



island school

**Student / Parent
Handbook**

2016-2017

Grades PreK-12
40th Edition

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PreK classroom located across the street at the back of KCC campus

Island School's mission is to prepare our students to live productive, fulfilling lives as confident, responsible life-long learners and contributing members of society; to express fully the talents of our faculty and administration through a challenging curriculum that prepares students for successful higher education; to provide a safe, nurturing environment that fosters creativity, critical thinking, initiative and respect for self and others.

**Accredited by the Hawaii Association of Independent Schools (HAIS)
and the Western Association of Schools and Colleges (WASC)
and the National Association for the Education of Young Children (NAEYC)**

August 2016

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ISLAND SCHOOL STUDENT/PARENT HANDBOOK 2016-17 SCHOOL YEAR

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Island School does not discriminate on the basis of race, color, religion, national or ethnic origins in any policies or programs.

MESSAGE FROM THE HEAD OF SCHOOL

Dear Students and Parents:

The faculty and staff at Island School look forward to working with our entire school community to ensure the success of all of our students. As we embark on our annual journey, it is important that students, parents, faculty, and staff are on the same course—so please take time to review the information and procedures in this Regulations Handbook, which outlines our expectations for each student.

In our ongoing pursuit of excellence, we will maintain a learning community that is committed to the success of all students. Island School welcomes students, parents, and the community at-large to join us in making these formative years a positive one for our students. We are committed to providing practical and educational experiences, in the framework of our traditions, that will prepare students to meet the academic, social, and ethical challenges that await beyond the Island School Experience.

We look forward to working with you in our pursuit of excellence for all.

Sincerely,

L. Shannon Graves
Head of School

INTRODUCTION TO ISLAND SCHOOL

1. **The Program: What kind of school is Island School?** As indicated in the Mission Statement, Island School is a rigorous college preparatory institution that seeks to have students realize their highest potential – i.e., know who they are and what they might become as they move through the grades and towards adulthood. Island School’s educational program is based on ideas of Howard Gardner (of Harvard University), who states that human potential encompasses a variety of what he calls “intelligences,” including verbal, mathematical, musical, spatial, kinesthetic, social, personal and naturalist. At Island School each of these “intelligences” is addressed in required and elective classes and at special events.

Island School is an *Ohana*, a community. Each part is necessary to its success. The Board of Directors sees to financial matters and monitors the effectiveness of operations. The administration, teachers, and staff carry out policies of the Board and provide educational services for the students.

Teachers structure and facilitate the learning for the students to help them learn. The student’s active engagement in lessons and educational activities is what fosters his or her development. Therefore, student misbehavior and/or apathy is a serious violation of Island School’s culture and is dealt with accordingly.

2. **The Students: Who comes to Island School?** Island School students represent a broad spectrum of Kauai’s community. They come from all parts of the island and are of various ethnic groups and have different home behaviors and values. This means that a school culture must consciously be built and adhered to. In some cases this may be at variance with behaviors in the home. Our approach is not to criticize home practices but insist on common ways of doing things at school and all school related activities. Some 40% of the families receive some amount of financial aid.

As a group, these students want to learn. They are above average in academic achievement effort and promise. To meet their needs and expectations, the program is challenging.

Please Note: In a few instances, a student may need special assistance to bring him or her to an expected level of achievement. Should this occur, Island School staff members may recommend one or more professionals who can provide this service. Parents are responsible for this, including the choice of the professional and any fees that may be involved.

At Island School, students are expected to progress in their learning – i.e., to attend to their lessons, to do their homework, and to participate in co- and extra-curricular activities. These contribute to the students’ growing knowledge and skills. Students demonstrate on tests and through various projects what they have learned. In addition, they are to comply with rules and regulations as outlined in this Handbook. Failure to do these things may result in the student being asked to attend school elsewhere.

Island School students are expected to be...

- **Reliable** - keep their word; follow through on commitments, even if this is inconvenient. When Individuals are reliable, others are helped, and when they are not reliable, others are let down or embarrassed or suffer other negative effects. Put another way, what we do as individuals has an impact on others, especially when they are counting on us.
- **Responsive** - respond positively to requests, instructions, and assignments in a timely manner, without excuses or whining; meet deadlines or anticipate reasons for missing these and talking with those involved ahead of time, letting them know how missed work will be made up and by when.
- **Respectful** - treat others as they would like to be treated, with genuineness and courtesy. Disrespect is showing attitude through indifference or arrogance. Disrespect includes taking advantage of others, as with pranks, or joining a clique and picking on someone outside the clique, where another’s discomfort or injury becomes a source of pleasure.

- **Responsible** - take initiative, showing concern for others and for the buildings, grounds, equipment, and materials of the institution.
- **Reflective** - think about their activities and actions in ways that promote self-growth and the good of the Island School *ohana*.
- **Resilient** - have the capacity and willpower to persevere when things get difficult.

3. **Instructional Day:**

- Pre- Kindergarten - 8:00 - 2:55
- Elementary (K-5) – 8:00 - 2:55
- Middle and High school (6-12) - 8:00 - 3:00

4. **Arrival and Departure:** Safety is primary. When dropping a student off or picking him or her up, please take extra precautions and drive slowly. Arrival on campus should be early enough to be in class on time. At the end of the day parents may pick up their children at the classroom door. Those riding a school bus must remain in their classrooms until 3:00p.m. The school bus leaves at 3:10p.m.

A REMINDER: USING A CELL PHONE WHILE DRIVING IS AGAINST THE LAW.

Concern for safety also applies when driving through the Kauai Community College (KCC) campus. The College has granted Island School permission to use its road. When on the KCC campus please stay on the road and be patient. If you are concerned about conditions of entrance to or departure from the campus, please let us know. Please do not contact KCC. Let us deal with the college rather than having officials there respond to a number of individuals. Good neighbors are important.

The Island School Parents Association developed the following Parking Lot Protocol:

- Parents who walk their children to and from class . . . upon entrance to the campus use the left car lane, proceed around the median strip, and park in designated areas.
- Parents dropping off their student(s).
 - **Use the right car lane** – This is a drop-off/pick-up lane only and is not for parking.
 - **Make sure your passengers are ready to disembark** as soon as the car has stopped. This is a courtesy to passengers in cars that follow. Checking backpacks and combing hair take time and delay passengers in cars behind. If these activities are needed, please drive to a parking stall to do them.
 - **Proceed past the crosswalk as far as you can** before letting your child/children out of the vehicle. The reason for not letting passengers out before the crosswalk is to keep cars that follow from stacking up, leading to traffic jams.
- The area behind the kitchen is off-limits for dropping students off or picking them up.

Students waiting to be picked up congregate at the entrance to Island School. They need to be sure to leave a lane for passing – through the stairs as well as along the lanai. Also, some of the younger children can become quite active. They should not race around the ramp, climb on or hang from the railings, or cavort about the grassy area next to the road. This is a matter of safety.

5. **Student Drivers:** So that school officials may be able to respond to emergencies and be aware of who is on campus, student cars and their drivers need to be registered with the Island School office. This includes completing a form which asks for the driver's name, the owner of the car, its license number, the insurance policy, a description of the car, such as make, model/style, year, and color.

Concern about safety and courtesy applies particularly (though not exclusively) to student drivers, whether on Island School's campus or KCC's. Reckless and/or speeding drivers may lose their privilege of driving on these campuses.

6. **Parking and Visiting Cars:** Where and when? Students are to park on the Lihu`e side of Wilcox Gymnasium and may not visit their cars or be in parking areas during the school day.
7. **Walking Students to class:** Elementary parents may accompany their children to the classroom and then drop them off at the door. This gives the teacher time to talk with the children and complete work that needs to be done before Morning Circle. Some parents enjoy socializing with other parents during this time. The Teacher Workroom can be used for this purpose. Parents are welcome to use this room to grab a cup of coffee and talk with each other. **Any parent wishing to visit the classroom during school hours must arrange it ahead of time with the teacher.**
8. **Visitors to Campus:** Island School’s campus is closed. This means that any visitors coming onto campus must have permission to do so and are to sign in at the office upon their arrival. If the visit is deemed appropriate, they will be permitted on campus. While on campus, they will be expected to abide by all rules governing Island School students and staff. Before departure, they are to return to the office and indicate that they are leaving.
9. **Supervised Hours:** Parents must not leave their children on the campus longer than 20 minutes prior to the opening of school or 20 minutes after the end of the school day. The problem is one of liability; **outside of these boundaries, there is no assigned supervision.** At 3:00pm students remaining on campus who are in elementary and at least 4 years and 8 months to 5th grade will be taken to Do Drop Inn. Please contact the office for fee schedules. This is a supervised, after-school care program. Students in middle and high school need to be involved in a supervised after school activity, tutoring, or picked up by 3:20.

THE SCHOOL SCHEDULE: WHAT CLASSES TAKE PLACE AND WHEN?

1. **The Middle and High School Schedule:** Classes are scheduled in 55-minute periods. The shorter periods promote skill-building. Five-minutes provide time for movement between classes.

	<i>V</i>	<i>O</i>	<i>Y</i>	<i>A</i>	<i>G</i>	<i>E</i>	<i>R</i>
8:00-8:55	1	7	6	5	4	3	2
9:00-9:55	2	1	7	6	5	4	3
9:55-10:25	Morning Mtg Break	Morning Mtg Break	Morning Mtg Break	Morning Mtg Break	Morning Mtg Break	Morning Mtg Break	Morning Mtg Break
10:25-11:20	3	2	1	7	6	5	4
11:20-12:05	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
12:05-1:00	4	3	2	1	7	6	5
1:05-2:00	5	4	3	2	1	7	6
2:05-3:00	6	5	4	3	2	1	7

2. **Morning Meetings Middle and High School** – Daily, all middle and high-school students participate in a “Morning Meeting.” Various activities take place during these meetings. At times students are grouped together at grade level meetings or tutoring takes place. Middle School Opio Chorus meets at this time as well. The purpose is to address student concerns and activities, develop a sense of camaraderie, and to build a sense of community.
3. **The Elementary School Schedule:** Students report to grade level and attend Morning Circle in the Main Hall as an elementary unit. Enrichments will generally be held after morning recess on a modified rotating schedule.

	V	O	Y	A	G	E	R
8:00-8:55	1	7	6	5	4	3	2
9:00-9:55	2	1	7	6	5	4	3
9:55-10:25	Recess	Recess	Recess	Recess	Recess	Recess	Recess
10:25-11:20	3	2	1	7	6	5	4
11:20-12:05	4	3	2	1	7	6	5
12:05-1:00	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
1:05-2:00	5	4	3	2	1	7	6
2:05-2:55	6	5	4	3	2	1	7

TARDIES AND ABSENCES

1. **What about being tardy?** An important habit for students to develop is that of being on time. Punctuality is valued at Island School. If the student arrives on campus after the school day has begun, he or she must report to the Main Office and sign in prior to going to class. During the day 6-12 students late to particular classes are subject to consequences established by the teacher, including detention and possible reduction of grade. A pattern of tardiness is considered a serious problem, requiring a conference with the parent and student to find a suitable response to this situation.
2. **Absences: What should be done?** If the student is going to be absent, parents should notify the school office by 8:00 a.m. When calling, parents should provide the following information: The reason for the absence. Whether the student is able to work at home – i.e., should work be sent home? If able to work at home, the middle and high school students should check RenWeb for assignments and have them completed upon return. The estimated length of the absence. If an extended absence is necessary, parents should talk with the Head of School and an Extended Absence Form needs to be completed. The student needs to find out what work will be missed and set a time by when this will be completed and how. Students must take responsibility for completing all missed work.
 - **What constitutes an “Absence”?** A student missing more than half of a school day will be recorded as having a daily absence on the attendance record. Students absent on the day of or the day before a major event may not participate in the event without explicit administration approval. This refers to athletic competitions, mock trial, the High School Prom, Chorus and other similar events.

NOTE: If parents do not call, an automated message will inform the parent of the child's absence.

- **Approved and Unapproved Absences:** Absences for such things as medical or dental appointments are "Approved," but the student is responsible for making up missed work. Extension of assignments might not be given for class work that is due. Absences for other reasons need to be approved prior to the absence by the Head of School. This means that without Head of School approval, teachers are not required to give makeup work, tests, or tutoring.
- **Extended Absences:** *Families are urged not to schedule vacations during the school year.* Our experience is that students missing more than a week at a time have a difficult time catching up, and this creates extreme stress on the student. In addition, extended absences place undue burdens on teachers, who must design and teach separate curricula for long-term absentees. Students absent for more than 10 instructional hours in a trimester are subject to failing and may be required to withdraw from the missed class or classes. Island School may require parents to hire tutors for students who are behind in their work or absent for an extended time and need extra help. Decisions about this rest with the Head of School.

Please Note: Events such as retreats, Art Day, Island School Birthday, and May Day are an integral part of Island School's program. All students are expected to participate, and unexcused absences are treated as "cuts."

- **How will unexcused absences affect a student's grade?** Unexcused absences from a single class or excessive absences may result in a lower academic grade for that class. In extreme cases, such absences may lead to expulsion.
- **What if students need to leave school mid-day?** Students needing to leave campus mid-day must have the approval of their parents or legal guardians. Generally this means that the parent or guardian comes to campus and signs the student out. For older students, a letter, phone call or email indicating the reason for the student to leave campus and why will suffice. In this case the student must go to the office and sign out.

GENERAL INFORMATION

1. **Dress at Island School:** Students must wear an approved Island School shirt and/or comply with Island School's dress code at all school functions in which they participate, whether on or off campus, unless otherwise instructed. A variety of styles is available from which students can make selections. Shirts can be purchased through Island School's Purchasing Coordinator.

PLEASE NOTE: Authorized wear is **not to be altered** unless approved in advance by an administrator. Students not in uniform will be sent to the office where they must purchase an authorized shirt before being allowed to attend class or participate in a school activity. Students wearing sweaters or sweat shirts must have an Island School shirt on as well.

- a. Appropriate Attire:
 - 1) Underwear is required.
 - 2) Midriff should be covered.
 - 3) Shoes must be worn, with proper athletic shoes for physical education.
 - 4) Appearance should be clean and neat.
 - 5) For girls, we recommend that shorts be worn under dresses. Shorts and skirts should hang loose and fall 4 inches above the knee or longer.
 - 6) Hair should be clean and combed.
 - 7) Hair color should fall in the range of natural tones.
 - 8) Long pants should be made of twill or denim, not stretch or spandex materials.

- b. Examples of inappropriate attire are as follows:
- 1) Hats, caps, or sunglasses are not to be worn indoors.
 - 2) Displays on any clothing (shorts and pants as well as shirts and other attire) of illegal drugs (including alcohol and other intoxicants, tobacco, and hallucinogens) as well as those with sexually implicit or explicit messages or that depict violence.
 - 3) For girls, exposed midriffs and low tops showing cleavage are inappropriate. The shirt should drop comfortably below the top of the waist of pants or skirts and blouses and shirts should cover the chest. School shirt is only acceptable shirt to be worn.
 - 4) Short pants and skirts or tight skirts even if full are not allowed. Ultra low-rise styles are not acceptable. Neither are yoga pants or tights.
 - 5) For boys, shorts must be knee length or longer. Pants should fit and be worn about the hips – i.e., underwear should not be showing.
 - 6) Earrings are allowed; jewelry at other parts of the body and/or other embellishments are inappropriate (e.g., body piercing other than ears) and will be taken from students. Visible tattoos are not allowed.

There are at least three reasons for our dress uniform and code:

- Dress reflects a sense of personal pride on the part of individual students and their families, and Island School students are expected to reflect favorably on both.
- Dress makes a statement about standards of a school, its concern for style and decorum, and symbolizes either respect for or disdain of others.
- Dress invites attention and can be a source of distraction.

2. **Materials from Home:** What to bring (and not to bring)? The general rule about bringing things from home is this: LESS IS BETTER. This includes money. Supplies (e.g., paper and pencil, binders, etc.) and books not provided by Island School may be needed. Students are sent a list of needed supplies. These vary from grade to grade, and at the beginning of the school year teachers will provide information about the exact items needed. We recommend that students leave personal items at home. Island School is NOT responsible for damaged, lost, or stolen personal items, books, or supplies. Any missing items should be reported as soon as the loss is discovered. The longer the wait, the less likely it is that missing items may be found.

- a. Snacks may be brought from home. A mid-morning break is scheduled each day when snacks may be consumed. Our recommendation is that food be healthy, providing proteins and vitamins in addition to calories. Foods susceptible to spoiling should be stored in a good thermos or well-insulated container. For example, if not kept cool sandwiches with mayonnaise may present a health hazard. Food is to be eaten outside of the classrooms, unless this is part of a classroom activity or permission has been granted by the teacher.
- b. Contraband Materials are barred from Island School's campus. Students should not use these or have them in their possession on campus or at any school-related activity. These include, but are not necessarily limited to, the following:
- 1) Weapons of any sort – such as matches/lighters, fireworks, stink-bombs, needles, knives of any kind, and any student-made objects or other objects intended to be used as weapons.
 - 2) Illicit Drugs – including intoxicants (such as alcoholic beverages and marijuana), tobacco, Amphetamines, barbiturates, hallucinogens, or other mind-altering substances. To support this approach, and as leaders responsible for the safety and well-being of all students, the head of Island School, and/or assigned administrator reserve the right to search lockers, cars, and personal possessions of a student if in their judgment there is reason to suspect that the student is in possession of contraband or items which could be injurious to the student and/or others.

If in the opinion of the administration such is warranted, a student or students may be required to take a drug test without notice and at the student's or family's expense. Results are to be delivered directly to the administration. If the tests are positive, the student (or students) may be expelled or, if counseled, may be required periodically to take further tests. If there is evidence that the drug use is continuing, the student may be dismissed from Island School.

Students found to be distributing illicit drugs are subject to immediate dismissal, following which the student's case may be reviewed to determine his or her readiness to return to Island School.

- 3) Students are not to come to school or to any school activity intoxicated in any manner. Should this occur, parents will be called and required to take the student away from school or the activity. Also, the police may be called to investigate and take actions they deem appropriate. Violation of this rule will result in suspension and may lead to expulsion.
 - 4) Energy Drinks – these can be harmful to health and lead to hyperactive behavior.
3. **Emergencies: How will these be handled?** On occasion emergencies arise – such as heavy rains and thunderstorms, for example. Should this happen and it becomes necessary to close school or take other emergency measures, we will attempt to reach parents and guardians by an automatic communicating system, including telephone, messaging and e-mails. This is a reason why the office needs accurate and current phone numbers and e-mail addresses. Also, radio and television stations will have information about what is being done. Tune into KONG or KUI radio to get this information. If an emergency occurs when children are at school, they will be taken to safe places and reassured. Parents will be asked to make arrangements to pick up their children as soon as possible.
 4. **Book Purchases:** High School students purchase their own books and should have them ready to use the first day of class. Required books for each course are provided on Island School's web page at an on-line bookstore: <http://bookstore.mbsdirect.net/ischool.htm>. Students should check their current schedule on RenWeb to find their assigned courses. Then go to one of the above named sources to find the required readings for each course. Purchases may be made from any source, including MBS, but be sure to check the ISBN number to get the correct edition. MBS may repurchase books at the end of the course at a discounted rate. Once ordered through MBS, books will be sent according to the student's shipping selection. Shipping charges apply.
 5. **Keeping Up With Happenings:**
 - a. Class Newsletters – Periodically teachers send out class newsletters that contain useful information.
 - b. RenWeb – This is a web-based application that families can access to keep track of their student's assignments and progress, class by class. For information about this, check with Island School's receptionists.
 - c. Voyager Voice – Weekly this is published and e-mailed home to families of all students. Also, it can be accessed through Island School's web page.
 - d. Island School's Web Page – www.ischool.org, complete with an up-to-date calendar section.
 - e. I.S. 101 – Contains pictures of staff and a description of a number of school events in which parents are directly involved.
 6. **Concerns/Complaints/Comments:** How can your concerns be heard? Administrators and teachers of Island School want to hear from students and parents whenever they have a question, a concern, a complaint, or simply want to make a comment. If the concern is about a situation dealing with the class, the first step should be to contact the teacher. Also, please feel free to write or call the office – We would rather hear sooner than later. Early warning allows us to address situations before they become major problems or concerns.

7. **General Upkeep of the Campus and Classrooms** – Island School’s campus, including the grounds and facilities. All students and staff are responsible for keeping the grounds free of trash and the rooms neat and orderly. Belongings need to be securely stored at all times, including shoes, clothing, book bags, and any personal items a student has brought to campus. Further, the classrooms themselves should be orderly and free of rubbish.
8. **Requests for School Records and Transcripts:** How much time is needed? Requests for school records (including transcripts and/or graduation credit hour worksheets for juniors and seniors) need to be made at least a week in advance of the date they are needed. The office staff needs time to prepare them and ensure their accuracy.

THE SCHOOL PROGRAM

1. **The Curriculum** – The intention of Island School is to have each student make steady progress, reaching to his or her potential. Further, the curriculum is designed to address a full range of student interests and abilities, the arts and athletics in addition to traditional academic studies.
2. **The Elementary School** - In the Elementary School students, grades PreK-5, have self-contained classrooms. This means that students have the same teacher most of the time as determined by assessments. However, students who are more advanced may take classes with older students, and those having difficulty with particular subjects may be assigned tutors or otherwise receive additional help. Also, there are subject area specialists who teach art, computer technology, Hawaiian Studies, music, and physical education. See the Island School *Curriculum Guide* for detailed descriptions of course offerings for grades pre-kindergarten through grade 5.
3. **Teacher Clusters** - Currently teachers are grouped into nine clusters, each with a department head 1) PK-5 (Elementary School); 2) 6-8 (Middle School); 3) 6-12 math and science; 4) 6-12 language arts; 5) Fine Arts - art, music, Hawaiian studies, and theater arts; 6) 6-12 social studies 7) foreign languages - Spanish and Chinese; 8) technology; 9) physical education. Each cluster is responsible for establishing outcomes and developing materials and methods in accord with its area and consistent with Island School’s Expected Schoolwide Learning Results (ESLRs). The ESLRs are explained in the curriculum guide.
4. **Grade-Level Assignments** – In the High School, each class has a special assignment:
 - a. Freshmen are adjusting to their High School years. They complete four-year curricular and extra-curricular plans. From the freshman year, records are kept (transcripts) that will be sent to colleges and universities to which they will apply. The special assignments for freshmen are to keep the freshman lounge clean and to set-up and serve at the May Day program. Start Strong!
 - b. Sophomores are beyond the beginning of High School and have several years ahead of them. One of their requirements is to take the Preliminary Scholastic Aptitude Test (PSAT). Also, all sophomores participate in a Sophomore Project. This combines the disciplines of English and social studies in a study of the American experience. Their special assignment is to maintain the Voyagers sign at the soccer field, keeping the weeds down and the letters painted, policing the sophomore locker area, and to assist with the Island School Birthday Celebration. Stay Strong!
 - c. Juniors gather information about colleges and universities to which they will apply, narrowing their choices and compiling information necessary to completing college applications. In addition, once again they take the Preliminary Scholastic Aptitude Test (PSAT), this time entering National Merit Scholarship competition. Juniors are responsible for policing their lounge and locker area, and assisting with the set-up and clean-up of Art Day. Also, juniors have an opportunity to participate in science fairs. Finally, parents and students prepare the Wilcox Gymnasium for graduation, decorating the stage and floor areas, and cleaning-up afterwards. Be Strong!

d. Seniors apply to one or more colleges and universities and understand financial requirements for post high-school education. Various activities raise funds to underwrite a gift to Island School and help to pay for graduation expenses. In addition, all seniors complete a Senior Project. This is an independent study of the senior's choosing that culminates in a public presentation. Also, seniors keep their lounge and the gazebo clean, assist with the Island School Fall Roundup and Auction, and present Island School with a "Senior Gift." Finish Strong!

TECHNOLOGY

The mission of the 1-to-1 Program (1:1) at Island School is to create a collaborative learning environment for all learners. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed, responsible life-long learners and users. Students will transition from consumers of information to creative producers and owners of knowledge. The team will establish collaborative professional learning communities, based on integrative professional development for teachers, so that this program enhances classroom environments implementing high-quality instruction, assessment and learning through the integration of technology and curriculum. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. The Board, staff and community members will all play a key role in the development of effective and high quality educational experiences.

1. Protocols and Requirements:

- a. Requirement --All high-school students are required to have access to a computer with specifications as given by the Technology Department. Further, any peripheral items (e.g., charging units and headphones) should be labeled with the student's name. All middle school students will be supplied an Island School Chromebook for the school year. To receive this device the Chromebook policy must be signed and is available in the school office.
- b. Intended Use – Computers at Island School are intended for instruction, not games, social networking, private correspondence, recreational music and videos (e.g., Pandora, U-Tube videos, etc.) or other non-instructional activities. Such uses take up space on the broad band and slow the system down.
- c. Classroom Computers –Students are to use computers in classrooms only with the permission and under the direct supervision of a teacher. This means that if a classroom is open and the computers within it are not otherwise being used, a student (or students) may not enter the classroom and use them.
- d. Computer Set-up – Classroom computers and those in the computer laboratory have been set-up for specific purposes. This set-up is not to be changed by students. In other words, neither cords nor software are to be handled or changed without specific and direct approval and supervision of a teacher or administrator of Island School. Installation of Software – The software on Island School's machines has been installed by the staff with educational uses in mind. In some cases Island School is required to pay a fee for the use of the software. Students are not to install their own software on Island School machines.
- e. Student e-mail addresses – High School and Middle School students are assigned e-mail addresses that they are expected to use and check daily. Inappropriate uses of this e-mail will result in disciplinary action being taken against the offender.
- f. Downloading of Materials – This is to be done only with authorization from a teacher or other staff member of Island School and under his/her direct supervision. Any materials to be downloaded are to be related to classroom instruction.

for assignments. Homework is the responsibility of the student. The student's acceptance of this responsibility is important to his or her later success. We recommend that parents encourage their young people to do their work and allow them to develop their own approaches to this. Please do not do the work for them. Students who get others to do their work do not develop healthy concepts about their own abilities or habits that later will assist them as they pursue their education. This is not meant to imply that parents should not be interested in the work and progress of their sons and daughters. Nevertheless, as the young people mature, they need to make such work part of their daily routines. Students are encouraged to do homework the day the assignments are made, and not wait until later. Sometimes homework assignments seem too difficult, and the student becomes frustrated. If this is a regular occurrence, the teacher and/or administrators should be informed. Adjustments may be needed.

ASSESSMENTS: REPORTS ON STUDENT ACHIEVEMENT & PROGRESS

1. **Elementary** -- Grading for pre-kindergarten students through 5th graders is based on a child's development in relation to generally accepted achievement levels.
 - a. Report Cards: The following marks are used to measure trimester objectives for pre-kindergarten through fifth grade:
 - * = Not addressed this trimester
 - 1= Not yet apparent
 - 2 = Working towards expectations
 - 3 = Meets expectations
 - 4 = Exceeds expectations
 - b. Student Portfolios are gathered. These contain samples of student work for each trimester that are evaluated by the student and the teacher. The student makes goals for continued growth each trimester based on what has been learned and demonstrated during the trimester.
 - c. Student Led Parent Conferences are scheduled twice a year in Elementary School. These are brief (from 15 to 30 minutes) and provide time for the student to present his or her portfolio and discuss with the parent areas of needed growth. Questions and concerns among the student, parent and teacher are addressed at the end of the session. As needed, longer conferences may be scheduled at the request of teachers, administrators, parents, and/or students.
 - d. Standardized Test Results – During the 2011-12 school year Island School contracted with the Educational Records Bureau (ERB) to use its materials for standardized testing. This allows us to compare our student achievement levels with national averages, suburban school averages and other private school averages as a means of assessing the rigor of our programs and the achievement levels and growth of our students. Results with explanations and suggestions are sent to parents.
2. **Grades 6-12**
 - a. Report cards and progress reports provide information about student achievement and conduct. Students are expected to demonstrate that they are learning. The amount of learning is based on several factors, including the student's age, tested ability, motivation, and learning style. Also, behavior matters, including being consistent with homework, attending to lessons in class, and behaving with respect towards the teacher and classmates. For each grading period, if the high school or middle school student is to receive an unsatisfactory grade (i.e., below a C-), parents may be notified in advance of the actual grade being given. If there is a drop in performance a short time before grades are due, parents may receive only the formal notification when report cards are distributed. Island School issues progress reports after the first six weeks of each term. If the student's progress at this point is at a "C" level or higher, the teacher may omit a comment about the student's work. If the work is below a "C" average, a teacher's comment will explain the

situation. Report cards are issued after each 12-week term. These grades become part of the students' official record and will be accompanied by teachers' comments.

- b. If a student's progress is less than expected, steps to improve this are taken. These may include one or more of the following:
- 1) Monitoring the student's work more closely.
 - 2) Requiring additional supervised study-hall time.
 - 3) Requiring the student to stay after school for supervised study or tutoring.
 - 4) Spending more time talking with the student about his or her work.
 - 5) Engaging the student in other activities designed to bring his or her work to a satisfactory level.

REMINDER: If the student does not respond to offers of assistance and continues to perform at an unsatisfactory level, he or she may be released from Island School.

- c. Honor Roll – Students in grades 6-12 with high grade-point averages (GPA's) and no grade lower than a "C-", and whose conduct is satisfactory (i.e., no "U's"), are recognized each trimester as follows: Head of School List – trimester grade point average (GPA) greater than or equal to 3.75; High Honor Roll – trimester GPA of 3.33 to 3.74; Honor Roll – trimester GPA of 3.00 to 3.32. See the Island School Curriculum Guide for details.

CO- AND EXTRA-CURRICULAR ACTIVITIES

1. **Field Trips and Special Event Days** – These are important to the educational program. They enrich classroom instruction and provide a change from the classroom. They are intended to be enjoyable as well as beneficial. Students are required to attend all field trips and special in-school events, such as retreats, Art Day, the Birthday Celebration, and May Day. There is a "hold-harmless" clause in the enrollment contract covering field trips.

Of course, chaperones are needed, and teachers make good use of parent volunteers. Younger or older siblings may not attend for the following reasons: Younger siblings participate in an experience that should be saved for a later time, older siblings can be disruptive to social networks of the class for whom the trip is for and school-age students attending a class' field trip miss instruction. On occasion, an additional permission form may be requested as a precaution. In such cases, the signed slip needs to be returned no later than the due date and time. Also, on occasion, there may be a small fee to cover costs. Parents who drive must complete appropriate forms for the office. While at any school sponsored activity, on campus or off, whether traveling to or from a site or already there, students remain under the auspices of Island School and are expected to conduct themselves in accord with the school's "Code of Conduct."

2. **Senior Privileges** – seniors may be granted privileges if they are in good standing. Seniors in good standing will be eligible to apply for senior privileges. These are not automatic and they do not excuse seniors from special events and assemblies. They may sign themselves out during the day and will be allowed to leave campus during the day so long as they do not have specific activities, meetings, or classes to attend, and their conduct and academic records are satisfactory. Such a privilege assumes that students who leave campus will return in time for all of their classes, meetings, or other on-campus assignments. Failure to do so will result in the loss of this privilege. Underclass students (i.e., those in grades below 12) may not visit cars or leave campus with seniors during the school day. Seniors caught taking underclassmen or seniors who have been removed from senior privileges off campus will lose this senior privilege and/or be disciplined and underclassmen will be disciplined. Upon their return, students must sign back in. A senior whose academic work or conduct is not satisfactory may lose any privileges he or she has been granted. Students must sign themselves out and in, not have another student do this for them. Parent permission needs to be on file before privileges are awarded. Senior privileges do not begin until Head of School approves the recommendations.

3. **The Student Council/Student Government** – Each unit (Elementary, Middle, and High School) has a student government that represents students of the unit. Officers and representatives are elected by their fellow students. They meet regularly and consider a variety of topics, including planning and running activities, conducting community-service projects, and studying ways to make school even better. At Island School, student opinions matter. The key organization for soliciting these opinions is the Student Council/Student Government and provides valuable leadership opportunities.
4. **Athletic Competition** – At Island School’s High School more than two-thirds of the students participate in Kauaʻi Interscholastic Federation (KIF) competition. Sports include air riflery, cross country, volleyball, basketball, soccer, wrestling, swimming, track, golf, and tennis. Students are encouraged to get involved. All students who are selected to be on a team are expected to attend all practices. To be eligible to compete, students must have a current physical, meet Code of Conduct policy, and maintain a 2.0 grade-point average, checked at the end of each trimester. For those whose grades are below this average, rechecks are made each two-week period during the trimester. If at a recheck, a student’s grades are satisfactory, the student may compete. If not, he or she may continue to practice but will be unable to participate in actual competition. See the Island School Curriculum Guide for KIF eligibility requirements.
5. **Community Service** – Students at all three units are involved in community service activities. At the High-School students are required to contribute a minimum of 20 hours of community service per year. Service hours are reported on a form and turned into the Dean of Students or Front Office. This needs to be done at the time the hours are earned. Community service makes students aware of needs of our school and connects students with institutions and agencies in the larger community.
6. **Special Activities and Clubs** – Island School students participate in numerous co- and extra-curricular activities. These range from plays to clubs and special events. Students may play intramural and competitive sports and participate in theatre productions and musical groups. Each Wednesday afternoon, for six weeks of the second trimester, from 2:05 p.m. to 2:55 p.m., elementary students participate in clubs. These include gardening, playing chess, cooking, taking hikes, and other activities. Clubs provide an opportunity for students to pursue their special interests.

LUNCH

1. **K-8** - Students in grades K - 8 are required to eat in designated areas in the Main Hall. This applies even to those who bring a lunch from home.
2. **9-12** - Students in grades 9-12 eat as they will on the high school area of the campus. Students are expected to help keep the grounds and facilities free of trash.
3. **Rules:** The following rules apply:
 - a. Students should remove their hats and dark glasses upon entrance into the Main Hall.
 - b. Conversation should be at a moderate volume.
 - c. Good manners are to be practiced – i.e., no rough-housing, food fights, etc.
 - d. Trash is to be deposited in the indicated barrels – including recycled waste in the recycling bins and compost materials in the compost container.
 - e. Students are **not** to leave the Main Hall until they have cleaned up and are excused by a supervisor.

NOTE: A microwave oven and hot water container are available for use by students in grade 3 and up. Students below this age are NOT TO USE the microwave oven. If they have food to be heated, they should take it to an adult staff member to do this for them. If spilled, hot food can cause serious burns. Foods that do not take long to heat are recommended.

CODE OF CONDUCT: BEHAVIOR AND DISCIPLINE

Students at Island School are expected to be courteous and respectful, whether in class or outside of class, whether talking with adults or with each other, whether on campus or off, at any school-related function. Conduct is as important as academic work. Students who misbehave will be disciplined. The range of discipline is from reminders to expulsion. The purpose of discipline is to have the student reflect on and change the behavior. If a student has a pattern of behaving inappropriately and shows no inclination to change, he or she will be expelled. For some actions – e.g., gross insubordination, violence, or use and/or distribution of illicit drugs, including prescription drugs, bullying, theft – expulsion may be immediate.

EXPECTED BEHAVIOR	UNACCEPTABLE ACTIONS
<p><u>Demonstrate Honor and Integrity</u> – Whatever the situation, honor and integrity are central human qualities. Friendships and careers depend on these.</p>	<p>Cheating, lying, stealing, plagiarizing (i.e., taking credit for work which is not yours), <i>withholding information when questioned</i>, or providing work to be copied by another student as if it were his or her own. Gambling in any form is not allowed.</p>
<p><u>Keep a Clear Head</u> – Practice healthy habits, i.e., ones that ensure a clear head for the demands and challenges of a rigorous program.</p>	<p>Having or using illicit drugs, such as intoxicants, tobacco or smoking oils vapor pipes, hallucinogens, depressants, or other mind changing substances. Further, <i>a student in the immediate vicinity of someone using illicit drugs or tobacco will be considered suspect as well.</i></p>
<p><u>Build Positive Relationships</u> – In conversations and gestures, Island School students respond courteously and promptly whenever addressed, whether by adults or fellow students.</p>	<p>Being insubordinate – i.e., directly refusing to acknowledge and/or respond to requests, especially from a teacher or other adult but from classmates as well. This includes deliberately disobeying an instruction or rule after leaving the presence of a school official – e.g., in donning non-authorized school attire.</p>
<p><u>Respect Others</u> – Interactions take many forms, from physical to emotional. Island School students respect others and promote the wellbeing of all.</p>	<p>Fighting and/or causing physical harm; bullying, hazing, intimidating, threatening, taunting, playing pranks, putting others down, or teasing.</p>
<p><u>Speak, Act, and Dress with Respect</u> – Language and grooming matter, reflecting a tone and attitude conducive to high standards and consideration of others.</p>	<p>Swearing or any disrespectful and/or disruptive language or acts, either toward other students or to adults. Examples include being excessively boisterous or rowdy and dress which is distracting. <i>Public displays of affection are inappropriate in the school setting.</i></p>
<p><u>Stay in Designated Areas</u> – Island School students remain on campus during the regular school day and attend activities and classes as assigned.</p>	<p>Visiting restricted areas or leaving campus without permission. Restricted areas include those that are unsupervised – e.g., outside the fenced perimeter of the campus. <i>Cutting classes or other required activities is truancy and will result in disciplinary action being taken.</i></p>
<p><u>Protect and Care For the Environment</u> – This includes picking up trash whether or not it belongs to the student who sees it cluttering the campus. Students are responsible for managing their personal items, such as food, water bottles, clothing, and trash.</p>	<p>Maliciously defacing the desks, buildings, materials, or grounds or leaving rubbish around or ignoring its presence.</p>

1. **Disciplinary Processes** – When a student fails to follow expected behaviors, the following actions can take place depending on specific behavior and age appropriateness.
 - a. Prompt or student conference– Teacher reminds the student about what he or she is supposed to be doing. If the student persists in behaving inappropriately, he or she is asked to refocus. The teacher may assign detention.
 - b. Refocus and/or Office referral – The student is removed from the rest of the class. Then he or she is required to reflect on the behavior and determine a better way to act. This reflection is through talking with the teacher or another adult, through writing, or through drawing.
 - c. Parent Conference – A parent conference with the teacher is the next step. The purpose is to find ways to improve the behavior of the child.
 - d. Notice of Concern – A Notice of Concern may be sent to the parent informing the parent of the behavior and what must be done to improve it.

NOTE: Elementary students receiving a Notice of Concern are required to get the parent's signature and to return this signed copy within a day after it is received.

- e. Detention - the student must do school service, such as picking up trash, cleaning or repairing damaged furniture or equipment, helping in the office, pulling weeds, or being engaged in other useful activities for a specified period of time.
- f. Suspension - the student will not be allowed to attend class until the period of suspension has been lifted. Generally suspensions involve a conference with the parents. Sometimes an in-school suspension is used. This means that the student is required to report to the office and not associate with his or her classmates or go to class for a specified period of time. In the office, the student is expected to do his or her assigned work.
- g. Administrative Conference – If this still doesn't work, a conference among the student, parents, and an administrator takes place. This may result in expulsion.

2. **Serious Violations** – For more serious violations, including chronic misbehavior, generally the following steps are taken:
 - a. The facts are checked to ensure accuracy of the charges.

NOTE: To support this approach, and as leaders responsible for the safety and well-being of all students, the head of Island School, and/or assigned administrator reserve the right to search lockers, cars, and personal possessions of a student if, in their judgment, there is reason to suspect that the student is in possession of contraband or items which could be injurious to the student and/or others.

- b. The student is talked with, to get his or her side.
- c. Parents are called and informed of the incident.
- d. Depending upon the severity of the violation, the administration will determine the disciplinary action to be taken. As indicated above, this can range from a warning to expulsion.

3. **Vandalism** - If the violation involves vandalism, the student and the parents will be required at their expense to replace or repair the vandalized articles and/or areas.

NOTE: If in the opinion of the administration such action is warranted, a student may be required to take and pass a drug test and/or random testing as a condition of his or her remaining at Island School.

4. **Unsatisfactory Conduct** - Students whose conduct or grades have been unsatisfactory may be disqualified from membership in or participation on athletic teams, the National Honor Society, or other activities in which they would be representing Island School.
5. **Documentation** - A record is made of the incident and placed in the student's file. Repeated violations are considered more serious and are treated accordingly.

A REMINDER: Disciplinary decision and actions are confidential between students, parents and the administration. Consistent with federal laws, details about such decisions are not publicized or open for general discussion.

6. **Cheating, Plagiarism, and Fraud** – As these behaviors are at the heart of an academic institution, they need a special section.
- a. Cheating is academic dishonesty. Students involved in cheating are committing a serious offense which may result in an “F” or “0” grade for an assignment or class or dismissal from Island School. Cheating includes, but is not limited to, the following: the use of notes, references, or electronic assistance when these are prohibited by testing conditions or explicit instructions of an assignment. Two other forms of cheating are (1) copying, stealing, or accepting another student’s work as one’s own or (2) supplying or making available one’s work (in any form) to another student who can present it as his or her own.
 - b. Plagiarism is the presentation of the product of another person’s work as one’s own. It is academic theft. It is a serious offense and can result in failure or dismissal. Whether intentional or accidental, when a student copies, excerpts, paraphrases, lists, or presents language, data, images, or theories of another person as one’s own, he or she is plagiarizing. Borrowing from others is permissible but only with proper acknowledgement. This is the process of reference and documentation that is the responsibility of all students.
 - c. Fraud is to knowingly misrepresent statements, findings, or procedures to support a particular point of view. This includes selectively quoting from an article or deliberately slanting a paraphrase or data in ways unintended by the author and unsupported by the full text of the source. Scholarship depends on the integrity of individuals using public and published information for the advancement of knowledge. As with cheating and plagiarism, fraud is a serious offence and will be dealt with as indicated above.

ANTI-BULLYING

Everyone at Island School is committed to making our school a safe and caring place for all students. We are to treat each other with respect. Bullying in any form will not be tolerated. Our school defines bullying as follows: Bullying is unfair and one-sided. It happens when there is evidence that someone hurts, frightens, threatens, or leaves someone out.

1. **Examples of bullying include:**
 - a. Hurting someone physically by hitting, kicking, tripping, pushing and so on.
 - b. Stealing or damaging another person’s things.
 - c. Ganging up on someone.
 - d. Teasing someone in a hurtful way.
 - e. Using put-downs, such as insulting someone’s race or making fun of someone.
 - f. Touching or showing private body parts.
 - g. Spreading rumors about someone.
 - h. Leaving someone out on purpose or trying to get other students not to play with someone.
 - i. Defacing another students or teachers work.
2. **A key concern of our modern world is “Cyber-Bullying.” It includes these behaviors:**
 - a. Sending hate messages.
 - b. Creating Web sites that humiliate others.
 - c. Forwarding private emails without permission.
 - d. Taking or receiving an embarrassing photo or video.
 - e. Setting up polls on the Web sites to vote on who’s the fattest, ugliest, geekiest, and so forth.
3. **Students at our school are expected to:**
 - a. Treat each other respectfully.
 - b. Refuse to bully others.
 - c. Refuse to let others be bullied.

- d. Refuse to watch, laugh, or join in when someone is being bullied.
- e. Include everyone in play, especially those who are often left out.
- f. Report bullying to an adult.

4. **Responsibilities of the Faculty and Staff:** Faculty and Staff members at our school will do the following to address issues of bullying and help children feel safe.
- a. Closely supervise students in all areas of the school and playground.
 - b. Watch for signs of bullying and stop it when it happens.
 - c. Teach the Steps to Respect program to student in grades 3-5.
 - d. Respond quickly and sensitively to bullying reports.
 - e. Take seriously families' concerns about bullying.
 - f. Look into all reported bullying incidents.
 - g. Assign consequences for bullying based on the school discipline code.
 - h. Provide immediate consequences for retaliation against students who report bullying.

While these rules cover most situations, they are not meant to be all inclusive. The general rule is that students are expected to respect others, fellow students as well as adults, and the equipment and facilities of Island School. Violators will be subject to disciplinary action, such as the loss of privileges, for example. If a serious violation occurs, the student may be expelled from Island School.

SEXUAL HARASSMENT

Federal and State laws (and common decency) require schools to maintain an educational environment free of sexual harassment. All complaints of sexual harassment – whether formal or informal, written or verbal – will be investigated. Individuals found to have sexually harassed another will be disciplined. The range of discipline ranges from counseling to expulsion. This policy governs all unwanted sexual advances, whether towards members of the same sex or of the opposite sex.

1. **Definition:** Sexual harassment is any type of uninvited or unwanted conduct directed towards another and related to his or her gender. This is not flirting or dating behavior. Instead, it involves an assertion of power of one person or group against another.
2. **Examples:** Sexually harassing behaviors include but are not limited to the following:
 - a. Unwelcome massaging of the neck or shoulders.
 - b. Repeatedly asking someone to join in activities such as dates when the other person is not interested.
 - c. Making comments that are sexual in nature – e.g., about parts of the body, clothing, or looks.
 - d. Sexually degrading name-calling and jokes or teasing – such as calling someone a “fag”.
 - e. Spreading sexual rumors about an individual.
 - f. Displaying cartoons or pictures that are sexual in nature.
 - g. Pornography
 - h. Playing sexually offensive computer games.
 - i. Wearing sexually expressive or obscene clothing, hats, pins, etc.
 - j. Making sexually expressive sounds, such as howling or whistling.
 - k. Making obscene gestures with hands or body.
 - l. Making kissing sounds or licking the lips suggestively.
 - m. Inappropriate touching of another’s clothing.
 - n. Unwelcome touching of another’s body.
 - o. Pressuring another for sexual activity.
 - p. Physically intimidating or making another person feel uncomfortable or afraid.
 - q. Standing too close, following, leering, or staring.
 - r. Sexually assaulting or attempting to sexually assault another person.
 - s. Any other verbal, visual, or physical conduct which implies uninvited and unwanted sexual meaning.

MEDICATIONS

1. **Prescription Medications**

- a. These are to be brought to the school by the parent or other responsible adult along with the the doctor's instructions giving the name of the drug, dosage, times to be taken, and any possible side effects.
- b. If parents want Island School to administer the medication, an official from Island School must agree to take on this responsibility.
- c. Then school officials will distribute such medications in accord with written permission from the parent.
- d. The student must come to the office for the medication; Island School will not be responsible if the student fails to do this and misses the medication.

PLEASE NOTE: Medicines prescribed for a student should NOT be shared with other students. There can be serious harmful effects. Parents should be sure to talk with their sons and daughters about potential dangers here.

2. **Non-Prescription Medications** – The school maintains a limited supply of non-prescription medications, such as Aspirin, Tylenol, and so forth. These will be administered only if a child's parent has granted permission by signing the "Authorization to Treat" form. Special permission may be given in advance in writing or orally over the phone, as the need arises.

HEALTH AND FIRST AID

1. **Conforming to State Requirements** – Hawaii's Department of Health (through the School Attendance Law) requires that all students meet certain health requirements, including immunization, before they may attend any school in the state.

There are three requirements:

- a. **Physical Exam** – must have been completed once within the year prior to entry into Hawaii's school system, whether public or private. Student athletes participating in KIF sports must show evidence of a recent physical to meet eligibility requirements.
 - b. **Tuberculosis (TB) Clearance** – must be completed within one year before school entry for all students.
 - c. **Immunizations** – students must have completed the following, including boosters:
 - DTP/Td – 5 doses required for diphtheria, tetanus, pertussis.
 - Polio – 4 doses required.
 - MMR – 2 doses required for measles, mumps, and rubella.
 - Hepatitis B – 3 doses required.
 - Varicella (Chicken Pox) – 1 or 2 doses required. Doctor's certification needed for verification of children who have had these.
2. **Health Insurance** – Each family needs to indicate its existing health/medical insurance plan by the beginning of the school year. This is helpful in cases of emergency.
 3. **Treating Minor Injuries and Illnesses** – Most of Island School's employees are certified in CPR and in First Aid. A small dispensary is located in the main administration building. Students with minor scrapes and bruises are treated at the dispensary. Depending on the seriousness of the injury, parents may be called. Students who do not feel well are sent to the dispensary for a check and, as needed, for rest. An examining table and cot are available for their use. The students have their temperature taken, and, as indicated, parents may be called to take their children home.

4. **Ukus** – In Hawaii, head lice and nits (their eggs) are common. They reside in people's hair. They can be found by examining the scalp but may be hard to spot. If found, they must be eliminated. This is done as follows
- Don't panic, the situation is treatable.
 - Wash hair with an effective head lice shampoo. Your physician or pharmacist can recommend a pediculocide, used to kill the lice and their eggs. If treatment with lice shampoo is not effective, parents might want to consider using a Lice Guard Robi-Comb as an alternative.
 - Remove all nits. You may need to remove remaining nits with your fingernails. A single egg can hatch and start a whole new family of ukus. Pick them out, one by one.
 - Wash everything – clothes, bed linens, curtains hanging near the bed, and towels. Use hot water, then dry on hot cycle for at least 20 minutes. Items such as stuffed animals, headphones, and hats that are not machine washable must be dry-cleaned or stored for at least two weeks at room temperature in a tightly sealed plastic bag or placed in direct sunlight for four hours during the hottest time of day.
 - Soak combs, brushes, etc., in hot water, the hotter the better. The temperature should be at least 130° Fahrenheit, and items should soak for a minimum of 10 minutes.
 - Vacuum everywhere – to ensure that your home is louse-free. This includes carpets, pillows, mattresses, upholstered furniture, and even car seats. Pediculucide sprays are available and may help, but vacuuming is safer and more effective. A point of information: Head lice cannot fly or jump; they only crawl. They are passed around by close contact and through shared combs, hats, towels, bedding, and upholstery. Please discourage your children from sharing such personal items.

PLEASE NOTE: Students with nits or head lice will not be permitted to remain in school.

5. **When Your Son or Daughter Is Sick** – Sometimes at home, before time to depart for school, a young person will complain of feeling sick. Our experience is that such complaints should be taken seriously. Parents know their children and must make a decision about whether or not to keep them home. A good rule of thumb is to give them the benefit of the doubt. If they really are sick, bringing them to school will only worsen the situation. If this affects the student's work a conference with a school administrator may be in order. Extended illnesses may require a doctor's clearance before the student will be allowed to return to school.

RIGHTS AND ROLES OF PARENTS

At Island School, parents (and guardians, too) are essential to the educational process. The parent provides initial information about the student. Then, throughout the year, formal conferences in elementary school are scheduled among parents, students, and teachers. These are designed for discussion, to let parents know how well the student is doing and to get the parents' and students' views. The communication is three-way – among teacher, parents, and student. Parent inquiries into any and all aspects of the program are welcome. Please remember to go to the teacher first. As students mature, their relationships with adults and peers change. High school students look mature and often act so, yet their minds are still developing, and they can act impulsively, with little thought to consequences. This is to say that young people are often moody and can be confused about their futures. They continue to need boundaries and active support of their parents. In addition, Island School classes are rigorous, with considerable homework. Often tension occurs when students have outside jobs and other activities that make completion of school assignments difficult. Students need to find a balance among school assignments, after-school recreation, and work. If school work begins to suffer, some adjustment in the student's priorities may be needed.

If parents have concerns or want to know about particular situations, they should call the office. Second-hand information can be incorrect and passing it on as if it were accurate can lead to misinformation and unnecessary complications. Another way of putting this is that rumors can be damaging, and stories about this or that occurrence can be erroneous or only partially true, even if coming from students. The statement that students always know what is happening does not hold for every situation.

In addition to parent conferences, there are numerous ways in which parents participate. Some help on field trips and at special events, assisting teachers with a myriad of tasks. Others join in special “Work Days,” to keep the campus looking neat and spruced up. Still others relieve the office staff by answering phones, e.g., during staff meetings. Parents help chaperone activities and provide refreshments for students. A Booster Club supports athletics and activities at Island School. Parents also help in the Learning Resource Center (Island School’s library).

The Parent Association is quite active. It begins the year at Registration or Circle of Friends, Parent Orientation in August. A “Fall Round-up” is scheduled early in the school year. This is a time for getting acquainted and having fun. Parents sponsor a number of other events as well – such as fund-raisers, Teacher Appreciation Week, book fairs, and more. Also, the Parent Association reviews school policies and practices and works with the administration to implement changes of benefit to students. We encourage all parents to join the Parents Association. Island School is family-centered. We encourage parents to think about the wellbeing of the entire school in addition to that of their child. What applies to one child should apply to other children as well. A reminder: Please be careful about comments made when children are around.

The Voyager Voice is a newsletter that is e-mailed home each week. It is also posted on Island School’s web page and a hard copy is posted in each of the elementary classrooms. The Voyager Voice records activities of the week and notes items of interest about the school. For other information, parents might want to check the Island School web page (www.ischool.org). Included in the web page is a calendar. In addition, as mentioned earlier, RenWeb is a source allowing parents to keep abreast of student progress.

ADMISSIONS AND FINANCES

1. **Philosophy** – Island School is for students who are academically talented and socially well adjusted. Its focus is on the development of the whole child, the arts and athletics receiving attention in addition to academics. The curriculum is challenging, the setting is informal and friendly, the facilities and grounds are well kept and attractive. There are numerous activities, from intramural competition to dances. Student growth and development is Island School’s measure of success.

2. **Re-enrollment** – Students at Island School who remain in good standing may re-enroll for the following year. In this case, returning families need to complete an enrollment contract and submit this along with a \$300 deposit to Island School. The school conducts a re-enrollment week for returning students in January of each year.

3. **Tuition and Fee Payment and Credit Policy** – The current charge for tuition and fees is available in the Admissions Office. The entire tuition is due June 1st before the beginning of the new school year. For those needing more time, extended payment plans are available. Fees and other charges may be assessed later for class activities, books, etc. The school utilizes an independent tuition management company, called FACTS, for all extended payment plans. There are some fees for this service. Brochures explaining the FACTS plan are available from the Business Office. Prompt and complete payment of all tuition and fees by the responsible individual is necessary for the running and continued success of Island School. Once a space has been reserved for a student, it is often not possible to obtain a new student if one drops out. Therefore, once an enrollment contract is accepted by Island School, payment of all remaining tuition and other fees for the full academic year is unconditional, and no portion of fees paid or outstanding will be refunded or cancelled in the event of absence, withdrawal, or dismissal from Island School.

No part of the deposit (currently \$300) made with an Enrollment Contract will be refundable after the contract has been accepted by Island School, except if a bona fide application for financial aid is made and the School is informed within 30 days after the applicant is notified of the results of the application that the grant awarded, if any, is insufficient to allow the enrollment.

The following rules apply:

- a. A late fee of \$15 per month will be charged on all past due balances. Other penalties may apply for those choosing the extended payment plans.
- b. Any additional charges (e.g., books, etc.) must be paid within one month after billing or these will also be subject to late fees.
- c. No senior will receive his/her diploma or detailed record of work until the account is paid in full.
- d. Monthly payments for the first trimester must be completed by the end of that trimester in order to retain the student's place for the second trimester.
- e. Monthly payments for the second trimester must be completed by the end of that trimester in order to retain the student's place for the third trimester.
- f. Monthly payments for the third trimester must be completed by the end of school in order to retain the student's place for the next school year.
- g. No student will be allowed to enter school unless the prior year's account and all current amounts due are paid in full.
- h. Registration for High School classes may be affected by tuition accounts that are not current.
- i. A \$25 service fee will be charged for all returned checks.

4. Financial Aid – Some amount of money is available for financial aid. (As a matter of interest, 44% of Island School's students received some financial assistance for 2015-2016.) As other independent schools in Hawaii, Island School uses the FACTS GRANT & AID ASSESSMENT program to process applications for financial aid. This company evaluates a family's ability to pay based on the family's income in relation to accepted standards. Application forms and procedures are available in the Admissions Office. Requests for financial aid are kept completely apart from the admissions process. In other words, a student's application for admissions is evaluated without consideration of his or her ability to pay. All awards are based on need. Generally such assistance is provided as long as the student continues at Island School and the need continues. Those desiring consideration for financial aid should either obtain an application form at the front office or apply online through www.factstuitionaid.com. Our recommendation is that current Island School families complete this process by the end of Spring Break, 2017.

5. A Reminder for Returning Families - Each year a new application form must be completed and submitted for processing; often a family's financial situation changes over the course of a year. Notification of awards for returning families will be mailed (or e-mailed) before May. For new families, financial aid applications will be processed as soon as possible, first come/first served, and the applicant informed of the decision within three weeks of the date that the completed application has been received. An applicant who has been placed in the Wait Pool may be offered financial aid if space is available and there still are funds in the financial aid budget.

STUDENT ID CARDS

All students will have their pictures taken and be issued a student identification card. The school ID card will be valid for the current school year and will include the student's name, school ID number, and picture. Cards will be issued to each student after all required registration documents are completed by each student/family.

Student ID cards will serve the following purposes:

- Identification
- Snack purchase for students with established Snack Account
- Lunch ID for students on Lunch plan
- Library Resource or Technology Equipment Check out
- Certain Student Discounts, such as admission to school events
- Timekeeping for students leaving campus with prior authorization (doctor appointments, etc.)
- Students are required to present their school ID card for prepaid lunch plans and any charges towards their established snack account. If a student does not present the ID card, they have the option to purchase with cash or obtain a new ID card for \$10 and then be able to charge their snack purchases.

Your Student ID card is personal to you and may not be used by any other person.

BACKGROUND INFORMATION ABOUT ISLAND SCHOOL

ISLAND SCHOOL was founded in January, 1977. A group of parents and teachers recognized that additional educational opportunities would be useful for residents of Kauai. Seven women took this idea to heart and started Island School: Jolly Bodine, Diana Dahl, Peggy Ellenburg, Lindsay Kamm, Rochelle Karter, Denise Kaufman, and Merlyn Ruddell. The first facility was a renovated plantation building in Kealia, on the east side of the island. The initial student body had 17 students.

The school grew from this point to more than one hundred twenty students by 1991-92. At this time the Board of Directors determined that a permanent, centrally located campus was critical to the future of the school. AMFAC/JMB Hawaii donated ten acres of land in Puhi, adjacent to Kauai Community College, Island School's current campus. After acquiring the land, the Board embarked on an ambitious campaign to raise money for buildings and furniture. This was successful, and the new campus was first occupied in 1991.

Hurricane Iniki hit in September, 1992, and devastated many of the buildings. The campus was rebuilt and included a computer laboratory and library; also, a 6th-7th-8th grade classroom building was erected. In 1995, the Weinberg Foundation paid for the construction of an enrichment building that now houses physical education, music, and art classes

In addition, a set of three portable units was obtained, each large enough for small classes along with offices for teachers. During 1997-98, a new roof was constructed for these units, and the building was named for a generous donor to Island School, Doreen Brown. Purdy Hall was constructed in 1998 to accommodate expanding enrollments at the high school. Funds for this building came from Ellsworth and Elenora Purdy. In the summer of 2001, the Helen S. Carter Hall was moved from Kauai Community College's campus and took its place as part of the current Middle/High School quadrangle.

During 1999 the Board of Directors purchased twenty more acres immediately adjacent to the current campus, thereby tripling its size. During the 1999-2000 school year the new acreage was fenced and graded. In January of 2006, 8.4 more acres were added to the campus through the generosity of Steve Case, bringing the total acreage to 38.4. In January of 2008, the Samuel W. and Edith K Wilcox Gymnasium was completed and dedicated and the following May 31st, the Mary D. and Walter F. Frear Center for Hawaiian Culture and the Arts. A new access road to the campus was opened on February 29th, 2008. In 2011, with considerable generosity from Unlimited Construction, a former construction office was transported to campus and renovated into two classrooms. The most recent addition to the campus is a 1,200 panel solar farm that supplies electricity for our daytime needs.

Shortly after Island School's start (in 1977), a small high school was added to the kindergarten through eighth-grade classes. There were eight graduates in this early period; however, the enrollment failed to grow, and the high school was discontinued in 1983. In 1995, the Board of Directors revisited the idea of having a high school. It decided to re-establish this unit as part of a long-range plan for Island School. A ninth-grade class was added in 1996-97, a tenth grade in 1997-98, an eleventh in 1998-99, and a twelfth in 1999-2000. A prekindergarten class was added in 1998. Currently the enrollment totals 400.

The Board of Directors sets policies, oversees operations, hires the Head of School, and raises money for operations, capital improvements, and the endowment fund. The Head of School is responsible for carrying out policies of the Board and seeing to the day-to-day running of the school. Other administrators include a Director of Institutional Advancement, a Director of Development, a Business Manager, a Dean of Students, a Technology Coordinator, and a Director of Athletics. Currently, there are 42 faculty members on the Island School staff.

Island School is private, not-for-profit, independent, and incorporated. It is accredited by the Hawai'i Association of Independent Schools (HAIS), National Association of Independent Schools (NAIS) and the Western Association of Schools and Colleges (WASC). Our pre-kindergarten class is accredited by the National Association for the Education of Young Children. Island School does not discriminate on the basis of race, color, national or ethnic origin.

ISLAND SCHOOL ANTHEM

From the slopes of Kilohana
To Ha'upu's heights we gaze.
Our foundation is the 'aina,
Alma mater, sing we your praise.

refrain:

Island School excellence prove;
Hail Island School, pride of our youth!

Inspire our endeavors;

As 'ohana keep us near.

We shall honor your traditions
As we prosper through the years.

(Composed by Leinani Springer)

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	Sun	Mon	Tues	Wed	Thurs	Fri	Sat		Sun	Mon	Tues	Wed	Thurs	Fri	Sat
July	3	4 4th of July	5	6	7	8	9		1	2	3	4	5 R	6 V	7
	10	11	12	13 Online Bookstore Opens	14	15	16		8	9 O	10 Y	11 A	12 G	13 E	14
	17	18	19	20	21	22	23		15	16 ML King	17 R	18 V	19 O	20 Y	21
	24	25	26	27	28	29	30		22	23 A	24 G	25 E	26 R	27 IS B-day	28 SAT
August	31	1	2	3	4	5	6		29	30 V	31 O	1 Y	2 A	3 G	4
	7	8	9	10	11	12	13		5	6 E	7 R	8 V	9 O	10 Y	11 ACT
	14	15	16	17 9-12 Orientation	18 PK-8 Orientation	19	20		12	13 A	14 G	15 E	16 R	17 V	18
	21	22 V TRI 1 Elem Assessment	23 O	24 Y	25 A	26 G	27		19	20 Pres Day	21 O	22 Y	23 A	24 G	25
September	28 KFBF	29 E	30 R	31 V	1 R	2 V	3		26	27 E	28	1	2	3	5th gr Play
	4	5 Labor Day	6 O	7 Y	8 A	9 G	10 ACT		5	6 Teach Work Day	7 R	8 V	9 O	10 Y	11
	11	12 E	13 R	14 V Picture Day	15 O	16 Y	17		12	13 A	14 G	15 E	16 R	17 V	18
	18	19 A	20 G	21 E	22 R	23 V	24		19	20 O	21 Y	22 A	23 G	24 E	25
	25	26 O	27 Y	28 A	29 G	30 E	1 SAT		26	27	28	29	30	31	1
October	2	3 MS/HS Retreat	4	5 O	6 Y	7 A	8		2	3 R	4 V	5 O	6 Y	7 A	8 ACT
	9	10	11	12	13	14	15		9	10 G	11 E	12 R	13 V	14 Good Friday	15
	16	17 G	18 E	19 R	20 V	21 O	22 ACT		16	17 O	18 Y	19 A	20 G	21 E	22
	23	24 Y	25 A	26 G	27 E	28 Art Day	29		23	24 R	25 V	26 O	27 Y	28 A	29
November	30	31 R	1 V	2 O	3 Y	4 A	5 SAT HS Play		30	1 G	2 E	3 R	4 V	5 O	6 SAT
	6 HS Play	7 G	8 E	9 R	10 V	11 Vet Day	12		7	8 Y	9 A	10 G	11 E	12 May Day	13
	13	14 O	15	16	17	18	19		14	15 R	16 V	17 O	18 Y	19 A	20 MS Play
	20	21	22	23	24	25	26		21	22 G	23 E	24 R	25 V	26 Finales	27
	27	28 Y TRI 2	29 A	30 G	1 E	2 R	3 SAT		28	29 Mem Day	30	31	1	2 Grad Prac Beach Blast	3 SAT Graduation
December	4	5 V	6 O	7 Y	8 A	9 G	10 ACT		4	5	6	7	8	9 KAM Day Obs	10 ACT
	11	12 E	13 R	14 V	15 O	16 Y	17		11 KAM Day	12	13	14	15	16	17
	18	19 A	20 G	21 E	22	23	24		18	19	20	21	22	23	24
	25	26	27	28	29	30	31		25	26	27	28	29	30	1

Instructional Days = 173