



ISLAND
PACIFIC
ACADEMY

WHERE VALUES MATTER

2022 - 2023

PARENT / STUDENT

HANDBOOK

A GUIDE FOR ALL GRADES K-12



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Welcome to Island Pacific Academy



ISLAND PACIFIC ACADEMY

WHERE VALUES MATTER

From the Head of School

In a place where values matter...Island Pacific Academy's vision to "inspire and enable our students to be "Navigators of Change" and "Go Forward with Confidence," "I Mua Me Ka Ha'aeho" to become caring, contributing citizens who can succeed in an ever-changing world" is the essence of our teaching and learning efforts and philosophy.

IPA's mission of "empowering students to discover 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 lifelong learners" is both unique and relevant to the future expectations and demands of our global society and the 21st century.

IPA is 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 and relevant educational curriculum and experiences led by talented, caring, compassionate and committed faculty and staff in a nurturing and inspiring teaching and learning environment.

Island Pacific Academy offers a grades K-5 curricular program that is truly relevant, purposeful and student-centered. In grades 6-12, we continue to implement a rigorous, relevant and engaging curriculum. Social emotional learning components are introduced to students beginning in Kindergarten and continue throughout grade 12 and align to our school's core values, vision and mission statements. Students are also given opportunities to develop relevant real life skills and stewardship through community service opportunities that connect teaching and learning to the community and the real world. The Design Thinking and Project Based Learning processes are embedded into our curricular focus in various classes and courses in grades K-12 as well.

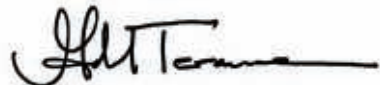
Island Pacific Academy was founded on a belief and philosophy of being a place where, "values matter and students are valued." These values are manifested in a common phrase used among students and adults: "Whenever you can, help." We want our students to see themselves as part of a larger global community and instill in them the strong belief and stewardship that they can and should make a positive difference globally.

Our goal is to graduate students from IPA that truly live our core values, vision and mission and whose academic performance, abilities and aspirations also reflect the virtues of human kindness and generosity of spirit. We are proud to have our graduates attending outstanding colleges and universities across the country and throughout the world as they continue to perpetuate our core values, vision and mission of our school as young adults.

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). 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 inspire and enable our students to become “Navigators of Change” and “go forward with confidence” as they work diligently to realize their goals and aspirations is truly a noble and worthy purpose. Much appreciation in joining us in pursuit of that purpose at Island Pacific Academy.

Mahalo,

A handwritten signature in black ink, appearing to read "Gerald Teramae". The signature is fluid and cursive, with a long horizontal stroke at the end.

Gerald Teramae
Head of School





From the Elementary Division

“Learning is Creation, not consumption. Knowledge is not something a learner absorbs, but something a learner creates.” -George Couros

Welcome to the Elementary Division at Island Pacific Academy!

Island Pacific Academy offers a child-centered program, which helps students learn who they are, apply what they learn to the world around them, and strive for continuous growth. Our aim is to provide a multi-sensorial program that engages children in their own learning, allowing them to discover by doing and embracing challenges with a growth mindset. We are a community of learners who believe that learning is a lifelong endeavor and more about the journey than the destination. We believe that the joy and excitement of learning should begin early in life and create a solid foundation. Therefore, we place high value on developing the desire in our students to become critical thinkers, independently driven, and accountable learners. Our program is always driven by what is best for children and is ever evolving to meet the demands of an ever changing world.

The Elementary Curriculum at Island Pacific Academy focuses on 3R's: rigor, relevance, and relationships. This allows us to provide developmentally appropriate opportunities for children to grow academically, creatively, physically, and socially. Based upon defined standards and engaging inquiry based experiences, our curriculum is well constructed and interdisciplinary. This empowers faculty to consider and respond to the needs of each child in a developmentally appropriate way. Our special classes are an essential part of our core curriculum and include Art, Physical Education, Music, Digital Innovation, Sustainability, SEED (Science, Environment, Engineering, Design), Mandarin and Olelo. Direct instruction is a necessary and important part of the learning which is enhanced through use of hands-on activities and intentional inquiry based projects.

Rigor is a “given” at Island Pacific Academy. We believe rigor is not measured by the quantity or difficulty of work or tests, but the depth in which learners can creatively take the lessons and objective to the next level. Rigor comes from the interactions between teachers and students through their questions and discussions. Rigor occurs in a supportive environment where students feel appropriately challenged to stretch their thinking and learning, and encouraged to learn using a growth mindset.

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 articulate thoughts and express ideas effectively through oral, written, and non-verbal communication.

Relevance or “relevant” experiences at IPA, allows our students to make connections and meaning to what they are learning. Our student-centered inquiry and project based learning (PBL) provides student-led experiences, in which children are encouraged to face challenges, learn through experimentation and think creatively and critically in order to effectively solve problems. Learning trips into our community, engaging guest speakers and place-based learning are all meaningful and purposeful ways we help our students construct knowledge and provide real world applications towards the lessons.

Developing a sense of self that is both caring and respectful are just as important to the development of our learners at Island Pacific Academy. Our faculty and staff are committed to getting to know each student as individuals, taking a strengths based approach while supporting their individual needs, passions, and learning styles. Relationships are nurtured from the moment they step foot onto campus in the morning with embraceful carlines and being welcomed into each of the classrooms. This sense of community is further fostered throughout the day as students transition among classes out to recess and lunch and then are escorted out to their cars to go home. As an elementary division we always start and end our weeks together with a Monday morning assembly and Friday afternoon Aloha assembly where we celebrate with each other and come together as an ohana. As our community is cultivated, students learn lifelong personal and social skills to resolve differences and respect diversity.

As a faculty we are committed to an evolutionary model of education that changes to meet the needs of our dynamic community and prepare our children for success now as well as for the future. We continually review and refine our curriculum to progressively foster learning in a place where values really do matter. Thank you for entrusting us to educate and care for your children. We learn just as much from them as we know they do from us.

Sincerely,



Samantha Hodesder
Elementary Principal

“No significant learning can occur without a significant relationship” - James Comer





From the Secondary Division

He pūko'a kani 'āina.

A coral reef grows into an island.

`Ōlelo No'eau #932

Aloha mai kākou,

Welcome to the Island Pacific Academy 'ohana and to a new school year. We are pleased that you have made Island Pacific Academy your school of choice. The ōlelo no'eau, or Hawaiian proverb, speaks to "a person beginning in a small way gains steadily until he becomes firmly established." Our school program, similarly, supports the academic and socio-emotional growth of our students to fulfill our school's mission, to provide "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."

As a Secondary School we look forward to establishing a firm kahua or foundation of knowledge, skills and dispositions to enable students to thrive to meet the challenges of the future. The Secondary School program is scaffolded and is age and developmentally appropriate. All students will participate in the Pu'u honua Program which addresses the socio-emotional well-being of students. No child will remain voiceless and will be well known by an adult advocate.

Island Pacific Academy offers a robust Advanced Placement (AP) course offering and our dedicated faculty create challenging and meaningful learning experiences with values at the core - the power of human kindness, generosity of spirit, solution oriented, growth mindset, and ingenuity. These core values are the foundational elements of character that lead to academic and personal success.

Other school opportunities to develop and nurture innate gifts and talents include school-sponsored athletics for students in grades 7 - 12 and co-curricular activities such as student leadership, clubs, and performing arts. Research indicates that students who participate in sports and co-curricular activities develop improved time management and social skills and experience more connection to the school community. Participation in these activities help to develop grit or perseverance, reduce stress and overall, promote increased academic attainment. We highly encourage students to take advantage of the co-curricular activities offered while pursuing academic coursework to enhance the educational experience at our school.

On behalf of the faculty and staff of the Secondary School, welcome! We look forward to developing pilina or relationships with our students and families as we work together to build a strong kahua towards academic and personal success. He pūkoʻa kani ʻāina - a person beginning in a small way gains steadily until he becomes firmly established.

Mahalo nui loa,

Gail Vannatta

Gail Vannatta
Secondary School Principal





IPA's Parent / Teacher Association

Aloha Navigator families,

Welcome to another exciting school year. We are so happy you are part of our IPA 'Ohana. Island Pacific Academy's Parent Association (IPAPA) exists to drive engagement amongst the parent community, while pooling our diverse resources to enhance our children's educational program.

As an IPA family you are also an IPAPA member. We would love for you to 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 in October
- Teacher Appreciation Week in May
- Hospitality & other support for IPA throughout the school year
- ...and fun 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.

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

With Love and Aloha,
Island Pacific Academy Parent Association Board of Directors 2022-2023

About Island Pacific Academy

Vision and Mission Statement

IN A PLACE/CULTURE WHERE VALUES MATTER...

Vision

“Island Pacific Academy inspires and enables our students to be Navigators of Change and “Go Forward with Confidence” (I Mua Me Ka Ha’aeo) to become caring, contributing citizens who can succeed in an ever-changing world.”

Mission

“Island Pacific Academy empowers students to discover 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.”

“Island Pacific Academy is in the profession of educating students for careers and professions that have not been created yet, using technology that has not been invented yet, and to identify and solve problems that we don’t know are problems yet.”

Our Beliefs

- Students first
- Values matter
- Community counts

Core Values

- The Power of Human Kindness
- Generosity of Spirit
- Power of Yet
- Commitment to Excellence
- Ingenuity

Agreements of our Community

1. Aloha - Mutual respect
2. Ho’olohe - Attentive listening
3. Kuleana - Responsibility to participate / Right to Pass
4. Mālama - Take care of each other and this place
5. Pono - Do what is right / Only put-ups

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 580, 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).

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.

Current Board Members	Role on the Board
Gerald Teramae	Head of School
Lance Wilhelm	Emeritus
Martha Camacho	President
Cayenne Pe'a	Vice President
Peter Young	Treasurer
Del Mochizuki	Secretary
Teddi Anderson	Trustee
James Malins	Trustee
Keith Ogata	Trustee
Leon Richards	Trustee
Mike Rompel	Trustee
Eric Seitz	Trustee
Kimberly Uehisa	Trustee

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 a 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 Information

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.

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 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.

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.

During the School Year Withdrawal

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 Business Office 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.

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 qualified 501(c)3 non-profit entity under the rules and regulations of the Internal Revenue Service and the State of Hawaii. All gifts to the school are fully tax deductible to the fullest extent of the law.

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: Gala Event & Golf Tournament

Special Fundraising Events will be modified at all times for the safety and well being of our community.

Gala Event

Island Pacific Academy's annual dining and auction benefit 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. A variety of corporate sponsorship levels are available which may include a reserved table at the event, recognition throughout the evening, and acknowledgment 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 Annual Fund, financial aid, Athletics and other student programs 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 Gala Event 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 39)
- volunteering time to assist with grant searches (see Parent Participation page 22).

Athletics

Navigator Athletics Program

Island Pacific Academy Navigator student-athletes compete in the Interscholastic League of Honolulu (ILH). The ILH consists of over 20 programs on Oahu. In addition to ILH competition, Island Pacific Academy athletes can compete on the state level in HHSAA state championships. Island Pacific Academy has regularly fielded over 30 teams from more than 10 sports. In addition to school teams, Island Pacific Academy also participates in Co-Op teams with other schools, and PAC-5 athletics. PAC-5 is a system of co-op teams within the ILH composed of smaller independent schools to field teams that are not sustainable for small schools.

Within the ILH, IPA participates at three levels of competition:

- Intermediate, students in Grades 7-9 are eligible for this level
- Junior Varsity, students in Grades 9-11 are eligible for this level
- Varsity, students in Grades 9-12 are eligible for this level.

Level of participation is based on team declarations, grade level of the student and coaches discretion. Participation in athletics requires an additional fee of \$260. This fee covers league expenses associated with the sport.

All student-athletes are required to have an updated physical form every year. Physicals are valid for 12 months. 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 2022-2023 Student/Parent Athletic Handbook.

To register for a sport, sign and upload documents, go to <https://home.registermyathlete.com/> and set up an account for your student-athlete.

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 PlusPortals 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 or virtual meeting 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 the Gala Event 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 Student Activities 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 consists 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.

CPRs play an important role in the Island Pacific Academy community, supporting the classroom teacher and as a liaison between the classroom teacher and parents.

Additionally, CPRs help to represent their classrooms or grade levels for some whole school activities and projects. The level of participation and involvement of the CPR is determined by individual teacher and classroom/grade level needs. 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.

Elementary Classroom Teacher Support

- Liaison on behalf of parents
- Communication of special events and news with families
- Help coordinate classroom volunteers
- Help coordinate special classroom events including La Kupuna refreshments and the End of Year activity
- Support other Elementary activities such as the Multicultural Performance
- Reach out to families new to IPA to welcome them to the community and serve as another point of contact for questions

Secondary School Support

- Help to disseminate information to parents from grade level and school
- Help coordinate volunteers for class and school events (learning trips, potlucks, *etc.*)
- Be a point of contact for the Pu`uhonua
- In the upper grades help with class activities that center around fundraising
- Work closely with the class sponsors and advancement in communicating events and volunteer needs
- Reach out to families new to IPA to welcome them to the community and serve as another point of contact for questions

School Support

- Help to inform, recruit and facilitate selection of parents from their class/grade level to serve on committees for various school wide projects and events (such as fundraisers, Annual Fund, Dial for Dollars, Gala Event, Golf Tournament, Breakfast with the Board, New Parent Reception). Advancement will meet with CPRs to give them a list and description of each event.
- Liaison to IPAPA

If possible, it is recommended that more than one parent share the CPR responsibilities and that CPRs from the same grade level work together. It is recommended that CPRs seek and get support from other grade level parents to complete the tasks.

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:

Aloha – mutual respect
Ho`olohe – attentive listening
Kuleana – responsibility to participate; right to pass
Mālama – take care of each other and this place
Pono – do what is right; only put-ups

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 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. None of us are 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.

Non-Discrimination Policy

Island Pacific Academy is an inclusive community that takes proactive measures to ensure that all feel welcomed, accepted, valued, and safe. Students and employees are entitled to an educational and employment environment that is free of discriminatory harassment. No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in its administration of admissions policies, academic and extra-curricular programs or employment practices on the basis of race, color, religion, gender, national or ethnic origin, age, sexual orientation, gender identity or gender expression, pregnancy (including childbirth, or related medical conditions), military or veteran status, physical or mental disability, genetic information, socioeconomic status, marital or familial status or any other protected class under applicable federal, state or local law.

Island Pacific Academy will provide reasonable accommodations as necessary and where required by law so long as the accommodation does not pose an undue hardship. This policy is not intended to afford students or employees with any greater protections than those which exist under federal, state or local law.

Island Pacific Academy does not tolerate discriminatory harassment of any employee, student, visitor or guest. Protected class harassment constitutes a form of discrimination that is prohibited by Island Pacific Academy policy. Harassment in this context is defined as unwelcome conduct by any member or group of the school community on the basis of actual or perceived membership in a class protected by policy or law.

Island Pacific Academy strongly urges the reporting of all instances of discrimination and harassment, and prohibits retaliation against any individual who reports discrimination, harassment, or participates in an investigation of such report. Island Pacific Academy will act to remedy all forms of harassment when reported, whether or not the harassment rises to the level of creating a hostile environment. A hostile environment is one that unreasonably interferes with, limits, or denies an individual's educational or employment access, benefits, or opportunities. This discriminatory effect results from harassing verbal, written, graphic, or physical conduct that is severe, persistent and/or pervasive, and objectively offensive.

Appropriate disciplinary and/or corrective action, up to and including immediate suspension, expulsion or termination will be taken against any student, employee or other individual who violates this policy.

Reports of discrimination or harassment should be made to the Division Principal or Compliance Officer/Title IX Coordinator. The following persons have been designated to handle inquiries and questions regarding the application of nondiscrimination & harassment policies and grievance procedures:

Compliance Officer/Title IX Coordinator

Camille Pinard, Director of HR

808-674-3523 ext 559

cpinard@ipahawaii.org

General School Information

Tobacco Free Policy

Island Pacific Academy is interested in promoting a safe and healthful school environment for all of our students, faculty, staff and families. For the safety of our community, use of any tobacco products including "Vaping" with e-cigarettes is not permitted on campus, within immediate access to the campus or at a location of a school sponsored activity in which faculty, students and/or families are present.

Visitors to Campus and Classrooms

While we normally encourage parents to visit the school and welcome volunteer support, this year to keep our community safe, these opportunities will be limited. Parent visits to school should be

scheduled.

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.

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 pre-arranged with a teacher or staff member.

There are usually a number of special days or events during the school year when we encourage parents to be part of special celebrations or other events in the classroom or as part of the whole campus community. Please look for more information as plans are made.

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)

Opens	Closes
7:30am	4:00pm

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

	Begins	Ends
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 Parent/ Student Resource Guide.

Grades K-5

	Kindergarten	Grades 1-5
Drop off	7:30-7:55am	7:30-7:55am
School Day Begins	8:00am	8:00am
Mon, Tues, Thurs, Fri Dismissal	2:45-3:00pm	3:00-3:15pm
Wednesday Dismissal	2:00-2:10pm	2:10-2:25pm

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.

For Kindergarten students with older siblings in grades 1-5, they may be picked up at the later pick up time with their older sibling (3:00pm on Mon, Tues, Thurs and Fri and 2:15pm on Wed).

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 up to the building.

All visitors, including parents, are encouraged to schedule an appointment on campus. All meetings should be pre-scheduled. Families are encouraged to email or call to schedule an appointment with the appropriate individuals (teachers, staff or administrator). If parents need immediate assistance, they should contact the Elementary or Secondary School Offices. Each visitor will check-in with office personnel.

We encourage families to either email, postal mail or have your children bring in items such as lunch payments or any forms.

Although we encourage our students to be responsible and be prepared for the day, they may forget an item, occasionally. All items should be labeled (first name, last name, grade) and placed in a bag. The student will pick up these items directly.

Deliveries

Deliveries such as flowers, pizza, notes, forgotten lunches, *etc.*, have the potential to be disruptive to the learning environment. Please refrain from "dropping off" items as much as possible. In instances where this is unavoidable, please call the Elementary or Secondary School Offices to let them know you will be dropping off the item. All items should be labeled (first name, last name, grade) and

placed in a bag. The student will pick up these items directly.

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 30) 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 Elementary Principal or Secondary Vice Principal

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 at 808-674-3580

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

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/Counselor or Secondary Vice Principal.

Elementary and Secondary School Student Absences

While we know our parents and families recognize that being in school is important, we are asking that children be sent to school when they are healthy and if they are not feeling well, to stay home. To support this, we will be more flexible with our attendance policy and have raised the number of allowable absences for the school year to 25. If you feel your child will exceed 25 absences during the school year, please contact the Division Vice Principal to discuss how we can work together to support your child.

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 34). If a student arrives tardy to school, or returns after leaving for an appointment, the student must check in at the appropriate office.

In elementary, please contact Ms. Kerri in the elementary office to arrange for your child to be ready for pick up when you arrive.

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 PlusPortals for information about missed assignments. Attendance is monitored by the Secondary Vice Principal.

Excused and Unexcused Absences

Regular attendance is expected. We are asking that children be sent to school when they are healthy. If they are not feeling well, students will need to stay home. If there is a family emergency, parents should contact the classroom teacher and Elementary Office Manager (Grades K-5) and/or Vice Principal and Secondary Office Manager (Grades 6-12) to inform them of the absence.

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 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 students, notifying and meeting with parents or guardians, 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 and family to notify the teacher(s) and division Principal in Elementary School or to notify the Secondary School teacher(s) and Vice 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 or Principal; for Grades 6-12 students and 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 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:

The last few weeks of each semester is time usually set aside for semester end summative assessments (*e.g.*, cumulative exams, presentations, projects, papers or essays, *etc.*), and any extended absences during these weeks, not caused by illness or family emergencies, will be categorized as unexcused, and may impact whether the missed assessment can be made-up or submitted for credit. 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

While we know our parents and families recognize that being in school is important, we are asking that children be sent to school when they are healthy. If they are not feeling well, students will need to stay home. To support this, we will be more flexible with our attendance policy and have raised the number of allowable absences for the school year to 25. If you feel your child will exceed 25 absences during the school year, please contact the Vice Principal to discuss how we can work together to support your child.

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

Elementary: When a Grades K-5 student misses more than 25 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 division office 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 41). 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

Kapolei Public Library has agreed to allow our school access to a limited number of designated parking stalls in their parking lot from 7:30am to 8:00am. An IPA staff member will direct vehicles to these stalls. Elementary parents choosing to use this entrance must park in a designated stall and escort their child to the gate. For after school pick up, the Kapolei Public Library parking lot is not available, please use alternative arrangements.

Please drive safely onto campus, do not use your cell phone while driving on campus and kindly follow directions by our parking staff to ensure the safety of everyone.

Secondary: To ensure that we are able to apply our health and safety protocols in an efficient manner, the school asks that students arrive no earlier than the drop-off times indicated below.

	Grades 6-12
Drop-Off Time	7:45 am - 8:00 am
School Begins	8:00 am
Monday, Tuesday, Thursday, Friday Dismissal	3:20 pm
Wednesday Dismissal	2:30 pm

In the event that a secondary student arrives before 7:30am, he or she will be expected to quietly sit in the lanai area while maintaining proper social distancing from other students. 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 an appointment to conduct 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.

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, students* may not leave campus until the close of the school day, except when accompanied by a parent/guardian. (*unless leaving campus is a privilege granted to seniors by administration; this is not a guaranteed right of a senior class)

Dismissal

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

	Kindergarten	Grades 1-5	Middle School Grades 6-8	Upper School Grades 9-12
Monday, Tuesday, Thursday, Friday Dismissal	2:45-3:00pm	3:00-3:15pm	3:20pm	3:20pm
Wednesday Dismissal	2:00-2:15pm	2:10-2:20pm	2:30pm	2:30pm

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 carpool 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 Kindergarten students, the school day ends at 2:45pm. For grades 1-5 students, the school day ends at 3:00pm. Wednesday dismissals will be at 2:00pm for Kindergarten students and 2:10pm for students in grades 1-5. For Kindergarten students with older siblings in grades 1-5, they may be picked up at the later pick up time with their older sibling (3:00pm on Mon, Tues, Thurs and Fri and 2:15pm on Wed). We kindly ask that students are picked up within 15 minutes of the end of school day.

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

The school expects students to leave the building immediately after school. The school day ends at 3:20pm on Monday, Tuesday, Thursday and Friday, and at 2:30pm 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 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. If they are participating in a supervised activity, parents should have received notice about the start and end time of the activity.

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.**

Island Pacific Academy **will not be responsible for the safety or supervision of the students after dismissal**, unless involved in a school sponsored activity with administrator or faculty supervision. Students will not be allowed back into the building unless supervised by an administrator, 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*. (*unless leaving campus is a privilege granted to seniors by administration; this is not a guaranteed right of a senior class)

Tardy and Early Release Procedures

The safety, health and well-being of our school community is the school's number one priority. The procedures for tardy or early release students are intended to minimize social contacts and for parents/authorized adults remain outside of the building.

If students arrive after the school day begins, the student should proceed to their respective building. Elementary students should be walked to the front door of the Elementary building; parents will remain outside. The student will check in with the respective Office Manager or Receptionist and then proceed directly to his or her classroom.

Early Dismissal

Parents should call the Elementary Office Manager or Secondary Office Manager, depending on the student's grade, upon arrival to campus for the pick up. The respective Office Manager will call the classroom of the student to be sent down for pick up.

For advanced notice, please contact the Office Manager with a signed note, a phone call or email indicating the date and time your child will need to be ready to leave. Parent or guardian contact is needed for cleared release of your child. If a student calls, emails or verbally states they are leaving early with no contact from parents or guardians, the Office Manager will contact home for verification. Student notification is not an acceptable notice.

As a safety and security precaution, all students leaving before the official dismissal time may only be released to a parent or authorized 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.

For Elementary, the Office Manager will walk out the student to meet parents waiting at the curb in their vehicle. If it is not convenient for the parent to pull to the curb (recess, getting ready for car line, etc), the parent will be asked to park in the parking lot and can walk to the Elementary building where they will meet their child with the Office Manager.

For Secondary, the Receptionist will ensure the student is picked up from an authorized adult. The authorized adult may park in the Admission Visitor stall or along the curb, if available. If ID verification is needed, the authorized adult should hold their ID out for ease of viewing for the staff member bringing the student to the car.

If it is an emergency, please contact the respective Office Manager at (808) 674-3564 or the Receptionist Office at (808) 674-3523 ext. 0.

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 through Pu'uhonua/4th Class Extension/Enrichment/Office Hours and individually arranged student conferences with teachers. Teachers are available after school by appointment and availability on Monday, Tuesday, Thursday, and Friday. Teachers can be reached through their school email addresses (first initial last name@ipahawaii.org) to schedule an appointment.

Students with academic struggles may be referred by teachers to do a mandatory after school appointment with the teacher. Students who do not attend the mandatory support will be referred to the Vice Principal.

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. Study hall period locations will be assigned on the student's schedule.

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. Lunch vendors will continue to provide meals, in individual containers or packaging, to those who wish to pre-order lunch. 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. Students who do not pre-order lunch, will continue to bring their own lunch.

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.

Elementary students will eat their lunches either in the classroom or outside in designated areas.

Secondary students will eat their lunches primarily in the Gulab & Indru Watumull Room (formerly the MPR) or outside in designated areas. There may be times when Secondary School students will eat in classrooms (*e.g.*, meetings, club activities).

To reduce the risk of spreading COVID-19, sharing of food and utensils will not be allowed.

The Secondary Snack Shop will reopen this upcoming school year.

Understanding that with eating comes the need for extra precautions, hand washing and sanitizing will happen before and after lunch. Tables and desks where students eat lunch will be sanitized.

We encourage snacks and lunches that do not require heat or hot water.

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 (Elementary during snack time and Secondary during Pu'uhonua Class) for birthday celebrations. For Secondary School students, please coordinate celebratory arrangements with the Pu'uhonua teacher ahead of time so he or she can make adjustments to the curriculum and instruction.

Teachers must be notified at least 24 hours in advance to coordinate if you would like to bring in an individually wrapped snack. Because Island Pacific Academy is interested in promoting a safe and healthy 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.

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. IPA monthly statements and applicable FACTS fees 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 Director of Finance at 808-674-3522.

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, either virtual or on campus, 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. In the Miscellaneous section of the Handbook is an information sheet with General Contact phone numbers and Whom to Contact for specific instances (page 93). All Island Pacific Academy teachers have a school email address that includes their first initial and last name followed by @IPAhawaii.org (e.g., Jane Aloha's email would be jaloha@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) 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 Gala Event
- a friendly way to prompt action by students and families interested in joining our community

Island Pacific Academy's social media accounts are:

Facebook:	https://www.facebook.com/ipahawaii
Twitter:	https://twitter.com/ipahawaii
Twitter Navigator Athletics	https://twitter.com/ipanavigators
Instagram:	https://instagram.com/ipahawaii/
YouTube:	https://www.youtube.com/user/ipahawaii

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 advice 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

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.

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 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 in the Elementary division at Island Pacific Academy during the first semester. Secondary division parent-student-teacher conferences will be initiated by the school if there are any concerns academically or behaviorally.

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.

Contact the Secondary Vice Principal and/or counselor 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.

Parents and students are highly encouraged to review current academic progress on PlusPortal, the school's Student Information System. Grades are frequently updated by Secondary School teachers.

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.

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| Grades K–5 | The Elementary Office Manager will process release packets. |
| Grades 6–8 | Grades will be provided at the end of each semester. |
| Grades 9–12 | Grades and GPA will be provided at the end of each semester. GPA is cumulative. |

Student/Parent Portal (*Secondary Division Only*)

Island Pacific Academy Secondary School utilizes Google Classroom and PlusPortals (<https://plusportals.com/IPA>) as the primary means of communication among teachers, students and parents regarding curriculum and assessment. Teachers will update PlusPortals frequently. Please note that each department will utilize the PlusPortals 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 (*e.g.*, 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, suspension, and/or expulsion.

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 re-enrollment 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, pepper spray, flammable or explosive devices of any 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 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 Policy

Island Pacific Academy is committed to having a school environment free from discrimination and harassment. Island Pacific Academy prohibits discriminatory harassment including sexual harassment or any form of harassment based on race, color, religion, gender, national or ethnic origin, age, sexual orientation, gender identity or gender expression, pregnancy (including childbirth, or related medical conditions), military or veteran status, physical or mental disability, genetic information, socioeconomic status, marital or familial status or any other protected class under applicable federal, state or local law. Harassment in this context is defined as unwelcome conduct by any member or group of the school community on the basis of actual or perceived membership in a class protected by policy or law. Island Pacific Academy prohibits such discrimination and harassment in the school environment, including all academic, extracurricular and school-sponsored activities. Students are encouraged to immediately report incidents of discrimination and harassment including sexual harassment. Staff must promptly report to the Compliance Officer/Title IX Coordinator or Division Principal all incidents of harassment of which they become aware, by whatever means they become aware. The Division Principal will be responsible to notify the Compliance Officer/Title IX Coordinator and Head of School. The Compliance Officer/Title IX Coordinator and the identified investigation team will investigate formal and informal complaints of harassment.

Harassing conduct may take many forms, including verbal acts and name-calling; graphic and written statements, which may include use of cell phones or the Internet; or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by a school. When such harassment is based on race, color, national origin, sex, or disability, it violates the civil rights laws that the Office of Civil Rights (OCR) enforces.

Sexual Harassment and other types of harassment (as defined below) are forms of unlawful discrimination and are expressly prohibited under this policy. These procedures apply to complaints of sex discrimination (including sexual harassment, sexual assault and sexual violence) by employees, students or third parties.

This policy covers, without limitation, sexual harassment by a student to another student; a student to an employee; an employee to a student; and employee to an employee; a third party to a student or employee; a student or employee to a third party; a male to a male; a female to a female; a male to a female; and a female to a male.

Island Pacific Academy encourages students, employees, and third parties who have been subject to harassment or discrimination or are witness to harassment or discrimination to promptly report such incidents to the respective Division Principals or Compliance Officer/Title IX Coordinator. The Compliance Officer/Title IX Coordinator will take immediate and effective action to investigate any formal or informal complaints or otherwise determine what occurred. **Please see Grievance Procedure.**

Definitions:

A. Harassment

Harassment as the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety. Such conduct, verbal threats, intimidation or abuse, includes, but is not limited to conduct, verbal threats, intimidation or abuse based on a person's actual or perceived: race; color; weight; national origin; ethnic group; religion; religious practice; disability; sex; sexual orientation; and/or gender (which includes a person's actual or perceived sex, as well as gender identity and expression).

For purposes of this policy, "harassment" shall consist of verbal, written, graphic, or physical conduct relating to an individual's race, color, national origin/ethnicity, ancestry, gender, age, disability/handicap, sexual orientation, religion, creed, or any other legally protected classification when such conduct:

1. Is sufficiently severe, persistent, or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or to perform job functions, or creates an intimidating, threatening, or abusive educational or work environment.
2. Has the purpose or effect or substantially or unreasonably interfering with an individual's academic or work performance.
3. Otherwise adversely affects an individual's learning or employment opportunities.
4. The term "harassment" also includes all activity which constitutes "sexual harassment."

B. Sexual Harassment

For purposes of this policy, "sexual harassment" shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, graphic, or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status or an individual's employment.

2. Submission to or rejection of such conduct is used as the basis for academic or employment decisions affecting the individual.
3. Such conduct deprives a student of educational aid, benefits, services, or treatment.
4. Such conduct is sufficiently severe, persistent, or pervasive that it has the purpose or effect of substantially interfering with a student's school performance or on employee's job performance, or creating an intimidating, hostile, or offensive educational or working environment.

Examples of conduct that may constitute sexual harassment include, but are not limited to, sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendoes; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile, or offensive learning or working environment.

C. Sexual Assault

Sexual assault is any unwanted, non-consensual sexual contact against any individual by another. Sexual assault can occur either forcibly (against a person's will) or when a person cannot give consent (under the age of consent, intoxicated, developmentally disabled, mentally/physically unable to consent, *etc.*).

D. Sexual Violence

Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, and sexual coercion. All such acts of sexual violence are forms of sexual harassment covered under Title IX.

E. Sexual Discrimination

Sexual Discrimination means differential treatment based on sex.

Grievance Procedures

1. Any individual who has experienced discrimination or harassment, or believes that a student or employee has been discriminated against or harassed should report their concern promptly in writing to the Division Principal or the Compliance Officer/Title IX Coordinator. A student may also report incidents/violations to any school employee, including, but not limited to: teacher, coach/advisor, counselor, or administrator. Individuals who are unsure whether discrimination or harassment has occurred, or who need assistance in preparing a written complaint, are encouraged to discuss the situation with the Division Principal or the Compliance Officer/Title IX Coordinator.
2. Employees are expected to promptly report possible incidents of discrimination or harassment of students or employees to the Compliance Officer/Title IX Coordinator or Division Principal. If reported directly to the Division Principal, the Division Principal must inform the Compliance Officer/Title IX Coordinator. Parents/guardians and other adults are also encouraged to report any concerns about possible discrimination or harassment of students.
3. Students, employees and others will not be retaliated against for making a complaint or participating in an investigation
4. Retaliation is illegal under state and federal nondiscrimination laws and any retaliation by

students or school staff will result in disciplinary measures up to and including expulsion or dismissal

Complaint Handling and Investigation

1. The Division Principal shall promptly inform the Compliance Officer/Title IX Coordinator that a complaint has been received. The Compliance Officer/Title IX Coordinator shall inform the Head of School and the person(s) who is the subject of the complaint that a complaint has been received
2. The Compliance Officer/Title IX Coordinator may pursue a prompt and equitable informal resolution of the complaint with the agreement of the parties involved. Any party to the complaint may decide to end an informal resolution process at any point. The informal resolution is subject to approval of the Compliance Officer/Title IX Coordinator who shall consider whether the informal resolution is in the best interest of the parties and the school unit in light of the particular circumstances and applicable policies and laws
3. Island Pacific Academy will conduct an adequate, reliable and impartial investigation. The Compliance Officer/Title IX Coordinator will be responsible for designating the investigation team which typically includes the Division Principal from the Division in which the complaint originated. Any complaint about an employee who holds a supervisory position shall be investigated by a person who is not subject to that supervisor's authority. Any complaint about the Compliance Officer/Title IX Coordinator should be submitted to the Head of School. Any complaint about the Head of School should be submitted to the Compliance Officer/Title IX Coordinator; the Compliance Officer/Title IX Coordinator will be responsible to submit the complaint to the President of the Board of Trustees, who may consult with legal counsel concerning the handling and investigation of the complaint.
 - a. The respondent will be provided with an opportunity to be heard as part of the investigation. The complainant shall not be required to attend meetings with the respondent but may choose to do so as part of the resolution process
 - b. The complainant and the respondent may suggest witnesses and/or submit materials they believe are relevant to the complaint
 - c. When the complaint involves allegations relating to conduct that took place away from school property, school-sponsored activities, or school transportation, the investigation may include inquiries related to these allegations to determine whether they resulted in continuing effects such as harassment or discriminatory impact in school settings.
 - d. Privacy rights of all parties to the complaint shall be maintained in accordance with applicable state and federal laws
 - e. The Compliance Officer/Title IX Coordinator shall keep a written record of the investigation process.
 - f. The Compliance Officer/Title IX Coordinator, in cooperation with Division Principals if applicable, may take interim remedial measures to reduce the risk of further discrimination or harassment while the investigation is pending. Examples of interim measures include, but are not limited to, ordering no contact between individuals, changing schedules or classes, etc.
 - g. The Compliance Officer/Title IX Coordinator may consult with the Head of School concerning the investigation, conclusions, and any remedial and/or disciplinary actions.

- h. The investigation shall be completed promptly. Typically, investigations are completed within 21 business days of receiving a complaint, if practicable. The Compliance Officer/Title IX Coordinator may extend this time frame at his/her discretion for good cause.
4. If the Compliance Officer/Title IX Coordinator determines that discrimination or harassment occurred, he/she shall, in consultation with the Head of School and appropriate Division Principal (if student related):
- a. Determine what remedial action, if any, is needed to end the discrimination or harassment, remedy its effects, and prevent recurrence;
 - b. Determine what disciplinary action should be taken against respondent, if any; and
 - c. Inform both the respondent and the complainant in writing of the results of the investigation and its resolution (in accordance with applicable state and federal privacy laws).
 - d. If the complainant and/or respondent is dissatisfied with the resolution, an appeal may be made in writing to the Head of School within 10 business days after receiving notice of the resolution. The Head of School shall review the investigation report and may conduct further investigation if deemed appropriate. The Head of School's decision shall be provided in writing to the parties within 10 business days, if practicable. The appeal shall be final.

Temporary Restraining Order Policy

Island Pacific Academy understands that there may be occasions where a Temporary Restraining Order (TRO) may impact members of our school community. Any person that is affected by a TRO should provide a copy of the TRO to the appropriate Division Principal or Head of School. When issued a TRO, it is the policy of Island Pacific Academy to notify the Head of School, the Division Principal of the students or employees affected by the TRO and any personnel considered on a "need to know" basis. All attempts will be made to comply with the guidelines of the TRO as deemed appropriate by IPA. In the event that aspects of a TRO may be challenging to comply with due to the logistics of the campus, this information will immediately be brought to the Head of School and the Head of School will work with legal counsel and the Court and Attorneys responsible for issuing the TRO to remedy the situation.

Acceptable Use Policy

Island Pacific Academy requires all members of its community to sign an Acceptable Use Policy (AUP) that defines the usage of devices and the Internet for IPA Curriculum. 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 81).

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 discreetly 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 may include 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 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 an IPA issued device
- 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

Physical Exam

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 the first day of attending school to the school's health aide. 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.

Immunizations

Island Pacific Academy requires that every student be immunized against polio, diphtheria, tetanus, pertussis, measles, rubella, mumps, varicella, and hepatitis A and B.

Additional immunization requirements became effective on July 1, 2020 for students entering childcare or preschool, kindergarten, 7th grade, and post-secondary schools, and all students entering school in Hawaii for the first time, regardless of age.

The updated immunization requirements conform with current national recommendations and reflect what occurs in healthcare provider offices and clinics in Hawaii as standard medical practice. Below are the additional immunizations required for 7th grade:

- TDAP (Tetanus-Diphtheria-Pertusis)
- HPV (Human Papillomavirus)
- MCV (Meningococcal Conjugate)

Additional information can be found at [DOH Website](#) (Please note: Although this link references the 2021-2022 school year, the information is still applicable to the 2022-2023 school year)

Health Screening

Daily monitoring of an individual's health is everyone's responsibility. Review the **Illness Decision Chart** (Page 90) as a guide to decide if your child is well enough to attend school.

Parents are encouraged to keep their children home if they have symptoms of any infectious illness or symptoms consistent with COVID-19. Likewise, teachers, staff and administrators are also

encouraged to stay home if they have symptoms of any infectious illness or symptoms consistent with COVID-19.

Any individual with a temperature of 100.0F or greater will be sent home and may not return to campus until the individual is fever free without the use of fever reducing medication (i.e. Tylenol or Motrin) for 24 hours.

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. Parents are to notify the school immediately if a student is suspected of having COVID-19 or if they have come into contact with someone who has the virus.

Return to School / Doctor's Note

For children kept home from school for more than three days (72 hours) 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. Upon their return, please have your child turn in the Physician's Clearance/return to school note to the health room and get a quick assessment before they go to class for the day.

Flu Viruses and COVID-19

During this uncertain time information is constantly evolving. Island Pacific Academy is continuously working to stay abreast with all of the health information as it changes. Parents should consult their doctor regarding whether influenza testing/COVID-19 testing or treatment is needed.

A student with COVID-19 or influenza-like illness must stay home from school.

COVID-19 affects different people in different ways. Infected people have reported a wide range of symptoms— from mild symptoms to severe illness.

Symptoms may appear 2-14 days after exposure to the virus and can include any of the following:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing

- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

We highly encourage and appreciate all families to notify your division principal in a timely manner, if you, your child or a household member has exposure or tests positive for COVID-19. A successful notification of exposure allows for an exchange of information with the person exposed to COVID-19. Our school health aide will compile a list of close contacts and other applicable information which will be provided to the Hawaii Department of Health for further investigation.

Influenza-like illness symptoms are very similar to COVID-19 symptoms and can include:

- Headache
- Fever
- Sore throat
- Body aches
- 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.

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 of 99°F or less without medication.

- **Your child may NOT return to school until they have been fever-free for a full 24 hours without medication. (i.e. Tylenol, Motrin, etc.)**

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 who is vomiting and/or has 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 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 note that the parent/guardian will need to pick up their child within one (1) hour from being called. The pick up location for sick children will be communicated when called to pick up your child. 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.

Face Coverings

Students may voluntarily use a face covering indoors and/or outdoors. Students cannot share face coverings and are encouraged to bring an extra face mask to school in case their face mask gets soiled or becomes unusable. Disposable masks are a good option for the spare.

Grade 7 Physical Exam

The Hawaii Department of Health (DOH) requires all continuing Island Pacific Academy students to complete the following health requirements within 12 months before first date of attendance in the 7th grade and pursuant to state law (§11-157-6.1 (b) and Exhibit A: Table 4):

- A physical examination
 - A physical examination can be administered by a U.S. licensed physician, an Advanced Practice Registered Nurse, or a Physician Assistant.
 - On the day of your child's appointment, please provide the examining provider with the attached form, Student Health Record (Form 14).
- Additional immunizations
 - The updated immunization requirements conform with current national recommendations and reflect what occurs in healthcare provider offices and clinics in Hawaii as standard medical practice. Below are the additional immunizations required for 7th grade:
 - ◇ TDAP (Tetanus-Diphtheria-Pertussis)
 - ◇ HPV (Human Papillomavirus)
 - ◇ MCV (Meningococcal Conjugate)

Additional information can be found at [DOH Website](#) (Please note: Although this link references the 2021-2022 school year, the information is still applicable to the 2022-2023 school year). Please note: The Hawaii State Department of Education Physical Examination for Athletes is a requirement for all grade 7-12 students participating in any Island Pacific Academy athletic programs. The physical is good for one year from the date of the examination so please plan accordingly. There is a separate examination form that will need to be completed in addition to the Student Health Record (Form 14), if your child plans to participate in a spring sport, you may wish to wait until the summer months to have their physical. Plan ahead and schedule appointments early to ensure your child's physical examination is completed in a timely manner. If your child is not participating in sports, the Sports

Physical form is not necessary and does not need to be submitted.

These forms should also be available at your doctor's office or online at Student Health Record(Form 14), Sports Physical Form

Prescription Medications for Students

A student may not keep medications in their personal possession on campus unless it is their rescue medication and the Self-Administration of Emergency Rescue Medication form has been completed and submitted to the health aide. Please review the 2022-2023 Parent/Student Handbook, General Policies, Consequences for Breaking the Code of Conduct.

If 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, they will need to be assisted/observed by the health aide in the administration of the medication. For this to occur, one or both of the following forms must be submitted:

- Authorization for Storage and Administration of Prescribed Medications form is completed, signed by a physician and the parent or guardian of the student indicating the desire that the school's health aide assist the student in the manner set forth in the physician's order.
- Self-Administration of Emergency Rescue Medication form (i.e., Albuterol or Epi-Pen) is required if your child(ren) will need to keep their rescue medication in their possession for emergency use.

Completed form(s) must be submitted to the health aide prior to the first day of school before medications can be brought and/or stored and/or administered.

For your convenience, these forms can be:

- Mailed directly to the school
Attn: Receptionist
Island Pacific Academy
909 Haumea Street
Kapolei, HI 96707
- Emailed to receptionist@ipahawaii.org

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 lockdown 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.

IPA Dress Policy

It is the policy of Island Pacific Academy that the student and their parent/guardian hold the primary responsibility in determining that the student's personal attire, hairstyle, jewelry, and personal items (e.g., backpacks, book bags) conform to the dress guidelines as indicated below.

Island Pacific Academy's policy regarding attire, hairstyle, jewelry, and personal items are shaped by our 5 Agreements below. Island Pacific Academy is responsible for ensuring that student dress choices do not interfere with the health or safety of any student and/or contribute to a hostile or intimidating environment for any student and will use the 5 Agreements to inform decisions regarding uniform misconduct.

Five Agreements

Students at Island Pacific Academy are expected to embody the core mission and values of the school, and one manifestation of this embodiment is in their clothing. As a result, students should maintain awareness of their decorum at all times, displaying professionalism in their clothing choices in order to properly convey the attitudes and values of the school. In relation to student dress, Island Pacific Academy's agreements are the following:

- **Aloha:** Students should be able to dress and style their appearance for school within the established guidelines and in a manner that expresses their individuality without fear of unnecessary discipline or body shaming;
- **Ho`olohe:** Students should be attentive to the mission and values of the school, making clothing choices that both fit within the established guidelines and core values, and enable students to fully participate in the school community and activities;
- **Kuleana:** Students and staff are responsible for managing their personal distractions; and
- **Mālama:** Students should not face unnecessary barriers to school attendance, and students should be able to both feel and be safe within their clothing choices at school.
- **Pono:** Students have the right to be treated equitably. Dress code enforcement will not create disparities, reinforce or increase marginalization of any group, nor will it be more strictly enforced against students because of racial identity; ethnicity; gender identity, expression, or nonconformity; sexual orientation; cultural or religious identity; household income; body size/type; or body maturity;

Clothing must be suitable for all scheduled classroom activities (following **Kuleana, Mālama, and Ho`olohe**) including physical education, science labs, and other activities where unique hazards exist.

Students may not wear clothing, jewelry, or personal items that breach **Aloha, Pono, Ho`olohe, or Mālama**, including items that:

- Are pornographic, contain threats, or that promote illegal or violent conduct such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia;

- Demonstrate hate group association/affiliation and/or use hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or other protected groups;
- Intentionally show private parts. (In other words, clothing must cover private parts in opaque, or non-transparent, material.)
- Cover the student's face to the extent that the student is not identifiable (except clothing/headgear worn for religious and/or medical purposes); or
- Demonstrate gang association/affiliation.

Staff will use reasonable efforts to avoid dress-coding students in front of other students, and dress code violations should be framed around the 5 Agreements.

Reasonable efforts will also be taken to not overtly discipline or remove a student from class as a consequence for wearing attire in violation of this policy unless the attire creates a substantial disruption to the educational environment, poses a hazard to the health or safety of others, or breaks the 5 Agreements by breaching the school's prohibition on harassment, intimidation, and bullying.

Additionally, referring to a student as "a distraction" or as "distracting" in regards to attire perpetuates the idea of blame-based uniform policy and also does not account for individual biases nor hold individuals accountable for their perceptions of others. Therefore, following both the Pono and Kuleana agreements mentioned above, all stakeholders should take the effort to not describe individuals as "a distraction" or "distracting" due to their appearance or attire.

Typical consequences for a violation of this policy include issuance of a student reflection and the directive to cover, change, or remove the non-complying attire as situations dictate. A student may be instructed to leave their classroom briefly to change clothes. In extreme circumstances and/or when there is a pattern of violation by a Secondary School student, the Vice Principal will notify a student's parent/guardian of the school's response to that student's violations of the dress policy. A conference may be scheduled as necessary. For more details, please refer to the outlined "Out of Uniform Policy," below.

Island Pacific Academy Uniform Policy

Uniforms must be worn unless a student is given permission by administration to be out-of-uniform (such as free dress days, birthdays, spirit days or May Day attire). Administrative approved out of uniform attire should adhere to the general dress guidelines.

All uniform tops must be purchased through IPA's uniform provider, Lands' End, and must have the school's official logo. It is encouraged that uniform bottoms also be purchased through Lands' End; however, similar uniform bottoms to those found at Lands' End may be purchased from other retail vendors, as long as it is in the style, color, length, fit and quality of Lands' End. All uniforms must be clean, with no stains, rips, holes, *etc.*

In the case of particular events, **students in Grades K-12** must have at least one combination of the official uniform, which consists of khaki bottoms (skirts, shorts or slacks) and a navy polo shirt with the school's crest. Additionally, **students in Grades 6-10** who take PE must have at least one set of official Island Pacific Academy PE clothes.

Color Options for Uniform Tops:

- Polo: white, maize or navy
- Oxford: white or French blue

Color Options for Uniform Bottoms:

- Khaki or navy

Uniform and Free Dress Fit:

- Undershirts must not stick out from the bottom of the uniform top. There should be no words or graphics visible on undershirts.
- Shorts must be professional both in appearance and in length.
- All skirts must be to the knee.
- Shorts and pants must be worn securely at or above hips.

PE Uniforms (Grades 5):

- While non-mandatory, uniforms are highly recommended to address hygiene concerns.
- All PE uniform requirements are consistent with those for grades 6-10.

PE Uniforms (Grades 6-10):

- 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.
- 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.
- To allow students to utilize pockets for their face masks, navy blue personal athletic shorts with pockets will be allowed. Free dress rules apply to personal athletic shorts.

Sports Uniforms (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).
- Student athletes who have a weekend game may wear their sports uniform top on the Friday before their game.
- Regular school uniform bottoms must be worn with sports uniform tops.

Outerwear:

- If students in Gr. K-12 would like to wear outerwear to school, it must be IPA outerwear. 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) is also permitted, provided that the pieces are color-consistent with uniform (except on free dress days) and any wording or personalization does not breach the Five Agreements as listed.
 - Spirit wear is available for purchase online at: <http://www.sidelinestores.com/schools/hawaii/kapolei/island-pacific-academy> but these are not official uniform pieces.
- Secondary School students may wear sweatshirts that clearly display an authentic college or university name or an approved school club or trip may be worn in lieu of previously mentioned outerwear options.

Shoes and Socks (Grades K-5):

- Socks need to be below the knee.
- Students must wear either closed-toe shoes or sandals with straps, even on non-physical education days.
 - On days when students have PE, students are expected to wear appropriate athletic shoes.
- Slippers (beachwear), classic-styled Crocs, shoes with blinking lights, heels, boots, or shoes with wheels are not permitted.

Uniform Guidelines (Grades K-5):

- For safety reasons:
 - Students must wear either closed-toe shoes or sandals with straps, even on non-physical education days.
 - On days when students have PE, students are expected to wear appropriate athletic shoes.
 - Slippers (beachwear), classic-styled Crocs, shoes with blinking lights, heels, boots, or shoes with wheels are not permitted.
 - Dangling earrings are not permitted, but stud earrings are acceptable.
- To maintain professional decorum:
 - Socks need to be below the knee.
 - Costumes or dress up clothing is not permitted.
 - No sunglasses or scarves indoors.
 - Belts are optional, but must be a solid color and coordinate with the colors of the uniform.
 - Hats are permitted at PE and recess for sun protection. Hats, and hoods, may not be worn in the buildings.
 - Hair style should be in line with the Five Agreements as listed above.
 - Clothes should be clean, with no stains, rips, holes, *etc.*
 - Leggings can be worn under shorts, skirts, pants, or dresses, but must be a solid color and coordinate with the colors of the uniform.

Free Dress Day Guidelines (Grades K-5):

- No tank tops, spaghetti straps, or bare shoulders
- Shirts should fit properly, not too tight or too short and should be free of rips
- Graphics and words on shirts should be appropriate
- Shorts, skirts and dress length will follow the uniform length: the hem should rest close to the knee
- Shorts, pants or jeans should not be torn or ripped
- Back straps are required for sandals (no slippers for student safety)
- Heels on shoes should not exceed 2 inches
- No costumes or dress up clothing

Uniform and Free Dress Additional Guidelines (Grades 6-12):

- For safety reasons:
 - Closed-toe shoes must be worn during science and PE classes.
 - No beachwear may be worn to school.
 - All footwear must be attached at the heel. Students may not wear classic-style Crocs. Exception: on May Day, students may wear slippers
 - Shoes must have a 2-inch heel maximum.
 - No sunglasses or scarves indoors.
 - No facial piercings, and all earrings should be of size that will not get caught on clothes or other objects.
 - Shirts should cover the entire torso, including shoulders.
- To maintain professional decorum:
 - Students must wear socks below the knee.
 - Knee-high boots are not permitted.
 - Belts are optional, but must be a solid color and coordinate with the colors of the uniform.
 - Hats are permitted at PE and recess for sun protection. Hats may not be worn in the buildings.
 - Hair style should be in line with the Five Agreements as listed above.
 - Hair color must be a natural hue.
 - Accessories and visible body modifications (tattoos, piercings, *etc.*) should be in line with the Five Agreements listed above.
 - Clothes should be clean, with no stains, rips, holes, *etc.*
 - Leggings can be worn under shorts, skirts, pants, or dresses.

Free Dress Occasions:

Students will occasionally have the opportunity for Free Dress days, where they do not need to wear the uniform. Occasions like birthday pass (Grades 6-12) and spirit days (all grades); school sponsored co-curricular activities like awards assemblies, class trips, *etc.* (Grades 6-12); and senior privilege days (Grade 12 only) are examples of these Free Dress opportunities.

Dances:

The IPA Policy applies to dances - as all dance dress should remain in line with the Five Agreements listed above. General guidelines should also be adhered to, with the exception of the limitation on heel height and shoulder visibility and is subject to Vice Principal approval prior to the event.

Out of Uniform Policy

The IPA school uniform policy sets specific guidelines for dress that each student is expected to follow. If a student chooses to dress outside of these guidelines, that student will be considered "out of uniform."

The following chart outlines Island Pacific Academy's "Out of Uniform" policy:

	Elementary Division	Secondary Division
First Infraction	<ul style="list-style-type: none">• <u>Warning - student will be reminded of uniform policy</u>• <u>Classroom teacher will notify parent(s)/guardian(s)</u>	<ul style="list-style-type: none">• <u>Written Reflection</u>• <u>Teacher and/or Vice Principal conference with Student</u>
Second Infraction	<ul style="list-style-type: none">• <u>Warning - student will be reminded of uniform policy</u>• <u>IPA Elementary Uniform Reminder will be sent home by the classroom teacher</u>	<ul style="list-style-type: none">• <u>Written Reflection</u>• <u>Student conference with Vice Principal</u>• <u>Email to home</u>
Third Infraction	<ul style="list-style-type: none">• <u>IPA Elementary Uniform Reminder will be sent home by the classroom teacher</u>• <u>Principal will contact parent(s)/guardian(s)</u>	<ul style="list-style-type: none">• <u>Written Reflection</u>• <u>Student and Vice Principal call home together</u>
Fourth Infraction	<ul style="list-style-type: none">• <u>Meeting with Family and Principal</u>	<ul style="list-style-type: none">• <u>Meeting with Family and Vice Principal/Principal</u>

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). 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. Depending on conditions in the community, assemblies may take place virtually or in person.

Elementary Aloha Friday Assembly

At the end of the day each Friday, the elementary students, faculty and staff gather while remaining in their classrooms to sing a few songs. The Assembly ends with the signing of the Navigator Song and Hawaii Aloha. Depending on conditions in the community, assemblies may take place virtually or in person.

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. Depending on conditions in the community, town halls may take place virtually or in person.

Secondary Pu`uhonua

The Pu`uhonua, meaning "a place of safe refuge" in the Hawaiian language, is a crucial part of our educational program. It is facilitated by a teacher and consists of a small group of students in the same grade level. 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. The Pu`uhonua program will be modified to accommodate the current health guidelines in order to continue the important work.

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 a 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 Where Values Matter 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 during 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.

In light of the current health situation in the State of Hawai`i and the world, class trips will be carefully planned and evaluated on a case-by-case basis during the school year.

Approved and scheduled class trips may be cancelled at a moment's notice in accordance with governmental guidelines and/or to maintain the health and safety of administrators, faculty, staff, students, and chaperones.

The IPA administration and teachers will communicate with students and parents throughout the year on the status of approved and scheduled class trips.

Secondary School Student Exchange and Unique Experience Trips

Island Pacific Academy conducts international student exchange trips. IPA may also offer, depending on student interest, other unique experience trips tied to curricular and extracurricular activities (*e.g.*, athletics, club competitions).

Parents will be sent details of these opportunities for their children as the trips are proposed and planned.

In light of the current health situation in the State of Hawai`i and the world, these trips will be carefully planned and evaluated on a case-by-case basis during the school year.

Curriculum

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

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.

Grades 6-8

At Island Pacific Academy, we recognize that when our graduates leave they will enter a world that will look different from the current world in which we live. We believe in fostering a learning environment where students can develop skills which will support and empower them in the present and prepare them for a future unknown.

The Middle School educational program respects and meets the distinct needs of young adolescents. It is relevant, challenging, integrative and exploratory. The curriculum allows students to pursue answers to questions they have about themselves, academic content, and the world around them through engaging in a design-thinking process. Students see connections between academic concepts and their own ideas while applying them to real-world situations. The educational program capitalizes on the curious and adventurous nature of adolescents with a focus on the process of discovery, the cultivation of a growth mindset, and a love of learning.

The Secondary School curriculum at IPA is designed to help students grow and unlock their unique potential and passion, while simultaneously preparing them to be productive and engaged citizens in an increasingly changing and globalized world. Throughout each of the courses offered at IPA, students will have the opportunity to not only develop skills such as critical and creative thinking, problem-solving, collaboration, communication, and global competence, but will also be challenged to innovate, persevere, set goals, and situate themselves within the local and global community. In each course, students will investigate and explore open-ended questions, and be supported in developing their own questions to further their understanding. At the core of the curriculum, students are given a space to explore and consider the past and present, and envision a future world in which they want to live while discovering their role in creating that world.

Grades 9-12

At Island Pacific Academy, we recognize that when our graduates leave, they will enter a world that will look different from the current world in which we live. We believe in fostering a learning environment where students can develop skills which will support and empower them in the present and prepare them for a future unknown.

The High School educational program meets the needs of today's families and their children by offering an innovative, student-centered, design thinking curriculum that delivers on personalized learning, encompasses cutting-edge instructional strategies, and provides real-world and community-based problem-solving experiences within a school environment founded on character values, engaged citizenry, and life-long learning.

The Secondary School curriculum at IPA is designed to help students grow and unlock their unique potential and passion, while simultaneously preparing them for an increasingly changing and globalized world. Throughout each of the courses offered at IPA, students will have the opportunity to not only develop skills such as critical and creative thinking, problem-solving, collaboration, communication, and global competence, but will also be design thinkers who are challenged to innovate, persevere, set goals, and situate themselves within the local and global community. In each course, students will investigate and explore open-ended questions, and be supported in developing their own questions to further their understanding. At the core of the curriculum, students are given a space to explore and consider the past and present, and envision a future world in which they want to live, while discovering their role in creating that world.

Advanced Placement (AP)

The Advanced Placement Program (AP) offers college level courses and exams that a student can take in high school. AP courses are offered during Junior (Grade 11) and Senior (Grade 12) years. AP exams are typically taken at the end of April and into May of a school year.

Taking AP courses and exams in high school could give students an advantage in college. AP scores could earn students college credits before even setting foot on a college campus. In fact, most AP students who enroll in four-year colleges start school with some credit. In addition, earning credit or placement can open up time on a college schedule or even lead to early college graduation. Furthermore, having AP courses on a high school transcript shows colleges and universities that students are motivated to succeed and are making commitments to tackle and complete college-level courses.

Nearly all colleges and universities in the United States grant credit and placement for qualifying AP scores. Eligible and recommended IPA students are highly encouraged to take AP courses within their high school career.

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.

Students in Grades 9-12 can elect for placement and possible advanced standing college credit through selected Advanced Placement (AP) courses taught and examinations administered on campus each May. Students can also sign up for other AP examinations for administration at IPA.

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 an administrator 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.

"Whenever you can, Help!" Island Pacific Academy Service

Island Pacific Academy defines "community service" as an activity that benefits others, provides a service to humanity, or produces a public good. The aim of service is for students to understand their capacity to make a meaningful contribution to their community and society. A service activity that includes interaction with and appreciation of diverse social or cultural backgrounds can increase international-mindedness and engagement with issues of global significance.

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

Service is embedded in the Creativity, Activity, and Service (CAS) Program. Service focuses on achieving learning outcomes through experiences.

Creativity, Activity, and Service (CAS) Program

As a shining beacon of our values, CAS enables students to grow and demonstrate personal and interpersonal attributes in real and practical ways, to grow as unique individuals and to recognize their role in relation to others. Students develop skills, attitudes and dispositions through a variety of individual and group experiences that provide students with opportunities to explore their interests and express their passions, personalities and perspectives. CAS complements a challenging academic program in a holistic way, providing opportunities for self-determination, collaboration, accomplishment and enjoyment.

CAS goals:

To develop students who:

- enjoy and find significance in a range of CAS experiences
- purposefully reflect upon their experiences
- identify goals, develop strategies, and determine further actions for personal growth
- explore new possibilities, embrace new challenges and adapt to new roles
- actively participate in planned, sustained, and collaborative CAS projects
- understand they are members of local and global communities with responsibilities towards each other and the environment

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:** as defined above under "community service"

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

CAS experiences

Experiences are a specific event that the student(s) engage with one or more of the three CAS strands. It can be a single event or an extended series of events.

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

CAS Learning Outcomes

1. Identify own strengths and develop areas for growth
2. Demonstrate that challenges have been undertaken, developing new skills in the process
3. Demonstrate how to initiate and plan a CAS experience
4. Show commitment to, and perseverance in, CAS experiences
5. Demonstrate the skills and recognize the benefits of working collaboratively
6. Demonstrate engagement with issues of global significance
7. Recognize and consider the ethics of choices and actions

Requirements and Guidelines

The length of a single CAS experience event is approximately 2-3 hours but can vary greatly. Hours should be recorded, but the focus will be on achieving the learning outcomes. The new requirements are minimums and students are encouraged to participate in as many experiences as they desire.

- Grades 6-8 = 4 experiences, 2 learning outcomes (approximately 10 hours/year)
- Grade 9 = 5 experiences, 3 learning outcomes (approximately 25 hours/year)
- Grade 10 = 6 experiences, 4 learning outcomes (approximately 25 hours/year)
- Grades 11-12= 14 experiences, 7 learning outcomes (approximately 150 hours over 2 years)

Procedure

1. **Before activity:** Check with the Student Activities Coordinator or Pu'uhonua teacher to make sure experience qualifies in at least one of the CAS strands. Have a parent or guardian approve of the experience.
2. **During activity:** Obtain documentation of the number of hours 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.
3. **After activity:** Directions on how to report experiences in your CAS Portfolio will be shared via Pu'uhonua class.
4. All CAS experiences must be completed by the end of the second semester of the current academic year. Any CAS experiences completed afterward will be attributed to the next academic year.

Finding Service Experiences

- Speak with the Services Activities Coordinator or Pu'uhonua teacher on opportunities for CAS experiences

- Join an Island Pacific Academy service club, such as Interact (sponsored by Rotary)
- Aloha United Way has a database at www.volunteerhawaii.org that is searchable by age, zip code, *etc.*
- Aloha United Way also has a listing of non-profit organizations that can lead to experiences
- 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.

Two 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 (college credits may be earned depending on AP 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 high school 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 weighted GPA of no less than 2.0 (C) to receive their diploma from Island Pacific Academy. This cumulative weighted GPA includes their incoming transcripts from any other high schools they attended. 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 subject area counts as one-half of an academic credit. Therefore, a year-long course is worth 1 credit. 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.

- 4 credits of English Literature and Composition
- 4 credits of Humanities
- 4 credits of Mathematics
- 3 credits of Science
- 2-3 credits of World Language (Passing Level 3 which will require at least 2 years in High School of same world language)*
- 2 credits of Visual and Performing Arts (Completed in Grades 9 and 10)
- 2 credits of Design Technology (Completed in Grades 9 and 10)

- 2 credits of Passion Project (Completed in Grade 10)
- 1 credit of Health and Physical Education (Completed in Grades 9)
- CAS Portfolio

English, Humanities, Mathematics, Science and World Language require semester final examinations for completion.

*Beginning with the Class of 2026, students will be required to take three years of the same world language in high school and pass level 3.

Specific requirements:

- All students in grades 9-12 must complete course work with a passing grade. A passing grade for non-sequential courses is a 'D-' or higher. For sequential courses (i.e., Mathematics and World Language) a passing grade is a 'C-' or higher.* 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.
*This requirement begins with the 2022-2023 School Year and will **NOT** be applied retroactively.
- All sophomore students must complete the Passion Project.
- All students are expected to maintain their CAS portfolio as evidence of their engagement with CAS and growth towards achievement of the seven CAS learning outcomes.
- Advanced Placement (AP) courses give the option to take the AP exam which occurs towards the end of the year in May. Students can also sign up to take AP exams even if not enrolled in an AP class. Registration for AP Exams occur in the Fall. Parents should be aware that there is a cost, incurred by the parents, associated with each AP exam.

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 (Grades K-5) or Secondary Vice Principal and/or Counselor (Grades 6-12). The Secondary Vice Principal and/or Counselor, in working with a student and family, may request testing based on observations, teacher reports, and student achievement and progress.

Electronic Devices

Secondary students (Grades 6-12) are required to use their devices (*e.g.*, iPad or Macbook) for course work.

For children and adolescents, electronic devices can be 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 unless permission obtained from an administrator and/or teacher.** It is recommended that DVDs, PSPs and other entertainment devices 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 technology.

Grades K-5 students must have their personal electronic devices such as cell phones, smartwatches, *etc.* safely stored in their backpacks or lockers unless instructed by the teacher for use during class. We ask that elementary students not bring Smartwatches or cell phones to school. Should a student need to bring a cell phone or Smartwatch for a specific reason, the student will be asked to keep the device(s) in their backpack for the duration of the school day. The school is not responsible for lost or broken items.

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

Grades 9–12 students may not use their electronic devices such as cell phones, smartwatches, *etc.* during instructional periods, including Pu'uhonua and Town Halls. These devices may be used during non-instructional times, such as lunch and recess. 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 extracurricular 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 extracurricular 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 Secondary 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 probation**. 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 extracurricular activities.

It is expected that all students participating in athletics and extra-curricular activities will take advantage of study hall periods, 4th class extensions, enrichment activities, office hours, and individual 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 the cumulative GPA of the student.

If returning students' 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 in all classes at which time full eligibility is restored and continued grade checks may be required at the discretion of the Secondary 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.

Academic Policies

Homework Policy

At Island Pacific Academy, we believe 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.

At Island Pacific Academy, we want 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). At Island Pacific Academy, we want 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

At Island Pacific Academy, elementary students will receive 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. Using this research, we have 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

At Island Pacific Academy, we value 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.

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 PlusPortals. Families are encouraged to check PlusPortals 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 support 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 an 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 judgment 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

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.

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, Island Pacific Academy wants 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. However, when reasonable interventions are not working to improve student performance, it may be necessary to place a student on academic probation.

Being placed on Academic Probation

There are two times of the school year that a student may be placed on Academic Probation. Those times are at the end of the first and second semester.

At the End of First Semester

Grades 6-12: At the end of the first semester, if a student has a grade below a 'C-', they will be placed on Academic Probation for the second semester.

An Academic Probation meeting will be conducted with the Vice Principal who will review the Academic Probation document and expectations. The document will identify which class(es) caused the Academic Probation, review the steps needed to be done by the student to get off of Academic Probation, and explain the mandatory bi-weekly Academic Probation check-in meetings with the Vice Principal who will review progress and adherence to the requirements.

Students who are on Academic Probation for the 2nd semester will have their contract placed on hold for the subsequent school year (exception Seniors). Seniors risk not receiving their diploma if graduation requirements are not met. A review at the end of the 2nd semester will determine if the student comes off of Academic Probation. If coming off of Academic Probation, a contract will be extended to the student if the student's class level is not full. If not coming off of Academic Probation, a contract for the subsequent school year will not be extended.

At the End of Second Semester

Grades 6-11: At the end of the second semester, students will be placed on Academic Probation if they have a class with a grade below 'C-'. The Academic Probation may cause the subsequent school year's contract to become conditional on fulfilling requirements over the summer to make up the class or improve on subject specific skills. While each case will be evaluated individually, students failing to complete the requirements may be asked to repeat the class. Students may not be extended a contract for the subsequent school year.

Add/Drop Date and Withdrawal Procedure

Add/Drop Date

During the first cycle of the school year, students in Grades 9-12 may add or drop a course. First, the student discusses a possible change with the parent(s). If the parent(s) agree with the possible change, he/she/they sign the form. Then, the student seeks approval from the impacted Teachers as well as the College, Career, and Life Readiness Counselor (to ensure graduation requirements are fulfilled). Lastly, the form is given to the Vice Principal for consideration and it is either approved or disapproved with rationale provided. For certain circumstances, the Principal may be involved in the approval process.

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-course reporting period upon recommendation of the teacher, department head, and approval of the Vice Principal. In certain circumstances, approval by the Principal may be necessary. There will be no opportunity to withdraw from a class after the mid-course 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

Administration and teachers coordinate as best they can due dates for major assessments throughout the year. However, there may 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.

Semester Examinations; External Assessments

IPA course midterms and final examinations in addition to AP Exams are coordinated according to the school and external organizations' calendars. The examination schedules are published by the Vice Principal in coordination with the College, Career, and Life Readiness Counselor (AP) and department chairs (midterms and final examinations).

Semester examinations may be given at the end of each semester at the discretion of the course instructor and proper and adequate notice will be given to the student. No student will be required to take more than two semester 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.

AP Exams do have a make-up day in case of student illness or a conflict in the testing schedule. Any student sitting for an AP Exam is exempt from taking the course final exams.

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 course midterm and 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, the student will be placed on Academic Probation. Summer school may be required 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 need to provide Island Pacific Academy with an official transcript from the summer school to show completion.

Schedule of Courses

The course catalog for registration in the upcoming school year is generally available electronically in February each year.

Academic Honors and Awards - High School Grades

Head of School’s & Principal’s Lists

The Head of School’s & Principal’s List are academic recognition at the end of a grading period. This occurs at the end of a semester for Grades 9-12.

Head of School's List: Requires a weighted GPA of at least 3.67 and no grades lower than a A- (B- for AP or Honors Classes).

Principal's List: Requires a weighted GPA of at least 3.33 and no more than 3.66 with no grades lower than a B- (C- for AP or Honors Classes).

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 the 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 semester.

Subject Specific Academic Honor Societies

Island Pacific Academy also holds membership in discipline-specific national honor societies, (e.g., Spanish, Japanese, Art, Theatre, Music, and Math). 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.

Administration and Faculty 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 Island Pacific Academy (IPA) students, families, employees, contractors, partners, visitors, and agents (referred to as Users in this document).

Purpose of AUP

The purpose of this Acceptable Use Policy is to protect IPA's students, families, employees, partners, and company from damage either knowingly or unknowingly. The AUP 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"). Educational Purpose is any activity directly related to IPA curriculum, including Distance/Blended Learning.

IPA reserves the right to monitor, review, and regulate all Technology related activity at any time. Violation of this AUP may lead to disciplinary action based on the IPA Administration's recommendation.

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 are assigned and responsible for one school-issued device (with accessories) to be used for Educational purposes:

- The following list of Technology will be referred to as "1-to-1 Device" in this document.
 - MacBook Air with Applecare (Grade 9-12)
 - MacBook Power Adapter and USB-C cable (Grade 9-12)
 - Apple iPad with Applecare and iPad case (Grade K-8)
 - iPad Power Adapter and USB to Lightning Cable (Grade K-8)
 - Device Management License
 - Software/Application License
- Acceptance of 1-to-1 Device
 - User will be allowed to inspect the device upon receipt. All issues should be brought up prior to accepting the 1-to-1 Device.
- Returning of 1-to-1 Device
 - Users will return their 1-to-1 Device no later than the User's last day of school.
 - Upon return of the User's 1-to-1 Device, IPA will inspect the 1-to-1 Device for damage or violation of school policy. Damages or policy violations will be reported to the IPA Administration and will be dealt with accordingly.

User Responsibilities

- Charging
 - Users are responsible for charging their device

- **Damage and Repair**
 - Damage to the 1-to-1 Device, regardless of fault, will result in charges to the User for replacement or repair of the 1-to-1 Device including but not limited to any added fees (ex. taxes, shipping, handling, *etc.*)
 - Note: After the User has two damage incidents, the 1-to-1 Device will be declared “lost” and fees for a lost 1-to-1 Device will apply.
- **Lost or Stolen**
 - The User is required to immediately notify IPA.
 - Loss of the 1-to-1 Device will result in charges to the User for the replacement of the 1-to-1 Device including but not limited to any added fees (ex. taxes, shipping, handling, *etc.*).
- **Personal Technology**
 - Users are responsible for the safety and troubleshooting of any personal technology and licenses used with assigned 1-to-1 Device.
- **Distance/Blended Learning**
 - The User is responsible to utilize Technology, even in a Distance/Blended Learning environment, in compliance with the Student Code of Conduct.

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 User 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 and the Student Code of Conduct)
- Cyberbullying

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

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), claims, losses, costs or other obligations arising while using Technology and curriculum resources. This limitation of liability covers damages incurred to all Technology while on campus or in participation with any IPA affiliated activity, including Distance or Blended Learning.

IPA also denies responsibility for the accuracy or quality of information obtained through user access. All statements accessible by the Internet are understood to be the User's point of view and not that of IPA, it's affiliates, or it's employees.

IPA Student's Technology Responsible Use Guideline

1. Students are responsible to utilize the IPA issued iPad and all applications and programs in compliance with the AUP and the student code of conduct outlined in the IPA Parent and Student Handbook 2022-2023.
2. Students should never impersonate other students, teachers or any other person when logging in on Zoom, Google Meet/ Hangout, FlipGrid, or any other online learning platform. Impersonation is subject to disciplinary action.
3. Hacking or using another IPA account is NOT allowed and subject to disciplinary action.
4. Do not share your name, home address, email address, phone number, and any information about you with others on the Internet or on any video conferencing or social media platforms. Do not give out your password to anyone (even your best friend) other than your parents or guardian.
5. Never send a picture of yourself or video conference with anyone without the permission of your parents or guardian. If parents do not give permission for IPA to utilize a video

conferencing platform, alternative means of communication will be found. Parent permission is a requirement.

6. Treat others online, the way you want to be treated. If you think you or your friends are being cyberbullied, tell your teacher or school administrator. Examples of cyberbullying are when someone bothers you, calls you names, threatens you, and/or picks on you while you are online.
7. Follow the IPA community guidelines and IPA 5-Agreements at all times when utilizing the online platform. Use good manners and good computer behaviors. Anything you post online will be viewed by others. Before posting something online, always question yourself, "Will my parents, grandparents, or teachers be proud of what I posted". Being a good online citizen means not doing anything that hurts others or is against the law.

Expectations of Students in the Online Environment

IPA promotes digital citizenship and encourages all of our students to be courteous and respectful when communicating online, the same as when students are on campus.

IPA's Technology Department has the right to access all IPA issued devices and applications to monitor malicious content and behavior while on the internet. IPA reserves the right to confiscate IPA owned iPads if a student is found to be in violation of the Acceptable Use Policy or the Student Code of Conduct outlined in the IPA Parent and Student Handbook 2022-2023.

IPA Technology Department monitoring does NOT replace parental or guardian supervision. Parents and guardians are responsible for their student's online environment and content.

Harassment Reporting

If a student is being harassed in an online environment, it is important for the student or parent/guardian to report it immediately to a teacher, counselor or administrator via email. Harassment comes in many forms, including but not limited to:

- Spam (unsolicited emails not pertaining to school)
- Threatening communications
- Offensive communications or any other kind of communication that solicits discomfort

Acceptable Use Guidelines for the Online Environment

This document describes the policies and guidelines for the use of the Island Pacific Academy program and exists to ensure that all IPA students are aware of and understand their responsibilities when accessing and using IPA devices and resources.

IPA reserves the right to update or alter this agreement at any time. Such revisions may substantially alter access to IPA instructional computing resources. IPA instructional computing resources include the following but not limited to: iPad, software, or application that is owned, operated, or leased by IPA or IPA personnel.

IPA considers the participation in distance learning which includes, but not limited to, posting comments, turning in assignments, participation in video conferencing, responding to emails as attendance at school. Non-participation in distance learning will be addressed as an absence from school and administration will follow up.

As a parent of a student enrolled in IPA, you should be aware of the following guidelines and expectations. Any activity that is not listed here, which violates local, state, or federal laws, is considered a violation of the Acceptable Use Policy and Student Code of Conduct. Failure to follow these guidelines could result in:

- Removal of your access to IPA instructional computing resources, which could result in your inability to complete learning activities
- Suspension or expulsion from IPA
- Involvement with law enforcement agencies and possible legal action

Accountability

Posting anonymous messages is not permitted. Impersonating another person is also strictly prohibited.

- Use only your own username and password, and do not share these with anyone.
- Change your password(s) frequently, to ensure the security of your device and identity.
- Do not publicly post your personal contact information (address and phone number) or anyone else's.
- Do not publicly post any messages that were sent to you privately. This includes video, messages or materials from other students and teachers.
- Do not download, transmit, or post material that is intended for personal gain or profit, non-IPA commercial activities, non-IPA product advertising, or political lobbying on a IPA-owned instructional computing resource.
- Do not use IPA instructional computing resources to sell or purchase any illegal items or substances.
- Do not upload or post any software on IPA instructional computing resources that breaks the AUP or the Student Code of Conduct and that is not specifically required and approved for your assignments by a teacher.

Inappropriate Behavior

Inappropriate behavior includes, but is not limited to:

- Insults or attacks of any kind against another person on any online platform.
- Use of obscene, degrading, or profane language.
- Harassment (continually posting unwelcome messages to another person) or use of threats.
- Posting material that is obscene or defamatory or which is intended to annoy, harass or intimidate another person. This includes distributing "spam" mail, chain email, viruses, or other intentionally destructive content.
- Any disruptions during designated meeting times for virtual class discussions or activities including inappropriate language, posting pictures, images, disrespect for teachers or other students. The IPA 5-Agreements apply in the virtual classroom.
- Attending a virtual class or posting a profile picture that does not adhere to IPA's free-dress guidelines outlined in the IPA Parent and Student Handbook 2022-2023 page 60.
- Videoing or live streaming such as but not limited to: Facebook live, Google live, recording of teachers, conversations, *etc.* during class or video conferencing.

IPA Network Etiquette

Parents and students are expected to follow the rules of network etiquette, or “netiquette.” The word netiquette refers to common-sense guidelines for conversing with others online. Please abide by these standards:

- Avoid sarcasm, jargon, and slang. Swear words are unacceptable and break the IPA 5-Agreements and the Student Code of Conduct.
- Use greetings when opening and closing an email.
- Never use derogatory comments, including those regarding race, age, gender, sexual orientation, religion, ability, political persuasion, body type, physical or mental health, or access issues.
- Focus your responses on the questions or issues being discussed, not on the individuals involved.
- Be constructive with your criticism, not hurtful. Avoid “internet yelling” ie. using ALL CAPS.
- Review your messages before sending them. Remove easily misinterpreted language and proofread for typos.
- Respect other people’s privacy. Don’t broadcast online discussions, and never reveal other people’s email addresses.
- Be appropriately dressed for online class or meeting participation by following IPA’s free-dress guidelines outlined in the IPA Parent and Student Handbook 2022-2023 page 60.

Academic Integrity

All work submitted is assumed to have been completed by the student. Students are responsible for observing the standards on plagiarism and properly crediting all sources relied on in the composition of their work. Failure to abide by these standards will be reported to the appropriate administrator and may result in loss of credit for the assignment, counseling with administrators and further disciplinary action. The IPA Academic Dishonesty Policy can be found in the IPA Parent and Student Handbook 2022-2023.

Plagiarism

The definition of plagiarism is copying or imitating the language, ideas, and thoughts of another writer and passing them off as your own original work. The IPA Academic Dishonesty Policy can be found in the IPA Parent and Student Handbook 2022-2023.

Specific examples of plagiarism that will not be tolerated are:

- Copying or re-phrasing another student’s work
- Having someone else write an assignment or rephrase any part of an assignment (not just proofread it)
- Directly copying student aids (for example, Cliff’s Notes), critical sources, or reference materials in part or in whole without acknowledgment
- Indirect reproduction of student aids, such as Cliff’s Notes, Spark Notes, critical sources, or reference materials by rephrasing ideas borrowed from them without acknowledgment
- Taking another person’s thoughts, ideas or intellectual property and presenting it as your own in a submitted assignment

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Helpful Contacts

General Contact Information

School FAX line	(808) 674-3575
Admission Office	(808) 674-3563
Advancement Office	(808) 674-3528
Athletic Office	(808) 674-3572
Business Office	(808) 674-3524
Elementary Office	(808) 674-3580
Receptionist	(808) 674-3523 x0
Secondary Office/Attendance line	(808) 674-3564/(808) 674-3523 x444

To leave a message for a faculty member or an emergency message for a student, call the appropriate division office.

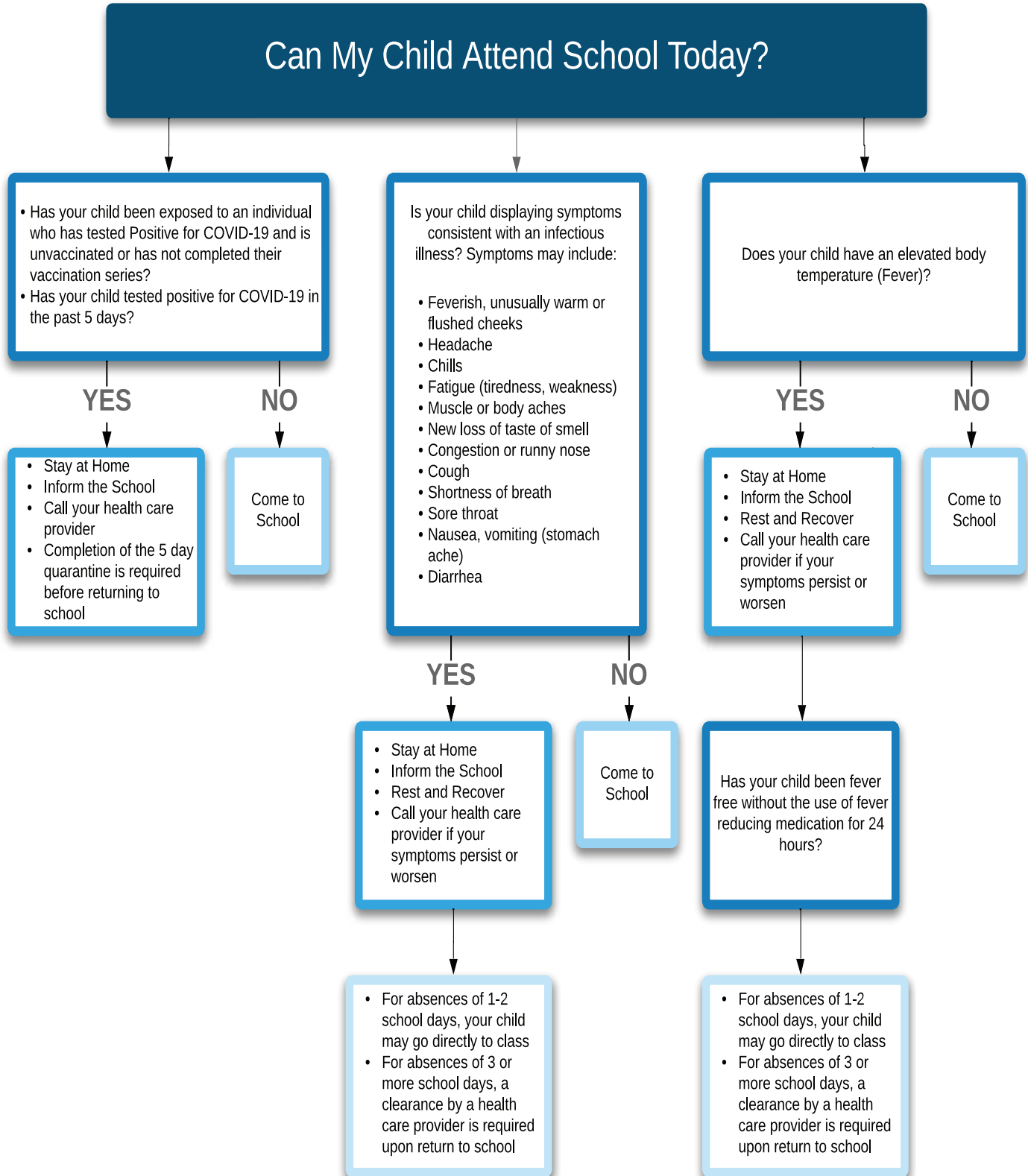
Whom to Contact

Type of Information or Concern	Contact Person	Phone / ext	Email
General Info/Daily Schedule of Events	Jennifer Banquil - Receptionist	808-674-3523 x0	Receptionist@
Leave Phone Message for ES Classroom / Specials Teacher	Kerri Vincent - Elementary Office Manager	808-674-3580	KVincent@
Leave Phone Message for Secondary Teacher / Administrator	Evelyn Okimoto - Secondary Office Manager	808-674-3564	EOkimoto@
Health Room	Katherine Hew-Len	808-674-3523 x415	Healthroom@
Student Records - Elementary	Kerri Vincent - Elementary Office Manager	808-674-3580	KVincent@
Student Records - Secondary (Transcripts)	Kelsey Uehira - Registrar/SMS Admin	808-674-3585	KUehira@
Classroom Schedule/Coursework/Academic Progress	Elementary	808-674-3580	
	Secondary	808-674-3564	
College, Career and Life Readiness Counselor	Susan Goya	808-674-3523	SGoya@
Elementary Counselor	Courtney Bailey	808-674-3573	CBailey@
Secondary Middle School Counselor (Grades 6-8)	Christine Farias	808-674-3523 x	CFarias@
Secondary High School Counselor (Grades 9-12)	Gerika Kaopua	808-674-3523 x542	GKaopua@
Invoices, Tuition Payments, FACTS	Sharon Yoshida - Director of Finance	808-674-3522	SYoshida@
Communications, Marketing, Advertising, Fundraising Events, Annual Fund and Website	Be-Jay Kodama - Director of Advancement	808-674-3528	BKodama@
Volunteer Opportunities and IPAPA	Natashalynn Ahnee - Advancement Coordinator	808-674-3528	NAhnee@
Athletics and Coaches	Greg Terhune - Director of Athletics	808-674-3572	GTerhune@
Student/Parent PlusPortals Assistance	Kelsey Uehira	808-674-3585	KUehira@
Technology Support	Technology Department	808-674-3566	
Before School Care (provided by Leeward YMCA)	Zach Grant - Auxiliary Programs Manager	808-674-3523	ZGrant@
After School Enrichment and Summer Session	Zach Grant - Auxiliary Programs Manager	808-674-3523	ZGrant@
Admission	Eileen Novak - Director of Admission	808-674-3563	Admission@
School Store	Jennifer Banquil	808-674-3523 x0	JBanquil@
Future Plans for Campus, General School-wide Questions or Concerns	Divisional Administration	808-674-3523	

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

Illness Decision Chart

Island Pacific Academy Rev. 7/20/22



2022-2023 BELL SCHEDULE

2022-2023 Secondary School Bell Schedule

A B C D E F G H

Pu'uuhonua 8:00 - 8:40							
Passing Time 8:40 - 8:45							
Period 1 8:45 - 9:50	Period 5 8:45 - 9:50	Period 2 8:45 - 9:50	Period 6 8:45 - 9:50	Period 3 8:45 - 9:50	Period 7 8:45 - 9:50	Period 4 8:45 - 9:50	Period 8 8:45 - 9:50
Break/ Passing Time 9:50 - 10:20							
Period 2 10:20 - 11:25	Period 6 10:20 - 11:25	Period 1 10:20 - 11:25	Period 5 10:20 - 11:25	Period 4 10:20 - 11:25	Period 8 10:20 - 11:25	Period 3 10:20 - 11:25	Period 7 10:20 - 11:25
Lunch/ Recess/ Clubs 11:25 - 12:10							
Period 3 12:10 - 1:15	Period 7 12:10 - 1:15	Period 4 12:10 - 1:15	Period 8 12:10 - 1:15	Period 1 12:10 - 1:15	Period 5 12:10 - 1:15	Period 2 12:10 - 1:15	Period 6 12:10 - 1:15
Passing Time 1:15 - 1:25							
Period 4 1:25 - 2:30	Period 8 1:25 - 2:30	Period 3 1:25 - 2:30	Period 7 1:25 - 2:30	Period 2 1:25 - 2:30	Period 6 1:25 - 2:30	Period 1 1:25 - 2:30	Period 5 1:25 - 2:30
(Mon, Tues, Thurs, Fri) 4th Class Extension/ Enrichment/ Office Hours 2:30 - 3:20							

2022-2023 ACADEMIC CALENDAR



ISLAND PACIFIC ACADEMY

WHERE VALUES MATTER

SCHOOL CALENDAR 2022-2023

JULY
4 - INDEPENDENCE DAY - **SCHOOL CLOSED**
29 - NEW PARENT RECEPTION

AUGUST
1 - NEW TEACHER ORIENTATION/FIRST DAY FOR FACULTY
12 - MEET & GREET (GR. K-5)
15 - NEW STUDENT ORIENTATION (GR. 6-8)
16 - FIRST DAY OF SCHOOL (GR. K-12)
19 - STATEHOOD DAY - **SCHOOL CLOSED**
31 - BACK TO SCHOOL NIGHT (GR. 6-12)

SEPTEMBER
5 - LABOR DAY - **SCHOOL CLOSED**
13 - IPA FOUNDER'S DAY
15 - BACK TO SCHOOL NIGHT (GR. K-5)
16 - IPA GIVES BACK

OCTOBER
1 - OPEN HOUSE
- FALL FAMILY MOVIE NIGHT
10 - INDIGENOUS PEOPLES' DAY - **SCHOOL CLOSED**
21 - FACULTY PROFESSIONAL DEVELOPMENT DAY - **NO CLASSES**
24-28 - FALL BREAK - **NO CLASSES**

NOVEMBER
9-10 - PARENT CONFERENCES - **NO CLASSES (GR. K-12)**
10 - GRAND EXPEDITION GALA FUNDRAISER (PENDING)
11 - VETERAN'S DAY - **SCHOOL CLOSED**
18-19 - FALL PLAY PRODUCTION
23 - LA KUPUNA DAY (GR. K-5)
24-25 - THANKSGIVING BREAK - **SCHOOL CLOSED**

DECEMBER
2 - HO'IKE NIGHT
14-16 - FIRST SEMESTER FINAL EXAMS (GR. 9-12)
16 - FIRST SEMESTER ENDS (GR. K-12)
19-30 - WINTER BREAK - **SCHOOL CLOSED**

JANUARY
2 - NEW YEARS' DAY - OBSERVED
3 - FACULTY PROFESSIONAL DEVELOPMENT DAY - **NO CLASSES**
4 - SCHOOL RESUMES, SECOND SEMESTER BEGINS (GR. K-12)
16 - MARTIN LUTHER KING JR. DAY - **SCHOOL CLOSED**

FEBRUARY
17 - FACULTY PROFESSIONAL DEVELOPMENT DAY - **NO CLASSES**
20 - PRESIDENT'S DAY - **SCHOOL CLOSED**

MARCH
1 - MULTICULTURAL PERFORMANCE (GR. K-5)
10-11 - SPRING PLAY PRODUCTION
13-16 - SPIRIT WEEK (GR. K-12)
16 - MAKE A DIFFERENCE DAY (MADD) (GR. 6-12)
17 - FACULTY PROFESSIONAL DEVELOPMENT DAY - **NO CLASSES**
20-24 - SPRING BREAK - **NO CLASSES**
27 - KUHIO DAY - **SCHOOL CLOSED**

APRIL
7 - GOOD FRIDAY - **SCHOOL CLOSED**
13-14 - PARENT CONFERENCES - **NO CLASSES (GR. K-12)**
21 - SPRING MUSIC FESTIVAL (GR. 9-12)
28 - MAY DAY CELEBRATION (EARLY DISMISSAL FOLLOWING PROGRAM)

MAY
3 - ART SHOW (GR. K-5)
5 - ANNUAL GOLF TOURNAMENT
26 - LAST DAY OF SCHOOL (GR. K-11)
27 - IPA COMMENCEMENT
29 - MEMORIAL DAY - **SCHOOL CLOSED**
31 - LAST DAY FOR FACULTY

JUNE
12 - KAMEHAMEHA DAY - **SCHOOL CLOSED**
19 - JUNETEENTH - **SCHOOL CLOSED**

JULY
4 - INDEPENDENCE DAY - **SCHOOL CLOSED**
29 - NEW PARENT RECEPTION

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JULY 2022

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