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### IMPORTANT NUMBERS

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Campus Front Desk</td>
<td>885-7933</td>
</tr>
<tr>
<td>Lower School Front Desk</td>
<td>930-0072</td>
</tr>
<tr>
<td>Lower School Health Aide, Registrar &amp; Receptionist</td>
<td>930-0072 ext. 7155</td>
</tr>
<tr>
<td>Headmaster</td>
<td>885-7933 ext. 7105</td>
</tr>
<tr>
<td>Lower School Head</td>
<td>930-0072 ext. 7156</td>
</tr>
<tr>
<td>Business Office</td>
<td>885-6830</td>
</tr>
<tr>
<td>Advancement Office</td>
<td>885-8709</td>
</tr>
<tr>
<td>Public Relations and Alumni Affairs</td>
<td>885-7933 ext. 7109</td>
</tr>
<tr>
<td>Admissions Director</td>
<td>885-7933 ext. 7107</td>
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</table>

All teachers may be reached by calling 930-0072.

### SCHOOL EMPLOYEES

**ADMINISTRATION & STAFF:**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
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<tbody>
<tr>
<td>Headmaster</td>
<td>Carl Sturges</td>
</tr>
<tr>
<td>Headmaster’s Assistant</td>
<td>Mahealani Thompson</td>
</tr>
<tr>
<td>Upper School Head</td>
<td>Deena Carey</td>
</tr>
<tr>
<td>Middle School Head</td>
<td>Scott Smith</td>
</tr>
<tr>
<td>Middle/Upper School Registrar &amp; Receptionist</td>
<td>Naomi Smith</td>
</tr>
<tr>
<td>Lower School Head</td>
<td>Heather Polhemus</td>
</tr>
<tr>
<td>Lower School Health Aide, Registrar &amp; Receptionist</td>
<td>Kealoha Nearman</td>
</tr>
<tr>
<td>College Counselor</td>
<td>Joanie Brotman</td>
</tr>
<tr>
<td>Athletics Director</td>
<td>Nicole Vedelli</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
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</thead>
<tbody>
<tr>
<td>Chief Operating Officer</td>
<td>Gerry Delgado</td>
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<tr>
<td>Controller</td>
<td></td>
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<tr>
<td>Accounts Receivable Assistant</td>
<td>Pristeen Perreira</td>
</tr>
<tr>
<td>Snack Shop Manager</td>
<td>Jackie Caputo</td>
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</table>

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advancement Director</td>
<td>Jonathan Vedelli</td>
</tr>
<tr>
<td>Associate Advancement Director</td>
<td>Vickie Frogley</td>
</tr>
<tr>
<td>Advancement Associate</td>
<td>Bari Russo</td>
</tr>
<tr>
<td>Graphic Design &amp; Web Specialist</td>
<td>Brian Koranda</td>
</tr>
<tr>
<td>Publications Associate</td>
<td>Krista Anderson</td>
</tr>
</tbody>
</table>
Admissions Director
    Emily Pagliaro
Admissions Associate
    Maile Wong

Maintenance Director
    Eric Sills
Grounds/Maintenance
    Gary Romero
Custodian
    Nalani Safranca
Custodian
    Kelly Corabi

LOWER SCHOOL FACULTY:

Kindergarten
    Jackie Sills
1st Grade
    Christian Ingalls
2nd Grade
    Andrea Richmond
3rd Grade
    Paige Brown
4th Grade
    Heather Emmons
5th Grade
    Kristi Weiser
K-5 Music
    Sara Lilley
K-5 Spanish
    Katie Woods
K-5 PE
    Greg Dunigan
K-5 Visual Art
    Christina Culligan
P.A.U. Coordinator
    Jackie Caputo
P.A.U. Assistant
    Christina Jensen-Bagley
P.A.U. Assistant
    Aubrey Kommer
P.A.U. Assistant
    Cheynielle Pacheco

SCHOOL LIFE

THE SCHOOL DAY:

7:45 a.m.  School begins
9:30 a.m.  Recess/Snack
11:30 a.m. Recess/Lunch
2:30 p.m.  Students dismissed for the day
2:30-5:30 p.m. Parker Afterschool University (P.A.U.)
DROP OFF & PICK UP PROCEDURES:

Drop Off:
- Gate opens at 7:30 a.m. for all students.
- Students are not to be dropped off before 7:30 a.m.
- Drop off is in the front of the lower school parking lot along the yellow loading/unloading zone.
- Cars are to pull all the way forward, to the end of the yellow curb.
- Children are to exit in an expedient manner along the yellow curb, not on the grass.
- Families are encouraged to carpool to minimize congestion.

Pick Up:
- All students are picked up in the lower school parking lot along the yellow loading/unloading zone.
- Parents are to remain in the car and pull all the way forward, to the end of the yellow loading/unloading zone.
- Teachers load students into cars.
- All students not picked up by 2:45 p.m. are relocated to the office. The family is called and the account is charged a late fee of $20.00.
- Pick-up is not an opportunity for informal meetings with faculty or administration. Schedule an appointment with the teacher or administrator if you wish to meet.
- Faculty students, Hele On bus riders, and students with middle or upper school Parker siblings may walk with the lower school office manager to the front porch of the main campus at 2:45 p.m. for pick-up. The family’s account is charged a late fee of $20.00 for all students not picked up by 3:10 p.m.

ATTENDANCE:
Regular school attendance is required. A record of absences and tardies is part of each student’s permanent record. When a student is absent, he/she misses educational opportunities and experiences that cannot be duplicated. The school’s attendance policy attempts to keep students in school on days when school is in session and to relieve teachers of the need to prepare catch-up lessons.

Parents should be aware that a pattern of non-attendance or truancy may negatively impact the student’s learning. A pattern of tardiness or absences is
considered a serious problem and will require a parent/administration conference.

Daily Absences:
- A parent/guardian must call or send written notification to the lower school office manager, Kealoha Nearman, on the day of the absence. **No call from the parent will result in an unexcused absence for the day.**
- When a student is out due to illness for more than 3 school days, a note from the doctor must be presented upon entry back into school.
- If a student is not in school due to illness, he/she may not participate in an afterschool or evening school event that same day.
- Parker School strongly discourages family trips taken when school is in session.
- **Parents need to request a “Planned Absence” form from the lower school office (1 week in advance) for students leaving for reasons other than scheduled appointments.** The Lower School Head examines the student’s record of attendance and academic progress and determines whether the absence is a onetime occurrence or whether it should take place during scheduled school vacations. **By signing the planned absence form, the parent acknowledges that all work will be completed by the due date noted on the form.**
- Parents may request homework on the day of the absence; work is available for pick up in the lower school office at 3:00 p.m.

Tardies:
- **A student is considered tardy if he/she is not in class by 7:45 a.m.**
- A note from the doctor is required for students arriving late due to medical reasons or a medical appointment.
- Students arriving to school after 7:45 a.m. must stop by the lower school office and check in before entering the classroom.
- **If a pattern of tardiness develops, the family will receive a printed report from the lower school office and a phone call from the Lower School Head to set up a meeting and to develop a plan of support.**

Check-out Procedure:
- **Parents are to notify the lower school office if students are leaving during school hours for an appointment.**
- Students wait in the lower school office where the person picking up must sign him/her out.
• The adult must sign the student back in at the office upon return to campus.
• Appointments should be scheduled during non-class time whenever possible.

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

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

All volunteers will be given the Parker School volunteer handbook to read and sign before starting their work. Teachers appreciate an individual’s willingness to give of his/her time in helping to enrich and foster students’ learning.

Volunteer drivers, transporting students to and from excursion destinations are required to produce a driving abstract (school will reimburse), copy of car insurance, registration, safety inspection and driver’s license. All documents are to be given to the lower school receptionist, Kealoha Nearman, prior to the excursion day.

MESSAGES & COMMUNICATION FOR PARENTS:
Parents who wish to contact their child during the school day may leave messages with the Lower School Office Manager, Kealoha Nearman. Teachers may not have the opportunity to check and respond to emails before 3:00 that day. Parent concerns or questions should first be discussed with the grade level teacher. Additional concerns or questions may be directed to the Lower School Head and Headmaster.

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

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

Each classroom is equipped with a microwave to heat up student lunches. Heat ups are to take no more than 1 minute. Use of a thermos is recommended, so not to delay lunch waiting for use of the microwave.

**HOLIDAYS & BIRTHDAY CUSTOMS:**

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

Each class has specific birthday customs for your child. These are modest affairs that take a moment during the day to recognize your child’s special day. **Goody bags are not permitted.** Please consult with the grade-level teacher about guidelines for celebrating a birthday at school.

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

**DRESS AT PARKER SCHOOL:**

Parker Lower School has a dress code. Students are expected to adhere to the code during all Parker School functions on or off campus. If a student is out of dress code, Parker School teachers or administrators will speak with the student and provide appropriate attire if necessary. **The student should not wear that article of clothing to school again.** Parents are notified when a dress code issue arises. In all cases, the determination of appropriateness rests with the administration. The dress code below is in effect for the 2019-2020 academic year:

- Clothes need to be clean, safe, modest, and in good repair.
- Sheer, torn clothing or clothing with holes that show undergarments is not allowed.
- Underwear must be covered.
- When standing straight with arms at their side, midriff must be covered.
• Clothing with words or graphics depicting violence, sex, alcohol, drugs, tobacco, and other illegal substances are not allowed.
• Sunglasses are not to be worn in the classes, offices, or theater.
• Hats are not to be worn in the offices or the theater. Classroom policy on hat wear is up to the individual teacher.
• Appropriate clothing is to be worn for PE. (No long dresses or skirts)
• Closed toe/athletic shoes are required and to be worn at all times. **Slippers, sandals, UGGs, boots and Crocs are not allowed.**
• 4th and 5th Grade students are required to wear Parker School athletic t-shirts and any black shorts on scheduled PE days.

**TOYS & ELECTRONIC DEVICES:**

Toys are not allowed at school unless approved by the classroom teacher. Trading cards, such as Pokemon Cards, are not permitted at school. Electronic devices such as Gameboys and cell phones may not be used during school hours and must remain turned off and in the student's backpack until dismissal. **Other mobile devices such as iPads, and Kindles may be permitted, but only for educational purposes and upon the school's request.** Toys and electronic devices are valuable items that may get lost or broken. We appreciate your help in keeping these items safe by leaving them at home or in the backpack.

**HEALTH & SAFETY:**

• **Students not feeling well enough to participate fully in the school day should be kept home.**
• **Students are not to return to school until their temperature and symptoms are normal for 24 hours without medication.**
• When a student is out due to a contagious illness (such as Strep, Hand, Foot & Mouth, Pink Eye, etc.) a note from the doctor is required upon entry back into school.
• It is not permissible for students to carry personal medications or to distribute medications to other students. Any student who requires medications (this includes everything other than non-aspirin) during the school day must have the parent/guardian come directly to the school to administer the medication.
• Parents of students required to carry and/or use an inhaler or Epi Pen due to allergies must fill out a consent form with the lower school office. Parker School needs to know and have written consent by the parent and physician that the student is carrying the medication and has been instructed in the proper method self-administering.
Head Lice (Pediculosis):
- If you suspect your child 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 child allowed to return to school. An informational letter is sent home to all lower school families the day head lice is reported and confirmed within the school.

Car Seats & Excursions:
- Hawaii Law states that children ages 4-7 or under 80 pounds are required to use a booster seat while traveling in a vehicle.
- Students who meet these above guidelines must have a booster seat on all excursions.

HARASSMENT/BULLYING:
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.

“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 or wireless handheld device) that is reasonably perceived as being denigrating and disparaging or 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, in a school vehicle, or on social media accounts, applications or public webpages.

For more information regarding Parker School’s harassment policy please refer to the Middle and Upper School handbook as the printed harassment policy also applies to the lower school.

SEXUAL ASSAULT AND ABUSE POLICY
Pursuant to Hawaii Revised Statutes ch. 350, Parker School shall report to police any reports or suspicions of sexual assault, sexual exploitation, neglect or abuse of minors, whether the alleged perpetrator is an adult or a minor.
LOWER SCHOOL DISCIPLINE:

The Lower School works to develop the whole child, socially and academically. We believe it is important to maintain a high level of behavioral expectations. The school recognizes that making and learning from mistakes is a key part of one’s education. The Lower School Discipline Plan is a preventative discipline system that supports the foundation behind Conscious Discipline, the social and emotional intelligence classroom management program used throughout the Kindergarten and fifth grade classrooms.

The focus is on:

Cooperating with each other
Keeping others safe
Making the right choices and solving problems
Celebrating achievements

After teachers have exhausted classroom consequences or if the behavior is so severe it warrants it, teachers refer the student to the Lower School Head. This referral system is an effective communication device designed to advise administration and parents of student concerns. A referral always begins with a conference with the student and the Lower School Head. The Lower School Head then determines if further consequences are warranted. The Parker School disciplinary system makes every effort to ensure expectations and related consequences are carried out in a fair, firm, and consistent manner.

Students who commit serious offenses may be placed on probation or expelled. The Lower School Head together with the administrative team will determine the terms and conditions of probation. Serious offenses can be grounds for expulsion.

Terms and Procedures:

**Probation** – Probation is a cautionary measure, assigned to students for a serious offense or repeated misconduct. Parents will be notified and a conference will be held for any student placed on probation.

**Suspension** – A student who is suspended will not be allowed on the school premises for a specific period of time as 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 on campus.
Expulsion – Expulsion is the final and most extreme disciplinary consequence, and as such is only exercised by the Headmaster and Lower School Head 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 from Parker School are not welcome at Parker School events without the permission of the Headmaster or Lower School Head.

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

Parker Lower School students are offered additional enrichment through the P.A.U. program. Jackie Caputo, P.A.U. Coordinator, facilitates various activities including arts and crafts, outside games, gardening and a daily homework session. P.A.U. is available annually, monthly and as a daily drop-in. There are only 5 drop-in spots available each day on a first come, first served basis. Once the P.A.U. student is signed out for the day he or she is to remain in the care of the parent or guardian.

A charge of $20.00 will be made to the family’s account for any student not picked up from the P.A.U. program by 5:30 p.m.

Only people listed on the student’s “pick-up authorization” form may sign the student out from P.A.U. The office must be notified in advance if other pick-up arrangements have been made for the day. If a student enrolled in P.A.U. participates in an afterschool sport or club, he/she may return to P.A.U. after the scheduled practice.

ACADEMIC LIFE

CURRICULUM:

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

CONSCIOUS DISCIPLINE:

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

<table>
<thead>
<tr>
<th>Skill Taught</th>
<th>Resulting Value</th>
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<tbody>
<tr>
<td>Anger management</td>
<td>Integrity</td>
</tr>
<tr>
<td>Helpfulness</td>
<td>Interdependence</td>
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<td>Assertiveness</td>
<td>Respect</td>
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<td>Impulse Control</td>
<td>Empowerment</td>
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<td>Cooperation</td>
<td>Diversity</td>
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<tr>
<td>Empathy</td>
<td>Compassion</td>
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<tr>
<td>Problem solving</td>
<td>Responsibility</td>
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For more information about Conscious Discipline parents are encouraged to visit www.consciousdiscipline.com or speak to your child’s teacher.

GRADING & EVALUATION:

Parker School provides student evaluations 2 times a year, at the end of each semester. **Students in third, fourth and fifth grade receive letter grades for the core academic areas and specialist classes.** In certain circumstances academic concerns are brought to the family’s attention immediately. Parent/Teacher conferences are scheduled twice during the academic year. Additionally, parents may request a conference at any time by contacting the teacher. Parents needing to communicate with teachers directly are asked to email them via the parker school email system.

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

HOMEWORK:

Parker Lower School views homework as a review and reinforcement of the skills learned during the school day. **Students in grades Kindergarten through fifth receive homework each night.** The amount given is determined by the individual teacher and is appropriate for each grade’s developmental level.
DIVERSITY IN LEARNING STYLES:

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

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

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

COMPUTER USE:

Computers and iPads are used in the Lower School for a variety of learning uses. All computing resources are to be used in a responsible and ethical manner. Students are expected to learn and to follow normal standards of responsible behavior when using Parker School’s technology.

For more information regarding Parker School’s computer use policy please refer to the Technology Acceptable Use Policy (AUP) located on the Parker School website.