

Parker School



Excellence | Integrity | Compassion

Middle and Upper School
Parent/Student Handbook
2009 - 2010

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SCHOOL EMPLOYEES

ADMINISTRATION & STAFF

Headmaster
Assistant Headmaster/College Counselor
Head of Institutional Advancement

Carl Sturges
Shellie Note-Gressard
Jennifer Schack

| | |
|--|-----------------------|
| Business Manager | Robert McKendry |
| Director of Admissions | Ann Renick |
| Director of Athletics | Tom Goodspeed |
| Director of Fine Arts | Maren Oom |
| Director of Maintenance | Eric Sills |
| Director of Technology | Mike Hale |
| Middle/Upper School Registrar & Receptionist | Lani Morris |
| Marketing Associate | Holly Weigle |
| Advancement Associate | Vickie Frogley |
| Accountant | Terri Hinkle |
| Business Assistant | Jennifer Grace |
| Custodian | Alex Dizol |
| Custodian | Kekoho Ferreira |
| Custodian | Nalani Safranca |
| Security/Landscaping | Jay Williams-Stephens |

MIDDLE AND UPPER SCHOOL FACULTY

| | |
|------------------|---|
| Matt Biondi | Middle/Upper School, Mathematics |
| Heidi Buscher | Middle/Upper School, Arts |
| Gillian Culff | Middle/Upper School, English & Student Council |
| Tina Doherty | Middle/Upper School, Science |
| Yngrid Gonzalez | Middle/Upper School, Spanish |
| Tom Goodspeed | Middle/Upper School, Science |
| Mike Hale | Middle/Upper School, Science |
| Mindy Higgins | Middle School, History & Science |
| Laura Inaba | Upper School, History & Yoga (History Dept Chair) |
| Patricia Kassis | Middle/Upper School, Mathematics & Science (Math & Science Dept Chair) |
| Melissa Lunchick | Lower/Middle School, Spanish (Spanish Dept Chair) |
| Kiyoshi Najita | Middle/Upper School, English (English Department Chair) |
| Ruth Sturges | Middle/Upper School, English & History |
| Ceri Whitfield | Middle School, PE |
| Holly Weigle | Upper School, Mathematics |

DAILY SCHEDULE

Parker School's hours of operation are from 7:30 a.m. until 4:30 p.m. Students must depart the Parker School campus at 4:30 p.m. Students waiting for a ride at the end of the school day must do so on the front porch or in the upper hall after 3:30 p.m. After 3:30 p.m. students can remain in or around facilities in the back of the school only if accompanied by Parker School staff/faculty for Parker School related activities.

Please see the inside of the back page for the daily schedule.

Note: Upper School students on the honor roll and headmaster's list may have a free period for study hall during the school day. Students must sign in with the study hall teacher for attendance. If the free period/study hall is during 1st period the student may begin the day at 2nd period (9:10am) with parental approval. If the free period/study hall is during 6th period the student may depart the school after 5th period **with parental approval**.

ACADEMIC LIFE

GRADUATION REQUIREMENTS

Parker School Diploma

- English – 4 credits
- History/Social Science – 3 credits
- Mathematics – 3 credits (Includes Algebra II)
- Science – 3 credits
- Fine Arts – 2 credits
- Foreign Language – 2 credits in one language
- Physical Education – 2 credits
- General Courses – 7 credits

Total = 26 credits

Transfer students' transcripts are evaluated individually for credit in English, mathematics, science, history, foreign language, and other areas that are required by Parker School for graduation. Courses that are not part of the Parker School standard curriculum may not receive credit toward a Parker School diploma.

College Entrance Recommendations

Students hoping to gain admission to selective colleges and universities are advised that the minimum requirements for the Parker School diploma are a framework on which to build a complete transcript. They do not in themselves meet the entrance recommendations of select colleges. While all colleges maintain some flexibility in preparation requirements, applicants to selective colleges will ordinarily be competing against students who have taken the following:

- Four years of English with substantial writing requirements
- Four years of Mathematics
- Three to four years of laboratory science
- Three to four years of at least one foreign language
- Three to four years of history/social studies
- One year of fine arts (for some colleges an art history such as Visual Arts is required)

All students are urged to work in consultation with their parents, advisors and the college counselor to undertake the most rigorous college preparatory program of which they are capable.

A typical class load for a student in the upper school, at Parker School, is five solid courses a trimester. This load often includes Mathematics, Science, History, English, and Foreign Language courses.

COURSE OFFERINGS FOR MIDDLE SCHOOL

English

| | | |
|---------|---------------|--------|
| Grade 6 | Language Arts | 1 year |
| Grade 7 | English 7 | 1 year |
| Grade 8 | English 8 | 1 year |

History

| | | |
|---------|-----------------|--------|
| Grade 6 | Core Humanities | 1 year |
| Grade 7 | History 7 | 1 year |
| Grade 8 | History 8 | 1 year |

Mathematics

Parker School schedules all students in mathematics according to ability and not grade level. Middle School students can be placed across the spectrum of all mathematics classes offered at Parker School.

Science

| | | |
|---------|-----------|--------|
| Grade 6 | Science 6 | 1 year |
| Grade 7 | Science 7 | 1 year |
| Grade 8 | Science 8 | 1 year |

Electives

| | | |
|---------|--------------|-------------|
| Grade 6 | Art 6 | 1 trimester |
| | Drama 6 | 1 trimester |
| | Technology 6 | 1 trimester |

Grade 7 and 8 Electives (Students selected electives from the choices below)

| | | |
|--|-----------------|-------------|
| | Expressive Arts | 1 trimester |
| | Debate | 1 trimester |
| | Performing Arts | 1 trimester |
| | Technology | 1 trimester |

Foreign Language

| | | |
|---------|------------|--------|
| Grade 6 | Spanish A | 1 year |
| Grade 7 | Spanish B | 1 year |
| Grade 8 | Spanish 2A | 1 year |

Physical Education

| | | |
|---------|--------------------|--------|
| Grade 6 | Physical Education | 1 year |
| Grade 7 | Physical Education | 1 year |
| Grade 8 | Physical Education | 1 year |

COURSE OFFERINGS FOR UPPER SCHOOL

All students enrolled in Advance Placement (AP) classes must take the AP test in May. This test is proctored at Parker School and costs approximately \$85.00.

English

| | | |
|----------|-------------------------|--------|
| Grade 9 | English 9 | 1 year |
| Grade 10 | English 10 | 1 year |
| Grade 11 | English 11 | 1 year |
| Grade 11 | AP Literature and Comp. | 1 year |
| Grade 12 | English 12 | 1 year |
| Grade 12 | AP Language and Comp. | 1 year |

History

| | | |
|-------------|---------------------------|--------|
| Grade 9 | World History | 1 year |
| Grade 10 | Western Civ/Hawaiian Hist | 1 year |
| Grade 11/12 | AP European History | 1 year |
| Grade 11/12 | US History | 1 year |
| Grade 11/12 | Sociology | 1 year |

Mathematics

| | | |
|--|------------------|--------|
| | Algebra I | 1 year |
| | Geometry | 1 year |
| | Algebra II | 1 year |
| | Algebra II/Trig. | 1 year |
| | Pre-Calculus | 1 year |
| | AP Calculus | 1 year |

Science

| | | |
|-------------|-----------------------|--------|
| Grade 9 | Biology | 1 year |
| Grade 10/11 | Chemistry | 1 year |
| Grade 11/12 | Physics | 1 year |
| Grade 11/12 | Oceanography | 1 year |
| Grade 11/12 | Environmental Science | 1 year |
| Grade 11/12 | AP Chemistry | 1 year |

| | | | |
|--------------------|------------------|--|--------------|
| Foreign Languages | | | |
| Grades 9-12 | Spanish I | | 1 year |
| | Spanish II | | 1 year |
| | Spanish III | | 1 year |
| | Spanish IV | | 1 year |
| Fine Arts | | | |
| Grades 9-12 | 2-D Arts | | 1 year |
| | 3-D Arts | | 1 year |
| | Art History | | 1 year |
| | Creative Writing | | 1 year |
| | Dance | | 1 year |
| | Journalism | | 1 year |
| | Vocal Ensemble | | 1 year |
| Technology | | | |
| Grades 9-12 | Technology | | 1 trimester |
| Physical Education | | | |
| Grades 9-12 | Yoga | | 1 trimester |
| | BIIF Sports | | 1 trimester |
| General Electives | | | |
| Grades 9-12 | Creative Writing | | 1 trimester |
| | Student Council | | 1 trimester |
| | Yearbook | | 2 trimesters |
| | Advisory | | 3 trimesters |

ACADEMIC HONOR CODE

At Parker School, we believe in excellence, integrity and compassion. Excellence and integrity are central to Parker School's Academic Honor Code, whereby students commit to honest and quality academic work. The reputation of Parker School, and the value of the diploma received from our school is affected by the actions and reputations of our members, including teachers, staff, and students, both present and past. The failure of one individual to maintain a high degree of academic integrity has an impact on our entire school. Parker School students will engage honestly in all academic assignments and present work that is their own. By striving for these high standards at Parker School, we demonstrate pride in oneself, in Parker School and in our community.

Following are some examples of violations of Parker School's Academic Honor Code.

- Cheating is committed whenever one copies another's work, uses unauthorized notes, or gives or receives information during a quiz or an examination.
- Plagiarism occurs whenever another person's words or ideas are used and presented as one's own. This includes taking a verbal, printed, or artistic source and presenting it as one's own. The use of other people's words, ideas, and illustrations is permitted only with proper acknowledgement, footnote, and bibliography.
- Fabrication is the falsification or creation of data, resources or grading.
- Aiding in academic dishonesty is the facilitation of plagiarism, cheating or fabrication.
- Lying in written or in verbal form with the intent to deceive in regards to academic pursuits.
- Threatening a student, staff or faculty member for the purpose of receiving work, a grade or to prevent the reporting of an Honor Code violation.
- Bribery is the exchange of an award for a grade, an assignment or the pledge at the beginning of the year.

All middle and upper school parents and students will be asked to sign the following pledge at the beginning of the school year:

Parker School Academic Honor Code Pledge

As a member of the Parker School community, I pledge to live by and to support the letter and spirit of Parker School's Academic Honor Code.

Penalties for Violation of the Honor Code

When a student is suspected of violating the Academic Honor Code, he or she will meet with the administration to examine the incident. The Administration will decide on the course of action. Penalties may include a reduction in class grade, disciplinary

probation, suspension, or expulsion. Often for the first offense the student receives a zero “F” on the assignment and probation. This “F” is not eligible as a lowest-grade drop in classes where that option exists. **In the case of seniors, prospective colleges may be notified of the offense and punishment. Violation of the Academic honor code can be grounds for suspension and/or expulsion.**

Collaborative Work

Assigned collaborative work allows students to share ideas, compare their thoughts with others, and divide tasks of information gathering. The collaborative task is an acceptable part of our educational approach. Collaboration, however, should not be used to replace independent thinking and expression. Unless the assignment has directed that a secretary may record the shared ideas of a group, word choice on more regularly assigned individual exercises and papers should be original and distinct. Students should bring their own books to class, take their own notes, and be responsible for their own thinking and expression. Only in this way can each individual learn and practice the principle of academic integrity. We require our students to embrace the principle of academic integrity.

UNIVERSITY/INDEPENDENT STUDY

The Headmaster must approve concurrent registration at a university or another high school. The criteria are usually that the course is not available at Parker School and that the student’s level of maturity would likely allow him/her to do the work successfully. The student must assume any cost.

Students wishing to receive credit for a course taken outside the Parker School curriculum must submit an outline of the course to the Headmaster for approval before the course begins. Credits are not accepted retroactively. If a student designs his own independent course or project outside the regular curriculum, that work should be sponsored by a Parker School faculty member in a related field, and the student must go through the procedures outlined above. The student must assume any costs.

GRADING

Parker School issues grades three times a year at the end of each trimester. Students and parents may use the school’s Edline program (accessible via our website, parkerschool.net) to obtain individual scores in all classes at any point during the school year. Teachers will update student scores every two weeks. Parent/teacher conferences are scheduled twice during the academic year. Additionally, parents may request a conference at any time by contacting the teacher. Students and parents needing to communicate with teachers directly are asked to email them via the Parker School email system. Teacher email addresses are available on the course information pages in the Edline program. Students and parents are asked to make evening and holiday telephone calls to teachers and administrators only in cases of pressing need. Grading at Parker School serves two functions:

- To provide a means of communication among teacher, student, and parent.
- To provide an index of a student’s relative achievement for future teachers and colleges. The emphasis on the latter increases in importance with the grade level.

Parker School does not grade on a “curve”. Since we admit students on a selective basis, the use of any kind of pre-determined grade distribution would not be accurate.

Academic Grades

Grades are based on the student’s class average:

| | | | | | |
|----|--------|----|-------|----|----------|
| A | 93-100 | B- | 80-82 | D+ | 67-69 |
| A- | 90-92 | C+ | 77-79 | D | 63-66 |
| B+ | 87-89 | C | 73-76 | D- | 60-62 |
| B | 83-86 | C- | 70-72 | F | Below 60 |

An A+ may be given to a clearly superior student who exhibits exceptional curiosity and self-initiated, independent work. Such a student could be one who produces consistently original written or quantitative work or one who engages in extensive independent research and projects suitably advanced for submission in national competitions. He or she might possess natural talent developed through strong motivation. Discussions between the teacher and the Assistant Headmaster should precede the decision to give an A+.

Incomplete Grades

In rare instances, an incomplete grade may be assigned for a specific period of time. Incompletes are given only when a student is unable to complete assigned work because of circumstances beyond his or her control. Incompletes require the prior approval of the Headmaster, and a specific date for completion of the requisite work must be established.

GRADE POINT AVERAGE CALCULATION

An additional grade point is assigned to each Advanced Placement (AP) class grade for purposes of GPA calculation only.

GPA’s are calculated according to the following scale:

| | | | | |
|-----------|-----------|-----------|-----------|----------|
| A = 4.00 | B+ = 3.33 | C+ = 2.33 | D+ = 1.33 | F = 0.00 |
| A- = 3.67 | B = 3.00 | C = 2.00 | D = 1.00 | |
| B- = 2.67 | C- = 1.67 | D- = 0.67 | | |

Academic Contract Withhold may occur for students in academic difficulty. Withholding a contract for academic reasons is at the sole discretion of the administration. Families are expected to remain in contact with their student regarding their performance and meet with teachers during parent/teacher meetings. Parker School is committed to communicating academic performance during parent/teacher meetings, report cards, and mid-trimester reports. Additional communication of performance may be arranged with individual teachers and/or the administration.

Big Island Interscholastic Federation (BIIF) requires eligible athletes maintain a 2.0 GPA with no grades lower than a D- in the previous trimester.

CHANGING CLASSES

Changing classes may occur within the first two weeks of the trimester without loss of credit or academic penalties. Students wishing to change classes will confer with their parents and advisor to discuss the class change. The student obtains a Drop/Add Form from the Assistant Headmaster. After the parents and advisor signs the form, the teachers that are affected by the change will sign the form if the change is acceptable. The student then turns in the completed form to the Assistant Headmaster. The student will be responsible for making up any missed work. Changing classes after the first two weeks of class will be recorded on the student's transcript as a withdrawal (W) from the class.

DIVERSITY IN LEARNING STYLES

Parker School recognizes and values diversity in learning styles, abilities, and interests among our students. Our support for students identified with learning disabilities is limited, however, where possible, reasonable accommodations and services may be arranged with the school.

When extra support is indicated (often through a professional evaluation) for a student, we develop and implement an individual plan with the student, parents, faculty, and the administration, utilizing the accommodations available at Parker School. Parents may be asked to provide additional support services as needed, such as tutoring, counseling, or testing, 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.

ACADEMIC HONORS AND AWARDS

Headmaster's List & Honor Roll

The Headmaster's List and the Honor Roll are determined three times a year, at the end of each trimester. GPAs for these honors are calculated using grades from classes taken during the preceding trimester. To qualify for the Headmaster's List, an A- (3.67) average, with no grade lower than a B-, must have been earned. To qualify for the Honor Roll, a 3.50 average must have been earned.

Senior Awards

- The *Headmaster's Award* is presented to the senior who has clearly given 100% effort 100% of the time, and has left the school a better place than the one he/she entered.
- The *Parker School Trustees' Award* is presented to the senior who has given superior service to the school and/or community and best exemplified the spirit of the Parker School Vision.
- *Richard Smart Award for Academic Excellence* is presented to the student who has maintained a record of academic excellence.
- The *Personal Achievement Award* is given to the senior who has shown exceptional personal growth during his or her senior year.
- The *Longevity Award* is presented to the senior who has been enrolled the longest at Parker School.
- The *Valedictorian Certificate and Medal* honors the senior with the highest academic achievement, has not been placed on probation during the senior year, and was enrolled at Parker School since the beginning of their sophomore year.
- The *Salutatorian Certificate and Medal* honors the senior with the second highest academic achievement, has not been placed on probation during the senior year, and was enrolled at Parker School since the beginning of their sophomore year.

Other Awards

Parker School students in every grade level are recognized for excellence, advancement, and/or persistence in all academic courses and BIIF sports.

- The *Mie Kim Najita Award* goes to a junior who has demonstrated consistent academic effort and shows promise for future achievement. The award accompanies \$1000.00 towards their senior tuition at Parker School.

Eighth Grade Awards

- The *Valedictorian Certificate and Medal* honors the eighth grade student with the highest academic achievement, has not been placed on probation during the eighth grade year, and was enrolled at Parker School since the beginning of the sixth grade.

- The *Salutatorian Certificate and Medal* honors the eighth grade student with the second highest academic achievement, has not been placed on probation during the eighth grade year, and enrolled at Parker School since the beginning of the sixth grade.

SCHOOL LIFE

ATTENDANCE

When a student is absent, he/she misses educational opportunities and experiences that cannot be duplicated such as: discussions and lectures, experiments, field trips, explanations, tests, and quizzes. Additionally, student absences hinder group work, delay the return of papers or tests, burden teachers with a greater amount of work and take the teacher's 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 exercises, to write additional examinations, and so forth.

The Headmaster or Assistant Headmaster may give an absence prior approval because of a compelling reason. The student's record of attendance and academic records are examined and it is determined 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 should give ample notice for such requests.

Daily Absences

When a student is absent from school or class, he/she is responsible for having a parent/guardian call or send written notification to the attendance office on the day of the absence. The student will be marked down as an "unexcused absence" unless the school is otherwise notified by a parent/guardian. The parent/guardian must call or the student must bring in a note to the attendance office within 48 hours of the absence. **After 48 hours, the absence will not be excused.**

An excuse from a parent/guardian is necessary if the student has an unavoidable appointment during school hours. Without permission, the student receives an "unexcused absence." The school must receive a parental excuse regarding appointments within 48 hours to have an absence excused. Parents should be aware that a pattern of non-attendance will negatively impact the student's learning and may result in loss of school privileges. **Excessive absences in a given class may result in the loss of course credit.**

A student who misses the first half of the school day due to illness should remain home for the remainder of the day. They will not be allowed to attend afternoon classes or after-school athletic, dramatic or social events.

Students who have an unexcused absence in a class will be referred to the Assistant Headmaster for disciplinary action. Cutting class is considered a serious offense and students may be placed on probation. Please refer to disciplinary standards.

It is the student's responsibility to obtain information on all assignments and missed work. Students are required to see all of their teachers whose classes they missed on the day the student returns to school.

Absence Policy for Missing a Class or School Day

- After five absences (excused or unexcused), in a trimester, a letter documenting the absences will be sent home.
- After the eighth absence, in a trimester, a meeting will be required with the student, parent or guardian, appropriate teacher(s) and the administration.
- After the tenth absence, in a trimester, loss of credit may occur.

Tardies

When a student is tardy to a class, he/she will request a Tardy Slip from the front desk. After completing the form, the student will take the Tardy Slip to the teacher and be admitted to class. Students who are not prepared to begin work with appropriate materials and equipment when the period or activity is scheduled to begin shall be declared tardy. Teachers may have additional individual class policies with regard to tardies.

Students who are more than twenty minutes late are to be marked with an unexcused absence. Three tardies to a class automatically count as an unexcused absence to that class, resulting in 30 minutes of detention.

To recap: 3 tardies = 30 min. detention
(30 minutes detention for each additional tardy for that class)
20 minutes late = unexcused absence = 30 min. detention

*** An accumulation of tardies will be counted toward the absence policy described above.**

Check-out Procedure

All students who leave school during school hours for an appointment must secure prior permission and must also check out with the front desk. Students must check in at the front desk upon returning to campus. Appointments should be scheduled during non-class time whenever possible.

Planned Absence

Families should note that absences have a negative effect on academic performance. If it is necessary for a student to be absent from school for an extended period of time, it must be reported to the Headmaster or Assistant Headmaster as soon as possible.

Absences taken without administrative approval are defined as non-truant unexcused absences. Teachers do not provide make-up work for these absences. A completed Planned Absence Form, available at the front desk, is required one week prior to a family trip in order to receive classroom make-up work. Exceptions will be made in the event of a family emergency. Students must distribute the Planned Absence Form to teachers, advisors, and parents/guardians for their signatures at least one week prior to the student's departure. Completed forms must be turned in to the Assistant Headmaster or Headmaster.

DRESS CODE

Purposes: To create an atmosphere that projects a positive attitude of pride in self, school and the community. To teach that education deserves a degree of formality and appropriate attire.

If a student is found to be out of dress code, he/she will receive a Student Action Form which serves to formally notify the student and parent of the offense and disciplinary action taken. **The student should not wear that article of clothing to school again.** The student will immediately adopt appropriate clothing for the rest of the school day. This could include purchasing Parker School clothing at a charge of \$5.00 to the student's account. Students who do not keep the appropriate clothing on throughout the day will receive further disciplinary action for insubordination. The following dress code will be in effect for the 2009-2010 school year.

- Clothes should be clean, safe, modest, and in good repair.
- Shorts, skirts and dresses cannot be shorter than one's finger tips when standing straight with arms at the side.
- Underwear and bras must be covered.
- Halter-top, Single-strap, strapless, backless (bra line and below must be covered) garments are not allowed.
- When standing straight with arms at the side, one's midriff must be covered.
- Visible cleavage of the buttocks is unacceptable.
- Neckline of all garments should not fall below an imaginary line from the top of armpit to armpit.
- Clothing with words or graphics depicting violence, sex, alcohol, weapons, drugs, tobacco, and other illegal substances are not allowed.
- Sunglasses are not to be worn anywhere in the classes, offices, and theater.
- Hats are not to be worn in the theatre. Classroom policy on hat wear is up to the individual teacher.
- Appropriate footwear is to be worn at all times.

SCHOOL RULES REGARDING DRESS CODE APPLY DURING THE ENTIRE SCHOOL DAY, WHETHER ON- OR OFF-CAMPUS, ON ALL SCHOOL TRIPS, AND AT SCHOOL EVENTS. THESE RULES ALSO APPLY WHEN ON CAMPUS DURING NON-SCHOOL HOURS. HOWEVER, THE LOCATION OF THE FIELD TRIP (EX: BEACH) WILL BE TAKEN INTO CONSIDERATION.

GRADE LEVEL SPONSORS/ADVISORS

Students, faculty, administrators, and staff meet in the auditorium each week for Family Meeting. On advisory days, students attend grade level or small group advisory meetings. The following are the sponsors for each grade level:

Sixth Grade Advisor: Mindy Higgins

Seventh Grade Advisor: Maren Oom

Eighth Grade Advisor: Tina Doherty

Ninth Grade Advisors: Kiyoshi Najita, Yngrid Gonzalez

Tenth Grade Advisor: Gillian Culff, Heidi Buscher

Eleventh Grade Advisors: Matt Biondi, Patricia Kassis

Twelfth Grade Advisors: Ruth Sturges, Laura Inaba

OFF-CAMPUS PRIVILEGES

Middle School students do not have any off-campus privileges and are expected to stay on campus at all times. High School students are allowed off-campus during lunch. This privilege may be revoked at any time by a student's parents or the administration. Off-campus privileges do not carry with them the license to break any school rules or to miss any classes, meetings, or assemblies. This privilege may be rescinded for disciplinary reasons or academic difficulty. Students in violation of the dress code will lose off-campus privileges for that day.

Students may leave campus on foot only for grades 9, 10, and 11. Seniors have driving privileges during lunch; however, **9, 10, and 11th graders are not allowed to ride with seniors.** Seniors may not ride with non-Parker School friends unless approved

by a parent in writing. Students may leave with their parent/guardian only after the parent/guardian checks in at the front desk and properly signs their child out. If the student's friend(s) will also be riding with the parent/guardian, a written note from the student's friend's parent/guardian must be turned in at the front desk. Only after the note is filed with the front desk and the student is properly signed out, will that student be allowed to ride with the parent/guardian.

SCHOOL RULES REGARDING TOBACCO, ALCOHOL, AND DRUGS APPLY DURING THE ENTIRE SCHOOL DAY, ON OR OFF CAMPUS, ON ALL SCHOOL TRIPS, AND AT SCHOOL EVENTS. THESE RULES ALSO APPLY WHEN ON-CAMPUS DURING NON-SCHOOL HOURS.

Off-Limit Areas

The school buildings and grounds are off-limits before 7:00 a.m. and after 4:30 p.m. unless accompanied by an employee. The following are also considered off-limits:

- Any part of the Waikoloa Stream
- The area from the Parker Ranch Park to Parker Square
- Anuenue Park
- Behind the main campus, immediately east of the campus
- Any private property
- Pu'u Ki Street rental properties

PARKING

Students may park in the Parker School parking lot, located south of the school. Students parking on Puuki Street are asked not to block residence driveways. Families are asked not drop off children for Parker School on Puuki Street. Parking near the business office is reserved for deliveries and parents who have business office transactions only. Parking in the row closest to the school in the school parking lot is reserved for employees.

HARASSMENT/BULLYING & SEXUAL 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 including that related to race, national origin, sex, religion, age, sexual orientation, marital status, handicap, medical condition, or that forbidden by law. Harassment may include situations that involve student/student, student/school personnel, or school personnel/school personnel interactions. Parker School will not tolerate verbal or physical conduct by an individual that harasses, disrupts, or interferes with another's work performance or which creates an intimidating offensive, or hostile learning environment.

"Harassment or bullying" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, cell phone, personal digital assistant (pda), or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.

It is the policy of Parker School that sexual harassment in any form by or among students or employees of the school shall not be tolerated. Sexual harassment is not dating or social behavior. Sexual harassment may involve intimidation by persons of either sex towards persons of the opposite or same sex. Members of the community should also keep in mind that sexual joking, bantering, material, and references that are at times acceptable amongst some peers are not acceptable in many other situations.

Sexual harassment may include, but is not limited to, the following:

- Physical assault, including coerced sexual relations and rape.
- Any demeaning sexual propositions or comments.
- Unwanted touching in any form.
- Sexually explicit or suggestive remarks (written, visual, or verbal) about a person's physical attributes, clothing, sexual behavior, or sexual orientation.
- Sexually stereotyped or sexually charged insults, humor, or verbal abuse.
- Inappropriate personal questions.
- Hazing or threats.
- Humor or jokes about sex, gender, or sexual orientation in general.
- Subtle pressure for sexual activity or for a relationship, which exceeds the limits of a healthy adult/student relationship.

Students, faculty, administrators, or staff members who believe that they have been subjected to or witnessed such harassment (student/student, student/school personnel, school personnel/school personnel) should report the details of the incident as soon as possible to the headmaster or assistant headmaster or to a member of the administration, faculty, or staff. The headmaster or the assistant headmaster will promptly and confidentially investigate any alleged violations of the expectations and policies noted above, involving student, faculty, administrators, and/or staff. If either the headmaster or the assistant headmaster is involved in the alleged harassment,

the board of directors will direct the investigation. The investigators will strive to protect the privacy of all individuals involved in the incident. The administration will make every effort to notify all parties involved of the process and of the decision within two weeks of filing the initial report.

Those found in violation of Parker School's harassment or sexual harassment policy will be subject to the appropriate discretionary disciplinary action which may include suspension or expulsion with respect to students and termination with respect to administrators, faculty, and staff.

STUDENT COUNCIL

The Student Council serves as a channel for school communication, a voice in decision-making, and a sponsor of social activities and community service. The Faculty Advisor is Gillian Culff. The Student Counsel Representatives are as follows:

| | |
|----------------|------------------|
| President | Emma Martinchick |
| Vice-President | Jeanine Hoy |
| Secretary | Elliott Warkus |
| Treasurer | Corey Patton |

TELEPHONE/MESSAGES

A telephone is provided for students' use before school, during lunch, and after school. Students are not permitted to use the phone during class time. The telephone is located in the upper hall, on the left hand side of the stairwell. Incoming messages for students will be limited to immediate family members only. Messages for students and faculty will not be delivered to classes, except in case of emergency.

Cell phones may not be used during class time. Cell phones disrupting class will be confiscated and given to the Assistant Headmaster and will be available for pick up at the end of the school day. More than one infraction of the cell phone rule will result in an SAF.

TEXTBOOKS/SUPPLIES/LOCKERS

New and used textbooks are available at Varsitybooks.com. Parents can order books online and they will be mailed directly to the family's home. **Books must be ordered and received before the first day of school.** If a family is unable to purchase books online please contact the Business Office. Students are expected to provide their own supplies. Individual faculty may require special materials and a list will be available.

Upper school students will be assigned lockers in the lower hall. Middle school students will be assigned lockers in the middle school locker room. Seniors have priority in choosing a wooden locker. Students must bring in their own locks for their locker. Students are warned not to reveal their locker combinations to each other. Items tend to disappear when combinations are shared. Please be aware that private schools possess the legal right to open lockers and inspect their contents. Parker School administration will conduct a locker search only if good cause exists to do so.

COMPUTER/NETWORK USE POLICY

Parker School recognizes the need to effectively use computer technology to further enhance the educational goals of the school. Security of the various information networks and computer systems must be in place in order to ensure availability and reliability of the computer and network resources. All computing resources should be used in a responsible, effective, ethical, and lawful manner. Users are expected to learn and follow normal standards of polite conduct and responsible behavior in their use of computer resources. The School further expects all faculty, students, and staff to use Parker School's computers and networks for the intended purposes of education, research, and administration.

Incidental personal use of school computers is permitted as long as such use does not interfere with the employee's job duties and performance, with system operations, or other system users. "Incidental personal use" is defined as use by an individual employee for occasional personal communication.

All users of equipment must sign the Parker School computer and network use agreement stating they understand this policy and the guidelines contained in the administrative rules and procedures regarding computer use. Network accounts will not be assigned to a user until the use agreement is signed. If there is any doubt about whether a contemplated activity is in accordance with the purpose for which the account was provided, students should consult with parents and teachers, and employees should check with immediate supervisors.

Violations of some guidelines set forth in the rules and procedures may constitute a criminal offense. Systems staff and administrators will cooperate fully with law enforcement agencies in investigating any violations.

By using any element of the Parker School computer technology system, the user is agreeing that Parker School cannot be held liable for any losses, including lost revenues, or for any claims or demands against system users by another party, and that Parker School cannot be held responsible for any damages due to the loss of output, loss of data, time delay, system performance, software performance, incorrect advice, or any other damages arising from the use of Parker School's computer facilities or equipment. Faculty, staff, students and/or their parent or guardian may be held liable for any of the above that he/she causes.

It is the responsibility of each user on the network to recognize his/her accountability in having access to vast services, sites, systems and people, and to act according to acceptable behavior standards when using the network. It is necessary that users observe the policies of other networks as well as this policy.

Use of Parker School's computers and access to the network is a privilege that may be revoked for violation of any of the administrative rules and procedures listed below. Users are subject to appropriate disciplinary measures should these guidelines be violated.

All computers remain under the control, custody, and supervision of Parker School through management and oversight by the Parker School Technology Department. Under normal circumstances, Parker School will not monitor or inspect electronic mail or web transaction logs as standard operating procedure. However, if there are legal or disciplinary issues that require Parker School to monitor, inspect, copy, or review files maintained on computers or networks, Parker School reserves the right to do so. All such information shall be and remain the property of Parker School and no user shall have any expectation of privacy regarding such materials. Electronic mail is subject to Freedom of Information (FOI) requests.

The technology staff is authorized to develop additional administrative procedures and rules governing the day to day management and operation of Parker School's computer system as long as they are consistent with the school's policies.

ADMINISTRATIVE RULES AND PROCEDURES FOR USE OF COMPUTER/NETWORK RESOURCES

I. INTERNET SAFETY

A) General Warning: Individual Responsibility of Parents and Users.

All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for children and minors. Even though filters are in place (see E, below), "Active Restriction Measures"), they are an imperfect means of blocking access to inappropriate material. If a user unintentionally visits an offensive or harmful site, he or she should bring this to the attention of the supervising teacher who should then report it to Parker School system administrator. Every user must take responsibility for his or her use of the computer network and Internet and stay away from inappropriate sites. Parents of minors are the best guide for materials to shun. If a user finds that other users are visiting offensive or harmful sites, he or she should bring this to the attention of their teacher or supervisor.

B) Personal Safety for Students.

In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your last name or any other information that might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission (if you are under 18).

C) Confidentiality of Student Information and Personal Information.

Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers.

D) "Hacking", "Spamming", and Other Illegal Activities

It is a violation of this Policy to use Parker School's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to trespass, copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

E) Active Restriction Measures

The School may utilize filtering software or other technologies to prevent students from accessing materials/sites that (1) are obscene, (2) contain child pornography, or (3) could be harmful to minors. The School will also monitor the online activities of students, through direct observation, to ensure that students are not accessing such depictions or any other material that is inappropriate for minors. Monitoring through technical means will only be used in special circumstances if it is necessary to track documented violations. Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

F) Failure to Follow Policy

Use of the computer network and Internet for education, research, administration, and incidental personal use is a privilege, not a right. A user who violates this Policy shall, at a minimum, have his or her access to the computer network and Internet terminated, which Parker School may refuse to reinstate for the remainder of the student's enrollment or staff member's employment. Further, a user violates this Policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. Parker School may also take other disciplinary action in such circumstances.

II. BEHAVIOR STANDARDS

- A) Users are expected to behave in a moral, legal, and ethical fashion that supports education goals.
- B) Abusive conduct when using the computer or network is prohibited.

Abusive conduct can be, but is not limited to:

- 1) Placing of unlawful information on the system.
- 2) Using abusive, obscene, threatening or objectionable language.
- 3) Sending messages that are likely to result in the loss of recipient's work or systems.
- 4) Sending of "chain letters," or "broadcast" messages to lists or individuals.
- 5) Use of the system to intimidate or create an atmosphere of harassment.

- C) Interference with or disruption of the network users, services, or equipment is prohibited.

Disruptions could include, but are not limited to:

- 1) Distribution of unsolicited advertising.
- 2) Propagation of computer worms or viruses.
- 3) Unauthorized entry to any other machine accessible via the network.
- 4) Attempting to degrade or degrading system performance.

- D) Transmission of any material in violation of any U.S. or state laws or regulations is prohibited and may constitute a criminal offense.
- E) Accessing another individual's electronic mail is prohibited except when an investigation requires the monitoring of systems by authorized technology staff or administrators.
- F) An attempt to gain unauthorized access to systems is prohibited.
- G) The use of another individual's access codes/passwords is prohibited
- H) Copying of another individual's work or copyrighted material is prohibited.
- I) Use of the computer system or network for commercial or promotional purposes is prohibited.

III. THE COMPUTER NETWORK

Parker School network and any access to the larger information networks exists for the primary purpose of transmitting and sharing information between academic and research organizations.

- A) All computers from which electronic information resources can be accessed by students will be in supervised areas. Staff shall monitor student computer use, providing assistance or taking corrective action when necessary.
- B) Designated staff shall assist in providing:
 - 1) Training for students and other staff in the appropriate and safe use of remote electronic information resources.
 - 2) Instructions to students and staff on the responsible use of on-line resources.
 - 3) Direction to on-line resources that relate to curriculum, teaching and learning, and related communications priority activities and applications.
- C) Network use must be consistent with the goals and standards of Parker School and specific curriculum.
- D) Networked computers may be used as a laboratory for research and experimentation in computer communications and curriculum development where such use does not interfere with normal operations.
- E) Faculty, students, staff and associates are individually responsible for the proper use of their accounts, including proper password protection and appropriate use of network resources. Users are expected to protect their accounts from being used by anyone else.
- F) An account assigned to an individual shall be used by that individual only. Teachers and staff will not provide network access to a student through a teacher account.

G) To ensure security and prevent unauthorized access to account privileges, users must log off the network any time they cannot monitor the use of their machine.

IV. USE OF COMPUTER HARDWARE

A) Only individuals authorized by the Parker School Technology Department will install, service, and/or maintain school owned computer hardware.

B) No hardware, including cables or peripherals, may be moved without authorization from the Technology Staff.

C) It is the responsibility of the faculty member to whom the computer is assigned to shut down his or her computer system at the end of each day. It is the responsibility of the faculty, students, staff, and associates to make reasonable efforts to keep the computer clean and away from smoke, dust, magnets, food, liquid, and any other foreign material known to be harmful to the hardware or functionality of the system.

D) It is the responsibility of the faculty member to whom the computer is assigned to report malfunctions of the hardware to the technology staff using appropriate reporting methods.

E) Parker School is not responsible for the loss of any data on the local drives. Data on the local drives is not secure and your local drives may be reformatted at any time. In order to secure data, all data must be saved to a location on the network (i.e., home directory or shared directories).

V. USE OF COMPUTER SOFTWARE

A) Only software that is legally owned or authorized by Parker School may be installed on computer hardware.

B) The unlawful copying of any copyrighted software and/or its use on hardware is prohibited.

C) Modification or erasure of software without authorization is prohibited.

D) The introduction of any viral agent is prohibited. Every diskette should be checked for a virus each time it is put into the computer system.

E) The technology staff has the right to remove any software from owned equipment if the user cannot provide original copies of the software and/or an appropriate license for the software.

F) The technology staff has the right to remove any software from school owned equipment that degrades the performance of the equipment, the operating system or the network.

VI. PROPER RESPECT FOR COPYRIGHT

In an effort to encourage the proper respect for the copyright concept on the Internet, the following guide for staff and student users is provided:

- If the user did not create a non-public domain written work, piece of art, photograph or music, or obtain rights to it, THE USER DOES NOT OWN IT.
- If the user does not own the non-public domain material, the user may not copy it or distribute it to others.
- The author or owner of a document or other type of information must explicitly relinquish rights in order to place a work in the "Public Domain" and thereby make copying/distribution with specific authorization possible.
- Fair use allows the user to copy small portions of a work the user does not own without permission, but only for criticism, education, news reporting, and the like.
- When in doubt, the user should ask the creator or owner of material for permission to use the work.

ATHLETIC LIFE

OVERVIEW

The purpose of this section of the Handbook is to provide students and parents with information about the athletic program at Parker and to ensure administrative policies are well understood. The topics covered here are those that have been most frequently asked about over the years and have been deemed to be important by the school. The information provided is applicable to all teams at Parker School and will be revised annually.

Parker School Athletics functions as an integral part of the total school curriculum. We believe that an athletic program should provide opportunities for students to develop their talents in a well-organized manner under the guidance of competent coaches. We also believe that our program offers opportunities for students to serve Parker School, to assist in the development of positive relationships, and to promote self-realization, personal growth and good citizenship. To this end, the objectives of Parker Athletics are as follows:

- To teach fundamentals, strategy and rules of each sport.
- To provide for physical development and sound competitive spirit.
- To develop citizenship traits: sportsmanship, self-control, self-discipline, cooperation, leadership, respect for the individual, and fairness and honesty in working with others.
- To develop mental alertness, moral qualities, social skills and emotional maturity.
- To ensure proper standards of health and safety.
- To create a desire to succeed and excel.
- To provide competent athletic coaches and to assist these coaches with the planning, development and improvement of our programs.
- To foster good relationships between the athletic department, Parker School and the community.
- To develop school spirit and loyalty.
- To provide on-going evaluation of the athletic program and each of its activities.

SPORT OFFERINGS

The number and variety of sports offered at Parker School depends on the following considerations:

- The number of students interested and willing to participate and commit to that sport.
- The availability of qualified coaches.
- The availability of adequate facilities.
- The availability of funds to provide the necessary operating resources for equipment, uniforms, transportation and other expenses.

LEAGUE

Parker School currently participates in the Big Island Interscholastic Federation (BIIF) athletic league in the following varsity/junior varsity sports:

| BOYS | GIRLS |
|---------------|---------------|
| Cross-Country | Cross-Country |
| Volleyball | Volleyball |
| Basketball | Soccer |
| Paddling | Paddling |
| Tennis | Tennis |
| Track & Field | Track & Field |
| Golf | Golf |
| Soccer | |

In addition, the Parker School Athletic Department is responsible for the following:

- BIIF tournaments or meets assigned by the League. Parker School would be the host and the Athletic Director would direct the tournament or the meet.
- Hawaii High School Athletic Association (HHSAA) State Tournaments assigned by the League. Parker School would be the host and the Athletic Director would be the director of the tournament.

PARTICIPATION POLICIES

Eligibility Requirements

Eligibility of all participants in interscholastic activities is determined by the requirements of the HHSAA and the BIIF, as well as the Parker School athletic rules and regulations.

- A student is eligible if he/she is below the age of 19 years on or before September 1st of the school year.
- A student who first enters the 9th grade of any school in September, following the student's completion of the 8th grade at any school may be eligible for athletic competition during a maximum period of time that is not to exceed eight consecu

tive semesters following the initial enrollment in the 9th grade of any school and said eligibility must be used during the student's first eight consecutive semesters of enrollment at that school or any other school. Enrollment and/or attendance for fifteen days or more shall count as one of eight semesters. Participation in one or more shall count as one of the eight semesters.

- Only 9th grade through 12th grade students may practice or compete on a high school team.
- For fall sports, a student must be enrolled at a school within 18 days after the school year begins. For all sports, the student must be enrolled 30 days prior to the first scheduled league contest of that particular sport.
- A player must have passed a physical exam, not more than 12 months before the first official practice of that sport and must have his/her record on file with the school.
- Students are permitted to concurrently participate in any sport with permission of the Headmaster. This policy also applies to concurrent practice on the same day.
- BOE/DOE policy guidelines on district exceptions or geographic exceptions, as being approved, also apply to athletic participation. However, schools will not allow any recruitment activities. Should the federation and/or school(s) suspect that there is any abuse of the exception policy for recruitment purposes, a protest may be filed.
- Each student must have adequate insurance in order to play or practice with any team during the year. Those students who are covered by family policies must also indicate on the medical and parental consent form.
- No student is eligible for practices or tryouts unless the student's parent has signed the consent form for the student to participate in that activity. The parent or guardian shall also sign the acknowledgement of risk form, which points out that there is inherent risk in participating in interscholastic athletics. Parker School and the State of Hawaii, Department of Education cannot assume the financial liability for expenses – medical, dental or otherwise arising from accident, damage, injury, or loss of which may arise from participation in these activities.
- Students must have at least a 2.0 GPA in the previous year or trimester (mid-trimester grades are to be used if no year or trimester grades are available). Students must be passing all courses required for graduation.

Training Rules & Discipline

The following standard rules apply to all Parker School sports teams. Expectations are for all athletes in training. Exceptions to the rules must be discussed with the Athletic Director and final decisions will be made by the Headmaster.

- All athletes will refrain from drinking alcoholic beverages, using tobacco products, using unprescribed drugs and involvement in illegal behavior. Any violation of these rules will result in immediate dismissal from the team and will be reported to the school administration for further action.
- An athlete who is absent from school on the day of a game or practice is ineligible for that game or practice and **an athlete who misses a class during the day is ineligible for that day's game or practice**. Special circumstances will be handled by the Assistant Headmaster/Headmaster and Athletic Director on a case to case basis. The athlete must have these issues addressed prior to the end of the school day (3:00pm).
- Coaches will determine team rules based on the guidelines set forth by the Parker School Athletic Department. Athletes are responsible for abiding by these rules.
- A student who is suspended from school will not participate in games or practice for the duration of the suspension. *Suspended athletes will also face consequences as it pertains to team rules.
- Any athlete who is dropped from a team for disciplinary action will forfeit all awards for that sport.
- Any athlete who is dismissed from a team for disciplinary reasons is ineligible to turn out for any other Parker School team for 60 school days.
- Parents have the right to withhold their child from participating in practices and games. However, athletes who miss practice for reasons other than medical or family emergencies may face consequences based on team rules. Parents are requested to contact coaches personally about such action.
- Team uniforms are school property unless otherwise expressly stated. Appropriate care of equipment and uniforms are expected. At the conclusion of each sport season, all athletes will return all issued uniforms and equipment, washed and clean. Aside from normal wear and tear, athletes assume responsibility in paying for damaged or lost uniforms and equipment. If an athlete is released from a team or quits, he/she is responsible for the return of uniforms and equipment.
- Athletes who fail to comply with the above mentioned rule will be denied eligibility to turn out for any subsequent sports until all issued items are returned or paid for at the current market replacement cost.
- Any financial obligations of the athlete, such as travel cost and fundraising monies must also be cleared. All outstanding obligations will carry over to the next school year until restitution has been made. For seniors, these obligations will deny them the right to receive their diploma at graduation.
- Special circumstances (communication misunderstandings, problems, grievances, etc.) that affect the athletes and the athletic program should be resolved between the parents, the coach, and the Athletic Director. Should special circumstances remain unresolved after a discussion, the Headmaster will intervene.
- Any violation not previously stated will be referred to the Athletic Director by the administration. The Athletic Director and/or administration will determine athletic eligibility.

ATHLETIC FACILITIES

All athletes are expected to conduct themselves in an appropriate manner while in the athletic facilities that are used for practice and games.

Parker School Facilities

- Priority will be given to team training in-season.
- May be used only with adult/coach supervision.
- All athletes must adhere to the posted weight room rules.

Users must:

- Wear short, shirts, athletic shoes and have a towel.
- Never lift alone or horse around.
- Never throw weights.
- Return weights after use.
- Keep the room clean and orderly.
- Coaches will be responsible for:
 - Enforcing all rules & regulations.
 - Set-up and removal of all supplies/equipment used.
 - Securing all doors, gates, locks & lights upon leaving.
 - Conducting visual inspection before and after practice for any damages

All Other Facilities

Appropriate behavior must be displayed by all athletes and coaches. Rules and regulations of any facility must be adhered to at all times. Coaches may have additional rules for each facility.

TRAVEL & FINANCIAL RESPONSIBILITY

Athletic team travel is for varsity teams only. All non-HHSAA trips must be cleared and planned through the Athletic Department.

Responsibilities

Coaches will plan and organize all trips with the Athletic Director, team, and parents. Six weeks prior to the travel date, coaches will submit a complete itinerary with travel, activity, and meal plans to the Athletic Director and the Headmaster for review and approval. Coaches will hand out copies of the final, approved itinerary to all parents 14 days prior to travel date and will hold a team meeting with parents to discuss the details of the trip, review the Parker School Athletic Travel Policies and Code of Conduct, and answer any questions ten days prior to the travel date. The coaches must also participate in and attend all fundraisers conducted by the team and/or the Athletic Booster Club.

The Athletic Director will oversee all aspects of the trip and will arrange for air & ground transportation and lodging (Fees are covered only for HHSAA Post-Season Tournaments).

General Policies

One chaperone is necessary per ten students traveling. The coach and/or assistant coach will accompany the team to game sites, meals and other activities. Particular supervision is required in hotels. This includes establishing a curfew, bed checks, room inspection, and required study halls if trip occurs during school sessions. When feasible, the Athletic Director, or a representative appointed by the Athletic Director shall accompany the team on inter-island or out-of-state trips.

TRAVEL DRESS & BEHAVIOR STANDARDS

- Students will be properly dressed for team travel. **Slippers, t-shirts, and other inappropriate attire are not acceptable.**
- Athletes are to represent Parker School with positive, mature behavior based on the Parker School Code of Conduct. Any violation of the Parker School Code of Conduct or the Athletic Travel Policies must be reported to the Athletic Director.
- **All required forms must be received prior to departure date.**

Financial Assistance for Tournaments

For HHSAA State Tournaments & Meets: Any athlete or team of Parker School meeting qualification standards shall receive school sponsored travel arrangements. However, meals must be paid for by the individual athlete(s).

For BIIF Tournaments & Meets: Parker School will provide land transportation for qualifying athletes/teams to all BIIF tournaments. Meals will be the responsibility of the athlete or team.

The Athletic Director shall set standards for sports without specific qualification standards.

Fundraising

Coaches must meet with the Athletic Director to discuss appropriate fundraising for any trip. Money raised will be used solely for air & ground transportation, lodging, and meals for athletes and coaches. No solicitations of businesses are allowed, except after checking with the Athletic Department.

VARSIY ATHLETIC AWARDS

VARSIY LETTER AWARD WINNERS

To be awarded with a Varsity Letter, an athlete must be recommended by the head coach of his/her sport. Criteria for lettering in any Varsity sport includes, but is not limited to: 90% practice attendance, conduct, attitude, commitment, and 70% participation in league contests.

Varsity Letter awards will be given as follows:

- First year varsity award recipients will receive a 6" letter (P), a sport patch, and a certificate.
- Certificates and a stripe patch will be awarded the second year and thereafter.

After Varsity teams have been selected the head coach will advise the team of Parker School's awards policy. After the conclusion of the sports season the coach shall submit a list of award recipients to the Athletic Director. Coaches are required to present awards to their athletes at the Awards Ceremony. Exceptions must be cleared through the Athletic Director. All uniforms and equipment must be returned before awards are granted.

SPECIAL VARSITY AWARDS

Special awards will be given to athletes in the following categories:

- **Most Valuable Player (MVP)** – for outstanding play and sportsmanship
- **Most Improved Player** – for developing the most as a player over a season
- **Coaches Award or Leadership Award** – for leading by example and taking on the role of "coach" on the field, court, or ocean.

In general, only one of each award will be given to any athletic team. Coaches need to discuss special circumstances with the Athletic Director. In cases where a team has small numbers the Athletic Director, along with the coach, will determine how many awards will be given.

PUBLICITY

All press releases shall be issued through the Development Office with the Athletic Director's or Headmaster's approval. The image of Parker School, its administration, coaching staff, and athletes is of prime importance in any interview or discussion with the press.

CODE OF ETHICS

Coaches must be role models for fair play, good sportsmanship and a strong work ethic. These are basic elements in all sports and athletic events. Coaches must strive in their daily conduct to set good examples which will help mold whole and healthy individuals. To this end, coaches shall:

- Strive for excellence.
- Pay close attention to the well being of athletes, refusing to jeopardize the health of an individual for the sake of improving the team's chances to win.
- Respect officials and their decisions. Any arguments with officials should be held in unemotional situations, never publicly, and only with constructive intent.

Athletes shall behave with respect towards fellow team members, coaches, officials and opponents and shall:

- Accept victory modestly, defeat gracefully.
- Control emotions at all times and never argue with officials.
- Accept decisions as they are made and abide by them.
- Never swear, cheat, bet, or "grandstand".
- Keep physically fit and observe all training rules.
- Use his or her influence on and off the playing field to develop good spectators.

PERFORMING ARTS LIFE

OVERVIEW

Performing arts offer students opportunities to develop talents and skills in the theatre arts, movement/dance, music, design and creative management/leadership through the collaborative work involved in theatrical productions. The following information has been created to assist students and parents with policies and requirements as they relate to various events and performances. As the performing arts at Parker School grow and develop at all grade levels, the information will revise annually.

The after school performing arts program is designed to compliment the athletic program at Parker School, offering students choices to excel in either, or both, during any trimester of the school year.

Parker School's award-winning arts program is designed with attention to Parker School's Academic Honor Code and the National Standards for Arts Education. Students are an integral part of a collaborative effort to operate the program with a high level of integrity, excellence and compassion. The current objectives are as follows:

- To teach values, techniques and skills in the theatre that support a healthy and successful lifestyle in, and outside of, school
- To build self-esteem and self-discipline while strengthening relationships through collaborative work
- To maintain positive relationships with fellow students, teachers and the community
- To develop creativity and strengthen student problem-solving and critical thinking skills
- To develop personal expression through visual and performing arts
- To provide a safe and healthy atmosphere for personal and school growth
- To instill a life-long appreciation of learning and the arts

AFTERSCHOOL OFFERINGS

In addition to the course offerings during the regular school day, a free after-school drama program (the Dramatiques) is offered to middle and high school students. Students select two annual productions to design, manage and perform for the community. This class meets Thursdays and Fridays, 3:15-5:30, and daily after school 1-2 weeks before the opening of a production. Students receive credit on their transcripts by fulfilling the eligibility and attendance requirements set forth in the Dramatiques production contracts signed by both the student and their parent/guardian.

Private vocal instruction is offered by Director of Fine Arts independently from Dramatiques after school on Mondays and Tuesdays on a first come first serve basis.

PARTICIPATION POLICIES

The following information describes the policies for earning credit in the after-school performing arts program, the Dramatiques.

- Any student enrolled in 6th through 12th grade at Parker School may participate.
- Students must register at the beginning of each trimester. Students may participate in one, two or all three trimesters. The fall production occurs within the first trimester. The spring production occurs within the second and third trimesters.
- Students must have at least a 2.0 GPA in the previous year or trimester (mid-trimester grades are to be used if no previous year or trimester grades are available). Students must be passing all courses required for graduation in order to rehearse and/or perform.
- Students and parents must sign a contract/consent form at the beginning of each production rehearsal period for participation.
- Students must adhere to all Parker School policies relating to health and safety, academics, dress code and attendance. Any violations will be handled by the Director of Fine Arts and reported for further action.
- Students must be present and prepared for all rehearsals/class meetings. Students arriving after 3:15 will be marked tardy. More than three unexcused tardies will result in a Student Action Form (SAF) and detention. More than three unexcused absences will result in loss of credit for the class and/or loss of the role in the production. Planned absences must be brought to the attention of the Director of Fine Arts in writing or by email.
- All students involved in a production must anticipate additional rehearsals and extended times 1-2 weeks before the opening performance.
- A student who is suspended from school will not participate in rehearsal or performance for the duration of the suspension. Suspension days will be treated as unexcused absences.
- Students must be present for the regular school day in order to be eligible to perform and/or rehearse. Special circumstances will be handled by the Director of Fine Arts and the Assistant Headmaster/Headmaster on a case by case basis.
- Deadlines for memorization and other production needs (costumes, props) will be issued. Students who do not meet these deadlines will not be able to rehearse that day and the understudy for the role will rehearse in their place.
- No food or drink is allowed in the theatre. Only bottled water is permitted.
- No cell phones, sunglasses, hats are allowed in the theatre. All theatre rules and regulations must be followed.
- Misplaced or lost scripts will not be replaced. If a student loses or forgets his/her script, that student is responsible for obtaining the needed script information/lines from another student.

SPECIAL PERFORMING ARTS AWARDS

Special awards will be given to students in the following categories for each Dramatiques theatrical production at the annual Fine Arts Awards Gala in May:

- Best Actor and Best Actress – for outstanding performance in a principal role
- Best Supporting Actor and Best Supporting Actress- for outstanding performance in a supporting role
- Best Technical Assistant- for outstanding work and leadership behind-the-scenes
- Director’s Award- for the most development and growth on and/or off stage and most exemplifying the spirit and integrity of the Dramatiques
- Most Valuable Player- for the most dedication, passion and effort 100% of the time both on AND off stage with the intended success of the whole group at heart
- Career Achievement in Performing Arts- for the senior who has dedicated the most time, effort, leadership and integrity to the performing arts over the course of their years at Parker School

PUBLICITY

All press releases shall be issued through the Advancement Office with the Director of Fine Arts approval. As stated in Athletic Life: The image of Parker School, its administration, faculty/staff and [students] is of prime importance in any interview or discussion with the press.

DISCIPLINARY STANDARDS

OVERVIEW

Parker School students are expected to behave appropriately. The school recognizes that making and learning from mistakes is a key part of one’s education. The Parker School disciplinary system makes every effort to ensure these expectations and related consequences are carried out in a fair, firm, and consistent manner.

In the rare instance when the school deems a student’s behavior to be excessively disruptive, the administrative team reserves the right to dismiss him or her. Parker School reserves this right without regard to the time of year or whether the offending behavior takes place on or off campus.

Teachers and staff members may elect to issue a student referral, called a Student Action Form, when a student is in violation of a Parker School behavioral expectation. This referral system is an effective communication device designed to advise administration and parents of student concerns. Please be aware a Student Action Form may be generated if a referring teacher or staff member observes a student in the presence of someone violating the Drug, Alcohol, and Tobacco policy.

The Assistant Headmaster oversees the operation of the disciplinary system. Students’ actions requiring intervention and disciplinary consequences are divided into three categories: 30 Minute Detention Hall Offenses, 60 Minute Detention Hall Offenses, and Serious Offenses.

30 Minute Detention Offenses include (but are not limited to) the following:

- Being tardy three times: then for any single tardy after that for each trimester
- Eating, drinking, or chewing gum in the main hall, theatre, or computer lab
- Hats, hoods, sunglasses, or headphones in the theatre
- Cellular phones during class time (Note: Cellular phones are not to be seen or heard when class is in session. Cell phones that cause disruption in the classroom will be confiscated.)
- Violating the dress code
- Public displays of affection
- Littering

60 Minute Detention Offenses include (but are not limited to) the following:

- Disrespecting Authority
- Early Dismissal from Class
- Verbal Harassment
- Profanity

Detention is held on Tuesdays and Thursdays, during lunch. During the detention session, proctors may exercise the option to assign projects to students to improve the school environment. Students may not talk, eat, use electronic devices, or sleep during this time. Students arriving late to detention will not be admitted. If a student fails to complete detention during the assigned week, the required minutes will automatically double for the following week. If a student behaves poorly during detention, the proctor is justified in assigning additional time.

Serious Offenses include (but are not limited to) the following:

- Repetition of Detention Hall Offenses (Six hours of detention hall offenses)

- Possession or use of incendiary devices with out Parker School staff/faculty supervision
- Harassment or threats of violence (see Harassment section)
- Unexcused absences
- Cutting class (i.e. missing any class without valid permission)
- Academic Honor Code Violation
- Lying to School Officials
- Vandalism or Theft
- Bodily Injury to Another Person
- Fighting
- Reckless Driving
- Tobacco Policy Violation
- Sexual Misconduct
- Possession and or use of a weapon or object simulating a weapon (i.e. toy guns)

Students who commit serious offenses may be placed on probation. The Assistant Headmaster will determine the terms and conditions of probation. Serious offenses can be grounds for expulsion. Students should be aware that any conduct outside of school that is clearly in violation of school behavioral expectations and/or which poses a risk to other students would be grounds for Parker School officials to take action, including expulsion.

TERMS AND PROCEDURES

Probation-Probation is a cautionary measure, assigned to students for a serious offense or repeated misconduct. Off-campus and special activity privileges can be lost for the duration of the probationary period. Parents will be notified and a conference will be held for any student placed on academic or behavioral probation. All students placed on probation must demonstrate the following:

- Maintain a designated GPA and attendance record.
- Remain on campus during lunch.

The following probationary conditions may be applied at the discretion of the Assistant Headmaster and administered by a qualified professional in the related field (at the expense of the family):

- Mandatory drug testing
- Professional counseling
- Physical examination
- Psychological assessment

Students must meet all terms in order to be removed from probation. Failure to meet any of the terms of probation may result in expulsion.

Suspension-A student who is suspended will not be allowed on the school premises for a specific period of time determined by the administrative team. During the period of suspension, the student will not be allowed to participate or be a spectator in any aspect of school life. Parents will be notified and a conference will be held before any suspended student may return to campus. Work due on the day of suspension will be reduced by ten percentage points of the grade earned (e.g. a grade of 85% will be dropped to a grade of 75%). Tests scheduled during a day of suspension will also be reduced by ten percentage points of the grade earned. Tests will be made up when the student returns to school and will be proctored by the Assistant Headmaster.

Expulsion-Expulsion is the final and most extreme disciplinary consequence, and as such is only exercised with full and careful consideration of the seriousness of the issue(s) involved. Parents will be notified and a conference will be held for any expelled student. If Parker School elects to invite a student to return for a future academic year, the exact terms and conditions of this invitation will be made available in writing. Students who have been expelled are not welcome at Parker School events without the permission of the Headmaster or Assistant Headmaster.

PROCESS

If a student accumulates six hours of detention or commits a serious offense, an automatic parent meeting will be scheduled by the administration. Consequences can range from a letter of reprimand, counseling, detention, community service, probation, suspension, or expulsion.

DRUGS AND ALCOHOL

The promotion, possession, or use of alcohol or illegal drugs is prohibited. Drug paraphernalia, including lighters or matches, is prohibited. Students who violate this policy on school days or at school functions will be expelled.

Search and Seizure

When there is reasonable suspicion that a student is in violation of this policy, a search may be conducted by the Assistant Headmaster or Headmaster of a student's person and/or property, including but not limited to lockers, book bags, purses, and clothing. Please be advised that any and all personal items brought on campus or in the possession of students are subject to search. Any contraband or evidence will be seized and the police may be summoned to investigate. "Reasonable Suspicion" includes but is not limited to: tobacco or drug-related odor on breath or clothing; possession of cigarettes, lighters, or drug paraphernalia; loitering in off-

limit areas known to be frequented by users of contraband; sudden deterioration of behavior and/or academic performance; persistent, unexcused tardies or absences.

Application of Drug and Alcohol Policy

This policy shall apply to all students during school hours, as well as at school functions, including school-sanctioned trips, and on the school campus, regardless of the hour of the day or day of the week. Non-alcoholic brew beverages are not allowed on campus or at school functions.

When there is reasonable suspicion this policy has been violated, the student will be referred to the Headmaster or Assistant Headmaster. The administrative team will examine the referral and discuss the charges with the students and parents, conducting an investigation as deemed necessary. If there is evidence to support the charge, the administrative team will proceed with disciplinary action, including but not limited to:

- Parent conference.
- Immediate Suspension.
- Student and Family Participation in a substance-awareness or counseling support program.
- Drug Testing and/or Expulsion.

While firmly committed to the removal of students in violation of the Drug, Alcohol, and Tobacco policy, it is the intention of Parker School to be supportive to those students who voluntarily approach school officials about their personal drug, alcohol, or tobacco use. Contacts initiated by students will be dealt with on a strictly confidential basis. Confidential information obtained voluntarily from a student who is seeking personal help will not be used against that student for any reason.

MAINTAINING A SAFE ENVIRONMENT

Bicycle and Skateboard Riding

Bike and skateboard riding are not permitted on campus. Skateboarding is not permitted in the community during the school day. During the school day, skateboards must be parked at the Assistant Headmaster's office. It is unlawful to skateboard in Anuenue Park outside of the designated skateboard park. Parker School students may not use the skateboard park during school hours. Students who violate the skateboard policy will lose the privilege to skateboard to school for a period of time determined by the Assistant Headmaster.

Driving/Riding Policy

During school hours, students are not allowed to go to their cars unless they have prior authorization from a teacher or administrator. Students who need to drive to special appointments during school hours must obtain written permission from their parents/guardians for each occasion. Each driving request must be submitted to the receptionist by 8:00a.m. of the day of the driving request. Driving requests must specify the reason, destination, and time for the trip.

Students who will be attending a special school event requiring a student driving or riding are to complete a Special Event Driving/Riding Permission form and are to submit it to the teacher in charge prior to departure. No exceptions will be made.

Students who receive two complaints for reckless driving while commuting to school or a school-related activity will forfeit their right to drive to school for a period of time designated by the Assistant Headmaster.



Our Mission

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

**Parker School
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