



# Arroyo Pacific Academy

College Preparatory Elementary School, Middle School,  
And High School

## School Handbook 2023 – 2024



### Philip Clarke

President / Principal

325 North Santa Anita Avenue, Arcadia, California 91006

[www.arroyopacific.org](http://www.arroyopacific.org)

626.294.0661

High School Code: 050-144

CDS Code: 19 64261 7100787

Fully Accredited by the Western Association of Schools and Colleges (W.A.S.C.)

School Mascot: Eagle / School Colors: Blue and Silver

School Motto: Vincere - "to overcome and to conquer"

**Collaborative Workers, Critical Thinkers, Lifelong Learners & Responsible Citizens**

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**Collaborative Workers    Critical Thinkers    Lifelong Learners    Responsible Citizens**

## DAILY SCHEDULE 2023 – 2024

*A learning institution where academic attainment has the highest priority...*

- Mission Statement

### Schedule for Monday – Thursday

**1<sup>st</sup> period:** 8:30 - 9:30a.m.

**2<sup>nd</sup> period:** 9:35 - 10:35a.m.

Break: 10:35 - 10:50a.m

**3<sup>rd</sup> period:** 10:50 - 11:50a.m.

Lunch: 11:50 - 12:25p.m.

**4<sup>th</sup> period:** 12:25 - 1:25p.m.

**5<sup>th</sup> period:** 1:30 - 2:30p.m.

**6<sup>th</sup> period:** After School Program: 2:45 - 3:45p.m.

### Schedule for Friday

**1<sup>st</sup> period:** 8:30 - 9:10a.m.

**2<sup>nd</sup> period:** 9:15 - 9:55a.m.

**3<sup>rd</sup> period:** 10:00 - 10:40a.m.

Break: 10:40 - 11:05a.m.

**4<sup>th</sup> period:** 11:05 - 11:45a.m.

**5<sup>th</sup> period:** 11:50 - 12:30p.m.

## EXAMINATION SCHEDULES

### Day I

**1<sup>st</sup> period:** 8:30 – 10:00a.m.

Break: 10:00 – 10:15a.m.

**2<sup>nd</sup> period:** 10:15 - 11:45a.m.

Lunch: 11:45 – 12:25p.m.

**5<sup>th</sup> period:** 12:25 - 1:55p.m.

**6<sup>th</sup> period:** 2:00 – 2:30p.m.

**1<sup>st</sup> Period Examination**

**2<sup>nd</sup> Period Examination**

**5<sup>th</sup> Period Examination or Study Hall**

**After School Program**

### Day II

**3<sup>rd</sup> period:** 8:30 – 10:00a.m.

Break: 10:00 – 10:15a.m.

**4<sup>th</sup> period:** 10:15 - 11:45a.m.

**3<sup>rd</sup> Period Examination**

**4<sup>th</sup> Period Examination**

Parents/guardians/host parents and students are reminded to please review all school policies, rules, and procedures as stated in this *School Handbook*, especially our Academic and Financial Expectations concerning examinations.

## **PARENT PLEDGE PROGRAM**

### **Parents Supporting Collaborative Workers, Critical Thinkers, Lifelong Learners & Responsible Citizens**



Arroyo Pacific Academy believes it is important for all parents and host parents to be part of their student's educational experience. Each family upon acceptance is invited to participate in the Parent Pledge Program through the Arroyo Pacific Foundation.

A gift to the Arroyo Pacific Foundation, regardless of its size, shows commitment to our school. Your support through your Parent Pledge represents your satisfaction with Arroyo Pacific Academy and our mission. In the past, our parents have responded generously, which has allowed Arroyo Pacific Academy to offer an outstanding private, college preparatory education.



**Join us and make this year memorable both for you, your son or daughter  
or your international student.**

# Arroyo Pacific Academy

## Elementary School, Middle School and High School Handbook 2023-2024

### Statement of Receipt

Please PRINT

Student's Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Grade: \_\_\_\_\_

**Please read for understanding the *School Handbook*, sign and return this form to your 3<sup>rd</sup> Period Teacher by September 8, 2023**

**For transfer students after September 8<sup>th</sup> this form is due 2 days after registration to Ms. Millspaugh, Registrar, through email [mmilspaugh@arroyopacific.org](mailto:mmilspaugh@arroyopacific.org)**

We have read the entire contents of the *School Handbook* for the Elementary School, Middle School, and the High School. We agree to cooperate with our son/daughter/international student and the members of the faculty and administration in complying with the Mission Statement, the Statement of Philosophy and the policies, rules, and regulations of the 2022 - 2023 online *School Handbook*. We recognize the right and responsibility of Arroyo Pacific Academy to make rules and enforce them.

This *School Handbook* constitutes a contract between the parents/guardians/host parents, the students, and Arroyo Pacific Academy. Lack of knowledge of school regulations and expectations are not acceptable reasons for inappropriate behavior or disregard for proper procedure. We understand that the President reserves the right to interpret and amend the contents of the *School Handbook* when, and if, deemed necessary. Observance of any change is expected of all when the change is made known to the students, parents, and host parents.

An international student's enrollment status is considered "at will," meaning the school reserves the right to withdraw the student from Arroyo Pacific Academy on the basis of academics, on campus school discipline problems, and/or off campus homestay behavior problems.

In summary, the registration of students at Arroyo Pacific Academy is deemed to be an agreement on their part (and parents/guardians if students are minors) to comply fully with all policies, rules, and regulations of the school as outlined in this Elementary, Middle School, and High School *Handbook*.

Parent or Host Parent Mother Signature: \_\_\_\_\_

Parent or Host Parent Father Signature: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Notice of Implied Agreement**

The contents of this *School Handbook* for the Elementary School, Middle School and the High School are to be accepted by the parents/guardians/host parents and students as essential parts of the contract between them and Arroyo Pacific Academy. The registration of a student is deemed to be an agreement on his/her part, and on the part of their parents, to comply fully with all policies, rules, procedures, and regulations of Arroyo Pacific Academy, as outlined in this *School Handbook*. The use of the term parents throughout this document is meant to include a single parent, host parents, and legal guardians. Regardless of age, all students at Arroyo Pacific Academy are required to comply with all policies, rules, procedures, and regulations found in this *School Handbook*. In addition, all international students at Arroyo Pacific Academy are required to comply with all policies, rules, procedures, and regulations found in the *International Student Handbook*. Arroyo Pacific Academy expects all students to reside with parents or approved host parents while enrolled.

Students are enrolled at Arroyo Pacific Academy on the basis of a quarterly evaluation and acceptance. Arroyo Pacific Academy reserves the right to dismiss students at any time for infractions of regulations whether on or off campus, unsatisfactory academic or disciplinary standing, homestay issues or other reasons that affect the welfare of the individual student, the student community, or Arroyo Pacific Academy's reputation.

The administration of Arroyo Pacific Academy reserves the right to refuse registration or re-registration when it is the opinion of the school administration that parents/guardians/host parents do not support Arroyo Pacific Academy policies, and thereby terminating the student's enrollment. Arroyo Pacific Academy reserves the right to make revisions in this *School Handbook* and the *International Student Handbook* when and if deemed necessary by the governing authority. Observance of any change is expected of all, when the change is made known to the school community.

## **Statement of Acceptance**

Arroyo Pacific Academy admits students of any race, color, and national origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Arroyo Pacific Academy does not discriminate on the basis of race, color, creed, gender, age, medical condition, national origin, ancestry, or disability in administration of educational policies, admissions policies, scholarship, and athletic and other school administered programs, although certain programs may limit participation.

While Arroyo Pacific Academy does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic, and physical abilities and the resources available to Arroyo Pacific Academy in meeting the student's needs.

Students enter the academy to enroll in specific academic programs. Admission is based on personal interview and, if applicable, tests to determine the placement of applicants in specific courses. Students are accepted based on the expectation that they are capable of meeting the academic rigors of the Elementary School, Middle School, College Preparatory, General High School, Assisted Learning, and the English Language Development curriculum.

A student considered to be in good standing is:

- one who has not become subject to dismissal for academic or attendance reasons
- one whose record of conduct is satisfactory
- one who has met all financial obligations to the school
- one who complies with all policies and procedures found in this *School Handbook* and the *International Student Handbook*

## **History of Arroyo Pacific Academy**

Arroyo Pacific Academy is a private, independent, coeducational, college preparatory school located in Arcadia, Los Angeles County, California. Philip Clarke founded this learning institution in 1998.

Initially, classes were held in a small converted bank building, located on East Live Oak Avenue in Arcadia. The first high school graduation took place in May 2000. By May 2001, the school had grown substantially and the middle school graduates joined the high school graduates. In 2001, the school relocated to 41 West Santa Clara Street in Arcadia. In 2004, the academy became fully accredited by the Schools Commission of the Western Association of Schools and Colleges (W.A.S.C.).

Since 2009 the school has been authorized by the U.S. Department of Homeland Security, U.S. Immigration and Customs Enforcement and The Student and Exchange Visitor Program to educate international students by issuing Form I-20.

Arroyo Pacific Academy dedicated its new campus which includes The Clarke Center in celebration of the school's 20<sup>th</sup> Anniversary on May 5, 2018. The Middle School was reestablished to begin the 2019-2020 academic year. The Elementary School was established on September 1, 2020. The school maintains its commitment to provide a personal approach to education for all students in all programs.



## **Mission Statement**

Arroyo Pacific Academy is a learning institution where academic attainment has the highest priority within a learning environment that is supportive and encouraging.

## **Statement of Philosophy**

Priority is given to success in academic achievement. Academic programs are offered to elementary school, middle school and high school students to match ability levels and English Language proficiency. Recognizing the value and uniqueness of each student as a person with artistic, emotional, imaginative, intellectual, physical, religious, and social potential, the teacher endeavors to lead the students to seek the fullest development of their talents and concentrates on intellectual and academic potential.

## **Schoolwide Learner Outcomes (SLO)**

Arroyo Pacific Academy provides a distinctive educational program and a special place for students to learn, grow, and prepare for life. We address our students' unique needs including English Language Learning, as well as individual learning styles. Students demonstrate the intellectual curiosity and academic skills needed for success in elementary school, middle school, high school, college, and adult life as we expect the graduate of Arroyo Pacific Academy to be:

1. **Collaborative Workers** who
  - Demonstrate respect and sensitivity to diversity of ideas, interests and skills of others.
  - Employ effective leadership and group skills.
  - Work effectively with others.
2. **Critical Thinkers** who
  - Complete an academic program that complements an individual's learning needs.
  - Demonstrate critical thinking, analysis, and evaluation skills to solve problems.
  - Demonstrate competency in reading, writing, and mathematics demonstrated by achievement that meets relevant standards.
3. **Lifelong Learners** who
  - Adapt to a changing world by understanding individual learning styles.
  - Communicate effectively, orally and in writing, across various media, by meeting school standards.
  - Set goals, establish priorities, and hone decision-making skills.
  - Respect diversity, learn and work effectively in a multi-cultural setting.
4. **Responsible Citizens** who
  - Demonstrate civic responsibility and participate academically and cocurricularly, and in community service learning projects.
  - Respect and appreciate the uniqueness of self and others.
  - Understand connections between choices and consequences by taking responsibility for his/her actions.

## **Admission Procedures**

Arroyo Pacific Academy has established open enrollment policies for the Elementary School, Middle School and the High School. The academy accepts students on a space available basis. The academy has admissions requirements pertaining to academic standards and behavioral performance. The administration implements the admissions policy of the school. This policy is consistent with the school's Mission and Statement of Philosophy.

Arroyo Pacific Academy seeks students:

- who can succeed in and benefit from the curriculum and educational programs
- who are able to meet the financial and service obligations required by the school
- whose lives, behavior, and educational goals are in alignment with the Mission and the Statement of Philosophy of the school
- who have demonstrated a desire to attend the school through interviews and recommendations
- who have the appropriate immunizations, official transcripts, and educational evaluations, if applicable

## **International Student Admissions**

Arroyo Pacific Academy is certified by the Student and Exchange Visitor Program (SEVP) and is authorized under Federal Law to enroll nonimmigrant students for the Elementary School, Middle School and the High School. The Form I-20 is

issued at Arroyo Pacific Academy. All information is reported according to the Student and Exchange Visitor Information System (SEVIS) regulations and the U.S. Citizenship and Immigration Services in the Department of Homeland Security. For more information, please visit <https://studyinthestates.dhs.gov/students>

### **International Student I-20 Status**

All forms and contact information are to be current and all questions answered fully and accurately. Any falsification of information and/or signatures on any form will result in termination of the Form I-20, dismissal from the school, and notification to the Student and Exchange Visitor Program, U.S. Immigration and Customs Enforcement. International students, parents, guardians and host parents are required to follow all policies as stated in the *International Student Handbook* and this *School Handbook*. Tuition and fees are not refundable for a student whose Form I-20 record has been terminated, cancelled or transferred.

### **International Student Transcripts**

Translated and evaluated original transcripts are required for admission. Students who come to Arroyo Pacific Academy after their freshman year, will have their previous course work sent directly to the colleges and universities to which they are applying to the school.

Therefore, courses taken and credits earned at previous schools may not be reconciled on the Arroyo Pacific Academy transcript. It will be necessary for the student to send 2 transcripts when applying to college: one from the international school(s), which the student must request, and one from Arroyo Pacific Academy.

### **Host Parent(s) Responsibilities**

The arrangement of the homestay for the international student is the responsibility of the student's family and not the responsibility of Arroyo Pacific Academy. Host parents must be approved by Arroyo Pacific Academy. International students must live with and under the supervision of approved host parents in the same residence address.

Host parents must maintain current contact information with the school. Host parents are required to follow and implement all policies, rules, and procedures as stated in the *International Student Handbook* and this *School Handbook*.

Host parents must reside and live in the same residence with the international student. Host parents are to attend school meetings as requested by the faculty and/or administration to assist students with their enrollment and academic responsibilities on behalf of the natural parents. Host parents are to ensure the student has regular and punctual school attendance while following all attendance policies, rules, and procedures as stated in the in the *International Student Handbook* and this *School Handbook*.

Failure to maintain attendance, homestay and/or academic requirements can lead to the termination of the student's Form I-20. Tuition and fees are not refundable for a student whose Form I-20 record has been terminated, cancelled or transferred. Parents and host parents are to notify the school immediately in writing of any change in the student's address, contact information or living arrangements. Host parents are to contact the homestay company and/or the natural parents in addition to the school's Homestay Coordinator in case of an accident, serious illness, and medical emergency and/or serious problem with the student.

Host parents are to assist the student to understand the school's policies, rules, and procedures and the Form I-20 Requirements and abide by them. Ensure that the student informs the host parent of where the student will be when away from home and what time the student expects to be home.

Failure to comply with the school's stated policies, rules, and procedures may result with the international student being required to move from the homestay and host parent(s) into a new and approved homestay.

### **Legal F-1 Visa Status**

Each F-1 status international student admitted to the United States and Arroyo Pacific Academy must meet and maintain certain obligations set by the United States Citizenship and Immigration Service (USCIS) and all policies, rules, and procedures as stated in the *International Student Handbook* and this *School Handbook*. Failure to maintain status will result in the termination of the student's Form I-20. For more information, please visit <https://studyinthestates.dhs.gov/students>

### **Students with a Documented or Claimed Learning Disability**

Please refer to the Assisted Learning Program.

### **Emancipated or 18 Year Old Students**

All Academy policies, rules, and procedures apply to students who are emancipated or eighteen years of age or older as long as they are enrolled in Arroyo Pacific Academy. Students who have reached eighteen years of age must abide by the rules under which they were accepted; namely that they live with and under the supervision of parents, legal guardians or approved host parents. A reminder to all male citizens, or non-residents residing in the U.S., you must register with the Selective Service within 30 days of your 18<sup>th</sup> birthday.

## Academic Programs and Policies

Arroyo Pacific Academy Elementary School, Middle School and High School are fully accredited by the Schools Commission of the Western Association of Schools and Colleges (W.A.S.C.). The Academy places great emphasis on learning. Arroyo Pacific Academy offers a diverse curriculum emphasizing academic excellence, personal development, artistic, athletic and physical growth, personal responsibility, and unique opportunities for psychosocial enrichment.

Students are accepted into the Elementary School, Middle School and the High School based on the expectation that they are capable of meeting the academic rigors of the specific curriculum in the specific programs and course of studies that they are enrolled. Therefore, students are expected to maintain a cumulative, as well as semester, academic Grade Point Average (GPA) of 2.0 or better. The academic program is primarily college preparatory with a wide range of academic courses. The administration and faculty have developed the curriculum aligned with the guidelines of the California State Standards and Frameworks designed to encourage the highest achievement of every student.

The curriculum is multi-layered offering academic classes as well as Advanced Placement, for those who qualify. An Assisted Learning Program is offered to students with mild learning differences with approved documentation. In order to best meet the needs of the students, the curriculum is consistently evaluated, changed, enhanced or adjusted to realize our Schoolwide Learner Outcomes.

The Course of Studies instill good study habits and build confident determination to ensure academic success for each student who works to his/her potential. The Elementary School, Middle School and the High School curriculum provide students an opportunity to explore, excel, experience, and to expand their horizons.

Through the courses offered in the Elementary School, Middle School and in the High School, students are challenged to learn to read with understanding, write with clarity, and listen and speak effectively. Each subject completed in the Elementary School, Middle School and in the High School with a passing mark is equivalent to five units per semester. Students are invited and encouraged to attain the highest grades possible in each class. High School students must complete a minimum of 220/250 units for graduation in a college preparatory program of studies.

### Required Subjects for High School

The following are the Required Subjects at Arroyo Pacific Academy. The Dean of Studies may waive or modify certain requirements when deemed necessary to meet specific needs or circumstances.

English	40 units	Social Studies	40 units
Mathematics	30 units	Technology	10 units
Modern Languages	20 units	Visual & Performing Arts	40 units
Physical Education/Health	10 units	Electives	20 units
Science	40 units		

The Academy follows the guidelines of the California State Frameworks and the Content Standards adopted by the California State Board of Education to ensure a rigorous and meaningful educational program aligned with our Schoolwide Learner Outcomes for all students in the Elementary School, Middle School and in the High School.

The Dean of Studies consistently monitors curriculum to ensure that the High School curriculum provides courses that meet the National Collegiate Athletic Association Clearinghouse Requirements. The majority of courses fulfill their “core-course” requirement as a recognized academic course and qualifies for high school graduation credit as stated in the Academic Bulletin available at [www.arroyopacific.org](http://www.arroyopacific.org) under “Academics” tab, then Curriculum. In order to satisfy entrance requirements for colleges and universities, students with parents/guardians should consult the catalogs of those they are considering. Juniors and seniors should meet with the College Counselor regularly.

### Academic Advising

The administration assigns each student an Academic Advisor to work with during Study Hall. Academic Advisors are also available to meet with parents or host parents when a need arises. Parents and host parents are asked to contact the Academic Advisor through Jupiter in advance to schedule an appointment.



## **Academic Advisory Notices**

Each parent and host parent must have a current Jupiter email address and contact information on file as academic notices are sent directly to the parent and host parent by the teacher and administration through Jupiter. This extra communication necessitates immediate improvement by the student in order to successfully pass a course.

## **Academic Bulletin**

The Academic Bulletin may be found at [www.arroyopacific.org](http://www.arroyopacific.org) under "Academics" tab. It contains a brief description of current courses, future courses, courses available in The After School Program and college information. The Elementary School, Middle School and the High School curriculum are fully aligned with the requirements established by the Content Standards for California Public Schools. Our high school curriculum is approved by the College Board and exceeds the UC a-g course requirements.

Through the courses offered in the Elementary School, Middle School, in the Advanced Placement Curriculum, the College Preparatory Curriculum, the General High School Curriculum, the Assisted Learning Curriculum, and the English Language Development Curriculum, all students are challenged to complete a rigorous and meaningful educational experience that realizes a clear focus on learning through the Schoolwide Learner Outcomes.

## **Academic Grading**

The primary purpose of assessment in the Elementary School, Middle School and in the High School is to determine the extent to which a student has achieved mastery of course content and achievement of the Schoolwide Learner Outcomes. The Academy has a policy of assigning letter grades in each marking period.

Progress Reports are emailed to the student's parents and host parents at the completion of the fourth week of each term. Progress Report grades are not part of the student's permanent record. A failing grade can be assigned without further notice when a student has received a **D** or **F** grade on the Progress Report and/or several Academic Advisory Notices. Report Cards are emailed to the student's parents and host parent at the completion of each Quarter.

In assessing the quality of a student's academic efforts, the faculty considers objectively various aspects of the student's work: the quality and quantity of the work; the interpretation and application evident in the student's achievement; the originality, initiative, and reasoning manifested; and the student's active and positive participation in the class.

Each teacher establishes a grading policy for each individual class. It is the student's responsibility to be aware of the grading policy and requirements in a particular course. Should a student, parent or host parent wish to review a specific teacher's grading policy for a particular class, the teacher should be contacted.

## **Grades Online at <https://login.jupitered.com/login/>**

Parents, host parents, and students are encouraged to review grades on Jupiter daily to keep track of student academic progress throughout grading periods and are provided a private I.D. and password which allows access to the student's recorded class grades and attendance records. Access to Jupiter may be turned off at semester examination time.

## **Academic Expulsion**

For freshmen, expulsion may occur if the student's cumulative GPA is below a 2.0 for both semesters. For other students, expulsion may occur if the student's semester GPA is below 2.0 for any three semesters. Any freshman, sophomore or junior who receives 3 semester failures for the academic year may be removed from the school at once regardless of which courses were failed. 2 semester F grades in the same subject count as 2 failures. No fees, pledge payments or contributions already paid and received by Arroyo Pacific Academy are refundable in the case of student withdrawal, transfer or expulsion.

## **Academic Guidance**

The administration and faculty supports the intellectual, social, and emotional growth of students. Administrators, the College Counselor, and Academic Advisors assist students in the identification of their interests, talents. Administrators, the College Counselor, and Academic Advisors work with students to review academic status and plan academic intervention strategies for improvement where needed. College and Career information is provided by the College Counselor. Additional information is available at [www.arroyopacific.org](http://www.arroyopacific.org) under Arroyo Pacific Academy Links.

## **Academic Integrity and Ethics**

Honesty is expected of all students in the performance of their academic work. Cheating and plagiarism are examples of serious academic dishonesty. Students are expected to complete all assignments with honesty and integrity. Class work and homework should be a true reflection of the student's ability and effort. Any academic dishonesty may result in both academic and disciplinary penalties. Forms of Academic Dishonesty include but are not limited to the following:

**Plagiarism:** loaning or copying homework and other assignments, whether in class or out of class; giving or receiving answers to quizzes, tests, assignments, or examination, receiving unauthorized help i.e. iPad, phone, text, tablet, etc.; use of another's words or ideas without proper citation, whether it be improper copying from academic sources or copying the work of another. All of the following are considered plagiarism: turning in someone else's work as your own; copying words or ideas from someone else without giving credit; failing to put a quotation in quotation marks; giving incorrect information about the source of a quotation; changing words but copying the sentence structure of a source without giving credit; and copying so many words or ideas from a source that it makes up the majority of your work whether you give credit or not. Changing the words of an original source is not sufficient to prevent plagiarism. If you have retained the essential idea of an original source, and have not cited it, then no matter how drastically you may have altered its context or presentation, you have still plagiarized.

**Cheating:** use of improper or unauthorized materials or study aids, including "cheat sheets" or electronic devices to supplement academic performance, or to have access to teacher course resource texts and/or materials from any publisher. Cheating includes any effort to claim another's work as one's own, to allow another to copy one's work, to violate test security, or to help others in these activities.

**Facilitating Dishonesty:** knowingly allowing one's work to be copied by another, doing the work of another student, or taking a picture of your work, quiz or test and sharing these in any way.

**Improper Collaboration:** working together on a project or assignment without the instructor's knowledge or permission.

**Academic Misconduct:** tampering with grades, tests, teacher materials or other class materials; stealing or tampering with the work of another student.

Students who cheat or plagiarize are subject to at least one of the following sanctions: receipt of a failing grade for a particular assignments/project, grading period, or course; placement on academic suspension; disciplinary sanctions or dismissal from the academy. Additional information is available at [www.arroyopacific.org](http://www.arroyopacific.org) under Arroyo Pacific Academy Links.

### **Academic Withdrawal**

When a student has not met the academic requirements the Dean of Studies will ask the student to withdraw. Upon withdrawal, the student is required to enroll in another institution or educational program. Final transcripts are provided to the school/program designated by the parent/guardian at the time of withdrawal if all financial accounts are settled. No future academic grades for work completed at another institution or educational program will be posted or added to the transcript of grades issued at the time of withdrawal. The Academy is under no obligation to continue to facilitate the continuance of the student's education at Arroyo Pacific Academy by any agent or representative of the school.

### **Access to Official Educational Records**

As modeled by the Family Educational Rights and Privacy Act of 1974 ("FERPA"), a student's official educational record is accessible by that student's parents or legal guardians. These rights transfer to the student upon reaching the age of 18. Items included in a student's official educational record include records, files, documents, and data directly related to a student, including transcripts or other records obtained from a school in which a student was previously enrolled. Certain other documents, which may be in the possession of the school, fall outside the purview of FERPA, as they do not fall within the definition of educational records. Items that are not available to parents include:

- sole-possession records or private notes held by educational personnel, which are not accessible or released to other personnel (which may include school counselor records if they are not accessible or released to other personnel);
- law enforcement or campus security records which are solely for law enforcement purposes;
- records relating to an individual's employment by the institution (under employment is contingent on student's status); and
- records on a student who is 18 years of age or older, or is attending an institution of postsecondary education, which are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional, which are made, maintained, or used only in connection with the provisional treatment to the student, and are not available to anyone other than the person providing such treatment, except that such records can be personally reviewed by a physician or other appropriate professional of the student's choice i.e., psychotherapy records of a college counseling center.

### **Advanced Placement Program: The Premier Scholar Program**

The College Board's Advanced Placement Program (AP) enables students to pursue college-level studies while still in high school. Based on their performance on rigorous AP Examinations given in May, students may earn credit and/or advanced placement for college depending upon the policies of the college attended. In addition, the AP Program offers students these benefits:

- Allows high school students to take courses that are challenging, rigorous and in-depth - exactly the kinds of courses they will face once in college.
- Prepares students to succeed in college.
- Enables students to pursue a double major, to study or travel abroad, or to undertake a combined Bachelor's and Master's Program through the credits they earn for their AP achievements.
- Allows students to take more advanced courses in disciplines where they have received a firm grounding from AP.

Arroyo Pacific Academy demonstrates its commitment to academic excellence by offering Advanced Placement courses taught by teachers who are well trained in their area. The AP courses are approved by the College Board and meet the UC a-g course requirements. Qualified students who are willing to accept the challenge of a curriculum that serves as a national standard for college-level achievement should consider these courses.

Students enrolling in Advanced Placement courses must meet stated course and grade prerequisites and departmental approval. To maximize the likelihood of successfully completing these courses, students must evidence strong academic skills, high test scores, command of the subject matter, consistency of performance, and self-discipline. Enrollment in these courses is limited. Students accepted into these courses must be prepared to commit themselves to an extensive workload.

No college credit is given just for taking the course, as students must qualify by earning qualifying scores on the AP Exam. Advanced Placement courses are designed to provide rigorous study in a greater variety of topics than the standard, college prep course and to prepare students for the AP Exam. Students who do well on the AP Exam may qualify for college credit upon entrance at participating colleges depending upon the policies of the college attended.

Because of the extensive amount of work involved, students are advised not to overload their schedule with Advanced Placement courses. Students often find that their senior year is particularly difficult due to regular course work along with the added responsibilities of applying to colleges. Therefore, it is extremely important that students consult with the College Advisor to consider the most appropriate course of study.

### **California Junior Scholarship Federation (CJSF)**

CJSF is a statewide organization founded for the purpose of fostering high standards of scholarship, service, and citizenship in the Middle School. The federation emphasizes service to the school and the community while creating pride in scholastic achievement. Students qualify each semester on grades but can lose active membership status for poor citizenship or grades in which inactive membership does not count towards graduating with honors.

### **Computation of G.P.A.**

A grade point average (G.P.A.) is calculated using the following scales. Pluses and minuses within each letter grade do change the scale. The total points are divided by the number of subjects taken.

#### **The Academic Scale:**

4 points are given for each <b>A</b> .	1 point is given for each <b>D</b> .
3 points are given for each <b>B</b> .	0 points are given for each <b>F</b> .
2 points are given for each <b>C</b> .	

#### **The Advanced Placement Scale:**

Students enrolled in Advanced Placement (AP) are expected to take the AP exam(s) in May. The courses may receive an extra grade point for grades of **A**, **B**, or **C**. The additional grade point reflects the additional academic rigor in AP courses with the AP Exam, which generally is equivalent to college level courses. In computing the Advanced Placement Scale G.P.A.:

5 points are given for each **A**.  
 4 points are given for each **B**.  
 3 points are given for each **C**.

#### **Advanced Placement (AP) Exam Grades:**

Each AP Exam grade is a weighted combination of the student's score on the multiple-choice section and on the free-response section. The final grade is reported on a 5-point scale:

5 = extremely well qualified	2 = possibly qualified – no credit
4 = well qualified	1 = no recommendation – no credit
3 = qualified	

Information concerning AP grades and specific college policies is available at <https://apscore.collegeboard.org/scores/>

### **G.P.A. Calculation for UC Eligibility:**

When calculating G.P.A.s for courses which meet the University of California's a-g course requirements, UC assigns extra grade points for grades **A**, **B**, or **C**, in up to a maximum of eight semesters of AP courses taken in the last three years of high school.

### **Definition of Academic Grades**

The following grade scale is used in computing grades in all courses.

<b>A</b>	94 - 100%	<b>Excellent</b>
<b>A-</b>	90 - 93%	
<b>B+</b>	88 - 89%	<b>Good</b>
<b>B</b>	82 - 87%	
<b>B-</b>	80 - 81%	
<b>C+</b>	78 - 79%	<b>Average</b>
<b>C</b>	72 - 77%	
<b>C-</b>	70 - 71%	
<b>D+</b>	68 - 69%	<b>Poor</b>
<b>D</b>	62 - 67%	
<b>D-</b>	60 - 61%	
<b>F</b>	0 - 59%	<b>Failure</b>

An **INC** "Incomplete" marking on a Progress Report or on a Report Card is used in very rare cases. The Incomplete will become an **F** after 2 weeks from the date grades were due unless the Dean of Studies grants an extension. The Teacher, the Dean of Studies or the Business Office is to be contacted immediately for the academic and/or financial requirements.

**INC1:** Incomplete, work to be completed within the next 2 weeks, please contact the Teacher

**INC2:** Incomplete, please contact the Dean of Studies

**INC3:** Incomplete, please contact the Business Office

**INC4:** Incomplete, VISA issue to be resolved

**NC:** No Credit

**P:** Pass

**WD:** Withdrawn

### **Assisted Learning Program**

Recognizing that some students have mild learning difficulties that impact their ability to benefit from traditional methods of instruction, Arroyo Pacific Academy established the Assisted Learning Program. The Assisted Learning Program is a comprehensive program designed to assist and respond to the needs of students who learn differently. It features ongoing educational support, training in self-advocacy, parent education, and requires approved comprehensive assessment and diagnostic procedures.

The Assisted Learning Program is for students with documented and perceived learning disabilities. The program provides a quality educational experience at a slower pace while helping students improve their study skills and enhance self-confidence by extending additional educational support for students. Arroyo Pacific Academy offers academic assistance and appropriate accommodations to students. The academy provides a challenging, comprehensive and relevant curriculum for all students with intervention and enrichment strategies embedded into the curriculum. A full range of services may not always be available to address a student's needs. Program space is limited and an additional fee may be required for participation in the Assisted Learning Program.

### **Submitting Requests for Accommodations**

Requests for testing and classroom accommodations begin with a telephone conference with the Students with Disabilities Coordinator. Prior to submitting a request for accommodations using SSD Online, the Students with Disabilities Coordinator, needs to verify that the school has a Parent Consent Form on file. This form is downloaded from The College Board by the parent/guardian:

<https://accommodations.collegeboard.org/pdf/ssd-consent-form-accommodations.pdf>

The documentation submitted for the Assisted Learning Program is to be current written within the past 3 years and specifically demonstrates the presence of a learning issue. Please send your completed Parent Consent Form and current documentation directly to the Students with Disabilities Coordinator, who will verify the report with the student's teachers.



Only students with current, documented disabilities which are professionally diagnosed as having physical, sensory, psychological/mental, or learning disabilities, and who cannot test under standard conditions, are eligible for extended time on our semester examinations and all college entrance exams: SAT Reasoning/SAT Subject Tests, ACT, PSAT, SAT & AP.

To be considered current, the diagnosis must have been made or reconfirmed within the last 3 years. Documentation must include numerical data; evaluator must be a licensed professional. A doctor's note is not acceptable. ACT and NCAA require a complete copy of the documentation provided to Arroyo Pacific Academy.

### **Definition of a Student with Special Needs and Documentation Guidelines**

Students with a documented learning disability must provide current documentation of the disability to Arroyo Pacific Academy. Students qualify for the Assisted Learning Program according to the findings of an appropriate psychoeducational battery of tests. Current Individualized Educational Program (IEP) or current Professional Medical Evaluation or current Educational Assessment is required.

Please note that all documentation of your learning and/or attention issue must meet these guidelines:

1. States the specific disability as diagnosed.
2. Testing must be current, no older than 3 years. For psychiatric disabilities, the annual evaluation update must not be older than 12 months. The battery administered must include at least the following instruments:

#### **Any one of the following to measure a student's cognitive abilities:**

Wechsler Adult Intelligence Scale-III (WAIS-III) or Wechsler Intelligence Scale for Children-IV (WISC-IV), Woodcock Johnson Psycho-educational Battery-III (WJ-III): Tests of Cognitive Ability, Stanford Binet Intelligence Scale - 5th Edition, or Kaufman Adolescent and Adult Intelligence Test.

#### **Any one of the following to measure a student's academic achievement:**

- **Reading**

Woodcock-Johnson-III: Tests of Academic Achievement (General and Extended batteries that include fluency measures), Scholastic Abilities Test for Adults (SATA), Stanford Diagnostic Reading Tests (SDRT), or Wechsler Individual Achievement Test (WIAT II) with reading rate measure.

- **Mathematics**

Woodcock-Johnson-III: Tests of Academic Achievement (General and Extended batteries including fluency measures), Scholastic Abilities Test for Adults (SATA), or Wechsler Individual Achievement Test II (WIAT II).

- **Written Language**

Woodcock-Johnson-III: Tests of Academic Achievement (General and Extended batteries including fluency measures), Scholastic Abilities Test for Adults (SATA), Wechsler Individual Achievement Test (WIAT II), or Test of Written Language III (TOWL III).

#### **Any one of the following to measure a student's academic skills in timed testing settings:**

- Nelson Denny Reading Test with normal time and extra time measures, Gray Oral Reading Test IV (GORT IV), Gray Oral Silent Reading Test (GRST), Stanford Diagnostic Reading Test (SDRT), Stanford Diagnostic Math Test (SDMT), or Woodcock-Johnson III Fluency Measures.

When the above timed achievement tests are administered under standardized conditions, and when the results are interpreted within the context of other diagnostic information, they provide useful diagnostic information regarding testing accommodations such as extended testing time.

A low processing speed score alone, however, usually does not indicate the need for testing accommodations. In this instance, what would be important is to include in the documentation how the low processing speed impacts a student's overall academic skills under timed conditions.

Note: The Wide Range Achievement Test-3 (WRAT-3) is a screening tool only and does not meet the psychometric criteria to diagnose a disability and/or establish functional limitations.

#### **Any one of the following to measure a student's information processing:**

- Detroit Tests of Learning Aptitude-3 (DTLA-3) or DTLA-A (Adult), WISC IV, WAIS-III, or WJ-III - Tests of Cognitive Ability. Depending on a student's disabling conditions, other measures such as personality tests, ADHD rating scales, speech and language testing, occupational therapy evaluations, etc. may be indicated.

See the College Board's website for greater detail in the use of standardized tests in providing the supporting documentation for a student's diagnosis and functional limitations to meet the College Board's *Eligibility Guidelines* for accommodations on its tests: <https://accommodations.collegeboard.org/eligibility>

3. Includes complete educational, developmental, and relevant medical history.
4. The assessment must be in writing and describes the comprehensive testing and techniques used, report the standardized scores achieved for each of the tests, state the qualifying diagnosis and the data that supports the clinicians' diagnosis.
5. Describes the functional limitations supported by the test results.
6. Documentation should provide a thorough evaluation that would assess attentional capacities within the testing environment and school and make appropriate referral for medical review if appropriate.
7. Describes the specific accommodations requested and states why the disability qualifies the student for such testing accommodations.
8. Evaluations must be performed by a licensed educational psychologist, psychologist, psychiatrist or developmental pediatrician. Establishes the professional credentials of the evaluator, including information about licensure or certification and areas of specialization.

### **How a Student Obtains Services**

In order for a student to be eligible to receive special education in a school district, he/she must meet eligibility criteria established by the State Board of Education. The first step in determining eligibility is the referral. You, as the parent or guardian, can make the referral by contacting the student's school of record, special education office and requesting, in writing, a special education assessment.

### **Procedural Safeguards for Our Students**

The law requires that students in private schools are to be tested and do qualify to receive services. The California Department of Education provides technical assistance information and resources for parents/guardians of procedural safeguards regarding students with disabilities and their educational rights. Phone: (800) 926-0648. Please visit <http://www.cde.ca.gov/sp/se/> for information about federal and state legislation, laws, and regulations.

### **Students with Learning Disabilities**

Arroyo Pacific Academy provides reasonable accommodations within its current classroom organization to accommodate the learning styles of all students. The academy reserves the right to define "reasonable accommodations" based upon available resources and personnel. A resource program specifically designed for students with learning disabilities or private tutors or a class aid are not available nor does the school provide an IEP, 504 Plans or professional evaluations for students.

As a private school, Arroyo Pacific Academy is not required to comply with Section 504 and a 504 Plan is not accepted from other schools.

Parents of students with learning disabilities are required to provide current documentation: an Individualized Educational Program (IEP) or Professional Medical Evaluations or Educational Assessments. Documentation provided to the school must be written by the diagnosing professional, specifically demonstrate the presence of a learning issue and meet the 8 specific guidelines as previously noted and approved by the Dean of Studies/Services for Students with Disabilities (SSD) Coordinator.

### **Format for All Required Documentation**

Formats vary, however, most effective are those that summarize and clearly discuss, in a summary report/individual plan/program:

1. the student's specific diagnosis and rationale for the diagnosis supported by the diagnostic battery;
2. the historical information including patterns in the student's background that reflect the presence of a disability;
3. when appropriate, evidence that alternative explanations are ruled out (i.e., environmental stressors; motivation; personality issues);
4. evidence of the current substantial functional limitations resulting from the disability, especially as impacting academic progress in the classroom; and
5. actual score summaries of standard or scaled scores and percentiles for all sub tests, index, and cluster scores of the cognitive and achievement tests are appended.

Additional information may be found at <https://accommodations.collegeboard.org/eligibility>

## **Specific Diagnosis**

A specific diagnosis is made by a person with professional credentials/certification appropriate to make the diagnosis (i.e., psychiatric disability: psychiatrist/ psychologist; LD: educational/neuro/clinical psychologist; visual disability: ophthalmologist). The diagnosis is specific and, when appropriate, relates the specific disability to the applicable professional standards (i.e., DSM-IV TR for AD/HD and psychiatric diagnoses).

## **Functional Limits Are To Be Listed On Documentation**

A student's functional limitations in learning result from his or her disability. They address, specifically, how the student's daily academic functioning is impacted. Historical information (developmental, educational, and/or medical history) and standardized tests using national norms support both the diagnosis and functional limitations. Also, teachers' observations are required to verify and support the functional limitations in the academic progress the student makes in the classroom.

## **Student SAT Eligibility Requirements**

The College Board has refined requirements to qualify students to receive special accommodations. Most notable is in the area of Student Eligibility. An annual meeting must be held at which accommodations, special needs and a plan of action for the year are discussed and formalized with the Services for Students with Disabilities Coordinator.

The first official education plan created for the student at Arroyo Pacific Academy should be at least 4 school months old and on file. The annual review plan meeting has to have been in place within the last 12 months. If these criteria have not been met, then the procedure is to appeal the eligibility requirements directly by the parent/guardian. In this case, all documentation, education plans and details of special accommodations are to be forwarded by the parent/guardian to the College Board for them to review and approve the special testing accommodations on SAT, SAT IIs and APs.

All documentation has to be submitted at least 7 weeks prior to the first test date for which accommodations are requested to the Services for Students with Disabilities Coordinator. It is very important to visit the College Board website to become knowledgeable of their requirements.

The College Board began this process with a formal compliance review at which they may request copies of documentation and education plans of students they chose randomly and/or chose from a sampling of students that represented the population of approved eligible students at Arroyo Pacific Academy. Please note that when you apply for eligibility as the parent and sign the application along with your student, you are giving the College Board and the school permission to communicate with each other about your student.

## **Changing or Dropping Classes**

All students must get the prior permission of the Dean of Studies to change classes by the parent writing the request to the Dean of Studies. Parents/host parents and students should be aware that once schedules are emailed, or when books are delivered, no changes will be made to that schedule. The exception to this would be an error made by the school for an incorrect placement in a subject. Should a class change be needed due to misplacement, the grade the student has earned to that date will be carried to the new class.

Seniors are not permitted to change classes at the beginning of 2<sup>nd</sup> semester. In some cases, seniors have already been accepted to college or university and wish to lighten their load. Arroyo Pacific Academy does not permit this as an option.

## **Requests For Teacher Changes**

All students in the Elementary School, Middle School and in the High School are assigned to teachers and periods by the administration. The administration balances all class sizes and assigns teachers. To maintain proper class balance and fairness to all, students/parents/host parents may not request a schedule change to accommodate a teacher of their choice.

## **Citizenship, Schoolwide Learner Outcomes (SLO) and Work Habit Marks**

Students are expected to maintain satisfactory marks throughout their enrollment at Arroyo Pacific Academy. Students receiving **N** (needs improvement) or **U** (unsatisfactory) marks will be reviewed by the administration and faculty.

## **Citizenship Marks Defined**

- O Outstanding:** Student behavior is exemplary.
- S Satisfactory:** Student behavior is consistent and acceptable.
- N Needs Improvement:** Student behavior is below acceptable norms. Repetitive **N** marks lead to parent/host parent conference.

**U     **Unsatisfactory:**** Student behavior is frequently the cause of major classroom disturbances and is detrimental to the learning process. Parent/host parent contact will be made.

### **College Admissions**

Capable students who do not have a particular college or university preference are urged to meet the admissions standards of the University of California system. Resources are available at: [www.arroyopacific.org](http://www.arroyopacific.org) under Academics, then Links, then College & Career Planning.

### **College and Career Counseling**

The College Advisor meets with students individually and during class meetings. He/she advises students to make good decisions about continuing their education after high school and to make the necessary applications. He/she provides college advising, scholarship, and financial aid information, as well as career information. Students, especially juniors and seniors are encouraged to meet with the advisor regularly.

### **College and Career Education Program**

Planning for college/university or a career is a process that begins the student's first year at Arroyo Pacific Academy, not an event that occurs in the senior year. It requires each student's hard work, dedication, responsibility, organization, and always staying informed.

The *College and Career Planning Guide* is available online at [www.arroyopacific.org](http://www.arroyopacific.org) under Academics. The College Advisor distributes descriptive handouts that correlate to each step of the college application and scholarship/financial aid process to students. Teachers and Academic Advisors also help students make the connection between school and their future.

Each student's Academic Advisor is here to support the student every day in Study Hall and help each student through this process. Be sure to make use of all of our Links and Online Resources at [www.arroyopacific.org](http://www.arroyopacific.org).

### **Communication with the School**

When a parent/host parent has a concern or question about a student's academic progress, or lack of it, the teacher should be contacted first. We encourage parents/host parents to contact teachers as often as necessary concerning assignments and grades in Jupiter to keep abreast of their student's daily progress and attendance. If the academic concern or question is not resolved satisfactorily, the Dean of Studies should then be contacted.

### **Community College Classes**

Students may take enrichment courses at local community colleges when these classes are not offered at Arroyo Pacific Academy. Seniors especially may want to take a class to enhance their preparation for college, university or for a career. Any student wishing to take a class at a local community college is required to have the signed approval of the Dean of Studies.

### **Computer Use, Google Drive, Privacy and Printing**

Computers and access to the Internet are available on campus to support student learning in both instructional and less supervised settings. They are provided as a tool for class assignments and research. Students are responsible for good behavior on the Internet as stated in this *School Handbook*.

Student may use a Google Drive to save work and to transfer work between school and home.

Students are to daily inspect their workstation and report any problems to the Instructor before they continue. If there is a problem with a student's computer or something has been damaged, the student may be financially responsible and computer privileges may also be revoked. Workstation space is not to be used for storage of unauthorized software, including games, music files, photos, nor system utilities which may be construed as potentially threatening to system integrity. The cost of repairing computer equipment resulting from careless or irresponsible use is the responsibility of the student.

The privilege to use school technology may be revoked permanently for unacceptable conduct/usage. Unacceptable conduct/usage includes, but is not limited to, the following:

1. Attempting to bypass or bypassing any security systems;
2. Attempting to install, downloading from the Internet, or running any program not provided by the school;
3. Attempting to or changing any settings (e.g. Themes, Desktop, Screen Saver, Appearance, Effects, etc.) on the work stations;
4. Attempting to or storing data on the C drive because it will be deleted;



5. Engagement in online blogs and/or social networks such as, but not limited to, DeviantArt, Facebook®, Friendster®, INS, Instagram, MySpace.com®, Pinterest, QQ, SnapChat, Tik Tok, Twitter, WeChat, Weibo, Xanga®, etc. Attempting to visit or visiting and/or participating in Internet chat rooms or any online virtual community and networking site that allows members to set up unique personal profiles that can be linked together through networks of friends;
6. Using school resources to do recreational surfing, play online games, access chat lines, or message threads is prohibited;
7. Attempting to visit, visiting, attempting to view, or printing defamatory, potentially offensive, illegal or morally objectionable sites, messages, pictures or materials;
8. Playing unapproved games, including downloads from the Internet;
9. Revealing any personal information about yourself or any other person without permission from the Instructor;
10. Sending or receiving personal e-mail; or passing along any e-mail chain letters;
11. Students must treat people with respect both online and offline. Students shall not send, receive, display, or store text or graphics which may be reasonably construed as abusive, anonymous, false, harassing, inflammatory, nuisance, obscene, offensive, pornographic, profane, racist, rude, threatening, vulgar, or otherwise inappropriate language and cyber bullying is forbidden;
12. Trespassing in another's folder, work, or files;
13. Using Arroyo Pacific Academy's Jupiter email or network services for business transactions of any type;
14. Using the school logos or seal without permission;
15. Violating copyright laws and using copyrighted material without permission.

Any student damaging, destroying, attempting to remove or removing school property from the school is liable for repair or replacement of the property, in addition to any other disciplinary sanction determined by the administration. Students do not have privacy when making use of the computers at school. All disks, USB drives, hard drives, folders, and e-mail may be reviewed.

Printing is the financial responsibility of the student. Any attempt to circumvent this cost is subject to sanctions.

### **Conditional Failures and Continuation in Courses**

In some year-long courses, understanding the material in the second semester is dependent upon knowing the material from the first semester. These courses include Algebra I, Chemistry, or Modern Languages. If a student fails the first semester of one of these courses, the student will still be advanced to the second semester of the course if the student is to remain at this school since the school does not offer first semester courses in mid-year.

A first semester failure in one of these courses is classified as a conditional failure until the student receives a final grade for the second semester. If a student who earned a first semester **F** in Algebra I, Chemistry, or Modern Languages, earns a grade of **C** or better for the final second semester grade, the student will not need to remedy the first semester **F** because by satisfactorily passing the second semester with a final grade of **C** the student has demonstrated a sufficient knowledge of the material presented during the first semester.

The student may, however, still want to attend Summer School in order to improve the GPA because the **F** for the first semester will still remain on the permanent record. Regardless, the student will be awarded full credit for fulfilling the subject requirement. California State University will also accept the second semester final grade of **C** as fulfilling the full year subject requirement for admissions in the academic courses specified above.

### **D or F Grade Information**

Grades of **D** and **F** are not acceptable or useful. Since a **D** is not an acceptable grade for entrance to high school or a university or college, students with a grade of **D** may be required to attend Summer School to repeat the subject. No student will be readmitted with an **F** for a semester grade in any subject received at Arroyo Pacific Academy. Semester **F** grades must be made up by attendance at an approved Summer School.

### **D Grades and Summer School**

**D** grades indicate work that shows a deficiency in knowledge of the course material requiring remediation. Students must make up in Summer School any **D** grades in English, Mathematics, Science, Modern Language or Visual and Performing Arts in order to remain eligible for high school or four-year college/university acceptances.

### **Earning a Diploma**

To earn a diploma from Arroyo Pacific Academy, all required and elective courses must be passed and the minimum number of graduation units earned. All school accounts, including financial, must be cleared before a diploma is issued to a student. The administration reserves the right to make the final decision on students wishing to graduate from Arroyo Pacific Academy.

## **English Language Development (ELD)**

Arroyo Pacific Academy offers international students whose first language is not English in grades 6 through 12 a comprehensive academic program to build English language proficiency and academic content knowledge within all departments.

The school does not offer ESL courses. Courses marked with ELD make use of the same UC approved curriculum which has been modified for the individual student to improve English proficiency while learning the general course content through extra instruction.

The ELD Courses are Reading and Vocabulary, ELD I, ELD II, and ELD III (UC approved) are offered to international students. The curriculum and methods of instruction recognizes that language modalities (speaking, listening, reading, and writing) develop interdependently and, therefore, should be integrated to promote skill development. These course are taught during the school day, in The After School Program, and may also be taught in the Summer Session.

## **English Language Immersion**

International students are required to speak English at all times while at school and on campus with the exception of enrollment in Modern Language courses. The language of communication and instruction at Arroyo Pacific Academy is totally in English with the exception of Modern Language classes which are taught in the target language.

## **Extended Time Semester Examinations**

In an effort to ensure the effectiveness of and monitor the process in which students receive recommended special accommodations, it is necessary to require specific testing and dates within which these tests have been given. The following is a list of psychoeducational evaluations that students are required to have as well as some other guidelines in order to qualify for extended time on semester finals:

1. The documentation or testing needs to be 3 years current and on file in the Registrar's Office.
2. Evaluations must be performed by a licensed educational psychologist.
3. The battery administered must include at least the following instruments:
  - a. Wechsler Intelligence Scale for Children III or a Wechsler Adult Intelligence Scale-Revised.
  - b. A standardized measure of Achievement such as Woodcock- Johnson Psychoeducational Battery- Revised, Peabody Individual Achievement Test Battery, Wechsler Individual Achievement Test Battery, Kaufman Achievement Battery.
  - c. Measure of processing capabilities such as the Detroit Test of Learning Aptitude or the Slingerland or Woodcock Johnson Psychoeducational Battery-Revised.
4. The assessment must be in writing, report the Standardized Scores achieved for each of the tests, state the qualifying diagnosis and the data, which supports the clinician's diagnosis.

Students will not be allowed to take their semester examinations with extended time unless they have the above-specified documentation, 3 years current, and on file in the Registrar's Office.

## **Graduation from Arroyo Pacific Academy**

Graduation ceremonies mark the culmination of Middle School or High School achievement. Participation in graduation activities is a privilege extended by the school to deserving students. Each student must get written approval from the Principal to participate in the graduation ceremonies. All graduates will be required to pay the graduation fee regardless of whether or not they are marching.

## **Homework, Daily Study and the Organized Notebook**

Homework is an essential component of the learning process. Study, written work, or projects will be assigned to reinforce course content. Students are required to complete the homework in a quality manner and to submit it to their teachers by the assigned deadlines. Homework and daily study can only be a benefit with the assistance and cooperation of the parents/host parents.

To assist students with organization and time management, each student is required to purchase a 3-ring binder with section dividers as listed on the Supply List. Alternatively, a digital organized portfolio, approved by the teacher and Dean of Studies, may be allowed. The required notebook/portfolio is to be maintained as directed by the administration and faculty.

Students are required to check their assignments and projects in Jupiter daily. Poor grades can easily be the result of little or no home study.

Parents/host parents are to check their student's Jupiter account daily to ensure that assignments are monitored with the completion of assignments nightly.

Parents/host parents of students on Academic Probation may be required to provide assistance at home and/or hire a tutor to ensure that assignments are completed in a quality manner on or before the due date.

### **Home Study or The Afternoon School Program**

A student may be placed on a Home Study Program or in The Afternoon School Program if the student requires special modifications or casts discredit on the Academy, disrupts the teaching and learning, or if, in the opinion of the administration, it is in the best interest of the school.

### **Honor Roll**

All "honors" are based on the student's Grade Point Average (GPA). First Honors is a GPA of 3.50 to 4.00 and Second Honors is a GPA of 3.00 to 3.49.

### **Mid-Term and Semester Examinations**

Examinations are an important tool for determining the extent to which a student has achieved success in terms of course objectives. Examinations are weighted according to individual department policy. Semester examinations may represent up to 10-12% of the semester grade. No make-up examinations will be administered in the event of an unexcused absence. It is imperative that all financial obligations be fulfilled in order for students to sit for semester examinations. Students who are excluded from examinations for financial reasons may make up examinations only at the discretion of the administration.

### **Missing Mid-Term or Semester Examinations**

All examinations must be taken at the regularly scheduled times. Students who miss a regularly scheduled semester exam without an excused absence may receive an **F** grade for that examination. If for some reason a student must miss an examination, the parent/host parent must submit a written request at least one week prior to the exam date to the Dean of Studies to reschedule the exams. He will review the request and consult with the student's teacher(s) before making a final decision. Teachers may not reschedule final examinations without administrative approval.

### **National Honor Society (NHS)**

National Honor Society membership is recognized throughout the United States. Students in grades 10 through 12 apply for membership in October. Members are selected on the basis of their completed application. Requirements include a minimum GPA of 3.0, involvement in at least 2 co-curricular activities, verified Arroyo Pacific Academy community service projects and hours, and evidence of leadership ability and of personal integrity. Meeting the minimum requirements does not guarantee NHS membership.

Once selected, students are required to participate in all community service projects by NHS and Arroyo Pacific Academy. The guidelines for selection are based upon a candidate's outstanding performance in the areas of scholarship, service, leadership, and character.

### **National Testing Program**

Arroyo Pacific Academy supports educational and career planning aligned with our Schoolwide Learner Outcomes. Incoming freshmen may be required to take the HSPT assessment before acceptance. This examination is used for diagnostic purposes and appropriate placement in the academic program. Juniors are administered the PSAT/NMSQ as preparation for the SAT required for entrance by some colleges and universities. Results of this test determines placement in the National Merit Scholarship Program.

### **Parent-Teacher Conferences**

Parents/host parents are advised to consult the teacher when the need arises. Appointments may be made by emailing the teacher directly. All parents/host parents are encouraged to meet with the teachers as needed.

Parents/host parents of a student who receive a **D** or **F** grade in the Progress Report may attend a conference with the student's teacher and bring the organized notebook or digital portfolio with the student's work. Parents/host parents and our faculty are partners in a collaborative process which strives to provide an enriching educational experience.

The active involvement of parents/host parents with their student is an essential component of our educational partnership at Arroyo Pacific Academy.

## **Personal Counseling**

Personal counseling is provided by the administration to assist students and their parents eliminate the barriers that impact performance in the classroom. The counseling program's goal is to assist teachers and parents in increasing student performance, supporting positive behavioral change, instilling social and emotional stability, and increasing parental responsibility.

## **Plagiarism: Academic Dishonesty**

Plagiarism is defined in the dictionary as "taking ideas or writings from another person and offering them as your own." Credit must always be given to the person who created the assignment, article or the idea. The student who leads readers to believe that what they are reading is the student's original work when it is not, is guilty of plagiarism. Cutting and pasting ideas into a student's own document is not acceptable without the MLA style of documentation. When using someone else's work, students must give credit to the author.

## **Progress Reports and Report Cards**

Progress Reports are available to students and parents through the Jupiter Parent or Student Portals at the midterm of each quarter. Progress Report grades are not part of the student's permanent record. Report Cards are available through the Jupiter Parent or Student Portals after the completion of each quarter. Report Card and Summer School grades are recorded on the permanent Transcript.

## **Promotion of Students**

Only those students who demonstrate academic competency will be considered eligible for promotion to the next grade level. Academic competency is indicated by use of semester course grades and by administration observations and judgments.

A student must pass every course taken in a given year to be promoted to the next grade level. Every failure and most **D** grades must be passed in Arroyo Pacific Academy Summer School which follows the completion of the academic year in which the failure or **D** grade is received or after the student enrolls in the Academy.

No student may carry a failure from one year to the next from a previous school or from Arroyo Pacific Academy. All **F** grades on a transcript must be made up before a diploma will be issued. Summer School is required for those who need to pass a course for promotion, to remediate a **D** or **F** grade and to complete missing Graduation Requirements. Students are only eligible to register up to 3 courses in Summer School. If a student fails 4 or more courses, the student will be required to enroll in The After School Program at the same tuition price as Summer School.

Any student who has 3 or more **F** grades on his /her transcripts that have not been made up may not be allowed to walk in the Commencement Exercises. He/she will receive a diploma only when the **F** grades are made up and an official transcript from another school has been submitted.

## **Renting Required Books**

With a few exceptions, students rent books from Arroyo Pacific Academy. At the beginning of the school year or at the time of registration for students who enroll after the quarter begins, each student must rent a complete set of books for all courses for each quarter. Students must use their own books and books may not be shared with other students. For safety and identification purposes, each student is to have his/her name written in ink in each book. The school believes that when book assignments are given, the entire book should be read. Published study guides either paper or electronic or notes are not to be substituted for reading assignments.

Textbooks are to be returned in good condition. Once the final May or June deadline passes, students and parents will be billed for the unreturned books. There are no exceptions.

Books, should be stored and locked in the student assigned locker. Books or personal belongings should not be left unattended during the school day. Arroyo Pacific Academy is not responsible for replacement of lost, stolen or damaged books or personal belongings.

## **Service Learning Program**

Arroyo Pacific Academy requires that students participate in at least 2 service learning projects or complete at least 10 hours of community service per school year. The administration and faculty are committed to assist students in getting connected with an appropriate local service opportunity to further demonstrate being a Responsible Citizen.

## **Summer School**

It is the responsibility of the parent/host parent and student to review semester grades and to register for Summer School



as soon as Quarter and Semester Grades are issued. Review the Summer School Policies at [www.arroyopacific.org](http://www.arroyopacific.org) under Academics, then Summer School for important details.

Arroyo Pacific Academy offers summer classes to meet the needs of a variety of students from both public and private schools. If a student attends Summer School other than Arroyo Pacific Academy, it is the responsibility of the student and parent/host parent to provide a copy of the transcript to the Dean of Studies prior to the opening of school. Students are also required to request an official transcript of summer course work be forwarded to the Dean of Studies immediately after the completion of Summer School.

Attendance is a critical element for a successful Summer School experience. Because class time is at a minimum in comparison with the regular school year, students are not permitted to be absent during Summer School or take examinations early or late. There are no excused absences. Students, who for any reason, do miss a Summer School class will be marked unexcused and may not be able to make up tests or quizzes or turn in any work for the missed days. Students who are tardy and miss tests, quizzes or other work due to tardiness may not be able to make that up also.

### **Transcripts of Grades**

Students or parents requesting transcripts must fill out the Transcript Request Form available online and in the Registrar's Office. Transcripts will be released within 3 days when the Registrar receives the completed Transcript Request Form. Please print clearly and complete all necessary information. Official transcripts are only mailed directly to colleges/universities. The transcripts through Naviance are complimentary. Transcripts for Alumni are complimentary unless special shipping is required. Each official transcript generated from the Registrar's Office will cost five dollars. Please pay by cash or check as credit cards are not accepted. Same day processing sent via USPS Priority Mail is twenty dollars. Please pay by cash or check as credit cards are not accepted. International transcript fee to be determined based upon the country's postage and processing fees. Please pay by clearly identified wire transfer and once payment is processed, the transcript will be sent. College bound students should request transcripts to be forwarded to colleges of their choice early in the second semester of the senior year. Please note that test scores like the AP and SAT are not included on transcripts. Please contact The College Board or ACT to arrange for test scores to be sent to colleges.

### **Transfer of Records**

Whenever a pupil transfers from one school district to another or to a private school, or transfers from a private school to a school district within the state, the pupil's permanent record or a copy thereof shall be transferred by the former district or private school upon request from the district or private school where the pupil intends to enroll (Education Code 49068). Complementary to Education Code 49068, the provision of Section 438, Title 5 prohibits the withholding of pupil records from a requesting school because of any charges or fees owed by the pupil or by his/her parents. This provision applies to pupils in grades K-12 in both private and public schools.

The record transferring requirement of Education Code 49068 is not applicable to the transfer of pupil records to colleges because the section refers to a pupil transfer from one school district to another or to a private school or transfers from a private school to a school district. The term "school district" as defined in the Education Code 49061 does not include college and the term "pupil" is consistently confined to the K-12 context throughout the Education Code.

Education Code 48904 allows a school to decline to give the pupil his/her diploma or report card or to refuse to send transcripts to a college or employer until the pupil's financial obligations are met. The school must notify the parent or guardian that the pupil's grades, transcript, or diploma are to be withheld. Official transcripts are not given to students or parents, guardians, host parents or agents. Unofficial transcripts are given to parents and students upon request unless the parents are deficient in tuition or any other obligation.

### **Translators for International Students**

A cell phone should not be used as a translator. Students are to purchase an approved translator. Please see the School Supply List, page 2 or an ELD teacher with the list of approved translators.

### **Withdrawal From a Course After the Semester Has Begun**

If a student drops a course prior to the Progress Report of any quarter or term, there will not be a "WD" on his/her Report Card. These drops would only be approved if the student is misplaced not because the student does not like the class or teacher. However, if a student drops a course after the Progress Report of any quarter or term, a "WD" will appear on the student's Report Card and Transcript. In both cases, there will be a straight transfer of grades even when dropping levels, i.e. AP or Honors to general college prep academics. It is important to note that dropping a class can only occur under very unusual circumstances with the approval of the Teacher and the Dean of Studies.

### **Withholding of Diplomas**

Arroyo Pacific Academy will not grant a diploma to a student unless all obligations (including but not limited to financial,

disciplinary, and/or academic) have been met.

### **Withholding of Transcripts / Report Cards**

Arroyo Pacific Academy will not release a Transcript or Report Card, official or unofficial, to a parent/guardian/host parent, student, college or employer unless obligations have been met by the student or the parent/guardians.

### **Work Permits**

Arroyo Pacific Academy will issue a permit. The forms relative to this process, the “Statement of Intent to Employ a Minor and Request for Work Permit-Certificate of Age” and the “Permit to Employ and Work” are available from the Administrative Assistant. The student must maintain a 2.0 grade point average.

## **Attendance Policies**

Student attendance is governed by the rules and regulations of the California State Education Code, the U.S. Citizenship and Immigration Services, and by the following information. Arroyo Pacific Academy keeps a master attendance record to comply with these requirements. Regardless of age, all students at the academy are required to comply with all policies, rules, and procedures as stated in this *School Handbook* and the *International Student Handbook*.

The primary purpose of the Attendance Policies are to keep the parent/host parent informed as to the number of student absences in any particular class. The intent of this policy is to improve student attendance and not to impose sanctions. However, sanctions may be imposed should this policy be abused, according to the provisions of this *School Handbook*, the *International Student Handbook* and/or determined by the administration. For international students, failing to follow the attendance policies, rules, and procedures is reported to the Student and Exchange Visitor Program, U.S. Immigration and Customs Enforcement. The student is reported as “Out of Status” and/or “Failing to Attend” by the SEVIS, Principal Designated School Official (PDSO).

The academy expects its students to reside with parent(s), approved guardians(s) or approved host parent(s) while enrolled. All routine matters concerning attendance are handled through the office of the Administrative Assistant.

All students are to be present at school daily, to be on time for school each day, and to be prompt in arriving for scheduled classes. The presence of a student in every class is the basis of academic progress. Full attendance in every class is essential and mandated for academic credit. Tardiness is not acceptable. Students who are late to class or tardy to school incur progressive steps for remediation: conference, detention, Summer School, and/or denial of academic credit.

Regular attendance at school is essential for academic success at Arroyo Pacific Academy. A student's grade may be affected by excessive absences. A 10% absence from a class for any unexcused reason is reason to deny academic credit for that class. Long-term absence due to verified medical illness documentation will be reviewed on an individual basis.

Students with parents and host parents are expected to observe the published School Calendar in matters of appointments, vacations, and days off from school. In the event that a student is taken out of school for personal reasons, the parent, guardian, host parent and student must assume full responsibility for this action and for the academic consequences entailed with an unexcused absence. Neither the school, nor the teacher can assume responsibility for special assignments, quizzes, tests, etc. to make up for what is missed in class during an unexcused absence.

It is the student's responsibility to log into their Jupiter account daily and make up all assignments, projects, examinations, and class work missed during an excused absence. Parents/host parents and students are provided a private I.D. and password for Jupiter at <https://login.jupitared.com/login/> which allows access to their student's recorded class assignments, projects, grades and attendance. It is the student's responsibility to remain current with all class assignments, projects, examinations and class work.

### **Attendance and Academic Performance**

Regular attendance in class is directly related to academic performance. Students who miss class for any reason may find their grades affected by these absences. Student attendance is governed by the rules and regulations of the California State Education Code and the U.S. Citizenship and Immigration Services in the Department of Homeland Security.

### **Attendance Procedures for Parents and Host Parents**

The following rules govern all attendance matters. The parent or host parent is to telephone or email [kcdeagon@arroyopacific.org](mailto:kcdeagon@arroyopacific.org) by 9:00a.m. to report any absence from school. Prior to 8:30a.m., messages may be left on the school's voice mail system. If a student is absent for multiple days, the parent or host parent should call or send a Jupiter message each day.

Upon returning to the Academy, the student must present a note or an email written from the parent or host parent containing: date or dates of absence, date note is written, reason for absence and a legible signature of parent or host parent. The note is to be presented to the Front Office prior to 8:30a.m. on the returning day.

All appointments with counselors, dentists, doctors, Department of Motor Vehicles, TOEFL testing, etc. should be made during hours which do not infringe upon school time. If circumstances should necessitate appointments during school hours, the student is to present a note from his/her parent/host parent requesting that the student be dismissed from school for the appointment. The note is to be presented to the Front Office by 1<sup>st</sup> period on the day of the appointment. When a student returns to school after an appointment, he/she must present an official note from the counselor, court officer, dentist, doctor, etc. The student is responsible for any work missed during this time if the absence is excused.

If it is expected that a student will be absent for a prolonged period of time, the parent/host parent must immediately contact the administration to explain the situation and then put the reason in writing. Medical documentation is required. In the case of prolonged absences for medical reasons, the parent/host parent may make specific arrangements with the Dean of Studies for the assignments as listed in Jupiter. International students must obtain prior approval from the Principal Designated School Official (PDSO). Please see the *International Student Handbook* for details.

In the case of illness, disciplinary problems, or other emergency, parents or host parents are expected to come to the school when notified by the administration. It is important that all emergency contacts be kept current in Jupiter and on file for the protection of the student.

Student attendance is governed by the rules and regulations of the California State Education Code and the U.S. Citizenship and Immigration Services in the Department of Homeland Security.

### **Moving or Changing Host Parents**

International students must live with and under the supervision of approved host parents or approved guardian in the same residence address. International students may not change host homes or host parents without the knowledge and permission of both the host parent and Arroyo Pacific Academy. Students must provide one full month notice, in writing both to the host parent and to the Homestay Coordinator, prior to exiting from a homestay family or the student will be charged a Non- Refundable \$200 Re-Registration Fee.

### **Co-Curricular and Extracurricular Attendance Policy**

Attendance at school on the day of a co-curricular or an extracurricular event is mandatory if a student wishes to attend or participate in an activity held the same day. In order to participate in or attend a co-curricular or an extracurricular event, a student must attend at least 3 classes on the day of the event or on the Friday before a weekend event. This applies to performances, concerts, rehearsals, and practices and/or games for athletes. Absences sanctioned by the administration i.e. funerals, special medical appointments, school related activities, etc. are exempt from this regulation.

### **Off-Campus Permits**

Students may not leave the campus during school hours without authorization by the Principal, which may include written parental consent.

### **Prior Approval From Teachers**

If a student will miss class because of a school activity or an appointment with a teacher or counselor, they must obtain approval from the teacher(s) of the classes they will be absent from due to the activity or appointment.

### **Truancy**

Truancy is defined as an “unexcused absence” from school without the knowledge and consent of the parent or host parent and the proper school authority, either for a whole day or any part of a day. Cutting any class constitutes truancy and results in disciplinary action.

## **Financial Obligations**

Tuition and fee payments are to be made in accordance with the selected payment schedule by the School and parents. Transfer students must pay a lump-sum tuition and fee payment prior to admittance for that month of enrollment and register with International students are billed on a different tuition schedule available from the Business Office.

In order to register for Arroyo Pacific Academy, all tuition and fees must be current. Re-admission for the following school year may not be permitted until the student’s tuition, fees and other financial obligations account is brought current. Any check returned for non-sufficient funds will be re-deposited and a \$25.00 NSF check fee will be charged to the student’s account. Notification of this transaction will be sent to the parent/guardians. Should a check be returned a



second time, the entire amount of the check will be charged to the student's account with an additional NSF check charge of \$25.00. Again notification will be sent to the parent/guardian.

For all accounts listing more than one NSF check, all subsequent payments to Arroyo Pacific Academy must be in cash or money order.

Delinquency in tuition constitutes cause for withdrawal of the student at the school's discretion. Students whose tuition is not paid and/or current will not be allowed to take semester examinations. Transcripts, diplomas and grades will be withheld. Senior students whose tuition is not current may not participate in semester examinations and all graduation activities. All school accounts must be cleared before a diploma will be issued to a student.

Families agree to pay an additional charge equal to the cost of collection (including agency and attorney fees, and court costs incurred and permitted by the laws governing these transactions) should such collection costs be necessary in the event of default of payment in any amount due. Students are accepted to Arroyo Pacific Academy with the understanding that they will remain for the entire semester unless dismissed. In the case of withdrawal or dismissal from school, total applicable tuition and fees are due immediately.

The tuition adjustment policy is based on the principle that a student who does not complete the semester nonetheless bears a share of the financial obligations incurred by the school on behalf of all its students. No adjustment is made for late registration, absence from class, leave of absence for any portion of a semester, or the suspension or dismissal of a student by official action of the school. Fees and charges are nonrefundable.

Full tuition refund (less 10% administrative fee) will be made if the domestic student does not begin the course of study. Please allow 5 working days for any circumstance which warrants an approved refund. No refund may be given after class begins for the Quarter, Semester or Summer School.

### **FACTS Tuition Management**

Arroyo Pacific Academy has partnered with FACTS, a third party tuition management company to process and collect tuition payments for domestic students. Parents may sign up using the direct Arroyo Pacific Academy FACTS link: <https://online.factsmtg.com/signin/47NS6>

For more information, verification, or have questions about your individual payment plans, please contact the Business Office at 626-294-0661 or FACTS Customer Care at 866-441-4637.

### **Financial Delinquencies and Penalties**

Tuition accounts will be considered past due after the 10<sup>th</sup> of the month and/or if there is an unpaid balance as of the 10<sup>th</sup> of the month. A student with a past due tuition account is subject to suspension unless written arrangements have been agreed upon by the Business Office. Families having delinquent tuition accounts at the close of the school year may be asked to withdraw from Arroyo Pacific Academy. The balance owed to the school must be paid in full as soon as possible.

### **Non-Payment of Tuition and Fees**

Non-payment of tuition/fees constitutes a serious breach in the parent's/guardian's obligation to Arroyo Pacific Academy. As such, if a non-payment of tuition exists, the school may take the following actions unless an acceptable alternative arrangement has been approved, in writing, by the President. Until the financial obligation to the school has been satisfactorily met, the school, at its option, may enforce the following actions:

- Delinquency in tuition constitutes cause for withdrawal of the student at the school's discretion.
- Readmission for the following school year may not be permitted until student's tuition account is brought current.
- Grades may be withheld for non-completion of semester classes.
- Senior students may not be allowed to attend Graduation and related activities.
- Student's diploma may be withheld.

Arroyo Pacific Academy has the right to legal action for the non-payment of tuition and fees, and parents/guardians will be responsible for all costs of collection, including court expenses and reasonable attorney's fees.

### **Expulsion or Withdrawal from Arroyo Pacific Academy**

There is no refund of tuition or fees for a student who is expelled or asked to withdraw for academic, attendance, homestay or disciplinary reasons by failing to follow all policies, rules, and procedures as stated in this *School Handbook* and in the *International Student Handbook*.

Arroyo Pacific Academy is required to terminate the Form I-20 record of an international student who has violated his or her status. Please read and implement all policies, rules and procedures as stated in the *International Student Handbook* and the Department of Homeland Security at <https://studyinthestates.dhs.gov/students>



## **Entrance Mid-Year**

Tuition will be billed at a monthly rate beginning the month of enrollment for domestic students entering during the school year. If a domestic or international student attends any part of a quarter, parents/guardians will be responsible for the entire term of tuition/fees.

## **Medical Leaves**

Tuition will not be prorated.

## **Refund Policy for Domestic and International Students**

If a student's enrollment is terminated by the school for reasons of infraction(s) of school policies, rules, procedures, practices or standards, the parent or family of the student remains liable for full payment of all tuition, fees, and family contribution/donation. No fees, pledge payments or contributions already paid and received by Arroyo Pacific Academy are refundable in the case of student withdrawal, transfer or expulsion. Refunds will only be considered if a student is denied a visa by the U.S. government and if proper official documentation is provided to the school.

## **Good Order and Discipline Policies**

Arroyo Pacific Academy is a learning institution where academic attainment has the highest priority. A student's actions and attitudes must give testimony to this belief, and must be grounded in a strong sense of individual responsibility. All academy regulations apply to all enrolled students. If a student is a minor, parents/guardians will be informed of disciplinary action. The rules and regulations for good order and student discipline exist in order to create a positive environment for learning and study. Students must learn to make decisions as individuals and to accept the responsibility of their actions as members of the school community.

Consequences for failing to follow policies, rules, and procedures are determined by the administration depending upon the nature and seriousness of the incident, consequences may include, but are not limited to, the following: After School Detention(s), Suspension, Probation, Parent Conference, Involuntary Withdrawal, and/or Expulsion from Arroyo Pacific Academy.

Students are to follow the directives of the administration, faculty, and staff at all times. Students are expected to comport themselves in a manner which reflects positive values. No rowdy behavior or fighting is acceptable. A student's behavior in the classroom must contribute to, not hinder, the learning process. If a student is told to leave the classroom for disciplinary reasons, the student must report immediately to the Administrative Assistant at the Front Office and complete a referral form. The administration will be contacted.

Any inappropriate conduct, whether inside or outside of school that the Principal judges as detrimental to the reputation of Arroyo Pacific Academy may result in expulsion. It is the right and obligation of the administration to regulate against any behavior that is deemed inappropriate, unsafe, or disruptive to the normal school day.

## **Presence on Campus**

Arroyo Pacific Academy is a closed campus. Students are to go immediately into the school buildings upon arrival. Students are not to loiter in the Arcadia shopping center or the surrounding businesses in the neighborhood at any time.

During class sessions, students are to maintain quiet in the hallways and are not permitted to congregate in the hallways.

During break and lunchtime the second floor Building A is out of bounds for students as well as going to their car in the parking lot without permission.

Students may not leave campus during school hours for any reason. Any exceptions require written permission of the parents/host parents and the approval of the Principal. All legal and insurance requirements must be met.

Students are not released to strangers or callers without parental consent. This does not apply to release of students to a peace officer. It is important that all emergency contacts be kept current in Jupiter and on file for the protection of the student.

When arriving or when leaving the campus, students are to obey traffic regulations for pedestrians and motorists. Students should do so quietly with respect for our neighbors and with full respect for other drivers and pedestrians.

## **Addressing Teachers and Staff Members**

Students are to address their Teachers using proper titles: Dr., Mrs., Ms., and Mr.

## **Alcohol, Drugs and Related Paraphernalia**

Using, possessing, trading, selling, giving away or offering to trade, sell, or give away alcoholic beverages, illegal drugs or narcotics and other hazardous substances on campus, at school-sponsored functions, or at a time or place directly involving Arroyo Pacific Academy students will normally result in expulsion. Similarly, being under the influence of alcohol, illegal drugs or narcotics, or other hazardous substances in the circumstances described above will result in an investigation, and normally result in expulsion.

## **Athletic Consent Forms**

All students participating in athletics must read the information in the Student Pack from the Athletic Director or Coach and have on file prior to the first practice the following forms: Athletic Pre-Participation Physical Exams Form, Student Athlete Emergency Information Form, and the Student-Athlete & Parent/Legal Custodian Concussion Statement Form completed and signed by the parent/host parent.

## **Backpacks / Bags**

Students are assigned a lock and a locker for their books, backpacks, bags and personal items.

## **Bullying / Cyber-Bullying**

Bullying is an act of aggressive behavior in person or through a multi media outlet, in order to intentionally hurt another person, physically or mentally. Behaviors may include: verbal or written abuse, harassment through technology, exclusion from activities, exclusion from social situations, physical abuse, or coercion.

Bullying includes taunting and teasing a target. Bullying can be broken into two categories: Direct bullying, and indirect bullying. Direct bullying involves physical aggression such as shoving and poking, throwing things, slapping, choking, punching and kicking, beating, stabbing, pulling hair, scratching, biting, scraping and pinching. Indirect bullying is characterized by threatening the victim into social isolation. This isolation is achieved through a wide variety of techniques, including spreading gossip, refusing to socialize with the victim, bullying other people who wish to socialize with the victim, and criticizing the victim's manner of dress and other socially-significant markers. Consequences are determined by the administration depending upon the nature and seriousness of the incident.

## **Camera Phones**

Dissemination of material, including through the use of electronic media, that causes embarrassment or discredit to the Arroyo Pacific Academy community and its individual members is prohibited at all times. Inappropriate use of a camera phone may result in additional consequences, beyond confiscation if used to take pictures that are posted on the web or to break rules or laws.

## **Campus Cleanliness**

It is expected that students assist in keeping the campus and classrooms neat and clean at all times, especially the Dining Hall and the outside tables. Disregard for this policy will result in disciplinary consequences. Student offenders will be required to clean the areas listed for a length of time as determined by a faculty member or number of days determined by the administration.

## **Changes in Student or Family Information**

The Homestay Coordinator and the PDSO, Director of the International Student Program are to be notified immediately in writing of any change of address, telephone number, email address, health or emergency information. All forms are to be current and complete. This is essential in order to keep school records and the SEVIS records accurate and in order to be able to contact parents, guardians and host parents in the event it is necessary to do so.

## **Character Formation**

Arroyo Pacific Academy stresses the development of the whole person. However, when a student manifests difficulty in living within the guidelines of this *School Handbook* and/or the *International Student Handbook*, Arroyo Pacific Academy deals with these issues constructively through its policies, administration, counseling, faculty, and other dynamics within the school. Options for encouraging the student to grow in maturity, integrity, and responsibility may be to ask the student to enter into counseling, to require the student to work for the community he/she has offended, or to suspend him/her from school and thereby remove the student from the community.

We address the good of the student and his/her family or host family as well as the good of the entire community. At times the school may judge that the student can no longer remain in school because his/her presence is counter-productive to the good of the student or of the school. This decision will be arrived at after a procedure of due process. In cases of

extreme circumstances where the school community or the individual student may be at risk, the Principal can waive the student's right to due process and immediately expel the student and the PDSO, International Student Program Director can terminate the Form I-20 for a student in the International Student Program for failing to maintain status.

The development of the whole person includes not only academic achievement, but also emphasizes professional, human, ethical, emotional, and social growth through:

1. **Trustworthiness:** Be honest. Don't deceive, cheat or steal. Be reliable - do what you say you'll do. Have the courage to do the right thing. Build a good reputation. Be loyal - stand by your family, friends and country.
2. **Respect:** Treat others with respect; follow the Golden Rule. Be tolerant of differences. Use good manners, not bad language. Be considerate of the feelings of others. Don't threaten, hit or hurt anyone. Deal peacefully with anger, insults and disagreements.
3. **Responsibility:** Do what you are supposed to do. Persevere: keep on trying. Always do your best. Use self-control. Be self-disciplined. Think before you act - consider the consequences. Be accountable for your choices.
4. **Fairness:** Play by the rules. Take turns and share. Be open-minded. Listen to others. Don't take advantage of others. Don't blame others carelessly.
5. **Caring:** Be kind. Be compassionate and show you care. Express gratitude. Forgive others. Help people in need.
6. **Citizenship:** Share to make your school and community better. Cooperate. Get involved in community affairs. Stay informed; vote. Be a good neighbor. Obey laws and rules. Respect authority. Protect the environment.

We believe that Character Education and being a Responsible Citizen is a continuous process of positive development which should reinforce the positive qualities already taught in the homes and homestays of our students.

### **Closed Campus and Out-of-Bounds**

Arroyo Pacific Academy is a closed campus. Once students arrive on campus in the morning, they may not leave the campus without special permission from the administration. This includes break and lunch periods. An Off-Campus Permit must be obtained from the administration.

During lunchtime going to the second floor of Building A is out of bounds for students

### **Co-Curricular Activities**

Co-curricular activities are a vital part of student life at Arroyo Pacific Academy. Every student is strongly encouraged to actively participate in one or more clubs and/or teams. In addition to Athletics, there are many activities for students, including social activities such as dances and Community Service, as well as ASB Student Government, clubs, publications, Performing Arts, and Concerts.

Lunch time intramural sports, after school clubs, and other fun events are scheduled throughout the year to encourage students to attend and participate in a variety of activities. These activities are designed to promote the physical and social development of the student, to provide opportunities of leadership, to provide avenues to serve the school and the community, and to develop interests and talents.

### **Communicable Disease**

Students with communicable diseases may be excluded from class where the disease presents a health threat to other students, faculty or staff. Decisions will be made on a case-by-case basis. A student who has been absent from school because of a reported communicable disease must have a permit issued by an appropriate health authority before being allowed to return to school. The Academy shall inform the local health department of all reportable communicable diseases. Students will be asked to wear a mask if attending school while ill. Masks are available at the Front and Rear School Offices.

### **Confiscation of Student Property**

Administration, faculty, and staff have the right to confiscate books, cellular phones, iPads, laptops, notebooks, notes, papers, or other such items if such items are interfering with the teaching and learning process or are not permitted by school policy. Books or other articles may be confiscated from a student if the student is using them in a way that distracts from the teaching and learning process, such as doing class or homework from another class. Students may not have or make use of teacher course resource texts and/or materials from any publisher, online resource or online webpage.

## **Custodial or Host Parents / Guardians**

All students, including those who have reached 18 years of age or older must live under the supervision of parents or legal guardians or approved host parents in the same residence. Students who have reached eighteen years of age must abide by the rules under which they were accepted.

Emancipated minors may not be allowed to remain as students at Arroyo Pacific Academy.

## **Custody of Minors**

The person who has the custody of a student at the time of registration must explicitly inform Arroyo Pacific Academy in the case of a change in custodial care. It is also the responsibility of the custodial parent to provide court-certified copy of the documents and to inform the school of any court-ordered restrictions regarding access to the student by a non-custodial parent. The academy reserves the right to request proof of guardianship at any time.

## **Defiance**

Defiance means flagrant insubordination, disrespect, or disobedience of any school administrator, faculty, and/or staff by speech, gesture, or in writing. This includes, but is not limited to, refusal to give legal name, to go where directed, to accompany the adult to an administrator's office, to give accurate, truthful information, and/or chronic violations of school regulations of Attendance, Behavior, Character Formation, and/or Dress Code.

## **DMV Compliance and Permission Slips**

Students must abide by all California Vehicle Code and Department of Motor Vehicle regulations. These regulations include restrictions on students who have a provisional driver's license. Among other things, such students may not transport passengers under 20 years old during the first twelve months of having their license unless accompanied by a guardian or licensed driver of at least 25 years of age.

As allowed by California law, parents may request and the school may issue permission slips allowing provisional drivers to transport immediate family members to or from school or a school-related activity. Students must not use the permission slips for any non-school purpose or to transport anyone who is not an immediate family member.

## **Detentions**

Detentions are scheduled after school for infractions of the school's policies, rules, and procedures. Students are required to attend all assigned detentions by the faculty and/or administration. Court, medical or dental appointments must be verified in advance by a note from the counselor, court officer, dentist, doctor, etc. Disregard for assigned detentions may result in probation and/or suspension.

## **Dropping Off and Picking Up Students**

Parents, host parents, students, and car services such as Lyft or Uber are to follow the established procedures when dropping off and picking up students inside of the campus parking lot. Cars are to enter the parking lot using the Santa Anita Avenue driveway and exit onto Santa Anita Avenue. Additionally, cars may enter using the Rolyn Place driveway and exit onto Rolyn Place. A speed limit of five (5) miles per hour will be enforced at all times in the parking lot. Drop off and pick up of students is not allowed in the front of the school building on Santa Anita Avenue and never in a double-parking fashion.

## **Eighteen-Year-Old Students**

Students who have reached eighteen years of age must abide by the rules under which they were accepted; namely that they live under the supervision of parents or legal guardians. A reminder to all male citizens, or non-citizen residing in the U.S.: You must register with the Selective Service within 30 days of your 18th birthday. You may register at any U.S. Post Office or on the Internet [www.sss.gov](http://www.sss.gov) You must register in order to receive Federal Financial Aid for college.

## **Electronic Devices**

Students are only allowed to use cell phone(s), air pods, headphones, and electronic devices outside the building before and after school, and during break or lunch. Students are required to turn off and place their cell phone(s), airpods, headphones, and electronic devices in the caddy in each classroom. These devices will be confiscated and students will receive disciplinary consequences if they are visible in the buildings or attending an assembly.

School personnel reserve the right to review the pertinent contents of a confiscated cell phone(s) and electronic devices regarding a disciplinary action.

Airpods, and other wearable technology must be turned off and placed in the classroom's caddy during tests and assessments.



Students are prohibited from making cellular phone calls or text messaging from classrooms/restrooms at any time during the school day. Emergency phone calls to home may be made by going to the Administrative Assistant at the Front Desk.

### **Elevator**

The use of the elevator is limited to persons who are physically handicapped. A student needing an elevator key due to a disability/injury may have one issued to them with the proper documentation. Lost keys are subject to a \$10.00 replacement fee. Please see the Administrative Assistant at the Front Desk.

### **Emergency Evacuation: Earthquake and Fire**

Fire and evacuation procedures are to be followed quietly and efficiently as posted. Should an earthquake occur during the school day, faculty will instruct students to drop to a crouched position under their desk with their backs to the windows. After the shaking stops, a signal may be given to begin the evacuation of the building, and to walk in orderly silence to the west parking lot to assemble with their teacher for attendance and further instructions. Students are to respond immediately to directions given by faculty, staff, and administrators.

### **Emergency Treatment Consent Form**

Emergency information and release forms must be kept current for each student and updated annually or as necessary. Please inform the Administrative Assistant/Homestay Coordinator when the student will be left under the supervision of another adult in the parent, guardian or host parent's absence. It is important that all emergency contacts be kept current in Jupiter and on file for the protection of the student.

### **Excessive Show of Affection**

Excessive physical demonstrations of affection are inappropriate in school.

### **Field Trips**

Field Trips or Experiential Learning Opportunities are privileges afforded to students; no student has an absolute right to participate. Students may be denied participation if they fail to meet academic, attendance or behavioral requirements.

### **Final Recourse**

The President is the final recourse on all matters and may waive any and all policies, rules, and procedures for just cause at his discretion.

### **Fire Safety**

The individual responsible for a false fire alarm is subject to severe disciplinary consequences. Other students who demonstrate support for such irresponsible behavior by refusing to take action will share in the consequences. When a fire alarm sounds, students are to walk in orderly silence to the west parking lot to assemble with their teacher for attendance and further instructions. Students are to respond immediately to directions given by faculty, staff, and administrators.

### **Food and Beverages**

Food and beverages must be consumed in designated areas on the first floor in the Dining Hall and at the outside tables only. Food and beverages are not to be consumed in the classrooms, the Resource Library or the computer labs in Buildings A, B and in The Clarke Center. Please deposit all trash in proper containers and recycle cans/bottles by placing them in the appropriately marked receptacles.

### **Forbidden Activities**

Any use, possession or association with alcohol, a controlled substance or paraphernalia, pornographic material, and/or weapons before, during or after school or a school related function is forbidden. Any act of violence or demeaning behavior, including hazing, sexting, abuse, threats in any form including cyber bullying against any person or the school, harassment and name calling is forbidden. Membership in gangs, in groups using violence or coercion is forbidden. Dissemination of material, including through the use of electronic media, that causes embarrassment or discredit to the Arroyo Pacific Academy community and its individual members is forbidden. Violation of this policy will subject students to severe disciplinary action including suspension and/or expulsion. All serious infractions of the disciplinary policies, rules and procedures may result in suspension or expulsion at the sole judgment of the administrator in charge.

## **Forgery**

Forgery is considered a serious offense. Students may be suspended and/or assigned disciplinary consequences. International students will have their Form I-20 terminated by the PDSO, International Student Program Director as directed by the U.S. Citizenship and Immigration Services in the Department of Homeland Security.

## **Good Reputation of the School**

Students are expected always to be courteous and to demonstrate respect for all persons and property. Students are responsible for the good name of Arroyo Pacific Academy on campus, off campus, and online. Actions on or off campus and online that can detrimentally impact the school's reputation may result in disciplinary consequences, including involuntary withdrawal or expulsion from Arroyo Pacific Academy.

Any student who brings discredit to Arroyo Pacific Academy through any immoral, unlawful or unethical activity in or outside school and online is subject to immediate involuntary withdrawal or expulsion. This behavior is contrary to the Philosophy and the Mission of the school. Unlawful/unethical activity specifically includes, but is not limited to: immoral conduct, membership, involvement, or association with a group or gang that engages in violence, harassment, or intimidation of others; use or sale of illegal substances; theft; possession of a weapon; use of print, visual, or electronic media for purposes of harassment or bullying, etc. Consequences for unlawful/unethical activity include involuntary withdrawal or expulsion from Arroyo Pacific Academy.

## **Grad Night**

Participation in Grad Night is limited to members in good standing of the graduating class.

## **Gum**

Gum chewing is not allowed on school property at any time.

## **Harassment**

Arroyo Pacific Academy is committed to providing a learning environment free from harassment of any form. Harassment of a student or employee is never allowed. Harassment includes but is not limited to: verbal, physical, visual and/or sexual harassment. The administration will treat allegations of harassment most seriously and take immediate action to remedy the situation, if warranted. Persons found to have filed false or frivolous charges will be subject to disciplinary action up to and including expulsion.

## **Health Records**

All students must meet California State Immunization requirements before admission to Arroyo Pacific Academy. Updated health and inoculation records are state requirements and must be provided by parents/guardians and on file for each student. A student having incomplete health records may be suspended from school until the matter is cleared. For specific information, please visit: <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/immunize.aspx>

## **Illness During School**

A student who is too ill to remain in class or at school is to report to the Administrative Assistant at the Front Desk and a call will be made to the parent/host parent. If the parent/host parent is unavailable, the persons designated on the student's emergency form will be called. It is important that all phone numbers and email address be kept current in Jupiter and on file for the protection of the student. Students are not allowed to make arrangements to go home on their own without the permission of the parent/guardian/host parent.

Under no circumstances should an ill student simply leave campus without authorization from the Administrative Assistant at the Front Desk. Leaving campus without permission is Truancy. Should a student leave campus without authorization, the student will be subject to disciplinary action. Therefore, if a student becomes ill during the school day and needs to go home, the student must:

1. report to the Administrative Assistant at the Front Desk;
2. parents/host parents must be contacted; and
3. the student signed out through the Administrative Assistant at the Front Desk.

## **Incompatibility**

Incompatibility is defined as flagrant or consistent defiance of the Arroyo Pacific Academy's Admissions, Academic, Attendance, Financial, Homestay, Character Formation and Personal Appearance policies, rules and procedures. Hosting and/or attending a party at which drugs and/or alcohol are present, engaging in activities which are illegal and/or inconsistent with school philosophy and policy while off campus or online, repeated absences, tardies, and/or truantries,

behavior and/or dress code or uniform violations are some examples of behavior incompatible with Arroyo Pacific Academy.

In determining the consequences for violation(s) of school policies, rules, and procedures, the administration will consider all the facts, including, without limitations, whether the actions of the student are chronic or repetitive. Consequences to be determined by the administration depending upon the nature and seriousness of the situation, consequences may include, but are not limited to, the following: Sanctions, Parental Notification, Suspension, Probation, Parent Conference, Involuntary Withdrawal, and/or Expulsion from Arroyo Pacific Academy.

### **Littering**

No student shall willfully place litter of any kind (paper, cans, bottles, wrappers, gum, food, etc.) on the ground, on a table, or any place other than a trashcan or recycling bin of some kind. Consequences are determined by the administration depending upon the nature and seriousness of the incident.

### **Locker Use and School Lock**

Lockers are provided for the use of Arroyo Pacific Academy students. All lockers assigned to students are the property of Arroyo Pacific Academy and school officials may make inspections at any time. At no time does the school relinquish its exclusive control of the lockers. The Administrative Assistant at the Front Desk has a record of all combinations to each of the lockers. Students may not place personal locks on any locker without the advance approval of the Principal or the Administrative Assistant at the Front Desk.

### **Legitimate Use of School Lockers**

The school assigns a locker to each student for the student's convenience and temporary use for an academic year.

Students are to use lockers exclusively to store school-related materials and authorized personal items such as a lunch or a purse. Lockers must be kept locked at all times and lockers may not be shared.

Students are not to use the lockers for any other purpose, unless specifically authorized by school policy or the Principal or his designee, in advance of students bringing the item to school. Students are solely responsible for the contents and the cleanliness of their lockers and should not share their lockers with other students, nor divulge locker combinations to other students, unless authorized by the Principal or designee.

Proper care of the lockers is the students' responsibility. Defacing or damaging the locker by stickers, paint, pen, pencil, markers, scratching or any other method are grounds for withdrawing the locker privilege, and the parent/guardian may be charged the cost of any repairs, damage and/or replacement.

1. The school assumes no responsibility for loss or damage to any item in a locker, locked or unlocked.
2. Students should go to their lockers before school, at break, at lunch and at the end of the day.
3. Lockers are not to be used during the class period without a teacher's permission.
4. Drinks, food and perishable items are not to be kept overnight in lockers.
5. All items stored in the locker must be clean, odor free, nontoxic, and nonflammable.
6. Students should keep their lockers locked at all times.
7. Students should not share lockers or use other students' lockers unless authorized by the Principal or his designee.
8. Tape, decals, stickers and other adhesive items are not to be placed outside or inside of the lockers.
9. Students are to keep their lockers cleaned and organized each Friday.
10. Students are to clean out their locker the last day of the academic year.

The student or parent will pay a fine for locker cleaning for any locker found damaged or altered

### **Lunchtime and Break**

Students are to eat at lunchtime or break in the specified areas in the Dining Hall and at the outside tables. Students are not permitted in the reception area by the main door or on the second floor in Building A. Students are responsible for cleaning up and using trashcans. Students may not leave campus during lunch. Orderly conduct is expected in the Dining Hall, the Commons, as well as in other areas of the school.

1. Students are not to purchase food for other students on or off campus.
2. Students are not to "Cut" into a lunch line.
3. Students are not to loiter around the lunch line.
4. Students are expected to act in a courteous manner toward Food Service staff.

5. Students are to remain in approved areas during their break and lunch period. Any area not under the direct supervision of an adult is "out-of-bounds."

### **Lying or Misrepresentation of the Truth**

No student, parent, guardian or host parent shall intentionally present false information to or mislead, either directly or by omission of information, any agent of the school, administration, faculty or staff.

### **Media Release**

Arroyo Pacific Academy and its approved partners regularly take photographs, film footage, and other electronic media of various school activities for use in, among other things, educational, community outreach, website, athletic, artistic, advancement, and advertising efforts and promotion. This media may be captured on campus or off and will not always be pre-announced to students. Some of the media, including but not limited to the school's publications, webpage, Instagram or Facebook page contains the name, image, likeness and/or voice of students. By enrolling at Arroyo Pacific Academy, all students and their parents or legal guardians grant the school and its approved partners permission to use this media, agree that they will not be financially remunerated for this media usage, and release Arroyo Pacific Academy and its approved partners from any claims or liability arising from the use of this media.

### **Medication on Campus**

Any student who must take medication, both prescription and over-the-counter, during school hours must complete a Request for Medication Form and turn it in to the Administrative Assistant at the Front Desk. All prescription and over-the-counter drugs must be left with the Administrative Assistant at the Front Desk and marked with the student's name, the name of the drug, and instructions for use. However, students with a life-threatening illness such as asthma may carry their own medication. The condition must be reported on both the Request for Medication Form and on the student's Emergency Form. Arroyo Pacific Academy reserves the right to search and/or seize possessions of any student.

### **Neighborhood**

It is expected that students will respect the privacy and the property of our neighbors in the area of the school.

### **Notification of Authorities**

Under California law, any crime committed on school grounds, or at school-related functions, whether misdemeanor or felony shall be reported to the police department or appropriate state agency. For international students, the crime is also reported to the U.S. Citizenship and Immigration Services in the Department of Homeland Security.

### **Parental Attitude and Cooperation**

For the Academy to be effective with the student, it is essential that a spirit of cooperation, trust and support exist between the school and the parent/guardian/host parent. It is for this reason that the academy requires the family to become familiar with the Mission, the Statement of Philosophy, all policies, rules, and procedures developed and enforced by Arroyo Pacific Academy as stated in this *School Handbook* and in the *International Student Handbook*.

It is recognized that a situation could arise in which the uncooperative or destructive attitude of parents/host parents might so diminish the effectiveness of the school in acting in loco parentis that continuation of the student or enrollment of a student in the school may be impossible. Parents/host parents may respectfully express their concerns about the school operation and its personnel.

However, the parent or host parent may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive. In such a case, the decision of the Principal regarding the suitability for continued enrollment or acceptance into the school will be final.

### **Parental Responsibility When a Parent/Guardian Are Out of Town**

If a student's parent or host parent will be unavailable i.e. out of town for a weekend or on vacation, a signed written parental notice must be provided, in advance, to the Administrative Assistant /Homestay Coordinator. This notice will indicate the adult(s) and contact information for who is responsible for the student while the parent/host parent is unavailable. The school is to be notified immediately in writing of any change of address, telephone number, email address, health or emergency information. This information is needed for attendance purposes, SEVIS required reporting and for any emergency situation that may arise.

### **Parking on Campus**

Parking at Arroyo Pacific Academy is at your own risk, in the designated areas only. Students who wish to take advantage of this privilege are to register their automobile with the administration by completing an Automobile Registration Form.



A speed limit of 5 miles per hour will be enforced at all times in the parking lot. Cars, trucks, and motorcycles may not be left overnight in the parking lot without permission from the Principal. Cars, trucks, and motorcycles towed away are at the driver's expense. There shall be no stickers or decals attached on any student vehicle's windows or exterior depicting any signs of violence, vulgar language or disrespect.

Arroyo Pacific Academy assumes no responsibility for theft, fire, or damage to any automobile or its contents, it being understood that the driver has full control of the vehicle at all times.

### **Posters on Campus**

In order to be placed in designated areas of the school and campus, all posters must have the approval of the Principal.

### **Privacy and Seizure**

While students have locks provided by Arroyo Pacific Academy on their assigned lockers to keep their belongings secure from theft, students do not have an expectation of privacy. Lockers are the property of Arroyo Pacific Academy. Should a school administrator or designee have reasonable grounds to believe that an item against school policy is in the locker, they may open, search, and inspect the locker without any notice to the parent/guardian/host parent of the students.

When conducting locker searches, the Principal or designee may seize any illegal or unauthorized items, items in violation of school policy or rules, or any other items reasonably determined by the Principal or designee designed to be a potential threat to the safety or security of others. Law enforcement officials shall be notified immediately upon seizure of any dangerous items.

### **Prohibited Items and Valuable Personal Property**

To ensure the safety of students, their freedom from distraction, and the safety of the items themselves, the following items are not permitted on campus:

- chains
- laser pointers
- lighters/matches
- pepper spray, and/or mace

The following items if brought to school are to be left at the Front Desk:

- roller blades
- skateboards
- skates

Students are advised that Arroyo Pacific Academy is not liable for valuable personal property and students bring such property to school at their own risk. Cell phones and earbuds that are deemed a distraction to the learning environment may be confiscated.

### **Prom and Guests**

Guests at the junior/senior prom must be no younger than sophomores in high school and under 21 years of age on the date of the event. Guests who are not Arroyo Pacific Academy students must be approved by the administration. Appropriate formal attire is required. Students on Disciplinary Probation are not eligible to attend the Prom.

### **Reporting Disciplinary Issues to Colleges**

Many colleges and universities, and all those using the Common Application, require high schools to let them know if an applicant has been placed on probation, suspended or dismissed from their school. UC and Cal State Universities typically do not ask for this information. Arroyo Pacific Academy will be in compliance with this request for those colleges and universities asking for this information.

### **Resource Library**

The Resource Library is open from 8:00 a.m. to 6:00 p.m. Monday through Friday. On a day when the faculty/staff is meeting, the Resource Library is closed. The Resource Library is open during lunch periods for quiet study and research. Students are expected to refrain from excessive talking and any behavior that disturbs others' ability to concentrate and study. Quiet group study is allowed. No food or drink is allowed in the Resource Library at any time. Microsoft Word and a printer are available to students.

## **Right to Search**

To maintain order and discipline on school property, at school-related events, and to and to protect the safety and welfare of students and school personnel, Arroyo Pacific Academy has the right to perform unannounced searches and to seize contraband, The school has the right to perform physical searches of students to determine whether they pose a danger to themselves and others. The Principal or his designee may search a student, his/her possessions, personal property or student automobiles, whether parked on campus or on city streets, without prior notice.

## **School Buses, Vans & Carpools**

Students are to follow all school behavior policies and rules as expected in the classroom while riding in a school bus, van and/or carpool. Students are subject to the authority of the bus, van or car driver during this period. School laws regarding behavior, profanity, obscenity, damaging property, fighting, etc. are in effect in the bus, van or car at all times.

Students who fail to follow school rules and policies will be assigned disciplinary consequences as described in this *School Handbook*. In addition, in order to maintain a safe, orderly environment on the bus, van/car and at van/car stops, students are expected to:

- Follow the driver's instructions.
- Remain seated, facing forward.
- Refrain from extending head, hands, or arms or any part of his/her body out of the windows.
- Be polite and talk quietly.
- Refrain from eating or drinking at all times.
- Refrain from bringing glass containers, animals or medication on the bus, van or in the car.
- Keep all books and personal belongings out of the aisle. Avoid bringing bulky items on the bus, van or in the car, large items such as class projects or musical instruments may be carried only if the item does not displace any rider, and does not obstruct the aisle or the driver's vision.
- Students may only leave the bus, van or carpool at their regular stop.
- Arroyo Pacific Academy is not responsible for loss or damage of personal property. Vandalism of a school bus, van or carpool vehicle and/or repeated behavior problems may result in suspension or revocation of the student's riding privilege. Parents/guardians/agents may be held financially liable for the cost of repairing damage to school bus, vans and individual cars of carpool drivers.

## **School Facilities and Grounds**

Students may not remain in a classroom or areas of the school without adult supervision. No part of the campus or any of its facilities, including classrooms or The Clarke Center may be used by any member of the student body or independent agencies outside of school time without the explicit permission from the administration.

## **School Hours**

The school buildings open at 8:00a.m. with 1<sup>st</sup> period class beginning at 8:30a.m. The last class ends at 2:30p.m. Monday through Thursday and the last class on Friday ends at 12:30p.m. The After School Program is available Monday through Thursday from 2:45p.m. to 3:45p.m. The STEPS Program ends at 6:15p.m. Students should be off the campus Monday through Thursday by 4:00p.m. and on Friday by 1:00p.m., unless detained on authorized business or involved in organized school activities. All student gatherings on school premises must be arranged in advance through the ASB Moderator or a coach. A faculty moderator or coach must be present at all meetings and events.

## **School Name and Representation**

No individual or group may use the name, initials, logo, school crest, seal or any other representation of Arroyo Pacific Academy and/or the names and pictures of its administration, faculty or staff without prior written approval of the President.

## **Scooters, Skateboards and Bicycles**

Students who choose to use scooters, skateboards and bicycles as a mode of transportation to and from the campus are welcome to do so; however, these items are brought to school at the student's own risk. They are to be left in the reception area. Scooters, skateboards and bicycles are never ridden on campus. "No Skateboarding, Skating, or Bicycling on the property. Violators will be prosecuted. California Penal Code 602(1)."

## **Smoking or Tobacco Products**

Arroyo Pacific Academy is a tobacco/nicotine-free campus. The use of tobacco products, e-cigarettes, vaping systems, and other nicotine delivery systems are deemed by the Surgeon General of the United States to be unhealthy and addictive. These pose a threat to the student's health and safety, as well as to that of other students, faculty and staff.

Students are subject to school-imposed consequences when found to be possessing (on their person, in their locker, or in their car) and/or using tobacco/nicotine/vaping products on campus, school events, and in close proximity to campus (Santa Anita Avenue, Saint Joseph Street, Rolyn Place, Santa Clara Street). The law prohibits any person under 18 from possessing tobacco or tobacco products. There is no smoking, vaping or chewing tobacco at any time.

## **Student Accident Procedure**

Accidents occurring at school must be reported immediately to the teacher and to the administration. A written report of the circumstances and witness should be made and filed with the Administrative Assistant at the Front Desk. It is the parent/host parent/guardian responsibility to ensure that accurate and current emergency information is provided in Jupiter and on file for each student.

## **Student Care of Personal Property**

Theft and vandalism are totally unacceptable at any time. Students should never leave personal property lying about or unguarded. The student's locker is to be kept locked at all times and lockers are never shared. Students are to write their name in each textbook and always exercise care and responsibility over their property. Arroyo Pacific Academy is not responsible for the theft or damage of student property.

## **Student Health**

The administration should be made aware of any medical, physical, learning issue, or emotional problem of a student that may, in any way, affect his/her performance in school. Prior notification concerning such matters, even though they may appear minor, can prevent possible misunderstandings at a later time. Proper documentation is required to be on file.

## **Student I.D. Cards**

Students are issued Student Body Cards to have on their person at all times during the school day and at school events. Admission to school activities may require the presentation of a valid Student Body Card. Students who lose their cards are to see the Administrative Assistant and are responsible for a replacement fee of \$15.00 to issue a new card.

## **Student Lavatories**

Lavatories for students are located in Buildings A, B and in The Clarke Center on the campus. Students may not make use of the lavatories for the faculty/staff.

## **Supervision on Campus**

The only authorized time for students to be on campus is from 8:30a.m. to 4:00p.m. Monday to Thursday and from 8:30a.m. to 1:00p.m. on Friday. The STEPS Program concludes at 6:15p.m. daily. Students should go immediately home or to child care at dismissal time. Arroyo Pacific Academy does not provide supervision outside of school hours.

## **Suspension and Expulsion**

A student may be suspended or expelled from Arroyo Pacific Academy for any serious breach of school policy, rule, or procedure as stated in this *School Handbook* and in the *International Student Handbook* or for any behavior that places the school in disrepute. This applies to behavior that occurs both on campus and off campus and during and outside of class time.

**Suspension** ordinarily involves barring the student from participation in any school activity, including classes, for a specified period of time up to a maximum of 5 school days for any single occurrence. Suspension may also be limited to prohibition from participation in co-curricular activities. Any student suspended from classes may not be allowed to make up class work and tests.

**Expulsion** which is the requirement that a student be removed immediately and permanently from Arroyo Pacific Academy, is a sanction reserved to the Principal. Students will be automatically expelled if, after an investigation, are found to be in possession of a weapon or other serious infractions. Students may appeal an expulsion directly to the Principal.<sup>8</sup>

### **Appeal of Expulsion**

If the student and parent/guardian wish to appeal an expulsion decision, a letter of appeal must be given to the Principal within 2 school days after notice of the expulsion is received. The appeal must be based upon the specific grounds for the decision to expel.

Once an appeal is filed, the Principal will schedule a hearing at which the student, at least one parent/guardian and other involved school staff will be present. At this hearing, the facts of the case, including the offense(s) of which the student stands accused will be reviewed and the student will have an opportunity to make his/her case. The appeal will be adjudicated by the Principal and the decision conveyed to the student and his/her parent/guardian, within 3 calendar days.

### **Symbols, Slogans, Words or Graphics**

Students are prohibited from displaying symbols, slogans, words or graphics deemed by the school administration to be inappropriate, inflammatory or derogatory.

### **Teacher Authority and Responsibility**

Students are to show respect for all faculty and staff and are to follow their directives at all times. The individual faculty and staff member is one of the primary authorities in the school. In instances of serious or repeated misconduct, the faculty or staff member will refer the student to the administration. The administration reserves the right to interpret the gravity of the situation, and determine the discipline or sanctions.

### **Telephone Messages**

Telephone messages will not be delivered to students while at school except in cases of emergency. Reminders of appointments or to stay on campus for a delayed pick-up and the like will not be considered an emergency.

### **The Clarke Center**

All policies, rules, and procedures as stated in this *School Handbook* and in the *International Student Handbook* are in effect in The Clarke Center, in the parking lot, and walking to and from The Clarke Center and the Arcadia County Park.

### **Transportation for Athletic Contests**

Transportation to and from away school athletic events is by authorized school vehicles only. All players must go and return on school provided transportation. No players may drive their cars to away athletic contests. Players may return from away contests with their parents or legal guardians if they have requested permission to do so in writing from the head coach prior to the trip and received that coach's consent. Parents or legal guardians must identify themselves to the coach before departing with the players.

### **Unauthorized Student Web Sites**

It is forbidden to use the name Arroyo Pacific or Arroyo Pacific Academy, initials, logo, crest, seal or pictures of administration, faculty, staff, students, the school or school activities on the Internet without written permission from the Principal. The publication of anything that is degrading, lewd, threatening or violent may result in serious disciplinary action, including expulsion.

### **Vandalism**

Students who deface or damage school property shall be liable to disciplinary action including suspension or expulsion and restitution.

### **Visitors on Campus**

Visitors must report to the Front Desk and will be directed to the appropriate location. Prospective student visitors may contact the Director of Admissions for information. A Visitor's Pass will be issued. All visitors must have the permission of the Principal to remain on campus.

### **Warning Notices**

Academic, attendance, and/or discipline advisory notices may be sent to the parents and host parents of students who are lacking a cooperative attitude regarding school requirements, deficient in completing homework or failing a test. Each parent, homestay parent, and guardian must have a current email address in Jupiter and contact information on file as the above warning notices are emailed through Jupiter.



## **Withdrawal Request by Administration**

In some cases of major or repeated disciplinary, attendance and/or homestay infraction(s) or excessive infraction(s) of school policies as stated in this *School Handbook* and the *International Student Handbook* throughout a semester or the school year, the administration can request a parent/guardian to voluntarily withdraw the student from Arroyo Pacific Academy. The parent/guardian may accept or reject this request. In the event the parent/guardian rejects this request, the administration may proceed with the expulsion process.

## **Withdrawing from School by Parent**

If, for any reason, a student is withdrawing to attend another school, the parent/guardian must provide written notice by completing the Intent To Withdraw Form and then the Request To Withdraw Form. International students must also complete the SEVIS Transfer Form with an acceptance letter attached. These forms must be completed and verified by school personnel and on file before official records can be forwarded to a new school. Withdrawal grades may be obtained by the Dean of Studies from the teachers and forwarded to the new school.

## **Personal Appearance Policies**

Arroyo Pacific Academy supports a School Uniform for Elementary and Middle School students and a Dress Code for High School students that promote a focus on learning.

We believe that a student's appearance has an impact on his/her attitude and behavior. Dressing appropriately for the proper time and place evidences respect for the school community, for the students themselves, and for what the academy is giving to the students. Students are required to be dressed neatly and appropriately as befits an academic institution.

No attire that suggests gang affiliation or exaggerated fashion is allowed. Tattoos or other markings, temporary or permanent, may not be displayed at school, school events or school activities.

Disciplinary Referrals and/or detention will be issued for non-compliance with the Personal Appearance Policies, the School Uniform, and the Dress Code. Students who are groomed and dressed inconsistently with these guidelines are referred to the administration and may be sent home. After a student comes into compliance, a student may return to school. If a student misses class time because of improper dress, the absence may be considered unexcused. The administration is always the final decision maker.

## **Personal Grooming and Hygiene**

Students are to take care in how they present themselves to faculty, staff, administrators and peers. We expect that students will take care to groom themselves properly. Cleanliness protects our community and ensures a pleasant, respectful environment in which to work and study.

Students who fail to properly care for themselves may be referred to the administration for evaluation, since poor hygiene can be indicative of a psychological or medical disorder. Students whose personal hygiene is determined to affect the health, well-being, comfort or safety of others may be removed or suspended until the situation is remedied.

Cleanliness, personal appearance, and proper dress are important in setting the pattern of school life and social conduct. Good and proper grooming should be encouraged at all times.

## **Regular Dress Code**

### **Accessories**

Wallet chains and laser pointers are not allowed

### **Sweatshirts**

Hoods may not be worn inside the buildings at any time.

### **Hair**

Hair must be neat and clean in appearance.

### **Shirts**

Students are prohibited from displaying symbols, slogans, words or graphics deemed by the school administration to be inappropriate, inflammatory or derogatory.

### **Shoes and Footwear**

Footwear is required at all times for hygienic reasons. Students are encouraged to wear athletic shoes, sneakers or loafers. Shoes must be in a neat condition. Writing and/or drawings on shoes are not allowed:



### **Boys Attire**

1. All pants or shorts must be hemmed, may not be oversized. Pants must be worn at the natural waist.
2. Oversized clothing of any kind is not permitted.
3. Sleeveless shirts and tank tops are not allowed.
4. T-shirts worn as an outer garment is not allowed.

### **Girls Attire**

1. All pants or shorts must be hemmed, may not be oversized. Pants must be worn at the natural
2. Oversized clothing of any kind is not permitted.
3. T-shirts worn as an outer garment is not allowed.

### **Dress-Up Events Dress Code for All Students**

In keeping with appropriate dress and respect for certain events and occasions, Arroyo Pacific Academy will have dress-up events for Elementary School, Middle School and High School students such as Field Trips and Graduation.

### **Boys Attire**

Dress-shirt, suit and dress shoes; or dress-shirt, dark slacks, sport coat, tie and all black leather tennis shoes. For Graduation, a white dress shirt and dress shoes are required.

### **Girls Attire**

Dress slacks, a skirt or dress may be worn. Dress blouses or shirts may be worn.

Dress shoes or dress boots may be worn.