



ISLAND  
PACIFIC  
ACADEMY

WHERE VALUES MATTER

# 2019 - 2020 PARENT / STUDENT HANDBOOK

A GUIDE FOR ALL GRADES K-12



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# Welcome to IPA



## ISLAND PACIFIC ACADEMY

WHERE VALUES MATTER

### From the Head of School

I mua Me Ka Ha` aheo.  
Go Forward with Confidence.

These words on the crest of ISLAND PACIFIC ACADEMY express a hope we share for our children growing up in the 21st century. I am privileged to be involved with administrators, faculty, staff, parents and students who have come together as one community to develop ISLAND PACIFIC ACADEMY (IPA), West Oahu's largest independent, accredited college preparatory school enrolling over 500 students in Kindergarten through Grade 12. IPA provides students with an academically challenging educational curriculum and experience led by talented, caring and committed faculty and staff in a nurturing and enriching learning environment

ISLAND PACIFIC ACADEMY offers a K-5 elementary grade curricular program that is relevant, purposeful and student-centered. In Grades 6-12, we continue to implement a rigorous, relevant and engaging curriculum that includes social emotional learning components that align to our schools core values and mission and vision statements. In Grades 11-12, students have the opportunity to enroll in the International Baccalaureate (IB) Diploma Programme (DP). The internationally recognized programme develops inquiring, knowledgeable and caring individuals with a genuine concern for the world and its diverse population around them.

At ISLAND PACIFIC ACADEMY, we continue to develop a school culture founded upon a place where, "values matter and students are valued." These values manifest in a common phrase used among students: "Whenever you can, help." We want our students to see themselves as part of a larger community and instill in them the strong belief and stewardship that they can and should make a positive difference. Our aim is to graduate curious, creative, critical-thinking and problem-solving students whose values reflect the virtues of human kindness and generosity of spirit.

ISLAND PACIFIC ACADEMY is accredited by the Western Association of Schools and Colleges (WASC), the Hawaii Association of Independent Schools (HAIS), and is a member of the National Association of Independent Schools (NAIS). For our IPA community, accreditation signifies a commitment to ongoing school reflection, self-assessment and continuous improvement as we continue to strive to become one of the "premier independent schools in the nation."

To enable our students to "go forward with confidence" to realize their goals and aspirations is a noble and worthy aim. I invite you to join us in pursuit of that aim at ISLAND PACIFIC ACADEMY.

Mahalo,

Gerald Teramae  
Head of School





## From the Elementary Division

### Preparing students to be successful now and in their future.

“If we teach today as we taught yesterday, we rob our children of tomorrow”  
- John Dewey

Welcome to the Elementary School at ISLAND PACIFIC ACADEMY!

ISLAND PACIFIC ACADEMY offers a child-centered program. Our aim is to provide a multi-sensorial program that engages the children constantly in their own learning allowing each to discover – and to understand – by doing. We are a community of learners who believe that learning is a lifelong endeavor. We believe that the joy and excitement of learning must begin early in life. Therefore, we place a high premium on developing the desire in our students to become critical thinkers and independent, lifelong learners. Our program is driven always by what is best for the children.

The Elementary Curriculum at ISLAND PACIFIC ACADEMY provides developmentally appropriate opportunities for children to grow academically, creatively, physically and socially. We assist our students in realizing their intellectual, emotional, social, creative and physical potential by promoting academic achievement, character development, self-reliance, self-confidence and independent thought.

We are committed to using innovative educational practices that best foster each child’s development and have endeavored to incorporate into our program the most current research in brain development. Our classrooms are student-centered learning environments where children are encouraged to face challenges, learn through experimentation, and think creatively and critically in order to become individuals who are imaginative, independent and self-reliant.

We provide a well-developed, clearly-defined interdisciplinary curriculum which considers, understands and responds to the needs of each child in a developmentally appropriate way. World language, music, art and physical education are part of the core. Spiraling (integrating and revisiting curriculum) and continuity are intentional and support transition from one grade to another. Homework is purposeful and is given to support the curriculum, not for its own sake.

The content of our curriculum is selected, and instruction is designed, to develop children’s self-esteem, sense of competence, critical thinking skills and enthusiasm for learning. Direct instruction, a necessary and important part of learning, is enhanced through the use of hands-on activities and inquiry-based projects. Faculty guide students’ involvement in these activities by extending children’s ideas, responding to their questions, engaging them in conversations and challenging their thinking. Our elementary faculty also recognize the importance of a differentiated curriculum in order to meet the needs of a wide range of students and will therefore engage students in an intensive, integrated curriculum, mindful of individual learning styles. Acceleration and enrichment are provided in an atmosphere where risk and exploration can occur.



The elementary program equips students with the skills to analyze problems logically and creatively, to develop appropriate problem-solving strategies, and to apply those strategies confidently and effectively. Our program enables students to develop the ability to communicate well, verbally and in writing, recognizing that genuine communication involves learning to question, analyze and probe in the pursuit of understanding.

In the Elementary Division, progress is evaluated through a combination of teacher observation, formal and informal skills assessment and reflection. Narrative reports and skills checklists replace traditional letter grades to reflect the complex nature of learning.

Children are taught respect for others and responsibility for themselves. They are encouraged to work cooperatively. Clear and consistent expectations for responsible behavior are communicated, so that children may learn in a secure and happy environment. ISLAND PACIFIC ACADEMY is committed to service learning, with well-defined core, social and service objectives and activities. We believe that creating community, resolving differences, and treating one another with honesty, care and respect are also important lifetime skills we impart to our students.

As a faculty we are committed to an evolutionary model of education that changes to meet the needs of our dynamic community and to prepare children for success now and in their future. We continually review and refine our curriculum, as we believe deep understanding and transformative learning happen when teachers work closely with students to inquire, engage and create.

Sincerely,



Steve Ross  
Elementary Principal





## From the Secondary Division

Aloha kakou!

Welcome to ISLAND PACIFIC ACADEMY! We look forward to partnering with parents and students in order to have a successful year both academically and personally. At ISLAND PACIFIC ACADEMY we strive to meet each individual student's needs that will allow them to be successful in school and attain their dreams and aspirations for their future.

Communication between school and home is key to supporting students as they navigate their secondary school journey so I would like to welcome all parents and guardians to reach out to the faculty, administration and staff to let us know how we can best support their student and ohana. We value input from our families and look forward to partnering this year.

True to the ISLAND PACIFIC ACADEMY mission statement, the Secondary Division provides experiences which will continue to develop our core values of mutual respect, generosity of spirit and the power of human kindness. These values run throughout our program developing academic, social and emotional skills. At IPA we value the whole child. In addition to traditional academics (language arts, math, science and social studies/humanities), students also attend regular classes in art, music, physical education, design technology and world languages.

Another way that ISLAND PACIFIC ACADEMY develops all aspects of the student is through our IPA-created curriculum for our Pu`uhonua classes that emphasize social and emotional learning. Through grade-level specific Pu`uhonua curriculum that speaks directly to ISLAND PACIFIC ACADEMY's core values, we ensure our students develop into well-rounded citizens of their community and world.

I look forward to this new year and I Mua me ka ha`aeo, Go forward with confidence.

With Aloha,

Michelle Bradley  
Interim Secondary Principal



## **Disclaimer**

In the 2019-2020 Parent and Student Handbook, references will be made to the Secondary Vice Principal. This school year while we begin our search for a new Secondary Principal, Mrs. Michelle Bradley, our Vice Principal, will be the Interim Principal. Mr. Andrew Marchetto-Ryan will be supporting her as Dean of Students in addition to his role as College, Career and Life Readiness Counselor. Responsibilities assigned to the Vice Principal in the Handbook will be assumed by Mrs. Bradley and Mr. Marchetto-Ryan. If you have any questions, please do not hesitate to contact either of them.



## IPAPA IPA'S PARENT / TEACHER ASSOCIATION

Aloha from your IPAPA, ISLAND PACIFIC ACADEMY's Parent Association board members and directors.

2019-2020 IPAPA Board Members and Directors:

Desiree Loperfido, President  
Beata Triplett, Vice-President  
Michelle Starke, Treasurer  
Kristi Britto, Secretary

Martin Knaubert, Director Grades K-2  
Jenelyn Okumoto, Director Grades 3-5  
Ruby Taaca, Director Grades 6-8  
Sandy Hulser, Director Grades 9-10  
Paul Chapman, Director Grades 11-12

IPAPA exists to drive engagement amongst the parent community, while pooling our diverse resources to enhance our children's educational program.

As IPA family you are also an IPAPA member. Join us in connecting with other families and collaborating on different projects and causes that raise the value of our children's learning experience.

Events and activities that you can join in are:  
Fall Family Movie Night & Chili Cook-Off in October  
Teacher Appreciation Week in May  
Hospitality & other support for IPA throughout the school year  
...and other opportunities!

Stay tuned for information regarding upcoming events and meetings. If you have questions on how you can get involved send us an email at [IPAPA@ipahawaii.org](mailto:IPAPA@ipahawaii.org).

We look forward to coming together to support the greater mission of IPA.

Mahalo,

Desiree Loperfido  
IPAPA President



# About ISLAND PACIFIC ACADEMY

## **Vision and Mission Statement**

### ISLAND PACIFIC ACADEMY Vision

Inspiring and enabling our students to “Go Forward with Confidence” (Imua Me Ka Ha’aheo) to become caring, contributing citizens who can succeed in an ever-changing world.”

### ISLAND PACIFIC ACADEMY Mission Statement

ISLAND PACIFIC ACADEMY empowers students to unlock their potential by providing a well-rounded college and career preparatory education that values each child’s individuality, builds confidence and character, and inspires future success as engaged citizens and life-long learners in a place where values matter.

### International Baccalaureate Mission Statement

The International Baccalaureate (IB) aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

The IB website has additional information: [www.ibo.org](http://www.ibo.org)

## **School History**

Founded in 2003, ISLAND PACIFIC ACADEMY enrolled its first students in September 2004. Under the leadership of Founding Headmaster, Daniel White, the school has grown from 200 original students to a current enrollment of approximately 500, and graduated its first class of seniors in May 2010.

A rigorous academic program that prepares students for college success is fundamental to the school’s purpose. From the beginning, the school’s mission has emphasized character and the cultivation of core values such as kindness and generosity of spirit. Visitors to the campus readily sense a school culture defined by friendliness, inclusiveness and mutual respect.

ISLAND PACIFIC ACADEMY is fully accredited by the Hawaii Association of Independent Schools (HAIS) and the Western Association of Schools and Colleges (WASC). We offer the IB Curriculum and the Diploma Programme (DP Grades 11-12).

In 2004 and 2006, the school completed construction of its two large and well-equipped classroom and office buildings. In fall 2009 ISLAND PACIFIC ACADEMY completed negotiations which resulted in the purchase of the campus land. In the fall of 2015, IPA’s grounds and facilities were acquired by WPC Haumea LLC, a subsidiary of Watumull Property Corporation.

## Board of Trustees

The school is governed by a self-sustaining independent board of trustees which meets monthly to address broad policy issues and fiduciary matters. The Board President and Head of school confer weekly to facilitate communication and keep the board apprised of any significant developments between board meetings. All trustees support the school financially.

The board exercises responsibility as a committee-of-the-whole for trustee recruitment, to replace members whose terms expire and to continue to build the strength and breadth of the school board of trustees.

<b>Current Board Members</b>	<b>Role on the Board</b>	<b>Term Expires</b>
Gerald Teramae	Head of School	
Lance Wilhelm	President	2020
Patricia Liu	Vice President	2021
Susan Yamada	Treasurer	2020
Mike Rompel	Secretary	2021
Denise Becherer	Trustee	2022
Martha Camacho	Trustee	2021
Susan Eichor	Trustee	2022
Wendell Lee	Trustee	2021
Keith Ogata	Trustee	2019
Kevin O'Keefe	Trustee	2019
Eric Seitz	Trustee	2020



## The IPA School Shield

ISLAND PACIFIC ACADEMY was founded in the tradition of excellent independent schools, and the shield element of the logo reflects those traditional roots.

However, IPA seeks to be of the place it inhabits, the very special place that is Hawai`i. Therefore, our school motto is given in the Hawaiian language: I Mua Me Ka Ha`aheo – which translates to Go Forward With Confidence. Another interpretation of the word ha`aheo would be “humble pride.” We take pride in our achievements, but always know there are ways to improve, and have the confidence that we have the skills to strive for such improvement.

The compass rose in the center of the logo is an historic navigational tool, and reflects our nickname, the Navigators. This same element is used on many of our athletic team uniforms and other items that reflect school pride and identification.

## Navigators: Nickname History

One meaning of the name Makakilo (the region on the slopes above Kapolei) is “observing eyes,” or a place from which observations are made. It is believed that it was from this region that the early Hawaiians came to learn navigation by stars and constellations because they were easily studied from that vantage point. In addition, there are places on the higher slopes where one can see all the other main islands in the chain and understand their directional relationship with each other. So, this is a place where early wayfinders learned skills to navigate canoes across the Pacific.

Navigators at IPA are learning to navigate a metaphorical wa`a (canoe). IPA strives to provide our students with the skills they will need to navigate their lives and careers in the 21st century. The navigators of old were the leaders, the ones to show others the way. In similar fashion, we encourage IPA students to take leadership roles and to model the qualities of kindness and generosity of spirit, collaboration and respect for others.

## School Colors

ISLAND PACIFIC ACADEMY school colors are Navy Blue, Silver, and Gold.

## Oli / Alma Mater / The Navigator Song

ISLAND PACIFIC ACADEMY has its own special Hawaiian chant or oli, an Alma Mater, and a school song.

Our **oli, Nā Kau a Kau**, was written by Kumu Pumehana Silva, sister of IPA Kumu Momi Kuahiwinui,

and her colleague, Kumu Melelani Spencer. In the words of the oli they incorporated the traditional roots of the Honouliuli ahupua`a, of which Kapolei is a part, and reflected the school's founding core values of generosity and kindness.

The oli was introduced by Silva, Spencer and Kuahiwinui at an assembly in fall 2007, and students learned to chant it during that school year, culminating in its first use by the whole school together in IPA's May Day celebration the following spring. It is now used to open assemblies and other events at the school on a regular basis.

### **Nā Kau a Kau**

*This oli was created especially for ISLAND PACIFIC ACADEMY by Na Pumehana Silva me Melelani Spencer*

Kilo ka maka i uka i kai	Look to the uplands and to the sea
I Honouliuli a puni ē	and all around Honouliuli.
He nilu ka `ikena, Ka mā`ama`ama	It is an admirable view.
Ua ao ē	In the enlightenment of this time
E ho`okele i ke ala `imi na`auao	we will navigate the path of seeking knowledge
E ho`okele i mua me ka ha`aheo	We will move forward with pride,
Me ke aloha, ka hō`ihi	love, respect,
Ka lokomaika`i, Ka mahalo ē	generosity, and gratitude,
I ola mau	so that life continues
No nā kau a kau	for all time.
A pae aku	And we arrive.

The creation of the school **Alma Mater** was a collaboration by two faculty members, Cami Nihipali and "Doc" Wilson. Independently, they had each started their own versions of a possible tune with lyrics to serve this purpose. They worked together to produce the version that has been adopted by the school. It was introduced by the Class of 2010 at their graduation ceremony.

### **Alma Mater**

*Lyrics by "Doc" Wilson and Cami Nihipali; Music by "Doc" Wilson*

Hail Navigators! Oh, we sing to silver, blue, and gold.  
Na Ho`okele going forth to the future prepared and bold.  
I mua me ka ha`aheo for our Hawai`i nei  
With excellence in all we do, we are IPA.  
Hail Navigators! Journey on and feel the humble pride.  
Open hearts and open minds that help us grow inside.  
The sea may rise and waves may roll and some have lost their way.  
Helping others helps us lead, yes, we are IPA.

**The Navigator Song** was introduced to the Elementary Division in spring 2011. This song was the collaborative creation of Natalie Welch ('19) and her parents. It is sung frequently during elementary assemblies and other occasions.



## **The Navigator Song**

*Lyrics by Natalie ('19), Terry and Tam Welch; Music by Terry Welch*

We are the Navigators and we lead the way,  
Steering by the stars at night time,  
Watching wind and waves by day.  
Our wa`a sails across the ocean  
Flying colors blue and gold,  
Na Keiki of Hawai`i Nei and of the USA.

I Mua Me Ka Ha`aheo from our graduation day  
We know the world is ours tomorrow,  
No matter if we leave or stay.  
We will show Aloha spirit  
And we will practice what we learned:  
Whenever we can, Help... Let's sail away...  
'Til we meet again you'll have a friend at IPA.

## **Admission Info**

### **Financial Aid**

ISLAND PACIFIC ACADEMY is committed to creating an inclusive student body and broadening socioeconomic diversity by providing need-based financial aid to qualified students who could not otherwise attend our school. While our financial aid resources are limited, IPA's Financial Aid Program assists many students in their desire to attend IPA. Each year, approximately 19% of the student body receives need-based tuition assistance.

IPA uses School and Student Services for Financial Aid (SSS by NAIS), a nationally-recognized methodology and documentation review, in the financial aid process to help determine demonstrated economic need. In addition to the IPA Financial Aid Application, applicants should complete the Parents' Financial Statement online at [sssbynais.com](http://sssbynais.com).

IPA's financial aid committee considers many factors when assessing a family's ability to pay for educational expenses, including total income, assets, family size, standard cost of living, and number of children attending tuition charging schools. In making financial aid award decisions, the school's financial aid committee also takes into consideration the school's policies and priorities, the needs of our entire applicant pool, and IPA's limited financial aid budget. While paying for private school education is primarily the responsibility of the family, the school attempts to assist as many qualified students as possible when making financial aid awards.

Parents requesting financial aid must re-apply each year by February 14. The school's policy requires that students receiving aid must maintain an acceptable record of academic achievement, attendance and citizenship and that both parents and students contribute positively to the school's community. All information submitted with the financial aid application is strictly confidential.

Please contact the Director of Admission for more information regarding the financial aid process.

## **Re-enrollment / Student Withdrawal Policy**

### Re-enrollment

Re-enrollment contracts are issued in early February and are due, along with a deposit of \$550, on the date specified in the contract. Please note that class assignments are not guaranteed if the Enrollment and Tuition Contract is not received by the school on the date specified.

In addition to submitting the Enrollment and Tuition Contract, parents or guardians are required to enroll in the FACTS online tuition payment system and select the single payment or monthly payment option. Monthly payments are deducted from June through May of the following year. Failure to enroll in FACTS in a timely manner may result in increased monthly payments, depending on the month of enrollment.

Enrollment may be canceled by the parents or guardians in writing, without penalty, by the date specified in the Enrollment and Tuition Contract, except for the forfeit of the \$550 reservation deposit.

Students who are not re-enrolling should return the Enrollment and Tuition Contract, signed on page four by a parent or guardian. The Student's Certificate of Release, provided by ISLAND PACIFIC ACADEMY, should be signed by the parent or guardian, and submitted to the student's new school.

### Mid-year Withdrawal

Except in the event of involuntary relocation with official documentation, parents or guardians are required to pay tuition for the full school year. The Tuition Refund Plan, purchased at the time of enrollment or re-enrollment, covers a portion of the student's tuition if he or she does not complete the academic year because of withdrawal or dismissal.

Participation in the Tuition Refund Plan is required unless the full annual charges are paid by the date specified in the Enrollment and Tuition Contract, in which case it becomes optional.

To withdraw while the school year is in progress, written notice should be submitted to the Director of Admission 30 days before the student's final day of attendance. The Student's Certificate of Release, provided by ISLAND PACIFIC ACADEMY should be signed by the parent or guardian, and submitted to the student's new school.

### Application Records

Application records are securely archived for a period of three years after which the records are then destroyed. Students who have withdrawn from ISLAND PACIFIC ACADEMY for any amount of time and wish to return must submit a new application for enrollment.

## **Advancement - Supporting IPA**

Successful schools thrive when they are enriched by the time, talent or treasure shared by those in the community who believe in the value of an education provided by a private and independent program. ISLAND PACIFIC ACADEMY and all of our students benefit from the philanthropic efforts of our parents and extended community.

We ask that our families support IPA by volunteering; making an unrestricted gift to the Annual Fund or for a specific cause such as financial aid, the arts, athletics, academics, or professional development; by attending or otherwise supporting school events; and by sharing contacts and useful information when the school is researching and applying for grants.

Every effort is appreciated and every gift makes an impact.

## **The Annual Fund**

The Annual Fund helps to meet the immediate needs of ISLAND PACIFIC ACADEMY's students. At ISLAND PACIFIC ACADEMY, we aim to ensure academic success and character development in a learning environment where values matter, and students are valued. The Annual Fund provides operational support for excellent learning possibilities for faculty to inspire students, through necessary learning trips, the latest teaching tools and equipment, offer competitive salaries to faculty, allowing ISLAND PACIFIC ACADEMY to maintain and attract the best. Every gift, of any size, makes an immediate impact to support your children's education.

Our Annual Fund goal is always 100% participation from parents, faculty and staff, and Board. The participation level in the Annual Fund provides a quantifiable way to show the strength of our school community. This is particularly important when applying for grants and accreditation. 100% participation shows we are a strong and vested school community.

Generally, donations to the Annual Fund are unrestricted gifts, and the funds are used immediately to help bridge the difference between tuition income and the actual cost of providing the high quality program our families have come to expect. Gifts to the Annual Fund can be made online with a credit or debit card, with check/cash sent or brought in to the Administration Office, paid in a lump sum or in pledged payments over any number of months. IPA is a 501(c)3 non-profit organization so 100% of donations made to the Annual Fund are tax deductible.

We ask our families to support the Annual Fund each year in a capacity that works with each family's budget. Parents can also help to generate further support of the Annual Fund by letting extended family and friends know that anyone can contribute at any time. Many businesses and companies offer "matching gift" programs so we encourage families to inquire at their workplace for details.

## **Events: Grand Expedition & Golf Tournament**

### Grand Expedition

ISLAND PACIFIC ACADEMY's annual dining and auction benefit, Grand Expedition, is a well-attended event with proceeds supporting a myriad of programs at the school including: financial aid, the playground renovation fund, IPA's Annual Fund, and Project Grad (for the rising senior class). A variety of corporate sponsorship levels are available which may include a reserved table at the event, recognition throughout the evening, and acknowledgement in advance of the event on the school website and printed collateral. Individuals may purchase single tickets, multiple tickets, or entire tables. A portion of sponsorships, tables and individual ticket fees are tax deductible.

### Golf Tournament

ISLAND PACIFIC ACADEMY's annual golf tournament is a great day of golf and many other activities typically including a putting contest, hole-in-one contests and team prizes all to support

IPA's student-athletes and athletics at the school. Corporate sponsorship packages are available to provide company recognition and business opportunities at the event. This is a perfect way to entertain clients and meet new friends in an exciting setting. Participants can register individually or by completing a team. A portion of sponsorships, team and individual registration fees are tax deductible.

For both the Grand Expedition and Golf Tournament, the school is always looking for new sponsors to help underwrite the events, new donors for prize or auction items, word-of-mouth advertising to increase attendance, and volunteers to help plan and execute the events. Our IPA families can assist in these efforts by sharing corporate contacts with the Advancement Office, helping to suggest and solicit new donors, encouraging friends and neighbors to attend the event, and donating time and talent to the planning of the events as a volunteer.

## **Grants - Foundations and Other Gifts to the School**

The school requests and receives funding each year from a variety of foundations, organizations, companies, and private donors. The gift of these funds supplements the school's budget supporting financial aid; faculty salaries and professional development; quality programs all IPA students enjoy and benefit from; and maintenance of our facilities and grounds.

Parents can assist the school in the grant process by:

- notifying the Advancement Office of any support that may be available to the school by their workplace (e.g. project-specific grants, financial aid donations, employee matching funds).
- sharing relationships and valuable contact information of potential benefactors they may know.
- responding to requests for thank you and acknowledgment letters on behalf of the school for grant reports or applications.
- permitting the school use of student photos in grant reports and proposals (see Media Policy page 33)
- volunteering time to assist with grant searches (see Parent Participation page 19).

# **Athletics**

## **Navigator Athletics Program**

ISLAND PACIFIC ACADEMY athletes compete in the ILH (Interscholastic League of Honolulu). The ILH consists of 21 member programs on Oahu. In addition to ILH competition, IPA athletes also have the opportunity to compete on the state level in HHSAA state championships. During 2018-2019 IPA fielded over 30 teams at different levels (Intermediate, Junior Varsity, and Varsity) in 10 sports in the ILH. In addition to sports offering a full IPA team, IPA also participates in PAC-5 athletics. The PAC-5 is a system of co-op teams within the ILH comprised of smaller independent schools to field teams that are not sustainable for small schools.

IPA's student-athletes are the Navigators. The athletic teams use a logo that combines the compass rose from the IPA school shield and a capital N. More information about IPA's Athletics Program can be found in the 2019-2020 Student/Parent Athletic Handbook.

# IPA Community / Parent Participation

## Parents as Collaborators with the School

At ISLAND PACIFIC ACADEMY, parents play an essential and positive role as a partner with teachers and administrators as we all work together to accomplish what is best for each student at our school. Parent comments, observations and questions are welcomed. We encourage parents to work productively with teachers by staying informed of their child's progress (by using the ParentPortal for Grades 6-12) and using the ISLAND PACIFIC ACADEMY website for events at school. Likewise, we encourage parents to inform teachers and administration when there are situations in the life of a student outside of school that might affect his/her academic performance. In return, ISLAND PACIFIC ACADEMY teachers and staff are committed to frequent and open communication with parents regarding student progress and activities at school.

Whenever a parent has a question or concern about a child's progress or other aspects of school life, the school encourages direct contact with the teacher or student advisor by phone or email. Unless it concerns a quick informational question, an impromptu dialogue right after school during pick up is not the best or most convenient time to engage teachers in a conference. Parents are always welcome to schedule an in-person conference with their child's teacher(s) or administrator.

When parents choose to enroll their child at ISLAND PACIFIC ACADEMY, they agree to subscribe to our mission, our general philosophy, procedures and guidelines, and to respect our educational decisions. At ISLAND PACIFIC ACADEMY, the best interests of the student, in our professional experience, always come first when we make decisions about placement, curriculum or approaches to student needs. Parent information can be very helpful to that decision-making process. Trust and mutual respect are essential underpinnings of an effective working relationship between parents and the school. Parents may not always agree with every decision made by teachers or the administration at IPA. In most cases, however, we will find sufficient common ground to continue a mutually respectful relationship.

Parents best support their child and the value placed on trust and respect at the school by bringing concerns directly to the teacher most closely involved in the issue and seeking a solution or information without involving other parents. If a parent feels he/she has not received a sufficient or satisfactory response from the teacher or other staff member, then an appointment with the teacher and administrator can be scheduled to try to reach resolution.

However, if an impasse arises that we cannot resolve, and a parent(s) decides that he/she/they can no longer remain a supportive and constructive member of the school community, it may follow that another school would be a better match for the family.

## Volunteering at IPA

In the spirit of community and collaboration, ISLAND PACIFIC ACADEMY strongly encourages parents and/or other family members to be actively involved in their child's education and school community. Volunteering is an important ingredient in a school's success and is a great way for families to stay engaged in their child's education. ISLAND PACIFIC ACADEMY **asks that each family volunteer a minimum of 15 hours per school year**. There are many opportunities available either on campus or at home, during the school day or during evenings or weekends. Volunteer hours will include activities you may already be doing such as reading to students in

the classroom, chaperoning a learning trip, serving as a CPR, or participating as a volunteer for Grand Expedition or the Golf Tournament. Getting involved in the IPA community will give you the opportunity to meet other families, have some fun and make a difference!

ISLAND PACIFIC ACADEMY uses a web-based program, SignUpGenius, to coordinate volunteer sign-ups and track time donated to projects. The school will share volunteer opportunities with parents via email.

Parents of students receiving financial aid from ISLAND PACIFIC ACADEMY should track volunteer hours. If a student is receiving financial aid from an outside funding source, it is the responsibility of the family to be sure to fulfill any required volunteer work. In these cases, the Volunteer Coordinator can provide documentation of hours as long as the family signed up to volunteer using the SignUpGenius website.

## **Parents Association (IPAPA) and Class Parent Representatives**

### ISLAND PACIFIC ACADEMY Parents Association

The ISLAND PACIFIC ACADEMY Parents Association (IPAPA) includes all parents/guardians of students attending IPA; every parent and/or guardian of an IPA student is automatically a member. The purpose of the association is to support the school and strengthen bonds within the IPA community. IPAPA organizes community service efforts (e.g. campus clean ups), faculty/staff appreciation events and Fall Family Movie Night.

IPAPA is comprised of a Board with elected officers (President, Vice President, Secretary, Treasurer) and grade level directors (K-2, 3-5, 6-8, 9-10, 11-12). This Board holds meetings once a month at the school and two general meetings a year, one in each semester.

### Class Parent Representatives (CPRs)

Class Parent Representatives (CPRs) are an essential piece of the fabric of IPA. CPRs help to foster the sense of community that is recognized as one of the outstanding features of our school.

A CPR assists by keeping all families connected effectively to the school and welcoming new families to our community. CPRs in Elementary are selected by individual classroom teachers after parents have indicated their desire to volunteer in this way. Secondary CPRs represent an entire grade level, are frequently experienced elementary CPRs, and/or have filled a similar role at a previous school. In all grades, CPRs help by highlighting and sharing information, particular to a class or grade level, with their fellow parents.

## **Community at IPA**

All that we do as learners is made possible because of our dedication to cultivating community within our school. The moral foundation of our community resides in our commitment to mutual respect, democratic practice, and right action. Our community is further strengthened by its diversity of ideas and people, and the positive relationships that flourish among our students, faculty and parents.

The Monday Morning and Friday Aloha assemblies (Grades K-5) and Town Hall, Pu`uhonua, and class meetings (Grades 6-12) are all designed to support and facilitate communication, creative thought, integrity and leadership within our school community.

We are committed to **five agreements** in so far as the way we treat each other, students, parents, faculty and staff alike, and our environment:

1. Ho`olohe – to listen attentively.
2. Pono – to do what is right; only put-ups.
3. Aloha – to have mutual respect.
4. Kuleana – to have the right to pass/responsibility to participate.
5. Malama – to take care of each other and this place.

These agreements of community help to create a school culture where all people, students and adults alike, recognize the power of human kindness and exhibit a generosity of spirit. Additionally, the school has articulated a **Civility Policy** which asserts that all interactions at the school must be characterized by civility or postponed until another time when all parties involved can interact productively.

Our goal is to ensure that all people connected with the school experience our community as safe, a place where people can express opinions, even disagree, but always hold others in the highest respect. Such a school environment will set itself apart from much of what we all experience in the outside world; idealistic, to be sure, but idealism worth pursuing.

### **Civility Policy**

Toward the goal of encouraging all adults (teachers, staff and parents) to remember that ISLAND PACIFIC ACADEMY wants all adults to model civil behavior for students, the school has adopted a Civility Policy.

The purpose of ISLAND PACIFIC ACADEMY's Civility Policy is to promote mutual respect, civility, and orderly conduct among employees, students, parents and the public who visit the campus. The policy is not intended to limit freedom of expression. Rather we seek to maintain, to the extent possible, a reasonable, safe, harassment-free workplace for our students and staff. It is meant to discourage volatile, hostile or aggressive actions or abusive language on campus, at school events, or on social networking sites on the internet.

The school asks adults to model for students behavior based on kindness, trust, high ethical standards and a generosity of spirit. We are none of us perfect, but we can encourage in each other the highest of standards. Above all, and at the very least, ISLAND PACIFIC ACADEMY asserts that all members of the school community are expected to treat each other with courtesy and respect at all times - students and adults alike. All members of the school family share an obligation to keep our campus and our interactions on behalf of our students free from disrespect and disruption.

### **Anti-discrimination Policy**

Island Pacific Academy is an inclusive community that takes proactive measures to ensure that all feel welcomed, accepted, valued, and safe. With respect to admissions, Island Pacific Academy welcomes all academically qualified students to apply. Our anti-discrimination policy prohibits discrimination on the basis of sex, gender identity, and gender expression.

# General School Information

We are a non-smoking environment. Smoking is not allowed on our campus at any time.

## Visitors to Campus and Classrooms

Parents are encouraged to visit the school, and volunteer help from parents is welcomed. However, we ask that parents and other visitors be mindful of the fact that their presence can be a potential source of distraction for students. So as to avoid circumstances where too many visitors are present at once, we ask that parents and other visitors arrange ahead of time with the classroom teacher regarding a time to visit.

Even if you have arranged with a teacher to be present in a classroom, **ALL VISITORS MUST stop by the Elementary Office or Receptionist Area in the Secondary division (located on the first floor of either building) to notify the staff that you are on campus, sign in the visitor book and receive a visitor pass to wear while on campus.** Classroom visits during instructional hours must be prearranged with a teacher or staff member.

There will also be a number of special days or events during the school year when parents are particularly encouraged to be part of special celebrations or other events in the classroom or as part of the whole campus community. We look forward to having all parents share those special times with us at IPA, and signing in as a visitor is not needed for those occasions.

Non-IPA student visitors are not permitted during the day unless prior approval has been granted by the applicable division Principal.

## Office Hours / Daily School Schedule

### Office Hours (when school is in session)

	<b>Opens</b>	<b>Closes</b>
Administration Office (First Floor-Secondary Building)	7:30am	4:00pm
Elementary School Office (Grades K-5)	7:30am	4:00pm
Secondary School Office (Grades 6-12)	7:30am	4:00pm
Registrar Office	7:30am	4:00pm
Admission Office	7:30am	4:00pm

### YMCA Before School Program and Extended Day Program (Grades K-5)

	<b>Begins</b>	<b>Ends</b>
YMCA Before School Program	6:00am	8:00am
After School: Extended Day Program		
Monday, Tuesday, Thursday, Friday	3:00pm	5:30pm
Wednesday	2:15pm	5:30pm

For families interested in these additional programs, please refer to the Back To School Packet.



## Daily School Schedule

	<b>All Grades K-12</b>	<b>Grades K-5</b>	<b>Grades 6-12</b>
	start of day	end of day	end of day
Monday, Tuesday, Thursday, Friday	8:00am	3:00pm	3:20pm
Wednesday	8:00am	2:15pm	2:50pm

### **Grades K-5**

Class schedules with lunch and recess periods will be provided by individual classroom teachers.

In order to keep your child(ren) safe, **they must not be dropped off on campus before 7:30am if not enrolled in a before school care program.** This includes leaving your child(ren) with an older secondary (Grades 6-12) sibling/student. **A \$20 fee will be charged for any elementary child left on campus before 7:30am.** This fee will be charged for each occurrence, as child care must be provided by the school for your child's safety. Child care is available through the YMCA anytime after 6:00am. The Elementary building will open at 7:30am and individual classrooms will open at 7:45am. Students who arrive on campus between 7:30 - 7:45am are expected to sit quietly near their classroom door.

At ISLAND PACIFIC ACADEMY, student learning and safety is our priority. To support this goal, we request parents and families to support the following drop off procedures:

It is recommended that parents drop off their children at carline. This will help students develop independence and to make the transition to school. Parents of younger students, or parents of students who need to bring in a special project, may park and walk their children into the building. In an effort to support student learning and safety, we kindly request that parents who do walk their children into the building "drop them off" in the foyer, allowing them to enter their classrooms on their own. To help grade 3-5 students develop independence, we request parents allow them to walk upstairs on their own. Parents of students in grades 3-5 who need to go upstairs under special circumstances should first check in to the elementary office.

The school day begins promptly at 8:00am. To allow teachers to begin the school day with the students, we request that parents refrain from having impromptu conversations or conferences with teachers at or after 8:00am. If a message needs to be given to the classroom teacher, parents are encouraged to write a note, send an email or stop by the office to leave the message.

The elementary foyer is often used as a learning space for our students. To minimize distractions, we kindly request that parents vacate the elementary building by 8:30am each morning.

There are times that parents may need to drop off forgotten lunches or learning materials to their children during the school day. In order to not interfere with classroom learning, parents should drop off lunches or materials to the elementary office. If parents are visiting classrooms for special events or presentations, they should first check in to the elementary office.

**Grades 6–12** students will report to Pu`uhonua Monday through Friday at 8:00am.

### **Deliveries**

Deliveries such as flowers, pizza, notes, forgotten lunches, etc., have the potential to be very

disruptive to the learning environment. Please refrain from “dropping off” items as much as possible. In instances in which this is unavoidable, please drop off the item in the Elementary Office or Receptionist Area (located on the first floor of the Secondary building).

Food delivery services (such as Door Dash or Grubhub) are not permitted on campus. Refrain from utilizing these services for deliveries on campus because the delivery will not be allowed.

## Attendance Policy

Consistent attendance at school is important; long or frequent periods of absence may affect a student’s ability to progress academically. At ISLAND PACIFIC ACADEMY we assume that students will miss school no more than a few days (see Excessive Absences page 26) in a normal academic school year. It is expected that unless a student is ill or there is a family emergency, parents will ensure that students are in attendance daily. Reasons other than these for absence will be evaluated on an individual basis, but will generally be considered unexcused absences unless an exception is made by the classroom teacher (for Grades K-5) and/or division Principal (for Grades K-12).

**If your student is going to be absent, please notify the school as early in the day as possible.** On the day of absence, please report the absence to the appropriate office before 8:00am.

Grades K-5 call the Elementary Office 808-674-3580

Grades 6-12 call the Secondary Office 808-674-3564

You may also leave a message on the Attendance Line at 808-674-3523 x444 outside of school hours.

Please leave a voice message with the following information: identify yourself as the parent or guardian; state your student’s name, grade level, teacher (for Grades 6-12, Pu`uhonua teacher); and reason for and probable duration of the absence. Absences, due to illness, of more than three days require a note from the physician to return to school.

Tardiness is monitored by the Elementary Principal or Secondary Vice Principal. In an effort to improve on-time attendance we have created a discipline protocol as follows:

	<b>Elementary Division</b>	<b>Secondary Division</b>
<b>10 Absences/ Tardies in a Semester</b>	= A letter of concern from the classroom teacher	= Written notification sent to parents or guardians. 1 week Give Back (designated by Secondary Vice Principal)
<b>15 Absences/ Tardies in a Semester</b>	= Elementary Counselor to call Parent to discuss possible solutions	= Parent, Student and Administration conference to discuss excessive tardies/ absences. A Give Back to the community to be determined by Administration. Reevaluation of financial aid award, if applicable.

## Appointments During the School Day

It is best to schedule routine doctor appointments early in the day or near the end of the school day, so as to minimally disrupt the student’s day at school. Whenever a parent or guardian picks up a

student for an off-campus appointment (e.g. medical or dental visit), the parent and student must check out at the appropriate office so we can account for all of our students at all times (see Early Dismissal page 30). If a student arrives tardy to school, or returns after leaving for an appointment, the student must check in at the appropriate office.

**Leaving/Arriving during School Day**

Grades K-5

**Check-out**

Elementary Office -  
Office Manager

**Check-in**

Elementary Office -  
Office Manager

Grades 6-12

Secondary Office -  
Office Manager

Secondary Office -  
Office Manager

**Elementary** parents do not need to contact the school for homework requests when the student is absent. Missed assignments and requirements for completing homework will be determined by the classroom teacher and provided to the student upon return to school.

**Secondary** parents should be aware that the student is responsible for communicating with his/her teachers and/or checking Student/Parent Portal for information about missed assignments.

Attendance is taken throughout the day and monitored by the Elementary Principal or Secondary Vice Principal.

**Excused and Unexcused Absences**

**Regular attendance is expected.** Unless a student is ill or there is a family emergency, parents will ensure that students are in attendance daily. Reasons other than these for absence will be evaluated on an individual basis, but will generally be considered unexcused absences unless an exception is made by the classroom teacher (Grades K-5) and/or division Principal (Grades K-12).

Teachers will not be expected to provide tutoring or any special out-of-class time to present material missed by the student during an unexcused absence.

Unexcused absences during the school day (skipping a class) will result in disciplinary action by the Vice Principal. Secondary Students (Grades 6-12) who do not attend class either remaining on campus in an unauthorized location or leaving campus will be considered skipping class. Skipping class will result in disciplinary action by IPA Administration which may include conferencing with student, notifying and meeting with parent/guardian, a community give back and repeat violations may result in suspension or expulsion. If a student does not have an excused absence from school on the day of an extracurricular activity (e.g. learning trip, IPA sporting events or practice, evening performance, or a dance that same school night evening), that student will not be permitted to participate in an ISLAND PACIFIC ACADEMY sponsored activity on that day.

**Extended Absences**

Extended absences during the normal school calendar place a tremendous strain on students and their academic progress. Students should not go on extended trips, vacations or leaves of absence during the normal school calendar unless there is a specific educational purpose attributed to the leave.

It is the responsibility of each student/family to notify the teacher(s)/division Principal and the respective office about any intended trip via writing or email two (2) weeks in advance. The type of work provided for the trip is at the discretion of the teacher(s).

These absences are cleared and verified through the division Vice Principal; for Grades 6-12 students/families should complete and submit a Leave of Absence form which can be obtained from the Secondary School Office located on the third floor.

**If the division Principal is not notified of an absence two (2) weeks in advance to properly evaluate its educational purpose, the absences will be considered unexcused.**

### **Grades 9-12:**

In addition, the last week of each semester are exam weeks for students in Grades 9-12 and extended absences during these weeks, not caused by illness or family emergencies, will be defined as unexcused. **Reasons for absences other than illness or family emergencies, will be evaluated on an individual basis, but will generally be considered unexcused unless an exception is made by the Secondary Principal.** Students who miss exams or other in-class work because of an unexcused absence may not be allowed to make up work. Teachers are not expected to provide tutoring or any special out-of-class time to present material missed by the student during unexcused absences.

### **Excessive Absences**

In instances where a student misses a significant amount of instructional time, the Principal and Vice Principal of the applicable division will determine the outcome and appropriate consequences on an individual basis.

#### **Elementary:**

When a Grades K-5 student misses more than 20 days per academic year for serious illness or other unusual circumstances, he or she will be evaluated individually to determine whether the student is ready to advance to the next grade level in a subsequent year.

#### **Secondary:**

When a Grades 6-12 student misses a significant amount of instructional time, the Principal and Vice Principal will determine whether the student will need to repeat a course(s), repeat some percentage of their total coursework or repeat the grade level or course subject.

### **Tardiness**

It is very disruptive when students arrive late to school or class. Not only does it affect the student who is entering the classroom behind schedule, it disrupts the rest of the community. The school depends on parents planning commute time so as to have students arrive at least a few minutes before the start of the school day. All tardies are recorded and noted on the student's permanent school record. If, for some reason your student will be tardy, please provide a note or call the attendance line to let the school know the student will arrive late to campus. Students who arrive without a note or a call from a parent or guardian will be marked with an unexcused tardy for that day.

Excessive tardiness, excused and unexcused, is indicative of an attitude about the importance of

education to a family and is cause for discussion with the school about whether or not ISLAND PACIFIC ACADEMY is the best fit for a student.

For Grades 6-12 tardiness indicates that a student is not adhering to the Student Code of Conduct (see "Secondary School Code of Conduct" on page 36). Excessive tardiness, excused and unexcused, will result in further disciplinary consequences (e.g. in-school Give Back to the community, in-school suspension, loss of privileges, etc.) and may require a parent conference. If tardiness continues after said interventions, consequences may result in separation from school.

## **Drop Off / Pick Up Times**

### Arrival Time

For Grades K-12 school begins at 8:00am. To ensure that all students are properly supervised at all times, the school asks that students arrive no earlier than 7:30am\* before the start of the school day.

**Elementary:** The school building will open to students at 7:30am. If a student arrives between 7:30-7:45am he or she is expected to sit quietly outside his or her classroom and read a book. At 7:45am teachers will open their classroom doors, and students may enter to get themselves organized for the start of the day. In the event that a child is dropped off earlier than 7:30am on a consistent basis, the school and the parent will need to discuss whether or not participation in the Before School Care Program is necessary in order to provide proper supervision of the child.

\*Grades K-5 students enrolled in the Before School Care Program may arrive to the school as early as 6:00am and be signed in.

**Secondary:** The school building will open to students at 7:30am. In the event that a secondary student arrives before 7:30am, he/she will be expected to sit in the lanai area quietly socializing, studying, etc. It is also expected that students will not disrupt the larger school community. Students that are dropped off on campus are expected to remain on campus. Students are not to leave the IPA campus without a parent or guardian while waiting for the school day to begin.

### Student Morning Drop Off

For families dropping off students in the morning: please enter the parking lot, stay in the flow of traffic, and pull as far forward as possible to unload students. When a parent dropping off their student pulls as far forward as possible, this allows for the greatest number of cars along the curb which helps to decrease the number of cars waiting in the queue. **So, regardless of the grade of the student, do not stop in front of the Secondary School building if there is space to pull further forward by the curb.** This should ensure a smooth drop-off process.

In the event that a parent/guardian needs to park, parking is available on campus in designated visitor parking stalls or on public streets. Please do not utilize the library or the side streets as drive-by drop-off zones as these are public streets and can create unsafe conditions for our students as well as create traffic for our neighboring businesses. Please follow all traffic laws.

Given our limited parking, parents of children above kindergarten age are asked not to park on campus and walk children into the building on a regular basis. If a student has large project materials to carry, or a parent has business in the school office, it is certainly acceptable to park. Faculty and staff parking spaces are clearly numbered, and we ask you not to park at any time of the school day

in clearly numbered stalls. **These numbered stalls are strictly for IPA faculty and staff.** The faculty and staff appreciate your cooperation with this matter.

At ISLAND PACIFIC ACADEMY we try very hard to reinforce the personal goals of being well-prepared for class, being responsible for your own belongings and to help students deal with the consequences of being forgetful or irresponsible. So unless it's absolutely imperative that your child needs you to bring something to school after the school day has begun, we do not encourage it.

Please note that ISLAND PACIFIC ACADEMY will not be responsible for students on campus prior to 7:30am (other than Grade K-5 students enrolled in Before School Care). Once the school day begins at 8:00am, students\* may not leave campus until the close of the school day, except when accompanied by a parent/guardian.

(\*Grade 12 students will receive information about "Senior Privilege" which does allow for leaving and returning to campus during the school day.)

### Dismissal

Traffic at pick-up time requires much cooperation and good will. The after-school pick up times are as follows:

	<b><u>Mon, Tues, Thurs, Fri</u></b>	<b><u>Wed</u></b>
Elementary School Pick Up:	3:00pm	2:15pm
Secondary School Pick Up:	3:20pm	2:50pm

The process will break down quickly if parents arrive more than 10 minutes before pick-up time or try to maneuver around the queue that will form. The school's system will involve the speedy loading of the cars with students and their possessions. If all adults involved follow the proper procedure, the pick-up can be accomplished with a minimum of frustration or wait-time.

If you arrive early on campus before your child is waiting by the curb, park in the parking lot or find street parking and wait until the designated pick-up time before entering the car pool line, or you will be asked to keep circling. We kindly ask that you please refrain from cell phone use and not hold conversations with the supervising teachers. They need to give their full attention to safely helping students to load or unload to/from the vehicles.

### Elementary Grades - Pick Up Procedure

For Elementary students the school day ends at 3:00pm with the exception of Wednesday with a 2:15pm dismissal. The school asks that students be picked up within 20 minutes of the end of the school day or enrolled in the Extended Care Program to ensure proper supervision at all times of all children.

Elementary students will not be left unattended outside past 3:20pm (2:30pm on Wednesdays). Any student not collected by 3:20pm (or 2:30pm on Wednesdays) will be taken to the Extended Day Program drop-in center and will be charged an amount of \$8 every 15 minute increment. Parents will be billed accordingly for after school supervision. If this becomes frequent, then the administration and families concerned would meet to see how we could better suit your needs, including enrollment in the Extended Day Program.

Each Elementary family will be issued a placard to **display in the passenger side front dash window** of their vehicle. This placard should be displayed and used the entire school year when picking up your child at dismissal time. Students are dismissed and picked up along the sidewalk directly out front of the Elementary building. **Stopping is only permitted if you are loading students, and we ask all parents to pull up as far forward as possible.** Please keep traffic flowing and moving.

The school's system will involve the speedy identification of parents arriving for pick-up and the student(s) to be picked up and the prompt loading of the cars with students and their possessions. If all adults involved follow the proper procedure, the pick-up can be accomplished most days with a minimum of frustration or wait-time.

### Secondary Grades - Pick Up Procedure

For students in Grades 6-12, the school day ends at 3:20pm on Monday, Tuesday, Thursday and Friday, and at 2:50pm on Wednesday. The school expects students to vacate or be picked up within 20 minutes of the end of the school day if they are not attending after school office hours or classes; participating in a supervised after school activity (e.g. club activity, play rehearsal); or participating in Interscholastic League of Honolulu (ILH) sports. Students may schedule a meeting with faculty for after school until 4:15pm. When picking up, drivers should pull forward in the queue as far as possible. **Do not stop in front of the Secondary School building if there is space to pull further forward by the curb.**

On faculty meeting days, Tuesdays and Wednesdays, students will be required to leave the building immediately after school. All students must be out of the building on non-faculty meeting days no later than 4:30pm and picked up or off campus no later than 5:00pm. ISLAND PACIFIC ACADEMY **will not be responsible for the safety or supervision of the students after 4:30pm**, unless involved in a school sponsored activity with faculty supervision. Students will not be allowed back into the building unless supervised by a faculty or staff member. Additionally, once a student leaves campus, he/she may not return to campus that day unless accompanied by a parent or guardian\*. (\*Grade 12 students should follow "Senior Privilege" rules.)

### **Early Dismissal**

As a safety and security precaution, all students leaving before the official dismissal time must be signed out by a parent or designated person. No student will be permitted to leave the campus with anyone other than a parent or person authorized on the consent form, unless the school has been advised otherwise. Identification will be checked.

#### Elementary Early Dismissal

A parent or designated person must report to the Elementary Office to sign out the child.

#### Secondary Early Dismissal

Should you need to pick up your child prior to the end of the school day, please contact the Secondary Office Manager in advance with a signed note, a phone call or email indicating the date and time your child will need to be ready to leave. If it is an emergency, please contact the Secondary Office Manager at (808) 674-3564 or the Receptionist Office at (808) 674-3523 ext. 0. When you arrive, please come into the Secondary building and sign out your child in the first floor

Receptionist Area.

## Faculty Availability

**Grades K-5:** If you would like to schedule a conference or meeting with your child's teacher(s) before or after school, please email him/her through their school email address (first initial last name@ipahawaii.org).

**Grades 6-12:** Additional assistance is available to students in Grades 6-12 through Pu`uhonua, 4th Period Extension, Flex (Grades 9-12) and student conference; after school teachers are available by appointment Monday, Tuesday, Thursday, and Friday. On Tuesday and Wednesday afternoons, teachers are not available after school. Teachers can also be reached through their school email addresses (first initial last name@ipahawaii.org) to schedule an appointment.

Study hall is built into Grades 6-12 student schedules on Monday, Tuesday, Thursday and Friday and it is called "4th Period Extension". Additional help must be made by appointment with individual teachers after school on Monday, Thursday and Friday. All students in Grades 6-12 seeking additional help beyond 4th Period Extension and Flex (Grades 9-12) are responsible for arranging tutoring with individual teachers. Students with academic struggles may be referred by teachers to a mandatory 4th Period Extension sign-up and/or after school appointment with the teacher. Students who do not attend the mandatory supports will be referred to the Secondary Administration.

## Study Hall for Grades 10-12

In Grades 10-12 there are times that students will not attend class and will be given study hall instead as part of their regular schedule. During these study hall periods, students are expected to use the time for academic work. All study hall periods will be in the Student Center.

## Lunch

It is expected that all students will eat a nutritious lunch each day. Students have two options for lunch: bringing lunch from home or signing up with one or more of the school's caterers. Additional details are available from the Elementary Office and the Receptionist Area in the secondary building. Specific menu information will be made available by the school on a regular basis.

**For all lunches and snacks brought from home, the school expects that candy, soda pop or energy drinks and other foods and drinks with high sugar/low food value not be included.** Eating on the second floor hallway of the secondary building is prohibited.

Grades	Day(s)	Time	Location
Grades K-2	Mon-Fri	12:00-12:30pm	in Classroom
Grades 3-5	Mon-Fri	12:30-1:00pm	in Classroom
Grades 6-8	M, T, Th, F Wednesday	11:20-12:00pm 11:40-12:20pm	MPR & Lanai
Grades 9-12	M, T, Th, F Wednesday	12:35-1:15pm 12:55-1:35pm	MPR, Lanai & Student Center

## Enrichment - After School and Summer Session

After School Enrichment (ASE) courses for Grades K-5 are the perfect way for students to learn



a new skill, delve deeper into an area of interest, or challenge themselves by exploring a subject outside their “comfort zone.” Interesting and fun activities in each course encourage students to use and build upon their growing knowledge base. Students can select one or more courses to create a schedule that suits their needs and fulfills their passion for learning.

Examples of previous ASE courses are: art, cooking, drama, and robotics. Fall semester ASE classes are held late August through early December; Winter/Spring semester ASE classes are held mid-January through the end of April. Enrichment Registration Forms will be made available in the Elementary Office and Receptionist Area in the secondary building.

Summer Enrichment courses are also offered during the summer with sessions in June and July.

### **Class Parties / Special Events**

Children in school together often want to invite their classmates to birthday parties and other special events. We as adults recognize, however, when such invitations are not extended to all students in a class this can be a source of disappointment and hurt for any not invited. It is therefore incumbent upon us as adults to be sensitive to all the children in a class when holding special events involving other children from the school. **For this reason, distributing party invitations on school campus is not permitted unless the entire class is being invited.**

A 10-minute time period will be allowed during class (or snack time for Elementary grades) for birthday celebrations. Teachers must be notified at least 24 hours in advance to coordinate if you would like to bring in a prepared “finger” snack. Because ISLAND PACIFIC ACADEMY is interested in promoting a safe and healthful working environment for all of our students, faculty, staff and families, it is our recommendation for birthday celebrations that healthy foods are sent in.

For elementary division, no goodie bags or balloons are permitted for birthdays or other holiday occasions. For Valentine’s Day, students may pass out cards to the entire class. Commercially made cards that come with a sticker, tattoo, eraser, or pencil are permitted. Please do not buy cards with candies or toys attached. If you have any questions or concerns about class parties/special events/acceptable snacks please feel free to contact your student’s homeroom or Pu`uhonua teacher.

The Elementary division strives to maximize the educational environment for your child and would encourage you to donate a “birthday book.” Recognition is given to a student donor at a Monday Morning Assembly with a special bookplate placed in the book. Giving the gift of a great book for all to enjoy is a special way to commemorate your child’s birthday.

### **Soliciting on Campus**

Students and/or parents are not permitted to solicit funds or sell fundraising items on campus for personal activities. This includes things like Little League pizza coupons, Girl Scout cookies and Zippy’s chili tickets, etc.

### **Student Financial Accounts**

A Student Financial Account is opened at the time of enrollment with every completed IPA Enrollment and Tuition Contract and will remain open until the student withdraws and the balance is cleared. In addition to submitting the Enrollment and Tuition Contract, parents or guardians are required to enroll with the FACTS tuition management program (a third-party tuition management and collection

service used by IPA) and select the single payment or monthly payment option. Monthly payments are deducted from June through May of the following academic year. Failure to enroll in FACTS in a timely manner may result in increased monthly payments, depending on the month of enrollment. Click [here](#) to see all applicable FACTS fees. IPA monthly statements are available by request.

Please note regarding IPA accounts:

- For check payments that are returned for lack of funds, a \$30 NSF fee will be charged to the IPA student account (or to any individual) and the check will be automatically redeposited to the financial institution. If the check is returned a second time for lack of funds, a \$30 NSF fee will be re-assessed and the check payment will be reversed from the IPA student account.
- IPA reserves the right to report NSF's to authorities or to credit bureaus and may stop accepting checks on those student accounts the school deems to have excessive NSF activity.
- International banking transaction fees will be passed along to families paying in foreign currencies and/or via foreign bank accounts.
- IPA reserves the right to assess change fees for students who enroll then cancel or change enrollment in any class or activity prior to or during the start of such class or activity.

For questions or concerns, please feel free to call the Accounts Receivable Manager at 808-674-3524.

## Secondary Division Specific Concerns

### Student Parking

Due to our limited parking, Secondary students who drive to school will not be able to park on campus. Parking is available adjacent to the campus on public streets and is first come, first served. Students intending to park near to campus should plan to arrive before 7:30am if they hope to find curbside parking. ISLAND PACIFIC ACADEMY is not responsible for the security of student vehicles off campus and students are subject to all motor vehicle laws, including parking violations. In the event that another driver becomes hostile with an ISLAND PACIFIC ACADEMY student adjacent to campus, the student should immediately seek assistance from our security on campus.

***With the exception of a Grade 12 student with senior privilege, students are not allowed to return to their cars once on campus for the academic day.***

## Communication Information

### How to Stay in Contact - Phone/Email/Website/Social Media

Regular communication between the school and parents is critical to create an optimal learning environment for students. There are several formal means of communication available for school-parent contacts, and we encourage parents to feel free to email, telephone or to schedule a meeting on campus to talk about their child's progress.

## School Telephone and Email

Parents should feel free to call the school at any time for more information or clarification of any topic. The last page of the Handbook is an information sheet with General Contact phone numbers and Whom to Contact for specific instances. All ISLAND PACIFIC ACADEMY teachers have a school email address that includes their first initial and last name followed by @IPAHawaii.org (e.g. Pete Young's email would be PYoung@IPAHawaii.org). Teachers will endeavor to return phone messages or email as quickly as possible, but generally not during the instructional day.

## Website

The ISLAND PACIFIC ACADEMY website ([www.islandpacificacademy.org](http://www.islandpacificacademy.org)) is a source of campus news, events and information all year.

## Social Media

ISLAND PACIFIC ACADEMY maintains several social media accounts to promote communications; foster school pride and identity; share information about, and garner support for the school. These sites promote a sense of community among our students, parents, alumni and their families. Other benefits of IPA's social media accounts include:

- use as a connectivity tool with other schools with which IPA interacts (e.g. HAIS, ILH, IBO)
- a link to associations and groups that our students may participate in or support (e.g. National Honor Society, the Hawaii Food Bank, Rotary)
- use as a communications tool to share accomplishments of our students with current and potential supporters of the school; postings may include a link to a story or news feature on the IPA website
- use as a communications tool to promote IPA events that are open to the public such as the annual Golf Tournament or Grand Expedition
- a friendly way to prompt action by students and families interested in joining our community

ISLAND PACIFIC ACADEMY's social media accounts are:

<b>Facebook:</b>	<a href="https://www.facebook.com/ipahawaii">https://www.facebook.com/ipahawaii</a>
<b>Twitter:</b>	<a href="https://twitter.com/ipahawaii">https://twitter.com/ipahawaii</a>
<b>Twitter Navigator Athletics</b>	<a href="https://twitter.com/ipanavigators">https://twitter.com/ipanavigators</a>
<b>Instagram:</b>	<a href="https://instagram.com/ipahawaii/">https://instagram.com/ipahawaii/</a>
<b>YouTube:</b>	<a href="https://www.youtube.com/user/ipahawaii">https://www.youtube.com/user/ipahawaii</a>

The use of social media as a communications tool is ubiquitous. IPA recognizes that members of our community cannot be prevented from creating their own social media pages or groups to communicate between, for example, grade level parents. However, the school requests that any such sites or groups refrain from using the school name (ISLAND PACIFIC ACADEMY) or initials (IPA) nor use the IPA logo in any way\* since these sites or groups are not maintained or moderated by the school. In addition, users of such sites or groups should be cognizant of the often "closed group" nature of these pages. Since these ad hoc sites are not maintained, monitored, or under the advisement of the school administration, factual errors may exist within them. In the past, the school has found that these groups created with good intentions sometimes become the very places

where rumors begin and incorrect information is disseminated. Users should be cognizant of this possibility and refer to the official school website and social media sites for information. A parent who has questions should contact their child's teacher or the school administration for information or clarification.

Instances of potential slander or defamation against the school via media (social or otherwise) will be researched by ISLAND PACIFIC ACADEMY Administration and its counsel; if found to be a violation of the Civility Policy a meeting will be requested with the associated parties.

\*The ISLAND PACIFIC ACADEMY school name and logos are protected by copyright law. Unauthorized use of the school name or logos is not permitted.

## **Media Policy**

During the 2019-2020 school year, students may be photographed or recorded (still images, video and/or audio) for the school's yearbooks, print materials, publications, website and other official school online platforms, grant-seeking or reporting, or admissions recruiting purposes. Please notify the school in writing if you would prefer that your child NOT appear in these photographs or recordings.

## **Messages to Our Families**

### Electronic Messages

Email, text and phone voice message announcements are delivered to members of the IPA school community through various communications tools such as Notify or MailChimp and PlusPortal Messenger. Parents should look for and read a weekly emailed communication from the school each Sunday. In addition, occasional tests will be made to verify that the emergency level functions of the systems are working properly. **It is imperative to keep all your contact details current and up to date. Please inform the school of any changes.**

### Emergency Messages

Should the need arise, the school will contact families by phone, text and/or email regarding any emergency situations that could affect our campus. For emergency situations while your child is on campus, such as an intruder in the surrounding community, we will secure our campus (lock down).

In the event of a hurricane, tsunami, earthquake or other emergency situation that requires the school to be closed, we will notify families through phone, text, email, radio stations and/or TV.

## **Back-to-School Night and Parent / Teacher Conferences**

### Back-to-School Night

At Back-to-School Night, faculty present an overview of the academic program for the year in their grade or subject. Back-to-School Night is an opportunity to meet other parents and ask questions about the curriculum, teaching strategies, learning trips or other topics related to each class for that academic year. If an in depth conversation with teachers is needed, we welcome parents to contact teachers for a one-on-one meeting to discuss their child's class.

## Parent / Teacher Conferences

Parent / Teacher conferences are scheduled routinely in the Elementary division at ISLAND PACIFIC ACADEMY during the first semester.

Teachers, administrators or parents may schedule additional conferences at mutually convenient times, whenever there are concerns that need to be addressed. Teachers and parents may arrange individual conferences by appointment at any point in the school year. A Secondary Administrator will organize a meeting between teachers, parents (and students, if needed) at any point during the academic year. Contact the Secondary Administration team if a meeting with a teacher, a few teachers or all teachers is needed.

## **Progress Reports / Report Cards**

### Progress Reports

**Grades K-5:** All elementary students will receive a progress report at the first parent / teacher conference in November.

**Grades 6-12:** All secondary students will receive two mid-term progress reports during the year.

Students experiencing academic difficulty may receive additional progress reports throughout the year. Parents are encouraged to contact their child's teachers at any point they would like an update on their child's progress.

### Regular Updates

Elementary Division (Grades K-5): Specific grade level information, including current learning focus and any special classroom events, will be sent to families through regular classroom letters. Parents and students are encouraged to review these updates.

Secondary Division (Grades 6-12): Students and parents are encouraged to visit PlusPortal (see below), the online educational platform that is used by all teachers, at least once a day (student) and once a week (parent). This will ensure all stakeholders have an understanding on the progress of the student as well as expectations from the teachers. If there is a question about what is seen on the Portal, students and parents are asked to contact the teacher directly.

### Report Cards

ISLAND PACIFIC ACADEMY issues report cards twice a year at the end of each semester. Parents receive a copy of the report and a second copy becomes part of the student's cumulative folder, kept with other official school records.

### Transcripts

A student's official end of year transcript is used to determine eligibility for grade level completion and graduation. Official copies of transcripts are sent upon a student's request to authorized colleges and universities, usually during the fall of the senior year. Official transcripts will be sent within seven business days of receipt of an official request. Request forms are available in the College Counseling Office or from the Registrar. Students should be aware of university admissions timetables when

requesting an official transcript.

- Grades K–5** The Elementary Office Manager will process release packets.
- Grades 6–8** All grades are based on IPA Criterion.
- Grades 9–10** All grades based on IPA Criterion will be converted to A-F at the end of the academic year and will be used to determine a cumulative GPA upon the completion of the academic year.
- Grades 11–12** Grades and GPA will be provided at each semester. GPA is cumulative.

### **Student/Parent Portal** (*Secondary Division Only*)

ISLAND PACIFIC ACADEMY utilizes the Student/Parent Portal (<https://plusportals.com/IPA>) as the primary means of communication among teachers, students and parents regarding curriculum and assessment. Teachers will update the Student/Parent Portal frequently. Please note that each department will utilize the Student/Parent Portal in varied ways; teachers will also use email when/as needed to communicate with families. Instructional videos are available within the Portal. Individual instructions are available via email to our Student Information Systems Manager at any time. Please make sure to adjust your email security settings to allow emails from messenger@plusportals.com so as not to miss any important communications.

## **General Policies**

### **School Code of Conduct**

A student's behavior, the personal and social actions that an individual takes, forms and shapes that student's character and affects the community within which those actions are taken. The ISLAND PACIFIC ACADEMY Code of Conduct is based on the notion that integrity, personal dignity, humility and respect for one's self and others, are the cornerstones of personal responsibility and personal accountability, and thus effective action and right living.

We view discipline as an extension of our educational mission and a form of advocacy for our students, encouraging and reinforcing acceptable behavior and the skills for appropriate interaction with others that will serve them well in life. Discipline at ISLAND PACIFIC ACADEMY takes into account context and mitigating factors; it is differentiated to meet the needs of each student and circumstance because the primary goal is for the student to learn from the experience.

There are three general areas covered by the school's Code of Conduct. The areas listed below each category are examples of expected behaviors and are not meant to be an exhaustive list.

#### **1. Support of the learning environment**

I agree to

- Arrive to school and to class on time
- Come to school in proper school uniform and personal presentation
- Be prepared for class with all necessary materials (i.e., texts, supplies, etc.)
- Be in class during class time and within designated boundaries at all times
- Complete all assignments to enrich not only my education but also the classroom experience

- Participate to the best of my ability
- Do my own work and support others to complete their own work
- Be considerate of others at all times
- Avoid distracting behaviors that undermine both my and my fellow students' ability to learn
- Use my iPad and other electronic devices appropriately following set school guidelines, so as to not undermine my education and/or the education of others

## **2. Respectful conduct**

I agree to

- Treat others, students, teachers and staff alike with respect
- Take care of our school environment and school community
- Be respectful of myself
- Respond quickly and quietly (no arguing); use civility when seeking redress
- Use IPA-provided Internet access for school research and assignments ONLY
- Use my iPad/electronic devices, Internet access, and social media in a positive way

I acknowledge that

- Words and gestures can hurt
- We all have value
- Everybody has the right to feel accepted and respected
- There is an appropriate time, place, and way to discuss any disagreements I might have with a student, faculty or staff member
- Using the Internet at school in ways that do not connect to my education is unacceptable and will have consequences
- Accessing and posting information about others in our community can hurt and is unacceptable

## **3. Possible harm**

I agree to

- Do nothing that could even possibly result in harm to me, another person or the school
- Be aware of the placement of my personal belongings (book bags in the hallway, papers on the floor, chairs left out in the main thoroughfare, drinks near electronics, etc.)
- Be aware of my personal body in space (running in the halls or classroom, sitting or laying in the walkway/hallway, big body movements in inappropriate areas, etc.)
- Do nothing on the Internet, including social media, that could be seen as harmful to me, another person, or our school community

Often Elementary children simply need reminders to stay on track and to refocus but there will be times when appropriate consequences need to be given and this will be left up to the individual teachers.

ISLAND PACIFIC ACADEMY defines breaking the code of conduct as any behavior, whether

intentional or unintentional, that could possibly harm one's self, others, or the learning environment. It is incumbent upon students to seek explanation, support or redress of a concern they may have regarding this code.

Students who do not follow the Code of Conduct will be subject to disciplinary consequences that may include: Reflections (Grades 6-12), a Give Back to the community, a call home, a conference and/or behavioral probation, loss of privileges and/or participating in extra-curricular activities, and/or suspension.

### **Consequences for Breaking the Code of Conduct:**

The Elementary Principal or Secondary Vice Principal, parents and the student will meet to discuss behavioral issues. A consistent pattern of detrimental behavior(s) continuing after the identified behavior(s) has been directly addressed by a teacher or the Elementary Principal or Secondary Vice Principal, may result in disciplinary consequences which may jeopardize a student's continuation at ISLAND PACIFIC ACADEMY and any further infractions could result in withholding of reenrollment contracts or separation from the school.

Decisions regarding discipline will take into account the individual's history at the school, circumstances surrounding the incident, and the seriousness of the threat posed to the classroom or community. With this in mind, it should be noted that the following infractions (not an exhaustive list) can lead to the immediate suspension or expulsion of a student:

- Violence, assaults, verbal threats of violence or assault on faculty, staff, fellow students, visitors, or guests; at school, on the designated bus, athletic events, or at off-campus school-sponsored events or trips.
- Actions at non-school events and/or use of technological devices that create a hostile environment on campus for students and/or adults. This includes social media posting and use.
- Possession, distribution, or use of illegal drugs, including misuse of prescription or over-the-counter medications, tobacco, electronic cigarette, alcohol, or other harmful substances, or abuse of legal off campus, school-sponsored activities, such as dances or sporting events.
- Possession of drug paraphernalia such as lighters, pipes, etc.
- Possession of dangerous weapons, including, but not limited to: knives, needles, guns, batons, flammable or explosive devices of any kind of magnitude, throwing stars, or other martial arts equipment or paraphernalia.
- Sexual harassment
- Hazing, intimidation, bullying or retaliation against a student who reports offenses to authorities
- Unauthorized use of ISLAND PACIFIC ACADEMY property
- Vandalism
- Noncompliance
- Theft
- Gambling
- Academic dishonesty, including, but not limited to, plagiarism, cheating, altering school records or documents.
- Misuse of school's technology or network
- Behavior unbecoming of an IPA student that occurs outside of school and brings disrepute to our institution including, but not limited to, any offense punishable by law.



## **Harassment, Hazing and Intimidation**

Harassment includes all forms of behavior, including hazing, that result in the humiliation or intimidation of another person and is not acceptable at ISLAND PACIFIC ACADEMY.

Harassment, such as bullying and/or cyber-bullying, can be verbal or non-verbal and may not necessarily involve physical contact or damage/loss of property. Whenever words or actions result in feelings of inferiority or inflict damage to the self-esteem of another, there is a strong possibility that harassment has occurred. Any faculty or staff member who suspects that harassment has occurred will investigate and report to the school's administration if he or she feels that further investigation is warranted. Any student who is found to have harassed another member of our community will face disciplinary consequences which may include separation from school.

## **Acceptable Use Policy**

ISLAND PACIFIC ACADEMY requires all members of its community to sign an Acceptable Use Policy (AUP) that defines the usage of the internet at school. It is expected that all members of the community acknowledge and adhere to this policy. Failure to abide by the AUP is also a failure to abide by our Code of Conduct and will result in loss of Internet access and use of IPA devices. Depending on the misuse and abuse of the Code of Conduct, other consequences may include Reflection, Give Back, loss of additional privileges, suspension, behavioral probation or separation from school. (See IPA Device and Internet Acceptable Use Policy on page 71).

## **Student Search Policy**

Each year individual lockers are assigned to students in Grades 4-12. Assigned lockers are intended to be used exclusively for the storage of school-related items (e.g. books, lunches, binders, PE uniforms, electronic devices, etc.). Lockers are not student property and their contents must comply with our Code of Conduct. Student lockers are subject to search by the Vice Principal, Principal, and/or Head of School.

In the event that the Vice Principal, Principal or Head of School has reason to suspect that a locker is being used to support behavior(s) or activities inconsistent with our Code of Conduct and/or deemed illegal per state or federal law, the following action will occur:

- The student will be discretely called from class to meet with the Vice Principal, Principal or Head of School.
- The student will be informed of school concerns and will be given the opportunity for rebuttal.
- The student will be informed of his/her right to refuse a search.
- If the student complies with the request, the Vice Principal, Principal or Head of School, in the presence of an additional school representative, will ask the student to open and remove the contents of the locker. If the student complies, the locker and its contents will be searched.
- If inappropriate or illegal content is discovered, the school will proceed according to our Code of Conduct and civil authorities (e.g. the Police Department), if appropriate given the circumstances, will be notified.
- In all cases, parents will be notified following the search.

- However, if a student refuses a search, their refusal will be considered tantamount to admission of possession of inappropriate or illegal substances/materials and the student will be suspended immediately pending further disciplinary action.

In the event that a student's personal property (other than the contents of his/her locker) is in question, the following action will be taken:

- In addition to the aforementioned protocols, a request will be made of the student to turn out his/her pockets and/or empty the contents of his/her bags, backpacks, purses, etc. A female student may request search by a female administrator if the contents of her bag or purse are of a particularly personal nature.
- If the student complies with the request, the search will be conducted. If inappropriate or illegal content is discovered, the school will proceed according to our Code of Conduct and civil authorities (e.g. the Police Department), if appropriate, will be notified.
- In all cases, parents will be notified following the search.
- If a student refuses a search, the refusal will be considered tantamount to admission of possession of inappropriate or illegal content and the student will be suspended immediately pending further disciplinary action.

## **Mediation**

Situations can arise where administrative action is deemed necessary and behavioral probation and/or suspension is not appropriate. Most often, these situations involve words that may or may not have been said and/or have been misinterpreted. In these situations, Administrative-led mediation is frequently successful in resolving such conflicts. In such cases, an Administrator may mediate between participating students to assist in solving the problem. Additionally, students may also initiate mediation by asking a teacher or Administrator to facilitate the process.

## **Restorative Practices in the Secondary Division**

At Island Pacific Academy we understand that students make mistakes and do not always make good choices. Valuable learning and life lessons can happen if these situations and learning opportunities are handled in a positive and fitting manner. Depending on the severity of the situation, specifically for non-violent or incidents that are not concerns of safety, the faculty and administration team will employ Restorative Practices to allow students to acknowledge the mistake, hear from the people affected by the mistake, and be involved in the decision on what actions will be taken in order to restore the community. The Restorative Practice process includes parents/guardians of the student. Some examples of Restorative Practices that are utilized at Island Pacific Academy are individual conferences with teachers and/ or administration to learn all sides of the incident, circles to help with mediation between individuals, and conferences to allow all stakeholders to have a voice in the restorative aspect of the mistake that was made. In this way Island Pacific Academy encourages positive outcomes from poor choices that are sometimes made by the students.

## **Suspensions and Expulsions**

Some behaviors are so egregious that immediate separation from the school, either for a short, specified period of time or permanently, may be appropriate. Such action will be taken by the Elementary Principal or Secondary Vice Principal with the support of the Head of School with parents/guardians fully informed about the school's action. Sample behaviors that could lead to permanent

separation from the school include:

- Possession of weapons or explosives at school or school-related events
- Possession and/or distribution of illicit drugs or alcohol
- Theft
- Unauthorized use, or possession, of school property, equipment, materials or the willful damaging of such
- Serious personal injury caused by willful action
- Threatening harm to any individual in the school community
- Harassment, hazing or intimidation including in-person, written notes via electronic means (social media, messaging, etc.)
- Vandalism
- Misuse of a school computer
- Chronic absences
- Chronic occurrences of broken agreements
- Academic dishonesty
- Sexualized conduct of any kind, including public displays of affection
- Behavior unbecoming of an IPA student that occurs within or outside of school and brings disrepute to our institution including, but not limited to, any offense punishable by law

This list is not meant to be exhaustive. The Head of School and Administration bear the responsibility of protecting the school, its people and reputation while at the same time collaborating in the education of individual children, including those who violate school rules. Separating a child from school is a drastic step but one that might be necessary to ensure the health, safety and well-being of all within the school community.

## Student Health And Emergency Procedures

### Immunizations

ISLAND PACIFIC ACADEMY requires that every student be immunized against polio, diphtheria, tetanus, measles, rubella, mumps, varicella, and hepatitis. Hawaii law requires each student to present a report (Form-14) of a physical exam, a certificate of tuberculosis examination and a record of immunizations before first attending school. A student who has NOT completed the physical exam or all the required immunizations may attend school on a provisional basis only with written documentation showing that the appointments have been made to complete the missing requirement(s). It is required that a record of the child's immunizations be kept in the school files.

### Attendance at School

Children are sometimes kept home from school for reasons other than illness. Unnecessary absence from school may have an adverse effect on a student's attitude, work habits and progress. *Use your own good common sense and please remember: Sick children belong at home, well children belong in school.*

## Contagious Conditions

Parents can help control outbreaks of contagious conditions such as chicken pox, flu or head lice. It is important that children be kept home when they are ill and infectious, so that they do not expose others. Students who come to school with a fever of 100°F or greater, or become feverish at school, will be sent home. Students who vomit prior to school, or who are generally so uncomfortable that they cannot appropriately function while at school, should be kept home/will be sent home. Please notify the school immediately if your child has contracted any contagious disease or condition, including head lice.

### Return to School / Doctor's Note

For children kept home from school for more than three days and/or with a contagious condition, a physician's note stating attendance at school is allowed is required to be submitted to the office upon the student's return.

### Flu Viruses

*It is difficult for even public health experts to ascertain how each flu season will fare. Parents should consult their doctor regarding whether influenza testing or treatment is needed.*

### **A student with influenza-like illness must stay home from school.**

Influenza-like illness symptoms include:

- headache, fever, sore throat, body aches, and non-productive cough

If there are no confirmed or probable cases of flu in the school, then a student should stay home until 24 hours after **all** the symptoms are gone. For example, a student with a cough that ends on a Tuesday can return to school on a Thursday.

If there are confirmed or probable cases of flu in the school, then the sick student should stay home until 24 hours after **all** the symptoms have ended or 7 days from the start of symptoms, whichever is greater. Students with allergies and a runny nose and a cough can attend school if their doctor provides a statement stating the student does not have a contagious illness.

Students who have been exposed to a confirmed case of flu should not attend school for three days. If the student has not developed symptoms after three days they may return to school.

### Cold / Cough

Children average 6-8 colds per year. If cold and cough symptoms are associated with a fever or they do not readily improve, call your doctor. *Your child may attend school, if there is no fever and have been fever-free for 24 hours without using medication.*

### Fever

Fevers are generally signs of infection. Make sure that you have a thermometer at home and can readily take your child's temperature. Consult your doctor for the best anti-fever medication for your child, and if the fever is associated with other symptoms.

- Your child may attend school with a temperature less than 100°F without medication.
- **Your child may NOT return to school until they have been fever-free for a full 24 hours without medication.**

### Sore Throat

A sore throat, in conjunction with a fever and swollen glands, may indicate strep throat. Call your doctor to have your child evaluated and, if necessary, keep your child home from school. *Children are no longer contagious after a full 24 hours on antibiotics and may return to school at that time.*

### Vomiting, Diarrhea, Stomach Ache

A child with vomiting and/or diarrhea must be kept at home until *symptoms have resolved for a minimum of 24 hours, and the child is able to keep down food and liquid.*

Consult your doctor if fever and stomach pains persist, or your child has poor oral intake and appears dehydrated (dry mouth, no tears, sunken eyes, urinates less than 4 times in 24 hours).

### Red Eyes

When the white part of the eye appears red and produces a yellow or green crusty discharge, your child may have conjunctivitis, a common but troublesome condition which is contagious. Call your doctor for an examination. *Your child may need an eye ointment and may attend school after 24 hours of treatment.*

### Rash

A rash is usually a sign of a viral illness. It may also be a reaction to a medication or chemical (plant, detergents). Keep your child home from school until you have discussed the rash with your doctor and determined it is not contagious.

If your child has an unusual rash or it is associated with fever, contact your doctor.

### Pain

- **Headache:** A child should be kept at home if headaches are severe and do not respond to the age appropriate pain relief medication. Consult your doctor should the headaches persist.
- **Earache:** Consult your doctor. To relieve pain, follow your doctor's instructions regarding age appropriate pain relief medication.
- **Toothache:** Consult your dentist.

### Pediculosis (Head lice)

Head lice or "ukus" are a common infestation of children. To try to control spreading, school and family must work together. Any students that are infected need to be picked up from school right away. The child's hair must be treated immediately at home. Lice shampoo can be purchased from most drug stores or pharmacies and includes easy to follow directions. Upon returning back to school, the child must first report to the school health aide for a head inspection and receive an "all clear" to

return to class. Should there be a reported case in your child's classroom, a notice to all parents will be sent home asking that you check your child(ren)'s head(s) thoroughly. Steps for treatment and prevention for re-infestation will also be provided.

## **Illness During School**

Students who become ill or injured at school will be sent to the health room for evaluation by the health aide. If the student needs over-the-counter medication (ibuprofen, acetaminophen, cold/allergy medicine), the health aide will contact the parent/guardian for permission to dispense this medication. If the health aide determines that the student needs to go home or to see a doctor, the parent/guardian will be contacted to pick up their child from school. Please be aware that ISLAND PACIFIC ACADEMY will follow the stated procedure whether or not the parent/guardian has already been contacted independently by the student.

## **Grade 7 Physical Exam**

The Hawaii State Departments of Education (DOE) and Health (DOH) are now requiring that all grade 7 students have a physical examination within one year prior to entering grade 7. Please plan ahead and schedule appointments early to ensure your child's physical examination is completed in a timely manner and please provide ISLAND PACIFIC ACADEMY with a copy of the physical form prior to the first day of school on August 14, 2019.

A physical examination can be administered by a licensed physician or an advanced practice registered nurse. On the day of your child's appointment, please provide the primary care provider with either of the attached forms: State of Hawaii Department of Education Form 14 or Hawaii State Department of Education Physical Examination for Athletes. These forms should also be available at your doctor's office or online.

Please note: The Hawaii State Department of Education Physical Examination for Athletes is a requirement for all grades 7-12 students participating in any of the athletic programs. The physical is good for one year from the date of the examination so please schedule your appointment accordingly. If your student plans to participate in a spring sport, you may wish to wait until the summer months to have their physical.

## **Student Medications**

Any student who, during the regular school day is required to take medication (including over-the-counter medication) prescribed for him/her by a physician, may be assisted by the health room staff only if the following is received:

- A form signed by a physician and the parent or guardian of the student indicating the desire that the school assist the student in the manner set forth in the physician's or pharmacist's statement. (This form is available in the Administrative Office or health room.)
- Health room staff may administer non-prescribed medication (e.g. Tylenol, Benadryl, etc.) with specific parental consent.

A student may not keep medications in their personal possession on campus.

## Emergency Drills

Fire drills (indicated by a continuous alarm) occur regularly. They give students practice in taking the quickest, safest route from the school building.

The school has procedures for a lock down drill, which is practiced periodically.

The teachers will inform and practice with students the procedures to follow in the event of other emergencies, though typically the procedures follow much the same method of quick exit from the building as possible.

## Uniform Policy

The ISLAND PACIFIC ACADEMY school uniform policy sets specific guidelines for dress that each student is expected to follow. All students are expected to wear approved ISLAND PACIFIC ACADEMY options for uniforms each day. All uniform pieces are encouraged to be purchased through Lands' End; all shirts and outerwear from Lands' End must have the school's official logo. When a student does not wear the proper uniform, they are considered "out of uniform" and parents will be notified by the school.

Families will be provided with information about ordering approved uniform items for school and physical education classes. The school has authorized a variety of uniform items, both in terms of colors and articles of clothing, to give students some choices each day. However, all students must have at least one combination of the official uniform (for special events) which consists of khaki bottoms (skirts, shorts or slacks) and a navy polo shirt with the school's crest. Students in Grades 6-12 must also have at least one set of official ISLAND PACIFIC ACADEMY PE clothes. For learning trips, students will be required to wear a khaki bottom and the navy IPA issued t-shirt and covered shoes. If a field trip will require alternative clothing, students will be advised in advance.

When students wear their uniforms, they are representing ISLAND PACIFIC ACADEMY and everyone associated with our school. Therefore, students must hold themselves to a high standard when wearing the ISLAND PACIFIC ACADEMY crest or name. All uniforms must be clean and of good quality (no stains, rips, holes, etc.). **Students must look presentable so as to represent themselves, their classmates and our school in the best light.** Clothing must be professional and modest in length and fit (neither too tight or loose, nor too short or revealing). Religious and cultural traditions will be taken into account in interpreting what is appropriate attire.

Approved school uniforms can be ordered online from Lands' End at **www.LandsEnd.com** (use IPA's preferred school code: **900108580**). The school has authorized white, maize, or navy polo shirts; white or French blue oxford shirts; and khaki or navy bottoms.

ISLAND PACIFIC ACADEMY has an online "spirit wear" Navigator Store:  
<http://www.sidelinestores.com/schools/hawaii/kapolei/island-pacific-academy>.

Parents and students should be aware that shirts and shorts/pants spirit items are *not* official uniform pieces; however, students may wear these items from the sideline store on free dress days, provided that the items meet all free dress requirements. Outerwear from the spirit store (jackets and sweatshirts) may be substituted for outerwear provided by Lands' End, provided that the pieces are color-consistent with dress code, meet dress or free dress rules, and that the wording or personalization added to the piece is in good taste.

## Specific Rules

Uniforms must be worn unless a student is given permission by administration to be out of uniform (i.e., free dress days, spirit days or May Day attire). Administrative approved out of uniform attire should adhere to the general guidelines for hem length, cleanliness and quality as well as be appropriate to the school setting. All uniform purchases must be made through IPA's uniform provider, Lands' End. Uniforms can be purchased at [www.LandsEnd.com](http://www.LandsEnd.com). Similar uniform bottoms to those found at LandsEnd.com may be purchased from other retail vendors, as long as it is in the style, color, length, fit and quality of Lands' End.

### **Uniform**      **IPA Polo; IPA Oxford; IPA uniform pants, skirts or shorts**

**Polo colors:** white, maize, or navy

**Oxford colors:** white or French blue

**Bottom colors:** khaki or navy (no other colors allowed)

#### **All Students:**

- Undershirts must be short-sleeved, the same color as the uniform shirt, and tucked in. Undershirts allowed that do not detract from the IPA uniform. No words or graphics on sleeve.
- Hemlines of shorts must adhere to a modest length, covering at least half the distance to the knee. A 9 inch inseam is suggested.
- All skirts must be to the knee.
- Shorts and pants must be worn securely on hips.
- All uniform bottoms must be in the style, color, length, fit and quality of Lands' End.

#### **Grades 7-12 only:**

Sports uniform tops may be worn during school hours if the student has a meet/match/game that day during or after school (a plain tee of uniform color must be worn under volleyball and track/cross country uniforms). Regular school uniform bottoms must be worn with sports uniform tops.

### **PE Uniform**      **Grade 5:** (not mandatory)

- Highly recommended to address the hygienic concerns of older students
- Same PE shirt and shorts as Grades 6-12
- PE uniforms can only be worn during PE class

#### **Grades 6-12:**

- IPA logo gray PE shirt (no exceptions) is available through the School Store.
- IPA logo solid navy athletic shorts are also available through the School Store.



- Students may wear their PE uniforms to school if they have PE class the first period of the day, but must be in their official school uniform for the remainder of the school day. If their PE class is at another time during the school day, they must change into their PE uniform before class and into their regular uniform after class. Students may also continue to wear their PE uniform if they have PE the last period of the day.

## **Socks**

### **Grades K-5:**

Knee high socks are allowed in solid school colors. Ankle style socks are permitted in any color.

### **Grades 6-12:**

Students must wear socks below the knee.

## **Shoes**

### **Grades K-5:**

Students must wear either closed-toe shoes or sandals with straps even on non-physical education days. No slippers (beachwear) or classic styled Crocs. **Blinking shoes, boots, heels, or shoes with wheels detract students' focus from learning and are not permitted.** On days when students have PE, students are expected to wear appropriate athletic shoes.

### **Grades 6-12:**

For safety reasons, closed-toe shoes must be worn during science and PE classes.

Boots to the knee are not permitted. Ankle high boots are permitted with a 2 inch maximum heel.

High top sneakers are permitted.

No beachwear may be worn to school. This includes slippers and classic styled Crocs. All footwear must be attached at the heel.

Shoes have a 2-inch heel maximum.

Shoes should not detract from the school uniform.

## **Belts**

Optional. However, if worn they must be a solid color and coordinate with the colors of the uniform.

## **Outerwear: Jackets and Sweaters**

Our designated uniform provider, Lands' End, offers navy outerwear options with the school logo. Please have all outerwear labeled with your student's name.

Outerwear from the spirit store (jackets and sweatshirts) are also permitted provided that the pieces are color-consistent with dress code, meet dress or free dress rules, and any wording or personalization added to the piece is in good taste.

### **Grades 6-12:**

Sweatshirts that clearly display an authentic looking college or university name may be worn in lieu of an outerwear with the school logo (purchased from [www.landsend.com](http://www.landsend.com)).

**Hats** Hats are permitted at PE and recess for sun protection. Hats may not be worn in the buildings.

**Hair** Natural hair colors only. Students with hair that is dyed a color that is not natural will be asked to remedy the situation as soon as possible. Administration will contact home to ensure the uniform policy on hair color is complied with in a timely manner. Cut and style should be clean, neat and should not obstruct the eyes. Extremely faddish styles such as Mohawks are not permitted.  
Boys: Facial hair must be neatly trimmed. Students with hair longer than their shirt collar must have it tied back in a ponytail or secured in a bun if their hair length is deemed a distraction to the teaching and learning.

**Accessories** For both boys and girls: No scarves, sunglasses, gauges, or facial piercings.  
No excessive jewelry. Excessive jewelry is defined as jewelry that is distracting and detracting from the overall appearance (i.e., excessive bracelets, necklaces, earrings or overlarge earrings, etc.).  
Tattoos should be covered.

### **Earrings**

Grades K-5: Dangling earrings are not permitted. Stud earrings are permitted.  
Grades 6-12:  
Boys - stud or dime-sized hoop earrings only.  
Girls - earrings should be no larger than the ear (approximately 2 ½ inches).

**If a student's clothing becomes a distraction in the learning environment, and/or affects a student's ability to perform/function in school, they will be referred to the Elementary Principal or Secondary Vice Principal.**

## **Free Dress Rules**

On many occasions students at ISLAND PACIFIC ACADEMY have the opportunity for Free Dress, free from the uniform. Occasions like birthday pass (Grades 6-12) and spirit days (all grades); school sponsored co-curricular activities like dances, awards assemblies, class trips, etc. (Grades 6-12); and senior privilege days (Grade 12 only) are examples of these Free Dress options.

This does not preclude students, however, from the standard practices and expectations for appropriate attire. Students WILL be held to the uniform standard described above. **Students must look presentable so as to represent themselves, their classmates and our school in the best light.** Clothing must be modest in length and fit not only with their uniform but also their Free Dress attire as they are still members of the IPA community.

The following pages contain guidelines to help students make good clothing choices for Free Dress.

### Free Dress Guidelines

#### **All Students**

Tops:

- No spaghetti straps, tank tops or bare shoulders.\* If the top does show the shoulders, you will be required to wear a sweater or jacket over it. Off-the-shoulder tops or one shoulder showing are not options.
- Under garments should NOT be visible.  
Shirts must cover the midriff, cleavage and shoulders.  
Shirts must cover the midriff, cleavage and shoulders.  
No crop tops.
- Graphics and words on shirts should be appropriate.
- School t-shirts (i.e., field trip, team, Make a Difference Day, or class shirts) should not be altered via cutting.  
Shirts should be free of rips.  
Shirts should fit properly, not too tight or too short.
- No costumes or dress up clothing. (Grades K-5)  
\* Spaghetti straps are acceptable on May Day, Winter Formal and/or Prom. Strapless may also be worn for Winter Formal or Prom only and must be approved by faculty or staff in charge of the event prior to the event.

#### Bottoms:

- Should fit appropriately.
- Shorts, skirts and dress length will follow the uniform length: the hem must cover at least half the distance to the knee. A 9 inch inseam is suggested.
- Shorts, pants or jeans should not be torn or ripped.
- No leggings unless worn under shorts, skirts, pants or dresses.
- Bottoms should fit appropriately on or above the hips. They should not be excessively tight, nor should they be falling off of the body.
- Under garments should not be visible.

#### Shoes:

- Boots up to the ankle are acceptable as long as heel does not exceed 2 inches. No knee high boots are allowed.
- Students are required to have covered shoes in science and athletic shoes for PE.
- Back straps are still required (no slippers for student safety except for May Day).
- Heels on shoes should not exceed 2 inches (dances excluded).

### **Out of Uniform**

The IPA school uniform policy, designed and decreed by IPA students, sets specific guidelines for dress that each student is expected to follow. If a student chooses to arrive at school or changes once at school dressed outside of these guidelines, he/she will be considered "out of uniform," an action that will be deemed unsupportive of the learning environment.

The following "Out of Uniform" discipline policy has been established by our students:

	<b>Elementary Division</b>	<b>Secondary Division</b>
1st Infraction	= Warning (Classroom teacher will notify parents)	= Written Reflection, teacher and/or Vice Principal conference with Student
2nd Infraction	= Warning (IPA Elementary Uniform Reminder will be sent home by the classroom teacher)	= Written Reflection, Student conference with Vice Principal, and email to home
3rd Infraction	= IPA Elementary Uniform Reminder will be sent home by the classroom teacher and the Principal will contact parents	= Written Reflection, Student and Vice Principal call home together
4th Infraction	= Meeting with Family and Principal	= Meeting with Family and Vice Principal/Principal

Students may be asked to change clothes, contact a parent/guardian, and/or leave school to retrieve appropriate attire. If the pattern of behavior is not corrected by described interventions, consequences may include suspension or separation from school.

## Functions and Trips

### Weekly Scheduled Functions

#### Elementary Monday Morning Assembly

At the beginning of each week, the elementary students, faculty and staff gather at 8:00am for a Monday Morning Assembly (or Tuesday following a Monday holiday) held in the MPR, first floor of Secondary Building. At the assembly the school oli is chanted, birthdays are celebrated, individual classrooms give a presentation, or there is a student talent shared. Assembly ends with the singing of the Navigator Song. Parents, relatives and friends are invited to attend and participate in singing.

#### Elementary Friday Aloha Assembly

At 2:50pm each Friday, the elementary students, faculty and staff gather to sing a few songs in the Elementary first floor foyer. The Assembly ends with the singing of the Navigator Song. Parents, relatives, and friends are invited to attend and participate in singing.

#### Secondary Town Halls

Town Halls in the Secondary division are monthly or bi-monthly events where school-wide announcements, issues, concerns and upcoming events are addressed to students in Grades 6-8 and 9-12. Faculty and administrators are present to answer student questions and to address student concerns. Students report on their activities before the student body.

#### Secondary Pu`uhonua

The Pu`uhonua program is the bedrock of our educational program at ISLAND PACIFIC ACADEMY.

Meaning “a place of safe refuge” in the Hawaiian language, Pu`uhonua is a time, place, and small community on campus where students start each school day. Current educational research suggests that there is a link between student achievement and the presence of meaningful relationships at school. Our Pu`uhonua program is built upon four main pillars: Mindfulness, Ethos, Community and Adaptability, all of which place a strong emphasis on relationship building.

## **Learning Trips**

Students go on instruction-related “learning trips” several times a year. Parents will be asked to sign a Learning Trip Permission and Emergency Treatment Authorization statement which gives general permission for their child(ren) to participate in learning trips and for qualified medical personnel to provide emergency medical treatment even if a parent or designated agent cannot be located by phone. This authorization along with emergency medical information is kept on file in the school office, and copies accompany teachers on learning trips.

Notification will be sent home in advance of each individual learning trip, with information about the planned trip. The school hopes every student will participate in all learning trips taken by his/her class. If a parent has questions about a student’s participation, the parent should discuss those concerns with the classroom teacher.

Transportation to and from learning trips will generally be by chartered bus. For safety and security reasons, all students and chaperones attending the learning trip are expected to ride on the bus. On occasions when parent drivers will be transporting students, parents will be notified of that arrangement in advance and the school will require a valid driver’s license, a copy of current insurance, and evidence of good driving record before a parent may transport students. In some instances for high school grade learning trips only, seniors may act as carpool transportation subject to all appropriate paperwork being submitted.

When students are on a school sponsored learning trip it is expected that they will conduct themselves according to general school rules, policies and expectations.

### Attire for Learning Trips

On days when classes are scheduled for a learning trip, students are expected to wear the navy ISLAND PACIFIC ACADEMY learning trip t-shirt and khaki colored pants, shorts or skirt unless otherwise specified. Students should wear comfortable footwear appropriate to the circumstances of the learning trip. If the conditions of a specific trip require other attire, students will be advised in advance.

### Class Trips (Grades 6–12)

A tenet of the ISLAND PACIFIC ACADEMY philosophy is the importance of building up each student’s self-efficacy and thereby establishing a nurturing and safe community. Besides the many cooperative and critical collaborative opportunities given in the school day, another important facet of the ISLAND PACIFIC ACADEMY school experience is the class trip.

The class trip, planned and implemented by faculty and supported by parents, was established as a tradition at ISLAND PACIFIC ACADEMY in 2004. Students leave home for a multi-day trip where they are given the opportunity to shine in other ways outside of the classroom via leadership opportunities, participating in and triumphing through physical challenges, and team building. The class returns to school having accomplished something together as a class, developing bonds and

experiences that will translate into the academic environment. This tradition has remained strong and vital to our program.

### Summer College Trip (Grades 10-12)

ISLAND PACIFIC ACADEMY conducts a biennial college tour--a College Road Trip--open to rising sophomores, juniors and seniors in good standing. Rising sophomores may participate at the discretion of the Vice Principal. Students tour the campuses of as many as 15-16 colleges and universities in the continental United States. These schools are intended to provide students with a preview of several different types of colleges and universities: public and private, large and small, urban and rural; and to give them a sense of the different climates, environments, cultural venues, towns and cities they may soon call home. In addition to touring great colleges and universities, students may also have the opportunity to explore the scenic areas of the designated trip.

### International Student Exchange and Unique Experience Trips (Grades 8-12)

ISLAND PACIFIC ACADEMY conducts international student exchange trips with a school in Mexico; IPA may also offer, depending on student interest, other unique experience trips such as a New York City Trip (emphasis on theatre) or trips to participate in academic or other specialty competitions (such as robotics). Parents will be sent details of these opportunities for their students as the trips are proposed and planned.

## Curriculum

### **International Baccalaureate Programme (IB) and Learner Profile**

#### International Baccalaureate Programme (IB)

ISLAND PACIFIC ACADEMY is a fully accredited IB World School and, as such, will be offering the International Baccalaureate Diploma Programme (DP) to all students in Grades 11 and 12. For more information on the IB Curriculum please see the IB website, [www.ibo.org](http://www.ibo.org). The course of study is also available on the ISLAND PACIFIC ACADEMY website: [www.IslandPacificAcademy.org](http://www.IslandPacificAcademy.org).

### **Elementary Program Curriculum**

#### Elementary Overview: Grades K-5

The Elementary Program at ISLAND PACIFIC ACADEMY provides a balanced curriculum that emphasizes the development of concepts, knowledge, skills, attitudes and self-initiated action in students in order to meet the needs of young learners. Our faculty provides opportunities for students to build meaning and refine understanding principally through structured inquiry. They seek to educate students on the difference between knowing something and truly understanding it. Our curriculum is student-centered and founded on the belief that learning occurs when students and teachers build on their prior knowledge and engage in activities that help them construct new understandings. This process involves continuous self-reflection, the freedom to ask questions, the motivation to take the risks, and the desire to take action based on what students have learned.

At IPA we are a community of learners who believe that learning is a life-long endeavor. Each classroom is a student-centered, multi-sensorial learning environment where children are encouraged

to face challenges, learn through experimentation, and think critically in order to become imaginative, independent and self-reliant individuals.

## **Secondary Program Curriculum**

Our curriculum is designed to challenge opinion, to expand awareness of important social and political issues, and to prepare students for the diversity and rigor of the university curriculum. Most importantly, we seek to foster a consciousness within our students of why they believe what they believe and an awareness of how they know what they know. In doing so, we do not shy away from controversial subjects, issues, or ideas which tend to create polarized viewpoints. Controversial topics usually center on values and beliefs often considered private rather than public. Thus, those ideas which either confirm or question deeply held values are controversial. They are usually issues of social significance and have national and international implications. It is precisely for this reason, for their intrinsic educational and moral value, that we are willing to look deeper into hotbed issues and problems.

The faculty and staff regularly review all curricula for developmental appropriateness.

All materials offered as part of our courses are thoroughly reviewed by our instructors. Our faculty adheres to the following guidelines when considering the inclusion of potentially controversial materials or topics within their classroom curriculum:

- The issue or material should contribute to the development of critical thinking and techniques for examining other controversial issues.
- The issue should be related to course content and aid in achieving course objectives.
- The issue should be of continuing significance.

## **Passion Project (Grade 10)**

In Grade 10 students are required to complete a Passion Project for graduation. This is a significant student-directed inquiry project produced over the course of the Grade 10 year. The topic of study for the project should be focused on an area about which the student is passionate and interested. Students work with a faculty/staff advisor and a mentor in their area of study. Successful completion of the project requirements will earn 2 credits. If the Passion Project is not completed by the end of Grade 10, students will be directed to finish during the summer. The project must be completed and reviewed before the first day of the next school year.

## **Advanced Placement (AP) and IB Certificates**

### Advanced Placement (AP)

Students in Grades 9-12 can elect for placement and possible advanced standing college credit through selected Advanced Placement (AP) examinations administered on campus each May.

### IB Certificates

Students in Grade 12 have the opportunity to sit for a variety of IB External Assessments (exams and/or submitted portfolios of work) that, depending on the course (Standard Level SL or Higher Level HL) and exam score received, may earn college credit. These IB examinations are administered on campus each Spring during the final semester of the course.

## **Community Service and Creativity, Activity and Service (CAS)**

ISLAND PACIFIC ACADEMY defines “community service” as an activity that benefits others, provides a service to humanity, or produces a public good. Activities that are exclusionary in nature, or that promote discrimination or violence, are inconsistent with ISLAND PACIFIC ACADEMY’s mission and founding values, and are not accepted as community service.

### Goal

- To encourage and help each student to contribute to the world outside of school.
- To give students real-world context for their academic pursuits.
- To develop such core values as respect for others, recognition of each individual’s value, generosity of spirit and the power of human kindness.

### Service in Elementary Grades

Opportunities for community service in the Elementary division are often related to the Unit of Inquiry. Each Grade 5 student takes turns serving on the Student Action Committee. The Student Action Committee plans service projects to give back to the school (such as scavenger hunts planned for students in lower grades) and to the community (e.g. the annual Food Drive or the Holiday Giving Tree). Grade 5 students also take turns in the honor and responsibility of raising and lowering the flags each day.

### Service in Secondary Grades

## **Creativity, Activity and Service (CAS)**

All students in Grades 11 and 12 are required to participate in the IB Creativity, Activity, and Service (CAS) program. CAS involves students in a range of activities alongside the academic rigor of their studies at IPA.

### **CAS includes three strands:**

- **CREATIVITY:** arts and other activities involving creative thinking
- **ACTIVITY:** physical exertion contributing to a healthy lifestyle and complementing academic work
- **SERVICE:** an unpaid and voluntary exchange that has a learning benefit for the student

The rights, dignity and autonomy of all those involved are respected.

### **CAS should involve:**

- Real, purposeful activities, with significant outcomes
- Personal challenge—tasks must extend the student and be achievable in scope
- Thoughtful consideration, such as planning, reviewing progress, reporting
- Reflection on outcomes and personal learning



## IB CAS requirements for IB Diploma candidates

Students pursuing the IB Diploma must also complete a CAS project. The project is student initiated and may address any single strand of CAS, or combine two or all 3 strands of creativity, activity and service. Students must get their CAS project approved by the Student Activities Coordinator to ensure the project meets all CAS requirements and document their evidence in a CAS Portfolio.

### ISLAND PACIFIC ACADEMY Required Community Service

All students in Grades 6-12 are required to engage in community service.

- Grades 6-8 = 10 hours/year
- Grades 9 and 10 = 25 hours/year
- Grades 11 and 12 = Must meet the seven CAS learning outcomes and approximately 150 CAS hours total between grade 11 and 12 (a combination of Creativity, Activity and Service, at least 50 in each category).

### Criteria

- Must be unpaid activities that benefit people, animals or the environment
- Students must be physically and emotionally safe during all community service activities
- Hours must be supervised by an adult (normally someone other than a parent)

### Procedure

1. **All CAS proposals will be moderated by the CAS Coordinator.**
2. **Before activity:** Have a parent or guardian approve of the activity. Grades 6-10 students can check with the Student Activities Coordinator if there are any questions about the activity. Grades 11-12 students must receive approval from the Student Activities Coordinator prior to beginning the activity or the hours may not count towards the CAS and IPA graduation requirements
3. **During activity:** Obtain documentation of the number of hours of work completed in the form of a signed letter on the sponsoring organization's letterhead.
  - For long-term or ongoing projects, keep a log of work completed and submit just one form at the end of the activity.
4. **After activity:** Directions on how to report hours will be shared via Pu`uhonua class.
5. **All service hours must be completed by June 1 of the current academic year.** Any service completed after June 1 will be attributed to the next academic year.

Student/Parent Portal is the Community Service hub and students are expected to monitor their hours via that platform.

### Suggestions

- Inquire in the Secondary office for a database of community service opportunities.
- Join an ISLAND PACIFIC ACADEMY service club, such as Interact (sponsored by Rotary).

- Aloha United Way has a database at [www.volunteerhawaii.org](http://www.volunteerhawaii.org) that is searchable by age, zip code, etc.
- Libraries, hospitals, day care centers, or summer day camps for children often have volunteer programs.
- Investigate organizations like Big Brothers/Big Sisters, Humane Society, YMCA, Red Cross, etc.

## **Graduation Requirements**

The curriculum of ISLAND PACIFIC ACADEMY is designed to prepare students for the rigors, expectations and requirements of college level coursework.

### Three Paths to Graduation

High school students have the opportunity to select their academic path to graduation from one of these three options:

- ISLAND PACIFIC ACADEMY diploma
- ISLAND PACIFIC ACADEMY diploma with AP classes and/or IB certificates (college credits may be earned depending on AP and/or IB exam scores, credits given vary by institution)
- ISLAND PACIFIC ACADEMY diploma and IB diploma (student elects to meet the additional IB Diploma Programme requirements in addition to IPA graduation requirements. College credits may be earned depending on AP and/or IB exam scores, credits given vary by institution)

Student grade point averages (GPAs) are determined by adding the numerical values corresponding to the particular letter grade assessed for each course, the sum of which is divided by the total number of courses taken, yielding the student's combined grade point average. Seniors must have a cumulative GPA of no less than 2.0 (C) to receive their diploma from ISLAND PACIFIC ACADEMY. Once a grade is recorded, it is part of the student's permanent transcript. Failing grades will not be removed from a transcript, even if the course for which the failing grade was assigned is repeated for a passing grade.

Each full semester of instruction within a core subject area counts as one academic unit. Courses in mathematics and world languages require sequential enrollment. Introductory coursework or proof of competence must be completed prior to enrollment in advanced coursework and some Fine and Performing Arts courses.

- 8 units of English Literature and Composition
- 8 units of Social Sciences
- 8 units of Mathematics
- 6 units of Science
- 4-6 units of World Language (2 years in High School of the same world language AND passing Level 3 or 3 years of same world language in High School)
- 4 units of Visual and Performing Arts (Completed in Grades 9 and 10)
- 2 units of Health and Physical Education (Completed in Grades 9)

- 4 units of Design Technology (Completed in Grades 9 and 10)
- 2 units of Passion Project (Completed in Grade 10)
- 150 Creativity, Activity, Service (CAS) hours

Most courses require semester final examinations for completion.

### Specific requirements:

- All students in grades 9-12 must complete course work with a passing grade (D- or above). Failure to do so will trigger credit recovery which may include either repeating the failed course at IPA or taking an approved summer school course as a requirement.
- All sophomore students must complete the Passion Project.
- All students must fulfill the Community Service requirements by the end of each academic year but may begin service the summer prior to entering that grade.
- Some Advanced Placement (AP) courses require that the student take the AP exam at the end of the year. Parents should be aware that there is a cost, incurred by the parents, associated with each AP exam.
- IB Diploma Programme courses require an External Assessment. Parents should be aware that there is a cost, incurred by the parents, associated with these exams which are necessary to earn IB certificates or amass score points to earn an IB Diploma.
- A student pursuing an IB Diploma must take a minimum of 3 Higher Level (HL) courses each year of their junior and senior years, complete 6 years of a second language, take the IB course "Theory of Knowledge" (TOK), and submit both a TOK and Extended Essay. Points are amassed from the essays and IB certificate exams which will earn the IB Diploma if a minimum total score is met or exceeded.

## Program Policies And Procedures

### Students with Diagnosed Learning Differences

Given our mission as an academic institution to provide for each of our students in a way that nurtures them, develops their critical thinking skills and celebrates their creativity while striving for excellence academically, ISLAND PACIFIC ACADEMY believes in the philosophy of educational inclusion. While teachers utilize differentiation for students, our expectations of excellence are preserved.

ISLAND PACIFIC ACADEMY welcomes students who seek to utilize the opportunities that we offer and can thrive in our enriching environment. Treating every student as an individual is important to us, and we welcome students with learning differences, provided that our learning environment can offer them the support they require. **We are unable to accommodate some learning differences as we do not have the resources or facilities to offer highly specialized and intensive academic interventions.** Generally, we are able to support the learning differences of high-functioning students.

We advise parents of students who have **diagnosed learning** needs to discuss their child's needs with the school so that we can attempt to make adequate provision for him/her. We are able to accommodate some students with educational psychologist's reports or medical reports.

ISLAND PACIFIC ACADEMY recognizes that students with **diagnosed learning** differences may require special curricular and/or program provisions. Our school has delineated an academic support system coordinated by the Elementary Principal or Secondary Vice Principal and in secondary grades (Grades 6-12) supported through the Pu`uhonua Program. The Vice Principal, in working with a student, may request testing based on observation, teacher reports and student progress.

## **Electronic Devices**

ISLAND PACIFIC ACADEMY grade 6-12 students are required to use an iPad for their course work. For children and adolescents, electronic devices (including but not limited to cell phones and iPods, etc.) are invaluable academic tools, however, they can also hinder academic progress due to the distraction the devices provide. Therefore, use of electronic devices while at school is limited to that which benefits school assignments and academic growth. **All other uses of the electronic devices** (including but not limited to social networking, gaming, and streaming) **are not allowed at school during school hours.** DVDs, PSPs and other entertainment devices must be left at home. These instruments are not only disruptive but may also disrupt the school's computer network system and hinder the effective use of student and faculty iPads.

**Grades K-5 students** must have their electronic devices such as cell phones, iPods, Google watches, etc. safely stored in their lockers unless instructed by the teacher for use during class.

**Grades 6–8 students** must have their electronic devices such as cell phones, iPods, Google watches, etc. safely stored in their lockers unless instructed by the teacher for use during class.

**Grades 9–12 students** may not use their electronic devices such as cell phones, iPods, Google watches, etc. during instructional periods including Town Halls. These devices may be used during non-instructional times. Social networking, gaming and streaming is prohibited. Failure to abide by these rules may result in the confiscation of the device, loss of Internet access, or loss of all network access. Confiscated devices will be given to the Elementary Principal or Secondary Vice Principal and can be picked up at the end of the day. If a pattern of misuse occurs, further disciplinary action will be taken.

## **Student–Athletes, Extra-curricular Activities and Academics**

### Grades 6-12

Students enrolled at ISLAND PACIFIC ACADEMY are expected to be students first and foremost. Student participants in school-sponsored extra-curricular activities are expected to complete all of their homework by the assigned due dates. No special allowance is made for students who choose to participate in Secondary School extra-curricular activities, whether in performance or athletics. Students are encouraged to consider their time management and to develop a balanced approach to their academics and activities.

Only students in good academic and behavioral standing are eligible to participate in school-sponsored extra-curricular activities, including, but not limited to student leadership, music, choir, band, drama and athletics.

At ISLAND PACIFIC ACADEMY, good academic standing is defined as meeting proficiency in each class based on performance, teacher observation and behavior. Should a student's progress in any

subject fail to meet proficiency or should the student fall below standard with regards to academic responsibilities including completing and turning in homework/assignments, getting extra help when needed, and positive class participation and focus, he/she may be ineligible to practice and/or compete or perform until appropriate academic progress has been re-established.

Students who fall below proficiency will be ineligible to participate for two weeks until proficiency is demonstrated through grade checks. All student-athletes are expected to make up within two school days any missed work due to early athletic dismissal.

The Vice Principal may require a struggling student to refrain from participation until proficiency is demonstrated. Students will have time to demonstrate progress, based on teacher feedback, for reinstatement to participate. If no significant change has occurred and the student's academics continue to suffer, the student may be placed on **academic ineligibility**. This may in turn jeopardize continued involvement in any school-sponsored activities.

Students who are academically ineligible are **not** permitted to represent the school in any extra-curricular activities until proficiency is demonstrated. Student progress will be evaluated to determine whether or not the student may resume participation in school-sponsored extra-curricular activities.

It is expected that all students participating in athletics and extra-curricular activities will take advantage of study hall periods, Flex, 4th Period Extension and make appointments with their teachers to study and/or receive additional support from the faculty, particularly during a sport or production season.

If a student is ineligible at the end of the school year or is on grade checks they will be immediately required to submit grade checks at the beginning of the fall semester. Eligibility to participate will be based on their cumulative GPA. If a student returns in the fall and has a cumulative GPA of 2.75 or above they will be eligible to play but required to do grade checks. If a returning student's cumulative GPA is between 2.0 and 2.75 they will be required to do grade checks and can practice but cannot compete until grade checks show they are above a C/3 in all classes at which time full eligibility is restored and continued grade checks may be required at the discretion of the Vice Principal.

### Behavioral Eligibility

In keeping with our Code of Conduct, all students are expected to maintain the highest of behavioral standards both during the school day and while participating as a member of an athletic team and/or school-sponsored activity. Students who consistently violate behaviors outlined in the Code of Conduct, to a point where a student/parent/teacher conference is deemed necessary, will become ineligible to participate for a minimum of two weeks or until behavioral expectations have been met.

Any student placed on Behavioral Probation may be deemed ineligible to participate in an ISLAND PACIFIC ACADEMY sponsored activity for the duration of the probation which can mean a student may be removed from participation.

Students participating in or attending athletic events or student performances on or off campus are held to our highest behavioral standards for personal conduct and sportsmanship. Inappropriate behavior may be grounds for dismissal from a game, a performance, an activity, a team or the school.

## **Physical Education Waiver for Grade 9 Varsity Athletes during the Sport Season**

Island Pacific Academy supports our student athletes to enable the student to find success both on and off of the field of play. Students who participate in the Varsity level of competition are expected to practice and perform at the highest level. For a Grade 9 student who participates with an IPA Varsity team, ensuring the time to study and be successful in school while practicing and participating with a Varsity team could be challenging. For this reason IPA allows Grade 9 students who are participating as an IPA Varsity level to be excused from their Physical Education (PE) class for the duration of the Varsity sport season. While the Grade 9 student/ athlete is participating with the Varsity team, the student will have a study hall period instead of attending their PE classes. This will begin on the first day of practice and end on the last day of the Varsity season. A Physical Education Waiver Request Form must be completed by the student and parent with signatures of approval from the Varsity Coach, IPA Athletic Director and IPA Administrator prior to the start of the season.

## **Academic Policies**

### **Homework Policy**

ISLAND PACIFIC ACADEMY believes that homework can help foster a positive attitude about learning for each child. Homework can give children another opportunity to practice skills that have been taught in the classroom and expand their level of curiosity. Homework is an advantage to students when the purpose is one or several of the following: to reinforce and practice skills that have been taught; prepare and introduce materials for an upcoming lesson, especially in upper grades; extend the class lesson; and/or to stimulate a child's desire to expand his/her own knowledge and desire to learn.

ISLAND PACIFIC ACADEMY wants students to be involved in their education and take pride in their work. Homework should stimulate curiosity that will then foster a desire to be a life-long-learner. Teachers may give students choices on what the homework will be or give opportunities to choose how they complete an assignment. This will allow students to become individually involved in their education, build responsibility and encourage them to explore new ideas. Students should feel involved in their homework and become confident in their learning.

Too much homework can interfere with the amount of sleep a child receives or even affect personal growth (social experiences, outdoor recreation, family and personal time). ISLAND PACIFIC ACADEMY wants to nurture well-rounded individuals and this extends outside of the classroom. Students need to have personal time to discover who they are and enjoy life. It is not healthy for a child to work on homework from the minute they get home until the time they go to bed. Homework is one part of individual education and growth but it should not be the only out-of-school activity.

### **Homework in the Elementary Division**

ISLAND PACIFIC ACADEMY will give elementary students homework Monday through Thursday for the purpose of reinforcing lessons, preparing for the following day's instruction, or to work on an on-going project. Extensive research has been done to determine appropriate length of homework for each age group. ISLAND PACIFIC ACADEMY, using this research, has established the following guidelines for the amount of daily homework. This guideline shows what the average nightly homework will be for each grade level.

## Amount of Homework

Kindergarten	15 minutes per night
Grade 1	20 minutes per night
Grade 2	20 minutes per night
Grade 3	30 minutes per night
Grade 4	45 minutes per night
Grade 5	50 minutes per night

This is a model to help guide a child's nightly homework. Every student learns in his/her own way and that also determines what is the best environment for doing homework. Some students can concentrate better if it is absolutely quiet. Other students can focus better if there is music/sound in the background. Each parent should help find out what environment will foster the best atmosphere for their child's learning. Parents should also notice how long it normally takes their child to complete the nightly homework. The homework guideline above should help a parent determine if their child is spending too much time on homework or not enough. Students will also often be given the opportunity to complete daily assignments or some portion of an assignment during normal school hours. This is especially true of larger assignments such as essays and research projects in order for the teacher to better gauge the child's understanding. Students and parents will be notified of target dates for such projects way in advance.

## Responsibility

Homework is an important way to help a student become involved in and responsible for his/her learning. Teachers and parents should be involved in the process, but the students should also take responsibility for their work. Students should take pride in the homework that they complete and need to be responsible to remember to turn it in each morning.

## Late Work

ISLAND PACIFIC ACADEMY values open communication between home and school. We realize that family time is very important, and that sometimes there are home events or an unforeseen circumstance that keeps a child from doing a nightly assignment. Parents and students will need to communicate with their teachers when/if something prevents a student from completing homework. Each grade level will decide what the specific policy is regarding assignments that are not turned in on time.

**HOMEWORK IS NOT MEANT TO BE PUNITIVE. RATHER, IT IS A REFLECTION OF ONE'S OWN LEARNING.**

## **Homework in the Secondary Division**

Parents should expect variability of the homework load. Some nights, there may be a light homework load while on other nights, particularly if a major project is due, there may be more. Weekend time may also be needed for the completion of these longer assignments. Students will often be given the opportunity to complete daily assignments, or some portion of an assignment, during normal school hours. This is especially true of larger assignments such as essays and projects, and students will be notified of target dates for such projects in advance. There may not be homework for each course each day. For example, while it is likely that students will be given daily practice in mathematics,

laboratory reports in science are a collaborative effort that take a few days to complete and will be due once a week. Often, a significant portion of the daily homework load will consist of reading preparation, particularly for courses within the humanities and social sciences.

It is imperative that students complete their homework to the best of their ability and with limited parent assistance. This allows teachers to have a more accurate representation of what and how students understand the academic concepts. Consistently late work alludes to a pattern of behavior that may need to be addressed. If your child is struggling with understanding the concepts addressed in the homework, please encourage him/her to seek extra help with the appropriate teacher. Students will be given two days to complete schoolwork/homework missed for each day of excused absence. It is the responsibility of the student to communicate with the teacher regarding missed assignments. Information pertaining to late work will be sent home via class syllabi. Individual teachers/departments have specific requirements and consequences regarding late work. Faculty will be posting assignments to the Portal. Families are encouraged to check the Portal often. If the completion of daily homework becomes prohibitive for your child—if a few hours stretch into many on a regular basis, focus is lacking, and the student exhibits excessive frustration outside the norm—you are encouraged to communicate with the teacher(s). It is our goal that your child's experience at ISLAND PACIFIC ACADEMY is one of sustained intellectual and personal growth resulting in a lifelong love of learning.

## **Academic Honesty Policy**

### ISLAND PACIFIC ACADEMY Academic Honesty Philosophy

Grounded in their "strength of character," ISLAND PACIFIC ACADEMY students are celebrated for their respect of self and others. One way that ISLAND PACIFIC ACADEMY students exemplify this respect of self is their perpetuation of honor and integrity as principled learners. They are expected to be contributing members of not only the local and school communities but the larger academic community as well.

Academic Honesty is the expectation that each student will create, develop and implement their authentic academic work in an honorable way. Developing academic honesty involves supporting students as they learn: to acquire and synthesize research, to develop their own understanding of the experts' work, the citation of sources, and to feel empowered to take academic risks. Every teacher at ISLAND PACIFIC ACADEMY strives to aid students in their academic process through teaching and support so that students can push themselves academically. As a community of learners, we all have a responsibility to maintain academic integrity in our teaching and learning.

As a community of learners, we believe that:

- Students will give us their best work on every assignment.
- Students will communicate their needs, which include asking for help and/or clarification when needed.
- Students will honor and respect established guidelines and deadlines.
- Student understanding of academic honesty will progress over time and response to issues that may arise must be developmentally appropriate and student differentiated.
- Students will help each other do honorable work and hold each other to high standards of academic honesty.



## Academic Dishonesty

ISLAND PACIFIC ACADEMY is committed to academic honesty and the belief that it is important to define the institution's stance on academic dishonesty. While the list below is not meant to be exhaustive, given supports by teachers, and the handbook, we believe that there is no reason for academic dishonesty, and "I didn't know" is never a viable excuse.

There are two levels of academic dishonesty:

### **Unplanned** academic dishonesty

An unplanned infraction includes but is not limited to situations when a student glances at another's quiz or exam during a testing situation without prior coordination, when a student submits improperly documented work, or when a student lies in desperation about facts in attempt to salvage a grade.

### **Deliberate** academic dishonesty

A deliberate infraction includes but is not limited to when a student brings a "cheat sheet" to a testing situation or otherwise plans cheating in advance, when one or more students plan or coordinate the manipulation, facilitation, fabrication, or falsification of information or examinations, homework, or when a student knowingly copies or plagiarizes work by another.

## Types of academic dishonesty

Other means of trying to gain an unfair advantage by misrepresenting your work, your records or other materials include:

- **Plagiarism:** using another's work (words, ideas, research, pictures/images) and passing it off as your own, submitting another's ideas as your own.
- **Collusion:** aiding another student in being academically dishonest, allowing another student to copy your work.
- **Cheating:** using resources on an assignment or test that are unauthorized or without the consent of the teacher.
- **Duplication of work:** submitting the same work for more than one teacher for a similar assessment without the consent of the teacher(s).
- **Other means** of trying to gain an unfair advantage by misrepresenting your work, your records or other materials.

Cases of poor judgement regarding academic honesty will be referred to the Elementary Principal or Secondary Vice Principal for further action. Verified academic dishonesty will be dealt with on a case-by-case basis, though consequences are generally more severe for older students who have had longer to understand the principles behind academic honesty, and for those with repeated instances of academic dishonesty. Depending on the details and circumstances, response to academic dishonesty may include some combination of the following:

- Meeting with the Vice Principal and/or Principal
- Written reflection
- Contact home and/or student-parent-teacher conference

- Credit modification on assignment
- Possible behavioral probation
- Possible separation from school

The International Baccalaureate Diploma Programme (DP) has a zero tolerance policy with regard to academic dishonesty. Consequences for academic dishonesty by any ISLAND PACIFIC ACADEMY student enrolled in the DP program will result in the removal from that program and may result in additional disciplinary consequences set forth by the school as stated previously.

## **Academic Probation**

At ISLAND PACIFIC ACADEMY, students are expected to be dedicated to their academic progress and seek teacher help as often as possible in those subjects in which they are struggling. The purpose of academic probation is to encourage students who are not exhibiting responsible academic choices to carefully assess their role in their academic progress and to make necessary changes.

Recognizing that teaching and learning must meet the developmental needs of the age group, and to honor each and every student, ISLAND PACIFIC ACADEMY believes:

- It is the right of students to have a clear understanding of what is expected of them; it is the responsibility of students to clarify when they don't understand.
- It is the right of students to have support academically; it is the responsibility of students to seek help.
- It is the right of parents to receive communication regarding their child's academics; it is the responsibility of parents to contact teachers for additional information about their child other than progress reports, conferences, and report cards.
- It is the right of parents to have a clear understanding about their child's education; it is the responsibility of parents to ask questions when they have them.
- It is the right of teachers to set clear expectations; it is the responsibility of teachers to communicate the expectations to parents and students.
- It is the right of teachers to assess students equitably; it is the responsibility of teachers to communicate assessments clearly.

With these expectations in mind, the goal of ISLAND PACIFIC ACADEMY's Academic Probation Policy is to support students in building better academic skills, support parents in being a partner with their child, and support teachers in being clear communicators of curriculum, assessments, and progress.

### Grades 6-8

All students in Grades 6-8 are expected to satisfactorily complete/demonstrate competencies throughout their enrollment as appropriate. Struggling students will be placed on a weekly academic check and will meet regularly with the Vice Principal. The Vice Principal will work with the student to develop a support plan which may include additional study hall, peer mentorship, goal setting, and one-on-one intervention.

Students who demonstrate a continuous pattern of academic struggle may be placed on academic probation. While each case will be evaluated individually, students failing to demonstrate appropriate

progress may be asked to repeat a grade or enter the subsequent grade on academic probation. Students remaining on academic probation for longer than one semester may be asked to leave ISLAND PACIFIC ACADEMY.

### Grades 9-12

We believe it is our responsibility, as much as it is within our power to do so, to protect a student's transcript. To this end, we have enacted the following policy:

Students who receive a grade lower than a 3 (IB grading scale) or C- at any grade reporting date will be considered for academic probation. The decision to place a student on academic probation will be made by the Vice Principal and the Principal. Students with two or more grades lower than a 3/C- will automatically be placed on academic probation.

All students on academic probation will be required to attend mandatory supervised study 4th Period Extension for the affected courses, meet regularly with instructors, and complete a weekly grade check. Seniors on academic probation will also have their senior privileges suspended. Participation in ILH athletic competitions and other ISLAND PACIFIC ACADEMY sponsored extra-curricular activities will be restricted for at least two weeks until progress is demonstrated and/or grades improve to the levels required for participation.

Student academic progress will be evaluated at the end of each grade reporting period and at the end of each semester. A student who does not demonstrate appropriate proficiency in grade level skills may be placed on academic probation, retained at current grade level, or have his/her contract held. A Grade 9-12 student earning at or near a 2.0 GPA may be placed on academic probation for the entirety of the next semester, and without demonstration of progress, remain on academic probation for consecutive grade reporting periods. A student whose cumulative grade point average, academic progress, or failed coursework places them at risk of failing to meet graduation requirements, may be asked to repeat a grade, repeat course work, have their contract withheld or may be asked to leave ISLAND PACIFIC ACADEMY. After being placed on academic probation and receiving the necessary supports for one (1) semester, if there is not adequate progress towards improvement (3/C- or higher), students may be asked to leave ISLAND PACIFIC ACADEMY.

A student who is not able to establish proficiency after one (1) semester of academic probation may be asked to leave ISLAND PACIFIC ACADEMY.

### **Drop Date and Withdrawal Procedure**

#### Drop Date

Students in Grades 11 and 12 taking advanced courses may drop from a course within the first three weeks of class if the teacher and Principal, after consulting with the student, deem this action appropriate. Students will be reassigned to an appropriate course within the subject area and parents will be notified.

#### **Withdrawal Procedure**

A student in Grades 9-12 enrolled in a full year course after the drop date is expected to complete the course and all of its requirements. A student may be withdrawn from a course after the drop date and up to the mid-term reporting period upon recommendation of the teacher and approval of the

Principal. There will be no opportunity to withdraw from a class after the mid-term reporting period. Generally, withdrawals are exceptional cases. Students should note that any withdrawal from a course after the posted drop date will result in a withdrawal code (W) appearing on the transcript.

## **Assessment Calendar**

In an effort to avoid students having multiple assessments and assignments due on the same day, the department chairs have established a procedure and policy. However, there will be times when students have more than one assessment on a given day. Students are expected to advocate for themselves appropriately when potential conflicts arise.

## **Mid-Term and Final Examinations; IB External Assessments**

Mid-terms, final examinations and IB External Assessments will be given during the scheduled examination period for each course. The examination schedules are prepared and published by the Principal in coordination with department chairs.

No student will be required to take more than two final examinations on the same day. Students who must miss a scheduled examination should report this fact to their teacher(s) as soon as possible and before the examination period. IB External Assessments must be taken at the scheduled time and cannot be rescheduled.

In the case of mitigating circumstances, students may be “excused” by the Principal and examined later by their teacher. Absence from a final examination will likely result in a lower grade. Students with unexcused absences during finals week will not be allowed to make-up missed examinations. Responsibility for resolving scheduling conflicts or having absences excused in advance of finals week fall to students and their parents.

In a case where a suspension or separation from the school for a predetermined period is involved, a special exam schedule may be considered.

ISLAND PACIFIC ACADEMY will reasonably accommodate a student’s religious beliefs, observances and practices in regard to the scheduling of final examinations if the student informs his or her teacher of the conflict within one week after being informed of the examination schedule.

## **Academic Advancement**

### Grade Level Retention

In some instances in which a student struggles and has not sufficiently provided evidence he/she has met the necessary benchmarks to progress to the next grade level, ISLAND PACIFIC ACADEMY may suggest retaining a student to provide for optimal success. In some instances, we may require retention in one subject area. Any choice to retain a student will include multiple conversations between parents and the school.

### Credit Recovery

In the event that a student has not met the criteria necessary to earn credit in a course or meet the necessary level of proficiency, summer school may be required (score lower than a 3/C-) for the student to earn credit or, in other cases, recommended to gain the necessary skills for the next

course. In addition, students may attend summer school at any accredited private or public school to earn the missing credit or to gain the necessary skills. Students will be required to take a proficiency exam to demonstrate knowledge prior to moving forward in coursework and receiving the missing credits.

## **Schedule of Courses**

The course catalog for the upcoming school year is generally available in both hard copy and electronically in April each year.

## **Academic Honors and Awards - High School Grades**

### Head of School & Dean's List

The Head of School's & Dean's List are academic recognition at the end of a grading period. This occurs at the end of a semester for grades 11 and 12. This occurs at the end of the year for grades 9 and 10.

Head of School's List: Requires a weighted GPA of at least 3.67 and no grades lower than a B- (\*C- for HL or AP Class).

Dean's List: Requires a weighted GPA of at least 3.33 and no more than 3.66 with no grades lower than a C- (\*D- for HL or AP Class).

### National Honor Society

Members of the sophomore and junior class demonstrating excellence in scholarship (3.5 GPA or higher) are eligible to apply for induction into National Honor Society. Applicants who, in addition to scholarship, are determined to have excellence in service, character, and leadership will be inducted during a ceremony in the spring.

### Subject Specific Academic Honor Societies

ISLAND PACIFIC ACADEMY also holds membership in discipline-specific national honor societies, including Spanish, Japanese, Art, Theatre and Math Honor Societies. Students who demonstrate the required level of excellence in those subjects may be elected to those societies.

### Navigator Award, Valedictorian and Salutatorian

The Navigator Award, Valedictorian, and Salutatorian are special honors bestowed on three graduating seniors who exemplify the vision and mission at ISLAND PACIFIC ACADEMY. To be eligible for the honor, the graduating senior must have been enrolled in at least three years at ISLAND PACIFIC ACADEMY in grades 9-12. A faculty council will use a holistic approach that includes but is not limited to reviewing level of academic excellence, strength of schedule, extracurricular activities, service to community, examples of leadership, and personal character. The Navigator Award is the highest accolade given at ISLAND PACIFIC ACADEMY.

# IPA Device and Internet Acceptable Use Policy (AUP)

## Overview

This policy applies to all of IPA's students, families, employees, contractors, partners, visitors, and agents (referred to as Users in this document).

The purpose of this AUP is to protect ISLAND PACIFIC ACADEMY's students, families, employees, partners, and company from damage either knowingly or unknowingly. It covers all technology related information and equipment including (but not limited to) hardware, software, websites, apps, proprietary systems, data, email, accesses, connections, etc. (referred to as Technology in this document).

ISLAND PACIFIC ACADEMY reserves the right to monitor, review, and regulate all Technology related activity while on campus. Violation of this AUP may lead to disciplinary action based on IPA administration's recommendation.

## Purpose of IPA's Technology

The purpose of IPA's Technology is for the operations of the school ("Educational Purpose") and its business ("Business Purpose"). Educational Purpose is activity directly related to IPA education or IPA instruction. Business Purpose is activity directly related to the operation of IPA's day to day business.

## Access Control

Many of IPA's Technology systems require usernames, passwords, tokens, or uniquely identifiable accesses. These are individually assigned and Users are responsible for the safety of their access. Sharing of these accesses are prohibited. In addition, the use of another User's account is prohibited.

## 1-to-1 Device Program

Users may receive a school-issued device (with accessories) to be used for Educational and/or Business purpose:

- Educational Device and Accessories
  - Apple iPad
  - iPad case
  - Apple Power Adapter; a.k.a. Power Cube
  - Apple USB Cable
  
- Acceptance of Device and Accessories
  - Upon reception of the User's device and accessories, the User will be allowed the ability to inspect the device and accessories for damage. All issues should be brought up prior to accepting the device and accessories.
  
- Returning of Device and Accessories

- Users in Grades K - 5 will return their school-issued device and accessories no later than the last day of school.
- Users in Grades 6 - 12 will return their school-issued device and accessories upon request by Technology Department and IPA Administration if user is in violation of the AUP.
- Grades 6-12 may utilize the device during summer break.
- In the event the User leaves Island Pacific Academy before the last day of school, the device and accessories must be returned upon their Exit Interview. The User will still be responsible for any damages or any missing accessories.
- Upon return of the User's device and accessories, IPA will inspect the device and accessories for damage. If damages are found, IPA may impose disciplinary and/or financial action. Exiting documentation will be withheld until any financial responsibilities are cleared.

The device and accessories are assigned specifically to each User and is the responsibility of the User and the User's guardian(s).

### **1-to-1 Device Responsibilities**

- Charging
  - Users will be required to come to school with a charged device.
  - Grades K - 3 Users will store their iPads in their grade-level classroom. A charging station will be setup in the classroom. The User and/or teacher will take responsibility of charging the device.
- Physical protection
  - Devices must have the protective case on at all times.
  - Users in Grades K - 3 will store their device in their designated classroom, in which the teacher will be responsible for securing the device.
- Damage
  - Damage to the school-issued device and/or accessories, regardless of fault, will result in the following charges to the User or User's parent/guardian(s) for the replacement or repair of the device and/or accessories including but not limited to any added fees (ex. taxes, shipping, handling, etc.):
    - ◇ iPad \$50
    - ◇ Power cube \$20
    - ◇ USB power cable \$20
    - ◇ Case (non-keyboard) \$20
    - ◇ Keyboard Case \$99
  - Note: After a User has two damage incidents, the iPad will be declared "lost" and fees for a lost device will apply.
- Lost or Stolen
  - The User or User's parent/guardian is required to immediately notify his or her teacher and file a police report in all cases of stolen devices and/or accessories. After filing a police report, the User or User's parent/guardian shall notify the school and submit a copy of the police report. Failure to report stolen property in a timely manner could result in a replacement fee for the entire price of the device and any stolen accessories.

- Loss of the device and/or accessories will result in the following charges to the User or User’s parent/guardian for the replacement of the school-issued device and/or accessories including but not limited to any added fees (ex. taxes, shipping, handling, etc.):
  - ◊ iPad \$350 or current retail price of comparable iPad, whichever is greater
  - ◊ Power cube \$20
  - ◊ USB power cable \$20
  - ◊ Case (non-keyboard) \$20 or current retail price of comparable case, whichever is greater
  - ◊ Keyboard Case \$99
- iPad Classroom Sets (Grades K - 3)
  - ◊ Users in Grades K - 3 is responsible for the security of the device during school hours on school days. The designated classroom teacher will take responsibility otherwise. Investigative action may be taken.
- ISLAND PACIFIC ACADEMY school-issued devices contain software that may deactivate the device in the case of loss or theft. Island Pacific Academy will cooperate with law enforcement officials in an attempt to recover stolen devices.

## **Personal Technology**

IPA does not allow personal Technology on campus and is not responsible for them.

## **Safety of Confidential Information**

Confidential information is any information that should remain private such as names, photos, social security numbers, addresses, etc. To maintain the safety of information, lock your computer screen, shred sensitive information, logout of systems, etc.

## **IPA’s Proactive Approach**

IPA’s goal is to be proactive in handling risk. Systems have been put in place to keep the IPA community safe. These systems can disable Technology that may be considered a threat. IPA wants to err on the side of safety but if the Technology is required for Educational or Business Purpose, it can be submitted for review and action can be made based on this research.

## **Conditions of Use**

IPA’s Technology should be handled with respect and care. Prior to distribution, IPA’s Technology is checked for defects and (if needed) repairs are made. The individual assigned to the Technology is responsible for any damages.

## **Violation of Policy**

Disciplinary action will be taken if Technology is used in a manner not intended (either knowingly or unknowingly) for IPA Education purpose. Examples of these are (this is not a definitive list):

- Breaking of local or federal laws
- Breaking IPA rules (including this policy)



- Cyberbullying
- Hacking, phreaking, cracking, etc.
- Installing prohibited software
- Using VPNs, proxies, or other methods to bypass IPA security systems
- Using illegally obtained software
- Gaming
- Bitcoin mining
- Torrenting

In the event of a violation, the IPA Technology department will notify the IPA Administration and further discipline will occur which may include conferencing with the student, contacting parents/guardians, and/or a user losing access to the IPA device or WiFi.

### **Personally Identifiable Information (PII)**

The safety of information is important to IPA. Specifically, the safety of our student's Personally Identifiable Information (PII). Prior to use, all websites or software is vetted to make sure they comply with COPPA policy.

- Personally Identifiable Information (PII): Information that can be used by itself, or with other information to identify a person.
- Children's Online Privacy Protection Act (COPPA): A set of requirements for online services or websites regarding collection of children's PII. (<https://www.ftc.gov/enforcement/rules/rulemaking-regulatory-reform-proceedings/childrens-online-privacy-protection-rule>)

### **Limitation of Liability**

IPA will not be responsible for damages (either directly or indirectly) received while using Technology. This limitation of liability covers damages incurred to all technology while on campus or on any IPA sponsored event.

# Helpful Contacts and School Calendar

## General Contact Information

<b>School FAX line</b>	<b>(808) 674-3575</b>
<b>Admission Office</b>	<b>(808) 674-3563</b>
<b>Advancement Office</b>	<b>(808) 674-3528</b>
<b>Athletic Office</b>	<b>(808) 674-3572</b>
<b>Business Office</b>	<b>(808) 674-3524</b>
<b>Elementary Office/Attendance line</b>	<b>(808) 674-3580/(808) 674-3523 x444</b>
<b>Receptionist</b>	<b>(808) 674-3523 x0</b>
<b>Secondary Office/Attendance line</b>	<b>(808) 674-3564/(808) 674-3523 x444</b>
To leave a phone message for a faculty member or an emergency message for a student, call the appropriate division office.	

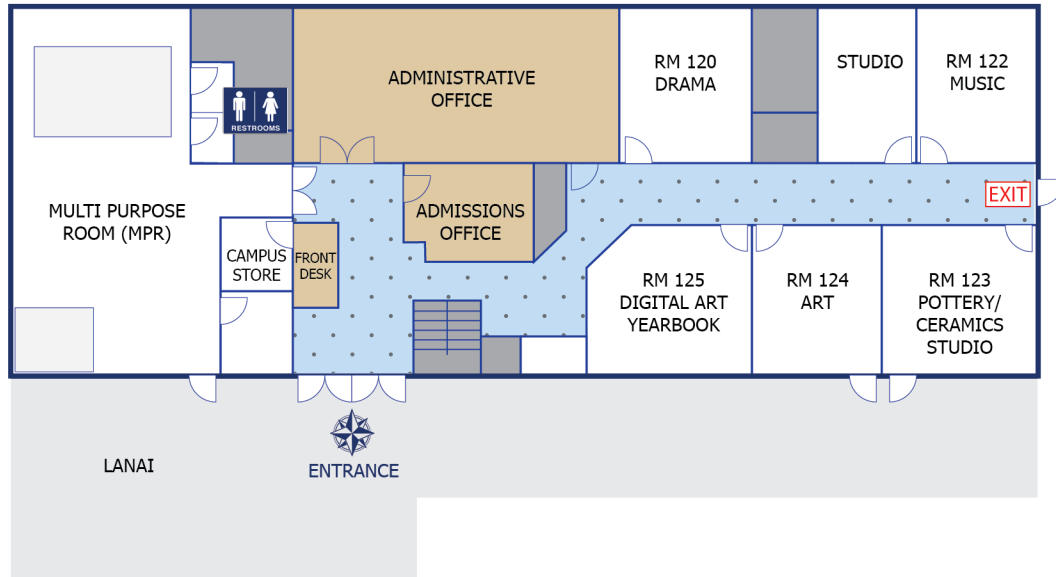
## Whom to Contact

<b>Type of Information or Concern</b>	<b>Contact Person</b>	<b>Phone / ext</b>	<b>Email</b>
General Info/Daily Schedule of Events	J'Lyn Davis - Receptionist	674-3523 x0	JDavis@
Leave Phone Message for ES Classroom / Specials Teacher	Kerri Vincent - Elementary Office Manager	674-3580	KVincent@
Leave Phone Message for Secondary Teacher or Administrator	Evelyn Okimoto - Secondary Office Manager	674-3564	EOkimoto@
Health Room	Katherine Hew-Len	674-3523 x415	Healthroom@
Student Records - Elementary	Kerri Vincent - Elementary Office Manager	674-3580	KVincent@
Student Records - Secondary (Transcripts)	Cara Jones - Registrar/SMS Admin	674-3585	CJones@
Classroom Schedule/Coursework/Academic Progress	Elementary	674-3580	
	Secondary	674-3564	
International Baccalaureate (IB) Information	Diploma (DP Coordinator 11-12)	674-3523 x541	SCapen@
College, Career and Life Readiness Counselor	Andrew Marchetto-Ryan	674-3523 x593	AMarchettoRyan@
Elementary Counselor	Samantha Hodes-Der	674-3573	SHodesder@
Secondary Counselor	Gerika Kaopua	674-3523 x542	GKaopua@
Invoices, Tuition Payments, FACTS	Lisa Dalida - Accounts Receivable	674-3524	LDalida@
Communications, Marketing, Advertising, Fundraising Events, Annual Fund and Website	Be-Jay Kodama - Director of Advancement	674-3528	BKodama@
Volunteer Opportunities and IPAPA	Amber Camacho - Assistant to Advancement	674-3528	ACamacho@
Athletics and Coaches	Greg Terhune - Director of Athletics	674-3572	GTerhune@
Student/Parent Portal Assistance	Cara Jones	674-3585	CJones@
Technology Support	Technology Department	674-3566	
Before School Care (provided by Leeward YMCA)	Kerri Vincent - Elementary Office Manager	674-3580	KVincent@
After School Enrichment and Summer Session	Eileen Novak - ASE & Summer Director	674-3563	ENovak@
Admission	Eileen Novak- Director of Admission	674-3563	Admission@
Campus Store	J'Lyn Davis	674-3523 x0	JDavis@
Future Plans for Campus, Capital Campaigns, General School-wide Questions or Concerns	Shannon Vasilash - Executive Assistant	674-3565	SVasilash@

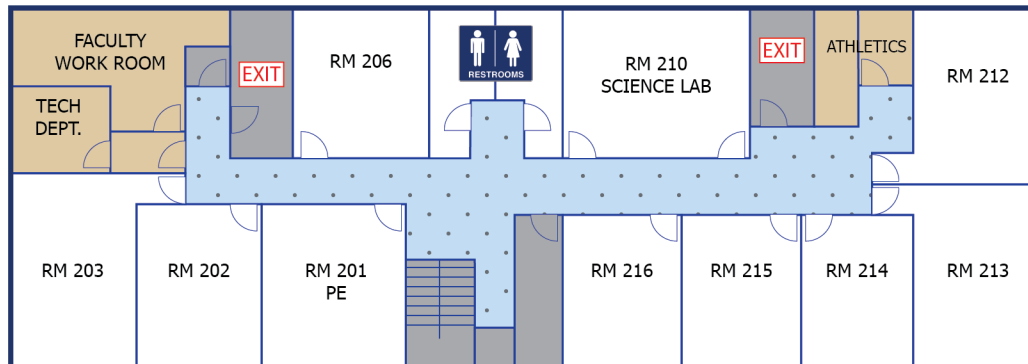
Not sure whom to ask? You can email your question to [office@IPAHawaii.org](mailto:office@IPAHawaii.org) or use the CONTACT US form on the website (located in the ABOUT US section).

## SECONDARY BUILDING MAP

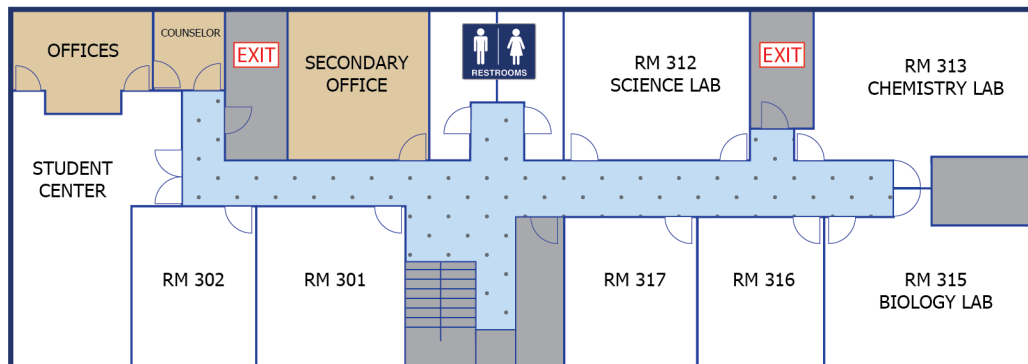
FLOOR 1



FLOOR 2

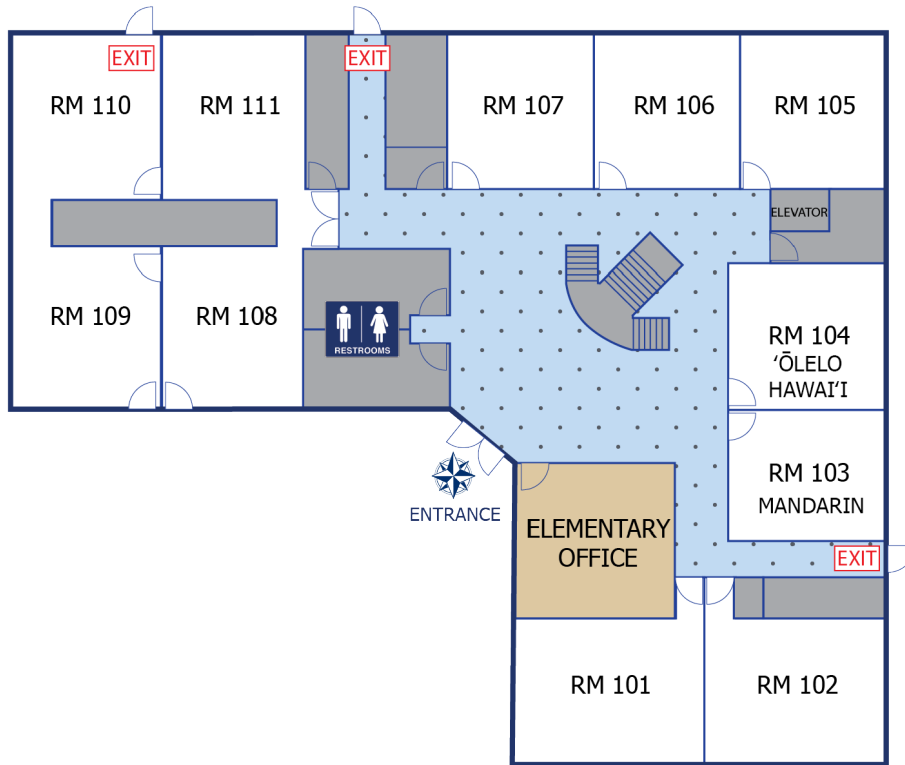


FLOOR 3

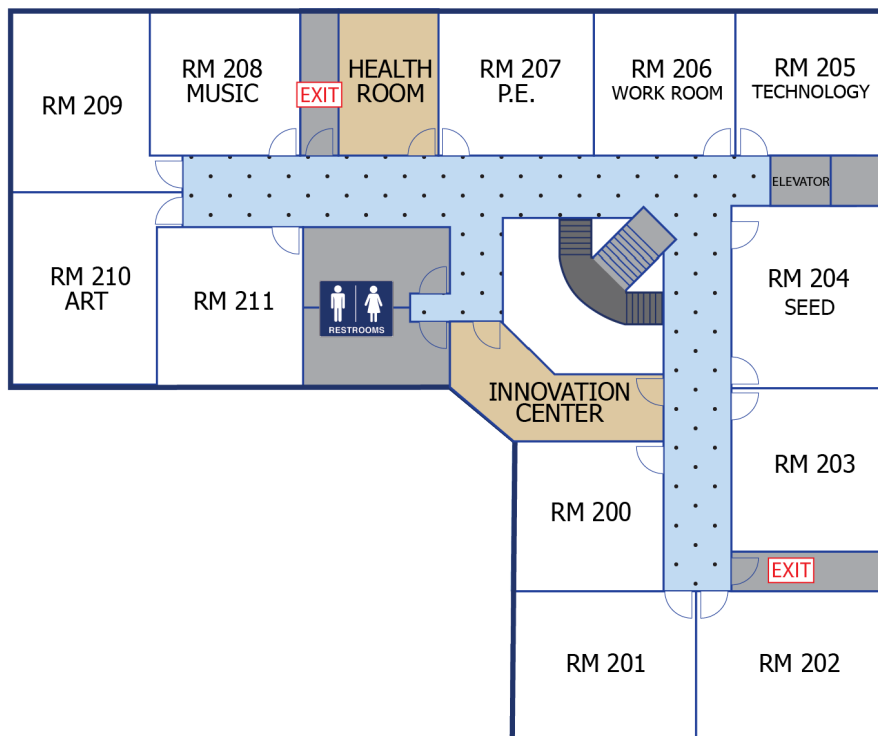


# ELEMENTARY BUILDING MAP

## FLOOR 1



## FLOOR 2



# 2019-2020 ACADEMIC CALENDAR

WHERE VALUES MATTER

## ISLAND PACIFIC ACADEMY

SCHOOL CALENDAR 2019-2020



- JULY
  - 4 - INDEPENDENCE DAY - **SCHOOL CLOSED**
  - 26 - NEW PARENT RECEPTION
- AUGUST
  - 6 - FIRST DAY FOR FACULTY
  - 7 - NEW STUDENT ORIENTATION (GR. 6-8)
  - 8 - NEW STUDENT ORIENTATION (GR. 9-12)
  - 9 - MEET & GREET (GR. K-5)
  - 14 - FIRST DAY OF SCHOOL (GR. K-12)
  - 27 - BACK TO SCHOOL NIGHT (GR. 6-12)
- SEPTEMBER
  - 2 - LABOR DAY - **SCHOOL CLOSED**
  - 12 - BACK TO SCHOOL NIGHT (GR. K-5)
  - 13 - IPA FOUNDER'S DAY
  - 30 - FACULTY PROFESSIONAL DEVELOPMENT DAY - **NO CLASSES**
- OCTOBER
  - 5 - OPEN HOUSE
  - 11 - IPA GIVES BACK (EARLY DISMISSAL GR. K-5 1PM; GR. 6-12 1:30PM)
  - 12 - FALL FAMILY MOVIE NIGHT
  - 14 - INDIGENOUS PEOPLES' DAY - **SCHOOL CLOSED**
  - 21-25 - FALL BREAK - **NO CLASSES**
- NOVEMBER
  - 7-8 - PARENT CONFERENCES - **NO CLASSES (GR. K-5 ONLY)**
  - 11 - VETERAN'S DAY - **SCHOOL CLOSED**
  - 15-16 - FALL PLAY PRODUCTION
  - 22 - GRAND EXPEDITION GALA FUNDRAISER
  - 27 - NA KUPUNA DAY (GR. K-5)
  - 28-29 - THANKSGIVING BREAK - **SCHOOL CLOSED**
- DECEMBER
  - 6 - HO/KE NIGHT
  - 16-18 - FIRST SEMESTER FINAL EXAMS (GR. 9-12)
  - 18 - FIRST SEMESTER ENDS (GR. K-12)
  - 19-JAN. 3 - WINTER BREAK - **SCHOOL CLOSED**
- JANUARY
  - 1 - NEW YEAR'S DAY - **SCHOOL CLOSED**
  - 6 - FACULTY PROFESSIONAL DEVELOPMENT DAY - **NO CLASSES**
  - 7 - SCHOOL RESUMES, SECOND SEMESTER BEGINS (GR. K-12)
  - 20 - MARTIN LUTHER KING JR. DAY - **SCHOOL CLOSED**
- FEBRUARY
  - 5 - MULTI-CULTURAL PERFORMANCE (GR. K-5)
  - 14 - GLOBAL ISSUES DAY (GR. 6-12)
  - 17 - PRESIDENTS DAY - **SCHOOL CLOSED**
- MARCH
  - 6-7 - SPRING PLAY PRODUCTION
  - 9-13 - SPRIT WEEK (GR. K-12)
  - 16-20 - SPRING BREAK - **NO CLASSES**
  - 26 - KUHO DAY - **SCHOOL CLOSED**
  - 27 - FACULTY PROFESSIONAL DEVELOPMENT DAY - **NO CLASSES**
- APRIL
  - 10 - GOOD FRIDAY - **SCHOOL CLOSED**
  - 16-17 - PARENT CONFERENCES - **NO CLASSES (GR. K-5 ONLY)**
  - 24 - SPRING MUSIC FESTIVAL (GR. 9-12)
- MAY
  - 1 - MAY DAY CELEBRATION (EARLY DISMISSAL FOLLOWING PROGRAM)
  - 6 - ART SHOW (GR. K-5)
  - 14 - 13<sup>TH</sup> ANNUAL GOLF TOURNAMENT
  - 25 - MEMORIAL DAY - **SCHOOL CLOSED**
  - 27-29 - SECOND SEMESTER FINAL EXAMS (GR. 9-11)
  - 29 - LAST DAY OF SCHOOL (EARLY DISMISSAL GR. K-5 @ 11AM; GR. 6-8 @ 11:15AM; GR. 9-11 DISMISSAL AFTER EXAM)
  - 30 - IPA COMMENCEMENT
- JUNE
  - 3 - LAST DAY FOR FACULTY
  - 11 - KAMEHAMEHA DAY - **SCHOOL CLOSED**
  - 13 - ALUMNI SOCIAL

IPA SPECIAL EVENTS    
  HOLIDAYS/SCHOOL CLOSED    
  CAMPUS EVENT    
 CALENDAR SUBJECT TO CHANGE    
 REV. 06/26/19

OCTOBER 2019						
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 2019						
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					

AUGUST 2019						
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

JULY 2019						
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			

FEBRUARY 2020						
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

JANUARY 2020						
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	

DECEMBER 2019						
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 2019						
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

JUNE 2020						
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			

MAY 2020						
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						

APRIL 2020						
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		

MARCH 2020						
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				

# SECONDARY SCHOOL COMBINED BELL SCHEDULE

**Wednesday**

A	B	C	D	E	F	G	H
<b>Attendance &amp; Check In 8:00 - 8:05</b>							
<b>Pu'uhonua 8:05 - 8:40</b>							
Period 1 8:45 - 9:55	Period 5 8:45 - 9:55	Period 2 8:45 - 9:55	Period 6 8:45 - 9:55	Period 3 8:45 - 9:55	Period 7 8:45 - 9:55	Period 4 8:45 - 9:55	Period 8 8:45 - 9:55
<b>MS Break 9:55 - 10:10    HS Break 9:55 - 10:05</b>							
MS Period 2 10:15 - 11:20	MS Period 6 10:15 - 11:20	MS Period 1 10:15 - 11:20	MS Period 5 10:15 - 11:20	MS Period 4 10:15 - 11:20	MS Period 8 10:15 - 11:20	MS Period 3 10:15 - 11:20	MS Period 7 10:15 - 11:20
HS Period 2 10:10 - 11:20	HS Period 6 10:10 - 11:20	HS Period 1 10:10 - 11:20	HS Period 5 10:10 - 11:20	HS Period 4 10:10 - 11:20	HS Period 8 10:10 - 11:20	HS Period 3 10:10 - 11:20	HS Period 7 10:10 - 11:20
<b>MS Lunch 11:20 - 12:00</b>							
MS Period 3 12:05 - 1:15	MS Period 7 12:05 - 1:15	MS Period 4 12:05 - 1:15	MS Period 8 12:05 - 1:15	MS Period 1 12:05 - 1:15	MS Period 5 12:05 - 1:15	MS Period 2 12:05 - 1:15	MS Period 6 12:05 - 1:15
HS Period 3 11:25 - 12:35	HS Period 7 11:25 - 12:35	HS Period 4 11:25 - 12:35	HS Period 8 11:25 - 12:35	HS Period 1 11:25 - 12:35	HS Period 5 11:25 - 12:35	HS Period 2 11:25 - 12:35	HS Period 6 11:25 - 12:35
<b>HS Lunch 12:35 - 1:15</b>							
Period 4 1:20 - 2:30	Period 8 1:20 - 2:30	Period 3 1:20 - 2:30	Period 7 1:20 - 2:30	Period 2 1:20 - 2:30	Period 6 1:20 - 2:30	Period 1 1:20 - 2:30	Period 5 1:20 - 2:30
<b>4th Class Extension/Enrichment/Office Hours 2:35 - 3:20</b>							

Pu'uhonua  
8:00-8:15

1st Class  
8:20-9:30

MS Break  
9:30-9:45

MS Pu'uhonua  
9:50-10:25

HS Flex  
9:30-10:25

2nd Class  
10:30-11:40

MS Lunch  
11:40-12:20

MS 3rd Class  
12:25-1:35

HS 3rd Class  
11:45-12:55

HS Lunch  
12:55-1:35

4th Class  
1:40-2:50