HEALTH & SAFETY

2017-2018

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# TABLE OF CONTENTS

## INTRODUCTION

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health</td>
<td>3</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>3</td>
</tr>
<tr>
<td>Health Aide Assignments</td>
<td>3</td>
</tr>
<tr>
<td>Health Room Procedures</td>
<td>3</td>
</tr>
<tr>
<td>Medications Protocols</td>
<td>3</td>
</tr>
<tr>
<td>Asthma Inhalers</td>
<td>4</td>
</tr>
<tr>
<td>Bee Stings</td>
<td>4</td>
</tr>
<tr>
<td>Illness/Attendance</td>
<td>4</td>
</tr>
<tr>
<td>Illness/Injury on Campus</td>
<td>5</td>
</tr>
<tr>
<td>Pediculosis (ukus)</td>
<td>5</td>
</tr>
<tr>
<td>Emotional Health</td>
<td>6</td>
</tr>
</tbody>
</table>

## DEPARTMENT OF HEALTH REQUIREMENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>K-12 Entrance Requirements</td>
<td>6</td>
</tr>
<tr>
<td>Documentation of Immunizations &amp; Physical Exams</td>
<td>6</td>
</tr>
<tr>
<td>K-12 DOH Immunization Requirements</td>
<td>7</td>
</tr>
<tr>
<td>Department of Health Review</td>
<td>8</td>
</tr>
<tr>
<td>Forms</td>
<td>8</td>
</tr>
</tbody>
</table>

## SAFETY

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours of Operation</td>
<td>8</td>
</tr>
<tr>
<td>Campus Visits</td>
<td>9</td>
</tr>
<tr>
<td>Notify Response System</td>
<td>9</td>
</tr>
<tr>
<td>School Closures &amp; Delays</td>
<td>10</td>
</tr>
<tr>
<td>Fire Evacuation Procedures</td>
<td>11</td>
</tr>
<tr>
<td>Earthquake Procedures</td>
<td>12</td>
</tr>
<tr>
<td>Lockdown Procedures</td>
<td>12</td>
</tr>
<tr>
<td>Bomb Threat Response</td>
<td>14</td>
</tr>
<tr>
<td>Safe School Environment</td>
<td>15</td>
</tr>
<tr>
<td>Campus Map</td>
<td>16</td>
</tr>
</tbody>
</table>
INTRODUCTION

The many topics covered in this handbook are very important to the welfare of our students while on the Parker School campus. It is imperative that families and students understand and abide by these policies and procedures. Please take the time to review this information with your child so that we may support and maintain a healthy and safe place for your child.

HEALTH

HEALTH INSURANCE

All Parker School students are required to be covered by health insurance during the school year. If you have any questions or concerns regarding this matter, please call the Business Manager at 808-885-6803. It is a requirement to provide the health insurance information on the Student/Family Information form, and to keep this information current and updated every school year.

HEALTH AIDE ASSIGNMENTS and LOCATIONS

The upper and middle school registrar/receptionist is designated Health Aide for grades six through twelve and is certified in CPR and first aid. The health room is located behind the main hall area in room number 9.

The lower school registrar/receptionist is designated Health Aide for grades kindergarten through five and is also certified in CPR and first aid. The lower school health room is adjacent to the lower school main office.

HEALTH ROOM PROCEDURES

Any student who enters the health room will then explain ailment or injury to Health Aide. The Health Aide will assess the situation and follow up accordingly. In the event that an injury or accident involving a student occurs on campus or at a school-sponsored, off-campus event that is beyond the level of care that the Health Aide on campus or adult sponsor off-campus can provide, emergency medical attention will be summoned. An incident report will be filled out by the attending adult. Incident reports are on file at the Business Office.

MEDICATIONS PROTOCOLS

Parker School does not administer or distribute medications prescribed by a physician or any over-the-counter medications other than acetaminophen (with written permission only). It is not permissible for students to carry personal medications (other than inhalers) or to distribute any medications to other students. Any student who requires medication during the school day must have a parent/guardian come directly
to the school to administer the medication. Coaches will be supplied with a folder containing any important student health issues and emergency contact numbers.

**It is the responsibility of the parent/guardian to inform Parker School via the Student/Family Information form of all of their child’s medical issues and medications including, but not limited to, the following:**

**Asthma inhalers:** Lower School students will have their emergency asthma inhalers kept in the lower school medical cabinet, and will come to the health room when necessary. The parent will be notified each time the student uses the inhaler. Middle and upper school students may keep an inhaler in their locked locker or inside of their own backpack. In the event the student needs to use the inhaler, the parent/guardian will be called immediately after student uses the inhaler. Any emergency inhaler must be clearly marked with the student name and physician prescription on the inhaler and may only be used by the student for whom it was prescribed.

**Bee Stings:** In the event a student is stung by a bee, the Health Aide or adult/coach in charge will apply a bee sting swab or topical Benadryl. If the sting symptoms worsen, the parent/guardian will be called to give verbal permission for a middle or upper school student to receive oral Benadryl. Students who are allergic to bees and have an epi-pen either in the lower school health room or in their backpacks (middle and upper school students), may request the presence of the Health Aide while they themselves administer the epi-pen. Parker Health Aides are not permitted to administer an epi-pen. The adult in charge will call 911 for follow-up treatment after epi-pen use.

**ILLNESS / ATTENDANCE PROCEDURES**

In the event a student becomes ill during the school day, the student is to let the teacher know he/she is not feeling well. The teacher will then instruct the student to see the Health Aide. If it is deemed necessary for the student to go home, the parent/guardian or emergency contact will be called to pick up the student from school. **Students are not permitted to call or text home for pick up, or to leave campus without the consent of the Health Aide or an administrator.** The parent/guardian must sign the student out at the front desk at time of pick up in the presence of the Health Aide or other administrator.

Each time a student is absent from school for the entire day, the parent/guardian must call or send a written notice to the front desk by 10 a.m. on the day of the absence. The student will be marked down as an unexcused absence unless the school is notified by a parent/guardian. The unexcused absence can be rectified within 48 hours after student returns to school with a note or call from the parent/guardian.
ILLNESS / INJURY ON CAMPUS

If a student is not feeling well, he/she should inform their teacher and walk or be escorted to the health room. The teacher will notify the Health Aide of the student illness. The Health Aide will call the parent/guardian. The student may lie down in the health room until the parent/guardian can sign them out of school. If the student cannot or should not walk to the health room, the Health Aide should be contacted by another student or faculty member and brought to the student. Students may not use the health room for any reason other than sickness, injury or emotional guidance.

HEAD LICE/PEDICULOSIS

If you suspect your student has Head Lice (Pediculosis), commonly known as “ukus”, notify the school health aide so others may be screened. Students with head lice are sent home for treatment. Only after treatment and a health aide examination (NIT FREE) is a student allowed to return to school.

CALLING 9-1-1

Any school personnel can call 9-1-1 at any time in the event of someone:

- not breathing
- bleeding excessively
- breaking a bone
- incurring a significant head injury
- complaining of severe chest pain, in which case 9-1-1 must be called immediately

It is at the discretion of the Health Aide to call for 911 assistance at any time.

Students and personnel who are injured on campus should be brought to the nearest health room. If for any reason the injured person cannot move or should not move, the nearest Health Aide should be contacted by another student or faculty member and brought to the injured person. The Health Aide will then proceed with assessment and treatment. The parent/guardian may or may not be called according to the findings of the Health Aide. If a parent/guardian needs to be called, the Health Aide will first call the custodial parents’ primary contact number. If a parent cannot be reached then the on-island emergency contact names will be called. All head injuries are to be reported to the parent/guardian and Headmaster or appropriate Division Head.

All serious injuries, including those incurred due to fighting between students, will be reported to the appropriate division head. An incident report will be filled out by the Health Aide or first adult on site at the time of incident. The incident report will be filed in the Business Office.
EMOTIONAL HEALTH

Any student who reports to the health room in need of emotional guidance will meet with the Counselor for further assistance. If for any reason the Counselor is not available, the Headmaster will then be notified to provide guidance for the student. If neither the Counselor nor the Headmaster is available, the parent/guardian will be notified by the Health Aide.

DEPARTMENT OF HEALTH REQUIREMENTS

GRADE K-12 SCHOOL ENTRANCE REQUIREMENTS

Hawaii law requires each student to present a report of physical examination, a certificate of tuberculosis examination, and a record of immunizations before first attending school. A student who has not completed the physical exam or all of the required immunizations may attend school on a provisional basis only with written documentation showing that appointments have been made to complete missing requirements. There is no provisional entrance for students who have not completed a tuberculosis test. Effective August 27, 2001, TB clearance is now required within 12 months prior to first attending school in the State of Hawaii. Students transferring to Parker School from within the State of Hawaii must provide a copy of their TB clearance.

DOCUMENTATION OF IMMUNIZATIONS & PHYSICAL EXAMS

Both the TB and physical exams must be performed and signed by a U.S. licensed Medical Doctor (MD), Doctor of Osteopathy (DO), Advanced Practice Registered Nurse (APRN), or Physician Assistant (PA). All other immunizations require indication of the name of the practitioner responsible for administering or reviewing each immunization and bear the signature of a practitioner or a unique stamp of the practitioner or facility at which the practitioner practices. Documentation of immunizations shall include the complete date the vaccine was administered. A record with only the month and year of immunization may be accepted for school attendance if it can be determined that each vaccination complied with the minimum interval and age requirements.

Physical exams need only be repeated from school year to school year in the event the student participates in sports. This rule applies for grades six through twelve.

Parker School follows the Hawaii State Department of Heath guidelines. All students enrolling in Parker School must provide proof of a TB clearance and a physical examination.
* A TB test clearance no more than one year old and a physical examination are required for all students enrolling in a Hawaii school for the first time.

<table>
<thead>
<tr>
<th>Vaccine</th>
<th>Required Doses</th>
<th>Minimum Time Interval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diptheria</td>
<td>5</td>
<td>1st dose: Not before age 6 weeks</td>
</tr>
<tr>
<td>Tetanus</td>
<td></td>
<td>2nd dose: 4 weeks after first dose</td>
</tr>
<tr>
<td>Pertussis (DTaP or DTP)</td>
<td></td>
<td>3rd dose: 4 weeks after second dose</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4th dose: 6 months after 3rd dose and not before age 12 months</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5th dose: Not before age 4 years</td>
</tr>
<tr>
<td>Polio</td>
<td>4</td>
<td>1st dose: Not before age 6 weeks</td>
</tr>
<tr>
<td>IPV, OPV or any combination</td>
<td></td>
<td>2nd dose: 4 weeks after first dose</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3rd dose: 4 weeks second dose</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4th dose: 4 weeks after third dose</td>
</tr>
<tr>
<td>Measles Mumps Rubella (MMR)</td>
<td></td>
<td>1st dose: Not before age 12 months</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2nd dose: 4 weeks after first dose</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>3</td>
<td>1st dose: Birth</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2nd dose: 4 weeks after first dose</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3rd dose: 8 weeks after 2nd dose AND 4 months after 1st dose</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1st dose: Not before age 12 months</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2nd dose: 4 weeks after 1st dose</td>
</tr>
<tr>
<td>Varicella (chickenpox)</td>
<td>1 or 2*</td>
<td>2 doses of varicella vaccine are required if the first dose is Administered on or after the 13th birthday</td>
</tr>
<tr>
<td></td>
<td></td>
<td>* A documented history of varicella signed by a U.S. licensed MD, DO, APRN, or PA, may be substituted</td>
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</tbody>
</table>

Vaccine abbreviations: DTaP=Diphtheria-Tetanus-acellular Pertussis; DTP=Diphtheria-Tetanus-Pertussis; OPV=Oral Polio Vaccine; IPV=Inactivated Polio Vaccine
DEPARTMENT OF HEALTH REVIEW

Parker School follows all rules and regulations set forth by the Hawaii State Department of Health and under Hawaii State law makes all student immunization records and certificates of TB examinations available for review by a state appointed authority.

FORMS

The online Student and Family Information form is sent out during our enrollment/reenrollment periods each year. For the safety and well-being of your student, this online form must be completed and kept up to date. This online form directly populates our student information management system and provides the information we need in emergency and non-emergency situations. Family demographic information (phone numbers, email addresses, address) can be changed via your Parent Plus Portal account. If there are any changes to this information throughout the school year please contact the front desk of your child's school (Lower School: 930-0072/Middle/Upper School: 885-7933).

SAFETY

HOURS OF OPERATION

- Business Office: 8:00 am to 4:30 pm
- Main Hall: 7:30 am to 4:30 pm
- Lower School: 7:30 am to 4:30 pm
- Lower School classrooms open at 7:30 am
- K-5 classes: 7:45 am - 2:30 pm
- Middle School classes: 8:00 am - 3:00 pm.
- Upper school classes: 8:10 am - 3:00 pm.
- Pau Program: 2:30 - 5:30

*Please note that summer office hours may vary.

CAMPUS VISITS/LATE ARRIVAL/EARLY DEPARTURE

We require all campus visitors and parents to check in and sign in at the front desk upon arrival and check out and sign out at the time of departure. Only middle and upper school students interested in enrolling in Parker School are invited to visit the classrooms during the school day. Recent graduates may sign in for a brief
visit of up to an hour during the school day, or sign in for visiting after school. All visitors will be issued a campus pass and must wear the pass in a visible area on their person. Visitors may be asked to leave a source of identification at the front desk. Identification can be picked up at the time of departure.

Parents and visitors are not to go directly to the classrooms. Parents who are dropping off lunches or other items for their student are to leave such articles with the front desk receptionist. A student who must depart school early or arrives to school at a later time must first check with the front desk for attendance purposes. Regular morning drop off and afternoon pick up do not require check in at the front desk.

ADMINISTRATORS PLUS NOTIFY SYSTEM

The safety of the students, faculty and staff at Parker School is one of our top priorities. For that reason, we subscribe to the Administrators Plus Notify emergency notification service. This service will allow us to send voice, text and email messages to ALL of our students' parents using the most current information in our database, within minutes after an emergency or incident at the school.

Notify messages may be used to alert parents and other emergency contacts of a situation occurring at school, to give emergency instructions to parents, or to send important non-emergency messages out to parents such as closings due to weather conditions. We will conduct a test of this system at the beginning of each school year.

The delivery success of the message is only as successful as the contact information we have for our families. In order for the message to be delivered successfully and in a timely manner, all parents must provide all current contact information, including emergency contact numbers. If this information changes throughout the year, parents must notify the school.

Important Information regarding the Notify emergency notification system:

1. Your caller ID will display a Parker School number any time a call is coming through from the school. Caller ID may not display a name associated with the number.
2. There is a slight two to three second pause once the phone has been answered. Please stay on the line. The system needs to detect a couple of seconds of silence to determine whether a live person or an answering machine has picked up the phone.
3. The system will leave a message on your voicemail or answering machine.
4. A text message will be sent to the cellular and smart phone numbers provided in the online Student and Family Information Form. The sender of the text message will be a five digit number (XXX-XX). It will not read Parker School.
5. The email message will be sent to all email addresses provided in the online Student and Family Information form.
SCHOOL CLOSURES OR DELAYS

Natural Disasters

Over the course of the year, the Big Island will experience varied and unpredictable weather events and natural disasters. Each event will affect the each district of our island differently. Because the safety of our families and school personnel is the priority, please adhere to the following guidelines during a weather event or natural disaster:

- In the event that we have power and Internet access during a natural disaster or emergency, we will notify families via our Notify emergency notification system via text, email and phone message.
- In the event that we do not have power and/or Internet access, you will receive all information about closures or delays via your local radio and television stations.
- Because conditions vary across the island during natural disasters, please heed all Civil Defense and governmental advisories for your regions, regardless of whether or not the school is open. Your family’s safety is of the utmost importance and you know best the conditions affecting your child’s route to school.

Other Emergencies

In the event of an emergency at school (structural damage, flooding, lockdown, etc.) we will use the Notify emergency notification system (as long as we have power and Internet access) to communicate with you regarding release and pick-up protocol for your children, as well as any other pertinent information.

- In the event of a lockdown:
  - Please do NOT call your child’s cellular/smart phone. We do not want phones to ring in a locked classroom.
  - Please do not call the school. We must leave our lines open for communication with Emergency Services.
  - Please do not come to school to pick up your child.
  - Please stand-by your phones for further information (text, voice message or email) through our Notify system.
- If we do not have power or Internet access during a lockdown, we will be communicating through the Hawaii Police Department – Waimea.
- If we do not have power during any other type of emergency (NOT a lockdown) we will be notifying the local media outlets and communicating by phone with families as soon as we are able.
FIRE EVACUATION PROCEDURES

All school personnel and students are briefed on evacuation procedures and routes by the administration at the beginning of the school year. Parker School runs a minimum of two unannounced fire drills per school year.

In the event of a real fire or disaster, the Notify parent notification system will be deployed. This system will give parents/guardians specific instructions for student pick up or further instruction. Students will be held at a designated site where parents/guardians will be directed pick up their students.

All classrooms are equipped with an emergency fire/disaster first aid wearable pack. Emergency packs will be placed by the exit of each classroom next to the fire exit evacuation map and are to be taken by the instructor before exiting through the door for every evacuation scenario. Each instructor will then have first aid available if needed.

1. All students and personnel are to exit rooms and hallways according to the map in the room in which they are present. Each evacuation route is specific to each classroom and is the safest and most direct route to the evacuation site.

2. Instructors are to be the last persons out of the room and are to turn off lights, take first aid pack and roll book, and close doors behind them if safety permits.

3. If the exit door is closed at time of alarm, the door should be felt by personnel for heat before it is opened.

If the exit door is blocked by fire and prohibits exit, then students and personnel must exit through the next closest door or window

4. In the event a room is becoming smoke-filled, persons inside must drop to floor and crawl to nearest exit to minimize smoke inhalation. A piece of cloth can also be held over mouth and nose to minimize smoke inhalation. A wet towel placed over the head and mouth, if obtainable, is useful if anyone has to walk through a smoke-filled area.

5. All persons are to calmly and quietly walk the route to the designated evacuation site. Lower school students walk to the area behind the Frear building; middle and upper school students walk to the area adjacent to the basketball court. Students should not take any items with them. An alternate site & route will be determined based on circumstances and communicated to the faculty and students by the headmaster or the maintenance director.

6. Students are to line up by grade level; middle and upper school students are then to line up in alphabetical order from A to Z from front to back.

7. The class advisor(s) for each grade will take roll call from class rosters. During all roll calls, two designated administrative staff members will double check roll calls against that day’s attendance roster and front desk sign in/out sheets.
8. A designated administrator will take roll of the entire faculty, staff and administration.

9. Students and personnel may re-enter the building after the headmaster or maintenance director has given permission to do so. In the event of a false alarm, the headmaster or maintenance director will notify the Fire Department not to arrive.

EARTHQUAKE PROCEDURES

All school personnel and students are briefed on earthquake procedures at the beginning of the school year. Parker School runs an unannounced earthquake response drill during the first semester of each school year.

1. As soon as personnel have determined an earthquake is in progress, all school personnel and students are directed to duck, cover and hold in place and are to remain in this position until the earthquake subsides. An administrator will pull the fire alarm 15 seconds after shaking subsides should the severity of the earthquake warrant evacuation.

2. If the fire alarm is activated at the end of the earthquake, all persons will follow the same evacuation procedures as are used in fire drills.

3. After evacuation, if damaged structures pose a danger to health and safety as determined by the administrators, all persons will be instructed to stay at evacuation site. The Notify system will be activated to instruct parents/guardians regarding student pickup and further details.

4. If the emergency continues beyond a reasonable amount of waiting time, administrators will direct teachers to lead their students to an alternative site: either the lower school playing field or another site on campus deemed appropriate to the situation.

5. The Notify system will be activated by an administrator to inform parents/guardians for pickup procedures and further information.

LOCKDOWN PROCEDURES

All school personnel and students are briefed on lockdown procedures at the beginning of the school year. Parker Schools runs a lockdown response drill during the first semester of each school year. All classrooms are equipped with first aid supplies in first aid wearable packs and blue bucket lockdown kits consisting of bottled water, disposable wipes and a shower curtain. There is a first aid station behind the front hall marked room number 9.
There are two levels of lockdown:

Yellow - Indirect Threat

Response:

Upper/Middle School: gather students into main hall  
Lower School: students remain in their own classrooms

Red - Direct Threat

Response: Gather any and all students in the immediate area, initiate lockdown in nearest classrooms and await administrative directives.

We will treat every lockdown situation as Level 2, setup a perimeter and evaluate the situation. A drop down to a level 1 lockdown may occur after administrative evaluation.

Any Parker School employee who sees or knows of a threat is to immediately alert the front desk or closest administrator if possible. If the employee and/or students are in direct confrontation of a threat, that employee will pull students into the nearest classroom, close and lock the door and windows, draw the blinds and instruct everyone to lie down on the floor. **No one will be able to leave the lockdown room for any reason.** Teachers/students are to wait silently for further prompt from administration. Teachers and Students are to silence all mobile devices (mobile phones, iPads, iPods, etc).

1. Teachers are to take a roll call, if possible. If students are of mixed classrooms, a list of students will be generated and, if possible, the teacher will call or email the front desk and/or any administrative person to provide that information.

2. It is the responsibility of administration to alert all of the other classrooms and offices, not under direct threat, of a lockdown situation. In the event of a lockdown situation, all classrooms and offices will receive communication via telephone, internet or email as the situation permits. The Leadership team, Business Office, Advancement Office, Front Desk, Lower School Office Manager, Maintenance Director, Technology Director, Athletic Director, and PE teacher have 2-way radios, as well as one another’s cell phone numbers.
3. Administration will determine who is able to call 911 to report the threat as soon as possible. The Notify system will be deployed by a specified administrator to inform parents of the situation and how it will be handled.

4. All rooms will remain in lockdown mode until administration deems the situation clear. Teachers will not respond to a knock on the door or to any all-clear signal. They will remain in lockdown until an administrator (with or without public safety officers) visits and informs each classroom of the all clear.

**BOMB THREAT RESPONSE**

The following procedure is for our Parker School personnel in response to receiving a bomb threat. This procedure is based on the Hawaii State Department of Education procedures for schools receiving a bomb threat.

**Phone threat:** Keep the caller on the telephone as long as possible. Try to identify any particular voice characteristic such as accent, stuttering, pronunciation, or anything that would help identify the speaker. Listen for any background noises or anything that would help to identify the location of the caller.

Ask the caller questions. The more the caller talks, the more he/she will reveal. Ask the bomb’s location, the type of bomb, when it is set to go off and the caller’s identity.

Write down the caller’s exact words if possible, and the exact time of the call.

If possible, alert a second person to begin calling for help on another line. This will increase the possibility of tracing the call.

In all cases: Notify proper authorities in this order as soon as the caller hangs up:

   a. Police Department – be factual and complete
   b. Fire Department
   c. All administrators

An administrator will activate the fire alarm to evacuate the buildings.

All students and personnel will follow the same evacuation procedures that are used in fire drills. An alternate site & route will be determined based on circumstances and communicated to the faculty and students by the headmaster or his designee.

An administrator shall accompany the police on the bomb search to identify anything out of the ordinary. Administration will activate the Notify system to inform families of the situation and, if necessary, the procedure for student pick-up.
SAFE SCHOOL ENVIRONMENT

Bicycling and skateboarding:

Other than being used for transportation to and from school, bicycles and skateboards are not permitted on campus. 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 appropriate Division Head.

Students’ personal vehicles:

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 the school hours must obtain written permission from their parents/guardians for each occasion. Each written driving request must be submitted to the receptionist by 8:00 am on 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.

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