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**SCHOOL EMPLOYEES**

<table>
<thead>
<tr>
<th>ADMINISTRATION &amp; STAFF</th>
<th></th>
</tr>
</thead>
<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>College Counselor</td>
<td>Joanie Brotman</td>
</tr>
<tr>
<td>Athletics Director</td>
<td>Nicole Vedelli</td>
</tr>
</tbody>
</table>

| Chief Operating Officer                  | Gerry Delgado        |
| Controller                               | Ella Atoa-Simmons    |
| Accounts Receivable Specialist           | Pristeen Perreira    |
| Snack Shop Mgr                           | Jackie Caputo        |

| Advancement Director                     | Jon Vedelli          |
| Associate Advancement Director           | Vickie Frogle        |
| Graphic Production & Web Specialist      | Brian Koranda        |
| Publications Associate                   | Krista Anderson      |
|                                         | Bari Russo           |

| Admissions Director                      | Emily Pagliaro       |
| Admissions Associate                     | Maile Wong           |

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

**MIDDLE AND UPPER SCHOOL FACULTY**

| Angela Alforske                          | Middle/Upper School Performing Arts (Performing Arts Chair) |
| Bonn Barr                               | Upper School Spanish |
| Marcus Breitgarn                         | M/US Technology/Design Lab Coordinator |
| Heidi Buscher                           | Upper School Visual Arts (Visual Arts Chair) |
| Patrick Caenepek                        | Middle School Math & Science |
| Deena Carey                             | US STUCO (Student Council) |
| Jared Chapman                           | Middle School Hawaiian Studies & Ecology PT |
| Miriam Cohen                            | Middle/Upper School English |
| Christina Culligan                      | Lower/Middle School Visual Arts/Yearbook/Speech Coach |
| Mary Frances Donnelly                   | UMS Service-Learning Coordinator PT |
| Greg Dunigan                            | Middle School PE |
| Yngrid Feeney                           | Upper School Spanish PT |
| Matthew Hamilton                        | Upper School Mathematics & Science |
| Kelley Heusting                          | Middle/Upper School History |
| Mindy Higgins                           | Middle/Upper School Math & Middle School Science (Science Department Chair) |
| Caroline Landry                          | Middle School Robotics Coach/ Coding PT |
| Sarah Jane Lilley                       | MS Play Production/ Choral Director |
| Melissa Lunchick                        | Middle/Upper School Spanish (Spanish Department Chair) |
MISSION
At Parker School, every student is known, values and nurtured. Our small-school setting and dynamic program foster confident, compassionate individuals who are thoroughly prepared for college, who enthusiastically engage in life and who positively contribute to an ever-changing global community.

DAILY SCHEDULE
Parker School's hours of operation are from 7:30 a.m. until 4:30 p.m. Upper School students are restricted to the front porch or lower hall before 7:30 a.m. Middle School students will be supervised in room 34. 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.

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 the last period the student may depart the school after the previous period with written parental approval.

ACADEMIC LIFE

GRADUATION REQUIREMENTS
Parker School Diploma
- English – 4 credits
- History/Social Science – 3 credits
- Mathematics – 3 credits (Includes Algebra II/Trig)
- Science – 3 credits (Includes Biology, Chemistry & Physics)
- Fine Arts – 2 credits
- Foreign Language – 2 credits in one language (3 credits commencing with the Class of 2020)
- Physical Education – 2 credits
- Health – 0.5 credits
- Hawaiian Studies – 0.5 credits
- General Courses – 6 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
- Four years of laboratory science
- Four years of at least one foreign language
- Four years of history/social studies
- Two years of fine arts (one year of visual art and one year of performing art preferred)

All students are urged to work in consultation with their 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 Parker's upper school is five core academic courses per semester. This load includes mathematics, science, history, English, and foreign language courses.

**COURSE OFFERINGS FOR MIDDLE SCHOOL**

<table>
<thead>
<tr>
<th>English</th>
<th>Grade 6</th>
<th>Grade 7</th>
<th>Grade 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 6</td>
<td>1 year</td>
<td></td>
<td></td>
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<tr>
<td>English 7</td>
<td>1 year</td>
<td></td>
<td></td>
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<tr>
<td>English 8</td>
<td>1 year</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>History</th>
<th>Grade 6</th>
<th>Grade 7</th>
<th>Grade 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>History 6</td>
<td>1 year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>History 7</td>
<td>1 year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>History 8</td>
<td>1 year</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mathematics</th>
<th>Grade 6</th>
<th>Grade 7</th>
<th>Grade 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earth Science</td>
<td>1 year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Life Science</td>
<td>1 year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical Science</td>
<td>1 year</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Prerequisite Specialty Courses**

<table>
<thead>
<tr>
<th>Grade 6</th>
<th>Intro to Comp. Sci</th>
<th>1 semester</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Intro to Art 1 – 2D/3D</td>
<td>1 semester</td>
</tr>
</tbody>
</table>

**Middle School Electives (Students selected electives from the choices below).** Courses are 1 semester long.

- Intro to Art 2D/3D
- Mixed Media/Photography
- Painting & Drawing
- Pottery/Sculpture
- Ecology/Hawaiian Studies
- Intro to Computer Sci.
- Play Production
- Robotics
- Design and Modeling
- Technical Theater
- Chorus
- Dance- Tap
- Dance-Cultural
- Speech/Debate

**Foreign Languages**

| Grade 6/7 | Spanish 1A | 1 year |
| Grade 6/7 | Spanish 1B | 1 year |
| Grade 7/8 | Spanish 2A | 1 year |
| Grade 8   | Spanish 2A/2B | 1 year |
### Physical Education
- **Grade 6**: Physical Education 1 year
- **Grade 7**: Physical Education 1 year
- **Grade 8**: Physical Education 1 year

### Extra Curricular Clubs
- **Grades 6-8**: Technology & Robotics

### 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 $95.00.

#### English
- **Grade 9**: English 9 1 year
- **Grade 10**: English 10 1 year
- **Grade 11**: English 11 1 year
- **Grade 11**: AP Language and Composition 1 year
- **Grade 12**: English 12 1 year
- **Grade 12**: AP Literature and Composition 1 year

#### History
- **Grade 9**: World History 1 year
- **Grade 10**: Western Civ. 1 year
- **Grade 10**: Hawaiian Studies 0.5 year
- **Grade 11**: American History 1 year
- **Grade 11/12**: AP European History 1 year
- **Grade 11/12**: AP US History 1 year
- **Grade 11/12**: Philosophy 1 year
- **Grade 11/12**: Poverty & Social Thought in America 1 year

#### Mathematics
- **Grades 6-12**: Pre-Algebra 1 year
- **Grades 6-12**: Algebra I 1 year
- **Grades 6-12**: Geometry 1 year
- **Grades 6-12**: Algebra II/Trig 1 year
- **Grades 6-12**: Honors Algebra II/Trig. 1 year
- **Grades 6-12**: Probability & Statistics 1 year
- **Grades 6-12**: Honors Pre-Calculus 1 year
- **Grades 6-12**: Pre-Calculus 1 year
- **Grades 6-12**: Calculus 1 year
- **Grades 6-12**: AP Calculus AB 1 year
- **Grades 6-12**: AP Calculus BC 1 year

#### Science
- **Grade 9**: Biology 1 year
- **Grade 10**: Health 0.5 year
- **Grade 10/11**: Chemistry 1 year
- **Grade 11/12**: AP Chemistry 1 year
- **Grade 11/12**: Physics 1 year
- **Grade 11/12**: AP Physics 1 1 year
- **Grade 11/12**: Intro to Engineering 1 year
- **Grade 11/12**: AP Biology 1 year
- **Grade 11/12**: Anatomy & Physiology 1 year

#### Foreign Languages
- **Grades 9-12**: Spanish I 1 year
<table>
<thead>
<tr>
<th>Course</th>
<th>Grade(s)</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spanish II</td>
<td>1 year</td>
<td></td>
</tr>
<tr>
<td>Spanish III</td>
<td>1 year</td>
<td></td>
</tr>
<tr>
<td>Spanish IV</td>
<td>1 year</td>
<td></td>
</tr>
<tr>
<td>Spanish V</td>
<td>1 year</td>
<td></td>
</tr>
<tr>
<td>Fine Arts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2-D Art</td>
<td>Grades 9-12</td>
<td>1 year</td>
</tr>
<tr>
<td>3-D Art</td>
<td></td>
<td></td>
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<tr>
<td>AP Studio Art</td>
<td></td>
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<tr>
<td>Pottery</td>
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<tr>
<td>Photography</td>
<td></td>
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<tr>
<td>Journalism</td>
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<tr>
<td>Dance</td>
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<tr>
<td>Acting &amp; Scene Design</td>
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<tr>
<td>Songwriting</td>
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<tr>
<td>Choreography</td>
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<tr>
<td>Tap</td>
<td></td>
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<tr>
<td>Cultural Dance</td>
<td></td>
<td></td>
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<tr>
<td>Physical Education</td>
<td></td>
<td></td>
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<tr>
<td>Conditioning</td>
<td>Grades 9-12</td>
<td>1 year</td>
</tr>
<tr>
<td>Powerlifting Team</td>
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<td>BIIF Sports</td>
<td></td>
<td></td>
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<tr>
<td>Technology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Science Applications</td>
<td>Grades 9-12</td>
<td>1 year</td>
</tr>
<tr>
<td>3D Design and Fabrication</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Electives</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Council</td>
<td>Grades 9-12</td>
<td>1 year</td>
</tr>
<tr>
<td>Yearbook</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advisory</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Debate</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Promotion/progression policies for Math and Foreign Language in the Middle and Upper School

1. Those who complete the first semester with a D- or above will receive a credit.
2. Those who complete the second semester with a D- or above will receive credit.
3. Progression is awarded if the average of semester 1 & 2 combined equals a C- or above AND the semester 2 average is at least a C- or above.

**ACADEMIC HONOR CODE**

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 ourselves, in Parker School and in our community.

Intellectual integrity is the foundation of any academic pursuit. Helping students to develop academic integrity is one of the primary goals of education. Students should learn to think and to express their ideas independently. Whereas some assignments may require group effort, the representation of another person’s work as one’s own or an unfair use of materials is a breach of that integrity. Following are some examples of violations of Parker School’s Academic Honor Code.

- Plagiarism – committed 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.
• Cheating – committed whenever one copies another’s work, uses unauthorized notes, or gives or receives information during a quiz or an examination.
• Fabrication – the falsification or creation of data, resources or grading.
• Aiding in academic dishonesty – the facilitation of plagiarism, cheating or fabrication.
• Lying – committed in written or verbal form with the intent to deceive in regard to academic pursuits.
• Threatening – committed whenever a student, staff or faculty member is threatened for the purpose of receiving work, a grade or to prevent the reporting of an Honor Code violation.
• Bribery – the exchange of an award for a grade or an assignment.

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. 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 has specific strengths and process. 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 devices 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.

UNIVERSITY/INDEPENDENT STUDY

The Headmaster or Upper School Head 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. The student must assume any costs.

HOMEWORK POLICY

Parker School utilizes PlusPortal as its learning management system for teacher-student classroom communication. Teachers will communicate homework assignments on their individual course pages on the PlusPortal by 3:30pm the day prior to an assignment’s due date. Assignment changes, both in either content or in due date, will be updated within PlusPortal course pages by 3:30pm the day prior to the assignment due date. Students will not be held accountable to due dates for assignments or assignment changes not posted by 3:30pm the day prior.

Daily homework loads for students are dependent on many factors including course selections, study halls, individual learning styles and work ethic. Parker School is committed to supporting a healthy balance between academics, extracurricular and family time. Daily homework is work that is assigned and to be completed outside of dedicated class time can be expected 5 nights a week as students prepare for their next school day. The average daily homework time for an upper school student is three hours ± 1 hour and for a middle school student 2 hours ± 1 hour. If you have concerns regarding the amount of time your student is spending on homework, please communicate with the individual teachers and the corresponding division head.
Parents should assist their student in establishing a distraction free environment at home to improve efficiencies.

**GRADING**

Parker School issues grades at the end of each quarter and at the completion of the semester. Semester grades are calculated as the weighted average of the prior two quarters and a semester final exam. Credits are earned at the completion of a semester. Students and parents may use the school's parent/student portal 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 emails are available on the course information pages in the Portals Plus 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, students, 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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93 - 100</td>
</tr>
<tr>
<td>A-</td>
<td>90 - 92</td>
</tr>
<tr>
<td>B+</td>
<td>87 - 89</td>
</tr>
<tr>
<td>B</td>
<td>83 - 86</td>
</tr>
<tr>
<td>B-</td>
<td>80 - 82</td>
</tr>
<tr>
<td>C+</td>
<td>77 - 79</td>
</tr>
<tr>
<td>C</td>
<td>73 - 76</td>
</tr>
<tr>
<td>C-</td>
<td>70 - 72</td>
</tr>
<tr>
<td>D+</td>
<td>67 - 69</td>
</tr>
<tr>
<td>D</td>
<td>63 - 66</td>
</tr>
<tr>
<td>D-</td>
<td>60 - 62</td>
</tr>
<tr>
<td>F</td>
<td>Below 60</td>
</tr>
</tbody>
</table>

An A+ may be given to a clearly superior upper school 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 Upper School Head 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 Division Head, and a specific date for completion of the requisite work must be established. If incomplete work is not completed by the specified date, the incomplete grade will become an F.

**GRADE POINT AVERAGE CALCULATION**

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

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 via the parent portal. Additional communication of performance may be arranged with individual teachers and/or the administration.

**CHANGING CLASSES**

Changing classes may occur within the first two weeks of the semester 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 Division Head. After the parents and advisor sign 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 Division Head. 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. The last day to drop (withdraw from) a course is three weeks prior to the last day of classes in that semester.

**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. The school wants every student to become an independent learner and a self-advocate who will achieve academic and social independence. Students and parents are expected to work actively with the school toward these goals.

**ACADEMIC HONORS AND AWARDS**

**Headmaster’s List & Honor Roll**
The Headmaster’s List and the Honor Roll are determined twice a year, at the end of each semester. GPAs for these honors are calculated using grades from classes taken during the preceding semester. To qualify for the Headmaster’s List, an A (3.75) 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. Students must earn all advisory credits in the semester in which they qualify for Headmaster’s List or Honor Roll in order to earn that award. Advisory grades of “no credit” (NC) or “incomplete” (I) will disqualify a student who otherwise meets the grade requirements.

**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 when 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.
- The *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 grades 6-12 are recognized for excellence, advancement, and/or persistence in all academic courses and BIIF sports at end of year awards ceremonies.

- The *Mie Kim Najita Award* goes to a junior who has demonstrated consistent academic effort and shows promise for future achievement. The award provides $2000.00 towards their senior tuition at Parker School.
- The *Irma Packard Norman Scholarship* is awarded to the individual who has shown outstanding citizenship towards this school, his/her peers and teachers during his/her time at Parker School. While not ignoring the importance of academics, this individual has placed emphasis on displaying caring and kindness towards others and has gone above and beyond in creating a mutually respectful and inclusive environment here at Parker School. The award accompanied by a $1000.00 scholarship toward their senior tuition at Parker School.
- The *Ibby Jenkins Memorial Scholarship* is a new annual award that goes to an exceptional visual artist at Parker School. The awardee exemplifies Ibby's thirst for artistic discovery and her passion for creative growth. This award is in recognition of the valuable place artists hold in society. The scholarship is a $1,000.00 award given to a rising senior toward their senior year 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.

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 front desk on the day of the absence. The parent/guardian must call or the student must bring in a note to the front desk 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. 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.

8 absences, excused or unexcused, in a given class per semester 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 events (such as sports or drama).

Students who cut a class will be referred to the Division Head 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 missed work AND to make arrangements with each teacher to make up that work. The faculty is committed to assist students who have been absent to make up missed work in a reasonable timeframe, understanding that each student has the work from 3-4 classes that will need to be made up. Students are required to see all of their teachers whose classes they missed on the day the student returns to school even if the class is not scheduled to meet. Major papers or major assignments due on a single or partial day of absence continue to be due that day and should be submitted before the scheduled class time electronically to the teacher.

Absence Policy for Missing a Class or School Day

- **After 5 absences** (excused or unexcused), in a semester, the Division Head will meet with the student to discuss the absences. The Division Head will also communicate with the parent/guardian via email or telephone call.

- After the 7th absence in a semester, a meeting of the student, parent or guardian, administration and the student’s teachers will be held and an action plan for all parties will be put into place.

- After the 8th absence in a semester, a meeting of the student, parent/guardian, department chairs and administration will be held. The decision to grant credit and the conditions under which it will be granted will be determined at this time. It may be determined that a loss of credit will occur at this time.

Tardies

When a student is tardy to school, he/she will request a Tardy Slip from the front desk. After completing the form, the student must sign in and 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.

** Three tardies in one class will equal an absence, which will be considered in the number of total absences allowed per semester before a loss of credit occurs.**

Students who are more than ten 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
- 10 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 sign out at the front desk. Students must also sign in at the front desk upon returning to campus. Appointments should be scheduled during non-class time whenever possible. Parents are discouraged to call students out to walk home to retrieve homework or lunch.

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 Division Head 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 front desk.

**CODE OF CONDUCT FOR PHYSICAL BEHAVIORS**

Parker School’s goal is to be a safe, supportive environment where visitors, students and faculty feel welcome, respected and comfortable. Students’ support of this goal is expected. This handbook currently states that public displays of affection – PDA - are not permissible at Parker School. We are now presenting a “Code of Conduct” in an effort to clarify, for the benefit of students and faculty, what is allowed in terms of physical behaviors at school and school events. Violation of this code will result in a Student Action Form and disciplinary action.

The following are the only acceptable displays of affection between individuals while at Parker School or at a school event.

- Greeting hugs, as if greeting a friend or relative
- Greeting kisses on the cheeks, as if greeting a friend or a relative
- Holding hands in a manner that is not distracting from school responsibilities

**DRESS CODE**

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

- Clothes should be clean, safe, modest, and in good repair. Any fashionable rips or tears should not expose the flesh above one’s fingertips when standing straight with arms at ones sides.
- Shorts and skirts cannot be shorter than one’s fingertips when standing straight with arms at the side, with the exception of P.E. shorts that must be to one’s thumbs when standing in the same position.
- Underwear (for all students) and bras (for female students) must be worn.
- Bandeau bras are an acceptable undergarment and may be visible at the underarm.
- Halter-top, Single-strap, strapless, backless (bra line and below must be covered) garments are not allowed.
- One’s midriff must be covered at all times.
• Neckline of all garments should not fall below an imaginary line from the top of one armpit to the other armpit or expose cleavage.
• Tank tops are acceptable with modest arm and neck holes. Deep-cut tank tops are never acceptable.
• Visible cleavage of the buttocks is unacceptable.
• 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.
• Activity appropriate footwear is to be worn at all times.

Students in violation of the dress code will receive an Incident Report notifying the parent of the offence and the 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 with a charge to the student’s account. Students who do not keep the appropriate clothing on throughout the day will receive further disciplinary action for insubordination.

School rules regarding dress code apply during the entire school day, whether on- or off campus, on all school trips, during the lunch hour both on and off campus, and at school events, including sporting events. Athletic uniforms must also comply with the dress code. 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.

STUDENT VISITORS TO CAMPUS
Parker School encourages student visitors to shadow current students in order to obtain a true Parker experience. Student visitors must be prospective students, and have obtained appropriate permissions (on the visitation form) no less than 24 hours prior to the intended visit. Forms are available from the Admissions Director, Emily Pagliaro. Teachers of the Parker student to be shadowed have the right to deny visitor access to the classroom.

GRADE LEVEL 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: Buff Winderbaum & Melissa Lunchick |
| Seventh Grade | Advisor: Patrick Caenepeel & Mary Frances Donnelly |
| Eighth Grade  | Advisors: Mindy Higgins & Audrey Smith |
| Ninth Grade   | Advisors: Angela Alforque, Miriam Cohen, & Stephanie Mannion |
| Tenth Grade   | Advisor: Susan Rickards, & Gina Prowell |
| Eleventh Grade| Advisors: Bonnie Barron & Kelley Heuston |
| Twelfth Grade | Advisors: Matt Hamilton, Holly Weigle & Joanie Brotman |

OFF-CAMPUS PRIVILEGES
Middle School students do not have off-campus privileges and are expected to stay on campus at all times. High School students are allowed off-campus during lunch to go to the KTA or Foodland shopping centers via sidewalks or roads. 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 leaving campus during the school day, including the lunch hour must remain in dress code. 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
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. *Please see information in Section VI under Drugs and Alcohol.

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
- Area behind Foodland shopping center
- Anuenue & Waimea Nature Parks
- Any private property or residence
- Pu'uki Road
- Vape Store on Lindsey Road

PARKING
Students may park in the Parker School parking lot, located south of the school. Students and parents may not park on Pu‘uki Road. Families may not drop off children for Parker School on Pu‘uki 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.

PARKER SCHOOL MIDDLE/UPPER SCHOOL DROP-OFF & PICK-UP
Due to increased traffic concerns, student safety and neighborhood quality of life, the Parker School student drop-off and pick-up policy is as follows:

Drop-Off
- Students may be dropped off near the Kahilu Hall (the main hall) between 7:30 and 8:10 am each day
- Students may not enter the middle school area prior to 7:30 am.
- There is no drop-off on Pu‘u Ki Road
- Students dropped off in front of the school on the park side of the street must cross at the crosswalk
- All County and State traffic laws are in effect at all times:
  - The area in front of the school is a designated loading zone. Parking is not permitted.
  - U-Turns are not permitted.
  - Stopping and/or Standing in striped areas is not permitted.
  - Vehicles must yield to pedestrians in the crosswalk.

Pick-Up
- A Parker School Administrator will be present from 2:45-3:15 each day to monitor loading and unloading areas in front of the school.
- Students may be picked up after 3:00 pm daily
- All County and State traffic laws are in effect at all times:
  - The area in front of the school is a designated loading zone. Parking is not permitted.
  - U-Turns are not permitted.
  - Stopping and/or Standing in striped areas are not permitted.
  - Vehicles must yield to pedestrians in the crosswalk.

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, mobile devices, or apps, including messaging via cell phone) 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 and/or student/student relationships.

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 division head or to a member of the administration, faculty, or staff. The headmaster or the division head will promptly and confidentially investigate any alleged violations of the expectations and policies noted above, involving student, faculty, administrators, and/or staff. If the 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 upper school 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 Deena Carey. The Student Council Representatives are as follows:

- **President**  Kathryn Carey
- **Co-Vice-Presidents**  Ethan Tawater
- **Secretary**  TBD
- **Treasurer**  TBD

**PARTICIPATION POLICIES**

To remain a representative of the Parker student body in Student Council, in addition to striving to embody the values of Excellence, Integrity and Compassion, a student must also:

- Maintain at a minimum a 2.0 GPA
- Earn no more than four discipline referrals in any one semester
- Students must be passing all courses.
Students who fail to maintain the minimum standards will be required to resign their position and withdraw from the class.

**DEBATE**
The upper school Speech and Debate Team participates in the Hawaii Speech League-sponsored interscholastic competitions, often travelling to Oahu and the mainland for tournaments. The Faculty Advisor is Dr. Carl Sturges.

Policy Captains  Katie Carey
Public Forum Captains  Grace Bollinger
Lincoln-Douglas Captains  Hunter Kahiki-Arnbrister

**PARTICIPATION POLICIES**

To remain a competitor of the Parker Student Debate Team, in addition to striving to embody the values of Excellence, Integrity and Compassion, a student must also:

- Maintain at a minimum a 2.0 GPA (Eligibility Dates to coincide with Athletic Eligibility Dates)
- Students must be passing all courses.

**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 to make/receive phone calls, text messages, photographs, instant messages or to access social networking sites. Each teacher has a classroom policy regarding the use of “smart phone” use for schoolwork. Cell phones disrupting class will be confiscated and given to the Division Head.

**TEXTBOOKS/SUPPLIES/LOCKERS**

Parents can order books from the Online Campus Bookstore. 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. Lockers for the high school students are located in the lower hall. 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 reasonable cause existed to do so.

**STUDY HALL POLICY**

Students may be scheduled in up to two study halls per semester in the upper school and one per semester in the middle school. The individual study hall teachers will outline middle school study hall guidelines. Guidelines for upper school study hall are as follows:

- Students must be working quietly on their studies or independent reading.
- Students must be quiet so that others may concentrate on their work.
- Students may work in small, quiet groups with permission of the teacher.
- Students wishing to sign out of study hall for the computer work station and/or free period must meet the requirements to do so and must sign out with their assigned study hall teacher by the time the class period starts.
- Students at the computer work station must be on a computer. Once the work on the computer has been completed, students are expected to return to the study hall room to work on other work or independent reading. Work not requiring the use of the computer may not be done at the computer work station.
- Gaming is not allowed during the school day.
Students on the Honor Roll and Headmaster's List may have a free period and must be respectful of those around them.

A free period is an earned privilege. Any student who accumulates three SAFs will lose their free period privilege.

High school students on Honor Roll or Headmaster's list with a first or last block of the day study hall, may arrive late/leave early with parent's written permission if they have earned the free period. Students must sign in at the front desk when arriving late or leaving early.

Students new to Parker School or in the 9th grade will not have free period privileges until quarter one grades are complete and quarter GPA's are determined.

ACCEPTABLE USE POLICY

CLASSROOM TECHNOLOGY POLICY

- The school's technology use policy (as outlined in this handbook) is in effect for student hand-held and laptop devices.
- Students may use technology in the classroom at the teacher's discretion and only at times and for activities the teacher permits.
- Additional rules regarding technology are teacher specific and teachers may opt to disallow tech use in their rooms.
- With regard to Parker School's 1:1 technology program, the following policy is in effect:

Parker School's Technology Use Policy

During the school day, at school or at school-related functions, student devices are to be used for educational purposes only.

Use of Parker School Network, Technology Facilities & Equipment

From 7:30 a.m. - 3:30 p.m. at school or at a school-related function, the school network, technology facilities and school-owned equipment are to be used for educational purposes only. Parker School will continue to maintain a no-gaming policy during school hours. Please see the Parker School Acceptable Use Policy for further details. Violation of the Acceptable Use Policy will result in consequences pursuant to the Parker School Discipline Code, which can be viewed on our website.

Downloading Digital Content

The downloading of digital content can bog down our network, thus negatively impacting student and faculty educational goals. For this reason, students will refrain from downloading digital content during school hours unless expressly permitted to do so by a member of the Parker School faculty, staff or administration.

Streaming Digital Content

The streaming of digital content can severely impact our network, thus negatively impacting student Internet access and educational goals. For this reason, students will adhere to the following guidelines:

- Students will refrain from streaming digital content during school hours unless expressly permitted to do so by a member of the Parker School faculty, staff or administration.
- Students may listen to music that is stored on their mobile devices (phone, iPod, etc) during the school day as permitted by faculty and staff. They may not connect to the wireless network to access music.

Student Responsibilities for Success

Parker students will work with faculty and staff to ensure their success and safety while at Parker School. As such, they will adhere to the following guidelines:

- Students will come to school prepared to learn each day. They will:
  - Use their devices for educational purposes only.
  - Bring their fully charged device as well as the charging brick and cord.
- Students will be responsible users of technology. They will:
  - Understand and follow the technology guidelines as set forth in this document and the Acceptable Use Policy, a copy of which can be found at the end of this document.
  - Follow classroom policies and procedures for device use.
- Students will care for their technology. They will:
  - Keep their device in a protective case and free of spills and debris.
  - Agree not to loan their devices to others during the school day.
Store their devices in a locked locker when they are not in use.

**COMPUTERNETWORK USE POLICY**

The intent of Parker School’s Acceptable Use Policy is to ensure that technology is used in the service of learning, enhancing the educational experience of our students.

**Acceptable uses of the technology at Parker School** are activities which support teaching and learning. Users are expected to communicate with the same appropriate and courteous conduct online as they would offline or face-to-face, reflecting our core values of excellence, integrity and compassion. They are also encouraged to use technology resources solely for purposes which meet their individual educational needs. Any use of technology that is not in support of educational purposes should be done outside of school hours and without school resources. Violation of the acceptable use policy will result in disciplinary action commensurate to the level of the violation.

Technology includes but is not limited to the school’s network, iPads and other tablets, laptops, desktop computers, music listening devices, cell phones and smart phones.

**Unacceptable uses of the network and devices** are things which violate the school community and our culture of respect, empathy and unity. Students are expected to show leadership and will be held accountable for unacceptable uses of computers and the network including, but not limited to:

- Accessing Internet resources or visiting websites deemed inappropriate by the staff and administrators of Parker School.
- Inappropriate content in email, messages, documents or online postings.
- Using profanity, obscenity, or other language which may be offensive to another user.
- Using the network for financial gain or for intentionally spreading computer viruses.
- Downloading, storing, or printing graphics, videos, files or messages that are profane, obscene, or that use language that offends or tends to degrade others.
- Taking and/or publishing digital images, audio or videos of other students or employees without their permission.
- Taking and/or publishing digital images, audio or videos that are inappropriate, embarrassing or harassing to other students or employees.
- Intentionally bypassing the Internet filters.
- Violating the privacy rights of students’ and employees of Parker School.
- Spamming, sending mass or inappropriate emails.
- Gaining access to other students’ accounts, files, and/or data.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components).
- Transmission of or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Gaining unauthorized access to computer systems or files.
- Copying print, software, music or video for use in violation of copyright law.
• Attempting to hack into any computer or other device on the school network, or using monitoring software, or keystroke loggers.

• In any manner tampering with technology devices belonging to Parker School or other students.

• Using the Internet to harass or bully fellow Parker students, whether on-campus or off. This includes spreading messages that are hurtful, harassing, sexist, racist or homophobic, via any electronic forum, including but not limited to social networking sites such as Facebook, Formspring, IM, email, blogs, personal websites and video sharing sites such as YouTube. Cyber-bullying is both against Parker School rules and illegal. If you engage in bullying, you will find yourself subject to punishment at Parker School and possibly prosecution by the police.

• Theft. Students are expected to treat their devices in a responsible manner. They should carry their devices with them at all or times or keep them in their lockers. Outside of Parker, students must protect their belongings and be aware of their surroundings.

All devices are subject to routine monitoring by teachers and administrators. Parker School technology staff will periodically monitor wireless activity in order to maintain the integrity and security of our network and wireless system. In addition, Parker School reserves the right to confiscate and search all student devices to ensure compliance with the AUP and the Discipline Standards given reasonable suspicion.

TECHNOLOGY RESPONSIBLE USE GUIDELINES & ‘OHANA RESPONSIBILITIES

The intent of Parker School’s Acceptable Use Policy (AUP) is to ensure that technology is used in the service of learning and enhances the educational experience of our students. Technology includes, but is not limited to, the school’s network, iPads and other tablets, laptops, desktop computers, music listening devices, cell phones and smartphones. This policy is provided to make students and parents aware of the expectations of Parker School and the responsibilities associated with efficient, ethical, and lawful use of technology resources. This document, the Technology Responsible Use Guidelines & ‘Ohana Responsibilities, was crafted in order to facilitate student and parent understanding of the AUP and to further explain the reasoning behind the policy.

Acceptable Use Policy

Acceptable uses of technology at Parker School are activities which support teaching and learning. Students are expected to communicate with the same appropriate and courteous conduct online as they would offline or face-to-face and in a manner that reflects our core values of excellence, integrity and compassion. Students are also encouraged to use technology resources solely for purposes which meet their individual educational needs. Any use of technology that is not in support of educational purposes should be done outside of school hours and without school resources. Violation of the acceptable use policy will result in disciplinary action commensurate to the level of the violation.

Technology includes but is not limited to the school’s network, iPads and other tablets, laptops, desktop computers, music listening devices, cell phones and smart-phones.

Technology Responsible Use Guidelines

Digital Citizenship - The Internet is a powerful resource and its use requires responsibility for oneself and to others. Part of being a good digital citizen is using technology in a responsible, appropriate way. Students will create positive online communities rooted in trust and respect, think before they send or post information, and report any offensive online behavior or interactions to a trusted adult. Unacceptable uses of the network and devices are activities which violate the school community and our culture of respect, empathy and unity. Students are expected to show leadership and will be held accountable for unacceptable uses of technology and the network including, but not limited to accessing Internet resources or visiting websites deemed inappropriate by the staff and administrators of Parker School. Students will not leave their own work on any school device. Students will not intentionally delete, damage or appropriate other students’ work.

Digital Footprints - Sharing information online can be a great way to accomplish a task or work on a project collaboratively. However, there is certain information that students should not share online or with others. It is possible for information you post on the Internet to be accessed by anyone even after you have deleted it. Information you post on the Internet can affect your future. Students will not share or post inappropriate information online such as
any of the following: passwords, private and personal information about yourself, and private and personal information about others. Many websites collect information from visitors for advertising or data collection purposes. Students will understand how and why companies collect their information so they can make informed decisions before providing personal information to a website. Furthermore, students will move from consumers of technology and media resources to ethical producers of technology and media resources enabling them to be responsible, productive community members.

**Protecting Privacy** - Violating the privacy rights of students and employees of Parker School by taking and/or publishing digital images, audio or videos of other students or employees without their permission is unacceptable. Taking and/or publishing digital images, audio or videos which are inappropriate, embarrassing, harmful, or harassing to others is also unacceptable.

**Copyright Protection** - Students will use the Internet and digital tools to produce content for the classroom.

Students will not present the work of others as their own work. When working on projects or any other work with online resources, students will follow copyright laws.

**Offensive Material** - Although Parker School attempts to block online access to all inappropriate sites, students should always use care when searching, viewing or transmitting information on the Internet. Students should report to a responsible adult any unblocked sites that are harmful or offensive. Downloading, storing, or printing graphics, videos, files or messages that are profane, obscene, or that use language that offends or tends to degrade others and transmission of, or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients is a violation of the AUP.

**Communicating Safely Online** - Students should understand that online talk may be risky. Students will recognize and report any warning signs of inappropriate digital or online dialogue and will not participate in inappropriate digital or online dialogue. Students will not actively participate in the sharing of inappropriate photos and/or information of themselves or others. “Sexting,” spamming or the transmission of inappropriate images or messages digitally, is a violation of School policy and can be a very serious violation of state and federal laws.

**Commenting Responsibly** - It is important for students to understand the positive and negative aspects of their digital life. Students will be able to make comments on age-appropriate websites. These comments, like anything else on the Internet, have digital permanence and may be impossible to erase. Students will display respect and thoughtfulness online by not posting negative, inappropriate, or personal comments or content about others or themselves. Additionally, student postings on school managed digital course platforms, discussion boards or websites are subject to the rules of their classroom and Parker School.

**Social Media & Email** - Students will have access to a school email account and will receive basic training on email etiquette. Inappropriate content in email, messages, documents or online postings is not acceptable and nor is using profanity, obscenity or other language which may be offensive to others.

All email can be viewed by teachers, administrators or parents. Email should be written with thought of the audience and purpose. Students will learn about interaction, risks, and responsible use on social media sites that they may encounter.

**Cyberbullying** - Cyberbullying is the use of digital technologies or mobile devices to harass, threaten, embarrass, or torment another student. Using the Internet to harass or bully anyone using Parker School technology whether on-campus or off by spamming, participating in polls, “bash” sessions, rumors, or mass emails that are harmful or embarrassing is a violation of the AUP. This includes spreading messages that are hurtful, harassing, sexist, racist or homophobic, via any electronic forum, including but not limited to social networking sites such as Facebook, Snapchat, Formspring, IM, email, blogs, personal websites and video sharing sites such as YouTube. Cyberbullying may be subject to state and federal law enforcement action.

**Digital Vandalism & Malice** - Unacceptable behavior includes gaining access to other students’ accounts, files, and/or data, participation in credit card fraud, electronic forgery or other forms of illegal behavior. Vandalism includes but is not limited to any malicious attempt to harm or destroy hardware, software or data, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components or intentionally bypassing the Internet filters. Students may not use the Parker network for financial gain or for intentionally spreading computer viruses, attempt to hack into any computer or other device on the school network, or use monitoring software, or keystroke loggers, gain unauthorized access to computer systems or files, or in any manner tamper with technology devices belonging to Parker School or other students.
**Ensuring Compliance** - All devices are subject to routine monitoring by teachers and administrators. Parker School technology staff will periodically monitor wireless activity in order to maintain the integrity and security of the network and wireless system. In addition, Parker School reserves the right to confiscate and search all student devices to ensure compliance with the AUP and the Discipline Standards given reasonable suspicion. Violation of the AUP will result in disciplinary action commensurate to the level of the violation up to and including expulsion from school. When applicable, law enforcement agencies may be involved.

**Parker School ‘Ohana Responsibilities**

**Parent/Guardian Responsibilities:**
Discuss the Parker Acceptable Use Policy with your children
Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
Support your child in refraining from participating in negative social networking and all types of cyber bullying and harassment.
Provide wireless Internet access at home.

**School Responsibilities:**
Provide Internet and email access at school.
Provide Internet blocking of inappropriate materials as able while utilizing Parker Internet.
Provide each student with lockable storage area for devices when not in use.
Provide network data storage areas. These will be treated similar to school lockers. Parker reserves the rights to review, monitor, and restrict information stored on or transmitted and to investigate inappropriate use of resources.
Enforce the Parker School Acceptable Use Policy.
Provide faculty and staff ongoing professional development and support for use of the Internet for research, and other academically related activities.

**Student Responsibilities:**
* Bring devices to school fully charged.
* Students are not to touch another student’s device without permission of that student.
* Students are not to alter or destroy another’s work, or disable another’s application(s) or device.
* Keep pass codes private and respect the privacy of others’ pass codes.
* Download and install all required applications for school.
  Read, understand and follow Parker Acceptable Use Policy.
* Use computers/iPad in a responsible and ethical manner.
* Obey general school and specific classroom rules concerning behavior and communication that apply to technology use.
* Students are expected to treat their devices in a responsible manner. Students should carry their devices with them at all times or keep them in their lockers. Outside of school should protect their belongings and be aware of their surroundings.
* Use all technology resources in an appropriate manner so as to not damage school equipment. Damage includes, but is not limited to, the loss of data resulting from delays, non-deliveries, or service interruptions caused by the student’s own negligence, errors or omissions, willful or accidental harm to school owned technology resources (to include hardware and tools).
* Help Parker School protect our computer system/device by contacting an administrator about any security problems they may encounter.
* Monitor all activity on their account(s).
* Turn off and secure their device after they are finished working to protect their work and information.
* Back up all work to iCloud and/or a home computer.
* Secure devices against theft or loss.
* Forward any email containing inappropriate images or abusive language or any other questionable subject matter to the School Office, ipadinfo@parkerschool.net.
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.

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. Decisions of the administration are final.

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 Division Head 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 semester
* 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
* Violation of the Code of Conduct for Physical Behaviors
* Class disruption
* Verbal discourtesy
* Littering

60 Minute Detention Offenses include (but are not limited to) the following:
* Disrespecting authority
* Early departure from class
* Profanity
* Repeat occurrence of a 30 Minute Detention Hall Offense

Detention is held on Tuesdays and Thursdays, during lunch. Students may not talk, use electronic devices, complete homework 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, including lighters and matches, without 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
* Bodily injury to another person
* Fighting
* Reckless driving
* Tobacco policy violation
* Drug & alcohol 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 Division Head will determine the terms and conditions of probation. Serious offenses can be grounds for suspension or 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.
* Meet behavioral expectations set forth and measured in the disciplinary record.

The following probationary conditions may be applied at the discretion of the Division Head 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.

**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 Division Head.

**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.

**DRUG & ALCOHOL POLICY**

The promotion, possession, or use of alcohol or illegal drugs is prohibited. Drug paraphernalia 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 Division Head or Headmaster of a student’s person and/or property, including but not limited to lockers, book bags, purses, vehicles parked on campus, 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 Cause” includes but is not limited to: drug-related odor on breath or clothing; possession of 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 the Drug & 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 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 Division Head. 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:

* Immediate suspension.
* Parent conference.
* Expulsion.

While firmly committed to the removal of students in violation of the Drug & Alcohol policy, it is the intention of Parker School to be supportive to those students who voluntarily approach school officials about their personal drug or alcohol 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.

**TOBACCO POLICY**

The promotion, possession, or use of tobacco, including electronic cigarettes, personal vaporizers or electronic nicotine delivery systems, is prohibited and considered a serious offense. Students who violate this policy on school days or at school functions will be subject to disciplinary consequences which may include probation, suspension and/or expulsion.

Due to the increasing and concerning use of electronic cigarettes, personal vaporizers or electronic nicotine delivery systems as delivery systems of THC, the hallucinogenic compound found in marijuana, students found in possession of electronic cigarettes, personal vaporizers or electronic nicotine delivery systems on schooldays or at school functions will be subject to a mandatory drug test. Students with positive tests of THC levels exceeding the threshold of 5ng/ml will be expelled.

**MAINTAINING A SAFE ENVIRONMENT**

**Bicycle and Skateboard Riding**

Bike and skateboard riding are not permitted on campus or in the community during the school day. During the school day, skateboards must be parked at the Upper School Head’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 Division Head.

**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 Division Head.
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’s athletics program 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 School’s athletics program 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.

Middle School sports are offered each year, are participation dependent and competition is typically via community and Parks & Recreation leagues. The following middle school sports may be offered during the school year:

* Volleyball
* Basketball
* Soccer
* Cross Country
* Track & Field
* Tennis
* Paddling

High School Sports (BIIF)

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

<table>
<thead>
<tr>
<th>BOYS</th>
<th>GIRLS</th>
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<tbody>
<tr>
<td>Cross-Country</td>
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<tr>
<td>Volleyball</td>
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<tr>
<td>Basketball</td>
<td>Soccer*</td>
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<td>Soccer*</td>
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<td>Tennis</td>
<td>Golf*</td>
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<tr>
<td>Golf*</td>
<td>Swimming</td>
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</tbody>
</table>
(*if interest level warrants)
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 REQUIREMENTS:** These requirements must be met and on file prior to a student’s participation in any BIIF sport.

* **Physical Examination Form** – physicals are valid for one year, and are required prior to trying out or practicing in a BIIF sport. A player must have passed a physical examination not more than twelve months before the first official practice of that sport and his/her record must be on file with the school registrar.
* **Student Participation, Parent Consent and Release of Risk Form** – this form must also be signed by the athletes and parent and on file with the school registrar in order to participate in any BIIF sport for that said year. This form must be on file prior to the first start date of practice.
* **Parker Athletic Contract and Code of Ethics** – this form must be signed by the athlete and parent and on file with the Athletic Director.
* **Coaches Meeting** – Parents must attend the coaches meeting at the beginning of each sport season.

**PARTICIPATION POLICIES:**

**Varsity Sports attendance requirement to earn PE credit:**

- In order to earn ½ credit toward PE, athletes must make all required practices and games. If a student athlete misses 1 practice or game without communicating with the coach DIRECTLY and BEFORE the practice or game (this defines as an UNEXCUSED absence) they will automatically drop to a 1/3 PE credit. If an unexcused absence occurs a second time, they will not receive any credit for the said sport.
* Coaches will take attendance daily and inform the AD of said infractions.
* If a student misses over 5 practices due to EXCUSED absences, the PE credit will drop from 1/2 to 1/3. If they miss 8 practices due to EXCUSED absences, the student will not receive any PE credit.
* **Parents must attend each sport preseason athletics policy meeting.**
* **Parents must SIGN that they have read and understand said attendance, participation, and eligibility requirements for their student athletes once each academic year.**

**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 consecutive 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.
  * 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.

**ACADEMIC ELIGIBILITY REQUIREMENTS:** The Academic Requirements as established by the DOE, except as modified herein shall prevail:

* To determine eligibility for participation in co-curricular activities dates are established each year by Parker School.
* Eligibility determination is scheduled once per quarter along with a second “Parker Passing Grade Check” scheduled later in the quarter to determine that there aren’t any F’s in any core courses.
* “Eligibility Determination” = A student is ineligible when they receive an F in a core course required for graduation or their GPA is below a 2.0. That student will automatically be ineligible to participate in any BIIF sports and put on Academic Review Status.
* “Parker Passing Grade” = A student is ineligible when they receive an F in a core course required for graduation. That student will automatically be ineligible to participate in any BIIF sports and put on Academic Review Status.
* When starting a new calendar school year, final grades from the previous year will be used to determine eligibility. If a student becomes ineligible to play, the athlete, parent as well as the upper school head will be notified. It will be the responsibility of the student to improve their grades.
* Academic Review Status is a system used to assist, track and record student athletes that fall below academic requirements.
* ARS prompts grade checks every one to two weeks if a student is deemed ineligible at the scheduled eligibility determination date and is enforced by the athletic director.
* ARS prompts grade checks every one to two weeks if a student is deemed ineligible at the scheduled “Parker Passing Grade” check date and is enforced by the athletic director.

**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 is not in school by 12:00 pm is ineligible for that game or practice. Special circumstances will be handled by the Division Head/Headmaster and Athletic Director on a case by case basis.
* 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. Athletic facilities are defined as any area contracted by Parker School to hold practices or participate in athletic contests.

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 facility room rules. Users must:
  ◦ Wear short, shirts, athletic shoes and have a towel.
  ◦ Never lift alone or engage in horseplay.
  ◦ 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

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.
• 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.

**VARSITY ATHLETIC AWARDS**

Varsity 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 may include, but is not limited to: practice attendance, conduct, attitude, commitment, playing time and level of play.

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 Advancement 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 teams chances to win.
- Respect officials and their decisions. Any discussions with officials should be held in calm 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 spectator relations.

**PERFORMING ARTS LIFE**

**OVERVIEW**

Performing arts offer students opportunities to develop talents and skills in the theatre arts,
dance, choral 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 compliments the academic and athletic programs at Parker School. Parker School's 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.

**PERFORMING ARTS PROGRAM**
Rooted in our institutional mission, the Performing Arts Program promotes the development of creative, intelligent, and compassionate artist-scholars. Through the study of various disciplines (acting, dance, chorus, musical theatre, dramaturgy, technical theatre, theatre management, etc.), we strive to:

- Nurture creativity at various levels of participation in course electives and extracurricular productions, in order to prepare students for college majors and professions and to foster life-long appreciation of the cultural and performing arts.
- Challenge and inspire our students towards excellence through learning experiences that develop aesthetic and critical skills, as well as foster respect, joy, collaboration, leadership, socialization, and intercultural communication through the arts.
- Entertain, reflect and serve our community by presenting performances inclusive of classic and contemporary plays; original student work; and art forms rooted in and connected to the culture of Hawai'i.

**PARKER SCHOOL THEATRE**
The historic Parker School Theatre primarily serves as the learning center of our performing arts classes and productions, as well as a gathering place for our school's events and meetings. Our theatre also functions as a unique community venue shared by visiting speakers and musicians, theatre companies, film festivals, and non-profit organizations.

**DRAMATIQUES**
In addition to the class offerings during the regular school day, a free after-school theatre arts program is offered to middle and high school students. Students work on two annual productions to rehearse, design, manage and perform for the school community and public audiences: a Fall play (three performances) and a Spring musical (4-5 performances). This class meets Tuesdays, Thursdays and Fridays from 3:15-5:30 p.m., and daily after school 2 weeks before production (also known as Tech Fortnight). Open auditions for performers and sign-ups for backstage crew occur near the beginning of each semester. Students receive credit on their transcripts by fulfilling the eligibility, participation and attendance requirements set forth in the Dramatiques production contracts distributed for each production and signed by both student and parent.

**PARTICIPATION POLICIES**
The following information describes the policies for earning credit in the after-school performing arts program.

- Any student in 6th-12th grade may audition for on-stage and/or sign-up for backstage crew positions, but are not automatically guaranteed placement in any particular role or production. The Performing Arts Director and, for the musical, the Musical Director, will assign all roles/positions according to the needs of the production, and will consider the combination of students’ suitability, learning potential, and time commitment.

- Students and parents must sign a contract for cast/crew participation in a Dramatiques production acknowledging acceptance of assigned role and/or crew position, understanding of production requirements, and commitment to the production schedule.

- Any student enrolled in 6th through 12th grade at Parker School may participate.

- Students must register at the beginning of each semester. Audition/sign-up dates are posted at the beginning of each semester in the theatre, on Webflash, and announced via e-mail to the school community. Students may participate in one or both productions. The fall production occurs in the first semester and the spring musical occurs during the second semester.

**GRADES**
• All participating students must have a 2.0 GPA in the previous year or semester (mid-semester grades will be used if no previous year or semester grades are available). Students must be passing all current courses required for graduation in order to rehearse and perform.

• After the first grade check of each semester, each student will be placed on two week probation and may not participate in any Dramatiques activities during this time. If eligibility is met by the second grade check, the student may return to the production, but original role/crew assignment is not guaranteed; an alternate role or position may be assigned.

COMMITMENT

• 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 Performing Arts Director and reported to the school administration for further action.

• Students must be present and prepared for all rehearsals/class meetings. Students arriving after 3:15 will be marked tardy. Excessive tardies will result in an incident report via Plus Portals.

• In order to earn .33 fine arts credit participants must make all required rehearsals, performances and set strike on closing night. If a student misses one rehearsal/meeting without communicating with the Performing Arts Director DIRECTLY and BEFORE the rehearsal/meeting they will lose the .33 credit and be asked to leave the production.

• All students involved in a production must anticipate additional rehearsals and extended times 2 weeks before the opening performance (tech fortnight).

• Missed rehearsals without communicating with the Director directly and before that rehearsal, may result in forfeiting one’s place in a particular scene, and possibly the assigned role in its entirety, and/or be asked to fulfill an alternate position in the production. Absences exceeding the requirements of the assigned role or crew position may result in dismissal from the production. Reassignment to alternate role or position will be made at the discretion of the Performing Arts Director.

• Planned absences must be brought to the attention of the Performing Arts Director in writing or by email preferably 24 hours or more, and at least 2 hours before, before the absence.

• 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 Division Head/Headmaster on a case by case basis.

• 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.

• Deadlines for memorization and other production needs (costumes, props) will be issued. Failure to meet given production deadlines may result in reassignment of the role to another actor.

• 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. A $40.00 lost script fee will be charge to the student.

IN THE THEATRE

• Student safety and well-being is of primary importance. The following is prohibited: jumping from the stage level to the aisle; climbing up or into the storage lofts without explicit permission from the director or another teacher; allowing non-Parker students or visitors in the theatre without first obtaining acknowledgement or permission from the director (all visitors must check in at the registrar’s desk in the Main Hall).

• During performances students are expected to remain in the following areas according to her/his assigned role: on stage, backstage in green room or dressing rooms, in the lobby, walkway between the backstage and the Middle School bathrooms. Student performers may NOT visit the lobby or front of the theatre during a performance.

• Food and drink are prohibited inside the theatre. Only bottled water is permitted.

• School Dress code applies to the theatre.

PERFORMING ARTS AWARDS

At the end of each Dramatiques production a ballot is distributed to the cast and crew in order to vote for their peers for various excellence awards for performance, technical crew, MVP, etc. The Performing Arts Director also chooses students for Director’s Award (for growth, overall artistic excellence and leadership) and Heart of the Show Award (for
congeniality, positive attitude, respect, compassion). All awards are presented at the Fine and Performing Arts Awards ceremony at the end of the school year.

**PUBLICITY**
All press releases shall be issued through the Public Relations Office with the Performing Arts Director and/or Headmaster’s 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.