

# Arroyo Pacific Academy

## Important School Rules for 2025-2026

Below is a list of highlighted rules from the school handbook that we would like to ensure students and families are aware of. These rules, and all other rules in the handbook, must be followed by all students.

Parents and Students must sign at the end of this document indicating that they understand, accept, and will follow all rules listed in this document. **This Paper, along with the Statement of Receipt for the Student Handbook must be returned to the student's 1st Period Teacher by August 26, 2025.** For transfer students admitted after the first day of school, this form is due 2 days after registration to Mx. Anton, Registrar, sent to the email [aanton@arroyopacific.org](mailto:aanton@arroyopacific.org).

### Campus Policies

#### No Gum

We are a gum free campus, inside all buildings and outdoors on all school grounds.

#### Emergency Exits

Doors marked as emergency exits should NOT be used by students unless there is an emergency evacuation of the building.

### Device and AI Policies

#### Use of AI

Honesty is expected of all students in the performance of their academic work... Students are expected to complete all assignments with honesty and integrity. Classwork 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:

(Additional rules omitted, see handbook)

**Using AI:** using AI in any way not explicitly permitted by a specific teacher for a specific assignment, including; use of Grammarly, online translators, Chat GPT or any other form of AI to generate text, calculations, or pictures used in an assignment or to find the answers, solutions, or ideas for a project.

#### Electronic Devices on Campus

Unrestricted use of electronic devices by students during the school day interferes with the educational mission of our school; lowers student performance; promotes cyberbullying; and contributes to an increase in teenage anxiety or depression. It is Arroyo Pacific Academy's policy to exclude the use of any personal electronic devices by students on campus before, during, and after regular school hours. This includes the use of earbuds and/or headphones. Students who bring devices to school must ensure that devices are turned off and stored in a locker or backpack. Unauthorized use of a personal device will result in confiscation of the device by any school personnel, and parents will be notified.

If students are requested to use a personal device by their teacher for a particular class activity, prior notice will be sent home. Otherwise, students may use personal electronic devices only in the following situations:

1. In the case of an emergency.
2. When a teacher or administrator grants permission to a student to possess or use a device.
3. When a doctor or specialist determines a device is necessary for the health or well-being of a student.
4. When possession or use of the device is required in a student's Individualized Education Program.

School personnel reserves the right to review the pertinent contents of confiscated cell phone(s) and electronic devices regarding disciplinary action. Teachers may require devices on a student's person or in a backpack to be placed in a caddy during class. 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 Front Desk. Students May not charge devices on campus unless they are in a teacher's classroom and it is necessary for the student to participate in class.

## **After-School Policies**

The After School Program is designed to provide a safe learning and working environment for students outside of regular school hours. STEPS English and Math worksheets are assigned to students for enrichment purposes.

### **Eligibility**

- All students enrolled at Arroyo Pacific Academy are eligible to participate in the After School Program.
- Students must be registered in advance. Registration forms are available in the school office.
- Students not signed up for the program should leave campus by the end of 6<sup>th</sup> period unless they are participating in a supervised ASB, club, or sports activity.

### **Hours of Operation**

The program operates from the end of the school day until 6:00 PM, Monday through Friday. The program will not operate on school holidays, Final Exam days, or during inclement weather closures.

### **Attendance**

Students are expected to attend the program consistently unless prior arrangements have been made with the program coordinator. If a student will not attend on a scheduled day, parents/guardians must inform the program coordinator by 1:00 PM. Students must work quietly in the assigned after-school room and sign in/out with the teacher in charge if they need to leave the room for any reason.

- K-1<sup>st</sup> grade students stay in the K-1<sup>st</sup> grade room from 3:00 pm to 6:00 pm Mondays through Thursdays and from 1:30 pm to 6:00 pm on Fridays.
- 2<sup>nd</sup>-5<sup>th</sup> grade students report to the After School room from 3:00 pm to 6:00 pm Mondays through Thursdays and from 1:30 pm to 6:00 pm on Fridays.
- 6<sup>th</sup>-12<sup>th</sup> grade students may attend teachers' office hours in 7<sup>th</sup> period and then report to the After School room no later than 3:50 pm Mondays through Thursdays. On Fridays, students must report to the After School room no later than 1:30 pm.

### **Pick-Up Procedures**

Students must be picked up by 6:15 PM. Only authorized individuals listed on the student's registration form may pick up the student. Identification may be required.

### **Behavior Expectations**

Students are expected to follow the same behavior guidelines that apply during the regular school day. The program reserves the right to dismiss a student from the program if behavior issues persist after any warning or parental notification.

### **Safety and Health**

Students must adhere to all safety rules and procedures while participating in the program. Parents/guardians must provide up-to-date emergency contact information and notify the program of any health concerns or allergies.

### **Communication.**

Updates about the program, including any changes to the schedule, will be communicated via email, Jupiter messages, texts, or WeChat. By participating in the After School Program, students and parents/guardians agree to abide by these guidelines to ensure a positive and productive experience for all involved.

(See additional Rules on Next Page/ Back)

## General Dress Code

Arroyo Pacific Academy supports a Dress Code for all students, regardless of grade, that promotes a focus on learning.

We believe that a student's appearance has an impact on their 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.

Disciplinary Referrals and/or detention will be issued for non-compliance with the Personal Appearance Policies / the Dress Code. Students who are groomed or dressed inconsistently with these guidelines are referred to the administration and may be required to change or sent home. The administration is always the final decision-maker.

### Attire

Students must have all of the areas shown in black covered at all times by non-transparent clothing while on campus. For an area to be considered covered, it must not be visible to our tallest or shortest student. This may mean that students need to wear a tighter-fitting pair of shorts, or an undershirt under loose clothing.

### Inappropriate Language and Images

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

### Shoes and Footwear

Students must be able to safely walk in shoes and may be asked to change out of slip-on shoes, shoes with wheels, or high-heeled shoes that the Principal or a teacher deems unsafe.

### Physical Education

- All Students must have sneakers and socks on at the start of PE class.
- All high school students must have a change of clothes for PE.

### Nails

Student nails may not be longer than  $\frac{1}{2}$ " past the end of their finger for the sake of student safety.

### Acknowledgments

Parent, Guardian, or Host Parent 1 Signature: \_\_\_\_\_

Parent, Guardian, or Host Parent 2 Signature: \_\_\_\_\_

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

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

