



HANDBOOK FOR STUDENTS AND PARENTS

2026- 2027



Accredited by the
Western Association of Schools and
Colleges and Hawaii Association of
Independent Schools

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Mission

Assets School serves gifted and capable students specializing in those with dyslexia and other language-based learning differences. We provide a strength-based program, complemented by outreach and training, that empowers students to become effective learners and confident self-advocates.

Vision

Our vision is to provide premier educational services to gifted and dyslexic children by offering model, integrated learning environments and professional outreach programs. We aspire to a community – in Hawaii and throughout the world – in which all children thrive and realize their own potential so that society benefits from their unique talents and abilities.



Contact Information	
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Campus Location	K-8 Campus: One Ohana Nui Way, Honolulu, HI 96818 High School Campus: 913 Alewa Drive, Honolulu, HI 96817

Purpose of This Handbook

This Handbook was developed to answer many of the commonly asked questions that parents and students may have during the school year. Because the Handbook contains information about student rights and responsibilities, parents and students are responsible for knowing its contents. Please take the time to become familiar with the following information and refer to the Handbook available online as you have questions. It can be a valuable reference during the school year and a means to avoid confusion and misunderstandings when questions arise.

The School reserves the right to interpret the content of this Handbook, including the rules and regulations governing the academic and non-academic conduct of students. This Handbook is not a contract, nor is it intended to be so construed. Our School reserves the right to modify and/or amend the content of this Handbook at any time during the year.

Students who reach 18 years of age while enrolled in the School are bound by all student and parent obligations in this Handbook. Student's continued enrollment after reaching 18 years of age evidences the student's agreement with this requirement. In addition, even after the student turns 18, the School will continue to share all health/medical, disciplinary, grades, progress reports, and other information with the student's parents/legal guardians throughout the student's enrollment at the School. Should a student have a concern about particular information being shared with his/her parents/legal guardians, the student should consult with the High School Principal.

If you have any questions about the Handbook or any of its policies, please contact your division Principal.

The Students

Assets is a school for students in Kindergarten through Grade 12 who have average to superior intelligence along with one or more of the following characteristics: (1) above average to superior achievement; (2) academic difficulties in school; (3) achievement at grade level but below potential; (4) need for enrichment/acceleration. The program provides remediation, acceleration, enrichment, counseling, advocacy, and coping skills in a structured environment. Our goal is to prepare students to transition into college or the world of work equipped with tools for success.

Assets School is a learning community founded on respect for differences. Our students are expected to demonstrate good character and citizenship. Students with consistent maladaptive or disruptive behaviors are not considered for admission.

Our primary mission is directed toward students of average to gifted intelligence who also have reading or writing difficulties (sometimes called Dyslexia, Reading or Writing Disorder, or SLD-Specific Learning Disorder) or other language-based learning differences. These students take precedence in the admissions process.

Learning profiles and terminology are complex and often overlap. We also serve “twice-exceptional” students who are both gifted and have a learning difference, for example.

Assets School does not, at present, offer therapeutic speech-language services or social skills training.

The School is private, not-for-profit, and incorporated. The School is accredited by the Western Association of Schools and Colleges (WASC) and Hawaii Association of Independent Schools (HAIS). All placements are voluntary on the part of the parents.

Non-Discrimination Policy

The School admits students regardless of race, color, creed, ethnic, or national origin who possess the motivation, ability, and character which would enable them to succeed in our School community to the rights, privileges, programs, and activities generally accorded or made available to students at the School and the School does not discriminate on the basis of race, color, creed, ethnic, or national origin in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

EDUCATIONAL PROGRAM

The School Day

Students are expected to arrive on campus by 7:40 a.m. and to be in class or homeroom at 7:45 a.m. Students who are late need to report to the school office for check-in.

K-8 Dismissal:

Pick-up times will be staggered by grade-level cohorts. Pick-up times are as follows:

- Grades K-4 2:45 p.m. (Wednesday - 1:15 p.m.)
- Grades 5-8 2:55 p.m. (Wednesday - 1:25 p.m.)

We ask that all families remain inside their vehicle and follow the carpool line according to signage and directions. Your child's name placard should be placed on your car's dashboard to be seen through the front windshield. Students with siblings attending Assets are asked to pick-up at the time designated for the oldest sibling. Students not picked-up 15-minutes after their respective dismissal time will be supervised and charged appropriate fees.

If you are picking up your child by foot, please park on the street. Please do not park in the parking lot, including the visitor parking spaces during dismissal time, because it causes "traffic jams" with the carpool line.

High School Dismissal:

To ensure that we do not block traffic on Alewa Drive, we have staggered pick-up times for those students who are picked up by parents or a family representative. Families sign up for one of the following pick-up times:

- 2:55 p.m.
- 3:00 p.m.
- 3:05 p.m.
- 3:10 p.m.
- 3:15 p.m.

If the pick-up line extends to our entrance, we ask that drivers circle the neighborhood and do not idle on Alewa Drive. Once on our campus, those picking up students should remain inside their vehicles and follow the carpool line according to signage and faculty directions. Your child's name placard should be placed on the car's dashboard and clearly visible through the front windshield.

Students who walk, catch the city bus, or drive home are expected to leave campus promptly after school unless they are working with, and will be supervised by, a teacher or administrator. Students are supervised for 20 minutes after the dismissal time, except on **Wednesdays**, when supervision ends at **1:45 p.m. for the High School**.

Absences and Tardies

Regular attendance is critically important. Effective instruction is cumulative and consistent. While we recognize individual needs of families and will work to accommodate these needs, note that time away is not something that can be made up. Classroom experiences and instruction are unique and irreplaceable.

Whenever a student's school performance is affected by absences and tardies, and in any case if combined absences and tardies constitute more than 10% of the instructional days in a trimester (in the K-8) or quarter (in the high school), it should be expected that extra time will need to be spent to make up missed work. Should the difficulty continue, there will be consequences that may include reduced grades, probationary status with conditions, dismissal, and/or withholding of re-enrollment for the following year. In high school, credits may not be awarded for classes and, in the K-8 grade levels, promotion may be affected. Please note this policy on excessive tardies or absences is in effect regardless of whether they are considered "excused."

For Standard In-Person Instruction When Campus Is Open: When students are **tardy**, they must report to the office. Students must obtain a pass to enter their class. If a student is **absent**, parents are asked to notify the school office by 7:40 a.m. You may call the office or email K8 at K8attendance@assets-school.org or the high school at HSOffice@assets-school.org. Please explain the reason for the absence, indicate whether the student is able to do any homework at home, and estimate the length of the absence. This needs to be done each day that the student is absent unless such information is transmitted clearly to and acknowledged by the school's officials. When students are tardy or absent, they miss experiences important to their education; therefore, only illnesses, injuries, or family emergencies constitute valid reasons for being absent. Students missing school are expected to make up any work covered during the time of their absence.

Whole-School Distance-Learning Due to Campus Closure: Instruction may be asynchronous or held synchronously on a video communication platform such as Google Meet or Zoom. Students are expected to attend and participate in their online class sessions.

When Campus Is Closed and Programs Move to Distance Learning: Parents/guardians should notify the School when students will be absent. If a student is absent from an online class session without such parent reporting, the School will reach out to parents/guardians. Students are also expected to be on time to both in-person and online classes, as entering late is especially disruptive and creates challenges for catching students up on what they miss.

Arrival and Departure

If students need to be dismissed early, parents **must notify the office**. Parents are required to **come to the office** to pick up children and sign them out. Students will be dismissed **from the office only**.

Parents transporting students in private cars need to be especially courteous and careful as they approach the campus. Please use the carpool lane, stay in line, and do not cut in front of others or the buses. This is a matter of safety as well as fairness. We would like to provide our students with positive role models. Please adhere to the expectations for safe driving when dropping off or pick-up your child. Cell phones may not be used when you are driving on campus or during the carpool line. This is a potential safety hazard for our students. Parents who repeatedly violate driving policies may lose on-campus driving privileges.

Driving and parking at Assets School are privileges extended to those students who remain in good standing and who demonstrate appropriate consideration for their own and others' safety. Students who wish to drive to and park at school must fill out a registration form and sign a contract governing conduct and operation of a car at Assets School. All school rules apply to students in the high school parking area. Students are not permitted to return to their cars during the school day. Students who disregard these rules jeopardize the privilege of continuing to drive to school and may incur other disciplinary action. Students who take the bus or are driven to school by parents are not permitted to visit cars or to be in the student parking areas.

School Materials and Personal Property

The general rule about bringing things from home is that less is better. Some students bring personal devices or electronic games to use when traveling to and from school; these are not to be used in the classrooms unless directed by a teacher. K-8 students are also prohibited from using them in the courtyard. Skateboards and other wheeled items are not to be ridden on campus or in the immediate vicinity of the school. Expensive jewelry, toys, etc., cannot be secured in school and should be left at home.

In the K-8 Program: Most materials students need for school are supplied by Assets. These include books, laboratory supplies, calculators, etc.

In the High School Program: Students are required to supply their own note paper, binder, writing utensils, and a personal laptop computer and its charger to be brought to school daily. High School students may use their cell phones during non-instructional times (e.g., breaks, between classes); phones should be silenced and put away during instructional time. Compliance with program procedures (High School or K-8) is mandatory. Please review responsible usage with your child. **Please note that Assets School will not be responsible for students' personal items that are damaged, lost, or stolen.**

Food on Campus

Food may be brought from home. Students have a scheduled time for a mid-morning snack. All snacks should be provided from home. Sandwiches, other food, and beverages that require refrigeration should **not** be brought unless stored in a good thermos or other well-insulated container as they can represent health hazards.

For K-8 students, soda or energy drinks are not permitted for school consumption. Middle school students may use the microwave. Sharing is also not permitted as many parents monitor their child's food consumption. Information about commercially prepared lunches is available in the Parents Portal on our website or via Veracross.

High School students may purchase pre-packaged items (such as noodle bowls and chips) and select beverages (such as bottled water and canned juice) from the school snack shop. Information about commercially prepared lunches is available in the Parents Portal on our website or via Veracross.

Students may not have food, drinks, or other items delivered to or near campus by for hire delivery services such as GrubHub, DoorDash, or other similar services.

Clubs and Athletics

Our School offers a variety of activities including an athletic program and varied selection of non-athletic clubs and organizations. School is a lot more fun for those who participate - go out for a team or join a club! Listen to the announcements, check our website, or stop in the office to find out more about the activities program.

The School assumes no responsibility for injury to students participating in athletics or other School activities. Parents may be required to sign a waiver and release as a condition of their children participating in athletics or other School activities.

The School does not promise any particular sport or activity will be offered. Furthermore, enrollment at the School does not guarantee that a student will be permitted to participate. Among other things, students must meet athletic eligibility requirements set forth by the School's athletic league.

Tutoring

Assets prides itself on providing each student with the academic support they need during the school day. Teachers may be available to offer support before, during, and after school as well. If an employee believes further academic support would be beneficial, the individual should discuss it with the Principal.

Some families may wish for their child to receive tutoring as additional student support. In exceptional circumstances, it may be possible for an outside tutor or current faculty member to tutor a student on campus. Faculty should never initiate these conversations. Parents should speak with the Principal, who will decide if the school can accommodate the request.

Tutoring of current students requires approval from the Principal and a “hold harmless agreement” signed by parents and the tutor. Tutors would also be required to hold a certificate of insurance meeting school limits and complete a background check. Due to scheduling and resource constraints, the use of a room or facility for tutoring on campus must be approved and registered with the Business Office. Only approved vendors and approved school employees may tutor on the school’s campus.

Teachers may not tutor any current Assets student, on or off campus, unless approved by the Principal via the above process. Teachers may never tutor their own students for pay.

TECHNOLOGY

Cell Phones and Other Electronics

To the extent that students bring any electronic devices to school (smart/cell phones, smart watches, iPads, video games, etc.), students do so at their own risk. The School will not be responsible for the theft, damage, or loss of such devices. Students who choose to bring such devices to school must comply with all rules and regulations regarding the same.

All electronic devices must be turned off during class unless the teacher has specifically authorized the use of the device during that particular class for educational purposes. If the device is being used for educational purposes, students must comply with the guidelines relating to such use. Otherwise, K8 students are allowed to use their personal technology during morning care (6:15 - 7:15 am) and after dismissal when dismissal cones are in the carport area. High School students may use electronic devices only before school, during snack and lunch breaks, and after school. Whenever such use is permitted, students may not use electronic devices in any way that is inappropriate, harassing, or disruptive to the educational environment. The visible/audible content stored on a cell phone such as images, wallpapers, and ringtones are to be school-appropriate. Students are not permitted to use electronic devices to make threats, use camera features to take inappropriate pictures or videos, videotape or record classes, record individuals who do not wish to be recorded, send text or instant messages to other students in class, or in ways that would otherwise violate a School rule.

Any students found to have an electronic device in their possession and turned on during a test or examination will be presumed to have used the device to cheat and will receive a zero for the test/examination and may be subject to additional disciplinary consequences.

Students who violate this policy will have their cell phones or electronics confiscated. In such cases, the School reserves the right to inspect the device, including all contents. Students must provide any passwords to inspect the device upon request by a School administrator. Parents will be required to come to the School office to pick up confiscated items but must understand that even if the device is registered or paid for in the parent's name, its ownership and contents will be attributed to the student in whose possession the device was found. Students will also be subject to disciplinary procedures for violation of this policy.

Computer and Systems Acceptable Use Policy

All persons using the School's computers, the School's computer systems, or personal computers on School property or over the School's systems are required to abide by the following rules. This policy also applies to the use of any personal electronic devices (computers, laptops, cameras, iPhones, iPads, tablets, smart watches, smart/cellular phones, video cameras, etc.) on School property or at a School-related event. Failure to abide by these rules will result in appropriate disciplinary action determined by the School administration. All computers and devices should be used in a responsible, ethical, and legal manner. Violations of the following guidelines may result in the revocation of access privileges and possible disciplinary responses, including expulsion for serious offenses.

Purpose: The purpose of providing access to the Internet and the School's computer systems is to support research and provide unique educational opportunities. The use of such resources should be limited to those activities that support the School's educational objectives.

Privilege: The use of the School's systems is a privilege and not a right. Inappropriate or illegal use of the School's systems or of the Internet will result in loss of the privilege and disciplinary action.

Internet Access: The School community--students, faculty, administrators, and staff--have the privilege of full access to the Internet. The School encourages students and teachers to use the Internet to expand their knowledge. The Internet allows users to send and receive email, to log onto remote computers, and to browse databases of information. It also lets users send and receive files and programs contained on other computers.

The School's Filtering System: The School's wifi network uses a filtering system that generally can eliminate access to offensive and pornographic materials. Because no filtering system is foolproof, we expect users to act responsibly in their searches and to immediately disengage from any materials that are inappropriate and to report the situation to the faculty member or administrator in charge of the activity. Although the School cannot effectively restrict the content of information obtained by students via the Internet, obtaining material that is explicitly labeled as not intended for minors will be considered a violation of School rules. Furthermore, making public or passing on any material that is pornographic, violent in nature, or otherwise harassing is unacceptable and will be dealt with by the appropriate administrator.

Internet Safety: Students should never give out their own personal information or that of their friends or family (address, telephone number, name of School, address of School, date of birth, Social Security Number, credit card number, etc.) over the Internet. Students also should not meet with someone that they have contacted on-line without prior parental approval. Safety is the responsibility of the parent and student. The School is not liable in any way for irresponsible acts on the part of the student.

Pirated Software: The term "pirated software" refers to the use and transfer of stolen software. Commercial software is copyrighted and each purchaser must abide by the licensing agreement published with the software. There is no justification for the use of illegally obtained software. The School will not, in any way, be held responsible for a student's own software brought to School for personal use.

Network Access/Passwords: Accessing the accounts and files of others is prohibited. Attempting to impair the network, to bypass restrictions set by the network administrator, or to create links to the School's web page is prohibited. Obtaining another's password or rights to another's directory or email on the network is a violation of School rules as well as a form of theft. Taking advantage of a student who inadvertently leaves a computer without logging out is not appropriate. Using someone else's password or posting a message using or purporting to be using (i.e. spoofing) another's log-in

name is a form of dishonesty, just as is plagiarism or lying, and will be treated as a violation. Guard your passwords. You will be responsible for any activity done on the School's system under your passwords and accounts.

School's Right To Inspect: The School reserves the right to inspect user directories, profiles, clouds, and browsing histories for inappropriate files, to remove them if found, and to take other appropriate action if deemed necessary, including notification of parents. The School also reserves the right to inspect any personal electronic devices brought onto campus or connected to School networks or systems. In such cases, students must provide any passwords to inspect the device upon request by a School administrator. Do not assume that any messages or materials on your computer or the School's systems are private.

Email and Other Electronic Messaging: Students are expected to use their School-provided email for all School-related work and communication. Neither email nor any kind of instant or text messaging may be used to harass or threaten others. The School reserves the right to randomly check email or messages with or without notice. Electronic messages and emails must not include personal attacks, inappropriate language, or commentary that is inconsistent with the mission and values of the School, and should follow the normal rules of appropriate public language. They should not contain any language or content, which the author would not be willing to share from the podium at a School meeting. Students should be aware that deleted emails, messages, and browsing histories can be retrieved.

Any person who believes that they have been harassed or threatened by an email or other electronic communication should immediately report the concern in accordance with the School's No Harassment/No Bullying policy.

Viruses: Every effort is made by the School to keep our system virus-free. Even with the best techniques, however, computer viruses can be transmitted to and from any computer. The School is not responsible for the transmission of any virus or for damage suffered from a virus.

Electronic Device Care: Members of the School community will not abuse, tamper with, or willfully damage any computer or electronic equipment; use computers, laptops or tablets for other than appropriate work; or bring food or drink into any computer area. Acts of damage may result in discipline and students will be held responsible for replacement or repairs.

Reporting Requirements/Discipline: Any student who accesses inappropriate material on the Internet—or who sends or receives harassing, threatening, or inappropriate materials via email, text, or on the Internet—must immediately report the concern to the teacher who is supervising the activity or to an administrator so that the situation can be investigated and addressed appropriately. Students who violate any aspect of this Computer and Systems Usage Policy will be subject to appropriate discipline and loss of computer or Internet privileges.

Reporting Lost Devices: Students must immediately report the loss or theft of any School devices, or electronic devices that may contain School-related information. Lost or stolen devices should be reported to the Main Office.

Social Media and Social Networking Policies and Procedures

Social media encompasses a broad array of online activity including social networks/media such as X, TikTok, Instagram, Facebook, GroupMe, and Snapchat, blogs, and other similar online or Internet communications. Because this form of communication is vast and growing, we feel it is important to communicate to you the School's position regarding a student's use of social media or networking.

Use Away from School Property: It is not our goal to regulate a student's personal online activities when not on School property or at a School-related event. Please understand, however, that certain activities might impact a student's relationships with other students or School employees or School rights that we do reserve the right to regulate. All students should ensure that they are familiar with the School's conduct policies to avoid any online communications that might violate those policies.

For example, you should ensure that your online activities do not violate a School policy regarding bullying or harassment, or other similar policies pertaining to how students interact with each other. If you post or say something online that makes another student feel uncomfortable, your activity may result in an investigation and discipline.

Students should also be aware that teachers and administrators periodically check such sites and may determine that off-campus behavior violates the School conduct code. For example, a student making disparaging or negative comments about the School, administration or School employees in a manner that is disruptive to the School's educational mission or activities would be considered in violation of the School's conduct code.

Students should not "follow" or be "friends" with any faculty member or other adult member of our community (other than the student's parent) on any of these social networking sites. Any violation of this prohibition must be reported to the administration immediately.

In addition, postings on social networking or other Internet sites of students engaging in inappropriate behavior (such as drinking, smoking, sexual actions, etc.) is prohibited.

Students are not permitted to use the School's name, logo, trademark, or service mark in online activities without the permission of the School. Students are not permitted to create websites or social networking profiles to rate teachers, discuss aspects of the School, or otherwise disclose information online that the School would find offensive or inappropriate if posted in the School's newspaper. Finally, students are not permitted to disclose any confidential information of the School, employees, students, parents, or activities online.

Your Identity Online: You are responsible for any of your online activity, including but not limited to activity conducted with a School email address, and/or that can be traced back to the School's domain, and/or that uses School resources or assets.

What you publish on such personal online sites should never be attributed to the School and should not appear to be endorsed by or originated from the School.

School's Right to Inspect: The School reserves the right to inspect all electronic data and usage occurring over the School's network or on School property without prior notice. We also reserve the right to assess information in the public domain on the Internet and to discipline students for any violation of these guidelines.

Student AI Policy

Definition

Artificial Intelligence (AI) refers to computer systems that can generate text, images, video, audio, code, or other content; answer questions; analyze information; and perform tasks typically requiring human intelligence. This may include generative AI platforms, AI writing assistants, and image generators. This includes tools like ChatGPT, Claude, Copilot, Gemini, and AI features embedded in common applications. For purposes of this policy, AI includes both standalone AI tools and AI-assisted features in software.

AI Philosophy

Artificial intelligence (AI) is evolving quickly, and we recognize that the use of AI tools involves deep consideration of safety and ethical implications. We recognize that AI tools might aid creativity, deepen understanding, and support critical thinking skills when used thoughtfully. There are also potential dangers that require clear boundaries. Students will likely encounter AI in many aspects of their lives; the school's role is to teach them to use it wisely, ethically, and effectively.

Expectations for AI use may vary by grade level. In lower grades, AI use may be limited to teacher-directed experiences. As students mature, they will gradually be taught how to use AI responsibly, ethically, and critically. Expectations will reflect students' developmental readiness.

Guiding AI Principles

1. **Learning Comes First:** AI should support student learning, not serve as a substitute for student thinking. Students must demonstrate understanding of the content, not just the ability to generate it.
2. **Transparency is Essential:** Students must disclose when and how they use AI tools in their academic work. Honesty about AI usage is a fundamental expectation.
3. **Teacher Autonomy:** Each teacher determines appropriate AI use in their classroom based on the learning objectives and task at hand. When in doubt, students should ask their teacher.
4. **Privacy Matters:** Students must protect and respect their personal information, as well as that of the school and other students when using AI tools.

Behavior Expectations

All Student Handbook expectations apply to AI use, including honesty, academic integrity, harassment, and privacy.

Responsible Use Practices

Each teacher determines appropriate AI use in their classroom. The following examples of positive practices will set students up for success:

- Ask your teacher if AI use is appropriate for an assignment
- Use AI to enhance your learning and understanding
- Critically evaluate AI outputs for accuracy, bias, and appropriateness (AI can make mistakes!)
- Be transparent about your AI usage. Acknowledge AI assistance in all submitted work through citations or statements
- Use AI as a starting point for your own thinking, not as a final product.
- Be able to understand and explain any work you submit

Prohibited Uses

The following uses of AI are prohibited for all students and families. This list is not exhaustive.

- Sharing personal or sensitive information (about yourself or others) with AI tools, including school documents
- Using AI tools when explicitly prohibited by a teacher or on specific assignments
- Submitting AI-generated work as your own original creation without disclosure
- Harassment, bullying, or targeting others
- Creating, distributing, or threatening to distribute inappropriate, harmful, or dishonest content. This includes deepfakes, impersonations, or false evidence
- Violation of any other section of the school's code of conduct

Misuse may result in disciplinary action under the Code of Conduct.

Academic Integrity Expectations

Examples of AI academic dishonesty include, but are not limited to:

- Submitting AI-generated work as your own original creation
- Using AI tools when explicitly prohibited by a teacher or on specific assignments
- Failing to disclose AI assistance when required
- Using AI to complete assessments, tests, or quizzes unless explicitly permitted

Privacy and Data Protection

AI tools collect and process data. Many tools store AI conversations that can be reviewed or used to train future models. Students must protect themselves and others:

- Never share personal information (addresses, birthdates, phone numbers, social security numbers, financial information) with AI tools
- Do not upload documents containing other people's private information
- Do not upload photos of people without their permission
- Only use school-provided or teacher-approved AI tools when directed
- Only use school-approved AI tools when entering school-related information

When in Doubt, Ask

AI technology is evolving rapidly, and questions will arise. Students should ask their teachers, advisors, or administrators about appropriate AI use.

Online Learning Management Systems and COPPA Information

We are committed to high quality teaching and learning. We realize that part of 21st century learning is adapting to the changing methods of communication and providing rich and varied contents and experiences for our students. The importance of teachers and students engaging, collaborating, learning, and sharing in digital environments is a part of 21st century learning and provides students the opportunity to develop as literate and technologically competent individuals. Educational standards are now requiring the use of online education tools and our School uses several computer software applications and web-based/cloud-based education technology services operated not by the School, but by third parties. These applications may include, but may not be limited to, Google Drive, Discovery Education, Schoology, Explain Everything, See Saw, Scratch, Minecraft, Kodable, Zoom, Canvas, Code Monkey, and other similar educational programs.

In order for our students to use these programs and services, certain personal identifying information—generally the student’s name and school email address—must be provided to the website operator. Please note that any personal information provided by the School is for educational purposes only and is used by the School solely to communicate with the service provider. Students will receive a school email address to participate in certain of these computer software applications and web-based/cloud-based services. Under federal law entitled the Children’s Online Privacy Protection Act (COPPA), certain website providers must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13.

COPPA permits schools such as ours to consent to the collection of personal information on behalf of its students, thereby eliminating the need for individual parental consent to be given directly to the website operator.

Students are reminded that they should not place any confidential or sensitive information into cloud storage.

Virtual Learning Policy

Parents and students acknowledge and agree that the School may decide, in its discretion, to convert its classes, programs, and activities to be virtual. If the School converts to virtual learning and programming, the policies in this Handbook will apply whether students are on campus or engaging in distance learning.

Prohibition on Recording and Sharing Information During Virtual Learning

The School prohibits screenshots, photos, audio/video recordings, and distribution of any virtual or in-person educational experiences. This is in order to protect privacy, prevent cyberbullying, and reduce distribution of content from educational experiences. In virtual settings, parents/guardians and other household members who normally are not privy to day-to-day classroom activities, agree to respect and keep confidential any personal or private information inadvertently discovered about other students due to their proximity to virtual education. Parents and students must be mindful of anything in the background during virtual programs and activities and the School is not responsible for any content shared during those sessions.

STUDENT HEALTH

Health Requirements

Physical examinations, immunizations, and TB clearance must be in compliance with Hawaii State Law and Assets School policy.

Medication

Prescription and non-prescription medication, including antibiotics, must be brought to the School office by an adult. Students are not to transport medications at any time. A Medication Administration Form must be completed by a parent and the student's physician for daily medications.

Nonprescription and occasionally prescribed medications, such as antibiotics and allergy medication, will be administered by the School provided there is written permission on file in the office. All medication must include the prescription noting the doctor's name, dosage, time(s) of day dosage is to be given, and any possible side effects. With appropriate authorization on file, School officials will distribute such medications in accordance with instructions. All students who are insulin-dependent, require an EpiPen, or have a life-threatening allergy must have an action plan on file with the nurse.

Communicable Disease

A family is required to notify k8health@assets-school.org or hshealth@assets-school.org if your child has been diagnosed with or is being tested for any communicable disease. Any student who has been diagnosed with the following may be asked to present a primary care physician's note clearing the child to return to school and be authorized by the School to return:

- Scabies
- Conjunctivitis (pink eye)
- Influenza
- Measles, Mumps, Rubella
- Chicken Pox
- Mononucleosis
- Strep Throat
- Scarlet Fever
- Impetigo
- Live lice (ukus)
- Fifth Disease
- Active Tuberculosis
- Hand-Foot-Mouth Disease
- Covid

Concussion Management

A family is required to notify k8health@assets-school.org or hshealth@assets-school.org if your child has been diagnosed or suspected of having a concussion. Any student who has been diagnosed with a concussion must be able to present a primary care physician's note clearing the child to return to school and be authorized by the School to return.

Child Abuse and Cooperation with Governmental Authorities

School employees are mandatory reporters under the Hawaii child abuse reporting laws. Please understand that we must take our obligations seriously and if we assess that a situation requires it, we will report to child abuse authorities. The School will neither confirm nor deny to non-authorities, including parents, that a report was made. We ask for your understanding as we do our best to follow the law and protect the children under our care.

The School also may contact and/or cooperate with law enforcement personnel or other governmental agencies if the School, in its sole discretion, believes it is warranted in a particular situation. Students and parents should further be aware that the School will cooperate with governmental authorities and provide requested information, which may include but is not limited to documents, records, information, and recordings, such as of virtual classes and surveillance video. The School may assess disciplinary consequences for student conduct, even if a criminal investigation or other legal action is ongoing.

Visitors

Assets School is a closed campus. Outside visitors are not allowed to visit campus, including but not limited to classrooms, library, play spaces, performance spaces, or hallways, without prior permission from School personnel. Aside from School-sanctioned events, parents or guardians are strongly discouraged and may be prohibited from visiting their children during School hours. However, those parents or guardians who need to visit campus during School hours and have permission from a teacher or the administration, are asked to follow these guidelines:

1. **Make an Appointment:** If you are coming to see an administrator or a faculty member, please call or email to make an appointment in advance.
2. **Check-in in the main office:** When you arrive on campus, please report directly to the main office for authorization. If you need to proceed from there to any other part of the campus, you will be issued a visitor badge.
3. **I.D. Check:** Please do not be offended if you are asked to show identification. This is a safety measure intended to protect your children.

Please Note: For the safety and security of our students, anyone seen on campus during School hours without a visitor badge will be reminded to obtain one or asked to leave campus.

Weapons

Firearms, guns, explosives, knives, tasers, and other weapons are prohibited on campus, including in all buildings and on driveways, streets, sidewalks or walkways, parking lots, or other parking areas. Guns and other weapons are also prohibited from being in locked vehicles or trunks while parked or driving on campus. Similarly, look-alikes or toy guns/weapons are also prohibited on campus.

Threats

The School takes all threats seriously, even when students or parents make comments in jest, on the Internet, by text, or away from School toward or about another student, employee, or the School. Students and parents are prohibited from bringing any type of weapon (whether operable or not and whether licensed or not) or items that resemble weapons, such as martial arts training materials (training balisong, nunchucks, etc.) and look-alike or toy weapons to School (including, without limitation, parking lots, athletic fields, and buildings) or School-sponsored events, including knives, guns (all types), fireworks, etc. This prohibition includes, without limitation, knives (all types including, without limitation, pocket knives, and even those that are part of a key chain), guns (all types), tasers, pepper spray, firecrackers, matches, lighters, smoke bombs, stink bombs, or any type of explosive device. Any such item may be confiscated and, if appropriate, turned over to law enforcement.

Any pictorial depictions of weapons, or verbal or written comments that the administration determines in its discretion appear to be threatening in nature, or any behavior that is threatening, will result in disciplinary consequences.

All members of our community are required to immediately report any comment, posting, text, or other form of communication or information that they receive or learn about that reflects that someone has made a threat toward or about another student, an employee, or the School. If there is any communication or behavior that concerns you, report it to any administrator.

The school maintains a behavior intervention and threat assessment team, guided by a nationally recognized, validated process for investigating threatening behavior in K-12 schools. Our trained campus teams evaluate potential risks and implement safety plans that prioritize intervention and support for all students.

Violators of the School's policies regarding weapons and threats will be subject to disciplinary consequences from the School, up to and including expulsion. Threats of violence or acts of violence by a student, employee, parent, or other individual may be reported to law enforcement and any other authorities the School deems appropriate. The School will cooperate with investigations by authorities, and the School may also conduct its own investigation. With respect to such threats or acts by students, the School may report such threats or acts of violence to future schools, camps, athletic programs, and other organizations in which the student participates. The student's transcript or report card may also note the threat or act.

Inspection Policy

Parents authorize the School to inspect and conduct a search of any place or item on School campus or at a School-related event including, but not limited to, a student's locker, purse, book bag, backpack, vehicle, computer, or personal electronic devices. Students may also be required to empty pockets and remove outer layers of clothing for inspection. Inspections and searches may be conducted on a routine or random basis or as deemed necessary. Students must provide any passwords or other access required to inspect such places or items upon request by a School administrator. Inspection of electronic devices includes laptops, phones, tablets, cameras, and any other electronics, including the contents of same (texts, emails, photos, images, address books, etc., whether such message or information was sent over the School's system or any personal account such as Yahoo, AOL, Gmail, etc.). Further, parents authorize the School to seize and permanently retain property disclosed by an inspection or search that is considered potentially harmful, dangerous, illegal, or inappropriate, or the possession of which is a violation of the School's rules, community standards, and/or local, state, or federal law. If a student or parent interferes with, fails to cooperate with, or otherwise impedes an inspection by the School, the student will be subject to disciplinary consequences up to and including immediate dismissal.

Animal Policy

Due to concerns about the health, safety, and welfare of people in the School community, no personal animals from home are allowed on School property or at School-related events without the express, written permission of the campus Principal. This means that animals may not be brought onto School property for any reason, including drop off, pick up, parties, games, and activities, and may not be brought to School-related events on or off campus. If you require a service animal, please contact the campus Principal to request this accommodation and the School will determine what accommodations can be made.

Accidents

Any accident/injury in a School building, on School property, at athletic practices, or at any event sponsored by the School must be reported to the person in charge immediately. Students and parents should not assume that someone in authority knows there was an accident or injury.

COMMUNITY EXPECTATIONS

Purpose and Goal

Our goal is to maintain a secure, challenging, and nurturing school environment in which students develop a strong sense of integrity and respect for others. To promote this goal, students are expected to be honest, use appropriate language, and have appropriate interactions with others.

Another equally important goal is to help students mature and learn a sense of self-responsibility. For this reason, students are held to a high standard of integrity and are expected to appropriately seek help and report problems when circumstances arise. We encourage students to seek help and report problems on their own without parental involvement as much as possible.

The standards of student conduct are designed to provide students with guidance to help them meet the goals and expectations of our community. Parents are expected to reinforce these goals at home and are expected to support the efforts of the School. While reasonable disagreements may be discussed in private, it is important that parents support the School with respect to expectations and consequences for student behavior. The list of rules and policies should be read carefully. Violations will result in serious consequences, up to and including suspension or dismissal from School. Students may also be held responsible for any damage or harm that they cause to individuals, property, and/or the School community at large.

Student Dress Code Policy

We expect that all students will dress in a way that is respectful of the purpose of school and appropriate for a shared learning community. We believe that our student dress code should support equitable educational access and be inclusive of a student's multiple identities.

The primary responsibility for a student's attire resides with the student and parents or guardians. Assets School acknowledges that appropriate attire will vary with age. We are responsible for seeing that student attire does not interfere with the health or safety of any student, and that student attire does not contribute to a hostile or intimidating atmosphere for any student.

Basic Principle: Certain body parts must be covered for all students. Clothes must cover underwear. All items listed in the "must wear" category below meet this basic principle.

Students Must Wear:

- Top;
- Bottom: pants/sweatpants/shorts/skirt/leggings (a dress constitutes both bottom and top);
- Footwear: should be comfortable and safe to wear on our campuses. K8 students must wear closed-toe shoes to play on the structure and participate in P.E.. Crocs are allowed on the Structure and within the gaga ball pit if worn in "sports mode" strap secured behind the ankle). HS students should consider that the terrain is uneven and that it rains both frequently and suddenly.
- Courses that include attire as part of the curriculum (for example, PE) may include specific dress requirements.
- HS Mentorship Program: Students and families should keep in mind that mentors/mentorship sites have specific dress code and appearance requirements. Mentorship dress codes may stipulate specific types of clothing be worn (such as non-skid shoes, certain types of bottoms) or require uniforms that they provide. Mentorship appearance requirements may include rules regarding hair color, hairstyles, piercings, and tattoos.

Students Cannot Wear:

- Violent language or images;
- Clothing that represents or depicts gang affiliations;
- Images or language depicting drugs or alcohol (or any illegal item or activity) or the use of same;
- Hate speech, profanity, or pornography;
- Images or language that creates a hostile or intimidating environment based on any protected class;
- Visible underwear (visible waistbands or straps on undergarments worn under other clothing are not a violation);
- Bathing suits;

- Helmets or headgear that obscures the face (except as a religious observance).

We encourage students to consult their Principal if they are uncertain about what is acceptable. The administration has the discretion in all cases to determine the appropriateness of attire.

On- and Off-Campus Behavior

The School does not seek to unnecessarily involve itself in a student's off-campus behavior. However, the School reserves the right to act with respect to off-campus behavior when it deems necessary, including, without limitation, when that off-campus behavior impacts the student's ability to continue at School, impacts other students' or employees' ability to be comfortable at School, compromises the welfare of other students, or damages the reputation of the School.

The policies and standards apply at all times a student is enrolled in the School, including when a student is on campus or in the immediate vicinity of campus; any time a student is participating in or attending a School-sponsored event on or off campus; any time a student is officially representing the School; any time a student is traveling on behalf of the School; and in the evenings, on weekends, and during school breaks, including summer break.

In addition, the School regards any behavior prejudicial to the best interests of the School, its students, and its employees whether at School or elsewhere, as sufficient grounds for a disciplinary response.

Consistent application of disciplinary policies is sought, although each situation is judged on its merits, and every effort will be made to ensure that decisions are not arbitrary.

The School's rules, policies, and standards provide general guidelines for the expected behavior. The rules, policies, and standards outlined below and elsewhere in this Handbook should not be read as an all-inclusive description of the School's standards, which are based on honesty, respect, trust, and safety. Any behavior that constitutes a breach of these School values may result in disciplinary action. Students are expected to comply with School standards and rules at all times, and they are also encouraged to discuss with their fellow students, teachers, or administration any issues or infractions of School standards and rules toward the purpose of caring for one another in a spirit of kindness and of what is best for each person in the School community.

Student/Adult Interaction and Communication

Our students and adults (teachers, administrators, staff members, parents, and visitors) are expected to interact with each other in a professional and respectful manner based on mutual respect and trust with an understanding of appropriate boundaries between adults and students. Although our adults can and should be friendly with the students, becoming too friendly with each other sometimes results in confusion and anxiety.

If a student or the student's parents become aware of any adult's communications or actions toward one or more students that seems unusual, overly friendly, or otherwise inappropriate, such information should immediately be reported to the administrator of the division.

Further, students and their parents should promptly notify the administrator of the division if they believe an employee has engaged in any of the following prohibited behaviors or similar activities (regardless of the age of the student):

- Initiating or continuing communications with students for a non-school matter, including oral or written communications; telephone calls; electronic communications (emails, texts); social media communications, etc.
- Touching students or their clothing in non-professional ways or inappropriate places, or touching a student with aggression or in frustration;
- Making comments that are too personal (about a student's clothing, hair, personal habits, etc.);
- Giving gifts to a student or exchanging cards and letters;
- Inviting a student into their home;
- Taking students off school property other than for approved field trips and school activities;
- Flirting or asking a student on a date;
- Excessive attention shown toward a particular student or students or calling or referring to students by pet names or inappropriate nicknames;
- Visiting students to "hang out" in their hotel rooms when on field trips or other school events;
- Visiting a student in their home or another location;
- Socializing or spending time with students (including but not limited to activities such as going out for meals, movies, shopping, traveling, and recreational activities) outside of class or school-sponsored events;
- Telling secrets or telling the student not to tell something that's a secret;
- Swearing, making inappropriate sexual, racial, or ethnic comments;
- Inviting students to visit the employee's social networking profile or become a "friend" or "follower" on a social network;
- Telling off-color or other inappropriate jokes or stories, or showing pornography to students;
- Providing students with alcohol, tobacco, drugs, or other mind-altering substances; or
- Vaping, smoking, or drinking with students.

Sexual Misconduct

We are committed to creating a learning environment characterized by safety, trust, and respect for all. Sexual misconduct, whether between students or adults and students, is contrary to the standards and ideals of our community and will not be tolerated. Sexual misconduct includes any of the following types of activities:

- Any sexual activity between students and adults (See the School's Student/Adult Interaction and Communication Policy);
- Any sexual activity between age-appropriate students for which clear and voluntary consent has not been given in advance or in which consent has been exceeded;
- Any sexual activity with someone who is incapable of giving valid consent because, for example, that person is under the age of consent, sleeping, or otherwise incapacitated or impaired;
- Any act of sexual harassment, intimate partner violence, or stalking;
- Any digital media stalking and/or the nonconsensual recording of sexual behavior and the non-consensual sharing of any recording; or
- Non-consensual sexual advances and propositions, or other undesirable verbal or physical conduct of a sexual nature. (See the School's Harassment/Bullying policy for additional information on sexual harassment).

Consent is defined as an affirmative, unambiguous, informed, and voluntary agreement to engage in specific sexual activity. Consent can be revoked at any time.

It is not our intent to discourage dating between students or physical contact between or among students that is intended and perceived to be by those involved as positive, healthy, and appropriate to their age and experience. However, sexual conduct between or among students that is unwanted, offensive, or makes a student uncomfortable, whether it occurs on or off campus, and affects the student's ability to be comfortable in the school environment is a violation of our School values.

Reports of sexual misconduct or sexual assault are taken seriously; the safety and well-being of our students is our first priority. Parents and students who become aware of any form of sexual misconduct, whether on or off campus, should immediately report the information to the appropriate Principal or the Head of School. As required by law, the School reports suspected instances of child abuse to the Hawaii Department of Child Welfare Services.

Upon a report of student-to-student sexual misconduct, including harassment, the School will provide interim support and reasonable protective measures to support the complainant and/or the accused party and the safety of the community. Until all procedures have been completed, the complainant and the accused must avoid all unnecessary contact. If the School determines at any stage that a student poses a threat of harm or disruption to the School community, the School may take immediate action, including removing the student from School, restricting the student's movement on campus, and so on.

As stated elsewhere, the School expects that students will treat all persons with dignity both at School and beyond. The School reserves the right to take action if it learns that a student's actions violate the School's rules and expectations, regardless of when and where the conduct occurred or who was affected by the student's inappropriate behavior.

Harassment/Bullying

The School is dedicated to fostering an environment that promotes kindness, acceptance, and embraces differences among individuals. Therefore, the School will not tolerate any type of harassment or bullying by a student, employee, or any third party (including parents, vendors, contractors, donors, volunteers, and visitors). Students should be aware that their off-campus behavior is also covered under this policy, regardless of when and where the conduct occurred or who was affected by the student's inappropriate behavior. Harassment is broadly defined to include unreasonable conduct or behavior that is personally offensive or threatening, impairs morale, or interferes with the educational environment of students and includes, but is not limited to, slurs, jokes, comments, teasing, and other offensive conduct relating to race, religion, color, sex, gender identity, sexual orientation, national origin, citizenship, or disability. Harassment also includes sexual harassment.

Examples of sexual harassment include, but are not limited to:

- Demanding sexual favors;
- Requests for pictures of a sexual nature;
- Taking, sending, or posting images of a sexual nature without consent;
- Spreading lies or information about another individual's sexual activity;
- Coercing sexual activity by threat of punishment or offer of reward;
- Obscene or sexually suggestive graffiti;
- Displaying or sending pornographic pictures or objects;
- Offensive touching, pinching, grabbing, kissing or hugging;
- Restraining someone's movement in a sexual way;
- Sexual or lewd jokes, remarks, leering, whistling, brushing against the body, or other suggestive or insulting gestures or comments about another's body;
- Intimidating or suggestive remarks about an individual's sexual orientation, whether actual or implied.

Examples of other forms of harassment based on race, religion, color, national origin, citizenship, or disability include, but are not limited to:

- Offensive, intimidating, or inappropriate comments, postings, or conduct relating to race, ethnicity, or color (using racial slurs, racial or ethnic jokes, comments, name calling based on race or ethnicity, etc.)
- Offensive, intimidating, or inappropriate comments, postings, or conduct teasing or joking about another person's disability, failure to speak English clearly, religious background, clothing, or beliefs, or similar behaviors.

Bullying is the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves a real or perceived imbalance of power. The behavior is repeated, or has the potential to be repeated, over time. Bullying can be physical, verbal, or psychological. It can happen face-to-face or online.

"Cyber-bullying" may include: posting defamatory remarks or photos, sending threatening emails, creating fake profiles, taking over an account and posting as someone else, relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion), or emotional aggression (teasing, threatening, intimidating others).

Bullying or harassment can occur through any type of communications method, including face-to-face communications, phone, text, email, postings on social media (Facebook, Instagram, Snapchat, Discord, X, GroupMe, etc.), camera phones, or other forms of technology. The communications can

be direct or indirect, such as through friends or others. Any type of offensive conduct, whether on or off campus, on a school bus, online, or at a school-related event, can create an uncomfortable school environment.

It is the responsibility of all members of the community to ensure that their words, actions, and interactions with others always reflect the intent to promote respect and trust. Attempts to justify behavior as a “prank” or “joke” do not change its harassing or bullying nature if the object of the joke or prank is not a willing participant. Whatever the basis for the harassment or bullying, it is prohibited.

All concerns relating to harassment or bullying should be reported immediately to a School administrator. We also expect that anyone, whether student, faculty, staff, or family member who witnesses or has knowledge of an incident of bullying or harassment, will report the incident to the appropriate individual identified above. Delays in reporting may compromise the School’s ability to appropriately investigate.

When the School administration becomes aware of harassment or bullying, the situation will be promptly investigated. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from school for serious violations, even in the case of a single expression, act, or gesture. Conduct need not meet the legal definition of harassment or bullying to violate the School’s expectations for appropriate behavior and be actionable. No adverse action will be taken against any person who makes a good faith report of harassment or bullying. Retaliation in any form against anyone for making a complaint under this policy or for participating in an investigation is strictly prohibited. Any retaliation should also be reported pursuant to this policy and is itself a cause for disciplinary action.

Hazing

Although we encourage students to participate in School-related athletics, clubs, associations, organizations, and other groups, the School prohibits all forms of hazing. Hazing refers to any activity expected of a student to join or to continue membership or participation in any group where the activity produces or could be expected to produce mental, emotional, or physical discomfort, humiliation, embarrassment, harassment, or ridicule to the student, regardless of the student's willingness to participate. Hazing activities include, but are not limited to, acts of personal servitude (i.e., forced labor or service); sleep deprivation; restrictions on personal hygiene; yelling; swearing; insulting or demeaning verbal abuse; being forced to wear embarrassing or humiliating attire; requiring certain haircuts or styles; consumption of vile or other non-food substances; consumption of alcohol; smearing of skin with vile substances; brandings, writing, or marking on one's skin or clothes; physical beatings, paddling, or other physical abuse; performing sexual simulation or sexual acts; stunts or dares that could result in physical injury or harm to a person's mental, emotional, or social well-being; any act in violation of the law or School policy; and any other activity that could fall within the definition of hazing. If you think a particular activity could possibly be hazing, you need to contact the School administration and ask.

A student violates this policy whenever they engage, assist, or attempt to engage or assist in the planning or committing of any hazing activity, whether on or off School property. Each student is also responsible for immediately reporting any hazing activity or plans for any hazing activity to the school administration. The failure to make such a report is also a violation of this policy.

When the School administration becomes aware of any actual or planned hazing activity, the situation will be promptly investigated. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from the School for serious violations. No adverse action will be taken against any person who makes a good-faith report of hazing activity.

Reporting Racism or Bias

The School does not tolerate racism or bias based on race, color, national origin, or ethnicity whether it occurs on or off campus/at the School. Examples of racist comments and conduct include, but are not limited to:

- notes, cartoons, graffiti containing racially offensive language or pictures;
- name calling, jokes, or rumors involving race, color, national origin, or ethnicity;
- threatening or intimidating conduct directed at another or a group of individuals because of the other's race, color, national origin, or ethnicity;
- racial slurs, negative stereotypes, and hostile acts that are based upon another's race, color, national origin, or ethnicity;
- written or graphic material, including on social media or circulated electronically, containing racial comments or stereotypes that degrade individuals or members of protected classes;
- a physical act of aggression or violence upon another because of, or in a manner reasonably related to, race, color, national origin, or ethnicity;
- other kinds of aggressive conduct such as theft or damage to property that are motivated by race, color, national origin, or ethnicity.

This policy applies to students, parents, employees, vendors, and visitors. Anyone who is the victim of this type of conduct or who becomes aware of it must report it to the School's administration.

Use of Surveillance Equipment

The School may use surveillance video cameras in its non-private areas to assist with student and employee safety and security twenty-four (24) hours a day, year-round. Aside from bathrooms and locker rooms, the School retains the right to conduct video surveillance of any portion of the School's property, which includes all persons and property located anywhere on School property, including, without limitation, parking lots. Therefore, please be on notice that your (students' and parents') activities may be recorded and also may be monitored. These video recordings are the property of the School and the School generally does not make these recordings available to parents or students. However, the School may in its sole discretion provide the recordings to law enforcement or other governmental agencies.

Students and parents are prohibited from tampering with, disabling, or otherwise interfering with surveillance equipment or video recordings. Violations will be subject to disciplinary action, up to and including dismissal.

Drugs and Alcohol

General: Students are prohibited from possessing, using, selling, or purchasing any alcoholic beverages or other mind-altering substances (including synthetic salts or other substances), or possessing drug paraphernalia on or near School property or at School-related activities. "Mind-altering" substances include any type of substance ingested, snorted, inhaled, smoked, or inserted into one's body that may impact the individual in some way. Such substances include, without limitation, alcohol, legal or illegal substances (including medical marijuana pursuant to a valid physician certification), over the counter salts, spices, vapors, incense, or other similar items. Off-premises possession, use, sale, or purchase of illegal mind-altering substances and off-premises alcohol use is also prohibited.

Testing: Students may be required to submit to urinalysis or hair analysis drug screens, blood alcohol tests, breathalyzer tests, and/or medical examinations under the following circumstances: (a) when a student is suspected of attending School or School-related activities with intoxicants or mind-altering substances in his or her system; (b) when a student suffers an injury or is involved in an accident while at School; (c) on a periodic or random basis, including but not limited to, in connection with the student's participation in extracurricular activities; or (d) when a student is placed under disciplinary status and such screenings or examinations are terms of continued enrollment. The presence of alcohol or the presence of any other intoxicants or mind-altering substances in the body is a violation of this policy. Refusal of a student (by the student or the student's parent/guardian) to undergo testing or to cooperate fully with any of these tests (including signing consent forms or providing testing results promptly to the School) is also a violation of our policy and may result in expulsion.

Consequences: In addition to determining the appropriate disciplinary action pursuant to the School's Disciplinary Rules, the School reserves the right to impose the following additional or different requirements as appropriate for the circumstances: determination of possible legal action; required professional counseling or evaluation by a medical professional approved by the administration, including but not limited to requiring a reciprocal release so the School can communicate with the medical professional; therapeutic, medical, or rehabilitative intervention by a medical professional or program approved by the administration; removal from all elected or appointed positions of leadership in the School; required random and/or regularly scheduled drug and/or alcohol testing at a School-approved local clinic or doctor's office for a time period and at intervals to be determined by the School's administration. Refusal of a student (directly or through a parent/guardian) to undergo testing or to cooperate fully with any of these terms may result in automatic expulsion (and will not be referred to the Head of School).

Smoking/Vaping/Tobacco Products

School policy expressly forbids students from smoking, vaping, juuling, or using tobacco products, as well as possessing such products (including oils or liquids associated with the same), at any time in or on School property, buses, or other School vehicles, adjacent properties, or School-sponsored trips. All cigarettes (including electronic), vaping devices, smokeless tobacco, lighters, matches, etc., or other devices similar to cigarettes, lighters, matches, etc., brought on campus by students will be confiscated. Discipline will be imposed based on the circumstances existing at the time and may include suspension, probation, or expulsion. Depending on the circumstances existing at the time, a violation of this policy may also be a violation of the School's Drugs and Alcohol Policy and reportable to law enforcement.

Honesty and Dishonesty

Dishonesty in any form, including stealing, lying, cheating, falsifying notes, and/or academic dishonesty, is inconsistent with School standards. Dishonesty is considered a fundamental breach of our community's expectations. A student's dishonesty in connection with an investigation of misconduct will compound the disciplinary response, regardless of the severity of the original violation.

Investigations

Students are expected to cooperate in investigations. Students are expected to be honest, but honesty is not necessarily a mitigating factor and students' own statements may be used against them. Failure to cooperate with an investigation may be cause for disciplinary action.

If a student refuses to participate or cooperate at any stage of an investigation, or is unable to do so for whatever reason, including without limitation, pending criminal charges, the school reserves the right to take action, including proceeding without a statement from the student, or to require the student to withdraw from school.

Leaving School Campus

It is a serious infraction to leave campus, before dismissal, without authorization. Students who do so will be subject to discipline.

Reporting of Infractions to Colleges and Universities

Students and parents are responsible for understanding the obligation to report and update information in a student's college application pursuant to the college's or university's reporting guidelines. Many colleges and universities require that students advise whether they have been subjected to discipline (probation, suspension, or expulsion) or have been arrested or convicted. Many colleges and universities also require that a student or school immediately report the following incidents which may have occurred after application and/or acceptance: (1) disciplinary matters for which a consequence has been given; (2) arrests, convictions, or other legal changes; and (3) circumstances under which a student was withdrawn from School to avoid the possibility of a disciplinary infraction. The student and/or parent are responsible for complying with the college/university requirements and must also provide the School with a copy of the letter or other information disclosed. It is important for the student and parent to realize that the School and/or the student's college counselor will also inform the college or university of such an incident in a truthful and transparent fashion.

SCHOOL – FAMILY RELATIONSHIP

Parent-Family Cooperation

We believe that a positive and constructive working relationship between the School and family members is essential to the fulfillment of the School's educational purpose and responsibilities to its students. The School recognizes that effective collaborations are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be reached. The overwhelming majority of all School-Family relationships are meaningful and enjoyable, with each member embracing the important, though different, roles each has in raising the students in our collective care. On rare occasions, the relationship becomes strained or untenable. This is not in the student's best interest, so we want to be clear on the types of family member behavior that places enrollment in jeopardy.

We ask all family members to refrain from the following:

1. Engaging in behavior, communications, or interactions on or off campus, that is disruptive, intimidating, overly aggressive, or reflects a loss of confidence in or disagreement with the School's policies, methods of instruction, or discipline;
2. Otherwise interferes or voices strong disagreement with the School's safety or health procedures, responsibilities, or accomplishment of its educational purpose or program; or
3. Files a lawsuit or threatens litigation against the School for a perceived wrong by the School (including its officers, trustees, directors, Board members, employees, agents, and affiliates),

If any of the above occur, the School reserves the right to place restrictions on the family member's involvement with or activity at School, on School property, and/or at School-related events, or to dismiss the family member from the community. The School may also place restrictions on a family member's involvement with or activity at School, on School property, or at School-related events for other reasons that the School deems appropriate. The School also reserves the right to withdraw an offer of enrollment or re-enrollment or to void an executed enrollment contract because of a family member's violation of the expectations set forth in this policy. The term "threatens litigation" includes any claim, proceeding, dispute, action, or other matter for which any demand or statement has been made (orally or in writing) or any notice has been given (orally or in writing), or if any other event has occurred or any other circumstances exist, that would lead a prudent person to conclude that such a claim, proceeding, dispute, action, or other matter is likely to be asserted, commenced, taken, or otherwise pursued in the future. Any determination of a violation of this policy shall be in the School's sole and reasonable discretion.

Family Matters

The School requires that all parents (married, unmarried, divorced or separated) cooperate with one another in the best interests of their child's education at the School. Failure of parents to cooperate with one another in such a manner may lead to dismissal of their child from the School or non-renewal of enrollment for future academic years. The School may at any time require parents to seek a court order pertaining to any School matter as a condition of continued enrollment.

If your family has a court order in place including but not limited to a divorce decree that includes custodial arrangements, a custody order, or a restraining order, you must provide the School with a complete and official file-stamped copy of the court order. We require parents and guardians to abide by any court order applicable to your child.

In the event the parents of a student are separated or divorced, they shall provide a certified copy of any temporary or final order of the court, if any, respecting legal custody of said student. Upon a request of the non-custodial parent, the School, absent a proscription contained in the court order, shall have the right to furnish or provide the non-custodial parent with copies of all status reports and report cards relating to such student. In these instances, the Principal shall advise the custodial parent of the request and of the fact that such reports will be so furnished or provided.

If a School employee or trustee is required to testify, provide information for, or otherwise participate in a legal dispute or proceeding to which the school is not a party, relating to a custody matter or otherwise, the School shall be entitled to recover from, at the School's discretion, either or both parents, the School's attorneys' fees and costs incurred with such legal proceeding. This includes but is not limited to the cost of legal counsel, as well as costs incurred by the School, such as those associated with collecting documents and hiring substitute teachers or staff.

OTHER IMPORTANT INFORMATION AND POLICIES

Department of Education Requests

Assets supports our students who are being followed by DOE schools during the IEP process. When we receive forms or requests from the DOE, we will provide documentation as long as we have a “Consent to Release Information Form” signed by parents. Classroom observations may be accommodated upon approval by the respective campus Principal.

Assets cannot write or evaluate the objectives included on documents written by others and are unable to attend IEP meetings. We respect and understand that different programs operate and organize themselves differently.

Assets cannot accommodate requests to adjust or alter our testing schedules to match the needs of other programs, to change the selection of tests we give, or to give tests for other agencies. Requests such as these are costly in terms of disruptions to students’ programs and teachers’ instruction schedules.

At Assets, we have found our mission is best served when we direct ourselves to the needs of our children as they are revealed through our diagnostic testing program and individual classroom performance. Our teachers need to be fully focused on their classrooms and the needs of all students. We cannot, for example, be members of the planning and evaluation teams convened at other schools. For that reason, we ask for your patience and support when requests are made for documentation and reports.

Evacuation and Other Drills

From time to time, the School will conduct fire drills and other emergency response training with students.

It is important that in the event of an actual emergency, parents seek information from the School’s website or emergency communication system rather than calling the School or their children.

School Closure or Modifications Due to a Force Majeure Event

Should events beyond the control of the School, including, but not limited to, any fire, act of God, hurricane, tornado, flood, extreme inclement weather, explosion, war or armed conflict, governmental action, act of terrorism, risk of infectious illness, epidemic, pandemic, shortage or disruption of necessary utilities, or any other event beyond the School’s control, occur, the School has the discretion to close the School and/or modify its operations, curriculum, schedules (including, without limitation, the provision of instruction on Saturdays and/or Sundays), length of school day, length of school year, and/or means of learning and teaching methods. Parents may be required to sign a waiver as a condition of on-campus instruction. The family’s contractual financial obligations for tuition and fees remain in full force and effect. Should the School close, the School’s duties and obligations shall be suspended immediately without notice until such time as the School, in its sole and reasonable discretion, may safely reopen. If the School cannot reopen due to a force majeure event, the School is under no obligation to refund any portion of tuition paid.

Photos, Images, and Recording

Parent agrees to allow Student's name, photograph, voice, image, and information to be used by the School, and those acting with the School's permission, for use in the School's publications, promotional materials, website, and social media accounts, without compensation and without prior notice. Parent also consents to the recording and distribution or live streaming of Student's voice, image, and video in instruction or presentations as may be deemed appropriate in the School's discretion. Parent releases and holds the School harmless from any liability stemming from the use of Student's name, photograph, voice, video, image, or information.

Photos, images, and recordings that parents capture at School events are not to be used for commercial or public purposes without the School permission. In addition, as a courtesy to other families and for safety reasons, do not publish images of another child on the internet, social media sites, blogs, or other media without the permission of the child's parents/guardians.

Parents and students are prohibited from photographing or recording employees while on campus or during School activities without their express consent.

Student Records and Information

Requests for student records and transcripts must be directed in writing to the Registrar. The School reserves the right to withhold student transcripts and records for non-payment of tuition or fees.

The School makes reasonable efforts to ensure that both parents (or legal guardians) receive substantially the same information (transcripts, records, appointments, etc.). The School must rely upon the correctness and completeness of parental information when the student is enrolled. In situations of divorced, separated, or unmarried parents, if one parent believes that the other parent is not entitled to receive certain information, the parent wishing to restrict information provided by the School must provide the School with a court order that is still in effect and specifically restricts the other parent from receiving such information.

Asbestos Management Plan

An Asbestos Management Plan as required by the Environmental Protection Agency is on file in the Assets School office for any who wish to view it. It contains the contractor's and architect's certification that no Asbestos-Containing Building Materials (ACBM) were used in the construction of the Assets facility. The designated employee trained to oversee compliance is the Assistant Head of School. Questions should be directed to this Asbestos Compliance Official at 423-1356.

Acknowledgment and Receipt of Student Handbook

The registration of a student is considered an acceptance, on their part and on the part of their parents or guardians, of all rules and regulations of our School, including the judgment of School authorities on academic and disciplinary sanctions, suspension, or expulsion of a student.

The rules and regulations contained in this Handbook are not meant to be all-comprehensive. Rather, they presuppose the good will and judgment of students in all circumstances in which they may find themselves.

Parents/guardians are asked to familiarize themselves and to ensure that their child understands all of the information contained in this Student/Parent Handbook.