

Parker Lower School



Excellence | Integrity | Compassion

Our Mission

Parker School provides a college-preparatory experience in a small school setting where students develop academically while exploring their individual talents.

Parent/Student Handbook 2009-2010

**Parker School
65-1224 Lindsey Road
Kamuela, HI 96743**

(808) 885-7933

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IMPORTANT NUMBERS

Front Desk	885-7933
Lower School Office Manager/Health Aide/Registrar K-5	930-0072 ext. 300
Headmaster	885-7933 ext. 105
Assistant Headmaster	885-7933 ext. 125
Lower School Head	930-0072 ext. 301
Business Office	885-6830
Advancement Office	885-8309
Public Relations and Alumni Affairs	885-8709
Director of Admissions	885-7933 ext. 107

All teachers may be reached by calling 930-0072.

SCHOOL EMPLOYEES

ADMINISTRATION & STAFF:

Headmaster	Carl Sturges
Assistant Head/College Counselor	Shellie Note-Gressard
Lower School Head	Heather Polhemus
Advancement Director	Jennifer Schack
Business Manager	Robert McKendry
Director of Admissions	Ann Renick
Director of Athletics	Tom Goodspeed
Director of Fine Arts	Maren Oom
Director of Technology	Mike Hale
Director of Maintenance	Eric Sills
Marketing Associate	Holly Weigle
Advancement Associate	Vickie Frogley
Accountant	Terri Hinkle
BusinessAdministrative Assistant	Jennifer Grace
Office Manager/Health Aide/Registrar K-5	Kealoha Nearman
Registrar	Lani Morris
Grounds Maintenance	Jay Williams-Stephens
Custodian	Alex Dizol
Custodian	Nalani Safranica
Custodian	Kekoho Ferreria

LOWER SCHOOL FACULTY:

Kindergarten	Jackie Sills
1st Grade	Christian Ingalls
2nd Grade	Jane Cariaga
3rd Grade	Paige Brown
4th Grade	Tanya Everts
5th Grade	Kristi Weiser
Music	Doug Johnson
Spanish	Melissa Lunchick
K-5 PE	Tom Goodspeed
P.A.U. Coordinator	Jackie Caputo
P.A.U. Assistant	Kealoha Nearman

SCHOOL LIFE

THE SCHOOL DAY:

7:45 a.m.	School begins
11:30 a.m.	Lunch
2:30 p.m.	Students dismissed for the day
2:30-5:30 p.m.	Parker Afterschool University (P.A.U.)

DROP OFF & PICK UP PROCEDURES:

Drop off: All Lower School teachers will be in their respective classrooms at 7:30 a.m. each morning. There will be no supervision for students until 7:30 a.m. For the safety of your child please do not drop him or her off before 7:30 a.m. Drop off is in the front of the Parker Lower School parking lot along the yellow “loading and unloading” zone. Lower School Head, Heather Polhemus, will be at the curb greeting and assisting children from their car to their classrooms. Parker School asks parents to have children exit their car in the most expedient manner possible. To minimize congestion in the school parking lot and surrounding community carpooling is strongly encouraged.

Pick up: Parker School students are dismissed for the day at 2:30 p.m., unless families are notified of a special schedule. All students in grades Kindergarten through fifth will be picked up in the Parker Lower School parking lot at the “loading and unloading” zone.

To ensure a safe and efficient pick up, Parker School asks that the parents remain in their car and pull up to the loading zone. We ask that the parents remain in a single line of incoming cars and wait until you have reached the loading zone. Do not pull ahead if there is an opening in the loading zone, unless a representative from the Lower School has motioned you to do so. We will not load any students across traffic, in a double parked vehicle. The students will be sitting with their class in designated areas and the classroom teachers will be loading the students into cars. Teachers will be loading students until 2:45 p.m. Any students not picked up by 2:45 p.m. will be relocated to the ‘Ohana room and a charge of \$10.00 will be made to the family’s account. Please make prior arrangements by an authorized adult if you are unable to pick your child up by 2:45 p.m. Drop off and pick up times are not an opportunity for informal meetings with faculty or administration. Please schedule an appointment with the teacher or administrator if you would like to meet.

Children waiting for the Hele On Bus, an older sibling in the middle or upper school, or parents working at Parker School will be under the supervision of a Lower School teacher, from 2:45 until 3:10 p.m. At 2:45 p.m. the teacher will walk these students to the front porch of the main campus for pick-up. A charge of \$10.00 will be made to the family’s account for any student not picked up from the front porch by 3:10 p.m.

ATTENDANCE:

Regular school attendance is required. A record of absences and tardies is part of each student’s permanent record. When a student is absent, he/she misses educational opportunities and experiences that cannot be duplicated. Additionally, student absences hinder group work, delay teacher feedback, burden teachers with a greater amount of work and take teacher time away from working with students. The school’s attendance policy attempts to keep students in school on days when school is in session and to relieve teachers of the need to prepare catch-up lessons.

The Lower School Head may give an absence prior approval due to a compelling reason. She examines the student’s record of attendance and academic records and determines whether the absence is a one-time occurrence or whether it should take place during vacation time. Parker School strongly discourages family trips taken when school is in session. Parents need to pick up and fill out a “Planned Absence” form from the Lower School office and should give one-week notice for such requests.

Daily Absences:

When a student is absent from school for an entire day, a parent/guardian must call or send written notification to the Lower School Office Manager, Kealoha Nearman, on the day of the absence. The student will receive an unexcused absence unless the school is otherwise notified by a parent/guardian. When a student is out due to illness for 3 or more school days, a note from the doctor must be presented upon entry back into school. Parents may request homework on

the day the student is sick. Teachers will have the work ready by 2:30 p.m. and available for pick up in the Lower School office.

An excuse from a parent/guardian is necessary if the student has an unavoidable appointment during school hours. The school must receive a written parental excuse regarding appointments 48 hours prior to have an absence excused. Parents should be aware that a pattern of non-attendance or truancy, may negatively impact the student's learning. *A pattern of tardiness or absences is considered a serious problem and will require a parent/administration conference.*

Tardies:

When a student is tardy, he or she needs to stop by the office and request a Tardy Slip from the Lower School Office Manager. The student will take the Tardy Slip to the teacher and be admitted to class. Teachers may have additional class policies with regard to tardiness. A student will be considered tardy if he or she is not in class by 7:45 a.m. Late entry is a disruption to the class and interferes with the student's morning routines. Students must report to school by 10:00 a.m. A student reporting to school after 10:00 a.m. will receive a half day absence. If the student is late due to medical reasons a note from the doctor must be presented upon arrival to school.

Check-out Procedure:

All students who leave school during school hours for an appointment must have a parent secure prior written permission. The teacher will send the student to the Lower School office where the person picking the student up must sign him or her out. The adult must check the student in at the office upon return to campus. Appointments should be scheduled during non-class time whenever possible.

VISITOR POLICY:

In order to provide a safe campus, Parker School requires all visitors to sign in at the front desk and receive a Visitor Pass. Parker School appreciates your compliance with this policy.

VOLUNTEERS:

Long term or regular classroom volunteers are required to be fingerprinted and to have a current TB (Tuberculosis) test. Teachers will notify the business office of their long term parent volunteers and the business office will provide the necessary paperwork to the parent for fingerprinting.

Teachers always appreciate a parent's willingness to give of their time in helping to enrich and foster their child's learning. If volunteering on campus, the parent must first sign in at the office to obtain a Visitor Pass. The teachers have expectations and responsibilities for the parent volunteer. We ask that on these days, siblings are kept at home or in the care of others. This ensures that the focus remains on the safety and care of the Parker students. We appreciate your understanding of this matter.

MESSAGES & COMMUNICATION FOR PARENTS:

Parents wishing to contact their child during the school day may leave messages with the Lower School Office Manager, Kealoha Nearman. Parent concerns or questions should first be discussed with the grade level teacher. Additional concerns or questions may be directed to the Lower School Head, Assistant Headmaster and Headmaster.

If any of your contact information should change please provide Kealoha with this information in writing. It is important for the school to have the most current information at all times.

SNACK & LUNCH:

Parker School will be providing optional hot lunches for the Lower School. The monthly meal plan can be purchased for a reasonable price. Home lunches should be brought with the student upon arrival to school. If you are packing a lunch from home, Parker School strongly encourages families to send healthy and nutritious (i.e. sugar free) food. For safety reasons please do not send food in glass containers. Students need to come with necessary eating utensils (i.e. fork; spoon) as these will not be provided. A snack schedule may be coordinated with parents providing snack options for the child's grade.

HOLIDAYS & BIRTHDAY CUSTOMS:

Holiday customs are an integral part of life at Parker School. In addition to providing learning opportunities, the traditions and customs create memories and the opportunity to grow as a community. Please consult with your individual teachers about specific holidays and how they are recognized in the classroom. Suggestions and volunteers are welcomed.

Each class has specific birthday customs for your child. These will be modest affairs that take a moment during the day to recognize your child's special day. Goody bags are strongly discouraged. Please consult with the grade-level teacher about guidelines to celebrating a birthday at school.

At times, families wish to invite their child's friends to a special event (birthday or holiday party). Parker School requests that invitations delivered at school should include the entire class. Please do not deliver select invitations at school.

DRESS AT PARKER SCHOOL:

Parker Lower School has a dress code. Students are expected to adhere to the code during all Parker School functions on or off campus. If a student is out of dress code, Parker School teachers or administrators will speak with the student and provide appropriate attire if necessary. The student should not wear the inappropriate clothing to school again. Parents will be notified when a dress code issue arises. In all cases, the determination of appropriateness rests with the administration. The dress code below will be in effect for the 2009-2010 academic year:

- Clothes should be clean, safe, modest, and in good repair.
- Sheer or torn clothing or clothing with holes that show undergarments, is not allowed.
- Underwear must be covered.
- When standing straight with arms at their side, midriff must be covered.
- Shorts cannot be shorter than one's thumb tip when standing straight with arms at the side.
- Skirts should not be shorter than one's fingertips when standing straight with arms at the side.
- Clothing with words or graphics depicting violence, sex, alcohol, drugs, tobacco, and other illegal substances are not allowed.
- Sunglasses may not be worn in the classes, offices, or theater.
- Hats are not to be worn in the offices or the theater. Classroom policy on hat wear is up to the individual teacher.
- Appropriate footwear is to be worn at all times. Closed-toe/athletic shoes for PE and field trips. Heels or platform shoes are strongly discouraged. Heely shoes may be worn if wheels are removed and left at home.
- Appropriate clothing is to be worn for PE.

4th and 5th Grade students are required to wear Parker School shirts, black shorts and athletic shoes on scheduled PE days.

TOYS & ELECTRONIC EQUIPMENT:

Toys are not allowed at school unless approved by the classroom teacher. Trading cards, such as Pokemon Cards, are not permitted at school. Electronic equipment such as Gameboys, ipods and cell phones may not be used during school hours and must remain in the student's backpack until dismissal. Electronic items used during school hours will be confiscated and given to the Lower School Head. Toys and electronic equipment are valuable items that may get lost or broken. We appreciate your help in keeping these items safe by leaving them at home or in the backpack.

HEALTH & SAFETY:

Parents of students required to carry and/or use an inhaler or Epi Pen due to allergies must fill out a consent form. Parker School needs to know and have written consent by the parent that the student is carrying the medication and has been instructed in the proper method of self-administering. If your child requires the use of either of these medications please see Kealoha Nearman to fill out the necessary paperwork. Students not feeling well enough to participate fully in the school day should be kept home. Students are not to return to school until their temperature and symptoms are normal for 24 hours without medication.

It is not permissible for students to carry personal medications or to distribute medications to other students. Any student who requires medication during the school day must have the parent/guardian come directly to the school and administer the medication.

Head Lice (Pediculosis), commonly known as "ukus," is a recurring infestation that requires a collaborative effort at home and at school to keep under control. If you suspect or know that your child has ukus, please notify the health aide so that others may be screened. Students with head lice will be sent home for treatment. Only after treatment and a health aide examination, will a child be allowed to return to school. An informational letter will be sent home to all Lower School families the day head lice has been reported and confirmed within the school.

Please consult the Parker School Health and Safety Handbook for further information.

HARASSMENT:

Parker School has a tradition of high-performance, dedication, growth, development and professional conduct. Therefore, it is expected that every member of the administration, faculty, staff and student body treat every other member with respect, courtesy and professionalism. Parker School prohibits harassment of any kind. For more information regarding Parker School's harassment policy please refer to the Middle and Upper School handbook as the printed harassment policy also applies to the Lower School.

LOWER SCHOOL DISCIPLINE:

The Lower School works to develop the whole child, socially and academically. We believe it is important to maintain a high level of behavioral expectations. The Lower School Discipline Plan is a preventative discipline system that supports the foundation behind Conscious Discipline, the social and emotional intelligence classroom management program used throughout the Kindergarten and fifth grade classrooms. Through safety, cooperation and respect the students develop skills that promote a peaceful inner state, which allows learning to occur.

The foundation of the Lower School Discipline Plan consists of:

The Education Team – teachers, administrators, students and parents working and communicating together.
Conscious Discipline – the Lower School social and emotional intelligence classroom management program

The Education Team discusses the behavioral expectations with the students so they understand their meaning and intent. Students learn seven basic social skills: anger management, helpfulness, assertiveness, impulse control, cooperation, empathy and problem solving through the Conscious Discipline program.

The focus is on how to:

Cooperate with each other
Keep others safe
Make the right choices and solve problems
Celebrate achievements

After teachers have exhausted classroom consequences or if the behavior is so severe it warrants it, teachers refer the student to the Lower School Head. A referral always begins with a conference with the student and the Lower School Head. The Lower School Head will then determine if the student is given a Level I, II or III behavior notice. The parents will always be notified when a behavior notice is issued.

PARKER AFTERSCHOOL UNIVERSITY (P.A.U.):

Parker Lower School students are offered additional enrichment through the P.A.U. program. Jackie Caputo, P.A.U. Coordinator and Kealoha Nearman, the P.A.U. Assistant will facilitate various activities including arts and crafts, outside games, gardening and a daily homework session. Once the P.A.U. student is signed out for the day he or she is to remain in the care of the parent or guardian.

A charge of \$10.00 will be made to the family's account for any student not picked up from the P.A.U. program by 5:30 p.m.

Only people listed on the student's "pick-up authorization" form may sign the student out from P.A.U. The office must be notified in advance if other pick-up arrangements have been made for the day.

PARENT TEACHER STUDENT 'OHANA (P.T.S.O):

Mission Statement: Our mission is to stimulate parent involvement, support the school in their mission, and to nurture the Parker School 'Ohana. The Parker School PTSO is comprised of parents, teachers and students who work together to benefit our children and to support a strong volunteer network that will sponsor or assist the school with the following activities: Fairways & Friends-golf and dinner gala, Teacher Appreciation luncheons, Make a Difference Day, Christmas Parade, Scholastic Book Fair, Art Start and Movie Night.

ACADEMIC LIFE

CURRICULUM:

Parker Lower School's curriculum is research-based with an emphasis on cross-curricular education. Self-contained, it includes a balanced literacy program, leveled mathematics, and the specialties of Spanish, physical education, and music. Please contact your child's teacher and/or the Parker School website for a detailed description of each grade's specific curriculum.

CONSCIOUS DISCIPLINE:

Parker Lower School uses a brain-based comprehensive classroom management program, Conscious Discipline. Conscious Discipline provides a positive school environment that fosters academic achievement and pro-social skills. This program teaches and models the following skills which result in the following values:

Skill Taught	Resulting Value
Anger management	Integrity
Helpfulness	Interdependence
Assertiveness	Respect
Impulse Control	Empowerment
Cooperation	Diversity
Empathy	Compassion
Problem solving	Responsibility

For more information about Conscious Discipline parents are encouraged to visit www.consciousdiscipline.com or speak to your child's teacher. Many of the skills of Conscious Discipline would be helpful in the home environment as well.

GRADING & EVALUATION:

Parker School will provide student evaluations at the end of each trimester. Students in fourth and fifth grade will receive letter grades for the core academic areas. In certain circumstances academic concerns will be brought to the family's attention immediately. Parent/Teacher conferences are scheduled twice during the academic year. Additionally, parents may request a conference at any time by contacting the teacher.

HOMEWORK:

Parker Lower School views homework as a review and reinforcement of the day's lessons. Students in grades Kindergarten through fifth will receive homework each night. The amount given is determined by the individual teacher and is appropriate for each grade's developmental level.

DIVERSITY IN LEARNING STYLES:

Parker School recognizes and values diversity in learning styles, abilities and interests among our students. We support our students identified with disabilities by providing, where possible, reasonable accommodations and services at school.

When extra support is indicated for a student, we develop and implement an individual plan with the student, parents and the administration. Parents may be asked to provide additional support services as needed to help the student demonstrate academic and social competence at Parker School. We want every student to become an independent learner and a self-advocate in school who will achieve academic and social independence. We rely on our students and parents to work actively with us toward these goals.

When students are unable to succeed at our school despite reasonable accommodations and support, Parker School offers assistance in identifying alternative school placement.

COMPUTER USE:

Computers are used in the Lower School for research, keyboarding and to extend the classroom curriculum. All computing resources should be used in a responsible and ethical manner. Students are expected to learn and follow normal standards of responsible behavior when using Parker School's computers.