

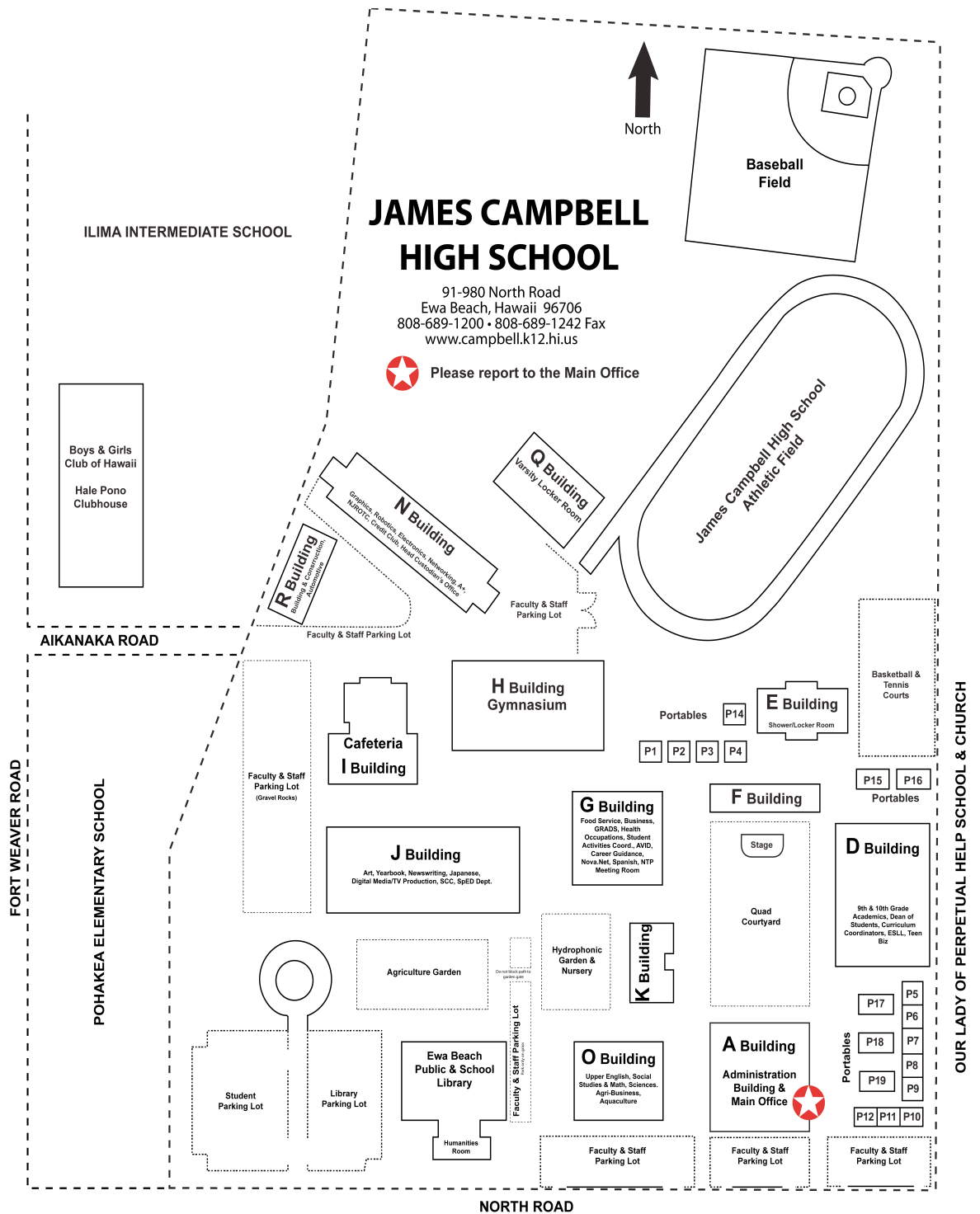


James Campbell High School
91-980 North Road
Ewa Beach, Hawaii 96706
Phone: (808) 687-3000
Fax: (808) 689-1242

ALMA MATER

*Sing our praise to thee, Alma Mater.
Ring thy praise all you sons and daughters.
Raise your voices, Oh! Mighty Ewa,
Let all declare our loyalty to thee.
Let the sunset reflect thy colors.
Radiantly hoping for bright tomorrows.
You our symbol of endless striving,
Content to work to make this world that we live in free.
The trade winds shall echo always,
The truths we hold sincere;
The cane fields with its ceaseless swaying,
Together we show fealty to thee.
So stand black and orange proudly;
Let us strive toward the future wisely.
Let no challenge to pass us by,
Knowing we are all for you, Campbell High.
Hail to thee (hail to thee),
Sabers true (sabers true)
Campbell High!!!*

This student planner belongs to:



Traffic Advisory

A new traffic pattern for student drop-off and pick up will go into effect at the beginning of the 2004-2005 school year. The designated drop off and pick up area will be at the student parking lot next to the community library on North Road. Drop offs and pick-ups will not be allowed between the hours of 7:00 a.m. - 8:15 a.m. and 2:00 p.m. - 3:00 p.m. O, D or A parking lots.

OFF LIMITS:

1. Athletic Grounds and Facilities
2. Student Parking and the Back of the Cafeteria
3. Faculty Parking
4. Our Lady of Perpetual Help School Grounds/D-Bldg Backside Area/Back of all portable classrooms
5. Entrances to all buildings are OFF LIMITS; no loitering permitted due to Fire Code

*NOTE: Buildings O, D, G, stairwells, second and third floors are off-limits during recess and lunch periods.

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The Life of James Campbell

James Campbell was born in 1826, to carpenter William Campbell and his wife Martha of Londonderry, Ireland. He was the eighth child in a family of 12 children.

James Campbell left Ireland at the age of 13 to seek fortune in the New World by stowing away on a lumber ship. He worked as a carpenter in New York for two years then signed onto a ship bound for Pacific whaling grounds. But the ship hit a reef and never reached its destination.

Campbell survived the shipwreck by clinging to a spar and floating to a nearby island. He and two shipmates were captured by island natives and held prisoner until Campbell demonstrated his resourcefulness by repairing a broken musket belonging to the local chief. Months later, Campbell fled the island by flagging down a passing ship headed for Tahiti.

In 1850, after several years in Tahiti, Campbell boarded a whaling ship, which brought him to Lahaina, Maui. At age 24, he decided to make Hawaii his home. After several years of working as a carpenter, Campbell met and married Hannah Barla. The marriage ended with the death of young Hannah in 1858. Using his life savings and some small properties inherited from Hannah, Campbell undertook business enterprises beyond his carpentry. In 1860, he and business partners Henry Turton and James Dunbar founded the Pioneer Mill Company—a sugar cane processing plant. The venture eventually became the basis of his wealth. He later purchased land on Oahu, Maui and the Big Island.

In 1877, Campbell sold his interest in the company and married Abigail Kuaihelani Maipinepine. The newlyweds lived on Maui briefly then moved to a home on Emma Street in Honolulu.

The Campbells had eight children, four of whom died in infancy. Four daughters survived: Abigail Wahiikaahuula (later Mrs. David Kawanakoa), Alice Kamokila (later Mrs. Walter Macfarlane, and better known as Kamokila Campbell, a territorial senator), Beatrice (later Mrs. George Beckley, then Mrs. Francis Wrigley) and Muriel (later Mrs. Robert Shingle, then Mrs. Charles Amalu).

One of Campbell's land purchases included 41,000 acres of dry, barren Ewa land, which he bought in 1877 for \$95,000. Many critics scoffed at the doubtful value of his purchase. But Campbell envisioned supplying the arid area with water and commissioned California well-driller James Ashley to drill a well on his Ewa ranch.

In 1879, Ashley drilled Hawaii's first artesian well. James Campbell's vision had made it possible for Hawaii's people to grow sugar cane on the dry lands of the Ewa Plain. The well also uncovered a vast pure water reserve that to this day provides the Pearl Harbor and Honolulu areas with water. The site of the well is marked by a stone monument and plaque on Fort Weaver Road, across West Loch Fairways.

Campbell continued to acquire and manage properties until his death in 1900. He left an estate valued at more than \$3 million.

Today, the Estate of James Campbell is one of Hawaii's largest private landowners and administers the assets under the will of James Campbell for his heirs. The Estate's major undertakings include the development of the City of Kapolei and the ownership of office, retail and industrial properties both in Hawaii and on the mainland.

The Estate strives to emulate James Campbell who believed in the wise stewardship of land. He knew that caring for the land's resources wisely and efficiently would provide a better environment for growth and a better quality of life for Hawaii's people.

His descendants today honor the memory of James Campbell and his wife, Abigail, by funding the James and Abigail Campbell Foundation. The Foundation has made many donations to various educational projects and to the school that bears James Campbell's name.

VISION OF A HAWAII PUBLIC SCHOOL GRADUATE

All Hawaii public school graduates will:

- Realize their individual goals and aspirations,
- Possess the attitudes, knowledge and skills necessary to contribute positively and compete in a global society,
- Exercise the rights and responsibilities of citizenship,
- Pursue post-secondary education and/or careers without the need for remediation.

GENERAL LEARNER OUTCOME (GLOS)

GLO 1: Self-directed Learner (The ability to be responsible for one's own learning.)

1. Able to set priorities and establish achievable goals.
2. Able to plan and manage time and resources toward goals.
3. Monitors progress and evaluate learning experiences.
4. Establishes clear and challenging goals personal plans for learning (in pursuit of post-secondary education and/or career choices).

GLO 2: Community Contributor (The understanding that it is essential for human beings to work together.)

1. Respects people's feelings, ideas, abilities, cultural diversity and property.
2. Listens patiently for various purposes (taking notes, engaging in dialog) without disruption or interruption.
3. Speaking voice is appropriate and effective (in one on one, small group and presentation situations).
4. Uses appropriate body language (good posture, facial expression, gestures, eye contact).
5. Cooperative, helpful and encouraging to others in group situations.
6. Recognizes and follows rules of conduct (e.g., laws, school rules such as dress code, ID, Chapter 19, sexual harassment, classroom).
7. Exhibits personal characteristics such as compassion, conviction, ethics, integrity, motivation and responsibility.
8. Analyzes conflict and discovers methods of cooperative resolution.
9. Able to recognize these indicators are applicable in life (classroom, workplace, family, etc).

GLO 3: Complex Thinker (The ability to perform complex thinking and problem solving.)

1. Able to analyze and apply learning acquired through school, work, and other experiences.
2. Able to consider multiple perspectives in analyzing a problem.
3. Able to evaluate the effectiveness and ethical considerations of solution and make adjustments as needed.
4. Able to generate new and creative ideas and approaches to developing solutions and make adjustments as needed.
5. Able to use multiple strategies to solve a variety of problems.
6. Able to responsibly implement a solution.

GLO 4: Quality Producer (The ability to recognize and produce quality performance and quality products.)

1. Students are able to recognize and understand what quality performances and products are.
2. Students are able to understand and set criteria to meet or exceed HCPS II.
3. Students are able to produce evidence that meets or exceeds HCPS II.

GLO 5: Effective Communicator (The ability to communicate effectively.)

1. Expresses ideas clearly.
2. Communicates using a variety of modalities.
3. Is an effective listener.
4. Communicates effectively through writing for different purposes.
5. Reads materials and literature with understanding.
6. Is a keen observer.

GLO 6: Effective and Ethical Users of Technology (The ability to use a variety of technologies effectively and ethically.)

1. Able to use a variety of technologies in producing an idea or a product.
2. Able to use a variety of technologies to meet a variety of needs including accessing and managing information and generating new information.
3. Understands the impact of technologies on individuals, family, society and the environment.
4. Uses the appropriate technologies for communication, collaboration, research, creativity and problem-solving.
5. Understands and respects legal and ethical issues (i.e., intellectual property and copyright).

HABITS OF THE MIND

Habits of Minds are dispositions displayed by intelligent people in response to problems, dilemmas, and enigmas, the resolution of which is not immediately apparent.

1. Persisting: Stick to it! Persevere in task through to completion: remaining focused
2. Managing impulsivity: Take your Time! Thinking before acting: Remaining calm thoughtful and deliberative.
3. Listening with understanding and empathy: Understanding Others! Devoting mental energy to another person's thoughts and ideas; holding in abeyance one's own thoughts in order to perceive another's point of view and emotions
4. Thinking flexibly: Look at it Another Way! Being able to change perspectives, generate alternatives, consider options.
5. Thinking about your Thinking (Meta cognition): Know your knowing! Being aware of one's own thoughts, strategies, feelings and actions and their effects on others.
6. Striving for accuracy and precision: Check it again! A desire for exactness, fidelity and craftsmanship.
7. Questioning and Problem Posing: How do you know? Having a questioning attitude; knowing what data are needed and developing questioning strategies to produce those data. Finding problems to solve.

8. Applying past knowledge to new situations. Use what you Learn! Accessing prior knowledge; transferring knowledge beyond the situation in which it was learned.
9. Thinking and communicating with clarity and precision: Be clear! Striving for accurate communication in both written and oral form; avoiding over-generalizations, distortions and deletions.
10. Gathering Data Through all Senses: Use your natural pathways! Gathering data through all the sensory pathways.
11. Creating, imaging, and innovating: Try a different way! Generating new and novel ideas, fluency, originality.
12. Responding with wonderment and awe: Have fun figuring it out! Finding the awesome, mysterious and being intrigued with phenomena and beauty.
13. Taking Responsible Risks: Venture out! Being adventuresome; living on the edge of one's competence
14. Finding Humor: Laugh a little! Finding the whimsical incongruous and unexpected. Being able to laugh at oneself.
15. Thinking Interdependently: Work together! Being able to work in and learn from others in reciprocal situations.
16. Remaining Open to continuous Learning: Learn from experiences! Having humility and pride when admitting we don't know; resisting complacency.

SCHOOL ATTENDANCE POLICY

The Hawai'i Revised Statutes, Section 302A-1132, states that, unless excluded from school or excepted from attendance, all children between six years and eighteen years old by January 1st of any school year, shall attend either a public or private school. Any parent, guardian or other person having the responsibility for or care of, a child whose attendance at school is obligatory shall send the child to either a public or private school. It also states that if any child of school age persists in missing school a Family Court judge shall have the child, father, mother, guardian or any other person having charge of the child to be summoned to appear before the judge in Family Court. If it is proved that the person responsible for the child had not used proper diligence to enforce the child's regular attendance at school, the responsible party shall be guilty of a petty misdemeanor.

Students need to attend school daily and be in class on time. Unexcused and/or excessive absences and tardies are unacceptable and impinges upon a student's education and academic performance. The official school day for students begins at 8:00 a.m. and ends at 2:20 p.m. except on Wednesdays when students are dismissed at 1:40 p.m. All students, excluding those on Early Release are expected to remain in school during the stated hours unless they have obtained clearance from the office staff to leave campus.

JCHS ATTENDANCE AND TARDY PROGRAM ATTENDANCE POLICY

The official school day for students begins at 8:00 a.m. and ends at 2:20 p.m. except on Wednesdays when students are dismissed at 1:40 p.m. All students, excluding those on early release, are expected to remain in school during the stated hours unless they have obtained clearance from the office staff to leave campus.

Absences

When a student is absent, a parent or guardian should notify the school by calling 689-1210 ext. 2224 from 7:30 a.m. - 4:00 p.m. To report an absence after school hours please call 689-1200 ext. 2383. However, a note should be brought by the student on the morning of return and shown to all teachers whose classes were missed while absent. If the absence is legitimate, make-up work may be given by teachers. If the absences should continue beyond 2 days, the student's parents should notify the counselor assigned to the respective grade level and request homework. Any student who misses work due to absence is responsible for contacting teacher(s) and working out a plan to make up work missed. **The school will only excuse absences when written documentation (note) from a doctor/dentist/court is submitted within three (3) days upon student's return to school, and excused absences are for one of the following reasons: school suspension, death in the immediate family, illness, injury, quarantine (chicken pox, measles, etc.), verifiable by a doctor's note. A doctor's note is required for three (3) or more consecutive absences. Notes written by parents will verify the school that parents were aware of student's absence, but will be considered "unexcused".** Students need to turn in their excuse note signed by all of their teachers to the Attendance Clerk at the end of the school day. Students who are absent for ten (10) or more days for travel will be required to withdraw from school. When the students return from their trip, they may re-enroll. There is no guarantee that they will be rescheduled into their original classes.

Tardy Program

STUDENTS: Daily and Prompt attendance to classes is an expectation.

Per Student Code of Conduct: Students tardies are cumulative and subject to progressive discipline.

Step 1:

1 - 3 tardy violations will result in
 ~~~~~ **Warning**

##### **Step 2:**

4 - 6 tardy violations will result in  
 ~~~~~ **After School Detention**

Step 3:

7-9 tardy violations will result in
 ~~~~~ **Saturday School Detention**

##### **Step 4:**

10 or more tardy violations will be considered insubordination.  
 ~~~~~ **Insubordination will result in Suspension.**

Students with outstanding tardy violations will not be allowed to participate in student activities and class activities, such as Winter Ball, Freshmen & Sophomores Banquet, Proms, Graduation Commencement, etc.

Class Cutting

“Class Cutting,” is defined as being absent from a class without authorization. Students who are out of class for any reason during class sessions are required to have a valid pass from the teacher. Students who are caught Class Cutting will receive progressive discipline which may eventually lead to assignment to an alternative placement.

Truancy

“Truancy” means that the student is absent from the school campus without authorization from the principal or designee. Truant students will receive progressive discipline which may eventually lead to assignment to an alternative placement.

Leaving Campus Without Consent

“Leaving Campus Without Consent” means leaving the premises of a school without first obtaining permission from school officials. Students caught violating this section will receive progressive discipline which may eventually lead to assignment to an alternative placement.

SATURDAY SCHOOL

Saturday school is for "repeat offenders or anyone who is referred by the Vice Principal's designee for educational & disciplinary reasons". Referrals for attendance and smoking issues may come from the counselor and/or administrator.

Reason for referral may include but is not limited to:

- Dress code violations
- ID violations (not wearing school-issued identification tag)
- Insubordination and other violations

Saturday school will be held from 8 a.m. - 12 p.m., every Saturday in a designated classroom. Students are required to be on time, and to stay for the entire session.

Once referral occurs, parents will be contacted by both letter and telephone. The letter that is sent to the parent(s) is the student's Admission Ticket. Parents must sign it, and the student must bring it to the Saturday school. Absences from Saturday school will follow the official attendance policy from the student handbook. The only excused absences are death in the immediate family, medical appointments and personal illness.

- If students are ill, they are required to submit a parent's or doctor's note that they were too ill to attend. If this is provided, they will be given a chance to make up the session on the following Saturday. Students with excused absences will be given up to four chances to make up the obligation prior to consequences setting in.
- If they do not attend and are unexcused, they lose privileges to participate in co-curricular/extra-curricular activities.
- athletes will not be allowed to participate in the next athletic event
- students belonging to clubs will not be allowed to attend the next club meeting or scheduled event
- if there is a prom or winterball falling within that month, students will not be permitted to purchase bids until their Saturday school obligation is fulfilled.

** If a backlog should occur between the referral and the time the student is assigned to attend Saturday school, and the student commits another disciplinary offense, a school official may decide to withdraw the student's Saturday school opportunity and proceed directly to suspension. Students who are referred for attendance issues and do not show may also be referred on to the HPD student attendance program.

PASSES

1. CAMPUS — Students who are out of class for any reason during a class period must have a pass from the teacher responsible for them that period.
2. LUNCH - Our school participates in the Federal School Lunch Program and all students are expected to have lunch on campus. Therefore, off-campus passes for lunch will NOT be issued. The only exceptions will be documented cases and handled on a case-by-case basis by an administrator.
3. OFF-CAMPUS — Students are not permitted to leave campus for any reason during the school day without first obtaining office clearance. If a student needs an off-campus pass, a WRITTEN request must be brought to the Front Office before school begins.
4. VISITORS — Anyone wishing to visit our campus must report to the Front Office on North Road. A visitor badge will be issued by the administration or clerical staff for this purpose. Students not registered at Campbell or adults not employed at Campbell are required to check in with the office.
5. All students including 18 year olds must have parental consent to leave campus.

SAFETY AND SECURITY OFFICE (Point of Contact: Vice Principal Guevara)

The Safety and Security Office is responsible for the safety and security of the students of James Campbell High School. The office is located in the Administration Building and is always open to any student seeking sanctuary. At different times of the day the Safety Office may not be manned by Security Personnel, therefore Students and Parents are urged to seek School Administration. In the event that a student needs to speak with an Adult regarding Safety and Security, please go to the front office and speak with an Adult, please state concern to the Front Office Personnel so that Administration can be summoned to

address the concern. Safety Concerns range from parking problems to the full scale evacuation of the school to enforcing the rules of the Department of Education and the laws of the state. James Campbell High School has adopted a zero-tolerance policy against crime and violence on campus and is dedicated to upholding this strategy in the interest of keeping our students safe. James Campbell High School has a contingent of six Safety Officers who are overseen by a Vice Principal. We encourage students who are not feeling safe on campus, for whatever reason, to visit the Safety and Security Office and/or Seek an Administrator, Counselor, Front Office Personnel.

EMERGENCY ALERT SYSTEM

James Campbell High School is responsible for conducting quarterly and yearly exercises in both real time and tabletop format to ensure the appropriate response by school personnel and students during an emergency. Some of the exercises may require the Lock Down of students into classrooms and the evacuation of students and personnel from the school grounds to a staging area located at a safe distance from the school within the neighboring community. Personnel from outside agencies may also be involved with these exercises. School personnel and students are required to participate in the exercises. These exercises are critical in our attempts to find areas that may need improvement and allow us to address concerns. In the event of an actual emergency, a variety of mediums will be utilized to notify parents such as the news media, Phone-Connect or Web Grader.

In the event of either an evacuation drill or an actual evacuation, all students will be required to remain with their assigned classes. They are required to be present at all times from the time the evacuation begins until the time the evacuation ends. Roll call will be taken at strategic points during the evacuation to ensure all students are accounted for. Any student found missing at any time during the evacuation will be suspended for *Insubordination*.

Surveillance Cameras - As part of Campbell's efforts to enhance safety and security of its students, we have installed several surveillance cameras throughout the campus. These cameras are installed in public areas only and do not have access to any place where there is an expectation of privacy. The system has been very successful in thwarting criminal activity on campus and had enhanced the school's efforts at creating a safe and secure environment for our students.

MOTOR VEHICLES AND PARKING ON CAMPUS

A completed application and approval of the Principal or designee shall permit the parking of vehicles on school grounds for the purpose of temporary parking during the school day while the driver(s) of such vehicle attends classes or visits the school for official business. The Principal or designee may revoke parking privileges when deemed necessary for reasons of safety and security or violation of rules and regulations. The parking of vehicles on school grounds is a privilege and not a right and subject to revocation by school Principal. **Any vehicle parked on school grounds may be subject to search and items seized under applicable US Code and HRS when reasonable suspicion is evident.**

APPLICATION PROCESS

The following items must be presented to a representative of the safety and security office for inspection and verification prior to paying for and receiving a parking decal or sticker.

- Driver's license
- Registration
- Insurance card
- Drivers under the age of 18 must have a parental permission form.

Upon verification of information the representative from the safety and security office will forward a clearance card to the School secretary at which time payment must be received in full by either cash or check. Checks are payable to James Campbell High School.

SCHOOL PARKING DECAL OR STICKER

An official school parking decal or sticker will be given to the driver upon receipt of payment. The parking decal or sticker must be visible from the front windshield of the vehicle by safety and security personnel. The parking decal is valid for one school year and must be renewed prior to the start of the next school year.

RULES AND REGULATIONS

Vehicles will park in marked stalls within the student parking lot that is located adjacent to the Ewa Beach Community Library parking lot. Vehicles are not allowed to park on grass, double park, park in teacher's parking lots, handicap stalls, bus loading zones, next to fire hydrants, gates, and other areas that have signs posted restricting parking. A current safety inspection decal and tax decal are required for vehicles that park on school grounds. The speed limit upon school grounds is 5 MPH. Unlawful items are prohibited from school grounds and subject to seizure by safety and security personnel or the Honolulu Police Department (HPD). Hawaii Revised Statutes and applicable city ordinances are subject to enforcement on school grounds.

CONSEQUENCES

Failure to comply with the rules and regulations listed above may result in one or a combination of the following:

- Revocation of parking privileges
- Chapter 19
- Vehicle removed by a tow company
- Honolulu Police Department being contacted

CONTACT

If you have any questions or concerns regarding the parking rules and regulations, contact Vice-Principal Guevara at (808) 689-1200 extension 2342

RESTRICTED AREAS

1. Parking lots are restricted during school hours unless a student is on Early Release and leaving the campus.
2. Other restricted areas are: Ewa Beach Community Park; Pohakea Elementary; Ilima Intermediate; Kaimiloa Elementary; Our Lady of Perpetual Help; Library Parking Lot; football and baseball fields; concession booth; announcer's booth; behind portable classrooms and other areas restricted by the administration.

TELEPHONES

The office phones are not to be used by students for personal calls except in an emergency. Students needing to make telephone calls are requested to use the public phone near the gymnasium.

LOITERING

Students are not to loiter, congregate on sidewalks, courtyards, or stairways, or wander around the campus while classes are in session. Restrooms also are not intended places for loitering.

STUDENT CODE OF CONDUCT

The following is based on a document formally adopted by the Board of Education on Feb. 2, 1995 and developed by the Labor Management Committee: Board of Education, Dept. of Education, Hawaii State Teachers Assoc., Hawaii Govt. Employees Assoc., Hawaii State Parent Teacher Student Assoc., and the Hawaii State Student Council.

Regular attendance:

- Students are expected to attend school regularly and to attend classes.

Punctuality:

- Students are expected to be on time for school and classes.

Work Habits:

- Students are expected to be prepared for and to participate in each class to meet performance standards, to have the necessary class materials, to complete class work and homework accurately and on time, and to prepare for quizzes, tests and examinations.

Respect for Self and Others:

- Students are expected to be honest, behave with dignity and treat others with respect and courtesy. Behavior of the individual should not interfere with the rights of others. This includes the use of appropriate language, actions and attire. Students are expected not to harass others verbally and physically. Students are expected to come to school free from the influence of tobacco products, alcohol or drugs. Students are expected not to use or possess such substances.

Respect for Authority:

- Students are expected to comply with all school rules and to obey all laws. Students are expected to respond in a respectful manner to all adults while under the jurisdiction of the school and while participating in school sponsored activities.

Respect for Property:

- Students are expected to treat all property belonging to the school and to others with care.

Freedom from Fear:

- Students are expected to contribute to a safe school environment free from fear. Acts of violence, weapons and contraband are never acceptable.

James Campbell High School – Student Code of Conduct

1. *Students are expected to be in their assigned seat or area when the tardy bell rings.*
2. *Students are expected to be prepared for and to participate in each class, to have the necessary class materials, and to complete class work and homework accurately and on time.*
3. *Students are to demonstrate self-control in the classroom, on campus and at all school function. A student's behavior must not interfere with the education of others. Students are expected to keep hands, feet, and objects to themselves.*
4. *Students are expected to use appropriate language. No swearing, rude gestures, cruel remarks, or put-downs.*
5. *Students are expected to wear appropriate school attire, including shirts and footwear. No printed words and/or images relating to drugs, alcohol, tobacco or obscenities allowed.*

Student Bill of Rights and Responsibilities

Adopted – 3/7/74 by the DOE

The primary function of schools is to nurture the educative process of students and to equip them constructively to meet the challenges of the future.

If we, the students of the State of Hawaii, are to become citizens trained in the democratic process, we should be provided full opportunity to inquire, to question, and to exchange ideas.

Our rights and responsibilities, then are analogous to those of an adult citizen.

I. CONSTITUTIONAL RIGHTS

- All students shall enjoy rights guaranteed by the Constitution of the United States.
- Students shall be governed by all laws and ordinances of the State of Hawaii and the County of residence.

- Moreover, students shall respect all rules, policies, and regulations of the Department of Education and of respective schools.

II. ACADEMIC RESPONSIBILITIES

- Students shall have the responsibility to learn, and to respect the rights of others to learn.
- Students shall also respect the rights of others to teach.

III. FREEDOM OF EXPRESSION AND COMMUNICATION

- Students shall have the right to hear and express publicly, various points of view on subjects without fear of reprisal or penalty.
- However, students recognize the rights of others and the limitations imposed by the laws of libel, slander, obscenity and incitement to riot.

IV. INVOLVEMENT OF STUDENTS IN THE DECISION MAKING PROCESS

- Students shall have the right to be involved in the decision-making process that affects the educational system.

V. FREEDOM OF ASSEMBLY AND RIGHT TO PETITION

- Students shall have the right to assemble peaceably.
- Students shall have the right to “petition the government for redress of grievance.”

VI. FREEDOM OF ASSOCIATION

- Students shall have the right to organize clubs or associations within the school as provided in the SCHOOL CODE.

VII. STUDENT DISCIPLINE

- Students have the right to due process.

VIII. RIGHT TO PRIVACY

- Students have the right to privacy as provided in the Hawaii State Constitution, Article I, Section 5.

IX. INSTRUCTION AND ADMINISTRATION

- Students have the right to be concerned about teachers selected to instruct them and administrators who supervise the schools and educational system they attend.
- To this end, we should be given an opportunity to express our opinions concerning the instruction we receive from teachers and the administration of Hawaii’s public schools, recognizing that the evaluation of teachers and administrators rests with the appropriate supervisor established by collective bargaining contracts, the policies and regulations of the DOE, and the laws of the State of Hawaii.

X. MISCELLANEOUS

- Students shall have access to all statutes, rules, policies and regulations to which they are subjected. Copies of these and the Student Bill of Rights and Responsibilities shall be available for inspection either in the school office or in some designated location convenient to all.

Standardized Dress Top Policy Adopted In 2005 – 2006

Statement of Policy: A mandatory dress top policy has been adopted by the **JCHS SCBM Council** beginning school year 2002 - 2003. Students will wear the standardized dress top effective the first day of school. Students are required to wear uniform tops on all school days, Monday through Friday, with the exception of days to be designated and announced as “special dress days.” Students exempt from the standardized dress top policy must be in compliance with the STATE OF HAWAII Opt-Out provision as stated in components of the policy, BOE Guideline #4.

COMPONENTS OF THE POLICY

Parental Leadership and Involvement

(BOE Guideline #1)

The decision represents the views of a majority of the members of the school community. All role groups participated in the conversations and decision-making. The approval to proceed with the standardized dress top policy was granted by the JCHS SCBM Council during the school year 2001 - 2002 and was approved by consensus to become effective beginning SY 2002 - 2003. . The school’s NAME AND LOGO will appear on the uniform.

James Campbell High School Standardized Dress Top Regulations

The expectation is to have the standardized dress tops worn to school during school days. However, optional dress top days may be permitted at the discretion of the SCBM Council or the Principal. When permitted the optional dress must meet the dress top/dress code regulations.

Students are required to wear a standardized dress top.

Students may wear a variety of tops including the required t-shirts, polo shirts, and girl scoop shirts as long as the shirt has the approved school logo and tucked in or worn out extending below the waistline, with no visible midriff or cleavage. Designs of the dress tops have been approved by the standardized dress top committee, consisting of teachers and students.

Waivers are valid only for the current school year and must be renewed at the beginning of each school year. We will not accept any request for dress top waivers any time after the first two week period from the start of school. If a student is truant or suspended, their waiver will no longer be valid. Waivers can be revoked for not adhering to the dress code regulations.

Appropriate shorts, skirts, and dress attire:

Length of shorts, skirts, and dresses must not be shorter than mid-thigh.

Appropriate pants and shorts attire:

Pants or shorts must cover underwear or boxer shorts.

Dress Tops may not be altered:

Dress tops should not be cut, turned inside out, tied in a knot exposing midriff or back. Dress tops should not have any other designs embroidered on.

Gang related clothing or accessories or clothing, which depict drugs, sex, tobacco, alcohol, profanity, and /or violence or clothing otherwise deemed inappropriate are not allowed.

VIOLATION OF THE DRESS CODE RULES WILL RESULT IN ONE OR MORE OF THE FOLLOWING:

Student may be sent home to change into appropriate attire. Administration may impose further consequences for repeated offenses.

Conclusion:

Uniforms alone will not solve all the problems of public schools and the public perception of them. However, they are surely one positive contributing factor to improve high school discipline and safety. As parents, staff, students, and members of the community work together, a standardized dress top policy becomes part of a strong overall school safety program supporting the learning success

Formal Attire Guidelines

Junior Prom guidelines will be **Black Tie Invited**. **Black Tie Invited** is defined as having the option of wearing a tuxedo or a dark suit and tie or formal cocktail dress, ball gowns, long dresses or dressy evening separates. **Senior Prom** is **Black Tie or formal**. It is strictly formal wear.

Black Tie is strictly formal wear that consists of tuxedos whereas **Black Tie Invited** means tuxedos are preferred, but you have the option of wearing formal business suits.

Options include the following:

The Classic Tuxedo

The Formal Business Suit:

The standard business attire is a dark colored suit. Suits should be worn with a straight collared button-up shirt and a subtle, subdued tie.

*All collared button-up shirts must be tucked in

*Tie is required.

Must have a long-sleeved collared button up shirt to complete tuxedo or suit

The Classic Gown:

The classic gown includes fitted column dress or large ball gown skirt. Examples include Bridal dresses, and evening gown pageant gowns.

Shorter Formal Dresses:

No shorter than 4 inches above your knee. Shorter dresses are not skirts and a blouse, but a solid 1-piece dress. Example of a short option would be a cocktail-length dress, which generally is knee length.

Military Participants:

Uniforms equivalent to civilian formal business attire consistent with the individual's military organization requirements.

Semi-Formal Attire Guidelines

Winter ball, Senior Banquet, Sophomore and Freshmen Banquet are **semi-formal** events. Attendees have the option of wearing a tuxedo and formal wear. Attendees can also follow the formal attire guidelines or opt to wear **collared dress shirts, dress slacks, and dress shoes** and/or formal cocktail dresses, ball gowns, long dresses or dressy evening separates.

Options include the following:

The Classic Tuxedo

The Formal Business Suit or Collared dress shirts with either long or short sleeves. Sweaters may be worn with a collared dress shirt underneath.

- Must have a long-sleeved collared button up dress shirt to complete tuxedo or suit

*Collared dress shirts must be tucked in.

*Ties are required to be worn.

Classic gowns and formal attire

Shorter Semi Formal Dresses:

No shorter than 4 inches above your knee. A solid 1-piece dress. Example of a short option would be a cocktail-length dress, which generally is knee length.

Two piece outfits or pant suits:

Skirts should not be shorter than 1- 2 inches above your knee and slits should not be higher than mid thigh. Blouses should not expose the midriff, cleavage, or be cut out on the sides.

Pants outfits must be dress pants and not jeans.

Aloha attire includes collared aloha shirts, muumuus, aloha print dresses.

Military Participants:

Uniforms equivalent to civilian formal business attire consistent with the individual's military organization requirements.

Unacceptable attire for all attendees and for all banquets, proms and balls:

-Absolutely **no midriff** (sheer material covering midriff is **not** acceptable)

-Slits can be no higher than mid thigh (any higher may result in pinning or "No entry")

-**No Plunging necklines** (not passing mid-chest)

-Backs of dresses may not descend below waistline

-**No jeans or denim outfits**

-**No polo shirts**

-**No baggy jeans/pants**

-**No athletic outfits (sweat suit outfits)**

-No bandanas or sports caps

-**No athletic shoes, athletic type shoes, or "flip flops", attendee must wear dress shoes.**

***Trendy dress shoes may be worn with the approval of administration and/or advisors in charge.**

-Dresses should not be open down the sides to expose hips, upper thighs, etc.

-Items promoting alcohol, drugs, and sex are forbidden

- No bulky jackets allowed

-No sunglasses are to be worn at event

Shoes must be worn at all times for sanitation and safety reasons.

****Breaking the Formal and /or Semi Formal dress codes may result in one of or a combination of the following:**

"No Entry" or adjustment to attire

Calling of parents to bring appropriate clothing/I.D.

Be chaperoned while sitting in the lobby of the ballroom for the duration of the event

Wearing of appropriate clothing provided by school

Saturday School and/or school service (cafe duty)

***Note: The items denoted with * were recommended, approved and passed by the School Community Council (SCC), School Leadership Team, Student Association and Grade Level Student Councils in February of 2011.**

PERSONAL APPEARANCE

Although the major responsibility for cleanliness, grooming and dress of students rests with the individual and parents, the school has the responsibility of assuring that the health, safety, and general welfare of all students are safeguarded and promoted. Dress restrictions are enforced in the following situations:

1. Established rules for cafeteria helpers, physical education and office training students are to be followed.
2. Shoes must be worn in electronics, metals, woodshop, auto mechanics, culinary arts class, food preparation, and chemistry classes for safety reasons.
3. Students should not wear clothing, which is determined by the school as being gang related (e.g. bandanas, hats with gang names/initials/slogans), which promote illicit drugs (including alcohol products), and/or which contain obscenities or profanity.

Chapter 19:

Summary of Offenses and Disciplinary Action

The following prohibited conduct applies to all students in the public school system during school hours, on school premises, or during department-supervised activities, on or off school property:

(Changes have been made to some of the definitions and disciplinary actions. Updated booklets/information regarding Chapter 19 are available to students, parents, faculty and staff through the Vice Principals.)

Class A Offenses: unlawful conduct;

1. Assault
2. Burglary
3. Dangerous weapons, substances or instruments; possession or use of;
4. Drug paraphernalia; possession, use, or sale of;
5. Extortion;
6. Fire arms; possession or use of;
7. Illicit drugs; possession, use, or sale of;
8. Murder;
9. Property damage;
10. Robbery;

11. Sexual offenses; or
12. Terroristic threatening

Detention, in school suspension, crisis suspension, suspension of one to ten days, suspension of eleven or more days, disciplinary transfer, or dismissal.

Class B Offenses: unlawful conduct;

1. Disorderly conduct
2. False alarm, rendering of
3. Gambling
4. Harassment/bullying
5. Theft; of
6. Trespassing

Disciplinary Action: (any one of the following) Detention, crisis suspension, suspension of one to ten days, suspension of eleven or more days, disciplinary transfer, or dismissal.

Class C Offenses; department-prohibited conduct;

1. Class cutting
2. Insubordination
3. Leaving campus without consent
4. Smoking; use of tobacco substances
5. Truancy; or
6. Illegal use of elevators
7. Laser pen/laser pointer; possession or use of

Class D Offenses; school-prohibited conduct:

Unless authorized by the school the following will be considered contraband and is prohibited in school.

1. Cassette players, MP3 Players, iPods, CD-players, radios, pagers and cellular phones
2. Walkman-type radios*
3. Bicycles and motor bikes
4. Skateboards
5. Whistles
6. Sling shots
7. Harmful rubber bands
8. Dice
9. Matches
10. Lighters
11. Eggs
12. Water balloons
13. Shaving cream, etc.
14. Chains
15. Sticks & clubs
16. Radio antennas
17. Rocks, etc.
18. Cigarettes
19. Any other tobacco products
20. Toy guns
21. Pellet and Paint Ball guns
22. Laser Pens or Pointers
23. Any electronic device not authorized by the Administration.
24. Broad tipped permanent markers;
25. In accordance with City Ordinance 95-49, possession of pepper spray by a minor is prohibited
26. Switch blades or any improperly used knife
27. Intoxicating liquor, illicit drugs, while attending school

Disciplinary action

Disciplinary action shall be taken for all class offenses in grades kindergarten through twelve in accordance with procedures established under this chapter and within the following options as determined by the authorities designated in section 8-19-5. Interventions to teach students appropriate behaviors must be instituted when disciplinary actions are imposed. Disciplinary action options may include the following:

1. correction and conference with student;
2. Detention;
3. Crisis removal;
4. Individualized instruction related to student's problem behaviors;
5. In-school suspension
6. Interim alternate education setting;
7. Loss of privileges
8. Parent conferences;
9. Time in office;
10. Suspension of one to ten school days;
11. Suspension of eleven or more school days;
12. Saturday school;

13. Disciplinary transfer;
14. Referral to alternative education programs;
15. Dismissal; or
16. Restitution.

- ⤷ Students shall be counseled in addition to any disciplinary action taken under subsections (c) and (d).
- ⤷ No action amounting to serious discipline shall be imposed on student for committing class D offenses.
- ⤷ No suspensions or serious discipline shall be imposed on any student because of class cutting or truancy.
- ⤷ The disciplinary action options of subsections (c) and (d) shall be construed as disciplinary actions within a school year.
- ⤷ Disciplinary actions may be carried over to the following school year if the offense is committed within twenty school days from the last instructional day for students in that school year.

Insubordination

“Insubordination” means the willful or intentional disregard or refusal to obey an order which a teacher, officer or other employee of the department is entitled to give and have obeyed. Insubordinate students will receive progressive discipline which may eventually lead to assignment to an alternative placement.

⤷ Students who are caught violating the above sections will be suspended for *Insubordination* in the following manner:

- 1st. offense = 1 day suspension
- 2nd offense = 2 days suspension
- 3rd offense = 3 days suspension
- 4th offense = 4 days suspension

⤷ The second offense would require a face to face conference with the student and parent.

Students with dress top waivers (See “*Dress Top Waivers*,” pg 11)

who are suspended for any of the above violations shall have that waiver revoked.

⤷ Any student suspended for more than ten (10) days in any school year will be required to attend an Alternative Learning Program.

⤷ Students who are suspended for the above violations will have to meet with their grade level Counselor who will:

- counsel students of school attendance policy and consequences as well as hold five minute a week conferences with the student until attendance improves;
- hold a ten minute meeting with the student and parents on the student’s second class cutting offense;
- follow up with parents as needed (i.e. phone calls, letters, parent teacher conference, interventions, referral to Parent Project, etc.);
- counsel and monitor all students holding grades of D, F and I’s;
- hold a student/teacher/parent conference;
- devise and monitor Individual Success Plans for these students;
- prepare and turn in truancy petitions with the AG’s office for Family Court intervention if appropriate;
- place a copy of the police report in the student’s file;
- contact the student’s probation officer if appropriate;
- forward Referrals to the appropriate Vice Principal for disposition;
- contact the parent of the suspended student and refer the student to the Credit Club at the completion of his/her suspension period;
- in the event a parent declines the school’s offer for assignment to the Credit Club, the Counselor shall :
 - a) have the parent hand write the reason for the decline;
 - b) sign and date the statement;
 - c) file the statement in the student’s file.

SUSPENSION AND/OR DISMISSAL FROM SCHOOL

Students sent to the office for disciplinary reasons are to report immediately and may not leave the office until excused by the vice principal. The following are the most serious offenses and are grounds for suspension, detention work, and/or expulsion:

The following two laws were passed by the 1996 Hawaii State Legislature and signed by Governor Benjamin J. Cayetano into law. They are effective immediately.

Act 90

• Any student found to be in possession of a firearm shall be dismissed from school for not less than a one year period.

• Any student found to be in possession of a dangerous weapon, switch blade knife, intoxicating liquor, or illicit drugs while attending school may be excluded from attending school for up to 92 school days, as determined by the principal and approved by the superintendent.

Act 162

- Attendance at a public or private school shall not be compulsory in the following cases:

Where:

- A) The child (student) has attained the age of sixteen years;
- B) The principal has determined that:
 - 1) The child has engaged in behavior which is disruptive to other students, teachers, or staff; or
 - 2) The child's nonattendance is chronic and has become a significant factor that hinders the child's learning; and
- C) The principal of the child's school, and the child's teacher or counselor, in consultation with the child and the child's parent, guardian, or other adult having legal responsibility for or care of the child, develop an alternative educational plan for the child. The alternative educational plan shall include a process that shall permit the child to resume school.

CELLULAR PHONES AND PAGERS

1. Cellular phones and pagers will not be visible on the students or audible during the school day.
2. Parents should not call students on their cell phones or page them during the school day in case of an emergency, parents are advised to call the school's office. The office will pass on the message to the student.
3. Cell phones are contraband and are not to be used during school hours (7:30 a.m. – 3:30 p.m.).
4. Cellular phones are not to be used as calculators in classes. Scientific and/or regular calculators are considered student supplies and it is recommended that all students have these types of calculators in school every day.
5. Electronic games and games on cellular phones are not to be played during the school day.
6. In emergency situations the following will be practice:
 - Any cell phone use during an emergency drill, or evacuation will result in confiscation of phone and suspension of a minimum of 1 day.

COURSE CREDITS

Students receive credit once for all required and elective courses **satisfactorily completed (see registration guide for details)**

| | |
|--|--------------------------------|
| English | 4 credits |
| Social Studies | 4 credits |
| Mathematics | 3 credits |
| Science | 3 credits |
| Physical Education | 1 credit |
| Health | .5 credit |
| Personal Transition Plan | .5 credit |
| Senior Project | -----req. for BOE diploma only |
| Electives | 6 credits |
| World Languages/Performing or Fine Arts/CTE* | 2 credits |
| Total | 24 credits |

*Note: Beginning with the class of 2013, the 2 Fine Arts credits must be in either performing or visual arts and the 2 CTE credits must be in the same career pathway. The 2 world language credits must be in the same language.

STUDENT REPORT CARDS

Student report cards are distributed approximately three weeks after the return from break. Duplicate report cards and student schedules may be obtained for a \$.50 fee.

TRANSCRIPTS OF HIGH SCHOOL RECORD

Request for transcripts must be signed by a parent/guardian. Two transcripts will be prepared and sent to the requested institutions without charge. Each additional transcript will cost \$2.00.

CHANGE OF ADDRESS OR TELEPHONE

Address and telephone changes must be reported to the counselor, registrar or the office staff. In the event of an emergency, current information is needed to contact parents/guardians.

NEW ENROLLEES

Students transferring from other schools (private or public) must bring a release from the previous school. Previously earned credits will be accepted from schools that are licensed and/or accredited in Hawaii. Credits from other schools will be reviewed and accepted on a case-by-case basis. Students must also provide proof of residency within the Campbell High School district, through their parents or legal guardians. Parents or guardians must accompany students at the time of enrollment to complete and sign all forms.

Hawaii State law requires that all new students entering any school in Hawaii must have the following documents by the FIRST DAY OF SCHOOL. Students missing either of these requirements will NOT be permitted to enter school on the first day.

1. A completed health record to show that a physical exam and a negative tuberculin skin test or x-ray were completed in the US within a year before school entrance and that all immunization requirements have been met, OR
2. Proof of a negative tuberculin test in the US within the past 12 months and a signed statement from the doctor to prove that the student is in the process of completing the health requirements. **The tuberculin test, however, is**

required for enrollment.

HEALTH ROOM

The function of the Health Room at Campbell High School is to provide immediate and qualified health care to students who have taken ill or who may require medical attention. The Health Room is managed by a qualified Health Aide who will be available during instructional time. In the event the Health Room is closed or the Health Aide is unavailable, students may report to the Front Office. The Health Room is located in the Administration Building.

STUDENT MEDICATION

No medication, including Over-the-Counter (OTC) medication, will be stored in the Health Room or administered by the Health Nurse or designee without first completing form SH-36 and before getting approval from the Public Health Nurse Bureau (PHNB). Form SH-36 may be obtained from the Health Room, Front Office or the SSC Office. It is imperative that parents read the directives on the back and to follow all instructions to ensure that it is approved by the PHNB. Failure to do so will result in the application being rejected. Failure to comply with this section will result in the Health Nurse summoning the parents to the school to administer medication to their child in the event the student requires it.

GEOGRAPHIC EXCEPTIONS

Under Hawaii law, students are required to attend the school in the district in which the parent or legal guardian resides. However, permission to enroll in a school in another district may be granted by the principal of the school the student wishes to attend. To obtain a geographic exception, parents must complete and submit the geographic exception form to the home school where it will be signed by an administrator and forwarded to the desired school. Once a geographic exception has been approved, it is valid until the student completes the terminal grade at that school.

Geographic exceptions are approved for individual students; therefore, a separate application must be submitted for each child in a family.

BOE RECOGNITION DIPLOMA AND BOE RECOGNIZED DIPLOMA WITH HONORS

In 1986, the Board of Education adopted the Recognition Diploma Program to honor students for academic excellence. All seniors, including special education students, are eligible. Valedictorians must meet the BOE Recognition Diploma requirements.

Board Policy 4540, High School Graduation Requirements and Commencement, establishes that a Board of Education Recognition Diploma shall be issued to students who:

- Meet the course and credit requirements for graduation
- Class of 2011-2012 must attain a cumulative grade point average (GPA) of 3.0 or higher. Beginning with the Class of 2013, students with a GPA of 3.0 or higher will be awarded a BOE Recognition Diploma with Honors.
- Complete the Senior Project (one credit) as well as the Personal Transition Plan (0.5 credit) is included as part of this requirement. This is effective with the Graduating Class of 2010.

| | Class of 2011-2012 | Class of 2013 |
|---------------------------|--------------------|---|
| English | 4 credits | 4 credits (inc. .5 credit in Expos Writing) |
| Social Studies | 4 credits | 4 credits |
| Mathematics | 3 credits | 4 credits (inc. Alg 1, Geom, Alg 2 or equivalent) |
| Science | 3 credits | 3 credits (inc. 2 cr. in Chem, Bio, and/or Physics) |
| Physical Education | 1 credit | 1 credit |
| Health | .5 credit | .5 credit |
| Personal Transition Plan | .5 credit | .5 credit |
| Senior Project | 1 credit | 1 credit |
| Electives | 6 credits | 5 credits |
| World Lang/ Fine Arts/CTE | 2 credits | 2 credits |
| Total | 25 credits | 25 credits |
| Other | | Meet standard on Algebra 2 end-of-course exam |

*Note: Beginning with the class of 2013, the 2 Fine Arts credits must be in either performing or visual arts and the 2 CTE credits must be in the same career pathway. The 2 world language credits must be in the same language. AP/IB English maybe taken instead

Three types of diplomas are awarded:

1. Cum Laude — GPA of 3.00 to 3.50
2. Magna Cum Laude — GPA of 3.50+ to 3.80
3. Summa Cum Laude — GPA of 3.80+ and above

HONOR ROLL & PRINCIPAL'S LIST

Students with a grade point average of 3.5 to 3.79 are listed on the Honor Roll. Those with GPAs of 3.80 and higher are on the Principal's List. Students must be enrolled in a minimum of 3 classes each term. Graduating seniors who maintain a cumulative GPA of 3.50 and higher through the end of the third term of their senior year will be designated Honor Graduates of James Campbell High School. Any student with a grade of I, N, or W is not eligible for these or any other academic honors.

International Baccalaureate Diploma Programme Candidate Requirements

The following information pertains only to those students wishing to be eligible for the **FULL** International Baccalaureate Diploma. Students interested in taking single IB courses for certificates of completion, need only follow the standard registration guidelines as with other AIS courses.

Consideration for IB Diploma Candidate status will be given only to those students who are actively pursuing the necessary requirements in a timely manner.

In order to graduate with full IB DP candidate recognition, the following requirements must be completed prior to graduation in 2011

1. Successful completion of all 2-year required courses from all 6 subject groups:
 - Group 1 – Language A1 (English)
 - Group 2 – Language B or *ab initio* (chosen world language)
 - Group 3 – Individuals & Societies (history/social studies)
 - Group 4 – Experimental Sciences
 - Group 5 – Mathematics & Computer Science
 - Group 6 – The ArtsCourse options from the 6 groups:
 - 4 HL (higher level) + 2 SL (standard level) = 6 Courses
 - 3 HL (higher level) + 3 SL (standard level) = 6 Courses
2. Students must also complete:
 - The Theory of Knowledge course (TOK)
 - TOK will be delivered over both Junior & Senior year and will be paired with research/presentation courses to assist with the EE & CAS requirements
 - Some TOK class meetings will occur after school (dates & times TBD)
 - The Extended Essay project (EE)
 - in-depth research paper approx. 4,000 words on a student-selected topic
 - students are required to meet and work with a designated faculty member advisor
 - will qualify for the BOE Diploma Senior Project requirement with additional tasks
 - Creativity, Action, Service hours (CAS)
 - 150 hours of combined or individual activities related to creativity, action, service
 - activity hours cannot be derived from grade/credit earning courses, monetary earning events or participation in religious services (i.e. ushering for mass)
3. All internal and external assessments must be completed per course descriptions. Students must earn a minimum of 24 pts out of a possible 45 pts on the exams and course assessments in order to earn a diploma. Exams are scored on a scale of 1 to 7. TOK, EE, and CAS are also graded and must be passed to be eligible for the diploma.
4. Students enrolled in any IB course will be expected to pay for external assessment fees, program fees, and other costs related to the completion of the Diploma Programme (DP) or certificate requirements. A fee schedule will be made available to students and parents prior to the start of each DP school year. Failure to complete all required assessments will result in the recalculation of the course's 5 point weighted grade(s) to a 4 point scale and the course title(s) will be changed to remove the IB course designation from a student's official transcript.



IB learners strive to be:

Inquirers

They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning and this love of learning will be sustained throughout their lives.

Knowledgeable

They explore concepts, ideas and issues that have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.

Thinkers

They exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems, and make reasoned, ethical decisions.

Communicators

They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.

Principled

They act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them.

Open-minded

They understand and appreciate their own cultures and personal histories, and are open to the perspectives, values and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of view, and are willing to grow from the experience.

Caring

They show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.

Risk-takers

They approach unfamiliar situations and uncertainty with courage and forethought, and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.

Balanced

They understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.

Reflective

They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.

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Advanced Placement (AP) Course Requirements

All students enrolled in an AP course will be expected to pay for all fees related to the final AP exams. Failure to complete all required assessments will result in the recalculation of the course 5 point weighted grade(s) to a 4 point scale and the course title(s) will be changed to remove the AP course designation from a student's official transcript.

Students eligible for Free or Reduced lunch may also be eligible for fee reductions on their AP exams based on available awards granted by College Board and/or the Department of Education. All students must complete the federal/state Free or Reduce lunch applications and qualify based on state guidelines to receive assistance.

Early Completion Policy

The block schedule has increased the number of credits a student may earn in a year, thereby creating greater potential for early requirement completion. While James Campbell High School's primary purpose is to provide comprehensive four-year educational and enrichment opportunities, students may request early completion when meeting the following standards.

1. Early completion for fourth-year high school students may occur **after the end of Term 2** of the senior year with Parent/Guardian and Principal approval.
2. Request for early completion can be made by Grade 11 students during the third term of their third year in high school.
3. Request for early completion in the fourth year of high school will be approved if all of the following requirements are met:
 - Student has a cumulative GPA of 2.0 or better.
 - Student has at least 90% attendance rate.
 - Student has not taken any "required" core classes through alternative programs.
 - Student has the approval of his/her parent or guardian.
 - Student will have satisfied all requirements for graduation by the end of his/her third year in high school except Grade 12 English and Social Studies.
 - Student has demonstrated intent to enroll in post-secondary education or is currently employed.
4. Please note: Selection of the early completion option may result in scheduling and/or course selection limitations. Course requests will be honored whenever possible; however, they are not guaranteed.
5. The school holds only one graduation ceremony at the end of the school year when all diplomas/certificates are awarded. Early completers may request a letter verifying graduation requirements have been met.

PROMOTION POLICY

Each student must earn a minimum number of credits to be promoted from one grade level to the next.

From grade 9 to 10 – complete 1 year of high school and earn a minimum of 5 credits

From grade 10 to 11 – complete 2 years of high school and earn a minimum of 11 credits

From grade 11 to 12 – complete 3 years of high school and earn a minimum of 17 credits

Students will be retained at their present grade level for the entire school year if promotion requirements are not met before the start of the next school year.

CLASS CHANGE GUIDELINES

Anyone wishing to make class/course changes should be aware of the following. Contact the appropriate counselor for guidance and assistance.

1. Timely Class Changes:
 - Before 10%** of the course is completed, changes will be made on a space available basis.
 - Once 11% to 40%** of the class has been completed, changes will only be made if the "new course" teacher feels that the student will be able to earn credit for the course.
 - After 40%** of the course has been completed, no change may occur.
2. Class Prerequisites: Students should not be request placement in a course if they have not met the prerequisites.
3. The only type of program changes that will be considered are:
 1. Duplication of courses.
 2. Courses needed for graduation in June of the current school year.
 3. Incomplete schedule.
 4. Summer school credit.
 5. Placement changes.
 6. Early admission or employment (verification required).

Exception will be considered on an emergency basis only, with concurrence of the student, parent(s), counselor, teachers and

administration.

DOUBLING UP IN SUBJECT AREA COURSES POLICY

During Registration: Effective January 2004, students registering for required courses may register for ONE previously taken and failed course in English, Social Studies or Science. This will be in addition to the required course in the same subject area for their projected school year.

Students may take two high level Math or Science courses provided they have teacher and counselor approval before registration. The student must have demonstrated mastery level proficiency in previous courses.

First Session Failures: Students failing courses the first session of the school year will be allowed to change their schedules and add the failed course to their second session schedule with teacher's recommendation and on a "space available" basis.

Second Session Failures:

Students who fail courses the second session of the school year will be allowed to change their schedules and add the failed course to their next year's requests with their teacher's recommendation and on a "space available" basis.

Senior Failures: Seniors who fail required courses the first session will be given priority over underclassmen requesting schedule changes.

*NOTE: All schedule changes and/or course selections will be made on a "space available" basis. These guidelines apply to students enrolled in JCHS since the fall of 2002.

PUBLIC DISPLAYS OF AFFECTION

Prolonged hugging, kissing, or close physical contact is prohibited. Students should be aware that public displays of affection that may cause embarrassment or discomfort to others are inappropriate and should be avoided at school. Such displays could lead to charges of sexual harassment.

LOST AND FOUND

All articles found on the school campus should be brought to the school office. To claim lost goods, students must go to the Main office or to the vice principal's office.

FIRE DRILLS

Fire drills are indicated by a series of 12 short rings. The all-clear signal is one long bell. Instructions for these drills will be given by teachers and the route plan will be posted in each classroom.

WHEELCHAIR ACCESSIBILITY

James Campbell High School affords wheelchair accessibility to parents and members of the public. All buildings are accessible to wheelchair users.

KEEPING THE CAMPUS CLEAN

To enhance the beauty and landscaping of James Campbell High School, a clean campus is essential to the appearance of areas around the school. Trash cans are provided about the campus for the disposal of litter. Walls and school property are not to be marked or defaced in any way.

DAILY ANNOUNCEMENTS

The Daily Bulletin will be read and posted in every room during at the beginning of each school day. All announcements must be signed by a faculty member and submitted to the office by 11:00 a.m. the day before they are to be printed and read.

USE OF SCHOOL PROPERTY

1. Students are not allowed in any facility after school hours unless a faculty member is present.
2. All recognized school organizations may use school facilities for activities provided approval is obtained from the administration at least two weeks in advance.
3. Community groups seeking the use of school facilities must request and obtain approval of the administration and the Department of Education.

LIBRARY

Campbell High School shares its library with the public. Students will need a public library card to borrow items. Most books, magazines, CDs and cassette tapes may be borrowed for three weeks. Videos and DVDs may be borrowed for one week for a small fee. If items are not returned by the due dates, a daily fine will be charged. The cost of replacing lost or damaged materials will also be charged to the borrower.

Students should not loiter in the area by the main entrance or by the library parking lot as these areas are considered "off-campus" during school hours. Only students with library passes will be admitted during class periods. A school I.D. must be shown to be admitted during lunch periods.

CAMPUS SALES AND SOLICITATIONS

Only authorized school organizations are permitted to sponsor sales and to carry on major fund-raising activities during the school year on campus. There shall be absolutely no soliciting for funds on the campus for any activity that has not been cleared through the administration. School organizations must apply for fund-raising activities through the administration.

SCHOOL COUNSELING PROGRAM

Educational planning, vocational information, and counseling services which include help with personal problems are provided to every student by the counselors.

Philosophy:

The counselors at James Campbell High School believe that all of our students have the ability to achieve. We believe that all students have the right to participate in the school counseling program. We believe that all of their ethnic, cultural, racial, sexual differences, and special needs are considered in planning and implementing our school counseling program. The James Campbell High School Counseling program actively involves counseling team members to monitor our students' learning. It utilizes the many combined resources within the school and the community to deliver programs. It uses data to drive program development and evaluation. Our counselors at James Campbell High School abide by the professional school counseling ethics as advocated by the American School Counselor Association. We participate in professional development activities essential to maintaining a quality school counseling program.

Mission:

The mission of the James Campbell High School Counseling Program is to provide a comprehensive developmental counseling program addressing the academic, career, and personal/social development of all students. School counselors are professional school advocates who provide support to maximize student potential and academic achievement. In partnership with other educators, parents and guardians and the community, school counselors facilitate the support system to insure all students at James Campbell High School have access to and are prepared with the knowledge and skills to contribute at the highest level as productive members of an ever changing society. Our graduates will:

- I. Realize their individual goals and aspirations.
- II. Possess the attitudes, knowledge and skills necessary
- III. to contribute positively and compete in a global society.
- IV. Exercise the rights and responsibilities of citizenship.
- V. Pursue post-secondary education and/or careers without need for remediation.

| | | |
|--|------------|----------|
| 9 th Grade Counselor | Rom D-111 | 687- |
| 10 th Grade Counselor | Room D-111 | 687- |
| 11 th Grade Counselor | Room A-12 | 687-3023 |
| 12 th Grade Counselor | Room A-8 | 687-3019 |
| AVID and AIS Academy Counselor | Room A-3 | 687-3014 |
| High Risk and Outreach Counselor | Room A-14 | 687-3025 |
| College and Career Counselor | Room A-4 | 687-3015 |
| Student Services Coordinator (alpha A-M) | Room J-8 | 687-3065 |
| Student Services Coordinator (N-Z) | Room J-8 | 687-3066 |
| Post Secondary Transition Coordinator | Room | |

Counselors: Eleyne Fia, Cora Legaspi, Greg Char, Fay Angelas, Serena Lakalaka, David Perreira, Rick Yamashiro and Nellweyne Young.

ADMINISTRATION AND STAFF

Principal, Mrs. Naomi Takamori.....Phone.....687-3000
 SASA, Mrs. Petronila Foster.....Phone.....687-3002
 Head Custodian, Mrs. Sandy Matias.....Phone.....687-3079

SMALLER LEARNING COMMUNITIES

9th Grade Talent Development Success Academy

| TITLE | NAME | CELLULAR | PHONE |
|----------------|------------------|--------------|----------|
| Vice Principal | Donna Deai | | 687-3128 |
| Vice Principal | Flossie Steffany | 808-253-8593 | 687-3182 |
| Vice Princiapl | Ray Pikelney | | 687-3130 |

10th Grade Academy

| TITLE | NAME | CELLULAR | PHONE |
|----------------|---------------|--------------|----------|
| Vice Principal | Wayne Guevara | 808-224-4303 | 687-3129 |
| Vice Principal | Jon Nagamine | | 687-3018 |
| Vice Principal | Ray Pikelney | | 687-3130 |

ACEIT (Arts and Communication and Industrial Engineering and Technology)

| TITLE | NAME | GRADE LEVEL | CELLULAR | PHONE |
|-----------------------------|-----------------|-------------|--------------|----------|
| Vice Principal | Jamie Dela Cruz | 11-12 | 808-220-0608 | 687-3017 |
| Student Services Specialist | Noel Kabasawa | 11-12 | | 687-3021 |

Hale ELUA (Public Human Service, Natural Resources, Business and Health)

| TITLE | NAME | Grade Level | CELLULAR | PHONE |
|-----------------------------|-----------------|-------------|--------------|----------|
| Vice Principal | Elton Kinoshita | 11-12 | 808-220-4773 | 687-3029 |
| Student Services Specialist | Noel Kabasawa | 11-12 | | |

ACADEMY OF INTERNATIONAL STUDIES (AIS)

| Title | Name | Grade Level | PHONE |
|----------------|-----------------|-------------|----------|
| Vice Principal | Jamie Dela Cruz | | 687-3017 |

Campbell High School Meal Policy

It is the intent of the U.S. Congress that nutritious meals be available to every school student regardless of household's ability to pay. The State of Hawaii, Department of Education, School Food Services Branch participates in the USDA National School Lunch and School Breakfast Program. This means that:

- Schools are able to offer a \$2.20 student lunch because of a USDA subsidy (The price of an unsubsidized lunch is \$4.40)
- Based on household income, students may be able to purchase meals at a reduced price or receive free meals.
- Households MUST APPLY EVERY SCHOOL YEAR and qualify to receive this benefit.
- The State of Hawaii and Our School MUST follow the established regulations of the U.S. Department of Agriculture.

MEAL PRICES ARE AS FOLLOWS:

| | |
|-----------------------------------|--------|
| Student Lunch (Full Price) | \$2.20 |
| Student Lunch (Reduced Price) | \$.40 |
| Student Breakfast (Full Price) | \$.95 |
| Student Breakfast (Reduced Price) | \$.30 |
| Entrée Only | \$1.75 |
| All Others* - Breakfast | \$1.90 |
| All Others* - Lunch | \$4.40 |
| Milk - Additional | \$.50 |
| Bottled Water | \$.50 |
| Juice | \$.75 |

*The USDA program subsidizes the meals for all students who attend Campbell High School. All others must pay the actual cost of the meal.

*Note- Prices are subject to change in accordance to policy set up by Department of Education, State of Hawaii.

Applications for Free/Reduced Priced meals MUST be made by households each school year.

Applications are available at the school office. We encourage all households to apply for free/reduced priced meals. The USDA publishes qualifying income guidelines each school year. Therefore, households must apply and determination must be made each year. When completing the application, please follow all instructions printed on the application and any accompanying memo. Our school verifies all income. Missing/Unacceptable documents WILL delay the determination process. Return applications to the main office. While application is being verified, the school has 10 working days to determine eligibility. Only those students who do not qualify will be notified. During this 10 day period, if your child's status from the previous year was Free or Reduced, it will remain the same.

MEAL PROGRAM POLICY

1. EACH STUDENT is given a picture ID (identification card) with a bar code. This bar code number allows a child to access his/her account. Each time your child uses his/her ID card, the appropriate amount will be deducted from his/her account.
2. Scanning the bar code is the only way to determine whether or not a student is on free and/or reduced meals.
3. It is required that ALL STUDENTS who participate in the meal program deposit monies into their personal account. Students who qualify for free or reduced lunch must deposit monies into their personal account if they want to purchase a 2nd meal or a la carte item.
4. Guidelines for depositing monies into individual accounts:
 - a) Monies are credited in each individual student account. It is not a shared account. EXAMPLE: If three children in one family attend Campbell, each child will have a separate account. The amount of money for each child's account must be indicated. The receipt will indicate how the money was allocated.
 - b) Full fare students: Paying students must deposit a minimum of \$5.00 and a maximum of \$30.00 into their accounts.
 - c) Reduced paying students: Reduced paying students must deposit a minimum of \$2.00 and a maximum of \$10.00 into their accounts.
 - d) Free Students: Free students may place monies in account for purchasing of juice, bottled water of a second breakfast or lunch. Monies deposited may not exceed \$10.00.
5. All monies placed in accounts are strictly for the purpose of school breakfast, lunch and a la carte items sold in the cafeteria.
6. Cash, checks, money orders or cashier's checks are all acceptable forms of payment. A receipt will be issued at the time of payment.
7. Monies deposited will be credited to the child's account as follows:
 - a) Payment made to the main office between 7:30 a.m. - 8:15 a.m. (Credited to account on the same day)
 - b) Payments made to the student cafeteria between 7:00 a.m. - 8:00 a.m. (Credited to account on the same day)

- c) Payment made after 8:15 a.m. at the main office (Credited to the child's account on the next business day).
- 8. RETURNED CHECKS
 - a) Returned checks will be assessed a return fee of \$25.00 (State of Hawaii Policy).
 - b) Acceptable forms of repayment are cash, certified check or money orders in the account owed to the school,
- 9. The \$5.00 I.D. Replacement fee cannot be taken out of monies in your child's account. Replacement fee must be paid up front. Replacement I.D. cards can be picked up in the school's main office.
- 10. Refunds will be made ONLY if a student leaves Campbell, changes in meal status or if it is the end of the school year. (Last week of school for seniors pick up in the morning between 7:00 a.m. - 8:00 a.m. in cafeteria)
- 11. PAYMENT PROCEDURES FOR THE END OF THE SCHOOL YEAR

- a) May 1st - May 15th - a maximum of \$20.00 for full paying students and a maximum of \$10.00 for reduced paying students will be accepted.
- b) May 16th - May 20th - a maximum of \$10.00 will be accepted for full paying students and \$5.00 or reduced paying students will be accepted.

*The USDA program subsidizes the meals for all students who attend Campbell High School. All others must pay the actual cost of the meal.

The DOE is not reimbursed by U.S. Department of Agriculture for second meals served to students. The cost to the DOT is the full cost of \$4.40.

*Note- Prices are subject to change in accordance to policy set up by Department of Education, State of Hawaii.

Cafe Manager.....Mr. Harold Ferwerda.....Phone 689-1200 ext 2286

Applications for Free/Reduced Priced meals MUST be made by households each school year.

Applications are available at the school office. We encourage all households to apply for free/reduced priced meals. The USDA publishes qualifying income guidelines each school year. Therefore, households must apply and determination must be made each year. When completing the application, please follow all instructions printed on the application and any accompanying memo. Our school verifies all income. Missing/Unacceptable documents WILL delay the determination process. Return applications to the main office. While application is being verified, the school has 10 working days to determine eligibility. Only those students who do not qualify will be notified. During this 10 day period, if your child's status from the previous year was Free or Reduced, it will remain the same.

STUDENT I.D. CARDS

Students will be issued a student I.D. card. This I.D. card will be utilized for the student's career at James Campbell High School. (i.e. I.D.s issued to freshmen will be utilized for their 4 years at JCHS). Students will be required to wear their I.D.s during the school day. I.D.s will be used for security purposes as well as internet access, meal program and student dues and obligations.

GUIDELINES FOR STUDENT I.D. CARDS

- 1) Students must present a valid I.D. to purchase bids for proms, banquets, dances and Winter ball. Each student and his/her guest are required to present valid I.D.s (State, Driver's licenses, Military, School I.D.) upon entry to any Student Association and/or grade level sponsored event. Replacement fee for I.D.s is \$5.00.
- 2) Student I.D.s are the only means of accessing a child's meal account.
 - 2 lines will be provided to serve students with I.D. cards.
 - 1 line will be provided to serve students without I.D.s with extenuating circumstances.
- 3) Students are not allowed to borrow other students' I.D. cards. If a student is caught doing so, disciplinary action will be taken by the appropriate grade level VP.

NOTE: If a student does not have their I.D. card, the teacher(s) will send the student down to the front office to get a replacement card. Each replacement card will cost \$5.00. If a student is unable to pay for the replacement fee, it will become an obligation. Obligations must be cleared before a student can participate in any co-curricular event such as, proms, banquets, clubs, sports, commencement exercises, etc..

CONSEQUENCES

Failure to comply will result in one or a combination of the following: referral to Vice Principal, referral for detention, parent notification and parent conference.

Chapter 8-57 - Restitution for Damages and Lost Books, Equipment, Supplies and Outstanding Financial Obligations

Introduction:

Chapter 57 requires that students be responsible for paying required fees and for restitution of school property that is lost through their negligence. It further allows consequences for students who do not make restitution or pay required fees. Schools have had varying degrees of success in collecting money from students for lost books, equipment, supplies, and outstanding financial obligations. While this Chapter allows schools to restrict students from participating in athletics and co-curricular activities if they have outstanding financial obligations, the following guidelines are provided to aid schools in applying these restrictions with consistency. Statewide application of these guidelines will ensure that students are treated with fairness and equity when it is found that they are responsible for the loss, destruction, breakage, or damage of school books, equipment, and supplies, including library and assigned textbooks, and nonpayment of fees.

*NOTE: These guidelines apply only to participation in athletics and co-curricular activities such as: student government,

proms, banquets, balls, clubs, commencement exercises, and school courts.

STUDENT RESPONSIBILITY

1. Payment for lost or damaged books, equipment or supplies. A student who is found to be responsible for the loss, destruction, breakage or damage of school books, equipment and/or supplies including library and assigned textbooks, shall make restitution to the school [AUTH: 302A-1112, 302A-1130]. Failure to do so will result in the loss of privileges to participate in athletics and co-curricular activities until restitution is made.
2. Nonpayment of required fees. A student who has not paid the required fees by the school deadline is considered to have a financial obligation to the school and must make restitution to the school before being allowed to participate in athletics or co-curricular activities.
3. Restitution. Restitution includes payment or participation in a work program as outlined in 8-57-6 if the student is unable to pay. Failure to clear financial obligations will result in a student being prohibited from participation in any student activity as defined in 8-57-2.
4. Work program. Students who are unable to pay for lost books, equipment or supplies, may participate in a work program with parental and administrative approval.
5. Negligence. Special procedures for treatment of negligence are outlined in 8-57-8 and penalties may be applied if a student is found to be willfully negligent. Transfer of obligations. Should students transfer to another PUBLIC school WITHIN THE STATE, the financial obligation still remains and will transfer with the student. The school shall forward a copy of the "bill" along with the student's records. The receiving school is responsible for collecting the outstanding obligation. If the student's new school collects the restitution, that "collecting school" keeps the funds.

HSA PARTICIPATION

All 10th graders take the Hawaii State Assessment Reading and Math from October to mid-May. This annual testing program measures student achievement. It is important that 10th graders and their families be prepared: Students should plan to attend all testing days, get adequate sleep, eat nourishing breakfasts, and complete homework and attend school daily. Students who do not pass the math or reading section will be enrolled in a math workshop and/or reading lab the following SY. To get more information, please call Sophomore Academy Vice Principal at 808-689-1200.

ACTIVITIES PARTICIPATION

Any Student wishing to participate in any co-curricular activity that takes place out of school must be eligible initially and maintain eligibility throughout the period of participation.

APPLICATION OF ACADEMIC REQUIREMENT

The statewide academic requirement for participation in co-curricular activities applies to:

- a. Any co-curricular activity that take a student out of school or classes.
- b. All interscholastic competitive activities. These are high school interscholastic athletic activities, speech and forensic contests, and the math league activities.
- c. Co-curricular performance groups. These are the marching band, concert band, cheer and song leading squads and drama groups.
- d. Student council and class council and those positions composing the executive body only.

DETERMINATION OF ELIGIBILITY

1. Eligibility shall be determined on a quarterly (term to term) basis.
2. 'Course required for graduation' (16 required courses and 6 electives) shall be interpreted as those courses or subjects specified as required for graduation in the Authorized Courses and Code Numbers (ACCN).
3. Students must have a 2.0 grade point average (GPA) for courses taken in the term immediately preceding the activity.
4. In the case of ninth graders, continued eligibility beyond the first quarter (term) shall be determined at the end of the first term.

ATHLETIC PARTICIPATION

Participation in athletics is a privilege accorded any student who meets the eligibility requirements. Any student is encouraged to try out for the various sports activities held throughout the year. The student, however, must meet the following general requirements established by the Athletic Department.

The student will:

1. Abide by the DOE 2.0 eligibility requirement.
2. Be eligible in age – not over 17 years of age for JV and not more than 19 years of age for Varsity on September 1.
3. Be responsible to take good care of all equipment and uniforms issued to him/her.
4. Be willing to abstain the refrain from the use of drugs, alcohol, and cigarettes.
5. Be in attendance and report punctually to practice and games.
6. Be loyal to team, coach, and the school.
7. Abide by all rules and regulations of the OIA, HHSAA, NFS, and agree to follow the JCHS Parent/Athletic Handbook.
8. Abide by Chapter 19.
9. Be limited to 4 years of participation.
10. Abide by any additional rules/regulations developed by the Athletic Department & the individual teams.

NOTE: Violation of any of these rules may result in suspension or dismissal.

| Title | Name | Cellular | Phone |
|-------------------|--------------------|--------------|----------|
| Athletic Director | Samuel Delos Reyes | 808-216-1084 | 687-3075 |
| Athletic Trainer | Alison Kuramoto | | 687-3076 |

STUDENT ACTIVITIES PARTICIPATION

General information Co-Curricular Activities

1. Participation in these events are optional and considered privileges.
2. **ALL SCHOOL RULES APPLY!** Parents/Guardians will be called to pick up students if there is a violation of school rules and disciplinary action will follow. If the violation is a major one, the Vice Principal present will handle the situation and parents will be notified. **CONSEQUENCES WILL BE ONE OR A COMBINATION OF THOSE LISTED UNDER CHAPTER 19 and/or being banned from attending co-curricular social events for one school year (i.e. proms, banquets, balls and dances).**
3. All attendees, including students 18 years of age or older and adult guest, must fill out and submit a completed permission form prior to purchasing a bid.
4. **NO REFUNDS; ALL SALES FINAL!** Money Orders and Cashier's checks are highly recommended forms for payment. Money orders and cashier's checks should be made out to James Campbell High School. If you choose to pay by personal check and the check does not clear the bank, your bids will be pulled and you will be assessed a return check fee of \$25.00. Payment of bids and returned check fee must be made in cash by the deadline set forth by the activity advisor. If the deadline is not met, the student and/or guest will not be able to attend the function.
5. Age limitations are as followed: All student attendees and their guest must be in grades 9-12 and not older than 20 years of age for winter ball, junior and senior prom. Senior banquet is only open to Seniors. Sophomore/Freshman banquet is only open to James Campbell High School students.
6. Students must present a valid picture I.D., paid dues for all years at Campbell and be obligation free (including the library and Saturday school/ after school detention) to purchase bids. This is to ensure that the purchaser is a Campbell student, is a student in good standing and in compliance with Chapter 57.
8. All attendees must show a valid picture I.D. (School I.D., driver's license, military or state I.D.) to ensure the safety of our students and their guests at the event. No valid picture I.D. = No entry.
9. Upon entrance into the event, all attendees will be banded. All attendees must wear the wristbands for the duration of their stay at the event. Once they leave, the wristbands will be cut off. Only those with the appropriate colored wristbands will be allowed entrance into the function. All attendees will be required to stay for the duration of the event. If a participant wants to leave before the end of the event, his/her parents will be contacted for authorization for early release. This is to ensure the safety and security of all the attendees.
10. We reserve the right to refuse entry to anyone who is dressed inappropriately, is suspected of being intoxicated/under the influence of any illicit substance or does not have a valid picture I.D.
11. The appropriate attire is required for the following social events for all attendees;
 - a) Senior Prom - Black tie/FORMAL
 - b) Junior Prom - Black tie invited
 - c) Winter ball, Senior Banquet and Sophomore/Freshman Banquet -SEMI-FORMAL ATTIRE (see detailed guidelines). Students and guests are not allowed to change into casual attire while attending the ball, banquet, prom etc... Gowns/outfits should be tastefully worn. No exposed midriffs, cut out sides, overly revealing dresses, jeans, denim outfits and athletic wear will be allowed.
12. Students are required to show a valid picture I.D. to pick up prom, banquet and ball pictures. Only the person whose name appears on the picture packet may pick it up.
13. A surcharge of \$10.00 will be assessed for outside guests.
14. No water bottles of any kind will be allowed into the events.
15. Student(s), Parents and guest of participants should be aware that if an event is held on federal property, any illegal acts will be treated/handled as Federal Offenses.
16. Student(s) and guest are the responsibility of the school ONLY while they are attending the ball, proms or banquet. If he/she is not admitted into the function or does not show up, they are not the school's responsibility because they were not attending the function.
17. Participants who damage facilities and equipment utilized for the said function will be held accountable. He/She and his/her parent(s) will be held financially responsible for all damages.

For more detailed rules, regulations and guidelines, please refer to the sample banquet, ball and proms forms listed in the student planner book.

SCHOOL COURTS

All participating students must meet all State and D.O.E. eligibility requirements.

- 1) Eligibility - must have and maintain a 2.0 G.P.A. and be passing all required courses for graduation.
- 2) Must have passed all required subjects. This includes all core classes and required elective classes.
- 3) Students must be full- time students in good standing, free of obligations, and must have paid their school dues for all years at Campbell in order to serve on a court.
- 4) Students elected to various courts must maintain a 2.0 G.P.A. and be passing all core classes as well as required elective classes.
- 5) All court members are required to learn the court dance and attend all practices or be removed from the court.

- 6) All court members must be financially able to pay for all necessary items (i.e. clothing, crowns, flowers, etc...).
- 7) All court members must be present at designated picture -taking time or will have to schedule an appointment with court photographer on their own time and pay the sitting fee.
- 8) Any court member not complying with guidelines set fort by the Student Association and the court committee will be relieved of his/her duty and will not be able to run for another court..
- 9) Students may serve on one grade level court and one student association court.

Student Fees

| | |
|-------------------------------------|----------------------------------|
| 9th grade..... | \$28.00 |
| 10th grade..... | \$28.00 |
| 11th grade..... | \$28.00 |
| 12th grade..... | \$28.00 + \$27.00 graduation fee |
| Breakdown of fees | |
| Class Fees | \$8.00 |
| Student Association Fees..... | \$10.00 |
| Ewa Naupaka (school newspaper)..... | \$10.00 |

NOTE: All fees must be paid in full or they will become an obligation prohibiting the student from participation in co-curricular activities (Chapter 57).

*Class and SA dues are used to pay for class and school yearbook pictures and various class and school activities.

* back dues (grades 9-11).....\$28.00

| Title | Name | Phone |
|----------------------------------|------------------|----------|
| Ewa Naupaka Advisor | Ms. Quisano | 687-3060 |
| Pohakumakamai Advisor (Yearbook) | Ms. Quisano | 687-3060 |
| Student Association/Activities | Mrs. Kimura-Tung | 687-3099 |

James Campbell High School Student Association 2011-2012

President Jayke Carig
 Vice-president Nicholas Alcover
 Secretary Calvin Bulan
 Treasurer Marifel De Vera

Directors:

Student Activities
 Student Welfare and Leeward District Student Council Representative..... Brianna Ramos
 School Service..... Kristen Calamayan
 Public Relations..... Mia Baybayan
 P.A. Chairperson..... Bryce Kim
 Person Power..... Kimberly Gamalog
 Publicity Chairperson..... Princess Mae Visconde & Rachal Capinpin
 School Colors..... Black and Orange
 School Mascot..... Saber
 Advisor..... Mrs. Kimura-Tung

Grade Level Officers

Graduation Committee Consultant..... Ms. Tanaka
 Graduation Accessories Company Josten's
 Josten's Representatives..... Mr. Ron McNichols
 Josten's Phone Number..... (808) 246-6444
 Senior Portraits – Lifetouch photography..... (808) 455-6570

*Note: Last day to take senior portraits is **September 25, 2011**

Class of 2012

President..... Shaila Toyama
 Vice-president..... Jaenalyn Bogard
 Secretary..... Regine Dulatre
 Treasurer..... Byron Ethan Agapay
 Representative..... Chance Whitnie Baldonado
 Representative..... Kenneth Jay Buccat
 Representative.....
 Kayla Mukai.....
 Representative..... Joshua Villaro
 Representative..... Jenny-Rose Amita
 Class Colors..... Black & Baby Blue
 Class Mascot..... Panthers
 Class Advisor..... Mr. Santiago and Mr. Mamaclay

Class of 2013

President..... Kathryn Kelly

| | |
|----------------------|------------------------|
| Vice-president..... | Elizabeth Wells |
| Secretary..... | Brittany Hunter |
| Treasurer..... | Janine Grace Agag |
| Representative..... | Amy Kanemitsu |
| Representative..... | Zachary Jordan Angeles |
| | Representative |
| Gerald Corpuz..... | |
| Representative..... | Anthony Antonio |
| | Representative |
| Jasmine Guarnes | |
| Representative..... | Corie Sugitan |
| | Class Colors |
| Black, Silver & Gold | |
| Class Mascot..... | Pandas |
| Class Advisor..... | Ms. Stone & Mr. Adato |

Class of 2014

| | |
|---------------------|------------------------------|
| President..... | Revan Parado |
| Vice-president..... | Tiffany Joy Calaro |
| Secretary..... | Meliza Roman |
| Treasurer..... | Leilani Fernandez |
| Representative..... | Kaleialoha Gardner |
| Representative..... | Sherlynn Garces |
| Representative..... | Kerr Ivan Cirilo |
| Representative..... | Julian Christopher Sabado |
| Representative..... | |
| Representative..... | |
| Representative..... | |
| Class Colors..... | Red, Black and White |
| Class Mascot..... | Stallions |
| Class Advisors..... | Mrs. Dunston & Mrs. Kenessey |

Class of 2015

| | |
|---------------------|--------------------------|
| Representative..... | Agtang, Kayla |
| Representative..... | Fiesta, Justine\ |
| Representative..... | Mauricio, Joshua |
| Representative..... | Miguel, Mark |
| Representative..... | Navarrete, Maygan |
| Representative..... | Peralta, Angelika |
| | Representative |
| Mantanona, Matthew | |
| Representative..... | Tsuha, Tamara |
| Representative..... | Chung, Ka'imilani |
| Representative..... | Dutton, Benjamin |
| Representative..... | Tamura, Niklas |
| Representative..... | Flores, Miguel |
| Class Colors..... | Black, Purple and Gold |
| Class Mascot..... | Penguins |
| Class Advisors..... | Mrs. Rabago & Mr. Kagawa |

Revised February 2011

James Campbell High School Prom and Winter ball Permission Form (Sample)

\$.25 per a form will be collected. This is to help cut down on forms being wasted and will be used to purchase appropriate clothing for non compliance attendees. Only official forms with our numbers and stamp will be accepted. NO XEROXED COPIES will be accepted.

INFORMATION AND RULES:

1. *NO REFUNDS! We reserve the right to refuse entry and/or remove anyone who is dressed inappropriately or suspected of being intoxicated and/or under the influence of alcohol and/or any illicit substance.
2. Co-Curricular activities such as; winter ball, proms, and banquets are privileged voluntary activities, therefore participants and their guest are obligated to follow rules and regulations set forth by the school.
3. Only students who are free of obligations (including the Library, Saturday school and after school detention obligations), paid dues (including back dues), official completed permission forms and valid picture I.D. will be allowed to purchase bids. ALL ATTENDEES including adults and students 18 years of age must fill out and submit a completed permission form and dress code agreement prior to the purchasing of bids. Each participant must fill out and submit an official bid form prior to purchase. Each student is allowed only on guest.
4. Bids will go on sale on a first come, first served basis.

5. **NO REFUNDS; ALL SALES FINAL. CASH, CASHIER'S CHECK or MONEY ORDER highly recommended forms of payment.** Students may pay by personal check, however if the check is returned, the bids will be pulled and voided. Students must present a valid picture I.D. in order to purchase a bid. This is to ensure that the purchaser is a Campbell Student. Students must also be in standardized dress tops or in dress code for those with waivers to pick up bid forms and to purchase a bid. Bids cost \$ _____ for Campbell Students and \$ _____ for outside guest. Bid sales will be held from _____ to _____ during lunch period only in room _____.
6. Only seniors may buy senior prom bids; only juniors may buy a junior prom bid; Winterball is open to all grade levels. All students purchasing bids and attending must have fulfilled their Saturday School obligations, and be obligation free, free of suspensions and have paid all dues for all years at Campbell.
7. Transportation is the responsibility of the student and his/her parents/guardians.
8. *Allowable age/grades for attendees are grades 9 – 12 and must not exceed age 20.
9. Senior Prom is a Black Tie affair; the junior prom is black tie invited and Winterball is semi-formal affair. NO T-shirts, Undershirts, slippers, shorts, short skirts/shorts, cut-out-side gowns, overly revealing attire, gowns that reveal the mid-drift or underwear will not be allowed. (Refer to dress guidelines in student planner for more information on appropriate attire.) Shoes must be worn at all times. Failure to comply will result in one or more of the following: Parents will be called to bring appropriate attire, attendees will be given appropriate attire to wear and/or attendee will not be allowed into the function and will be supervised in lobby of the ballroom until appropriate clothing is brought, put on or until parental consent is given to release the attendee.
10. The proms are formal affairs; while the Winterball is optional.
11. **OPTIONAL** picture taking will be provided; details about the costs of the picture packets will be available.
12. **ALL SCHOOL RULES APPLY!** Parents/Guardians will be called to pick up students if there is a violation of school rules and disciplinary action in school will follow. If the violation is a major one, the Vice Principal present will handle and parents will be notified. CONSEQUENCES WILL BE ONE OF OR A COMBINATION OF THOSE LISTED UNDER CHAPTER 19 and/or being banned from attending school functions such as proms, banquets, balls for 1 year.
13. Students and guests are responsible for arriving on time, should he/she arrive later than the stated dinner time, they will **NOT** be served their meal (Health code regulations) nor will they receive a refund.
14. We reserve the right to refuse entry to anyone who is dressed inappropriately or suspected of being intoxicated and the influence of any illicit substance.
15. Once the student/attendee leaves they will not be allowed back into the ball/prom.
16. Students and guest are reminded that dancing and personal conduct should be appropriate for public display (i.e. not convey simulated sexual acts and public display of affections).
17. Parents/guardians are discouraged from renting hotel rooms for their youngsters especially where no responsible adult will supervise the youths.
18. Students are responsible for the conduct of their guest
19. The event is closed to spectators. Only those authorized to attend will be allowed into the function. Violators will be asked to leave and may be prosecuted for trespassing.
20. There will be no switching of guest/dates without consent from the advisor in charge.
21. A valid picture ID must be presented at the reception table in order to enter function.
22. Wristbands in the appropriate color **MUST** be worn while attending the function.
23. No large bags or gifts will be allowed into the function.
24. Students who are suspended during the said event will not be allowed to attend. Their guest may or may not be able to attend depending on the circumstances and event. Suspended student and guest will not be given a refund; they will forfeit all financial expenditures.
25. Students, parents and guest are reminded that falsifying information, misrepresentation or forging these documents can result in one or more of the following, student and his/her or guest being banned from attending the function, disciplinary action by the Vice Principal, forfeiture of all financial expenditures (i.e. cost of bids) and HPD being called.
26. Video taping is not allowed unless permitted/authorized by administration.
27. Attendees will not be allowed to leave the event early without parental consent. (Parents/guardians will be contacted for authorization).
28. All attendees must disclose items that may be deemed contraband. Refusal will result in parent notification, ejection from the event/activity without a refund. Upon ejection, parent or guardian or designated adult will be required to pick up the student and date. Continued violations may result in these types of events being held on campus.
29. To insure the safety and security for all participants, any participant who is insubordinate and non compliant and choose not to follow or adhere to the rules and regulations and/or chaperone instructions will be removed from the event and his/her parent/guardian will be called to pick he/she up.
30. *If a student/attendee or guest violates any school rule, is insubordinate, non compliant and/or choose not to follow or adhere to the rules and regulations and/or chaperone instructions will be prohibited from attending future events.

Note: Items denoted with * were recommended and approved by the School Community Council (SCC), School Leadership Team, Student Association and Grade Level Student Councils.

Revised February 2011

James Campbell High School Banquet Permission Form (Sample)

\$.25 per a form will be collected. This is to help cut down on forms being wasted. Your deposit will be returned to you when you purchase your bids. Only official forms with our numbers and stamp will be accepted. NO XEROXED COPIES will be accepted.

INFORMATION AND RULES:

1. ***NO REFUNDS!** We reserve the right to refuse entry and/or remove anyone who is dressed inappropriately or suspected of being intoxicated and /or under the influence of alcohol and/or any illicit substance.
2. Co-Curricular activities such as; winter ball, proms, and banquets are privileged voluntary activities, therefore participants and their guest are obligated to follow rules and regulations set forth by the school.
3. Only students who are free of obligations (including the Library), paid dues (including back dues), official completed permission forms and valid picture I.D. will be allowed to purchase bids. ALL ATTENDEES must fill out and submit a completed permission form and dress code agreement prior to the purchasing of bids. Each participant must fill out and submit an official bid form prior to purchase. Each student is allowed only **one Campbell High School guest**.
4. Bids will go on sale on a first come, first served basis.
5. **ALL SALES FINAL! CASH, CASHIER'S CHECK or MONEY ORDER highly recommended forms of payment.** Students may pay by personal check, however if the check is returned, the bids will be pulled and voided. Students must present a valid picture I.D. in order to purchase a bid. This is to ensure that the purchaser is a Campbell Student. Students must also be in standardized dress tops or in dress code for those with waivers to pick up bid forms and to purchase a bid. Bids cost \$ _____ for Sophomore/Freshmen Campbell Students and \$ _____ for non Sophomore/Freshmen Campbell High students. Bid sales will be held from _____ to _____ during lunch period only in room _____.
6. Bids will go on sale from _____ to _____, 2 _____, on a first come, first served basis.
7. Only seniors may buy senior banquet bids; only Sophomore/Freshmen may buy Sophomore/Freshmen banquet bids;
8. Attendance to Sophomore/Freshman banquet is only open to James Campbell High School students. Attendance to Senior banquet is limited to James Campbell High School Seniors.
9. All students purchasing bids must have fulfilled their Saturday School Obligation, free of suspensions, obligation free and have paid all dues.
10. ALL Freshmen/Sophomore Banquet attendees must ride the bus to and from the event. Parents/guardians must pick up students by _____ at JCHS parking lot.
11. Banquets are semi-formal affair. *NO T-shirts, Undershirts, slippers, shorts, short skirts/shorts, cut-out-side gowns, overly revealing attire, gowns that reveal the mid-drift or underwear will not be allowed. (Refer to dress guidelines in student planner for more information on appropriate attire) Shoes must be worn at all times. Failure to comply will result in one or more of the following: Parents will be called to bring appropriate attire, attendees will be given appropriate attire to wear and/or attendee will not be allowed into the function and will be supervised in lobby of the ballroom until appropriate clothing is brought, put on or until parental consent is given to release the attendee.*
12. The Banquets are optional floral affairs.
13. **OPTIONAL** picture taking will be provided; details about the costs of the picture packets will be available.
14. **ALL SCHOOL RULES APPLY!** Parents/Guardians will be called to pick up students if there is a violation of school rules and disciplinary action in school will follow. If the violation is a major one, the Vice Principal present will handle and parents will be notified. *CONSEQUENCES WILL BE ONE OF OR a COMBINATION OF THOSE LISTED UNDER CHAPTER 19 and/or being banned from attending school functions such as proms, banquets, balls for 1 year.*
15. Dinner will be served at _____ to _____. Students and guest are responsible for arriving on time, should they arrive later than the above stated time, they will **NOT** be served their meal (Health code regulations) nor will they receive a refund.
16. Once the student/attendee leaves they will not be allowed back into the ball/prom.
17. Students and guest are reminded that dancing and personal conduct should be appropriate for public display (i.e. not convey simulated sexual acts and public display of affections).
18. Parents/guardians are discouraged from renting hotel rooms for their youngsters especially where no responsible adult will supervise the youths.
19. Students are responsible for the conduct of their guest
20. The event is closed to spectators. Only those authorized to attend will be allowed into the function. Violators will be asked to leave and maybe prosecuted for trespassing.
21. There will be no switching of guest/dates without consent from the advisor in charge.
22. A valid picture ID must be presented at the reception table in order to enter function.
23. Wristbands in the appropriate color **MUST** be worn while attending the function.
24. No large bags or gifts will be allowed into the function.
25. Students who are suspended during the said event will not be allowed to attend. Their guest may or may not be able to attend depending on the circumstances and event. Suspended student and guest will not be given a refund; they will forfeit all financial expenditures.
26. Students, parents and guest are reminded that falsifying information, misrepresentation or forging these documents can result one or more of the following, student and his or guest being banned from attending the function, disciplinary action by the Vice Principal, forfeiture of all financial expenditures (i.e. cost of bids) and HPD being called.
27. Video taping is not allowed unless permitted/authorized by administration.
28. All attendees must disclose items that may be deemed contraband. Refusal will result in parent notification, ejection from the event/activity without a refund. Upon ejection, parent or guardian or designated adult will be required to pick up the student and date. Continued violations may result in these types of events being held on campus.

29. To insure the safety and security for all participants, any participant who is insubordinate and non compliant and choose not to follow or adhere to the rules and regulations and/or chaperone instructions will be removed from the event and his/her parent/guardian will be called to pick he/she up.
30. *If a student/attendee or guest violates any school rule, is insubordinate, non compliant and/or choose not to follow or adhere to the rules and regulations and/or chaperone instructions will be prohibited from attending future events.

Note: Items denoted with * were recommended and approved by the School Community Council (SCC), School Leadership Team, Student Association and Grade Level Student Councils.

Regular Bell Schedule

| M, T, TH, F | | | | Wednesday Schedule | | | |
|-----------------|---------------|--|------------|--------------------|---------------|--|------------|
| Period 1 | 8:00 - 9:22 | | 82 minutes | Period 1 | 8:00 - 9:12 | | 72 minutes |
| Passing | 9:22 - 9:27 | | 5 minutes | Passing | 9:12 - 9:17 | | 5 minutes |
| Period 2 | 9:27 - 10:49 | | 82 minutes | Period 2 | 9:17 - 10:2 | | 72 minutes |
| Lunch | 10:49 - 11:21 | | 37 minutes | Lunch | 10:29 - 11:01 | | 37 minutes |
| Passing | 11:21 - 11:26 | | 5 minutes | Passing | 11:01 - 11:06 | | 5 minutes |
| Period 3 | 11:26 - 12:48 | | 82 minutes | Period 3 | 11:06 - 12:18 | | 72 minutes |
| Passing | 12:48 - 12:53 | | 5 minutes | Passing | 12:18 - 12:23 | | 5 minutes |
| Period 4 | 12:53 - 2:15 | | 82 minutes | Period 4 | 12:23 - 1:35 | | 72 minutes |

Regular Morning Assembly Schedule

| M, T, TH, F | | | | Wednesday Schedule | | | |
|-----------------|---------------|--|------------|--------------------|---------------|--|------------|
| Period 1 | 8:00 - 9:04 | | 64 minutes | Period 1 | 8:00 - 9:00 | | 60 minutes |
| Assembly | 9:04 - 10:11 | | 67 minutes | Assembly | 9:00 - 10:05 | | 65 minutes |
| Lunch | 10:11 - 10:48 | | 37 minutes | Lunch | 10:05 - 10:35 | | 35 minutes |
| Passing | 10:48 - 10:53 | | 5 minutes | passing | 10:35 - 10:40 | | 5 minutes |
| Period 2 | 10:53 - 11:57 | | 64 minutes | Period 2 | 10:40 - 11:35 | | 55 minutes |
| Passing | 11:57 - 12:02 | | 5 minutes | Passing | 11:35 - 11:40 | | 5 minutes |
| Period 3 | 12:02 - 1:06 | | 64 minutes | Period 3 | 11:40 - 12:35 | | 55 minutes |
| Passing | 1:06 - 1:11 | | 5 minutes | Passing | 12:35 - 12:40 | | 5 minutes |
| Period 4 | 1:11 - 2:15 | | 64 minutes | Period 4 | 12:40 - 1:35 | | 55 minutes |

Regular Afternoon Assembly Schedule

| M, T, TH, F | | | | Wednesday Schedule | | | |
|-----------------|---------------|--|------------|--------------------|---------------|--|------------|
| Period 1 | 8:00 - 9:04 | | 64 minutes | Period 1 | 8:00 - 9:00 | | 60 minutes |
| Passing | 9:04 - 9:09 | | 5 minutes | Passing | 9:00 - 9:05 | | 5 minutes |
| Period 2 | 9:09 - 10:13 | | 64 minutes | Period 2 | 9:05 - 10:00 | | 55 minutes |
| Lunch | 10:13 - 10:50 | | 37 minutes | Lunch | 10:00 - 10:35 | | 35 minutes |
| Passing | 10:50 - 10:55 | | 5 minutes | Passing | 10:35 - 10:40 | | 5 minutes |
| Period 3 | 10:55 - 11:59 | | 64 minutes | Period 3 | 10:40 - 11:35 | | 55 minutes |
| Passing | 11:59 - 12:04 | | 5 minutes | Passing | 11:35 - 11:40 | | 5 minutes |
| Period 4 | 12:04 - 1:08 | | 64 minutes | Period 4 | 11:40 - 12:35 | | 55 minutes |
| Assembly | 1:08 - 2:15 | | 67 minutes | Assembly | 12:35 - 1:35 | | 60 minutes |

DOUBLE PERIOD ASSEMBLY FOR M,T,TH, F

| | | | |
|-----------------------------|---------------|--|------------|
| Period 1 | 8:00 - 9:00 | | 60 minutes |
| Passing | 9:00 - 9:05 | | 5 minutes |
| Period 2 | 9:05 - 10:05 | | 60 minutes |
| Lunch | 10:05 - 10:42 | | 37 minutes |
| Passing | 10:42 - 10:47 | | 5 minutes |
| Period 3 | 10:47 - 11:47 | | 60 minutes |
| Passing | 11:47 - 11:52 | | 5 minutes |
| Period 4/Assembly #1 | 11:52 - 12:57 | | 65 minutes |
| Passing | 12:57 - 1:10 | | 13 minutes |
| Period 4/Assembly #2 | 1:10 - 2:15 | | 65 minutes |
| Prep | 2:15 - 3:00 | | 45 minutes |

*Note: I.D. Policy Implemented during school year 2001-2002. Students must show their JCHS student I.D., be wearing their standardized dress top and must be escorted and accounted for by their teacher for entrance into the assembly.

Students who are not wearing an official standard dress top, do not have his/her student I.D. and are not

escorted by his/her teacher will have his/her name taken down by gate monitors and/or admin and will be assigned after school detention.

1/2 day students will be allowed entry by showing their student I.D. and 1/2 day pass.

JCHS is a closed campus. Assemblies are only open to JCHS students, faculty, staff and guests invited by the school administration or their designees.

Voluntary assemblies may either be live performances or assemblies broadcast through the closed circuit television system during designated period(s). Teachers who sign up to attend live performances must escort his/her class down to the assembly and supervise his/her students throughout the event/activity.

INTERNET ACCEPTABLE USE POLICY

FORWARD

Use of technology at JAMES CAMPBELL HIGH SCHOOL is a privilege extended to individuals who wish to enhance the learning experience. Users will broaden their global horizons and discover a vast scope of information and experience. Interaction with the tools of high technology learning will furnish students with many learning skills required by employers and post-high school educational institutions.

Users will be encouraged to utilize the various tools and resources of the Internet to enhance the curricular program of JAMES CAMPBELL HIGH SCHOOL.

PURPOSE

The purpose of this policy is to insure school-level compliance with all policies and guidelines concerning the Internet, and to help insure the school's opportunity to access the State of Hawaii Department of Education telecommunication infrastructure, other existing Internet computer sites, and those telecommunications and networking programs, which may be developed in the future.

APPLICABILITY

These policies shall apply to all students, teachers, administrators, and others who obtain their telecommunications access privileges through association with JAMES CAMPBELL HIGH SCHOOL.

CONSEQUENCES OF INAPPROPRIATE NETWORK BEHAVIOR

- * Any user who does not comply with the Internet Use Policies and Guidelines will lose network privileges for a period of not less than one week.
- * Parents will be contacted as deemed necessary.
- * Repeated or severe infractions of the Policies and Guidelines may result in termination of access privileges.
- * Referral to the administration and appropriate disciplinary action will be taken.
- * Unauthorized use of the network, intentional deletion or damage to files and data belonging to other users, or copyright violations may be termed theft as defined under DOE Chapter 19, the Hawaii Revised Statutes and Federal laws.

ACCEPTABLE USE

1. Accounts may be used only by the authorized owners of the accounts and all use must be under the supervision of the sponsoring teacher.
2. Participants shall respect the privacy of other users—shall not access, modify, or copy passwords or data belonging to other users. Participants are warned against posting personal information on the Internet.
3. All forms of messages (e-mail, instant messaging, text messages, blogs, mobile phones, websites) shall be purposeful and appropriate. Hate mail, harassment, discriminatory remarks, other anti-social behaviors (ie. cyber-bullying) and chain letters are prohibited on the network.
4. Users shall respect copyright laws and licensing agreements pertaining to material entered into and obtained via the system.
5. Use shall be consistent with the goals of the Department of Education and James Campbell High School. James Campbell High School reserves the right to review and edit any materials posted to the Internet.
6. The network can be utilized to market products and services related to DOE instructional activities. However, use of the network for personal profit or gain is prohibited.
7. Users shall respect the integrity of the Department of Education telecommunication infrastructure.
8. No unauthorized access to the Department of Education information telecommunication infrastructure.
9. Prior to giving students access to the internet, all Department of Education personnel should participate in staff development sessions offered by the Department which include 1) Telecommunications overview, 2) Electronic communication Ethics and User Responsibility, and 3) Internet Policies and Guidelines.
10. Any user who does not comply with the Internet Access Policy will lose network privileges. Repeated or severe infractions of the Policy may result in termination of access privileges permanently. Unauthorized use of the network, intentional deletion or damage to files and data belonging to other users, or copyright violations may

be termed theft as defined under DOE Chapter 19, the Hawaii Revised Statutes and Federal laws.

11. While efforts will be made to minimize the possibility of students accessing materials that are inappropriate for minors, the State of Hawaii Department of Education and James Campbell High School can not guarantee that such materials will not be accessed. The use of the network to access materials inappropriate to the educational mission and goals of the Department such as -- but not limited to -- pornographic material, adult entertainment, promotion of illegal drugs, unlawful activities or violence, or files dangerous to the integrity of the local area network is prohibited and can result in the termination of network privileges.

DISCIPLINARY ACTION FOR VIOLATION OF ACCEPTABLE USE POLICY

The previously listed acceptable use practices are not all-inclusive, but representative and illustrative. A user who commits an act of misconduct, which is not listed may also be subject to disciplinary action. In addition, if a student is receiving Special Education services, the applicable State guidelines will be followed.

Staff intervention strategies such as teacher/student conferences, staff/student intervention, and teacher;/parent contacts should be attempted prior to disciplinary action by administrators.

| | | |
|------------------------|--------------|----------|
| Technology Coordinator | Mrs. Higashi | 687-3016 |
| Technology Coordinator | Mr. Ramiscal | 687-3016 |

Writer's Checklist

MEANING AND IDEAS

- Have I explained the important idea?
- Do my details and examples support my idea?

VOICE AND AUDIENCE

- Does the writing sound like me?
- Am I writing for a particular audience?

CLARITY - Word Choice and Sentence Structure

- Do I use a variety of words and do the words say what I mean?
- Do my sentences have different lengths? Different beginnings? Different structures?

DESIGN

- Will the reader be able to follow my thinking?
- Does all the information or ideas fit together?

CONVENTIONS

- Have I made any mistakes in spelling, punctuation, grammar?
- Does my paragraph make sense?

SCHOOL-WIDE WRITING POLICY/STANDARDS

Business, industry, and higher education demand that you write clearly, correctly, and effectively. To prepare you for this demand, each of your teachers in every course expects your best work on writing assignments. Your teachers have compiled the following guidelines to help you produce your best work.*

FORMAT GUIDELINES

- Heading:** Have you written your heading correctly in the right corner of the first page? Include your name, period, and date.
- Assignment Identification/Title:** Center the title on the top line and skip a line below the title. For typed papers, the title should be centered approximately 1-1/2 or 2 inches from the top.
- Margins:** The first page of typed papers should have a 1-1/2 or 2 inch top margin with a 1 inch top margin on each succeeding page. The bottom and side margins of all pages should be 1 inch.
- Paper:** Written—Have you used standard white, lined paper that has NOT been ripped from a spiral notebook?
- Typed**—Have you used a standard-sized typing paper?

WRITING GUIDELINES

- Prewriting**
Have you collected enough information before writing? Did you brainstorm? Did you free write?
- Writing**
Purpose: Does your paper fulfill the requirements of the assignment? Is your main idea clear? Who is your intended audience?
- Revising** (Look at your paper again.)
Organization: Does your paper read logically? Have you supported your ideas with specifics? Does your paper avoid straying from the topic?
Paragraphing: Have you presented your ideas logically in separate, unified paragraphs?
Vocabulary: Are your word choices appropriate and clear? Have you made an effort to be precise in your meaning? Have you used a thesaurus?

- Sources:** If you used sources for information to include in your paper, have you put this material in your own words?
- D. **Editing**
Sentence form: Have you used complete sentences with subjects and verbs? Have you avoided run-on sentences?
Usage: Have you checked your writing for correct grammatical usage?
Spelling: Have you checked your paper for careless misspelling of common words?
Punctuation: Have you used quotation marks appropriately to give credit to the sources you used?
Capitalization: Have you capitalized the first word of every sentence and all proper nouns?
Penmanship: Is your paper neat and legible?
Proofreading: Have you proofread your work and revised it as necessary?
- E. **Publishing**

HAVE YOU FOLLOWED THE GUIDELINES TO MAKE YOUR PAPER AN EXAMPLE OF YOUR BEST WRITTEN WORK? UNLESS YOU HAVE, YOUR PAPER MAY RECEIVE A LOWER GRADE THAN YOU WOULD LIKE—OR MAY EVEN BE ENTIRELY UNACCEPTABLE.

*EACH OF YOUR TEACHERS MAY GIVE YOU ADDITIONAL REQUIREMENTS FOR WRITTEN WORK FOR A PARTICULAR ASSIGNMENT OR CLASS

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