday - Thursday	K-12 Teacher Work Days	

#### JUNE

5	Sunday	Commencement	
6-9	Monday - Thursday	Summer School - Week 1	
10	Friday	King Kamehameha Day	Holiday - School & Offices Closed
13-17	Monday - Friday	Summer School - Week 2	
20-24	Monday - Friday	Summer School - Week 3	
27 - Jul 1	Monday - Friday	Summer School - Week 4	
5	Sunday	Commencement	
6-9	Monday - Thursday	Summer School - Week 1	
10	Friday	King Kamehameha Day	Holiday - School & Offices Closed

#### JULY

4	Monday	Independence Day Holiday Observed	Holiday - School & Offices Closed
5-8	Tuesday - Friday	Summer School - Week 5	
11-15	Monday - Friday	Summer School - Week 6	
18-22	Monday - Friday	Summer Adventure Camp - Week 1	
25-29	Monday - Friday	Summer Adventure Camp - Week 2	

#### AUGUST

1-5	Monday - Friday	Summer Adventure Camp - Week 3	
8-12	Monday - Friday	Summer Adventure Camp - Week 4	



# GENERAL POLICIES AND PROCEDURES

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

Parents/guardians 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](https://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/guardians 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/guardians 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.

Also, the school is increasingly being asked to provide student-related information in family court matters. While the school will provide its normal communications with parents/guardians when such requests are made, the school endeavors to maintain the privacy of all student-related information such as student-teacher/administration communications, and student counseling, disciplinary and academic records. We believe this privacy policy is in the best interest of our students and avoids the school's entanglement in family court matters. Should you have questions regarding this subject, please contact the Head of School's office.

## School Hours

Early Arrival	6:45 a.m. – No supervision is available prior to this time. Early arrival is for students who have Band or Orchestra at 7 a.m.
Campus Facilities Open	7a.m. – Until this time, students must remain in designated areas for supervision. Only limited bathrooms and other facilities are available.
Class Hours	8 a.m. – 3p.m. Teachers open their classrooms to students at 7:45 a.m. Students who are enrolled in 0 Period arrive at 7 a.m.

## Morning Drop-Off

Safety is an especially important when students are being dropped off in the morning. Coned lanes are set up on the road surrounding Queen Emma Square. Please follow the directions of staff, security, and any posted signs. Drivers should use caution when on the Square, especially when approaching crosswalks.

Limited parking is available in Visitor Lot D for parents/guardians whose children need extra time or assistance exiting their vehicles. Please park only in the visitors stalls marked in red. Please refrain from parking or waiting in any area designated for faculty or Cathedral parking, or in fire zones.

## 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/guardians 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 (Capitol Place parking located on Kukui Street) in the event that our visitor parking is full.

A St. Andrew's Schools staff member or teacher must make arrangements for visitors or volunteers to park.

### 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.

## Early Arrival

When the School opens at 7 a.m., students in grades 7-12 are provided indirect supervision by the many adults on campus. They do not need to sign-in with the Early Morning Supervisor stationed in Ylang Ylang Courtyard Supervisor. Students may use the library or sit on the benches around campus. Teachers often open up their classroom prior to the first 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 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. No dedicated supervision is provided after 3:30 p.m. unless students are participating in a school-sponsored activity.

Students in grades 7-8 who remain on campus to wait for their parents'/guardians' 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/guardians will be charged. Middle school students are not permitted to leave campus after school and then return. Please refer to the Extended Learning section of this handbook for further details.

### Adults Authorized to Pick Up Students

Only an authorized adult, such as a parent/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/guardian for clarity.

### Leaving School Prior to Regular Dismissal

If it is necessary for a student to leave school prior to dismissal, the parent/guardian must contact the Attendance Office at (808) 532-2403 or [attendance@standrewsschools.org](mailto:attendance@standrewsschools.org) before 8 a.m., indicating the time, date, and reason for the early dismissal.

An Early Dismissal Notice will be shared with the appropriate teacher(s) and the student will be sent to the Attendance Office for pick-up. Parent(s)/guardian(s) can meet their child at the Attendance Office parking area (Lot D) at the designated time. Students must sign out from the Attendance Office before leaving campus. Students are not allowed to leave campus during school hours unless they have senior 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/guardians due to illness should do so with the authorization of the School Nurse.

### Rideshare Services

Parents/guardians may not utilize ridesharing services such as Uber and Lyft to transport students alone to and from school. This is a violation of both Uber and Lyft 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 7-12 are expected to keep their parents/guardians 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/guardians 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 as well as her Priory in the City internship during the school day. Students must sign out/in at the attendance office for these programs.

### Senior Off-Campus Privileges

Off-campus privileges are granted to eligible seniors with parent/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 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/guardian must call or email the Attendance 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/guardian is not received by the Attendance Office by 8:15 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/guardian does not notify the office on the morning of the absence and the school is unable to reach the parent/guardian, the designated emergency contacts 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 medical provider's clearance/return to school note is required for absence of 3 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 Office and Upper School Principal of any planned absences well in advance may adversely affect a student's grades.

### Excessive Absences and Tardiness

Regular school attendance is important to your child's educational success. Any student who accumulates a **sum of ten (10) non-school related absences per quarter**, is considered excessively absent. Students in grades 7-12 who are frequently absent may lose credit for the semester or the particular course or courses during which the absences occurred. Any student exhibiting excessive absences in a quarter will be required to meet with the Upper School Principal, grade level advisor, and her parents/guardians 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 8:00 a.m. must report to the Attendance Office to receive a tardy pass. Any student who accumulates a **sum of ten (1) non-school related tardies per quarter** is considered excessively tardy. In cases of excessive tardiness, the parent/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 to the Upper School office during the day and to Sellon Hall Room 101 after school. Items 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

### Campus Visitors

*As of August 1, 2021*

Unscheduled visitors, including parents/guardians without an appointment, are not permitted on campus. Visitors must have a scheduled appointment and must visibly display their visitor badge and wear a mask at all times while on campus. Scheduled visitors must check-in at the Attendance Office, located next to the gym, to receive their visitor badge. A log of all visitors is maintained for security and contact tracing purposes.

### Receiving Room

Parents/guardians may drop off items for their child at the Receiving Room (Transfiguration Hall 101). Parents/guardians may not bring items to the child's classroom. Follow the instructions in the Receiving Room to label and place the items for pickup. Staff will deliver items to K-6 students throughout the school day. If the item requires timely delivery to the child, call (808) 532-2403 and leave a message with the Attendance Office. Parents/guardians should not bring items to the Health Room.

### Safety: Everyone's Responsibility

Faculty and staff are instructed to politely question anyone seen on campus who is not wearing a visitor badge. 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 badge. If you have forgotten to get a visitor badge someone will walk with you to the Attendance Office to obtain proper identification. Please direct any security-related concerns or questions to Mary Ellen Williams at (808) 532-2406 or [mwilliams@standrewsschools.org](mailto:mwilliams@standrewsschools.org).

### School Closing Due to Emergencies

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.

Conditions may vary greatly around O'ahu, and we urge parents/guardians 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/guardians 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.

In the event of other state or county-wide emergencies, St. Andrew's Schools will follow the State of Hawai'i Emergency Management Agency (HEMA) guidelines.

## Emergency and Drill Alerts Through SwiftK12

When St. Andrew's Schools conducts a lockdown or fire drills, parents/guardians and students may be notified prior to the drill. During the drill, we may also use our alert system, SwiftK12. Our 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 need 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/guardians 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](mailto:standrews@powerschool.com). If you need 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/](https://standrews.instructure.com/login/canvas/). If you need assistance, please contact the Technology Department at [technology@standrewsschools.org](mailto:technology@standrewsschools.org) or (808) 524-3234.

## Registering Students for Extended Learning Programs

Our Extended Learning programs include After School Care, Enrichment Classes, Adventure Camps, and all Summer Programs. Registration for our Extended Learning Programs is available online at [standrews.campbrainregistration.com](https://standrews.campbrainregistration.com). Each family must make their own account for this system. If you need assistance, please contact Extended Learning at [programs@standrewsschools.org](mailto:programs@standrewsschools.org) or (808) 532-2464. Please refer to the Extended Learning Programs section of this 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/guardians 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/guardian has a username and password to access SchoolAdmin and their child's re-enrollment contract. If a parent/guardian 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 Hawai'i 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 a current TB clearance and immunization record, is due to the school [School Nurse](#) **no later than one week prior to the first day of school** for students in the following categories:

- All new students (Grades 7-12)
- All 7th grade students
- All 9th grade students
- All student-athletes (Grades 7-12)
- All Juniors and Seniors (for participation in Priority 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 (completed within 1 year of the first day of school). See Student Health Form, page 44, for Athletic physical requirements.)
- Tuberculosis Clearance: No student may attend school without a TB clearance – a clear X-ray, tuberculin (TB) test or Negative Risk Assessment. 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 clearance performed by a U.S. medical provider 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 required by Hawai'i law
- The Health Form must be signed and certified by the student's medical provider
- The law affords your child a grace period of 90 days from the date of school admittance to complete all health requirements - with the exception of the TB test. If the requirements are not met within 90 days from the date of school admittance, the student will not be able to attend school. Contact the School Nurse immediately to discuss a plan to meet requirements.

Immunization Exemptions: Hawai'i law allows for medical and religious exemptions to required immunizations. These exemptions are reported semi-annually to the Hawai'i Department of Health. Contact the [School Nurse](#) if your child requires a valid exemption.

## Medication

Students may not be in possession of any medication, including over the counter (OTC)/non-prescriptive medications, while on campus. Students requiring medication while at school must bring the medication to the School Nurse. Medications will be locked in the Health Room Medication Cabinet. Parents/guardians may not give medications directly to their child's teacher. 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 parent/guardian authorization. OTC medications must be in the original box and not expired. Parent/guardian consent and medical provider authorization forms are required and are available from the [School Nurse](#).

- Asthmatic students may carry their inhalers with them or leave them in the Health Room as per the child's personal medical provider. Students carrying asthma inhalers must be assessed by the School Nurse and have an action plan on file. Authorization forms are available from the School Nurse.
- Students may carry over-the-counter cough drops for their personal use.
- Students with confirmed anaphylaxis may carry epi-pens. Parent/guardian consent and medical provider authorization forms are required and are available from the School Nurse. Students who carry epi-pens must be assessed by the School Nurse and have an action plan on file.

## **Illness**

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

- Fever (over 100.4°F)
- Upset stomach, vomiting, diarrhea
- Red or puffy eyes
- Constant or deep coughing
- Symptoms preventing appropriate participation in school (fatigue, poor appetite)
- Headaches, body aches, earaches
- Bad sore throat

### **Follow the 24-Hour Rule**

- Fever: Stay at home until fever-free for 24 hours without use of fever-reducing medications
- Vomiting and Diarrhea: Stay at home for 24 hours after last occurrence of vomiting/diarrhea
- Antibiotics: Stay at home for 24 hours after 1st dose of antibiotics for illness such as strep throat or ear infection

## **Illness at School**

Students who become ill or injured during school hours must see the School Nurse to be checked. Parents/guardians will be contacted to pick up their child from school if they arrive with any suspected illness, or if they become ill during the school day and are unable to return to class. Students seen for minor injuries will be treated and sent back to class as soon as it is reasonable. The school reserves the right to require a medical provider's verification before re-entry to school if illness leads to absence of 3 days or more. Parents/guardians must ensure their contact information is current in PowerSchool.

- The School Nurse will notify the parent/guardian. Students should not call their parents/guardians 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/guardian will be called to pick up the student.
- No students will be sent home unless picked up by an adult authorized by the parent/guardian.
- Students who are ill will not be sent home alone by public transportation.

### Communicable Illness

No student should be sent to school if they are 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 return to school clearance note from a medical provider stating the date the student may return to school. Communicable illness includes, but is not limited to, chicken pox, hepatitis, impetigo, mononucleosis, pink eye, scarlet fever, or strep throat. Parents/guardians should notify the school when a student is absent for such illnesses.

### COVID-19

Parents/guardians are asked to conduct COVID-19 screening daily prior to arriving at school. Common symptoms of COVID-19 include:

- Fever or chill
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Students exhibiting possible symptoms of Covid-19 should not come to school. Follow the supplemental Health Response Plan for guidance for Covid-19 related procedures.

### Accidents

It is important that parents/guardians maintain an updated list of authorized emergency medical contacts in PowerSchool. The School Nurse will treat minor accidents. Parents/guardians 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 medical provider recommendation our administrators, teachers, and coaches will work to modify the environment around the student to maximize their concussion recovery.

Students should not return to school until cleared to do so by a medical provider. 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 symptoms and medical provider recommendation. Teachers will work with the student and parent(s)/guardian(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 its students may require the exclusion of a student from attending school if their health would put themselves or others in danger. The School Nurse, family medical provider, and appropriate administrator will confer to determine the terms for exclusion. Accordingly, the school will take appropriate precautions to ensure that any health and safety concerns arising out of a student's illness are managed in accordance with current medical knowledge and procedures, in compliance with all federal, state, and local laws and regulations.

## **K-12 Health and Wellness Philosophy**

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

St. Andrew's Schools provides a learning environment that focuses on the whole child through intentional, direct instruction of wellness of *mind*, *body*, and *spirit*:

### **Wellness in Mind**

Our robust, interdisciplinary curriculum encourages our students to be confident learners and creative thinkers through hands-on, engaging learning experiences. Our partnership with Yale's *Center for Emotional Intelligence* has brought school-wide, direct instruction of *RULER*, an acronym for the five skills of emotional intelligence (*recognizing, understanding, labeling, expressing, and regulating*). We believe that implementation of this evidence-based approach supports our students in their development of a positive sense of self and the skills necessary for managing their mental health.

We teach our students common language and strategies to navigate self-awareness and self-management, social awareness, communication skills and healthy decision-making – *the pillars of social and emotional learning*. Students at St. Andrew's Schools benefit from in-class instruction of social and emotional skills, one-on-one counseling resources, and a knowledgeable and supportive school climate. The following programs support St. Andrew's Schools' efforts in creating an environment that promotes wellness in mind.

### RULER Approach

In all classrooms at St. Andrew's Schools students develop a classroom *Charter*, to encourage engagement and ownership of classroom culture. Each classroom Charter is developed by all members of the class, as a tool to set behavior guidelines of how that sub-community will treat one another and hold one another accountable. The Charter tool is designed to build a positive classroom culture and a climate that allows for meaningful learning.

Additional strategies in the RULER approach are the *Mood Meter* and *Meta-Moment*. Teachers and staff utilize these strategies to support student development towards *recognizing* and *understanding* their emotions. With time students develop common language to support one another as disagreement, conflict, and other big emotions come up both in and out of the classroom.

### One Circle Foundation: *Girls Circle* and *The Council*

Students at St. Andrew's Schools participate in lessons adapted from the One Circle Foundation's youth circles. Our students at The Priory use *Girls Circle*, and our students at The Prep use *The Council* approach. These circles are conducted utilizing *evidence-based principles of a strengths-based approach to the age-old process of communing in a safe circle*. These circles provide opportunities for the community to apply social and emotional skills to real-life scenarios, encourage students to treat each other with mutual respect and provide gender specific content that builds competence and confidence in one's sense of self. Our circles provide students with positive connections, confidence in self and authentic connections to the community.

The St. Andrew's Schools community works together to develop habits towards positive intra- and inter-personal skills, and the foundation for life-long healthy habits of mind.

## Wellness in Body

Our students learn the emotional intelligence skills of *labeling* and *expressing* emotions and *regulating* their bodies. As young children, emotions can play out in a number of behaviors, our teachers and staff support students at their developmental stage. With time and encouragement, our students learn how to regulate their emotions and advocate their personal needs. We see these as foundational skills in a child's development.

At St. Andrew's Schools, we also recognize the benefits of physical activity and play. Our curriculum promotes healthy bodies through creative play, vigorous physical activity, gardening, cooking and nutrition lessons, and health lessons that build knowledge about students' growing bodies. The following guidelines support St. Andrew's Schools' efforts in creating an environment that promotes wellness in body:

### Physical Activity

Throughout their school day, students engage in age-appropriate, structured and unstructured physical activity. Students participate in regularly scheduled physical education classes, activity-based lessons in the classroom and periodic nature treks off-campus. Our teachers and staff also create time for and encourage free, unstructured play throughout the school day. Students are offered after-school enrichment classes and organized sports activities that encourage vigorous physical activity and the development of motor skills and movement patterns.

Our students learn the value of physical health and enjoy opportunities to practice the development of skills for a variety of physical activities. Over time, students develop a foundation of healthy habits towards the goal of a life-long physical and mental health.

**School-wide Nutrition**

Our students take part in age-appropriate and fun nutritional cooking activities that will utilize locally grown produce to raise their awareness of the nutritional benefits of healthful food choices.

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

**Sustainable Food Practices**

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

**Wellness in Spirit**

St. Andrew's Schools recognizes the innate spirit of each child. Students join our community with their unique personality, temperament, social identifiers, and family values. We strive to honor each child and family. We are a diverse community – rich in culture and global traditions. We believe that the differences amongst us deepen opportunities for learning and creative thinking in and out of the classroom. We encourage students to bring their full selves to school every day and endeavor to create a climate where students feel safe doing so.

**Family Involvement**

St. Andrew's Schools recognizes that parents/guardians have a primary and fundamental role in promoting wellness in mind, body and spirit. St. Andrew's partners with families to support the wellness of our students. We therefore strive for timely communication with families regarding their child's learning process and community engagement. We ask parents/guardians to read school publications, remain current on website updates, and familiarize themselves with school initiatives that support student growth and development. We also ask that families make efforts to provide daily physical activity for their children and encourage families to pack nutritional meals and healthy snacks for school. Families are encouraged to remain in contact with the school and to see St. Andrew's Schools as their extended community of support.

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

## FOOD SERVICE

St. Andrew's Schools is proud to partner with Chef Jeremy Shigekane of M by Chef Mavro to offer FoodStart, a school food initiative available to students, faculty, and staff.

Fresh, sustainable, healthy meals are prepared daily by Chef Jeremy and his team. Menu items feature local ingredients, including vegetables and fruits from FoodStart's exclusive farmer, Kanekoa Farms, and other local small farms such as Ahiki Acres and Bear Claw Farm.

Lunches must be pre-ordered at least one week in advance. Payment is made through EZ School Apps. To register, please follow the [directions in this link](#). Menu options are found within the app.

## 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, which can be found on the SAS website.

The Middle School includes students in grades seven 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.

### High School: Grades 9–12

#### Graduation Requirements

Twenty-four (24.5) credits are required for graduation for the Class of 2022. Twenty-four (24) are required for the class of 2023 and beyond. Generally, a semester course is one-half ( $\frac{1}{2}$ ) credit, and a year-long course is one (1) credit. As displayed in the table below, students must fulfill the required number of credits in each subject area in grades 9-12 to graduate.

#### Class of 2022

Subject	Required Credits
English	4.0
Social Studies	4.0
World Language <sup>1</sup>	3.0
Mathematics	3.0
Science	3.0
Physical Education	2.5
Religious Studies	1.0
Performing/ Visual Arts	1.0
Independent Inquiry	0.5
Design Thinking	0.5
Priory in the City	2.0
Total	24.5 Credits

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<sup>1</sup> With two consecutive years in high school



### Class of 2023 and Beyond

Subject	Required Credits
English	4.0
Social Studies	3.5
World Language	3.0
Mathematics	3.0
Science	3.0
Physical Education	2.0
Religious Studies	1.0
Performing/Visual Arts	2.0
Independent Inquiry	0.5
Other Courses	0.5
Priory in the City	1.5
<b>Total</b>	<b>24.0 Credits</b>

### 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/guardians with 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, during the designated days/times in late August. To do this, students must fill out an add/drop form, which will be available on the Canvas Upper School home page, and must meet with the Upper School Principal or other academic staff who will review course change requests. Students wishing to make a change in their schedule must make an appointment to discuss this with an academic staff member.

### Add/Drop Process:

- Students wishing to make a change to their schedule must fill out the form located on the Upper School Portal (as of Thursday, 8/26).
- Students may only add a course from their original list of class requests.
- A change in the schedule is only permitted if it fits in the student's schedule without disrupting the rest of the scheduled courses.
- Students who have been registered for an AP class are required to stay in the course.
- After the add/drop period, students may not add or drop a course unless circumstances are exceptional.

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 student's 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/guardians or students with questions about Advanced Placement should contact the Upper School Principal.

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.

### Collegiate and Online Partnerships

#### Arizona State University Prep Digital (ASUPD) Partnership

Our partnership allows students the opportunity to take online high school classes for credit with ASUPD and online collegiate classes with Arizona State University (ASU). Eligibility is determined by the Upper School Principal in the spring for the following school year. Our ASU coordinator, and the School Registrar manage our registration of students in these programs. Upon registration, students consent to release their academic records to SAS. The ASU 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 ASU 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 ASU Concurrent 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 will often request that students send their official HPU transcript directly to them and they will then determine if they will accept the credits or not. If a student takes an ASU Prep Digital High School class, that grade is not weighted.

Students in grades 10, 11, and 12 are eligible to take one high school ASUPD course and students in grades 11 and 12 may take one ASU college course per year at no additional cost. If students wish to enroll in additional ASUPD or ASU courses families will be charged additional fees. Students may take ASU classes for electives only and not to satisfy a graduation requirement.

### **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. Families are responsible for the payment of tuition of One Schoolhouse courses unless otherwise indicated by the school.

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

Qualified Priority 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. Students may take HPU classes for electives only and not to satisfy a graduation requirement.

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. Upon registration, students consent to release their academic records to SAS. The HPU course grade will be included in the St. Andrew’s Schools - The Priority 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 will often request that students send their official HPU transcript directly to them and they will then determine if they will accept the credits or not.

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 Upper School Principal, Registrar, 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

Students may achieve academic distinction by enrolling in Honors Courses (the honors designation will appear on the student's transcript) and/or by completing the required criteria and courses as outlined in The Priory Upper School 2020-211 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.

### 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.

## 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 student 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/guardians 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.

## 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/guardians 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/guardians may guide the student's work from time to time, we do not want parents/guardians 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.

7-8	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/guardians 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. Advanced Placement Courses will require additional homework time.

### 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.

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<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.

St. Andrew's Schools administers the Comprehensive Testing Program (CTP) to all seventh graders. Students in grades 8 take the PSAT 8/9 (Preliminary Scholastic Achievement Test), and students in grades 10 and 11 take the PSAT/NMSQT test. Students in grade 11 will take the SAT during the school day during the winter or spring of their junior year. 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 after consulting and planning with the Director of College Counseling and Wellness Director. 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. SAS Wellness Director will assist students and families in completing the necessary paperwork to receive extended time for national standardized tests.

During the Spring, SAS offers the Scholastic Aptitude Test (SAT) to all students in grade 11, with no cost to families. Additionally, the Director of College Counseling will work individually with students in grade 12 regarding their schedule for the Scholastic Aptitude Test (SAT) and the American College Test (ACT). 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 student's 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, Arizona State University, 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

### Student Progress Reporting Schedule

In order for parents/guardians to view and track their child's academic progress, teachers update grades in

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

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/guardians at the middle of the quarter when their child's grades are updated. Parents/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/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 [registrar@standrewsschools.org](mailto:registrar@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 in selecting one or two academic teachers who they can approach to request a letter of recommendation to submit to the colleges of their choice. Each senior will also have a primary letter of recommendation written by the Director of College Counseling, which summarizes their high school journey and achievements. The best letters of recommendation provide an insightful description of a student's academic development and character while in high school. These letters are sent directly to the colleges that a student has chosen to apply to and are considered confidential.

A student's high school transcript is an official document. At the student's request it will be sent to the colleges and universities that a student has chosen to apply. The first 10 transcripts are free of charge, once that quota is surpassed, a fee of \$5 per transcript will be charged to the student's account.



## 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.

#### Class of 2022

Subject	Required Credits
English	4.0
Social Studies	4.0
World Language <sup>4</sup>	Not Required
Mathematics	3.0
Science	3.0
Physical Education	2.5
Religious Studies	1.0
Performing/ Visual Arts	1.0
Independent Inquiry	0.5
Priory in the City	2.0

#### Class of 2023 and Beyond

Subject	Required Credits
English	4.0
Social Studies	3.5
World Language	Not Required
Mathematics	3.0
Science	3.0
Physical Education	2.0
Religious Studies	1.0
Performing/Visual Arts	2.0
Independent Inquiry	0.5
Other Courses	2.0
Priory in the City	1.5

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<sup>4</sup> With two consecutive years in high school

### **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 develops an individualized learning plan for each student receiving this service. 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 (Grades 7-12)**

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/guardians, 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/guardians 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. SASs closely monitors 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/guardians 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's Wellness Director, teachers, and Principal, in concert with the student's parents/guardians, 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.

## **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.

## **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 7-12 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.

#### Period 8 Community Block

Students in grades 7-12 participate in Period 8 Community Block on Tuesdays and Thursdays. During our Community Block, students in every grade are involved in school-wide initiatives including College and Career Readiness, personal development, Social and Emotional Learning and Global Leadership. Teachers and grade level advisors utilize age-appropriate curriculum to create intentional experiences that enhance students' skill sets during this time.

#### Upper School Camps

The Priory holds camp on an annual basis. During the school year students in middle school, grades 9, and 12 participate in a camp experience. Grades 9 and 12 camp take place at Camp Mokulei'a 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/guardians 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 7-8)

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 7-8. The MSSC is responsible for planning various socials and other events for Middle School students. The student body of grades 6-7 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 7-12 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 (re-enrollment contract must be turned in, in order to run for 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 2.5 or better to be eligible for office
- Maintain a grade point average of 2.5 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 Spring of each year, Priory students in grades 10 and 11 are considered for membership on the basis of scholarship, service, leadership, and character. The NHS Faculty Council at The Priory is composed 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

### Queen Emma Chapter of the National Junior Honor Society

In the Spring of each year, Priory students in grades 7 and 8 are considered for membership of Nā Lei ‘o ‘Emalani Chapter of the National Junior Honor Society on the basis of scholarship, service, leadership, character and citizenship. The NJHS Faculty Council is composed of five faculty members and the NJHS Advisor. The Council selects and monitors the NJHS members. Any students who fall below the minimum criteria set by the national organization will be asked to relinquish membership.

Criteria:

- **Scholarship:** Candidates eligible for the election to the chapter shall have a minimum cumulative GPA of 3.5 on a 4.0 scale.
- **Service:** This quality is defined through the voluntary contributions made by a student to the school or community, done without compensation and with a positive, courteous, and enthusiastic spirit. This may be through participation in scouts, church, or other community organizations.
- **Leadership:** Student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea contributors, dependable, and persons who exemplify positive attitudes about life. Leadership experiences can be drawn from school or community activities while working with or for others.
- **Character:** The student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, shows courtesy, concern, and respect for others, and generally maintains a good and clean lifestyle. A person of character demonstrates the following six qualities: respect, responsibility, trustworthiness, fairness, caring, and citizenship.
- **Citizenship:** The student who demonstrates citizenship understands the importance of civic involvement, has a high regard for freedom, justice, and democracy, and demonstrates mature participation and responsibility through involvement with such activities as scouting, community organizations, and school clubs.

\*Membership in the National Junior Honor Society does not transfer to the National Honor Society. The candidacy and selection for NHS and NJHS are separate for each organization.

### Academic, Honorary and Service Clubs

**Companions of St. Andrew:** This service and spiritual fellowship organization on campus is open to all girls in grades 7-12. 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/guardians feel welcome and at ease during their visit.

**International Thespian Honor Society, St. Andrew's Schools:** The Priory Troupe 1993: The Priory is a proud member of the International Thespian Society. As Troupe 1993, we align ourselves with our society's guiding principle that shows a dedication to excellence in educational theatre. The International Thespian Society honors those students who do theatre well and support theatre. The International Thespian Society offers several distinctions. Inducted thespians may earn Thespian Scholar or Honor Thespian recognition and receive a special cord to wear at graduation. Inducted thespians also gain access to scholarship auditions and competitions.

### Special Interest Clubs

The Priory Upper School emphasizes involvement in student clubs. In order to build student involvement, students in grades 7,8 & 9 are required to participate in one student interest club. Student club choices are evolving as students imagine and start their own clubs annually with the support of teachers who served as club advisors. A club drive takes place at the beginning of the school year.

- Book Club (Grades 7-8; Grades 9-12)
- Japanese Club (9-12)
- Culture and Culinary Club (9-12)
- Companions of St. Andrew's (Grades 9-12)
- Global Issues Network (GIN)\*\* (part of Global Girls Class)
- Hip Hop Club (Grades 7-8)
- Hope Lodge Club (Grades 9-12)
- Hui Hau'oli (Grades 7-12)
- Interact Club (Grades 9-12)
- I.T. Crew (Information Technology Crew) (Grades 9-12)
- Girls Who Code Middle School (7&8) & High School (9-12)
- Kindness Club (Grades 7-8; Grades 9-12)
- Math Club (Grades 7-8)

- Model United Nations\*\* (Class)
- Pacific Asian Affairs Council (PAAC) Club (Grades 7-12)
- Student Ambassadors (Grades 7-12)
- Sustainability Club (Grades 7-12)

### 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 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 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 we have expanded student travel 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 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 several 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	<del>Inter Golf – see Mrs. Kilbey</del>
Cross Country (P5) – all levels	Basketball – Inter/Var	Tennis – V
<del>Kayaking (P5) – JV/V</del>	Tennis – Inter	Track (P5)- all levels
Volleyball – Inter/V	Soccer (P5) – all levels	Softball (P5)- all levels
Sporter Air Riflery (P5) –JV/V	Swimming (P5) – all levels	<del>Water Polo (P5) – all levels</del>
Tennis – JV	Wrestling (P5) – all levels	Sailing – V
	Precision Riflery(P5)–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 a 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 Room. It is suggested to make a few copies of the Student Health Record – one for the Athletic Office and one for the Health Room. There are no exceptions. The Student Health Form is available [here](#).

## **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/guardians and students are asked to read the Athletics section of the Parent-Student Handbook. Parents/guardians and student-athletes must then sign and submit the Athletic Permission Form to the Athletics Office. The Athlete Permission Form is available on the 2021-22 School Year Information webpage. The purpose of this form is to ensure that parents/guardians 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 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
Volleyball	Soccer Basketball Wrestling Canoe Paddling	Judo Softball Sailing Water polo

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 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 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/guardian. Violations will result in a suspension from the team.

No school 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. 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.

### 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.

On a school day in which you have a game, you may wear your team uniform, approved team t-shirt or team warm-up to school. Team shirts/jackets may NOT be worn to school on chapel days. Priory athletic sweatshirts are not to be worn to chapel but can be worn after chapel in classes.

Team shirts or warm-ups must be approved by the Athletics Director. Team uniform or team t-shirts may be worn with jeans (no torn, ripped or frayed denim), black, red, gray or white shorts or team approved warm-up pants. Shorts must not be shorter than four inches above the knee. No bike shorts or spandex. Sweats, joggers or tights may not be worn as a part of game day uniform. Covered shoes and socks must be worn. No slippers or slipper-like footwear, including Crocs, Tevas, and Flojos. No Birkenstocks or Birkenstock-like footwear, including athletic sandals.

Once you have made a team, you have the option of purchasing a red hooded Priory Athletic Sweatshirt for \$25.00. This may be worn all year as a part of your school uniform. Anything other than The Priory Athletic Sweatshirt or approved team warm-up is not allowed. If a Team decides on a t-shirt or jacket for team warm-up, this must be approved by the athletic department and will be purchased by the individual and worn as a part of their team uniform on game days only (excluding chapel days). Team warmups or sweatshirts may not be worn to school after the season has ended or on non-game days.

### 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/guardians are an important part of our community and great supporters of our teams. We expect parents/guardians 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 Harassment

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.

Harassment 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 Suspension

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 or compete in an outside club league of that sport **during their ILH season**, beginning with the ILH starting date of that sport. Team sports are basketball, canoe paddling, soccer, softball, volleyball and water polo. For example, an ILH volleyball player cannot be in an outside volleyball club league during the ILH volleyball season, yet can participate in another outside league or club sport such as bowling, basketball, swimming, etc. Individuals may return to outside participation at the conclusion of their respective ILH season.

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, provided 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 a Varsity or Junior Varsity sport, either through The Priory, Pac-5, may earn ½ credit for P.E. after successfully participating in one season. Students may earn a maximum of 1 P.E. credits through participation in an ILH Sport.

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:

- Fill out an application for P.E. credit
- Earn a letter in the sport
- Attend all matches/games (unless previously excused by the Athletic Director)
- Not have more than five (5) excused absences (including injuries, illness, school functions and trips) and/or two (2) unexcused absences from practices.
- Not be suspended from play for academic or disciplinary actions.
- Turn in the End-of-Season form to the Athletic Director no later than two weeks after the season ends.

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).

Students may also earn P.E. credit through dance classes, or Drill Team Hawaii, offered on the Queen Emma



Square Campus. Students wishing to apply for dance P.E credit should make an appointment to meet with the Athletic Director prior to applying for the 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 the 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 [here](#).

### Athletic Permission and Medical Information Form

- ☐ Read the Athletics section of the Parent-Student Handbook.
- ☐ Athletic Permission Form is available on the 2021-22 School-Year Information webpage.
- ☐ Include requested student Medical Insurance information on the form.
- ☐ Parents/guardians 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 application forms may be downloaded from the 2021-22 School-Year information webpage or under the athletics tab on the school website.
- ☐ Student-athlete must submit completed application at least one week prior to sport tryout/start date.

## UNIFORM AND NON-UNIFORM GUIDELINES

*SAS Administration reserves the right to determine the appropriateness of clothing apparel and grooming.*

### 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 ear) 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/guardians and presented to the teacher or the Upper 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 indicated otherwise. Students may not wear partial uniform (i.e. SAS skirt and t-shirt) when on or off campus. 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. If a student attends a school event, their dress should be in compliance with non-uniform guidelines.

Uniforms can be purchased online from [Dennis Uniform](#). Enter “St. Andrew’s Schools” in the search bar.

Dennis Uniform has helpful [sizing and ordering information available here](#).

The uniform has two basic styles:

1. **Chapel Uniform:** Which is mandatory for all students on the days that we celebrate Chapel, 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.
2. **Standard Daily Uniform:** Which consists of multiple options, can be worn on all other school days.

## Chapel Uniform

### Formal Chapel Uniform

#### Top

- White Taylor blouse with school logo  
OR
- White pinfeather sport collar blouse (no longer sold by Dennis Uniform)

#### 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

### Top

- White Taylor blouse with school logo  
OR
- White or red polo with school logo  
OR
- White pinfeather sport collar blouse (no longer sold by Dennis Uniform)

### Bottom

- Black and white plaid pleated skirt (dark navy or black bike shorts may be worn under skirt)  
OR
- Black flat front shorts (navy also allowed but no longer sold by Dennis Uniform)  
OR
- Black slacks  
OR
- Navy tab skort (no longer sold by Dennis Uniform)

### Dress

- Black pique A-line polo dress with school logo

### 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
- Pride wear (approved uniform from the [SAS Apparel Store](#); may be worn on non-chapel days only).

## Physical Education Uniform

### Top

- Oxford gray t-shirt

### Bottom

- Navy wicking shorts  
OR
- Red mini-mesh shorts

#### Footwear

- Athletic shoes and 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, including Crocs, Texas, and Flojos.
- No Birkenstocks or Birkenstock-like footwear, including athletic sandals.

#### Aloha Attire

In celebration of St. Andrew's Schools' Hawaiian heritage, mu'umu'u or an aloha shirt or blouse (Hawaiian floral or patterns that reflect Hawaiian culture) 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, midriff, or back. 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 slipper, 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.

### 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.

*Senior Mod guidelines are updated annually. The 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/guardians will receive a separate invoice from the school for online subscriptions. Textbook information can be accessed by signing into your account via [standrewsschools.org](http://standrewsschools.org).

An updated textbook list is published on the SAS website early in the summer with links to vendors through which parents/guardians can purchase textbooks.

### Queen Emma Library

The Queen Emma Library is open to students in grades 7 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 7-12. 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.

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 School, 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/guardians to approach each other in a respectful manner.

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.

### 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.

**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.

**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.

**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/guardians, 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. If expulsion is a possibility, the Head of School will attend the hearing.

**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 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. The Priory regulates this kind of behavior actively to ensure that St. Andrew's Schools 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, or behaviors that take place between students on or off school grounds. SAS discipline process will apply and appropriate consequences will be administered.

### **Mistreatment of Another Student**

Mistreatment of a student by another student is not tolerated. St. Andrew's Schools promotes an environment that is free of harassment, intimidation, and bullying. The Centers for Disease Control and Prevention (CDC) defines bullying as any unwanted aggressive behavior(s) by another youth or group of youths, who are not siblings or current dating partners, involving an observed or perceived power imbalance. These behaviors are repeated multiple times or are highly likely to be repeated. Bullying may inflict harm or distress on the targeted youth through physical, psychological, social, or educational harm.

If a student is aware of student-to-student mistreatment or feels like they are being subjected to bullying behaviors themselves they should inform the teacher or administrator. If a parent/guardian suspects that their child is the subject of harassment or bullying, please contact the Principal. Should the school administration conclude that a student has engaged in a persistent pattern of targeted harassment, the administrators will respond with appropriate interventions and consequences.

### **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 support 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/Plagiarism**

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 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. 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. 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.

## Discipline Process

While the specific details of The Priory's approach to discipline may 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, teachers, or the Upper School Principal may apply consequences ranging from corrective conversations, lunch, after school or Saturday reflections periods, days of reflection, and other consequences related to the severity of the incident. More serious, or continued 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. 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. If expulsion is a possibility, the Head of School will attend the disciplinary hearing.

### 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 are justified at their inception, and reasonably related in scope to the circumstances which justified the interference.

### Lunch & After School Reflection/Work Period (RWP) & Saturday Reflection/Work Period SRWP

Teachers and administrators may assign "Reflection/Work Period" to students (Grades 4-12) *during lunch or after school*. RWP's supersede all other school activities: academic, athletic, extra-curricular or otherwise. Failure to report for RWP will result in further disciplinary action.

After a student receives three lunch or after school Reflection/Work Period requests, a Saturday Reflection/Work Period (SRWP) will be assigned. SRWP will occur once a quarter as needed and will be held from 8:00 a.m. to 12:00 pm). During a Saturday Reflection Period students may be required to provide service to the school or complete a teacher-created assignment. Any rescheduling of a SRWP must be cleared by the teacher and the Principal.

## Reasons for a Reflection/Work Period

Excessive, or repeated misbehaviors:

- Inappropriate use of cell phone (or other device)
- Disruptive or disrespectful behavior during class or while on campus
- Disrespecting authority
- Violation of dress code
- Tardiness to class
- Responsible Technology Use Policy (RTUP) minor violations
- Minor violations of the Parent Student Handbook
- Failure to uphold a teacher's class expectations.

*\*Major violations of the Parent Student Handbook will be reported to the respective Principal for investigation and possible disciplinary action.*

## 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 7-8.
- 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/guardians 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. Students who are dismissed from a SAS dance, may not attend the next dance or social event.
- 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:

- 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)
- Tank tops
- Beachwear
- Clothing that reveals undergarments (jeans worn too low, for example)
- 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.

## Student Computer Specifications

Each student in grade 5-12 must have his/her own computer. In an effort to maintain a single standard and to continue providing technical support on-site, all students Grades 5-12 use Apple computers.

### Minimum computer specifications:

- Minimum operating system 11 Big Sur (available as a free download from the App Store)
- Minimum of 4GB 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

These computer specifications should be adhered to as with any of the other school supplies required for students.

Student computer registration will take place prior to the start of school. During the registration process, the Technology Department will check your child’s computer to ensure that it meets the minimum required specifications. A St. Andrew’s Schools account that has administrator privileges will be created on the computer, in order to provide technical support and assistance to your child during the school day.

If you have any questions about this list or would like assistance in determining the specifications that best suit your child needs, please do not hesitate to contact the Technology Department, at [technology@standrewsschools.org](mailto:technology@standrewsschools.org) or (808) 524-3234.

### Possible vendors

- Amazon.com
- Apple Store – [apple.com/us-hed/shop](https://apple.com/us-hed/shop)
- BestBuy – often has sales with larger discounts than the Apple education discount
- Costco

## Responsible Technology Use Policy (RTUP)

Access to computer systems and networks owned or operated by St. Andrew's Schools is a privilege which imposes certain responsibilities and obligations and is granted subject to school policies and local, state, and federal laws. The objective of this policy is to ensure an available, reliable, secure, and responsive technology environment at St. Andrew's Schools. It is the responsibility of each user to ensure that the school's technology is used appropriately.

### Educational Purposes Only

At all times the school's network and services are to be used for school-related educational purposes only. The school administration has the final say as to what is educational.

### Using school-provided technology in the following ways are not allowed:

- violate any local, state or federal statute or regulation;
- vandalize, damage, or disable the property of another individual or organization;
- use of another student's computer;
- access another individual's materials, information, or files without permission;
- access, upload, download, or distribute abusive, obscene, or explicit material;
- violate copyright laws or otherwise use the intellectual property of another individual or organization without permission;
- sharing access to school databases and services with others;
- access, upload, download, or distribute any non-educational materials.

### No Expectation of Privacy

The school's electronic network is part of the curriculum and is not a public forum for general use. Users should not expect that email or files stored on school-provided services or servers will be private. The school reserves the right to log technology use, to monitor network utilization by users, and to examine users' files, emails, and materials as needed, and at its discretion. Users must recognize that there is no assurance of confidentiality with respect to access to transmissions and files by persons outside, or from persons inside the school.

### Intellectual Property and Copyright

Students may not disseminate images of the school, administration, staff, faculty or students, classroom activities, coursework, or instructional deliveries without the express permission of the faculty/staff member and the administration.

Students may not violate copyright law by duplicating copyrighted files, images, workbooks, or textbooks.

### School Accounts and Services

As part of the educational program St. Andrew's Schools creates accounts for your child for use with web resources, like Canvas, BrainPOP, Google Apps for Education, IXL, and more as part of the educational program. These accounts are for your child to use inside and outside of the classroom.

[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's G Suite for Education. No personal student information is collected for



commercial purposes. This allows the school to act as an agent for parents/guardians in the collection of information within the school context. The school's use of student information is solely for educational purposes.

If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the:

- [G Suite for Education Privacy Center](https://google.com/edu/trust/) (at [google.com/edu/trust/](https://google.com/edu/trust/))
- [G Suite for Education Privacy Notice](https://gsuite.google.com/terms/education_privacy.html) (at [gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html)),
- [Google Privacy Policy](https://google.com/intl/en/policies/privacy) (at [google.com/intl/en/policies/privacy](https://google.com/intl/en/policies/privacy))

If you have questions about our use of Google's G Suite for Education or other school-issued accounts, please contact the Technology Department at (808) 524-3234 or [technology@standrewsschools.org](mailto:technology@standrewsschools.org).

### 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 the equipment they use belonging to other students.
- Parents/guardians will be billed for all repair costs for equipment damaged by their child as a result of misuse or negligence.
- Parents/guardians will be billed for all costs to replace any equipment lost or stolen on or off-campus.
- Parents/guardians will be billed a rental fee if a student has a loaner computer or charger longer than 30 days.
- Students should not leave costly items, such as computers, unattended at any time. These items should not be stored in lockers or gym lockers overnight.

### School Issued Email

Students' school-issued email 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, last.fm, iHeartRadio, etc.).
- Students may listen to their personal portable music player or computer during class ONLY with express permission from their teachers. All devices must be used with headphones and be inaudible to anyone sitting next to the student.
- Students are not allowed to watch movies, television shows, or music videos on their computers or other devices (including iPods and cell phones) during school hours (7:45am-3:00pm).

- No file-sharing of copyrighted materials is allowed at any time on campus.
- Students may play games on their computers for educational purposes only. (i.e., SuperTux is not allowed, however, Typing Shark is).
- The internet is provided for educational purposes only. The administration has final say as to what is educational.
- Personal electronic devices such as iPads, phones, smartwatches, or other smart devices are not allowed to be used during class without approval from the teacher or proctor.
- When in doubt or when a possible exception to the rules arises, ask the Technology Department or school administrators. Never assume or guess at the interpretation of rules.

## Implementation and Consequences for Misuse

If any user is found to have violated any of the policies set forth in the Responsible Technology Use Policy, the incident will be considered a major violation and will be reported to the Principal. Further disciplinary action may result.

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.

## Smart Devices

In general, smart devices (phone, or apple watches) must be on DND or off and in students' lockers or backpacks during class time. While high school students have the privilege of utilizing smart devices during free periods and breaks, middle school students are required to keep devices off and away during the school day and may utilize them before and after school hours 8am to 3pm. If a device is being used during class, the teacher may hold the device until the end of class. If this is a pattern, they will report the issue to the Upper School Principal who will determine consequences.

### Smart Device use in High School

Smart devices can be used during breaks, free periods and study halls with express permission of proctor, or with teacher approval. Watches must be on Airplane or DND during class.

### Middle School

Middle school students are required to keep their smart devices off or on "Do Not Disturb" during the school day and in their backpack or away. Devices may be used before and after school. If a student needs to make a phone call home, they may call a parent from the Upper or Lower School offices. Watches must be on Airplane or DND during the school day.

# 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 their academic success. Our school will help your child achieve their 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 10 minutes prior to the start of school 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-Teacher Conferences**

Parent-Teacher Conferences are held twice a year (during the first and third quarters), and your attendance is highly recommended and encouraged. Parents/guardians may contact their child's teacher directly to schedule a conference. Parents/guardians or teachers may schedule additional conferences at any time during the year as needed.

### **Attend Student Functions (as allowed by COVID-19 Safety Guidelines)**

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

### **Be Informed**

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

### **Communicate**

Contact a teacher, counselor, or administrator as soon as a problem arises. Parent/guardian calls are always welcome. Open communication between parents/guardians 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 child'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.

## Parent Expectations

We welcome parents/guardians to play an involved role in their child's education and experience at St. Andrew's Schools.

Parents/guardians are expected to behave civilly in their interactions with all individuals employed by St. Andrew's Schools, including co-curricular staff such as coaches and specialty teachers, and to respect the policies and functions of the school. In situations where a parent's behavior disrupts the function of the school, or when a parent harasses, threatens or behaves disrespectfully towards school employees, the parent may incur consequences, including restricted access to campus. In rare cases, the child or children may be immediately released from St. Andrew's Schools. Parents/guardians will be responsible for full tuition in such cases.

We also expect parents/guardians to respect the judgement and decisions made by the Principals and School Administration regarding a student's academic standing, their behavior and/or misconduct. There are occasions where disciplinary actions may be taken regarding individual students, and parents/guardians are expected to cooperate with the implementation of these decisions.

## Resolving Concerns

The administration and faculty of St. Andrew's Schools are committed to the resolution of any concerns parents/guardians 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/guardians and the school is a key component of academic success.

Should a serious concern arise, parents/guardians should discuss this with their child's teacher first. If the concern or question is not resolved satisfactorily, please contact the principal. Parents/guardians are encouraged to use face to face conversation, or a telephone conference to facilitate a comprehensive solution. If the matter cannot be satisfactorily resolved with the teacher or Principal, the final recourse for the student or parent/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/guardians, 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](#).

### 2021-2022 PTF Officers

Co-President	Dreana Reyes	<a href="mailto:areyes@onipaa.org">areyes@onipaa.org</a>
Co-President	Kimberly Valdez	<a href="mailto:71eddie@gmail.com">71eddie@gmail.com</a>
Vice President	Haaheo Thoren-Moniz	<a href="mailto:hka8@hawaii.edu">hka8@hawaii.edu</a>
Treasurer	Lesley Yost	<a href="mailto:lesley.yost@gmail.com">lesley.yost@gmail.com</a>
Secretary	Tracey Gomes	<a href="mailto:traceyg@rlohana.com">traceyg@rlohana.com</a>
SAS Representative	Ka'ipolani Bailey-Walsh	<a href="mailto:kbailey-walsh@standrewsschools.org">kbailey-walsh@standrewsschools.org</a>

### 2021-2022 PTF Meetings

PTF meetings and events are pending as we monitor guidelines for gathering safely during the COVID-19 pandemic. In case we are not able to gather in person this fall; we welcome your creative ideas for re-imagining our events so we can still celebrate as a school 'ohana during this time! Please contact your PTF officers at any time. The PTF will send regular updates through our grade-level representatives, the SAS Representative, our web page and in the PTF section of the St. Andrew's Schools Parent e-news.

## COMMUNICATIONS AND ST. ANDREW'S SCHOOLS

Clear communication and keeping our parents/guardians 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:

- Email communication
- [Facebook](#)
- Twitter— Follow us [@thinkstandrews](#), [@prioritypride](#)
- [Instagram](#)
- [YouTube](#)
- [LinkedIn](#)

### 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.

## EXTENDED LEARNING PROGRAMS

### After School Care (ASC)

Plans for After School Care (ASC)/Lion's Den and Enrichment classes are determined by current pandemic guidelines and our availability of resources and provide the staff required for our program. Please visit the After School Care page, [standrewsschools.org/extendedlearning/after-school](http://standrewsschools.org/extendedlearning/after-school), on the school website for current information.

Monday through Friday from 2:45 - 5: p.m., St. Andrew's Schools offers after school options for your children to support their learning, offer them engaging activities, and to have fun with friends while allowing you to finish your workday. ASC serves students in grades K-6 and Lion's Den serves students in grades 7-8.

ASC and Lion's Den are licensed by the State of Hawai'i, Department of Human Services. Student to teacher ratio is 20:1.

### Lion's Den General Information

#### Hours

Lion's Den operates from 3:15 – 5 p.m. If you cannot pick up your child by 5 p.m., please call (808) 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.

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

#### Location

Sellon Hall-101 (ASC)

#### Daily Schedule

Students monitor themselves by doing homework and socializing in the Lion's Den classroom or in Ylang Ylang Courtyard. Students should sign in no later than 3:30 p.m.

#### 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, 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.

Families may designate additional authorized adults to pick up their daughter from school using the Annual Student and Family Information form in PowerSchool.

**Fundraising**

The After School Care 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 Foreign 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 ASC, they may register for an Enrichment Class for an additional fee.

If your child is not enrolled in ASC and would like to enroll in an enrichment class, there is a fee for the class, plus an additional \$100 charge for student care. Payment for Enrichment Classes must be made in full prior to the registration deadline.

Parents/guardians 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/guardians 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 ([standrews.campbrainregistration.com](http://standrews.campbrainregistration.com)). You may refer to the Online Registration Instructions, available on the ASC page, [standrewsschools.org/extendedlearning/after-school](http://standrewsschools.org/extendedlearning/after-school) on the school website. You have the option to pay online by credit card or submit your registration invoice 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/extendedlearning/after-school](http://standrewsschools.org/extendedlearning/after-school) on the school website.



## Drop-In and Late Pick-Up Fees

There is a \$15 drop-in fee for one day's attendance in ASC or Lion's Den. If you have a change in schedule or are running late, and your student is not enrolled in an after school program, please call 532-2464 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 3:30 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.

## Withdrawal

Parents/guardians will receive a 50% refund if their child is withdrawn from ASC or Lion's Den by August 6, 2021. There will be no refund once school begins.

Parents/guardians 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/guardians will be notified if classes are cancelled or combined due to low enrollment. Parents/guardians will have the option to register for another class or receive a refund.

## 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. Students may carry or store in the Health Room emergency asthma/anaphylaxis medications with coordinator of the School Nurse.

### Students Requiring Accommodations

Students requiring accommodations are considered on a case-by-case basis. Consultation with the student's medical provider 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/guardian, medical provider, or authorized representative (if the parent/guardian 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/guardian arrives at the hospital. If the student's medical provider cannot be reached, the emergency room medical provider 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 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 Extended Learning Programs will have a conversation with the student to help them understand how they need to behave in the after school care setting. Parents/guardians 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/guardians and/or the Director of Extended Learning 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. Students have a blast within a nurturing environment through fun, theme-inspired activities and field trips.

## Summer School

St. Andrew's Schools' Summer School Program offers a variety of hands-on learning experiences that are engaging and fun. Students can select from a variety of academic, athletic, enrichment and arts courses. Enrollment is open to girls and boys entering kindergarten through grade 12.

The Lower and Middle School Grades K-8 Program offers a diverse selection of courses that reinforce foundational concepts and skills and offer an enriching, fun, and active learning experience in morning and afternoon sessions for two 3- weeks sessions. 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.

The High School Program Grades 9-12 provides a great opportunity for St. Andrew's students to fulfill graduation requirements in an environment that allows each student to focus on one course at a time. Summer School registration for credit-bearing courses takes place during course registration in February. 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 (808) 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 1-6	<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 7-12	<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-6) 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 needs 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 the 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 the school year 2021-2022, 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 [solutionsbyss.com/parents](http://solutionsbyss.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, 2022.
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.

### Required Documents – Due date is February 15, 2022

- Copy of signed 2021 1040, 1040A, or 1040EZ, with all supporting schedules
- Copy of 2021 W-2 form(s), and/or 1099 (if applicable)
- Current mortgage/HELOC statements for all properties owned (showing monthly payment and outstanding balance), if applicable
- 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 2020 1040, 1040A, or 1040EZ, with all supporting schedules
- 2020 W-2 form(s), and/or 1099 (if applicable)

Upload documents to your SSS account by the February 15, 2022 due date.

Contact SSS by NAIS (800) 344-8328 with any questions (Monday-Friday: 9 a.m. - 8 p.m. EST, Saturday: 9 a.m. – 4 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 the first semester must be paid in full in order for a student to start the second semester.
- If a student's account becomes delinquent, the parent/guardian understands that report cards, transcripts, diploma and other student records may be withheld.

Timely tuition payments help St. Andrew's Schools to provide a quality education to our students, however, we understand that the financial needs of families may change during the school year. If you experience a change that will affect your ability to pay tuition on time, please contact Mary Ellen Williams, Chief Financial Officer at (808) 532-2406 or [mwilliams@standrewsschools.org](mailto:mwilliams@standrewsschools.org) or Eva Pang, Accounting Staff at (808) 532-2408 to discuss modified payment arrangements.

## OFFICE OF INSTITUTIONAL ADVANCEMENT

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 Office of Institutional Advancement 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/guardians and grandparents, alumnae, faculty and staff, board of trustees, private foundations, businesses and corporations, and friends of St. Andrew's Schools. Donors are acknowledged publicly in St. Andrew's Schools' donor roll in the school's annual magazine publication, on the school's website and social media, and other marketing and communications efforts.

### 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 institutional advancement prior to the 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 institutional 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 programming 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 institutional 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 Institutional Advancement.
- Fundraising (i.e., deliberate solicitation of other prospective donors) may not be done except by the Director of Institutional 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 Institutional 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 institutional 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 school priorities. Private donations to the Annual Fund are essential in covering the gap between tuition and the school's full operating costs. 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 Camille Michel, Executive Assistant to the Head of School at (808) 532-2414 or [cmichel@standrewsschools.org](mailto:cmichel@standrewsschools.org).

Due to the COVID-19 pandemic and social distancing restrictions, the Advancement Office is putting all in-person events on hold until further notice. However, if any alumnae class or group is interested in holding a virtual event, we are ready and available to assist with outreach and communications. If you have any questions about how to connect with fellow alumnae, class reunions, mentorship programs or require assistance or additional information, please contact us at (808) 532-2454 or [alumnae@standrewsschools.org](mailto:alumnae@standrewsschools.org).

For more information on supporting St. Andrew's Schools, contact us at [advancement@standrewsschools.org](mailto:advancement@standrewsschools.org) or (808) 532-2441.



## BUSINESS OFFICE

The Business Office is located on the second floor of Transfiguration Hall and is open during regular school hours, Monday - Friday, 7:30 a.m. - 4:30 p.m.

## 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 fulfillment 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.

### 2021-22 Board of Trustees

Ruth R. Fletcher, Ph.D., President and Head of School  
Darlena Chadwick, Board Chair

Beverly Ament '68  
Deanna Tyau Chang '61  
Karen Chang  
Nancy E. Conley  
The Rt. Rev. Robert L. Fitzpatrick  
Patty Foley  
Kevin Herring  
Susan S. Kurisu  
Dew-Anne Nishida Langcaon '81  
Russell J. Lau  
The Rev. Paul Lillie  
Ivan M. Lui-Kwan  
Bettina Mehnert  
Cameron Nekota  
Judy B. Pietsch  
Mark Polivka  
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  
rfletcher@standrewsschools.org  
(808) 532-2414

Ka'ipolani Bailey-Walsh  
The Lower School Principal, The Priory & The Prep  
kbailey-walsh@standrewsschools.org  
(808) 532-2446

Alethia Donathan  
Director of Extended Learning  
adonathan@standrewsschools.org  
(808) 532-2464

Nichole Field  
The Priory Upper School Principal  
nfield@standrewsschools.org  
(808) 532-2447

The Rev. Heather Patton-Graham  
Chaplain  
hpatton-graham@standrewsschools.org  
(808) 524-2822

Stephanie Jones  
Director of Enrollment Management  
sjones@standrewsschools.org  
(808) 532-2417

Missy Kilbey  
Athletic Director  
mkilbey@standrewsschools.org  
(808) 532-2461

Camille Michel  
Executive Assistant to the Head of School  
cmichel@standrewsschools.org  
(808) 532-2414

Susan Okoga  
Director of Queen Emma Preschool  
sokoga@standrewsschools.org  
(808) 595-4686

Mara Pavich Garcia  
Wellness Director  
mgarcia@standrewsschools.org  
(808) 532-2419

Mary Ellen Williams  
Chief Financial Officer  
mwilliams@standrewsschools.org  
(808) 532-2406

## STATEMENT OF THE HANDBOOK

Thank you for reviewing The Lower School Parent-Student Handbook for the 2021-22 school year.

All parents/guardians 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/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

Main Switchboard	536-6102
Attendance/Health Room	532-2403
Security	440-7411 (connects to on-duty guards or supervising staff)
Head of School Office	532-2414
<b>The Lower School (The Prep &amp; The Priory, K-6)</b>	
Principal	532-2446
Lower School Library	532-2434
Lower School Office	532-2444
Registrar	532-2416
Technology Help Desk	524-3234
<b>The Priory Upper School (7-12)</b>	
Principal	532-2447
College Counseling	532-2414
Global Leadership Center	536-6104
Queen Emma Library	532-2430
Registrar	532-2416
Technology Help Desk	524-3234
<b>Queen Emma Preschool</b>	
Director	595-4686
<b>Departments &amp; Services</b>	
Admissions Office	536-6102
<b>Extended Learning Programs</b>	
Director	532-2464
Adventure Camps and Summer Programs	532-2464
After School Care	532-2464
<b>Athletics</b>	
Director	532-2461
<b>Business Office</b>	
Accounts Receivable/Tuition	536-6106
Facility Rentals	532-2400
<b>Institutional Advancement</b>	

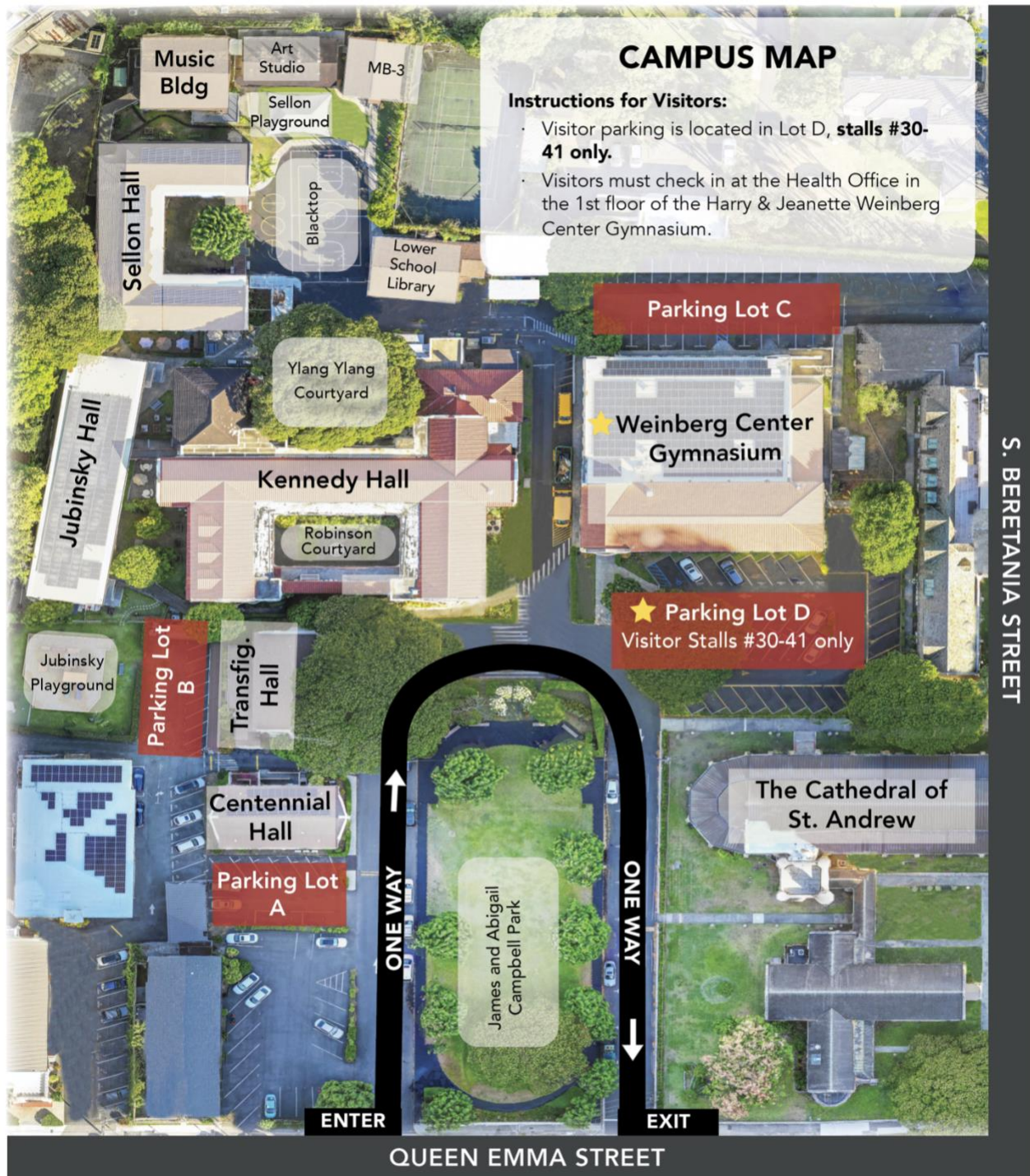
Director	532-2441
Alumnae Relations	532-2454

Marketing and Communications	532-2451
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**Uniforms**

Dennis Uniforms	396-9318
560 N Nimitz Hwy Ste 107c	
Honolulu, HI 96817	

## Appendix II: 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)

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

B.A. (Marymount University)

M.Ed. (Regent University)

**Lindsay Chang**

B.A. (University of Portland)

M.Ed. (Concordia University)

**Maya Chon**

B.A. (University of Hawai'i at Mānoa)

**Meredith Collat**

B.A. Hofstra University

**Jessica Combs**

B.A., M.A. (Loyola Marymount University)

**Samantha Delgado**

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

**\*Alethia Donathan**

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

**Mara Elliott**

B.A. (San Diego State University)

**\*Nichole Field**

B.A. (University of Rhode Island)

M.A., PBCSE (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)

**\*Mary Pavich Garcia**

B.A. (University of Redlands)

M.A. (Gonzaga 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)

**Scott Herzer**

A.B. (Whitman College)

M.A. (Azusa Pacific University)

M.A. (Fuller Theological Seminary)

M.F.A. (University of Alaska, Fairbanks)

**\*Stephanie Jones**

B.A. (University of Delaware)

**\*Missy Kilbey**

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

**Judy Koseki**

B.S. (Pitzer College)

M.Ed. (Chaminade University)

**Dmitri Kotchetkov**

M.S. Physics, M.S. Electrical Engineering, Ph.D.  
(University of California, Riverside)

**Aggy Kusunoki**

B.A. (Miami University, Ohio)

M.A. (University of Hawai'i at Mānoa)



**Heather Lum**

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

**Mikayla Lum**

B.A. (Arizona State University)

**Misha Matsumoto Yee**

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)

**\*The Rev. Heather Patton-Graham**

B.A. (University of Delaware)

M. Div. (The General Theological Seminary)

**Larry Prado**

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

**Peng Ratchaworapong**

B.Eng. (Chulalongkorn University - Bangkok, Thailand)

M.S. (University of Colorado, Denver)

**William Rauckhorst**

B.S. (Santa Clara University)

**Michael Rickman II**

B.A. (Maryville College)

M.S. (University of Tennessee, Knoxville)

M.Ed. (Hawai'i Pacific University)

**Marlene Schick**

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

**Jean Schmitz**

B.A. (Mount Mary College)

B.Ed. (University of Wisconsin)

**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)

**Sandy Souza**

B.A. (University of Hawai'i at Mānoa)

**Samantha Stenger**

B.A. (University of Kentucky)

M.A. (Eastern Kentucky University)

**James Stevens**

B.A. (University of Hawai'i at Mānoa)

**Gordon Tokishi**

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

M.Mus. (Southern Oregon University)

**Colleen Treacy**

RN (State of Hawai'i)

BSN (The University of Alabama)

MSHS (Touro University International)

**Hiwa Vaughan-Darval**

‘Ūniki (Mae Kamāmalu Klein)