



A Village for Learning

PARENT / STUDENT HANDBOOK

2009-2010

SCHOOL YEAR

PARENT/STUDENT HANDBOOK 2009-2010

The Academy of the Pacific is a community of young people and adults working together toward a common goal: to develop the potential of each person to a maximum in areas that are needed for a productive life in our society. To reach this goal, the parents and school must work hard, hand-in-hand, in close communication with one another.

We provide a structured and supportive educational environment within the classroom; however, we strive for all that can make learning valued by the student.

The Academy of the Pacific admits students of any race to all the rights, privileges, programs, and activities generally accorded or made available to students at this school, and the school does not discriminate on the basis of race in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other administered programs.

MISSION STATEMENT

The Academy of the Pacific, a village for learning, provides a nurturing, personalized educational experience that addresses each student's unique needs and abilities unmet in conventional classrooms.

By providing a regular education program within a small classroom environment, AOP challenges students to expand their boundaries, recognize their innate potential and develop into responsible and contributing citizens.

Core Values

We value such qualities as the worth of each individual, respect for others as well as for oneself, esteem for diligence, pride in achievement, and we emphasize academic fundamentals.

Expected Schoolwide Learning Results

A skilled communicator who:

- Can speak articulately.
- Writes in a variety of modes.
- Reads effectively for information and enjoyment.
- Listens well to others.
- Uses technology comfortably as a tool.

A responsible citizen who:

- Appreciates how individuals and institutions interact in society.
- Perceives the role of cause and effect in history.
- Accepts his/her and others' spiritual, mental, emotional, physical differences and appreciates cultural diversity.

A lifelong learner who:

- Has developed creative and critical thinking skills in problem solving and decision-making.
- Has developed aesthetic sensitivity and creative ability.
- Has acquired knowledge and skills which lead to lifelong health and fitness.
- Is equipped to be flexible in the changing world.

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I. GENERAL INFORMATION

A. GRADUATION REQUIREMENTS

The Academy of the Pacific offers two types of diplomas: an HONORS DIPLOMA and a REGULAR DIPLOMA.

To receive either an Honors or Regular diploma, a student must have attended 8 semesters of high school (4 years) or be 18 years of age and have earned a minimum of 22 academic credits in grades 9 through 12.

Students fulfill this requirement by taking at least 6 courses (6 credits) each year for two years and 5 courses (5 credits) each year for the other two years. Over four years this earns a total of 22 credits.

A unit of credit is the amount of credit a student may earn during one standard period of instruction for a full year. Students may earn a maximum of six units per year in a six-period day. Units of credit for graduation must be earned during grades 9, 10, 11 and 12. At AOP, there is no unit of credit assigned to class work taken prior to grade 9.

Credits are awarded on the basis of one-half credit per semester of each course completed with a passing grade. Students who fail a semester of a course must make up the one-half credit by attending summer school, afternoon or night school, a correspondence course, a distance-learning course, or by taking another year of 6 courses at AOP.

A student may fulfill the one (1) credit Physical Education/Health requirement by taking a P.E. course, or by participating in two (2) ILH sports during their high school career, or by a combination of a P.E. course and one ILH sport. Credit for each interscholastic sport will be recorded on the student's record as ASPE (sport name). Maximum allowable credit for ASPE is one (1) credit. Sports participation will be awarded at the rate of one-half (1/2) credit per ASPE sport up to a maximum of one (1) credit during a student's high school career. (Any decision regarding whether the student has participated sufficiently to fulfill this requirement will be made by the coach of the sport, the Athletic Director, and the Head of School). Such athletic participation shall count as one of the 22 credits needed for graduation.

Academic credits earned at AOP are transferable to other schools both in Hawaii and on the mainland.

I. GENERAL INFORMATION - CONTINUED

Specific requirements for the Honors diploma and the Regular diploma are as follows:

1. Honors Diploma Requirements

The Honors Diploma is designed specifically for those students who are preparing for college or university admission.

a. *Credit Requirements:*

- 4 English
- 4 Social Studies (including U.S. History)
- 3 Science including Biology (or one other laboratory science)
- 3 Mathematics (including Algebra I, Algebra II and Geometry)
- 2 Foreign Language (of the same language)
- 1 Physical Education
- 1 Human Relations (Health/Guidance)
- 1 Fine Art
- 3 Electives

22 Total for an Honors Diploma

b. *GPA Requirement:* Cumulative GPA (4 years) of 3.0, or a combined junior and senior year GPA (2 years) of 3.0 with no semester grades of F for the senior year.

c. *Senior project.*

2. Regular Diploma Requirements

The regular diploma has the same requirements as the Hawaii State DOE and will meet the admission requirements of many colleges and universities.

a. *Credit Requirements:*

- 4 English
- 4 Social Studies (including U.S. History)
- 3 Mathematics
- 3 Science
- 1 Physical Education
- 1 Human Relationships (Health/Guidance)
- 6 Electives

22 Total for a Regular Diploma

b. *GPA Requirement:* Passing Cumulative GPA (4 years)

c. *Senior project.*

I. GENERAL INFORMATION - CONTINUED

3. Senior Project: Seniors must complete an interdisciplinary project focused on a career path of choice. The grade for the senior project is recorded on the student's transcript. Seniors entering mid-year will receive individual instruction for their projects.

4. Senior Status

A student will be considered a senior after completing sixteen (16) high school credits.

5. Credits

Academic credits earned at AOP are transferable to other schools both in Hawaii and on the mainland.

6. Graduation Ceremony

The graduation ceremony is a traditional school function. It is a Board of Trustees celebration to recognize each individual senior who has completed the high school diploma requirements. The ceremony is both joyous and serious, and is often considered to be the first recognition of adulthood. To participate in the ceremony, seniors must pass four courses in the final semester before graduation, complete the academic requirements and adhere to the dress and graduation practice requirements, as set forth by the school and the Board of Trustees. Also, tuition and fees must be paid in full on or before the ceremony.

7. *Early Graduation*

Graduation at the end of the first semester of the senior year is granted only in special situations for students that have special needs which cannot wait until the end of the regular school year. Permission for early graduation will be granted on a case-by-case basis and meet certain criteria. Seniors who want to graduate early must be 18 years of age before December 31st and complete all graduation requirements by the end of the first semester. Additionally, prior to the beginning of the senior year, the senior must submit a written "Letter of Request for Early Graduation" to the Head of School requesting permission for early graduation. The letter must clearly state why the graduation is necessary at the semester and why it cannot be done at the end of the regular school year.

I. GENERAL INFORMATION - CONTINUED

B. ACADEMICS

1. Expectations

Each AOP student should be able to pass all courses if the student attends class regularly, participates in class activities and does the required homework daily.

2. Report Cards

Formal reports will be made to parents four times a year. The reports in the form of behavior and achievement checklists, grades, and descriptive comments written by each teacher are sent home by mail. Grades received are "A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and F". An "A or A-" grade in academic subjects is given only for work of exceptional quality and quantity.

3. Honor Roll

Students who earn a 3.0 or higher earn a place on the honor roll. The citizenship grade is calculated in the GPA.

4. Interims

Interims are deficiency reports and are mailed twice during each grading period. Parents will receive mail from the school three to four days after the "interims due" dates on the school calendar. This mail will include any interims. The purpose of these reports is to inform students and their parents/guardians there is still time to make up deficient work. Excessive absences may prevent the possibility of making up work.

5. Status Reports (Blue Sheets)

Status Reports are taken weekly by a student to each teacher for a written statement as to whether or not the student is current and, if not, what work is missing. Students pick up Status Reports each week. Students are required to have their Blue Sheets completed, signed, and returned the following day. Blue sheets are mandatory for students who receive three interims notices, or two or more F's in a quarter.

6. Study Hall(s)

A study hall period is offered each morning from 7:30 to 8:00 a.m. Additionally, students may work individually with their teachers after school on an appointment basis. Teachers are not available if they are in a parent/student/ teacher conference. We encourage students to utilize these times for homework

I. GENERAL INFORMATION - CONTINUED

assignments. The before school and after school study periods may also be used to make up tardies.

7. Academic Discipline

A student who receives three (3) failing grades for any semester automatically expels himself or herself from the school.

A student with 3 "F's" at the 1st or 3rd quarter must appear before an Academic Review Board to determine conditions for continued enrollment.

8. Citizenship Grade

A citizenship grade based on the student's compliance with the AOP Discipline Policy is reported each quarter and semester on a separate report card. It is an objective evaluation of the student's infractions of the Discipline Policy during the grading period. Although it does not count for course credit, the citizenship grade is computed in a student's overall grade point average and is recorded on the student's cumulative grade record.

9. Preparedness

Being prepared for class is a part of good citizenship. Just as adults prepare themselves for their workday, students should be prepared for their school day. They should bring the necessary tools (books, paper, pencils, pens), have homework completed and be prepared to participate positively in class. These issues are included in the Approach to Learning section of the report card.

10. Katie Kortschak Reading Reference Room

The Reading Reference Room is used as a designated study hall. Students may use the Reference Room during the regular school day for research, report preparation, or reading. Teachers will issue passes to students who desire to use the Reference Room. The room is intended as a quiet place for study and research. Accordingly, conduct respectful of other students' needs is expected and food and beverages are not allowed.

I. GENERAL INFORMATION - CONTINUED

11. National Honor Society

The National Honor Society chapter of Academy of the Pacific is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character.

Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by a five-member Faculty Council, appointed by the Head of School, who bestows this honor upon qualified students on behalf of the faculty of our school each year.

Students in the 10th, 11th, or 12th grades are eligible for membership. For the scholarship criterion, a student must have a cumulative grade point average of 3.7 or better on a 4.0 scale and be enrolled in at least 3 core courses (i.e., math, science, English, social studies) during the regular school year. Those students who meet this criteria are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is required.

To evaluate a candidate's character, the Faculty Council uses two forms of input: first, school disciplinary records are reviewed; second, members of the faculty are solicited for input regarding their professional comments on a candidate's service activities, character, and leadership. These forms and the Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined method and schedule.

Following notification, a formal induction ceremony is held at the school to recognize all the newly-selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all four criteria that led to their selection. This obligation includes regular attendance at chapter meetings during the school year and participation in the chapter service projects(s).

12. Weekly Block Scheduling

AOP's weekly block scheduling allows large spans of time for classes to go on field trips, do extended projects and lab experiments, and delve more deeply into a topic with experiential learning, discussion and activities. Student attendance is critical.

I. GENERAL INFORMATION - CONTINUED

13. After School Academic Support Services

After School Academic Support Services: AOP provides students with a multi-tiered support system to aid them in their academic success. Students may make arrangements to avail themselves of one or more of these services at any time.

Students needing help with the concepts and content of a particular course may work individually with their teachers before or after school on an appointment basis. Teachers are not available if they are in a parent/student/teacher conference.

Additional academic support services are available during our after school program. The services are provided for students who need extra help at an additional fee.

- The Professional Tutoring Program provides students in need with experienced professional tutors who are specialist in their fields. This is the highest level of academic assistance and provides students with easy access to intensive help.

C. LOCKERS

Lockers are provided to students at no cost on a first-come, first-serve basis. The school assumes no responsibility for items left in the lockers. Student should store ONLY their own things in their personal lockers; lockers are not to be shared. Lockers may be subject to periodic inspection. Students are responsible for the contents of their lockers. Any prohibited items found in a student's locker are considered in the student's possession. Student must clear their lockers on or before the last day of school. All textbooks should be returned to the issuing teacher and personal items taken home. The first day after the graduation ceremony, locks left on lockers are removed and lockers are emptied.

D. LOST AND FOUND VALUABLES

Turn in all found articles to the school office. Expensive or valuable clothing, personal items, jewelry, equipment, and large amounts of cash should not be worn or brought to school. AOP ASSUMES NO RESPONSIBILITY FOR THE CARE, CUSTODY, AND/OR SECURITY OF VALUABLES. SUCH ITEMS LOST AND/OR STOLEN ARE THE INDIVIDUAL'S RESPONSIBILITY. AOP does not have insurance to cover such items and relies on parents' good judgment not to allow their students to bring such valuables to school.

E. LUNCHESES

Hot lunches are available on a regular basis. The "Snack Shop" will be open before school, during morning recess and lunch to sell snacks, packaged and prepared foods. Students may also bring their lunches from home. Delivery of outside food is prohibited except through prior arrangement. Parents are discouraged to bring food to campus for their child during the school day.

Any food orders for special occasions need to be approved by a teacher and administrator, and all orders are to be delivered to the school office. In these instances, the snack bar owner needs to be notified at least a week ahead of time. Food delivered without approval may be refused by a teacher or administrator. Any food delivered to campus must be delivered to the school office to avoid disturbance to campus routine and learning.

F. END-OF-YEAR STUDENT EVALUATION

The faculty evaluates each student at its last meeting in June. Recommendations for the following year are based upon attitude, behavior, and academic factors. Students not invited to return in the fall are notified in June.

II. PROCEDURES AND POLICIES

A. TUITION

Historically, the cost of educating each student has been partially underwritten by income from grants from foundations, gifts of alumni, parents, and friends to the school's annual giving fund drive. No parent/guardian pays the full cost of educating his/her child/ren. Tuition costs are reviewed annually.

In addition to the broad curriculum, tuition also includes the following:

- Shuttle bus
- Certain counseling costs
- Most classroom supplies, textbooks and workbooks
- Art courses
- Field trip transportation
- A testing fee covering all group testing except SAT, Advanced Placement Exams, and ACT
- Admission to all regularly scheduled interscholastic contests
- Lockers
- Copies of the school newspaper, literary magazine and yearbook as applicable
- Fees to cover basic materials for computer and science labs
- Athletic participation in ILH and PAC-5

Tuition is payable by three methods: annual, semester, and monthly. For credit card monthly payments, a non-affiliated independent company will handle the collection. Please refer to the tuition information package for more detailed information concerning tuition, fees, terms & conditions, and payment methods.

For students who are accepted after school begins, tuition payment is due within ten days of the formal letter of acceptance.

There are certain other fees which may be applicable:

For students who are withdrawn during the school year, tuition will be assessed through the quarter attended. A \$500 withdrawal fee will be added to defray costs related to the faculty and staff effort associated with a mid-year release.

For students who are expelled during the school year, tuition will be assessed through the quarter attended. A \$1,000 expulsion fee will be added to defray the faculty and staff time and effort expended in the processing of the expulsion.

A Seniors Fee will be assessed to cover the cost associated with graduation and other senior events. Seniors with outstanding

tuition and/or fees may not participate in the commencement exercise. Tuition and fees must be paid in full before the day of the ceremony.

II. PROCEDURES AND POLICIES - CONTINUED

Textbooks are the property of AOP and if they are not returned in good or usable condition, a fee may be assessed for the loss and/or damage.

Financial aid is available and is awarded by the Financial Aid Committee and approved by a committee of the Board of Trustees. Awards are made on the basis of need. For information regarding deadlines and applications, please contact the Business Office.

B. SCHOOL RULES

All school rules apply to students on campus and off campus (including field trips, excursions, picnics, and athletic events) at any school-sponsored event in or out of the school day, including representing oneself or the school online. School rules apply to students within one mile radius surrounding the campus, including the Nuuanu Street parking lot and the Kailua bus stop on the Pali Highway.

Students are not allowed to live independently and be enrolled in the Academy of the Pacific.

Requirements for parental permission apply to all AOP students regardless of age.

C. ATTENDANCE

1. Absences

PLEASE NOTE THAT GRADES ARE AFFECTED BY ABSENCES! When a student is ill and cannot come to school, his or her parent/guardian is required to call the school office (595-6359) before 9:00 a.m. and report the illness or the reason for absence. If no call is received before 9:00 a.m. the school will consider the absence a "cut", resulting in a disciplinary Number

Attendance and participation in class are essential to learning and earning good grades. At 7 (seven) absences in a quarter, an administrative meeting will be called with the Head of School and/or Dean of Students. At ten (10) absences in a quarter, students may be required to attend an Appeal Hearing to determine if continued enrollment is appropriate and/or to devise an action plan for student success. (See Section III. Discipline, A., #6 for appeal hearings.). Students with absences reaching 10 (ten) class periods may not be able to earn a grade higher than a D. Continued absences will lead to failure.

II. PROCEDURES AND POLICIES - CONTINUED

2. Tardies

Students arriving at school before school begins or arriving at a class after the class begins are considered tardy.

Tardy students arriving after 9:00 a.m. will receive one notation of tardy in their disciplinary record. Students arriving after 9:00 a.m. will receive two (2) tardies.

If tardy to school or any class period, students must get a Tardy Pass from the Reading Reference Room before being allowed into class. Tardies can be removed from the disciplinary record before resulting in disciplinary action. Three unremoved tardies will result in a disciplinary Number (See Section III. A. on Discipline, #7)

Once a student gets a disciplinary Number for tardies, these tardies cannot be worked off. Before tardy notations turn into a disciplinary Number, students can remove individual tardies by:

1. Attending the 7:30 a.m.. study hall.
2. Staying with any teacher before or after school.

Attending 30 minutes in any of the above will work off one (1) tardy.

3. Make-Up Work/Prolonged Absence Due to Illness/Other

Students will be expected to make up work resulting from any absence from class. If a student is going to be absent for more than four (4) days, homework may be picked up at the school office in Donaghho Hall by 2:30 p.m. if the parents notify the school early in the morning.

4. Vacations and Trips

Parents are asked not to take students out of school for vacations. There is no substitute for time spent in the classroom with the teacher. Prolonged or frequent absences may result in failed classes.

If a student must leave for a trip, please notify the school officials and teachers in advance. They will advise you on the student's current status and work that will be missed. Students will be responsible for any work missed. The Absence Policy in Section 1 above will apply to students in this situation.

II. PROCEDURES AND POLICIES - CONTINUED

5. Arriving/Leaving Campus Permits (Off-Campus Pass)

Students are to remain on campus from time of arrival through the school day. The boundaries of the campus and off-limit areas are shown on the map in the back of this handbook.

Once a student is on campus, that student may not leave for any reason without a pass. The school expects the students to respect the privacy and property of the neighbors on their way to and from the campus. Violation of this policy can result in disciplinary action and/or financial restitution for any damage.

If an emergency such as an accident or illness occurs that necessitates a student leaving campus, the student must obtain a brown off-campus pass from the school office signed by the Head of School or Dean of Students.

The Police Department enforces the truancy law and students found off campus without this brown off-campus pass will be arrested.

6. Parent/Student/Teacher Conferences

Parent/Student/Teacher Conferences (PTSCs) are a hallmark at AOP. They may be requested by any party. Parents are encouraged to arrange for such a PSTC at any mutually convenient time during the school year. Most conferences are scheduled for 2:50 p.m. on Monday, Tuesday, Thursday, or Friday. Parents are encouraged to make an appointment for at least one conference between November and April for a general progress report.

D. PARKING

A condition of operating a school in the Alewa Heights location was the understanding that AOP would be a good neighbor and would not add to the number of private vehicles parking in the neighborhood. AOP agreed to restrict parking to the campus and Seventh Day Adventist lot on Nuuanu Avenue. In order to keep faith with the neighbors and operate within the conditions cited above, the following policy is established regarding the use of private transportation:

1. Private vehicles are allowed on campus to drop-off and pick-up passengers. Private vehicles remaining on campus for an extended time require a pass from the Dean of Students Office.
2. Student vehicles may park on campus ONLY in assigned parking spaces. Parking spaces are assigned to individual students and are not to be shared. Control of assigned spaces is through the Dean's Office.

II. PROCEDURES AND POLICIES - CONTINUED

3. A shuttle bus is available to and from the Alewa Heights campus before and after school.
4. A fees will be required to park on-. The parking fee is paid for the year and is non refundable.
5. Parking on public or private property on Alewa Heights is prohibited to all vehicles associated with the school. It is not acceptable to park on the street or on private property with the owner's permission.
6. Students are not allowed in the parking lots during the school day unless they have obtained permission from the Dean's Office. No eating, drinking or loitering is allowed in the parking lot. Once a student parks on campus, he/she must leave his/her vehicle. A student is not allowed back to his/her car during the school day for any reason.
7. Vehicles without a pass or prior authorization, parked for an extended period of time or overnight, are subject to towing.
8. The driver of a vehicle is responsible for the contents of that vehicle. Any prohibited items found in a student's vehicle are considered the possession of the driver.
9. More specific parking regulations can be found in the student parking application form.
10. Any violation of the above policy will be cause for disciplinary action.

Finally, it should be noted that campus parking is a privilege and is contingent upon established and continued good citizenship. Students need to apply for parking privileges to the Dean of Students. On campus parking privileges are awarded to students on a priority basis beginning with those with the highest citizenship grade. Parking privileges are revocable and will be reviewed each quarter.

E. SCHEDULE OR CLASS CHANGES

Schedules for each school year are made during the summer. Parents and students are asked to telephone or meet with the Head of School and the Dean of Students to ensure optimal choices. Students are permitted to make schedule changes only when they are clearly required as determined by the Administration and are within the timeframe specified by the Administration. This policy is necessary to minimize the time and learning lost through haphazard changes and to avoid disrupting the classes.

II. PROCEDURES AND POLICIES - CONTINUED

Necessary changes will be made with the Head of School or Dean of Students. All changes must be approved by the parent or guardian, the teachers involved, and the Dean of Students.

F. TELEPHONE USE

Office telephones at school are for school business only. Emergency out-going calls may be arranged with the main school office, the Dean of Students, or the secretary at the Young Building.

G. ONLINE ACCEPTABLE USE POLICY

1. Students will learn to use the Internet to enhance their education in school and throughout life. They will access the Internet through equipment maintained by the school or personal laptops. Access is a privilege and each student must behave responsibly while using the school's equipment and this powerful medium. Please see the Acceptable Use Policy letter in the "Back to School" package. Parents and students are asked to carefully read and sign the Acceptable Use Policy form which can be found in the appendix of this handbook and is included in the "Back to School" package.
2. All current students are eligible for individual web space hosted on www.aoppages.net. Their personal webpage will be named with the following convention: www.aoppages.net/{first letter of their first name}{last name}. For example, a student with the name John Smith would have the webpage address: www.aoppages.net/jsmith.
 - Once a student leaves AOP they are no longer entitled to their web space. AOP reserve the right to remove any page and/or content from any page at any time without notice.
 - Students will have ten (10) megabytes of disc space for their personal webpage and will be given at the discretion of AOP. Additional space can be requested and will be handled on a case-by-case basis. AOP

reserves the right to grant or deny additional space.

- All AOP rules apply.
- This web space is intended for personal use only. All commercial and any for-profit use is strictly prohibited.
- Any content deemed inappropriate by AOP will be deleted without notice which includes but is not limited to (explicit, violent, distasteful, or vulgar content). Disciplinary actions can be taken.

II. PROCEDURES AND POLICIES - CONTINUED

- No copyrighted materials including but not limited to music, photos, videos, or text can be posted.
- Passwords and access to your web space shall not be shared with others.
- AOP shall not be responsible for any loss of data or service to your web space and is available on an as-is basis.

H. VISITORS

Students are permitted to bring visitors on campus only when arrangements have been made for their visit in advance. The sponsoring student may obtain a "guest request" form from the school office. It will be signed by the teachers whose classes the guest will visit and be approved by the Head of School (See Section III. Discipline, B., #21 for consequences of having visitors without a pass).

I. ATHLETICS

1. Academic Policies

- a. Students who wish to participate on school sports teams in the Interscholastic League of Honolulu (ILH) shall be eligible to play only if they have passed a minimum of (3 out of 5) or (4 out of 6) subjects during the immediate past grading period. At the end of a grading period, a student who is scholastically ineligible shall be kept from further competition for a period of at least four weeks and must make up the deficiencies. (This policy is the minimum

acceptable standard set for the ILH).

- b. If a student receives three or more interims prior to the end of the grading period, he or she will be required to submit a weekly progress report to their parents and faculty advisor. Student athletes should remember that athletics are meant to enhance a student's academic education and should not get in the way of this primary goal.

2. Absentee Policies

Students who are absent from school may NOT participate in practice or games that day unless otherwise excused by the Head of School. Students who are absent part of the day must receive approval to play from the Athletic Director.

3. Behavior

Student athletes must realize that they are responsible for their actions on and off the field. All school rules apply to all athletic functions, practices, and games, as stated in the Student Handbook. Any student athlete who violates AOP discipline or other school policies may have their athletic eligibility

II. PROCEDURES AND POLICIES - CONTINUED

restricted, suspended or denied at the discretion of AOP administration. A student who is sent home from school or is suspended by the administration loses his or her eligibility for the duration of the sent home period or suspension. He or she may not practice or accompany the team to games until he or she is re-admitted to school.

4. Physical Exams - Medical Approval

No student shall be eligible to represent the Academy of the Pacific unless there is on file with the Athletic Director, a medical doctor's statement for the current school year certifying that the student has passed a physical examination and is able to compete in athletic contests. The Athletic Director will have "Hawaii State Department of Education Physical Examination for Athletes" cards (blue) available.

5. Parental Consent

No student will be eligible to represent the Academy of the Pacific without parental consent. Parental permission and liability waiver forms shall be provided by the Athletic Director and kept on file along with the record of physical examination.

6. Insurance

As stated in the HHSAA Handbook, Article IV, Section 1A: No student shall be eligible to represent his/her high school unless he/she is adequately covered by an agency on a health or accident insurance plan.

7. Fundraising

Due to budget restrictions, the athletic program is supported by its own fundraising activities. All student athletes are expected to support the program by active involvement in various fundraisers.

8. Levels of Competition

- a. Intermediate - 7th, 8th, 9th graders
- b. Junior Varsity - 9th, 10th, 11th graders
- c. Varsity - 9th, 10th, 11th, 12th graders

Some exceptions may be granted for Seniors to participate at the Junior Varsity level only when they apply to AOP school teams. These exceptions must be applied in advance and approved by the Board of Athletic Directors of the Interscholastic League of Honolulu (BADILH).

II. PROCEDURES AND POLICIES - CONTINUED

9. Notice

Student athletes and parents of athletes at the Academy of the Pacific should be aware that there is risk of injuries as a result of the competition in interscholastic athletics. Athletes should use common sense and good judgment in their participation, have all injuries checked by a physician, and have adequate insurance coverage. Injuries could result in permanent damage or even death.

J. COUNSELING

The counseling goals of the Academy of the Pacific are to help each student become self-accepting and self-managing and to encourage the development of long-range planning.

The counseling program is coordinated by the Dean of Students who is available for limited personal, academic, and college & career counseling. A school counselor is available for emotional and behavioral guidance and support. In some cases the school may require that students and/or families seek an appropriate counselor outside of the school setting. In addition, each student is assigned a faculty advisor. The faculty advisor will help the student with academic and personal problems, and will help to monitor homework and academic progress. In this way, each student may receive individual attention for personal difficulties that he or she may be experiencing.

Parents are encouraged to contact the Dean of Students or their child's faculty advisor regarding any concerns they may have regarding their child.

K. STUDENTS ADMITTED AFTER THE BEGINNING OF THE SCHOOL YEAR

The class tone and goals are established in the first few weeks of school. They are shaped so that each specific class can maximize the learning process in a harmonious atmosphere. Students enrolling after the first day of school will be asked to cooperate and blend with the classes they join. New students will normally be on probation for approximately five (5) school days for mutual observation. After the observation, the student will meet with the Head of School to determine if the student wants to be here, and if he/she will be officially accepted into AOP. Students on probation will be held to the same discipline standards as enrolled students.

III. DISCIPLINE

A. SCHOOL DISCIPLINE SYSTEM

1. Agreements

There are three general rules or agreements of conduct which govern the overall school climate:

- #1. I WILL NEVER DO ANYTHING TO HARM MYSELF OR ANOTHER PHYSICALLY OR EMOTIONALLY OR ACADEMICALLY.
- #2. I WILL BE IN ASSIGNED CLASS AREAS DURING CLASS TIME AND IN ASSIGNED AREAS DURING NON-CLASS TIME (INCLUDES "CUTS" AND TARDIES).
- #3. IF I RECEIVE A DISCIPLINARY MARK FOR AN INFRACTION, I WILL OBEY THE TEACHER'S DISCIPLINARY ORDER QUICKLY, QUIETLY, AND WITHOUT ARGUING OR CREATING A DISTURBANCE.

2. Numbers

Our record keeping system provides regular feedback on a student's behavior. Persistent inappropriate behavior is a strong indication to us that the student does not wish to cooperate with the school program. Broken agreements will result in the student receiving a disciplinary "Number" and will be processed as follows:

Each time a student receives a disciplinary Number, that student will proceed to the school office and sign in for the disciplinary Number, then will be required to notify his or her parent or guardian. The broken agreement will be recorded on the student's citizenship record.

A student who does not understand why he or she received a certain Number should ask for an explanation from the teacher after class or from the Dean of Students. Numbers are removed from a student's disciplinary record at the end of each semester.

3. Protests of Numbers

Students may submit a written protest to the teacher if they feel that the Number received is undeserved. Protest forms are available from the Dean of Students and the Assistant Dean.

III. DISCIPLINE - CONTINUED

Protests must be submitted to the teacher no later than after school on the day the mark is received. Teachers will make written comments on the protest sheet if needed to give a more complete picture of the situation, but only the teacher who gave the number may remove it.

4. Suspensions and Expulsion for Numbers

A student who receives five (5) Numbers will be suspended and an appeal hearing will set conditions for the student's return to school. See "Appeal Hearing" below. Students will be required to complete class assignments for each class missed. A PARENT OR GUARDIAN WILL BE REQUIRED TO ATTEND THE HEARING.

After receiving the 6th Number, the student will be suspended and sent home for the rest of the day. Upon receiving the 7th Number, the student has chosen to expel him/herself.

An expulsion automatically results in a grade of F in Citizenship.

5. Appeal Hearing for Failing Citizenship Grade

A student who reaches ten (10) demerit points on their discipline record in any one quarter will be required to attend an Appeal Hearing to determine whether continued enrollment is appropriate.

6. Appeal Hearing

A review board will be established to consider appeals. The review board will consist of two administrators, an impartial faculty member of the student's choice, and the student's faculty advisor as voting members. The student may invite a student advocate and other faculty as non-voting members.

A parent or guardian must attend the appeal hearing. The student will submit a written appeal in a form suitable for placement in the student's permanent record. Additionally, the student will present the appeal orally to the board and be prepared to answer questions. The Appeal Board has the authority to expel a student or ask the student to withdraw from school on their own accord. Any student expelled will be assessed a \$1,000 expulsion fee.

7. Disciplinary/Academic Expulsion

There will be no appeal for receiving three (3) failing grades in a semester or after receiving seven (7) Numbers in a semester. Students who receive three (3) F's or seven (7) Numbers in a semester automatically expel themselves from school. Any student who has been allowed to reapply for admission after being

III.

DISCIPLINE - CONTINUED

expelled may not be readmitted until at least one full semester has elapsed.

8. Point-Out (PO)

Point-Out for Profane and Abusive Language (POL)

Point-Out for Drugs, Sex, Violence (Talk and/or behavior) (POX)

Point-Out for Disrespect for Others (POD)

Point-Out for not having class materials(POM)

Point-Outs (PO):

Teachers will warn students up to twice if their behavior in class is disruptive. For continued disruptive behavior in the classroom, the student will receive a Point Out (PO) and be sent to the office. The Point-Out will be recorded and the student will notify a parent or guardian. Upon receiving his or her third Point-Out, in a semester, the student will be sent home for the remainder of the day. If the third Point-Out occurs after 1 p.m., the student will remain home the following day as well. A parent/student/school conference will be scheduled if the disruptive behavior continues after the student is sent home several times. It is expected that parents have some established consequence(s) for the student when the student is sent home. Point-Outs are removed at the end of each semester.

Point-Out for Profane and Abusive Language (POL)

Students who use profanity or abusive language will be sent to the office with a Point-Out for Language (POL). The POL will be recorded and the student will notify a parent or guardian.

If the abusive language is directed at a member of the faculty or staff, the student will see the Head of School. AOP administration reserves the right to take any further disciplinary action it deems appropriate.

Point-Out for Drugs, Sex, Violence (Talk and/or Behavior) (POX)

To emphasize the importance of a drug-free campus and the dangers of drug abuse, students who write about or discuss drug use and in so doing glorify, advocate or support drug use will be sent to the office with a Point-Out for talking about Drugs (POX). The POX will be recorded on the student's citizenship record and the student will notify the parent or guardian. The POX will also be used for inappropriate sexual or violence-related language and/or behavior. Handholding is allowed. All other intimate physical contact is prohibited.

III. DISCIPLINE - CONTINUED

Point-Out for Disrespect for Others (POD)

To encourage respect for others and emphasize a tolerance for differences in individuals, their opinions and point of view, students who speak or act disrespectfully toward a teacher or another student will receive a Point-Out for being disrespectful. Also a student who fails to show respect for the learning environment will receive a Point-Out for disrespect. The POD will be recorded on the student's citizenship record and the student will notify the parent or guardian.

Point Out for Not Having Class Materials (POM)

To assist students and parents in the student's pursuit of academic excellence, students who are unprepared for class will be sent to the office with a Point Out for Materials (POM). The POM will be recorded and the student will notify a parent or guardian if they:

- Do not bring their assignment book to class and fill in the assignments for each class.
- Do not arrive at class with all materials required for that class including homework. Note: Specific materials promulgated by a teacher in advance are considered standard required materials for those classes, e.g., a certain novel in English class or a protractor in math class

9. Tardies

Students who are late to advisory period or class will receive tardies. Three (3) unexcused tardies will result in a disciplinary number (#2T). When a student receives a #2T for tardies, those tardies cannot be worked off. (See Section II. Procedures and Policies, C., #2 for tardies)

B. ADMINISTRATIVE DISCIPLINARY ACTIONS

1. Damage to School Property

If any student is involved in harmful or destructive acts including graffiti, parents will be informed of the damage and cost, and financial restitution will be required. This includes graffiti and destruction of school property and school books. The student may also be assigned to work for the Facilities' Manager; however, the student will also be liable for disciplinary action up to and including expulsion.

Fire extinguishers and fire alarms are required at selected sites on the campus by the Hawaii State Fire Codes. Tampering with either is punishable by a \$1,000 fine. Any student involved in such activity will be reported to HPD and held liable for the cost of repair/replacement. The student will also be liable for disciplinary action up to and including expulsion.

2. Acceptable Use Policy

Students not complying with Acceptable Use Policies may lose computer privileges. Repeated or severe infractions may result in permanent termination of privileges. Violators may also be subject to other disciplinary action by the school, in accordance with the severity of the violation, up to and including suspension, expulsion and legal prosecution.

3. Detection Canines

To support a safe learning environment for all students, a search dog will be brought to campus at random, unannounced times. The dog is trained to detect contraband, including all drugs, alcoholic, tobacco, firearms and ammunition, prescription and over-the-counter medication.

Students will be asked to leave their personal belongings in the classroom and wait outside the classroom with their teacher until the inspection is over. The dog, its handler and possibly an administrator will inspect the classrooms. Lockers and cars in all student parking areas will also be inspected. Students will not be allowed to walk around campus during the inspection.

III. DISCIPLINE – CONTINUED

4. Controlled Substances

A “controlled substance” is any substance which it is unlawful to possess or use or sell or purchase, or which can lawfully be used or possessed or sold or purchased only with a current, valid physician’s prescription, or which can lawfully be used or possessed or sold or purchased only by or to persons who have obtained a particular age, or which can lawfully be used or possessed or sold or purchased only in quantities regulated by law. Without limitation, the term includes all drugs, including alcohol, which fall into any of the foregoing categories; but it does not, for example, include caffeine since caffeine can lawfully be possess or sold or purchased by or to persons of any age without restriction as to quantity

ANY STUDENT BRINGING ANY CONTROLLED SUBSTANCE ON CAMPUS, WITHIN A ONE MILE RADIUS OF CAMPUS, OR TO ANY SCHOOL SPONSORED EVENTS, FOR ANY PURPOSE OTHER THAN RECEIPT OF MEDICATION AS REQUIRED BY A CURRENT, VALID PHYSICIAN'S PRESCRIPTION IS LIABLE TO IMMEDIATE EXPULSION WITH NO REFUND OF TUITION.

If a student is found in possession, purchasing or trafficking - defined as selling or providing to other students a controlled substance other than cigarettes - the student will be expelled. Tuition will not be refunded and a \$1,000 expulsion fee will be assessed.

If the school administration has reason to suspect and the Head of School concludes that a student is using, possessing, selling, or purchasing a controlled substance, even though that activity is off campus, and if such activity is illegal or is interfering with such student's school work, the student may be subject to disciplinary action, inclusive of expulsion. If expelled, tuition will not be refunded.

If a student self identifies or if the Administration is informed of a possible violation of AOP drug policy (excluding drug trafficking or possession with intent to distribute), the school will investigate and as appropriate, seek intervention, If the student does not comply with the requirements for intervention and/or complete the required rehabilitation, the student will be expelled. Tuition will not be refunded and a \$1,000 expulsion fee will be assessed.

Additionally, if the Head of School, Dean of Students, or Advisory Committee decides that there is reasonable cause to suspect a student of using, possessing, trafficking, or purchasing a controlled substance, a search may be directed by the Head of School or, in her absence, by the Dean of Students or administrator in charge. In the event a decision is reached to make a search, the student will

III. DISCIPLINE – CONTINUED

be escorted by a faculty or staff member to an area designated by the school administration and will be required to bring his/her books, notebooks, book bag, briefcase, purse, backpack, waistpack, clothing, and other articles of personal property in his/her possession which might

be used to conceal a controlled substance. Parents or other caregivers will be notified if possible. The search will be conducted by an administrator and one other staff member. The student will be asked to open and empty out the contents of all books, notebooks, book bag, briefcase, purse, backpack, waistpack and similar property, and open and empty all pockets, remove shoes, and lower any cuffs.

The student's locker and car, if applicable, will also be searched. Any prohibited items found therein are considered the possession of said student. Refusal to submit to the search will be considered tantamount to possession of a controlled substance in violation of the school's policies and the student will be subject to expulsion.

Students who are required by a current, valid physician's prescription to use a controlled substance as medication shall be obliged to disclose such fact to the Head of School or Dean of Students and furnish such proof concerning the prescription and the student's adherence to the prescription as may be required. Such medication should be kept in the school office with the Registrar.

Discovery of use or possession of a prescription drug without a current, valid prescription necessitating such use and possession for medical reasons will likewise result in immediate suspension pending further disciplinary action by the Head of School, inclusive of expulsion without refund of tuition.

If, in the judgment of the Head of School, drug screening of a student is required, the parents/guardians will be promptly informed and the testing will be required to be conducted within 24 hours in order to ensure reliable results.

If deemed appropriate by the Head of School, an alternative drug testing procedure may be used as follows: The student will be removed from the school and taken to an approved drug testing facility, where the student will be tested immediately. Parents or other caregivers will be notified if possible.

If the Head of School deems it necessary, a schedule of tests or other conditions may be required to ensure continued compliance with the school's policies concerning use of controlled substances. Release to the school of the results of any such tests is required and a refusal to release the results will be deemed conclusive proof that the student or applicant is using a controlled substance in violation of these policies. Likewise, noncompliance with any other conditions will be considered a violation.

III. DISCIPLINE – CONTINUED

Under federal law the term “drug paraphernalia” means “any equipment, product or material of any kind which is primarily intended or designed for use in manufacturing, compounding, converting, concealing, producing, processing, preparing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance.” All AOP policies regarding controlled substances apply equally to drug paraphernalia. Any items which can be construed either as drug paraphernalia or as legitimate items (e.g. rolling paper, hookahs) will be assumed to be drug paraphernalia.

STUDENTS WHO COME FORWARD OF THEIR OWN VOLITION WITH A SUBSTANCE ABUSE PROBLEM WILL BE ASSISTED IN OBTAINING APPROPRIATE ASSESSMENT AND TREATMENT.

5. Fighting or Physical Threatening

The Academy provides an environment where people can feel physically safe from harm. Students who threaten this security by fighting or physically threatening others with or without a weapon will be suspended for two (2) days and/or expelled for the first offense and an appeal hearing will be held. The persons involved in the incident may be invited to attend the hearing.

A second offense is automatic expulsion.

6. Bullying

The Academy of the Pacific is committed to providing all students with a safe and supportive school environment. Members of the school community are expected to treat each other with respect. Bullying of any member of the school community is against school policy. Bullying is defined as “any written or verbal expression including online and texting, or physical act or gesture, or a pattern thereof that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events.” Any student who bullies another member of the Academy of the Pacific community will be subject to receiving a disciplinary “Number” and may be subject to suspension or expulsion.

7. Protecting Neighbor's Yards

In order to maintain good relations with our neighbors, students are not to go into neighbors' yards or purposely throw or kick things into the neighbors' yards. Students who are not good neighbors are subject to disciplinary action up to and including expulsion.

III. DISCIPLINE – CONTINUED

8. Fireworks

The use of fireworks at school is against the laws of the State. Students who are found possessing fireworks or using fireworks will be subject to disciplinary action up to and including expulsion and may be reported to the police.

9. Smoking, Snuff, Chewing Tobacco or any Tobacco Products

Smoking, dipping snuff, and chewing tobacco are not allowed at any time on campus or within one mile of the campus including the Nuuanu Street parking lot. Breaking the smoking ban will result in suspension for the first offense followed by expulsion for the second. Any student in the presence of students smoking, dipping, or chewing may be treated as if he or she is smoking, dipping, or chewing.

10. Items Not Allowed on Campus

a. Miscellaneous

Students possessing any prohibited items or items deemed inappropriate in a school environment are subject to disciplinary action. Cigarettes, tobacco products, and cigarette lighter are not

allowed on campus or at any school activities. If found they will be confiscated and not returned. Electronic entertainment devices are not allowed for use in class unless specifically designated by the teacher. Skateboards, surfboards, roller blades, roller skates, may not be used on campus but may be stored at the office for off-campus use.

b. **Guns and Knives**

A student having any kind of gun, knife or any object construed as a weapon will be subject to disciplinary action up to and including expulsion.

c. **Animals or Pets**

Animals or pets are not allowed on campus without permission from the Head of School or Dean of Students.

11. **Gambling**

All types of gambling for money (cards, game boards, etc.) are prohibited and will result in a #1 mark.

III. DISCIPLINE – CONTINUED

12. **Stealing**

The Academy of the Pacific is committed to providing all students with a safe and supportive school environment. Members of the school community are expected to treat each other with respect and are expected to respect others' personal belongings. Taking another's belongings without permission is considered stealing and is forbidden. Anyone caught stealing on campus will receive a disciplinary "Number", suspension, or expulsion.

13. **Dress Code**

The Academy of the Pacific believes that adolescence is a time for the individual to develop a sense of identity as well as a sense of judgment. We want students to have the opportunity to make their own decisions about their appearance, while at the same time meeting the standards of modesty and good taste. A student whose appearance is a distraction or disturbance to others interferes with teaching and learning. We ask that students come to school dressed in appropriate school attire and that they be well-groomed. Clothing or ornamentation with drugs, alcohol, violence, sex or gang-related lettering or design is prohibited. Students must wear footwear at all times. Exposed buttocks and breasts are prohibited.

Consequences for a dress code violation will be a call to the parent/guardian, .5 (1/2 point) deduction off the citizenship grade, having to wear a shirt provided by AOP. A student failing to cooperate will receive a Defiance.

Dress code for girls: Length of shorts and skirts must not be shorter than the tips of their fingers with their arms to the side. Blouses and tops must not show cleavage or midriff. The waistline must be completely covered when arms are raised. Girls may wear sports bras for PE activities only.

Dress code for boys: Boys' underwear must not show more than 1 inch when both arms are raised overhead. Boys must have a shirt or tank top on at all times.

14. Cheating and Plagiarism

Cheating and plagiarism are regarded as serious offenses. Copying another student's work, providing work for others to copy, or furnishing other students with answers are examples of cheating. Cutting and pasting text from the internet, writing another person's idea without citing the source or claiming another person's work as ones' own are examples of plagiarism. A cheating or plagiarism offense will be referred to the Dean of Students. A first offense will result in a Number, one (1) day suspension and academic counseling, academic

III. DISCIPLINE – CONTINUED

Consequences, expulsion.

Students cheating and/or plagiarizing during finals or at the very end of the school year will receive 3 points off their citizenship grade and "0" points as a grade on that assignment or exam. In addition, that assignment or final cannot be made up. Such an infraction is serious and could cause a student to be denied future enrollment.

15. Lying/Deception

There is an expectation of honesty in interpersonal interactions at AOP. Accordingly, students who are found to be lying or to have lied to school officials in the course of a discipline investigation and/or hearing may be given a disciplinary Number. Likewise, any willful production or passing of information to school authorities for the purpose of misleading or deceiving them, or to minimize, cover up or otherwise excuse unacceptable behavior may result in a disciplinary Number.

16. Hurting or Threatening a Teacher, Administrator or Staff Member

Students who hurt a teacher, administrator, or staff member or threaten them either verbally or physically will be suspended for two (2) days and may be expelled. The student will also write a letter of apology. The student accompanied by a parent/guardian, will meet an appeal board. The person threatened will attend the hearing.

17. Harassment

The Academy of the Pacific is committed to providing all students with a safe and supportive school environment. Members of the school community are expected to treat each other with respect. Harassment of any member of the school community is against school policy. Harassment (including harassment based on race, religion, national origin, marital status, gender, sexual orientation or disability) includes conduct that has the purpose or effect of substantially interfering with a student's educational performance or creating an intimidating or hostile environment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, unwanted sexual innuendo and other verbal, written or physical conduct of a sexual nature. A student who engages in any form of harassment against another member of the AOP community in any medium, including online and/or in text messages, will be subject to receiving a disciplinary Number and may be subject to suspension or expulsion.

18. Selling of Items

Students are not allowed to sell items on campus, including but not limited to: T-shirts or clothing, jewelry, audio/visual equipment, personal music devices

III. DISCIPLINE – CONTINUED

such as CDs or MP3 players, music tapes or CDs, DVDs or videos, etc. Any student selling items as part of an extra-curricular fundraiser, such as Girl Scouts or Boy Scouts, must get permission to sell such items on campus from the Head of School. Any student who sells unauthorized items to members of the Academy of the Pacific community will be subject to receiving a disciplinary Number and may be subject to suspension or expulsion.

19. Defiance

Deliberate and willful disobedience, insubordination, or active opposition to a faculty member's directives or authority may be recorded in a student's discipline record as Defiance. Students receiving a Defiance infraction will be referred directly to the Head of School. Students may also be subject to suspension in connection with a Defiance if deemed appropriate by the Head of School and/or Dean of Students.

20. Other Acts

Students who commit disrespectful, harmful, or otherwise unacceptable acts not explicitly covered by the Disciplinary Policy will be referred to the administration and may be subject to disciplinary actions, inclusive of suspension or expulsion.

21. Visitors Without Passes

Students who have visitors on campus during the school day without a visitors pass may be subject to disciplinary action. Numbers will be given for continued

violations.

22. Cellular Phones

Cellular phones can be useful to students and parents if safeguarded and used properly. They can also be a nuisance if stolen, damaged or used improperly. Accordingly, student handling or use of a cellular phone during class time, assemblies, meetings, field trips, etc. is prohibited. Cellular phones observed or used during these times may be confiscated. In addition, handling or use which disturbs a class may result in an immediate point out for disrespect for others (POD).

23. Off-limit Areas

The Map of Campus delineates off-limits areas and can be found within this handbook. Students found in off-limit areas are subject to disciplinary action.

III. DISCIPLINE – CONTINUED

24. Parent/Guardian Contact Information

One of the hallmarks of the AOP discipline system is frequent and significant communication with parents. Occasionally, situations may arise which require urgent contact with parents (e.g. a student needs to be sent home during the course of a school day). School officials must be able to reach parents or guardians within a reasonable timeframe under such circumstances. Accordingly, parents are asked to provide all relevant contact information to the school and to ensure that such information is kept current.

III. DISCIPLINE - CONTINUED

B. CITIZENSHIP GRADE

Each disciplinary infraction has a demerit point value as indicated in the chart below. Every student begins the semester with zero demerit points and receives points off for each disciplinary infraction s/he acquires in the quarter. The citizenship grade for each quarter is thus determined by the total point value of the infractions on a student's record for that quarter. The citizenship grade for the semester is determined by averaging the grades for the two quarters. All students' disciplinary records are cleared and demerit points are removed at the beginning of a new semester. Expelled students automatically receive a grade of F in Citizenship.

<u>Infraction:</u>	<u>Demerit Point Value:</u>
Dress Code violation	0.5
Point Out for Disrespect (POD)	0.5
Point Out for not having class materials (POM)	0.5
Point Out for Profane or Abusive Language (POL)	0.5
Point Out for Drug/Sex/Violence talk or behavior (POX)	0.5
Point Out (PO)	1.0
Any Number (#1, #2, #2T or #3)	2.0
Defiance	2.0
Suspension (other than for Numbers)	3.0

Grade calculation per quarter (by total points off):

A	0 or 0.5	C+	5.0
A-	1.0	C	6.0
B+	2.0	C-	7.0
B	3.0	D+	8.0
B-	4.0	D	9.0
		F	10 or more

IV. MISCELLANEOUS

A. EMERGENCY SCHOOL PLANS

Fire Drills: Drills will be held periodically. Students will leave their classrooms in an orderly fashion, under the supervision of teachers, and rapidly (not running) walk to the designated on-campus meeting place. Should school facilities be damaged by fire and be unusable, AOP will care for the students and call for parents or guardians to pick up their children.

Tsunami Warning: Academy of the Pacific is not in a tsunami inundation zone; individuals do not have to evacuate. The following procedures have been adopted in the event of a TSUNAMI WARNING:

- a. If a WARNING is issued while school is in session, our teachers will remain with the students and take care of them until they are safely picked up. Parents need not leave work or rush to school. Those parents who are in or can get to a safe area are advised to remain in the safe area until the “all clear” is announced and avoid contributing to unnecessary traffic on roads and highways.
- b. If a WARNING is issued before school begins, classes will be cancelled and the school will be closed. A good rule of thumb for school closures: if it is announced over radio or television that the public schools are closing, it is likely that AOP will also be closing. AOP announces school closures on KSK 590 AM and Channel 8.

Hurricane/Tropical Storm: Hurricane or Tropical Storm WATCHES are issued by the National Weather Service 36 hours prior to the arrival of storm effects.

Hurricane or Tropical Storm WARNINGS are issued when one of these storms could affect Oahu in 24 hours or less. When a WATCH is issued, AOP will monitor the storm and make decisions to close the school before the issuance of a WARNING. The timing of the closure will generally coincide with the end of a normal school day.

Earthquake:

- a. Should an earthquake of significant magnitude occur on Oahu, we can anticipate considerable disruption to our road networks. If students are at school, parents and guardians may not be able to get to them even though you live close by. AOP will take care of students until they can be picked up. As recommended by Oahu Civil Defense, we have made preparations to survive for a minimal time without outside assistance.
- b. AOP staff, faculty and students review earthquake procedures annually; If indoors, individuals will stay indoors and take cover under desks, tables, supported doorways, etc. If outdoors, individuals will stay outdoors and move toward designated safe areas, away from the electrical lines.

IV. MISCELLANEOUS - CONTINUED

Police or Governmental Activity on Campus:

Should the need arise, emergency command posts will be set up on the campus and information will be disseminated through the local police or governmental agency's media relations office. The AOP spokesperson shall be the Chairperson of the Board of Trustees. Our telephone lines should be open for communications.

In the event of a hostage-taking or sniping incident, it is anticipated that access to the campus will be strictly controlled, and normally the perimeters will extend for 2 or 3 blocks from the school. AOP will endeavor to provide families with on-going information as it is made available.

Bomb Threat

In the case of a bomb threat, authorities will be called to campus. AOP students, faculty, and staff will be notified over the intercom about evacuation procedures. AOP has arranged several safe off-campus areas. Parents will be notified via the website as appropriate and possible and by phone, if it is necessary to pick students up from an off-campus site.

Lockdown

Lockdown procedures are used in situations involving dangerous intruders or other incidents that may result in harm to persons on campus. Authorities will be called to campus immediately. An administrator will issue a lockdown notice by announcing it on the intercom or airhorn and giving more details through email as appropriate and possible. Students will be ushered into classrooms and enclosed buildings and accounted for. Rooms will be locked. When appropriate, an all-clear signal will be delivered over the intercom.

In summary, please be assured that AOP will take good care of your children during any emergency or disaster. Several suggestions are appropriate:

- If it is announced over radio or television that the public schools are closing, it is likely that AOP will also be closing. AOP will not close until all children have been picked up by their parents or designee.
- As possible and appropriate the school will post information about any emergency on its website <http://www.aop.net>
- Families should not call the school during emergencies in order to keep the telephone lines open and available for those who have the most urgent needs.
- Individual families are encouraged to establish plans for tsunami, hurricane, earthquake, and flooding. These plans should identify what preparatory actions should be taken for each hazard. They should include where shelters are located; how to travel to them if evacuation advisories are issued; what you plan to do if the family is separated; what type of survival supplies you will need, etc. Such information can be obtained from the Oahu Civil Defense Agency at 523-4121.

IV. MISCELLANEOUS - CONTINUED

B. EXPLANATION OF SCHOOL BUS PASSENGER CODE

Each school is required to provide students and their parents or guardians a handout containing the School Bus Passenger Code. The School Bus Passenger Code below is taken verbatim from the State of Hawaii Board of Education Rules for Department Operators, paragraph 48, entitled "Relating to Pupil Transportation Safety".

The Academy of the Pacific insists on exemplary conduct in school vehicles and will act firmly and quickly should any of these provisions be ignored.

School Bus Passenger Code

All students riding school buses shall abide by the School Bus Passenger Code. Parents or guardians of the student shall also subscribe to the code.

1. Previous to Loading (on the road and at school)
 - a. Students shall be on time at the designated school bus stops to help keep the bus on schedule.
 - b. Students shall stay off the road while waiting for the bus. Bus riders shall conduct themselves in a safe manner while waiting.
 - c. Students shall refrain from loud talking at bus stops which may disturb nearby residents.
 - d. Students shall not litter or deface property at bus stops.
 - e. Students shall wait until the bus comes to a complete stop before attempting to board the bus. Students shall line up in an orderly manner and not rush to get on the bus.
 - f. Where there are no sidewalks or paths, students shall walk to the side of the road facing traffic to get to the bus stop.
 - g. Students shall use the handrail and watch their step when boarding the bus.

IV. MISCELLANEOUS - CONTINUED

2. While on the Bus

- a. Students shall keep hands and heads inside the bus at all times.
- b. Students shall refrain from loud talking and laughing which may divert the driver's attention and result in a serious accident.
- c. Students shall treat bus equipment as valuable furniture. Damage to seats, windows, etc. must be paid for by the offender.
- d. Students shall never tamper with the bus or any of its equipment.
- e. Students shall keep books, packages, coats, and all other objects out of the aisle.
- f. Students shall remain in the bus in case of road emergency, unless directed to do otherwise by the bus driver.
- g. Students shall not throw anything out of the bus window.
- h. Students shall remain in their seats while the bus is in motion.
- i. Students shall refrain from smoking, drinking, gambling, fighting, or any other behavior that will endanger their health or morals.
- j. Students shall obey the driver who shall be responsible for controlling the bus riders.
- k. School rules, policies, and discipline system are in effect on the school bus.

C. NOTIFICATION TO STUDENTS, PARENTS, GUARDIANS AND FACULTY IN COMPLIANCE WITH THE "ASBESTOS-CONTAINING MATERIALS IN SCHOOLS" RULE

Asbestos is a mineral fiber found in rock and is a health hazard risk only if the fibers are released and present in the air. Asbestos-containing materials were used extensively in buildings, including residential buildings and schools, from 1945 to 1978.

In 1987, the Environmental Protection Agency published the "Asbestos-Containing Materials in Schools" rule, requiring all schools to inspect for asbestos, assess its condition, develop management plans that address asbestos hazards, and implement response actions in a timely fashion. Academy of the Pacific has complied with all requirements. The inspection and results of laboratory analysis show that there are no friable asbestos-containing materials in the school. Some non-friable materials, such as wallboards and vinyl floor tiles are suspected to contain ACM, but do not present a problem. AOP staff is not allowed to drill into or sand these materials.

The AOP asbestos management plan was prepared by an EPA accredited management planner and submitted to the Department of Health in 1988. The recommendations of asbestos professionals are followed closely to ensure that the school operation and maintenance program and preventive or abatement measures will continue to protect against asbestos fiber release or exposure.

In the event of any failure or delay in the School's performance resulting from causes beyond the School's reasonable control and occurring without its fault or negligence, including without limitation, Acts of nature, fire, pandemic, government restrictions, wars, and insurrections, the School shall not be liable for any such failure or delay in its performance. I understand that School schedules may be extended for a period of time equal to the time lost due to any delay so caused and/or classes may be conducted via distance-learning basis, and/or the scheduling of weekend classes, in the School's discretion.

IV. MISCELLANEOUS - CONTINUED

D. SCHOOL SONG, SYMBOL AND SCHOOL COLORS

THE ACADEMY OF THE PACIFIC

Music and Lyrics by Patrick Dickson, March 1981
Arrangement by Sam Fong, April 1991

Tenderly, those memories will come to me
of how we are;
Reaching for that rising star -- not knowing how
we've come so far.

* * * *

Those happy days, those sunny days,
when you were standing
close to me,
But, most of all I will recall that spirit here
that fills us all.

* * * *

(Chorus)

The Academy of the Pacific, our home away from home;
Though comes the day when we're apart,
Thoughts of you will warm my heart
And I'll remember --- I'll remember ---
Remember you.

SCHOOL MASCOT: Dolphin (Nai'a)

COLORS: Blue and White

IV. MISCELLANEOUS - CONTINUED

E. DAILY BELL SCHEDULE

Mondays, Tuesdays, Thursdays and Fridays
Advisory will be 1st Period students

Advisory	8:10 – 8:25
1st Period	8:30 – 9:20
2nd Period	9:25 – 10:15
Recess	10:15 – 10:35
3rd Period	10:35 – 11:25
4th Period	11:30 – 12:20
Lunch	12:20 – 12:55
5th Period	12:55 – 1:45
6th Period	1:50 – 2:40

Wednesdays – Block Schedule – 3 week rotation:

Week 1: Pd. 1-2-2, Week 2: Pd. 3-4-4, Week 3: Pd. 5-6-6

Advisory	8:10 – 8:40
Period 1	8:45 – 10:15
Recess	10:15 – 10:30
Period 2	10:30 – 11:55
Lunch	11:55 – 12:35
Period 2	12:40 – 2:00

* Periods are reversed every 3 weeks (Pd 2-1-1, Pd 4-3-3, Pd 6-5-5)

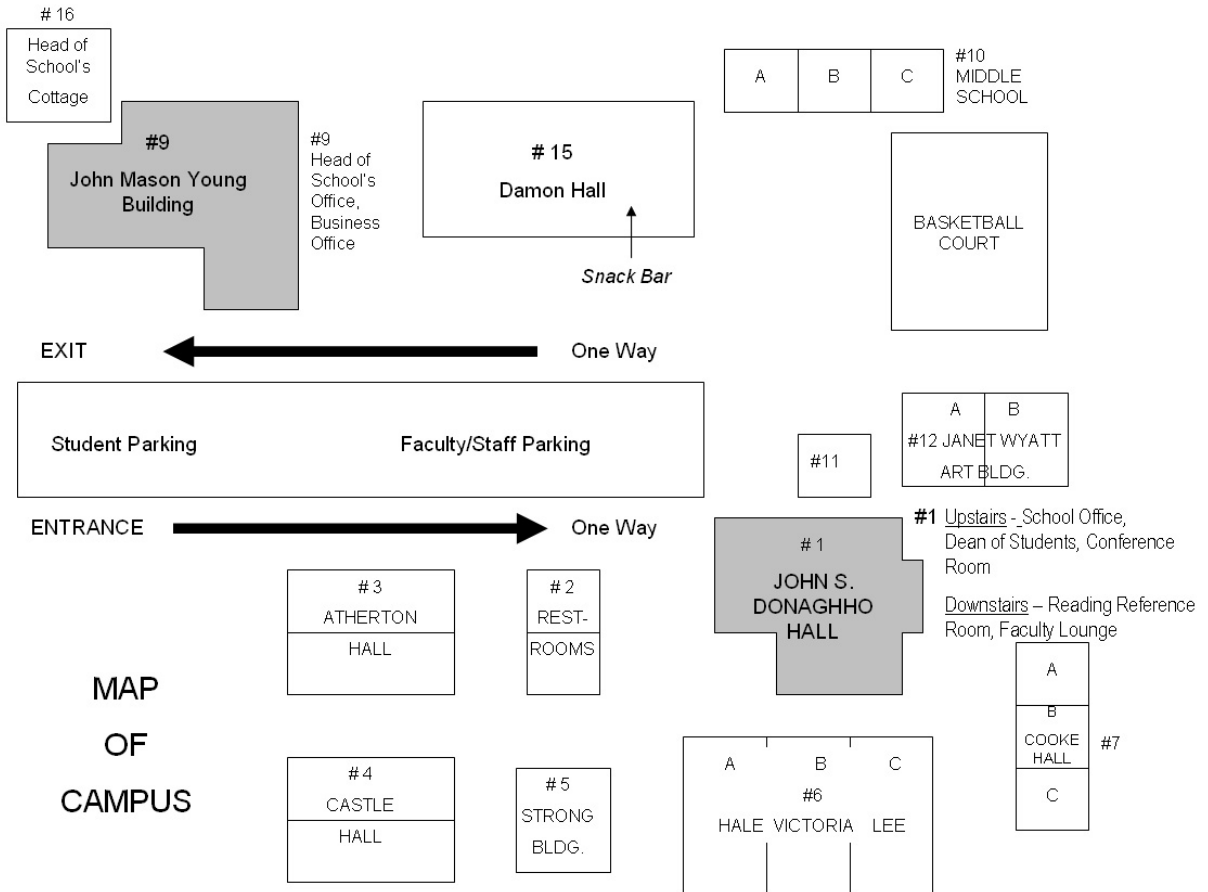
Faculty Meetings (Wednesdays only) 2:10-3:15

IV. MISCELLANEOUS - CONTINUED

F. MAP OF CAMPUS

OFFICE	BUILDING #	CLASSROOM	BUILDING #
Head of School	# 9	Art	# 12B
School Secretary	# 9	Comp/Photo/Video	# 7 B
Dean of Students	# 1 (Upstairs)	English D/AP/Yearbook	# 6 B
Registrar	# 1 (Upstairs)	English A/B/C/Lab	# 4 (Downstairs)
Asst. Dean/AD	#1 (Downstairs)	World Hist/PE/Health	# 11
Business/Controller	#9	Hawn Hist/Const/Am St	# 5
Inst. Advancement	#9	Human Relations	#6 C
Technology	#7 B	Japanese	# 7 C
Counselor	# 6 C		
MIDDLE SCHOOL	#10	Music	# 10 (Upstairs)
		Pre-Calc/AlgII/Chem	# 3 (Downstairs)
		Spanish	# 6 A

OFF LIMITS: areas are the Head of School's Cottage and all areas behind classrooms and the sports court.



IV. MISCELLANEOUS - CONTINUED

G. SCHOOL CALENDAR

AUG.

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Aug. 6 *New Parent Orientation*
 Aug. 7 *New Teacher Orientation*
 Aug. 10 – 12 *Teacher Workshops*
 Aug. 13 *First Day of School All Students*
 Aug. 21 *Statehood Day – No School*

SEPT.

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Sept. 7 *Labor Day – No School*
 Sept. 9 *1st Interims Due*
 Sept. 10 *Open House*
 Sept. 11 *All School Event (dismissal at 2:00 pm)*
 Sept. 30 *2nd Interims Due*

OCT.

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Oct. 13 *PLAN Test*
 Oct. 14 *PSAT Test*
 Oct. 15 *End of 1st Quarter (45 days)*
 Oct. 16 *No School – Teacher Work Day*
 Oct. 17 *Gala*
 Oct. 19 *2nd Quarter Begins*

NOV.

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Nov. 4 *1st Interims Due*
 Nov. 11 *Veterans' Day – No School*
 Nov. 25 *2nd Interims Due*
 Nov. 26-27 *Thanksgiving Holiday – No School*

DEC.

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Dec. 16 *End of 2nd Quarter (40 days)*
 Dec. 17 *No School – Teacher Work Day*
 Dec. 18 – Jan 1 *Winter Break*

JAN.

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Jan. 4
Jan. 18
Jan. 27

3rd Quarter Begins
Martin Luther King Day – No School
1st Interims Due

FEB.

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21/28	22	23	24	25	26	27

Feb. 15
Feb. 16

Presidents' Day – No School
2nd Interims Due

MAR.

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Mar. 6
Mar. 11
Mar. 12
Mar. 15-19
Mar. 22
Mar. 26

Hawaiian Country Fair
End of 3rd Quarter (46 days)
No School – Teacher Work Day
Spring Break
4th Quarter Begins
Kuhio Day – No School

APR.

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	30

Apr. 2
Apr. 9
Apr. 28
Apr. 29

Good Friday – No School
1st Interims Due
2nd Interims Due
Celebration of the Arts / Founders' Day
All School Event (dismissal at 2:00 pm)

Apr.

MAY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May 19
May 21
May 24-26
May 27
May 28
May 31

Athletic Banquet
Last Day for Grades 6 – 8
Finals / end of 4th Quarter (47)
Senior Lunch / Graduation Rehearsal
Graduation
Memorial Day – No School

JUN

<i>S</i>	<i>M</i>	<i>T</i>	<i>W</i>	<i>T</i>	<i>F</i>	<i>S</i>
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Jun 1-3 Teacher Workshops
Jun TBD Summer School

Academy of the Pacific
2009-2010 ACCEPTABLE USE POLICY

- Introduction

Academy of the Pacific (AOP) has established a computer network and is pleased to offer Internet access for student use. This will allow students to have email accounts and will provide them with access to a variety of Internet resources. In order for students to use the computers and the Internet, students and their parents or guardians must first read and understand the following acceptable use policies. Failure to comply with these policies may result in loss of computer and Internet access privileges, disciplinary action and/or legal action. This policy also applies to use of personal computers while connected to the school network, wired or wireless.

- Acceptable Uses

1. The computer network at AOP has been set up in order to allow Internet access for educational purposes. This includes classroom activities, research activities, peer review of assigned work, and the exchange of project-related ideas, opinions, and questions via email, message boards, and other means.
2. Network users must respect resource limits and must remain within instructor-allotted disk space. Users are responsible for deleting old emails or other files that may take up excessive amounts of storage space and should not expect any files left on network computers to remain there for any period of time. It is the user's responsibility to create backup versions of all necessary files.
3. Student use of the Internet is contingent upon parent/guardian permission in the form of a signed copy of the Acceptable Use Policy. Parents/guardians may revoke approval at any time.
4. Material created and/or stored on the system is not guaranteed to be private. Network administrators may review the system from time to time to ensure that the system is being used properly. For this reason, students should expect that class materials, emails, and other work created or accessed on the network may be viewed by a third party.
5. Network users must keep their passwords private. Accounts and/or passwords may not be shared.
6. Network users are expected to adhere to the safety guidelines listed below.

- Safety Guidelines for Students

1. Never give out your last name, address, phone number, or social security number.
2. Never agree to meet in person with anyone you have met online unless you first have the approval of a parent or guardian.
3. Notify an adult immediately if you receive a message that may be inappropriate or if you encounter any material that violates this Acceptable Use Policy.
4. Your parents should instruct you if there is additional material that they think would be inappropriate for you to access. AOP expects you to follow your parent's wishes in this matter.

(OVER)

Student Copy

***Please sign and return second page**

- Unacceptable Uses

1. The network may not be used to download, copy, or store any software, shareware, or freeware without prior permission from the network administrator.
2. The network may not be used for commercial purposes or to download any instant messaging or chat programs. Users may not buy or sell products or services through the system without prior permission from the network administrator. Students are not allowed to contact other users in a “real-time” chat scenario without the computer instructor’s clear and direct knowledge and permission in a classroom activity.
3. Use of the network for political lobbying is prohibited.
4. The network may not be used for any activity, or to transmit any material, that violates United States or local laws. This includes, but is not limited to, illegal activities such as threatening the safety of another person or violating copyright laws.
5. Network users may not use vulgar, derogatory, or obscene language. Users may not engage in personal attacks, harass another person, or post private information about any person. This violation will apply to the user if any student or adult receives the above-noted offense.
6. Network users may not log on to someone else’s account or attempt to access another user’s files, or otherwise trying to gain access to another person’s or organization’s computer system.
7. Network users may not access Web sites, newsgroups, or chat areas that contain material that is obscene or that promote illegal acts. If a user accidentally accesses this type of information, he or she should immediately notify a teacher, librarian, and/or network administrator.
8. Network users may not engage in “spamming” (sending unsolicited email) or participate in chain letters.
9. Any malicious use, disruption or harm to the school’s computers, networks and Internet services, including but not limited to physical damage to machines, vandalism, creation/uploading of computer viruses, etc. is prohibited.

Note: The school’s Discipline Policy extends to users who violate any of the Unacceptable Uses.

(Student copy)

Academy of the Pacific
ACCEPTABLE USE POLICY AGREEMENT

SCHOOL YEAR 2009-2010

Parent/Guardian Permission

I have read and understand the Acceptable Use Policy, about the appropriate use of the computer network at Academy of the Pacific, and I understand that this form will be kept on file at the school.

I also understand that the Internet access at AOP is a *privilege*, and any abuse will be dealt with accordingly. I give my child permission to access the network as outlined above.

NOTE: Please sign and return this page to the School Office to affirm that you have read and understand the AOP Acceptable Use Policy (AUP). *Please keep the AUP for your records.

Parent Name (print): _____

Parent Signature: _____

Date: _____

Student Name (print): _____

Student Signature: _____

Date: _____

(School Copy)