

## PARENT/STUDENT HANDBOOK 2011-2012

In our literature we describe the Academy of the Pacific as a village for learning and as we all know it takes a village to raise a child. Therefore, to reach this goal, the parents, students and school must be able to work hard hand-in-hand in close communication with one another.

The Parent/Student Handbook is an attempt to aid in those communications. Each policy has been thoughtfully designed to help each child learn and grow into responsible young adults. We appreciate your careful reading of this handbook. Please do not hesitate to contact us with any questions.

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



## **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 ethically and 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 at least 7 semesters of high school 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 6 courses (6 credits) each year for two years and at least 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. 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 may make up the one-half credit by taking additional AOP courses or by taking courses through another accredited educational institution.

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

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

### 1. Honors Diploma Requirements

The Honors Diploma is designed 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/Other

22 Total for an Honors Diploma
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b. *GPA Requirement:* Cumulative GPA (4 years) of 3.0, or a combined junior and senior year GPA (2 years) of 3.0.

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/Other

22 Total for a Regular Diploma
--------------------------------

b. *Senior project*

## I. GENERAL INFORMATION

### 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 Hawai'i 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. All tuition and fees must be paid in full before the day of graduation.

### 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. 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

## 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. 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.

### 4. Honor Roll

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

### 5. Interims

Interims are deficiency reports and are mailed twice during each grading period. Students earning a marking period grade of C- or below in any course are issued an interim in that course. If a student earns an interim, the parents will receive the interim in the mail three to four days after the interim dates indicated on the school calendar. 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.

### 6. 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 interim notices, or three or more F's in a quarter.

## I. GENERAL INFORMATION

### 7. Study Hall(s)

A study hall period is offered each morning for 30 minutes before classes begin. Students may also 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 assignments. The before school and after school study periods may also be used to make up tardies.

### 8. 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.

### 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, and 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.

### 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.

## I. GENERAL INFORMATION

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 3.5 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 these 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 project(s).

### 12. 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.

### 13. 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.

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

## **I. GENERAL INFORMATION**

### **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 loaned to the student by the school should be returned to the issuing teacher and personal items taken home. After the last day of the school year, 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. LUNCHES**

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 from bringing 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 end-of-year meetings in June. Recommendations regarding student class placement and/or continued attendance for the following year are based upon attitude, behavior, and academic factors.

## II. POLICIES AND PROCEDURES

### A. TUITION AND FEES

Tuition does not cover the total cost of educating a student at AOP. 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.

Tuition is payable by three methods: annual, semester, and monthly. Monthly tuition payments by credit card are administered by a non-affiliated independent company. 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.

Because certain costs to the school are determined by the number of students at the school (e.g. number of faculty) certain costs to the school are fixed for the year. Therefore, for students who are withdrawn during the school year, tuition will be assessed through the semester attended. If the withdrawal occurs during the first semester of the school year, a \$ 1000 withdrawal fee will be added.

For students who are expelled during the school year, tuition will be assessed through the semester attended. If the expulsion occurs during the first semester, a \$500 expulsion fee will be added. Students expelled as a result of a violation of the school's Controlled Substances policies are not eligible for any refund of tuition (see Section III "Discipline," part B.4 – "Controlled Substances" p. 24)

A Senior 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.

An Activity/Technology fee will be assessed to cover the costs of such things as athletic participation charges, some field trips, internet and technology hardware usage, yearbook, etc.

Textbooks loaned to the student 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. Awards are made on the basis of need. For information regarding deadlines and applications, please contact the Business Office.

## II. POLICIES AND PROCEDURES

### 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 Nuʻuanu 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) class absences in a quarter, an administrative meeting will be called with the Head of School and/or Assistant Head of School. At ten (10) class 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.A.6 for appeal hearings.). Students with class absences reaching ten (10) class periods may not be able to earn a grade higher than a D. Continued absences will lead to failure.

#### 2. Tardies

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

Tardy students arriving before 9:00 a.m. will receive one notation of tardy in their discipline 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 a school official before being allowed into class. Two or fewer tardies can be removed from the disciplinary record before resulting in disciplinary action.

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Students can remove individual tardies by:

1. Attending the study hall available before each school day.
2. Working with any teacher before or after school.

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

However, once three unremoved tardies are on the discipline record, they cannot be removed and will result in a disciplinary Number (See Section III. A. on Discipline, #9)

### 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. Please see absence policy in Section 1 above.

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. Days missed for vacations, family trips or obligations will be considered absences. The Absence Policy in Section C.1 above will apply to students in this situation.

### 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. An exception is made in the case of Seniors who meet the requirements to leave campus during specified periods. 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 an off-campus pass from the school

## II. POLICIES AND PROCEDURES

office signed by a school administrator.

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

### 6. Parent/Teacher/Student Conferences

Parent/Teacher/Student Conferences (PTSCs) are a hallmark of AOP. They may be requested by any party. Parents are encouraged to arrange for such a PTSC at any mutually convenient time during the school year. Parents are encouraged to make an appointment for at least one conference between September 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. 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 school 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. Student parking spaces are assigned by AOP administration.
3. A shuttle bus is available to and from the Alewa Heights campus before and after school. The bus route follows Wyllie Street to the intersection with Nu‘uanu Avenue.
4. A fee is required to park in the student parking lot on campus or in designated lots off-campus. 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.
6. Students are not allowed in the parking lots during the school day unless they have obtained permission from AOP administration. 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.

## **II. POLICIES AND PROCEDURES**

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 Assistant Head of School. 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 meet with the Head of School and/or the Assistant Head of School to ensure optimal choices. Students are permitted to make schedule changes only when those changes are clearly required as determined by the Administration and are within the time frame specified by the Administration. This policy is necessary to minimize the time and learning lost through haphazard changes and to avoid disrupting the classes. Necessary changes will be made with the Head of School or the Assistant Head of School. All changes must be approved by the parent or guardian, the teachers involved, and the Assistant Head of School.

### **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 Assistant Head of School, or the secretary at the Young Building.

### **G. ONLINE ACCEPTABLE USE POLICY**

Students will learn to use the Internet to enhance their education in school and throughout life. Regardless of whether students access the Internet on campus, at school events, or for any school-related activity through equipment maintained by the school or personal equipment, the school's Acceptable Use Policy applies. Access is a privilege and students are expected to behave as responsibly online as

## II. POLICIES AND PROCEDURES

they do in person. 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.

### 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 an administrator. (See Section III.B.21 for consequences of having visitors without a pass).

### I. ATHLETICS

#### 1. Academic Policies

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).

#### 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 or designee. 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 in this handbook apply to all athletic functions, practices, and games. Any student athlete who violates AOP discipline or other school policies may have his/her athletic eligibility 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

## II. POLICIES AND PROCEDURES

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

Some athletic programs are supported by their 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).

### 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 athletic events and practices. 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.

## **II. POLICIES AND PROCEDURES**

### **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 Assistant Head of School 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 problems, and will help to monitor homework and academic progress. In this way, each student may receive individual attention for some difficulties that he or she may be experiencing.

Parents are encouraged to contact the Assistant Head of School 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. Those new students who are apply for admission after the school year has begun will normally be on probation for approximately five (5) school days for mutual observation and will be charged a non-refundable deposit. After the observation, the student will meet with the Head and/or Assistant Head of School to determine if the student wants to be at AOP, and if he/she will be officially accepted into AOP. If the student is accepted to AOP and elects to attend, the deposit will be credited toward tuition. 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 AREAS AT ALL TIMES.
- #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 an administrator. 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 Assistant Head of School and the Assistant Dean.

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.

### III. DISCIPLINE

#### 4. Suspension and Expulsion

A student who receives five (5) Numbers in a semester will be suspended from attending school and an appeal hearing will be held to determine whether the student may return to school and any conditions to be met. A suspended student may not attend school or participate in any school-sponsored activities, including athletic practices, until allowed by AOP to resume school attendance. (See "Appeal Hearing" below.) Students will normally be required to complete class assignments for each class missed.

Any student who receives a 6th Number in a semester will be suspended a second time. Upon receiving a 7th Number in a semester, the student has chosen to expel him/herself. Enrollment at AOP is immediately terminated if a student is expelled.

Students may also be suspended and/or expelled for other serious disciplinary violations at the discretion of AOP administration. An expulsion automatically results in a grade of F in Citizenship.

#### 5. Appeal Hearing

An appeal review board will be established to consider a suspended student's possible return to AOP. A parent or guardian must attend the appeal hearing with the student. 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 student may invite a student advocate and/or faculty member to attend the appeal hearing. The Appeal Board has the authority to recommend to the Head of School that a student be expelled or that the Head of school ask the student to withdraw from school. Expelled or withdrawn students will be assessed the appropriate fee. (Please see Section II.A: Tuition and Fees.)

#### 6. Appeal Hearing for Failing Citizenship Grade

A student who accumulates 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.

#### 7. Disciplinary/Academic Expulsion

Students who receive a final semester grade of F in three (3) or more classes; or students who receive seven (7) Numbers in a semester automatically expel themselves from school. There will be no appeal for receiving three (3) failing grades in a semester or after receiving seven (7) Numbers in a semester. Any student who has been allowed to reapply for admission after being expelled may not be readmitted until at least one full semester has elapsed. Expelled students will be assessed the appropriate fee. (Please see Section II.A: Tuition and Fees.)

### III. DISCIPLINE

8. Point-Out (PO)  
Point-Out for Profane and Abusive Language (POL)  
Point-Out for Drugs, Sex or 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 and/or the Assistant 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

#### 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 the student does 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 novel in English class or a protractor in math class.

#### 9. Tardies

Students who are late to advisory period or to 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. C. 2 for tardies)

### III. DISCIPLINE

#### B. ADMINISTRATIVE DISCIPLINARY ACTIONS

##### 1. Damage to School Property

If any student is involved in harmful or destructive acts to school property 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 be assigned to work for the Facilities Manager and/or the student will 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, alcohol, 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.

##### 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

### III. DISCIPLINE

categories; but it does not, for example, include caffeine since caffeine can lawfully be possessed, sold or purchased by or to persons of any age without restriction as to quantity.

ANY STUDENT BRINGING ANY CONTROLLED SUBSTANCE TO CAMPUS, CAUSING A CONTROLLED SUBSTANCE TO BE BROUGHT TO 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. Expelled students will be assessed the appropriate fee. (Please see Section II.A: Tuition and Fees.)

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. Expelled students will be assessed the appropriate fee. (Please see Section II.A: Tuition and Fees.)

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. Expelled students will be assessed the appropriate fee. (Please see Section II.A: Tuition and Fees.)

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. Expelled students will be assessed the appropriate fee. (Please see Section II.A: Tuition and Fees.)

Additionally, if AOP administration 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 the Head's absence, by the administrator in charge. In the event a decision is reached to make a search, the student will 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, 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 and similar property,

### **III. DISCIPLINE**

and open and empty all pockets, remove shoes, and lower any cuffs.

The student's locker and vehicle, 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 Assistant Head of School 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.

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.

If, in the judgment of the Head of School or Assistant 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 the Head of School or Assistant Head of School deems it necessary, a schedule of tests or other conditions at a specified clinical laboratory 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.

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 papers, pipes) 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.**

### III. DISCIPLINE

#### 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. If suspended an appeal hearing will be held. The persons involved in the incident may be invited to attend the hearing.

A second offense may result in 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 Property

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

#### 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 campus. Breaking the smoking ban will result in suspension for the first offense and may be followed by expulsion for a second offense. Any student in the presence of students smoking, dipping, or chewing may be treated as if he or she is smoking, dipping, or chewing.

### III. DISCIPLINE

#### 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 lighters are not allowed on campus or at any school activities. If found they will be confiscated and not returned. Electronic or battery operated entertainment devices other than calculators 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 Assistant Head of School

#### 11. Gambling

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

#### 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.

### III. DISCIPLINE

#### 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, a 0.5 (1/2 point) deduction off the citizenship grade, and having to wear clothing 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 the fingers with 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 one 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 one's own are examples of plagiarism. A cheating or plagiarism offense will be referred to the Assistant Head of School or Assistant Dean of Students. A first offense may result in: academic counseling; academic consequences; a Number; one (1) day suspension; or 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

### III. DISCIPLINE

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 at least two (2) days or immediately expelled. If suspended the student accompanied by a parent/guardian, will meet an appeal board. The person threatened may attend the hearing. The Appeal Board will listen to the case and make a recommendation to the Head of School including the possibility of expulsion.

#### 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 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 AOP administration. 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.

### III. DISCIPLINE

#### 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 or Assistant Head of School. Students may also be subject to suspension in connection with a Defiance if deemed appropriate by AOP administration.

#### 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.

#### 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 time under such circumstances. Accordingly, parents are asked to provide all relevant contact information to the school including an email address to be used for school communications and to ensure that such information is kept current.

### III. DISCIPLINE

#### C. 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 only receives points off for each disciplinary infraction s/he acquires in the quarter. The citizenship grade for each quarter is 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 contact 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 they may 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

##### 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 or Head of School. 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 about evacuation procedures. Parents will be notified via as soon as possible and appropriate 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 air horn 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. An all-clear signal will be given when appropriate.

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. If however AOP is open we 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 Department of Emergency Management at 723-8960 or [www1.honolulu.gov/dem](http://www1.honolulu.gov/dem)

#### **IV. MISCELLANEOUS**

##### **B. COMPLIANCE WITH 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**

##### **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.

#### **IV. MISCELLANEOUS**

##### **C. NOTIFICATION OF 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.

##### **D. MODIFICATION OF SCHOOL SCHEDULE/CALENDAR**

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. Please 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, at the School's discretion.

IV. MISCELLANEOUS

E. 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**

**F. DAILY BELL SCHEDULE**

<b>2011-2012 DAILY BELL SCHEDULE</b>
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**MONDAY – TUESDAY – FRIDAY**

Advisory .....	8:00 – 8:15
1st Period .....	8:20 – 9:05
2nd Period .....	9:10 – 9:55
Break .....	9:55 – 10:15
3rd Period .....	10:15 – 11:00
4th Period .....	11:05 – 11:50
Lunch .....	11:50 – 12:25
5th Period .....	12:25 – 1:10
6th Period .....	1:15 – 2:00
7th Period .....	2:05 – 2:50

**WEDNESDAY BLOCK SCHEDULE**

Advisory .....	8:00 – 8:25
Period 2 .....	8:30 – 9:55
Break .....	9:55 – 10:15
Period 4 .....	10:15 – 11:40
Lunch .....	11:40 – 12:15
Assembly .....	12:15 – 12:35
Period 6 .....	12:35 – 2:00

**THURSDAY BLOCK SCHEDULE**

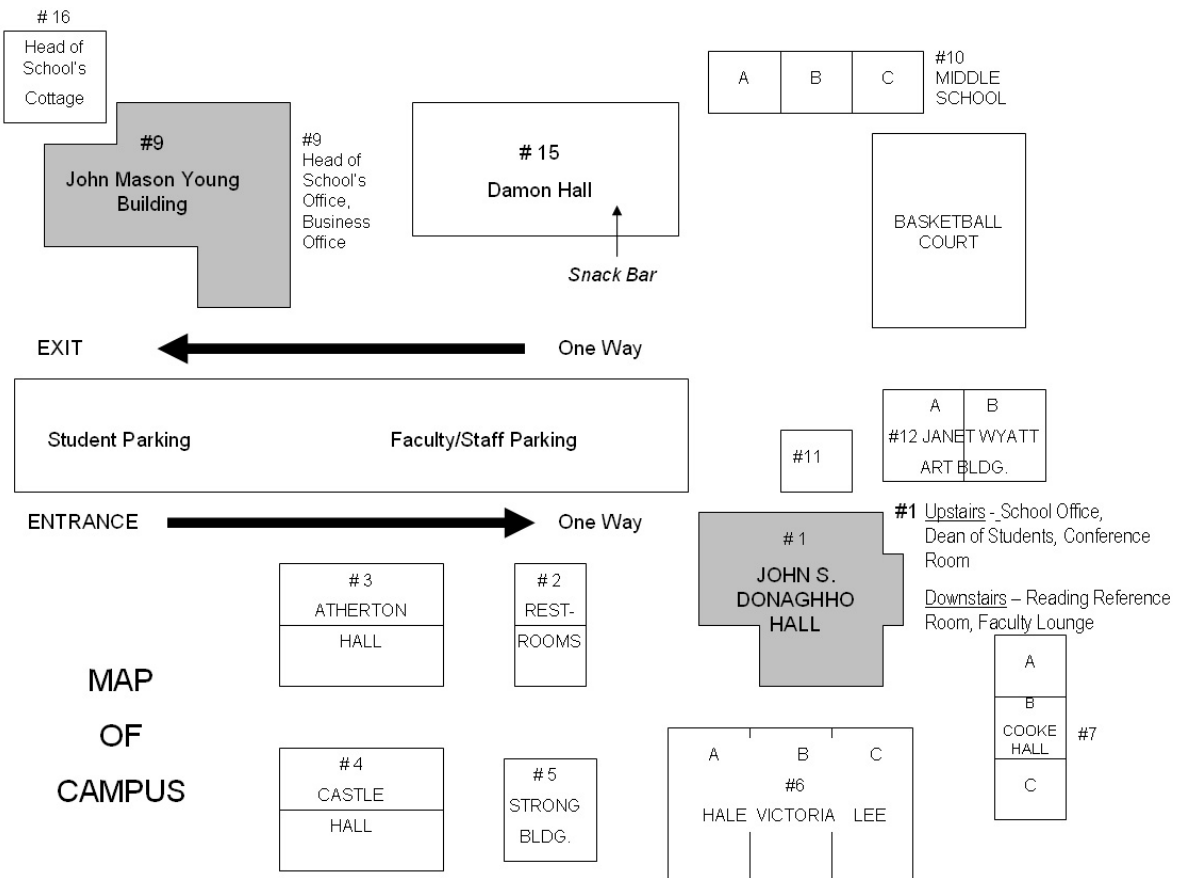
Period 1 .....	8:00 – 9:25
Break .....	9:25 – 9:45
Period 3 .....	9:45 – 11:10
Lunch .....	11:10 – 11:50
Period 5 .....	11:50 – 1:15
Period 7 .....	1:20 – 2:45

# IV. MISCELLANEOUS

## G. MAP OF CAMPUS

OFFICE	BUILDING #	CLASSROOM	BUILDING #
Head of School	# 9	Mr. Maresca	# 12 B
School Secretary	#1 (Upstairs)	Dr. Hearon	# 7 B
Asst. Head of School	# 1 (Upstairs)	Ms. Smith	# 6B/10B
Registrar	# 1 (Upstairs)	Mr. Maginis	# 4 (Downstairs)
Asst. Dean/AD	#1 (Downstairs)	Mr. Bourne	# 11
Business/Controller	#9	Ms. Nance	# 5
Inst. Advancement	#9	Mr. Probert	# 10 C
Technology	#7 B	Dr. Coffee	# 6 C
MIDDLE SCHOOL	#10	Mr. Johnson	# 3 (Downstairs)
		Ms. Costello	# 3 (Upstairs)
		Ms. Young	# 7 A
		Ms. Montaña	# 6 A

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



## IV. MISCELLANEOUS

### H. SCHOOL CALENDAR – FALL 2011

AUGUST 2011						
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			

SEPTEMBER 2011						
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	

OCTOBER 2011						
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					

NOVEMBER 2011						
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			

DECEMBER 2011						
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 9 New Parent Orientation, 5:30pm  
 Aug 11 Senior/Senior Family Orientation, 5:30pm  
 Aug 12 Middle School Orientation Day 8:30-11:30am  
 Aug 15 First Day of School  
 Aug 19 No School - Statehood Day  
 Aug 29 Student Council Elections  
 Aug 31 1st Interims  
 Aug 31 School Pictures

Sept 1 Open House, 5:30pm  
 Sept 2 All School Event (Beach Day) 2:00 dismissal  
 Sept 5 No School - Labor Day  
 Sept 8 No School - Teacher Professional Day  
 Sept 9 Middle School Excursion, grades 6-8  
 Sept 17 Student Council Event - Car Wash  
 Sept 21 2nd Interims  
 Sept 22-23 Senior Campout

Oct 1 AOP Fall Fundraising Event  
 Oct 11 PLAN test, 10th grade students  
 Oct 12 PSAT test - 11th grade students  
 Oct 13 End of 1st Quarter  
 Oct 14 No School - Teacher Professional Day  
 Oct 22 Make a Difference Day  
 Oct 31 Student Council Event - Halloween

Nov 2 1st Interims  
 Nov 4 HI College & Career Fair, Blaisdell Center  
 Nov 11 No School - Veterans' Day  
 Nov 21 Student Council Event - Turkey Trot  
 Nov 23 2nd Interims  
 Nov 24-25 No School - Thanksgiving Break

Dec 8-10 AOP Basketball Tournament  
 Dec 12-16 Student Council Events - Spirit Week  
 Dec 16 End of 2nd Quarter, Last Day of School  
 Dec 19-30 No School - Winter Break

## IV. MISCELLANEOUS

### H. SCHOOL CALENDAR – SPRING 2012

JANUARY 2012						
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 2 No School - New Year's Day observed  
 Jan 3-4 No School - Teacher Professional Days  
 Jan 5 School Resumes, 3rd Quarter Begins  
 Jan 16 No School - Dr. Martin Luther King, Jr. Day  
 Jan 25 1st Interims

FEBRUARY 2012						
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			

Feb 4 Science Olympiad  
 Feb 10 Student Council Event - Valentine's Day Dance  
 Feb 14 Student Council Event - Valentine's Day  
 Feb 15 2nd Interims  
 Feb 17 AOP Community Day  
 Feb 19 Student Council Event - Chinese New Year  
 Feb 20 No School - President's Day

MARCH 2012						
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 2 Girls' Day  
 Mar 3 AOP Spring Fundraising Event  
 Mar 9 End of 3rd Quarter  
 Mar 12-26 No School - Spring Break  
 Mar 26 No School - Kuhio Day  
 Mar 27 4th Quarter Begins

APRIL 2012						
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					

Apr 6 No School - Good Friday  
 Apr 12 National College Fair, HI Convention Ctr  
 Apr 18 1st Interims  
 Apr 26 Founder's Day  
 Apr 27 All School Event (Beach Day) 2:00 dismissal

MAY 2012						
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	1	

May 4 Boys' Day  
 May 5 AOP Golf Tournament  
 May 9 2nd Interims  
 May 16 Athletic Banquet  
 May 25 Last Day for grades 6-8, 12:00 noon dismissal  
 May 28 No School - Memorial Day observed  
 May 29-31 Finals, 12:00 noon dismissal  
 May 31 Last Day for grades 9-12, 12:00 noon dismissal  
 May 31 Senior Lunch/Graduation Rehearsal 12:30pm  
 May 31 Senior Aloha Event  
 Jun 1 Graduation, 5:00 pm, AOP campus

## IV. MISCELLANEOUS

### Academy of the Pacific ACCEPTABLE USE POLICY FOR TECHNOLOGY

#### • 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, either at school or during school activities.

#### • Acceptable Uses

1. Students are expected to use technology in an ethical manner following all laws and school rules. Any type of use that harms, demeans, or infringes on the rights of others is unacceptable. Examples include but are not limited to:
  - Photographing, recording, or impersonation another person(s) without their consent
  - Gaining access to restricted information
  - Use of technology in a way that is inappropriate to a school setting
2. 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.
3. 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.
4. 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.
5. 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.
6. Network users must keep their passwords private. Accounts and/or passwords may not be shared.
7. 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.

#### IV. MISCELLANEOUS

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.

##### • 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, staff, 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.
10. Any use of technology (including internet postings) that causes damage to the school's reputation is discouraged and may result in school disciplinary action.

Note: School disciplinary policies extend to users who violate any part of this policy.

**IV. MISCELLANEOUS**

**Academy of the Pacific  
ACCEPTABLE USE POLICY AGREEMENT**

SCHOOL YEAR 2011-2012

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)**