James Campbell High School

91-980 North Road, Ewa Beach, Hawaii

96706 School Phone: 808-305-3600

Fax: 808-689-1255

STUDENT HANDBOOK

2019-2020

This student planner belongs to:

MISSION OF JAMES CAMPBELL HIGH SCHOOL

James Campbell High School is a safe, positive place where life skills are learned and applied to meet the challenges of a changing society.

VISION OF A JAMES CAMPBELL HIGH SCHOOL GRADUATE

James Campbell High School High School will realize their personal and professional goals with the drive to persevere through adversity. They are effective communicators and compassionate leaders who think critically, innovate, and contribute to our global society,
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Designated Student Drop Off and Pick Up Areas
The designated drop off and pick up area will be at buildings D, O and the student parking lot next to the Boys and Girls Club on Aikanaka Road. Drop offs and 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. at buildings A, J, Cafe and Gym parking lots.

Off Limits
1. Athletic Grounds and Facilities
2. Student Parking and the Back of the Cafeteria
3. Faculty Parking
4. Saber Hall - 1st Floor (during lunch)
6. Entrances to all buildings are OFF LIMITS; no loitering permitted due to Fire Code
   *NOTE: Buildings O, D, G, T, stairwells, second and third floors are off-limits during lunch period.
THE LIFE OF JAMES CAMPBELL

James Campbell was born in 1826, to carpenter William Campbell and his wife Martha of Londonderry, Ireland. In 1879, the first artesian well was drilled in Hawaii, which James Campbell’s vision had made it possible to grow sugar cane on the dry lands of the Ewa Plain. The site of the well is marked by a stone monument and plaque on Fort Weaver Road, across West Loch Fairways. 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 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.

ALMA MATER

Written and Composed by Alfred Lagaso

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!!!
GENERAL LEARNER OUTCOME (GLOs)

GLO 1: Self-directed Learner (The ability to be responsible for one's own learning.)
- Able to set priorities and establish achievable goals.
- Able to plan and manage time and resources toward goals.
- Monitor progress and evaluate learning experiences.
- Establish clear and challenging goals, personal plans for learning (in pursuit of postsecondary education and/or career choices).

GLO 2: Community Contributor (The understanding that it is essential for human beings to work together.)
- Respects people's feelings, ideas, abilities, cultural diversity and property.
- Listens patiently for various purposes (taking notes, engaging in dialog) without disruption or interruption.
- Speaking voice is appropriate and effective (in one on one, small group and presentation situations).
- Uses appropriate body language (good posture, facial expression, gestures, eye contact).
- Cooperative, helpful and encouraging to others in group situations.
- Recognizes and follows rules of conduct (e.g., laws, school rules such as dress code, ID, Chapter 19, sexual harassment, classroom).
- Exhibits personal characteristics such as compassion, conviction, ethics, integrity, motivation and responsibility.
- Analyzes conflict and discovers methods of cooperative resolution.
- 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)
- Able to analyze and apply learning acquired through school, work, and other experiences.
- Able to consider multiple perspectives in analyzing a problem.
- Able to evaluate the effectiveness and ethical considerations of solution and make adjustments as needed.
- Able to generate new and creative ideas and approaches to developing solutions and make adjustments as needed.
- Able to use multiple strategies to solve a variety of problems.
- Able to responsibly implement a solution.

GLO 4: Quality Producer (The ability to recognize and produce quality performance and quality products.)
- Students are able to recognize and understand what quality performances and products are.
- Students are able to understand and set criteria to meet or exceed HCPS II.
- Students are able to produce evidence that meets or exceeds HCPS II.

GLO 5: Effective Communicator (The ability to communicate effectively.)
- Expresses ideas clearly.
- Communicates using a variety of modalities.
- Is an effective listener.
- Communicates effectively through writing for different purposes.
- Reads materials and literature with understanding.
- Is a keen observer.

GLO 6: Effective and Ethical Users of Technology (The ability to use a variety of technologies effectively and ethically.)
- Able to use a variety of technologies in producing an idea or a product.
- Able to use a variety of technologies to meet a variety of needs including accessing and managing information and generating new information.
- Understands the impact of technologies on individuals, family, society and the environment.
- Uses the appropriate technologies for communication, collaboration, research, creativity and problem-solving.
- Understands and respects legal and ethical issues (i.e., intellectual property and copyright).
POLICIES AND PROCEDURES ACADEMIC

BELL SCHEDULES

Regular Bell Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
<th>Minute</th>
<th>Period</th>
<th>Time</th>
<th>Minute</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passing</td>
<td>7:55 - 8:00</td>
<td>5</td>
<td>Passing</td>
<td>7:55 - 8:00</td>
<td>5</td>
</tr>
<tr>
<td>Period 1</td>
<td>8:00 - 9:30</td>
<td>90</td>
<td>Period 1</td>
<td>8:00 - 9:15</td>
<td>75</td>
</tr>
<tr>
<td>Passing</td>
<td>9:30 - 9:35</td>
<td>5</td>
<td>Passing</td>
<td>9:15 - 9:20</td>
<td>5</td>
</tr>
<tr>
<td>Passing</td>
<td>11:25 - 11:30</td>
<td>5</td>
<td>Passing</td>
<td>10:55 - 11:00</td>
<td>5</td>
</tr>
<tr>
<td>Period 3</td>
<td>11:30 - 12:50</td>
<td>80</td>
<td>Period 3</td>
<td>11:00 - 12:05</td>
<td>65</td>
</tr>
<tr>
<td>Passing</td>
<td>12:50 - 12:55</td>
<td>5</td>
<td>Period 4</td>
<td>12:05 - 12:10</td>
<td>5</td>
</tr>
<tr>
<td>Period 4</td>
<td>12:55 - 2:15</td>
<td>80</td>
<td>Period 4</td>
<td>12:10 - 1:15</td>
<td>65</td>
</tr>
</tbody>
</table>

Double Assembly Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
<th>Minute</th>
<th>Period</th>
<th>Time</th>
<th>Minute</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passing</td>
<td>7:55 - 8:00</td>
<td>5</td>
<td>Passing</td>
<td>7:55 - 8:00</td>
<td>5</td>
</tr>
<tr>
<td>Period 1</td>
<td>8:00 - 9:05</td>
<td>65</td>
<td>Period 1</td>
<td>8:00-8:40</td>
<td>40</td>
</tr>
<tr>
<td>Passing</td>
<td>9:05 - 9:10</td>
<td>5</td>
<td>Passing</td>
<td>8:40 - 8:45</td>
<td>5</td>
</tr>
<tr>
<td>Period 2</td>
<td>9:10 - 10:10</td>
<td>60</td>
<td>Period 2</td>
<td>8:45 - 9:25</td>
<td>40</td>
</tr>
<tr>
<td>Recess</td>
<td>10:10 - 10:20</td>
<td>10</td>
<td>Recess</td>
<td>9:25 - 9:40</td>
<td>15</td>
</tr>
<tr>
<td>Passing</td>
<td>10:20 - 10:25</td>
<td>5</td>
<td>Passing</td>
<td>9:40 - 9:45</td>
<td>5</td>
</tr>
<tr>
<td>Period 3</td>
<td>10:25 - 11:25</td>
<td>60</td>
<td>Period 3</td>
<td>9:45 - 10:25</td>
<td>40</td>
</tr>
<tr>
<td>Passing</td>
<td>11:25 - 11:30</td>
<td>5</td>
<td>Passing</td>
<td>10:25 - 10:30</td>
<td>5</td>
</tr>
<tr>
<td>Period 4/Assembly #1</td>
<td>11:30 - 12:35</td>
<td>65</td>
<td>Period 4/Assembly #1</td>
<td>10:30 - 11:35</td>
<td>65</td>
</tr>
<tr>
<td>Lunch</td>
<td>12:35 - 1:050</td>
<td>30</td>
<td>Lunch</td>
<td>11:35 - 12:05</td>
<td>30</td>
</tr>
<tr>
<td>Passing</td>
<td>1:05 - 1:10</td>
<td>5</td>
<td>Passing</td>
<td>12:05 - 12:10</td>
<td>5</td>
</tr>
<tr>
<td>Period 4/Assembly #2</td>
<td>1:10 - 2:15</td>
<td>65</td>
<td>Period 4/Assembly #2</td>
<td>12:10 - 1:15</td>
<td>65</td>
</tr>
</tbody>
</table>

*Note: Students must show their current JCHS student I.D., 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 approved dress tops, do not have his/her current student I.D. and are not escorted by his/her teacher or are not in dress code for those on waiver will have his/her name taken down by gate monitors and/or admin. Students will be assigned after school detention.
- 1/2 day students will be allowed entry by showing their current 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/assemblies. They may be broadcasted through the closed circuit television system during designated period(s). Teachers who sign up to attend live performances/assemblies must escort his/her class down to the performance/assembly and supervise his/her students throughout the event/activity.

STANDARDS-BASED GRADING (Revision: April 2019)

James Campbell High School uses standards-based education and standard-based grading to comply with the plans laid by the Department of Education. The purpose of grade reports at James Campbell High School is to provide students and parents/guardians with specific and useful information regarding a student’s college and career readiness in terms of mastery of content knowledge and skills.

Content and skills for specific courses are contained in:

- Advanced Guidance - Hawaii Content and Performance Standards III
- AVID - National Advancement Via Individual Determination Standards
- Career and Technical Education - Hawaii Content and Performance Standards III
- Computer Science - Computer Science Teachers Association K-12 Standards
- English Language Arts - Hawaii Common Core Standards
- Fine Arts - Hawaii Content and Performance Standards III
- Health - Hawaii Content and Performance Standards III
- Mathematics - Hawaii Common Core Standards
- Physical Education - Hawaii Content and Performance Standards III
○ Science - Next Generation Science Standards
○ Social Studies - Hawaii Core Standards for Social Studies
○ World Language - World Readiness Standards for Language Learning

HAWAII BOE POLICY 102-12
REPORTING STUDENT PROGRESS AND ACHIEVEMENT

Periodic reports of student progress and achievement shall be provided to both students and parents. The involvement of the student in the evaluative process shall be considered essential, since it is the student’s learning and personal growth that are being assessed. Involvement shall be determined by the student’s maturity level. The progress report shall involve an understanding of the instructional objectives and applicable standards appropriate for learning and achieving. The report shall be constructive, enabling the student to understand his/her responsibilities as they relate to performance and attainment of the standards. The Department shall establish student progress reporting guidelines with the purpose of accurately communicating what each student knows, understands, and can apply. The guidelines shall address utilization of grading, student portfolios, and other measures of student progress. Grades recorded by teachers must meet the dual criteria of validity and reliability. The test of validity is met when the grades have been based on the applicable statewide content and performance standards. The test of reliability is met when (1) there is sufficient evidence to indicate that a student has been afforded ample opportunities over a grading period to demonstrate competence; and (2) records are maintained accurately and legibly and support the grades given. Student attendance and General Learner Outcomes performance ratings will appear in student evaluations, but reported separately from academic grades. Because of the critical role families play in students’ learning and achievement, elementary schools shall conduct parent-teacher conferences at least once each year for the purpose of reporting student progress. Schools may dismiss classes for this purpose in accordance with regulations and procedures set forth by the Department. Secondary schools are encouraged to conduct regular parent-teacher-student conferences as a way to update parents on the academic progress of their child.

Rationale: Evaluation and the communication of student progress serve to place a value on learning and are critical to student attainment of applicable standards and the General Learner Outcomes.


Scoring and Reporting

Individual Assessment Marks

- Standards-based scoring rubrics are used to evaluate all assessments on the 4-0 scale.

<table>
<thead>
<tr>
<th>4</th>
<th>Meeting and Exceeding Success Criteria of Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Meeting all Success Criteria of Standards</td>
</tr>
<tr>
<td>2</td>
<td>Approaching all Success Criteria of Standards</td>
</tr>
<tr>
<td>1</td>
<td>Attempted but did not approach nor meet Success Criteria of Standards</td>
</tr>
<tr>
<td>0</td>
<td>No attempt at meeting Success Criteria of Standards</td>
</tr>
</tbody>
</table>

Overall Term/Semester/Final Grades

- Students' final grades will be based on course summative marks only.
- Work Ethic or General Learner Outcome marks will be reported separately from academics.
- The Campbell A-C, F grading scale will is used to determine final course grades.

There is no “D” grade in standards-based education or standards-based grading at James Campbell High School. If a student doesn’t understand the basic content or skills, he/she is not proficient and therefore, has not met the standard. If a student has not demonstrated an understanding of the basic content or skills that are identified by the power and priority standards of the course, the grade is “F.”

<table>
<thead>
<tr>
<th>Grades</th>
<th>Point Scale</th>
<th>What does it mean?</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>3.5 – 4.0</td>
<td>Exceeds Proficiency in the Course—In addition to an understanding necessary to be successful at the next level of the simple and complex knowledge or skills identified by the power and priority standards of the course, the student extends the knowledge or skills to inferences and applications beyond what was directly taught in class.</td>
</tr>
<tr>
<td>B</td>
<td>3.0 – 3.49</td>
<td>Proficient—The student is equipped to be successful at the next level, without remediation, having demonstrated mastery of the content or skills identified by the power and priority standards of the course.</td>
</tr>
<tr>
<td>C</td>
<td>2.0—2.99</td>
<td>Approaching Proficiency—The student has demonstrated some understanding of the basic content or skills identified by the power and priority standards but has not demonstrated mastery of some of the more complex content or skills necessary to be successful at the next level.</td>
</tr>
<tr>
<td>F</td>
<td>0.0—1.99</td>
<td>Not Yet Approaching Proficiency —The student has not demonstrated an understanding of the basic content or skills that are identified by the power and priority standards of the course.</td>
</tr>
</tbody>
</table>
PLAGIARISM AND CHEATING (ACADEMIC DISHONESTY)
Plagiarism is dishonest and cheating. Plagiarism is taking someone else's work and using it as your own. It is the unacceptable use of someone else’s work. Plagiarism will not be tolerated in our school. In Standards-Based grading, students will be expected to retake an assessment or complete the assignment. Examples of cheating or academic dishonesty include, but are not limited to, cheating on assessments; copying of assignments; falsifying data; unauthorized collaborations; and forging of signatures. In addition, anyone involved in deliberate dishonesty will be disciplined by one or more of the following, but not limited to:
- Verbal Reprimand
- Detention or other Suspension from academic privileges for a stated period
- Suspension (like Referral to counselor and/or sports, proms, honor graduation ceremonies)
- Expulsion from study program (like AVID, AP and IB) and/or Conferences with Parents/guardian

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

MIDDLE SCHOOL COURSES IN MATH AND WORLD LANGUAGE
Effective school year 2017-18, students (class of 2022) who successfully complete courses in grades 6-8 that meet high school graduation requirements, shall earn a credit towards meeting graduation requirements. The course grade shall not be calculated into the high school GPA. High school GPA will only be based on courses taken in grades 9-12. Middle school course grades that qualify for high school graduation requirements will be included on the transcripts.

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.
2. Principal approval.
3. Request for early completion can be made by Grade 11 students during the third term of their third year in high school.
4. Request for early completion in the fourth year of high school will be approved if all of the following requirements are met:
   a. Student has a cumulative GPA of 2.0 or better.
   b. Student has at least 90% attendance rate.
   c. Student has not taken any "required" core classes through alternative programs.
   d. Student has the approval of his/her parent or guardian.
   e. 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.
   f. Student has demonstrated intent to enroll in postsecondary 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.
GRADUATION REQUIREMENTS FOR 2017+
A Hawaii High School Diploma shall be issued to students who meet the courses and credit requirements (Board of Education Policy 4540, 10/4/11) The Class of 2017 graduation is based on the credits earned in grades 9 through 12. All students, including those transferring from out-of-state and Hawaii private schools, must meet the Hawaii graduation requirements.

<table>
<thead>
<tr>
<th>Course Requirements</th>
<th>Hawaii High School Diploma</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4.0 credits including:</td>
</tr>
<tr>
<td></td>
<td>a. English Language Arts 1 (1 credit)</td>
</tr>
<tr>
<td></td>
<td>b. English Language Arts 2 (1 credit)</td>
</tr>
<tr>
<td></td>
<td>c. Expository Writing (0.5 credit)</td>
</tr>
<tr>
<td>Social Studies</td>
<td>4.0 credits including:</td>
</tr>
<tr>
<td></td>
<td>• US History &amp; Government (1 credit)</td>
</tr>
<tr>
<td></td>
<td>• World History &amp; Cultures (1 credit)</td>
</tr>
<tr>
<td></td>
<td>• Modern History of Hawaii (0.5 credit)</td>
</tr>
<tr>
<td></td>
<td>• Participation in a Democracy (0.5 credit)</td>
</tr>
<tr>
<td></td>
<td>• Elective Social Studies Class (1 credit)</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3.0 credits including:</td>
</tr>
<tr>
<td></td>
<td>• Algebra I (1 credit)</td>
</tr>
<tr>
<td></td>
<td>• Geometry (1 credit)</td>
</tr>
<tr>
<td>Science</td>
<td>3.0 credits including:</td>
</tr>
<tr>
<td></td>
<td>• Biology 1 (1.0 credit)</td>
</tr>
<tr>
<td></td>
<td>• Laboratory science electives (2.0 credits)</td>
</tr>
<tr>
<td>World Language</td>
<td>2.0 credits in one of the specified programs of study</td>
</tr>
<tr>
<td></td>
<td>• Credits must be taken in sequence with consecutive course numbers in the study of one language.</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>2.0 credits in Fine Arts discipline:</td>
</tr>
<tr>
<td></td>
<td>• Visual Arts, Music, Drama or Dance credits do not need to be in a single discipline.</td>
</tr>
<tr>
<td>Career and Technical Education</td>
<td>2.0 credits need to be in a single career pathway program of study sequence.</td>
</tr>
<tr>
<td>Physical Education</td>
<td>1.0 credit</td>
</tr>
<tr>
<td>Health</td>
<td>0.5 credit</td>
</tr>
<tr>
<td>Personal Transition Plan</td>
<td>0.5 credit</td>
</tr>
<tr>
<td>Elective</td>
<td>6.0 credits</td>
</tr>
<tr>
<td>Total</td>
<td>24.0 credits</td>
</tr>
</tbody>
</table>

Graduation requirements for special education students who elect to receive a high school diploma are the same as for regular education students. A Certificate of Completion shall be issued to specifically identified Special Education students who complete the requirements of an Individually Prescribed Program.

HAWAII HIGH SCHOOL DIPLOMA HONORS RECOGNITION AND CERTIFICATES FOR CLASS OF 2017+

The identification of graduating students who will receive the special diplomas/ certificates is based on a review of courses, credits, and GPAs conducted at the end of the third term of the senior year. The cumulative grade point average is based on semester/year grades only, beginning with the first semester of the ninth grade and ending with the third quarter of their senior year. The following recognition applies to all graduates:

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

All seniors with a cumulative grade point average of 4.00 and above shall be declared Valedictorians. The cumulative GPA qualifications as well as one of the Honors Recognition Certificate requirements must be fulfilled.
Valedictorian Designation

Effective for the Class of 2016 and beyond, graduating seniors will be declared valedictorian if the following criteria are met:

- GPA of 4.0; and
- Earned and met the requirements of one of the Honor Recognition Certificates.

**All Valedictorians will be named after the third quarter.

To receive an Honors Recognition Certificate, students must meet the requirements for the Hawaii High School Diploma, a cumulative GPA of 3.0 or above and the following requirements:

<table>
<thead>
<tr>
<th>Academic Honors</th>
<th>CTE Honors</th>
<th>STEM Honors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall GPA of 3.0 minimum</td>
<td>Overall GPA of 3.0 minimum</td>
<td>Overall GPA of 3.0 minimum</td>
</tr>
<tr>
<td>4 credits of Math (4th credit beyond Algebra II)</td>
<td>Completes program of study (2-3 courses in sequence)</td>
<td>4 credits of Math (through Pre-Calculus)</td>
</tr>
<tr>
<td>4 credits of Science</td>
<td>Earn a B or better in each required program of study course</td>
<td>4 credits of Science</td>
</tr>
<tr>
<td>AP/IB/Running Start (Equivalent to 6 college units/credits)</td>
<td>Complete one of the following: • Meet or exceed proficiency on performance-based assessment</td>
<td>STEM capstone/STEM senior project</td>
</tr>
</tbody>
</table>

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.

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, health aide and/or the front office staff. In the event of an emergency, current information is needed to contact parents/guardians. A demographic change from and a proof of residency must be turned in to the Registrar’s Office for any address change.

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 xray or certificate of negative TB Risk Assessment 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 or risk assessment 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 or certificate of risk assessment however, is required for enrollment.

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.

CLASS CHANGE GUIDELINES

Anyone wishing to make class/course changes should be aware of the following:

1. The deadline to drop off purple change request forms is by 3pm on the 3rd school day for all students. Forms will not be accepted after the 3rd day.
2. Students should wait to be called by their counselor for their schedule change and should not linger at the office.
3. Class Prerequisites: Students should not request placement in a course if they have not met the prerequisites (see Registration Guide or counselor).
4. The only types of program changes that will be considered are:
   a. Duplication of courses.
   b. Courses needed for graduation in May of the current school year.
   c. Incomplete schedule.
   d. Summer school credit.
   e. Early admission or employment (verification required).

Note: Academy and/or elective changes will not be considered if the scheduled academy and/or elective was requested on the registration card.

Exception will be considered only under extenuating circumstances, with agreement of the student, parent(s), counselor, teachers and administrator.

CREDIT RECOVERY ONLINE PROGRAM

1. Fuel education (Edgenuity) - JCHS Online Credit Recovery Program.
   a. Only Seniors (4th year of enrollment in high school) who are projected to graduate in the current school year will be allowed to enroll in the online credit recovery Edgenuity classes during the school day.
   b. Students in grades 9 through 11 may ONLY enroll in the online credit recovery Edgenuity program in twilight school and afterschool fueled classes.
      i. Students in grade 9 through 11 have the option to take a class in lieu of enrolling in an online credit recovery Edgenuity class or they may enroll in summer school, if the course is offered.
2. There is a $100 fee to access the Edgenuity program per credit for credit recovery or credit advancement.
   a. There will be NO charge for Edgenuity on 2 occasions; 1) Administrative determined decisions or 2) Students who transfer into JCHS (mid-term and/or mid-session), who needs the required credit and has not failed the required course prior to transferring
   b. Payment must be made up front prior to enrollment
   c. Payment to be made with school account clerk.
3. Approval for all Edgenuity classes must be approved by the Academy Counselor and Academy Principal

*NOTE: All schedule changes and/or course selections will be made on a "space available" basis.

<table>
<thead>
<tr>
<th>Registrar Clerk</th>
<th>Mrs. Savusa</th>
<th>(808) 305-3609</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registrars</td>
<td>Mr. Izumigawa &amp; Mrs. Ramos</td>
<td>(808) 305-3608</td>
</tr>
</tbody>
</table>

AVID

AVID’s mission is to close the achievement gap by preparing all students for college readiness and success in a global society. The school’s nationally award-winning AVID program is for students who really desire to go to college and are willing to work hard on their academics while learning to become successful leaders who exemplify the school’s vision. AVID students develop the necessary skills and knowledge needed for college success. The program has a proven record of preparing students for four-year college eligibility and for completing college.
ADVANCED PLACEMENT (AP) COURSE
AP challenges students to develop the academic skills needed for college. It also allows students to concentrate on subjects of their interest. All students enrolled in an AP course are 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 Hawaii Department of Education. All students must complete the federal/state Free or Reduced lunch applications and qualify based on state guidelines to receive assistance.

INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAMME CANDIDATE REQUIREMENT
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 courses and acquire approval of the IB Coordinator.

Consideration for the IB Diploma will be given to students who are actively pursuing the necessary requirements in a timely manner. In order to graduate with full IB DP recognition, a student must successfully complete all 2-year required courses from all 6 subject groups.

PRE-DIPLOMA PROGRAM (PDP)
The Pre-Diploma Program (PDP) is a two-year preparatory program for the anticipated IB Diploma Programme (IBDP). Any student interested in pursuing the IBDP is highly encouraged to participate in the PDP. It is the best way a student can prepare for the rigor of the IB programme. The courses in the PDP will focus on integrating international mindedness, cross-curricular projects, and the IB Learner Profile.

The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them can help individuals and groups become responsible members of local, national and global communities.

- Inquirers
- Knowledgeable
- Thinkers
- Communicators
- Principled
- Open-minded
- Caring
- Risk-takers
- Balanced
- Reflective

POLICIES AND PROCEDURES – ACADEMIC RESOURCES

LIBRARY
Campbell High School shares its library with the public. Students will need a public library card to borrow items. Most books, magazines, and CDs may be borrowed for three weeks. 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.

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

- 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 (email, instant messaging, text messages, blogs, mobile phones, and websites) shall be purposeful and appropriate. Hate mail, harassment, discriminatory remarks, other anti-social behaviors (i.e. 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.
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 cannot 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.

<table>
<thead>
<tr>
<th>Technology Coordinators</th>
<th>Mr. Oishi &amp; Mr. Lum</th>
<th>(808) 305-3616</th>
</tr>
</thead>
</table>

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.*

POLICIES AND PROCEDURES - SAFETY

Board of Education Student Code of Conduct

Regular Attendance – Students are to attend school regularly and to attend all 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 classwork 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.

CONTINUOUS NOTICE OF NON-DISCRIMINATION
The Hawaii State Department of Education (HIDOE) and its schools do not discriminate on the basis of race, sex, age, color, national origin, religion or disability in its programs and activities. Please direct inquiries regarding HIDOE nondiscrimination policies as follows:

ADA/Section 504 inquiries  Title VI, Title IX, and other inquiries
Sukita, ADA/504 Specialist  Krysti
Civil Rights Compliance Office  Anne Marie Puglisi, Director
Department of Education  Hawaii State Department of Education
P.O. Box 2360  P.O. Box 2360
Honolulu, Hawaii 96804  Honolulu, Hawaii 96804
(808) 586-3322 or relay  (808) 586-3322 or relay
crco@notes.k12.hi.us  crco@notes.k12.hi.us

Specialist for Schools in the Campbell-Kapolei Complex

You may also contact this person for questions or concerns relating to non-discrimination and anti-harassment at our school: Joey Furlett

Equity Specialist (Campbell-Kapolei Complex) HIDOE
Civil Rights Compliance Office Mailing Address:
Office of the Superintendent – Leeward District Office 601
Kamokila Boulevard, Room 588
Kapolei, Hawaii 96707
Phone Number:(808) 784-5688
Email Address: Joey_Furlett/HIDOE@notes.k12.hi.us

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 classwork and homework accurately and on time.
3. Students are to demonstrate self-control in the classroom, on campus and at all school functions. 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 shirt, pants, 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. Students 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.
## Saber Pride! Four Core Values

- Be Respectful
- Be Responsible
- Be Safe
- Build Relationships

### James Campbell High School Matrix

<table>
<thead>
<tr>
<th>Classroom</th>
<th>During Lunch</th>
<th>Before/After School</th>
<th>Bathroom Breaks</th>
<th>Library/Testing</th>
<th>Outside Events</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RESPECT</strong></td>
<td>Speak to everyone on campus with respect</td>
<td>Keep the campus clean by disposing all garbage properly</td>
<td>Dispose of any trash in the stairwells or hallways</td>
<td>Respect other classroom s by using appropriate volume</td>
<td>Use nonverbal communication with other players/coaches/referees</td>
</tr>
<tr>
<td>Raise your hand, wait to be called on, &amp; speak one at a time</td>
<td>Represent the school positively through words &amp; behavior</td>
<td>Respect your classmate s by using time efficiently</td>
<td>Have all cell phones &amp; electronic devices put away</td>
<td>Keep restrooms clean</td>
<td>Open &amp; close doors quietly</td>
</tr>
<tr>
<td>Practice active listening when your peers and teachers are speaking</td>
<td>Be on campus only during school hours &amp; for schoolsanctioned events</td>
<td>Use nonverbal &amp; nonverbal communication</td>
<td>Verbal &amp; nonverbal communication with other players/coaches/referees are positive</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SAFETY</strong></td>
<td>Clean up work areas before leaving</td>
<td>Abstain from cutting in lines &amp;/or pushing others</td>
<td>Help each other feel safe even when adults are not around</td>
<td>Get appropriate permission before leaving</td>
<td>Be aware of the rules as they may vary from classrooms</td>
</tr>
<tr>
<td>Enter the classroom quietly &amp; prepare for the lesson</td>
<td>Stay on campus unless authorized to leave</td>
<td>Refrain from loitering in restricted areas</td>
<td>Follow classroom rules &amp; procedures</td>
<td>Wear appropriate dress tops</td>
<td>Refrain from throwing objects</td>
</tr>
<tr>
<td>Arrive to class properly wearing a dress top</td>
<td>Encourage other classmates &amp; allow them to voice their ideas</td>
<td></td>
<td></td>
<td>Leave other people’s belongings alone</td>
<td>Refrain from aggression towards others</td>
</tr>
<tr>
<td><strong>RESPONSIBILITY</strong></td>
<td>Take out class materials &amp; supplies, &amp; be ready to learn</td>
<td>Use time wisely by making up work or attending tutoring</td>
<td>Use designated restroom facilities</td>
<td>Await instructions quietly</td>
<td></td>
</tr>
<tr>
<td>Be proactive by completing classroom &amp; homework assignments</td>
<td>Eat during breakfast/lunch break &amp; instead of during class time</td>
<td>Treat school property with respect</td>
<td>Use time wisely &amp; return promptly to classroom</td>
<td>Have a pass &amp; ID at all times</td>
<td></td>
</tr>
<tr>
<td>Be actively engaged &amp; ready to learn</td>
<td>Be aware of your volume &amp; use appropriate words in your conversations</td>
<td>Be aware of your volume &amp; use appropriate words in your conversations</td>
<td>Use bathroom breaks appropriately (socializing can be done during non-class time)</td>
<td>Use time effectively</td>
<td></td>
</tr>
<tr>
<td>Try your best &amp; produce quality work</td>
<td>Keep cell phones out of sight to prevent distractions</td>
<td>Use time wisely</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>BUILDING RELATIONSHIPS</strong></td>
<td>Build positive relationships with others that can translate into the community</td>
<td>Find a place to that you can enjoy your time with students and/or teachers</td>
<td>Find a place on campus to “talk story” with peers and prepare for class.</td>
<td>Promote good sportsmanship and community pride</td>
<td></td>
</tr>
<tr>
<td>Practice effective cooperative learning</td>
<td>Be active and participate in school clubs and organizations</td>
<td>Actively participate in school clubs/activities/sports</td>
<td></td>
<td></td>
<td>Learn and participate in the school’s Alma Mater</td>
</tr>
</tbody>
</table>
CHAPTER 19:
8-19-6 Prohibited student conduct; class offenses. (a) The following prohibited conduct applies to all students in the public school system, on campus, or other department of education premises, on department of education transportation, or during a department of education sponsored activity or event on or off school property.

(1) Class A offenses:
   (A) Assault;
   (B) Burglary;
   (C) Dangerous instrument, or substance; possession or use of;
   (D) Dangerous weapons; possession, or use of;
   (E) Drug paraphernalia; possession, use, or sale of;
   (F) Extortion;
   (G) Fighting;
   (H) Firearms; possession, or use of;
   (I) Homicide;
   (J) Illicit drugs; possession, use, or sale of;
   (K) Intoxicating substances; possession, use, or sale of;
   (L) Property damage or vandalism;
   (M) Robbery;
   (N) Sexual offenses; or
   (O) Terroristic threatening.

(2) Class B offenses:
   (A) Bullying;
   (B) Cyberbullying;
   (C) Disorderly conduct;
   (D) False alarm;
   (E) Forgery;
   (F) Gambling;
   (G) Harassment;
   (H) Hazing;
   (I) Inappropriate or questionable uses, or both of internet materials or equipment, or both;
   (J) Theft; or
   (K) Trespassing.

(3) Class C offenses:
   (A) Abusive language;
   (B) Class cutting;
   (C) Insubordination;
   (D) Laser pen/laser pointer; possession or use of;
   (E) Leaving campus without consent;
   (F) Smoking or use of tobacco substances; or
   (G) Truancy.

(4) Class D offenses:
   (A) Contraband; possession or use of;
   (B) Minor problem behaviors; or
   (C) Other school rules.
   (i) Any other conduct as may be prescribed and prohibited by school rules.
   (ii) No disciplinary action amounting to serious discipline shall be imposed for violation of any individual school rule as a class Doffense.
   (b) Any student who possesses a firearm shall be dismissed from school for not less than one calendar year period except for participation in athletic teams, clubs and/or Junior Reserve Officer Training Corp (JROTC) shooting sports programs and marksmanship training, education, and competitions
   (c) Any student who possesses, sells, or uses a dangerous weapon, switchblade knife or any improperly used knife, intoxicating substance(s), or illicit drug(s) while attending school may be excluded from attending school for up to ninety-two school days. Any student who reasonably appears to be under the influence of, have consumed or used intoxicating substance(s) or illicit drug(s) prior to attending school or attending department-supervised activities held on campus, or other department of education premises, on department of education transportation, or during a department of education sponsored activity or event on or off school property may be excluded from attending school for up to ninety-two school days. The school administrator shall inform the parent of the disciplinary action.
   (d) 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.
SUSPENSIONS TOTALING MORE THAN 10 DAYS
Any student suspended for more than ten (10) days in any school year may be placed in an alternative educational setting, subject to disciplinary transfer, or dismissal.

ACT 90
Any student found to be in possession of a dangerous weapon, switchblade knife, intoxicating liquor, or illicit drugs while attending school may be excluded from attending school for up to 92 school days.

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:
   a. The child has engaged in behavior which is disruptive to other students, teachers, or staff; or
   b. 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 person 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.

CAMPBELL COMPLEX SCHOOL ATTENDANCE PLAN

The Hawaii State Compulsory Attendance Law
§302A-1132 Attendance compulsory; exceptions. (a) Unless excluded from school or excepted from attendance, all children who will have arrived at the age of at least five years on or before July 31 of the school year, and who will not have arrived at the age of eighteen years, by January 1 of any school year, shall attend either a public or private school for, and during, the school year, and 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.

Section 302A-1136, Enforcement, HRS, places the responsibility for enforcing compulsory attendance with the Department of Education (DOE). Toward this end, agreements have been developed with all police departments within the state regarding truant students. Students who are chronic absentees may be referred to Family Court.

Exemption from the compulsory attendance law is permitted only under specified conditions pursuant to Section 302A-1132, Attendance compulsory, Exceptions, HRS, and DOE regulations relating to compulsory attendance exceptions.

Section 302A-1135 provides that a parent or guardian who does not enforce the child's regular school attendance may be guilty of a petty misdemeanor. The penalty for a petty misdemeanor is a fine of up to $1,000 (HRS 707-640) or jail time for up to thirty (30) days (HRS 706-663).

The Hawaii State Department of Education's Philosophical Base
In consonance with the statutory requirements relating to education, the DOE is committed to providing each individual with an educational program, which will help the student to develop to the fullest extent of the student's capabilities and become a useful member of society. Teachers, administrators, and other staff shall make every effort to work with students and their parent(s) and/or guardian(s) to optimize available learning activities as well as educational services and opportunities.

According to the Board of Education's Student Code of Conduct policy regarding attendance and punctuality, students are expected to attend school daily, attend all classes, and be on time every day.

Acceptable Excused Absence-Hawaii State Department of Education
1. **Student Illness:** Students who are absent due to illness or injury are required to provide a written statement from a health care provider. The written statement must include all days the student has been absent from school. If a student is continually sick and repeatedly absent from school due to a specific medical condition, he or she must be under the supervision of a health care provider for the absences to be excused.
2. **Medical Appointment:** If a student is absent from school due to a medical appointment, he or she must submit a written statement from a health care provider indicating the date and time of the appointment.
3. **Family Bereavement:** Students who are absent due to a death in a family must provide the obituary or funeral program. If traveling off island and an accompanying letter specifying the travel dates to and from are required.
4. **Court and Legal Proceedings:** Students who are absent due to legal proceedings are required to provide a written statement from a court of law or legal professional. The written statement must include all days the student has been absent from school.
5. **Absence Due to an Authorized School Activity:** Students involved in an authorized school activity will not be penalized for absence or tardiness. Teachers must inform the attendance office and all other faculty members of the students who will be attending the activity on the specified date(s). After the activity, teachers must inform the attendance office and all other faculty members of the students who actually attended the activity.
6. **Crisis Suspension/Out of School Suspension:** Situations involving a student under 18 years of age will be handled by the school administration with consequences outlined in the Hawaii State Department of Education Chapter 19 regulations.
Campbell Complex Philosophy

We, the schools of the Campbell Community, with the support of the parents and the community, believe that:

School attendance is a primary indicator of academic success.
- Optimum benefits of education can be achieved only when students attend school daily and are in class on time.
- Excessive absences, unexcused absences and/or tardies are barriers to learning and prevent maximum teaching and learning from taking place.
- All stakeholders, collectively, must support all efforts toward the development of a school community that teaches and enforces a strong attendance policy with effective procedures and interventions.
- Attendance is a learned attitude and behavior that can be proactively taught. Schools will proactively teach appropriate behaviors and attitude through the Positive Behavior Support program in each school complex wide. Absenteeism is a behavior that can be corrected when all stakeholders work together. When needed, higher-level interventions such as monitoring, counseling and special programs may be necessary to avert court involvement. Should court involvement be necessary, programs supporting a return to daily educational participation will be provided in the best interest of the student.
- We are all responsible to support the procedures and interventions that promote and guide all youth toward meeting the high standards of the Campbell Graduate Profile in preparation of their personal goals and future pursuits.
- Students absent for ten or more days, excluding authorized school activities or medical absences, may be released from school.

Campbell’s Attendance Philosophy

Attendance is an essential component of student achievement and responsible behavior. Parents and legal guardians who emphasize and model the importance of regular on-time attendance during the high school years set the foundation for producing future citizens who are dependable and responsible.

Campbell Complex Absenteeism Prevention and Monitoring Practices

In accordance with the Complex Philosophy each school has adopted the following practices:
- Each school will provide all students' parent(s) and guardian(s) with the Campbell Complex Philosophy regarding attendance and appropriate information regarding attendance procedures.
- Each school will process and maintain attendance daily in order to ensure students' accountability for their attendance and to ensure consistent data collection.
- Each school will maintain daily attendance records for each student on a card or computer generated program.
- The teacher will be responsible to alert the school to any chronic absentee problems. The school will make diligent efforts to intervene and support students in improving attendance behavior.
- Written documentation will be submitted within 3 school days upon student’s return to school by the parent/guardian.
- Each school will emphasize the importance of attending school daily to parent(s) or guardian(s).
- Attendance policy and procedures will be a part of all transitions and orientations from elementary through high school.
- If a student leaves school before 11:00 or comes to school after 11:00 their attendance will be marked as a half day and considered absent (elementary)
- Make-up Assignment: Students and/or parents/guardians are responsible for making arrangements with teacher(s) for missed assignments for any absence.

Make-up assignment will only be provided if the student, parent or legal guardian has provided documentation of an Acceptable Excused Absence. If a student is out more than 3 consecutive days due to an excused absence, please contact the attendance office and allow 48 hours for teachers and staff to compile make up work for the student. Documentation of the excuse must be given to the school before any work can be issued. The excuse can be dropped off to the Attendance office or faxed to: (808) 305-3610.

A. Previously assigned work: Students must turn in any previously assigned written work (homework, papers, projects, etc.) by the end of the first school day of their return. Students must be prepared to complete any quizzes, tests, or presentations at the start of the next class they attend. Teachers may choose, in conjunction with the student, to schedule the make-up work for a time outside of class.

B. Any work missed during the absence: Unless special arrangements have been made, students have one week from the last day of the absence to submit make up work. Teachers will, within reason, assist students when the absence is excused.

Note: All excuse notes need to be initialed by each period teacher upon students return and submit to the attendance office at A-2.

When a student is tardy:
1. Have their parent or guardian call the school to report tardy at 305-3837.
2. Report to class and the teacher will update student attendance.
3. Bring written documentation stating the reason for the tardy.

Family Court

When absences are of a chronic nature that impairs student performance, the school may choose to file a court petition of Educational Neglect, Chapter 587.

"Pursuant to HRS 571-11(2), Family Court can place a child under its jurisdiction for truancy if the child is not attending school or is not receiving the educational services required by law."
The DOE Social Worker, School Counselors, School-Based Behavioral Health Team, when appropriate, will work with the school and parents to develop a plan and/or contract to support improved attendance habits. When all school resources have been exhausted the school may find it necessary to petition the court for jurisdiction over the student. At this time, mandatory attendance to a specialized programs may be imposed.

Campbell Complex Attendance Monitoring and Intervention Procedures

Record Maintenance: Teachers shall maintain accurate attendance records of those students assigned to them. Infinite Campus (IC) will be used to document attendance.

A common system of record keeping will include the following symbols:

- **AE** Absent-Excused
- **ASA** Authorized School Activity
- **AU** Unexcused Absence
- **CH19** Chapter 19
- **CR** Crisis Removal
- **ISS** In-School Suspension
- **SUS** Suspended
- **TE** Tardy-Excused
- **TRU** Truant
- **TU** Tardy-Unexcused

- **Tardies**: Students arriving after the official school start time or class time shall be marked tardy. Teachers shall record a student’s tardy in IC.

- **Absences Procedure:**
  1. Parents must call and/or send written documentation explaining the reason for absence whenever their child is absent. Keep in mind that this is a safety issue as well.
  2. Written documentation will be kept on file at each school.
  3. Phone calls will be documented to include both the reason for the absence and who provided the information. Daily
     - Monitoring: The teacher and/or attendance monitor will review the attendance records daily to ensure that excessive or recurring absences are followed up upon for ALL students.
     - School-Parent Communication: After absences, the teacher will attempt to contact the parent to ascertain whether a concern should be noted and/or to provide support. If, after communication with the parent, the teacher feels there is a concern, the teacher will initiate a referral.

**Every 5 Absences (excused or unexcused)**

Notification to parent/guardian will be given. Form of notification will be determined by school and documented.

**Unexcused Absence Consequence**

Progressive consequences for insubordination for noncompliance of the Hawaii State Department of Education attendance policy is as follows.

**Step 1:** 1 to 4 Absences per quarter: Teacher Warning and follow-up with Counselor.
**Step 2:** 5 Absences per quarter: Teacher referral to grade level Counselor (Parent Notified)
**Step 3:** 6 to 9 Absences per quarter: Applied interventions and supports by Counselor.
**Step 4:** 10+ Absences per quarter Teacher referral to grade level Administrator. Letter 1 will be mailed home. Subsequent letters will be determined by the individual school (school specific) on a case-by-case basis.

*Insubordination may result in After School Detention or Suspension.

Result in an administrative review of the student’s attendance. Noncompliance of the administrative assessment and interventions, could result in a referral to family court for legal proceedings. **Students not present for more than half the class period will be considered absent from class.**

**Early Sign Outs**

Only parents and guardians authorized in school records can release and pick up a student. When there is reason to sign a student out for the day, students should provide documentation of the excuse upon his or her return to school. It is the student’s responsibility to make arrangements with teachers to make up any test, exams, or homework when the student returns to school. To release a student early please call the school at (808) 305-3600. **Text messages or direct cellular phone calls to your student will not be accepted as proof for dismissal.** Parents and legal guardians who sign the student out of school early are required to bring identification such as a state or government issued I.D. card.
Report an Absence
To report an absence online go to www.campbellhigh.org and under the Parents & Community tab select Report an Absence or call (808) 305-3837 and leave a detailed message.

Tardy Program
STUDENTS: Daily and Prompt attendance to classes is an expectation.
Per Student Code of Conduct: Student tardies are cumulative and subject to progressive discipline.

Step 1: 1 - 4 tardy violations will result in a WARNING
Step 2: 5 tardy violations will result in referral to grade level Administrator (Parent Notification) Step 3: 10 tardy violations will result in referral to grade level Administrator (Parent Notification)

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

CLASS CUTTING/TRUANCY
“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.

“Truancy” means that the student is absent from the school campus without authorization from the principal or designee.

Students who are caught Class Cutting or truant will receive progressive discipline or placed in an alternative educational setting.

PASSES
- 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. Students will write their name and log the time they left and the time returned to class. 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.
- 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.
- 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.
- All students under the age of 18 years old must have parental consent to leave campus. Students who are 18 years or older are legally in charge of their education and are entitled to leave campus; however, the legal guardian will be notified. If the student is over 18 years of age and the parents/guardians have guardianship, then the student must obtain parental consent.

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 or placed in an alternative educational setting.

PROGRESSIVE INTERVENTIONS
Reason for referral may include but not limited to: Dress
- Code Violations
- ID Violations (not wearing school-issued identification tag)
- Insubordination and other violations

After School Detention
After school detention is for anyone who is referred by the Vice Principal and/or designee for educational & disciplinary reasons. Once referral occurs, parents will be contacted via letter and/or telephone. After School Detention is on Mondays, Tuesdays, Thursdays and Fridays from 2:30pm to 3:30pm and Wednesdays from 1:30pm to 3:00pm in the cafeteria. Student I.D. are needed for entry. Your child will need to sign in with security or designee. Once referral occurs, parents will be contacted via letter and/or telephone. Absences from Detention may result in further disciplinary action. The only excused absences are death in the immediate family, medical appointments and personal illness.
- If a student is absent, a parent's or doctor's note must be submitted to A-3 and the student must reschedule their detention.
- If they do not attend and are unexcused:
  1. They lose privileges to participate in co-curricular/extra-curricular activities.
  2. Athletes will not be allowed to participate in the next athletic event
  3. Students belonging to clubs will not be allowed to attend the next club meeting or scheduled event
  4. If there is a prom or winterball falling within that month, students will not be permitted to purchase bids until their Detention obligation is fulfilled.

** A school official may decide to withdraw the student's Detention opportunity and proceed directly to suspension.
EMERGENCY ALERT SYSTEM
James Campbell High School conducts quarterly and yearly exercises to ensure the appropriate response by school personnel and students during an emergency. Some of the exercises includes lock downs, shelter in place, fire drills and evacuations. Personnel from outside agencies and first responders may also be involved with these exercises. School personnel and students are required to participate in the exercises. In the event of an actual emergency, a variety of mediums will be utilized to notify parents such as the news media, i.e. Phone Connect or Infinite Campus.

In the event of either an evacuation drill or an actual evacuation, all students will be required to remain with their assigned classes 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
The James Campbell High School Campus is monitored by 24 hour video surveillance. As part of Campbell's efforts to enhance safety and security of its students, cameras have been installed and maintained 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. Information recorded from the surveillance cameras are the property of the Department of Education and are erased after 10 days. Surveillance cameras are used for the purpose of supporting administration with the investigative process, while promoting a safe and secure campus.

BI-ANNUAL NOTIFICATION OF PERIODIC SURVEILLANCE AND ASBESTOS MANAGEMENT PLAN
In compliance with the U.S. Environmental Protection Agency (EPA) and Asbestos Hazard Emergency Response Act (AHERA), we are required to bi-annually notify parents, teachers, staff and employee organizations of the availability of the School’s Management Plan.

The EPA also requires us to perform periodic surveillance of the interior of each school building which contain asbestos-containing building material (ACBM) at least once every six months. The most recent 3 year comprehensive plan was conducted in December of 2016 and currently, all ACBM in this school is in good condition. We will continue to manage them in place, as recommended by our Management Plan.

Our Asbestos Inspection Report and Plan is on file in our school’s Administrative Office. You are welcome to view it at any time during normal school hours, Monday through Friday, 8:00 a.m. to 4:00 p.m.

MOTOR VEHICLES AND PARKING ON CAMPUS
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.

Rules and Regulations
Vehicles will park in marked stalls within the student parking lot that is located in the Boys and Girls parking lot between Pohakea and Ilima. Vehicles are not allowed to park in the Boys and Girls Club employee parking area. Student vehicles are not allowed to 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. Vehicles parked in unmarked stalls, blocking access to EMS, delivery trucks and school busses are subject to being towed at owner's expense.

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 (at owners expense)
- Honolulu Police Department being contacted

RESTRICTED AREAS
- Parking lots are restricted during school hours unless a student is on Early Release and leaving the campus.
- 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; Announcer's Booth; behind portable classrooms, behind D-bld and other areas restricted by the administration.
HEALTH ROOM

The function of the Health Room at Campbell High School is to provide basic medical care and first aid to students who have taken ill or who may have been injured during school hours. Students who are ill/injured at home or during a non-school sports activity should be taken cared of at home. Unless the condition is severe please seek medical attention as soon as possible. The Health Room is managed by a qualified Health Aide who will be available during instructional time. The Health Room is equipped with the resources to meet basic first aid needs. In the event the Health Room is closed or the Health Aide is unavailable, students may report to the Front Office.

In the event that your child becomes ill or injured during school hours and need to be sent home you are required to pick up your child within a reasonable amount of time from the time of notification (½ hr to 1 hr) or if you are unable to do so, you are to make the necessary arrangements for your child to be picked up in a timely manner. Should your child require to be seen by a physician, your child should be picked up immediately. In case of an emergency, 911 will be called With Administration approval.

In order to make each visit a positive one. All information needs to be current. All Emergency Card Contact numbers should be updated with our health Room and Registrar’s office. Any alternate Emergency contact numbers and addresses need to be updated as soon as possible. Your child’s health and safety are first priority to the Health Room, as well as, the health and safety of the other students that frequently visits the Health Room.

PARENTS PLEASE: Keep your child home if any of the following symptoms are present. If we detect any of the following conditions you will be notified to pick up your child as quickly as possible.

- Vomiting and/or diarrhea, (even 1 episode), your child should stay home for a 24 hour period, AFTER the last episode.
- Fever of a 100 degrees or more. Your child should stay home. Should he/she develop a temp of 100 degrees or more in school? Your child may return 24 hours after the temperature has returned to normal, (without the use of fever reducing medications, i.e. TYLENOL/ADVIL)
- Physical injury from home/practice causing pain to the child, please consult a Doctor. Do not send child to school if he/she requires any Narcotics for pain.
- Green or excessive nasal drainage.
- Red and puffy eyes with colored eye discharge.
- Undiagnosed skin rashes or open sores indicating contagious infection. Check with your doctor before sending your child back to school.
- Earaches or ear drainage.
- Headaches and Headaches due to diagnosed concussions.
- Croupy or excessive coughing: difficulty breathing or any Asthma issues.
- Unusual listlessness, lack of sleep, exhaustion.

To prevent the spread of viruses at school, the teachers and staff continue to urge good hygiene including frequent hand-washing and using disinfectants on surfaces.

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.

TELEPHONES

The office phones are not to be used by students for personal calls except in an emergency.

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.

STANDARDIZED DRESS TOP POLICY Adopted in 2005 – 2006

Statement of Policy: A mandatory dress top policy was adopted the beginning of school year 2002 – 2003 by the JCHS SCBM Council (now known as the JCHS School Community Council-SCC). Students will wear the standardized dress top effective the first day of school. Students are required to wear approved dress top 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 (now known as the JCHS School Community Council- SCC) during the school year 2001 - 2002 and was approved by consensus to become effective beginning SY 2002 - 2003. The school’s NAME will appear on the dress top.

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 JCHS School Community Council (SCC) or the Principal. When permitted the optional dress must meet the dress top/dress code regulations. Students are required to wear a approved dress top.

Students are required to wear a approved dress top. Students may wear a variety of tops including the required t-shirts, polo style shirts, and girl scoop shirts as long as the shirt has the approved school logo. Dress tops should be worn with no visible midriff or cleavage. Designs of the dress tops have been approved by administration.

To further promote our college-going culture, students are able to wear college/university t-shirts/polo style shirts to promote accredited college/universities and are considered acceptable alternative forms of dress tops.

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.

Dress Code Regulations for Optional Dress Days:
No strapless tops or dresses. Cleavage and midriffs must be covered and no undergarments showing.

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

VIOLATION OF THE DRESS CODE:
Student may be sent home, or to the office, to change into appropriate attire. Administration may impose further consequences for repeated offenses.

Conclusion:
Dress top 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. The expectation is that students will strictly adhere to the following dress code and parents will support their students in following the dress code. 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.

STUDENT I.D. CARDS
Students will be issued a student I.D. card every year. This I.D. card will be utilized for the student's career at James Campbell High School. 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.

1. Students must present a valid I.D. to purchase bids for proms, banquets, dances and Winterball. 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 Assistant Principal, referral for detention, parent notification and/or parent conference.

CELLULAR PHONES AND ELECTRONIC DEVICES
Cellular phones and other personal electronic devices brought on campus are done so at your own risk. Thefts incurred from bringing those items will not be investigated by administration.

PUBLIC DISPLAYS OF AFFECTION (PDA)
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 students, parents, staff and members of the public. Most buildings are accessible to wheelchair users. Portables 26, 27, 34 and 2nd floor of N Building are not currently wheelchair accessible.

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 at the beginning of each school day and posted in every classroom. Students who would like to submit an announcement must have it be approved by an administrator and submitted to the office by 11:00a.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 complete the Use of Facilities request form and obtain approval of the school administration at least two weeks prior to your scheduled event.

COMPREHENSIVE STUDENT SUPPORT SERVICES-CSSS

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

Vision:
Campbell and Kapolei Complex students are life-long learners and community contributors supported by a caring, professional, and comprehensive school counseling program.
Mission:
The mission of the School Counselors of Campbell and Kapolei Complex is to ensure that all students have equal access to a comprehensive, developmental school counseling program addressing the academic, career, and social/emotional development of all students. In partnership with students, teachers, administrators, parents, and community, the school counselors will prepare all students to be life-long learners and community contributors.

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<thead>
<tr>
<th>9th Grade Success Academy Counselor</th>
<th>Mrs. Takushi</th>
<th>(808) 305-3673</th>
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<td>9th Grade Success Academy Counselor</td>
<td>Mrs. Ranada</td>
<td>(808) 305-3786</td>
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<td>9th Grade Success Academy Counselor</td>
<td>Ms. Shioi</td>
<td>(808) 305-3625</td>
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<td>Academy of Creative Media Counselor</td>
<td>Ms. Walsh</td>
<td>(808) 305-3622</td>
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<td>Academy of Business, Agricultural Sciences and International Baccalaureate Counselor</td>
<td>Mr. Char</td>
<td>(808) 305-3727</td>
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<tr>
<td>Academy of Health Sciences Counselor</td>
<td>Mr. Napier</td>
<td>(808) 305-3705</td>
</tr>
<tr>
<td>Academy of Public and Human Services Counselor</td>
<td>Mrs. Young</td>
<td>(808) 305-3614</td>
</tr>
<tr>
<td>Academy of Science, Technology Engineering Art and Math Counselor</td>
<td>Mrs. Smith</td>
<td>(808) 305-3619</td>
</tr>
<tr>
<td>Advanced Opportunities Counselor</td>
<td>Mr. Yamashiro</td>
<td>(808)305-3623</td>
</tr>
<tr>
<td>College and Career Counselor</td>
<td>Mrs. Fia</td>
<td>(808) 305-3615</td>
</tr>
<tr>
<td>Student Services Coordinator - Alpha A-K</td>
<td>Mrs. Kenessey</td>
<td>(808) 305-3665</td>
</tr>
<tr>
<td>Student Services Coordinator - Alpha L-Z</td>
<td>Mr. Andrus</td>
<td>(808) 305-3666</td>
</tr>
</tbody>
</table>

Change information listed below

ADMINISTRATION AND STAFF

<table>
<thead>
<tr>
<th>Principal</th>
<th>Mr. Lee</th>
<th>(808) 305-3605</th>
</tr>
</thead>
<tbody>
<tr>
<td>SASA</td>
<td>Mrs. Compehos</td>
<td>(808) 305-3602</td>
</tr>
<tr>
<td>Head Custodian</td>
<td>Mrs. Matias</td>
<td>(808) 305-3679</td>
</tr>
</tbody>
</table>

FRESHMAN SUCCESS ACADEMY

<table>
<thead>
<tr>
<th>Academy Principal</th>
<th>Ms. Steffany</th>
<th>(808) 305-3783</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academy Principal</td>
<td>Mr. Pasalo</td>
<td>(808) 305-3747</td>
</tr>
<tr>
<td>Academy Principal</td>
<td>Ms. Hosino</td>
<td>(808) 305-3645</td>
</tr>
<tr>
<td>Student Support Specialist</td>
<td>Ms. Quisano</td>
<td>(808) 305-3788</td>
</tr>
</tbody>
</table>

CAREER ACADEMIES

<table>
<thead>
<tr>
<th>Academy of Science, Technology Engineering Art and Math Principal</th>
<th>Mr. Knessey</th>
<th>(808) 305-3656</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academy of Science, Technology Engineering Art and Math Principal</td>
<td>Mr. Ramiscal</td>
<td>(808) 305-3712</td>
</tr>
<tr>
<td>Academy of Business, Agricultural Sciences and International Baccalaureate Principal</td>
<td>Mr. Greenland</td>
<td>(808) 305-3621</td>
</tr>
<tr>
<td>Academy of Public and Human Services Principal</td>
<td>Mrs. Silva</td>
<td>(808) 305-3730</td>
</tr>
<tr>
<td>Academy of Health Sciences Principal</td>
<td>Mrs. Deai</td>
<td>(808) 305-3728</td>
</tr>
<tr>
<td>Academy of Creative Media Principal</td>
<td>Mr. McCorkell</td>
<td>(808) 305-3729</td>
</tr>
<tr>
<td>Student Support Specialist</td>
<td>Ms. Kabasawa</td>
<td>(808) 305-3629</td>
</tr>
<tr>
<td>Student Support Specialist</td>
<td>Ms. Hakoda</td>
<td>(808) 305-3766</td>
</tr>
</tbody>
</table>

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, and School Food Services Branch participates in the USDA National School Lunch and School Breakfast Program. This means that:

- Schools are able to offer a $2.75 student lunch because of a USDA subsidy (The price of an unsubsidized lunch is $5.50)
- 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:

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<thead>
<tr>
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<tbody>
<tr>
<td>Student Lunch (Full Price)</td>
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<td>Student Lunch (Reduced Price)</td>
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<tr>
<td>Second Meal - Lunch</td>
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<td></td>
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<td>Student Breakfast (Reduced Price)</td>
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<td>Student Breakfast (Full Price)</td>
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<tr>
<td>Adult Breakfast</td>
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*The USDA program subsidizes the meals for all students who attend Campbell High School. All others must pay the actual cost of the meal.
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. School Food Services 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 Policy Program

1. EACH STUDENT is given a picture ID (identification card) with a barcode. 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 barcode 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 ala 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 to a maximum of $10.00 into their accounts.
   d. Free Students: Free students may place monies in account for purchasing of a second breakfast or lunch.
   e. 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. Returned checks will be assessed a return fee of $25.00 (State of Hawaii Policy).
8. Acceptable forms of re-payment 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 or changes in meal status. During the summer, seniors may pick up refunds from 7:45 a.m.-12:00 p.m. in A-5
    **Refunds are done by the Acct. Clerk, please see Kristal Kaku in A-5. **
12. 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.
13. 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 $5.50.

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

Student help in the cafeteria

Per Chapter 37, Students shall assist in the cafeteria as part of their duties in school services. Not more than one full day of cafeteria duty in any one month or more than a total of seven full days in one school year shall be required of any student. Any exception must be approved by the complex area superintendent.

<table>
<thead>
<tr>
<th>School Food Service Manager</th>
<th>Mr. Ferwerda</th>
<th>(808) 305-3674</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Assistant for School Meals</td>
<td>Ms. Pasol</td>
<td>(808) 305-3673</td>
</tr>
</tbody>
</table>
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. (Refer to the Hawaii State Board of Education Chapter 57 Restitution for Damaged and Lost Books, Equipment, Supplies, and Outstanding Financial Obligations).

*NOTE: These guidelines apply 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.

POLICIES AND PROCEDURES - CO-CURRICULAR

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.

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 takes 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.
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.

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Cellular</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletic Director</td>
<td>Mr. Pico</td>
<td>(808) 859-6600</td>
<td>(808) 305-3675</td>
</tr>
<tr>
<td>Athletic Trainers</td>
<td>Ms. Rerolle &amp; Ms. McCarron</td>
<td>(808) 305-3676</td>
<td></td>
</tr>
</tbody>
</table>

STUDENT ACTIVITIES PARTICIPATION

Participation in co-curricular activities/events are optional and considered privileges.

- Students must be free of all obligations
- School dues must be paid for all the years at James Campbell High School
- Must maintain a 2.0 G.P.A. and passing all required courses for graduation
- Must be a student in good standing and follow all school rules/policies.

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 (4 classes) 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 forth 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 for their entire high school career.
9. Students may serve on one grade level court and one student association court for their entire high school career.

INFORMATION AND RULES FOR PROMS, BANQUETS, AND WINTERBALL

1. Co-Curricular activities such as winterball, proms, and banquets are privileged voluntary activities, therefore participants and their guest are obligated to follow rules and regulations set forth by the school.
   a. Only students who are free of obligations (including Library, Saturday school and after school detention obligations), have paid their dues (including back dues), completed permission forms, are in official dress top or in dress code for those with waivers, and have a valid picture I.D. will be allowed to pick up/purchase bids.
   b. 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.
   c. ALL ATTENDEES, including adults and students 18 years of age, must submit a completed permission form and dress code agreement prior to purchasing a bid.
   d. Each attendee must submit an official bid form prior to purchase. High school students 18 years and younger must have a parent/guardian signatures.
   e. Each student is allowed only one guest for events that allow guest (i.e. proms and winterball).
2. Bids will go on sale on a first come, first served basis.
3. NO REFUNDS: ALL SALES FINAL. CASH, CASHIER’S CHECK or MONEY ORDER are highly recommended forms of payment. Students may pay by personal check, however if the check is returned, the bids will be pulled and voided. A service fee of $25.00 will be assessed to all returned (NSF) checks.

4. $10.00 fee will be added for outside guest.

5. Campbell Students bringing outside guest, must submit a copy of their guest’s I.D (current school I.D. or Government issued ID) at the time of purchase to verify eligibility to attend/participate. *Guest from other high schools must take their bid form back to their school to have their Principal or Vice Principal verify their participation prior to the purchasing of their bid.

6. Only Seniors may buy Senior Prom and Senior Luau bids; only Juniors may buy Junior Prom bids; Winterball is open to grades 9-12. Freshman/Sophomore Banquet is only open to Freshmen and Sophomores to attend.

7. Transportation is the responsibility of the student and his/her parents/guardians.


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 shirts/shorts, cut-out-side gowns, overly revealing attire, gowns that reveal the mid-drift or underwear will not be allowed. 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 School Administrator present will investigate and parents will be notified. CONSEQUENCES will be one and/or a combination of those listed under Chapter 19 and/or being banned from attending school functions such as proms, banquets, and balls for 1 year.

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.

13. 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).

14. Parents/guardians are discouraged from renting hotel rooms for their youngsters especially where no responsible adult will supervise the youths.

15. Students are responsible for the conduct of their guest.

16. 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.

17. There will be no switching of guest/dates without consent from the advisor in charge.

18. A valid picture ID must be presented at the reception table in order to enter function.

19. Wristbands in the appropriate color MUST be worn while attending the function.

20. No large bags or gifts will be allowed into the function.

21. 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.

22. 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 guest being banned from attending the function, disciplinary action by the Assistant Principal, forfeiture of all financial expenditures (i.e. cost of bids) and/or HPD being called.

23. Videotaping is not allowed unless permitted/authorized by administration.

24. Attendees will not be allowed to leave the event early without parental consent. Parents/guardians will be contacted for authorization. Once the student/attendee leaves, their wristband will be removed and they will not be allowed back into the ball/prom.

25. 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, 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.

26. To ensure 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 him/her up.

27. *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.

28. No children/babies are allowed to attend the event. Professional photography is only for participants.

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

**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 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 collar button-up shirt and a subtle, subdued tie.
  - Must have a long-sleeved collared button up shirt to complete tuxedo or suit and must be tucked in The Classic Gown: The classic gown includes fitted column dress or large ball gown skirt.
- Examples include bridal dresses, evening gowns, and pageant gowns.
- Shorter Formal Dresses: No shorter than 4 inches above your knee. Shorter dresses are not skirts and a blouse, but rather a solid 1-piece dress. Example of a short option would be a cocktail knee-length dress
- Military Participants: Uniforms equivalent to civilian formal business attire that is consistent with the individual's military organization requirements.

Semi-Formal Guidelines
Winterball, Sophomore and Freshman 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 with tie, dress slacks and dress shoes and/or formal cocktail dresses, ball gowns, now socks, long dresses or dressy evening separates. Options include the following:

Options Include the Following: The

- **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 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.
- **Military Participants:** Uniforms equivalent to civilian formal business attire that is consistent with the individual's military organization requirements.

Unacceptable Attire for all Banquet, Prom and Ball attendees:

- Midriff (sheer material covering midriff is not acceptable)
- Slits higher than mid-thigh (any higher may result in pinning or "No entry") Plunging necklines (passing mid-chest) Backs of dresses descending below waistline Jeans or**
- denim outfits
- Polo shirts
- Baggy jeans/pants
- Athletic outfits (sweat suit outfits) Bandanas or
- sports caps
- Athletic shoes, athletic type shoes, or "flip flops", attendee must wear dress shoes.
  - **Leather or leather like dress shoes may be worn with the approval of administration
  - **Canvas type shoes
  - **Leggings/Leggings
  - Dresses open down the sides to expose hips, upper thighs, etc. Items promoting alcohol, drugs, and sex are forbidden
  - Bulky jackets allowed Sunglasses
  - Shoes must be worn at all times for sanitation and safety reasons
  - ***No socks or no show socks
  - ***Cropped pants or rolled up pants

Aloha Attire Guidelines
Aloha attire guidelines will be for Senior Luau only. Options include the following:

- Collared or Polo (style) Aloha shirts or long/short sleeve collared shirts Long pants, shorts, dresses mid-thigh or longer
- Clean sandals and/or covered toe shoes Aloha print dress or outfits

Unacceptable Attire for all Senior Luau attendees:

- Midriff (sheer material covering midriff is not acceptable)
- Slits higher than mid-thigh (any higher may result in pinning or "No entry") Plunging necklines (passing mid-chest) Backs of dresses descending below waistline Baggy
jeans/pants
Athletic type of bottoms (examples of, but not limited to sweats, board shorts, joggers, biker shorts, basketball shorts)
Bandanas or sports caps
Leggings/Jeggings
Dresses open down the sides to expose hips, upper thighs, etc. Items promoting alcohol, drugs, and sex are forbidden
  * Bulky jackets allowed
  * Sunglasses Ripped/torn
  * Clothing
  * Shoes must be worn at all times for sanitation and safety reasons
  * Note: Administrators will have the final discretion.

**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/shoes provided by school
  * Saturday School and/or detention

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. 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 April of 2015. Items denoted with *** were recommended and passed by the School Community Council (SCC) in May of 2018.

**STUDENT FEES**

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<th>Grade</th>
<th>Dues</th>
<th>Breakdown of Fees</th>
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<tbody>
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<td>9th Grade</td>
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<tr>
<td>10th Grade</td>
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<td>Class Fees $8.00</td>
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<tr>
<td>11th Grade</td>
<td>$28.00</td>
<td>Student Association Fees $10.00</td>
</tr>
<tr>
<td>12th Grade</td>
<td>$28.00 + **$37.00 Graduation fee</td>
<td>**Ewa Naupaka (School Newspaper) $10.00</td>
</tr>
<tr>
<td><strong>Back Dues</strong></td>
<td>$28.00</td>
<td></td>
</tr>
</tbody>
</table>

**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.
**These fees were approved by the School Community Council for school year 2016-2017.

<table>
<thead>
<tr>
<th>Ewa Naupaka Advisor &amp; Pohakumakamai (Yearbook) Advisor</th>
<th>Mrs. Mastin</th>
<th>(808) 305-3660</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Association/Activities</td>
<td>Mrs. Kimura-Tung</td>
<td>(808) 305-3699</td>
</tr>
</tbody>
</table>
### JAMES CAMPBELL HIGH SCHOOL STUDENT ASSOCIATION 2019-2020

#### GRADE LEVEL INFORMATION AND OFFICERS

<table>
<thead>
<tr>
<th>Graduation Committee Consultant</th>
<th>Ms. Tanaka</th>
<th>(808) 305-3781</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduation Accessories Company</td>
<td>Jostens</td>
<td>(808) 246-6444</td>
</tr>
<tr>
<td>Jostens Representatives</td>
<td>Mr. Patrick McNichols</td>
<td>(808) 246-6444</td>
</tr>
<tr>
<td>Senior Portraits</td>
<td>Lifetouch Photography</td>
<td>(808) 456-4333</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Board of Education Student Representative</th>
<th>Daniella White</th>
<th>Hawaii State Student Council Representative</th>
<th>Mckenzie Fagin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leeward Student Council Representative</td>
<td>Sheena Agonoy-Pascua</td>
<td>President</td>
<td>Makenzy Tamura</td>
</tr>
<tr>
<td>Secretary</td>
<td>Faith Alejandro</td>
<td>Treasurer</td>
<td>Maya Abarca</td>
</tr>
<tr>
<td>Spirit Team Lead</td>
<td>Makenzy Tamura</td>
<td>Organization/Activity Team Lead</td>
<td>Faith Alejandro</td>
</tr>
<tr>
<td>Design Team Lead</td>
<td>Maya Abarca</td>
<td>School Community Council Student Representative</td>
<td>Maya Abarca</td>
</tr>
<tr>
<td>School Community Student Representative</td>
<td>Daniella White</td>
<td>School Community Council Alternate Student Representative</td>
<td>Victoria Ramirez</td>
</tr>
</tbody>
</table>

#### Class of 2020

<table>
<thead>
<tr>
<th>President</th>
<th>Kaya Ishimine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice President</td>
<td>Jordan Franks</td>
</tr>
<tr>
<td>Secretary</td>
<td>Kendyl Eugenio</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Taven Lorenzo</td>
</tr>
<tr>
<td>Historian</td>
<td>Kandi Respicio</td>
</tr>
<tr>
<td>Representative</td>
<td>Mayriel Agoto</td>
</tr>
<tr>
<td>Representative</td>
<td>Erica Baysa</td>
</tr>
<tr>
<td>Representative</td>
<td>Alleina Domingo</td>
</tr>
<tr>
<td>Representative</td>
<td>Benjamin Mundon</td>
</tr>
<tr>
<td>Representative</td>
<td>Roy Naira</td>
</tr>
<tr>
<td>Representative</td>
<td>Chaz-Lynn Nakamura</td>
</tr>
<tr>
<td>Representative</td>
<td>Desirie Plan</td>
</tr>
<tr>
<td>Advisors</td>
<td>Mr. Lizardo and Ms. Pasion</td>
</tr>
<tr>
<td>Class colors</td>
<td>Blue, silver, and black</td>
</tr>
<tr>
<td>Class mascot</td>
<td>Huskies</td>
</tr>
<tr>
<td>Class Instagram/twitter</td>
<td>Jchs_huskies20</td>
</tr>
</tbody>
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#### Class of 2021

<table>
<thead>
<tr>
<th>President</th>
<th>Jezarae Ragasa</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice President</td>
<td>Emma Tandara</td>
</tr>
<tr>
<td>Secretary</td>
<td>Monika Allen</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Matthew Gante</td>
</tr>
<tr>
<td>Historian</td>
<td>Brianna Mo</td>
</tr>
<tr>
<td>Representative</td>
<td>Owen Agbayani</td>
</tr>
<tr>
<td>Representative</td>
<td>Clara Chun</td>
</tr>
<tr>
<td>Representative</td>
<td>Gedrick Tenebro</td>
</tr>
<tr>
<td>Representative</td>
<td>Kim Villar</td>
</tr>
</tbody>
</table>

#### Class of 2022

| President                          | | |
|------------------------------------| | |
| Vice President                     | | |
| Secretary                          | | |
| Treasurer                          | | |
| Historian                          | | |
| Representative                      | | |
| Representative                      | | |
| Class colors                       | | |
| Class mascot                       | | |
| Class Instagram/twitter             | | |
| Class email                        | | |
| Class remind                       | | |

Text@977c79 to 81010 All text messaging fees apply
<table>
<thead>
<tr>
<th>Class of 2022</th>
<th>Class of 2023</th>
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</thead>
<tbody>
<tr>
<td>President</td>
<td>President</td>
</tr>
<tr>
<td>McKenzie Fagin</td>
<td>TBD</td>
</tr>
<tr>
<td>Vice President</td>
<td>Vice President</td>
</tr>
<tr>
<td>Sophia Clark</td>
<td>TBD</td>
</tr>
<tr>
<td>Secretary</td>
<td>Secretary</td>
</tr>
<tr>
<td>Maegan Lourine Rosario</td>
<td>TBD</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Treasurer</td>
</tr>
<tr>
<td>Kaila Pacardo</td>
<td>TBD</td>
</tr>
<tr>
<td>Representative</td>
<td>Representative</td>
</tr>
<tr>
<td>Riona Borromeo</td>
<td>Elden Jaimez Badua</td>
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<tr>
<td>Representative</td>
<td>Representativ</td>
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<tr>
<td>Megan Camacho</td>
<td>Sharey Romero</td>
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<tr>
<td>Representative</td>
<td>Representative</td>
</tr>
<tr>
<td>Giovanni Pronesti</td>
<td>Gyson Quizon</td>
</tr>
<tr>
<td>Marischel Magana</td>
<td>Lily Mallory</td>
</tr>
<tr>
<td>Representative</td>
<td>Representative</td>
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<tr>
<td></td>
<td>Julien Parado</td>
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<td>Representative</td>
<td>Representative</td>
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<tr>
<td></td>
<td>Taya Hallstone</td>
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<tr>
<td>Representative</td>
<td>Representative</td>
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<tr>
<td></td>
<td>Ronamae Tablas</td>
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<tr>
<td>Representative</td>
<td>Representative</td>
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<tr>
<td></td>
<td>Mary Maji Diego</td>
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<tr>
<td>Representative</td>
<td>Representative</td>
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<tr>
<td></td>
<td>Mariah Fratus</td>
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<tr>
<td>Representative</td>
<td>Representative</td>
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<tr>
<td></td>
<td>Skyler Lorenzo</td>
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<tr>
<td>Representative</td>
<td>Representative</td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Class colors</td>
<td>Class colors</td>
</tr>
<tr>
<td>Red, gold, and black</td>
<td>Silver and Lavender</td>
</tr>
<tr>
<td>Class mascot</td>
<td>Class mascot</td>
</tr>
<tr>
<td>Lions</td>
<td>Black Panther</td>
</tr>
<tr>
<td>Class Instagram/twitter</td>
<td>Class Instagram/twitter</td>
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<td>JCSH2022</td>
<td>JCSH2023</td>
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<tr>
<td>Class email</td>
<td>Class email</td>
</tr>
<tr>
<td><a href="mailto:JCHSCO2022@gmail.com">JCHSCO2022@gmail.com</a></td>
<td><a href="mailto:JCHSCO2023@gmail.com">JCHSCO2023@gmail.com</a></td>
</tr>
</tbody>
</table>
Credit Check for Class of 2020-2024
Name: ___________________________ Date of Birth: ____________ Academic Hon Y / N

<table>
<thead>
<tr>
<th>REQUIRED COURSES</th>
<th>SY</th>
<th>SY</th>
<th>SY</th>
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<tbody>
<tr>
<td>ENGLISH (4)</td>
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<tr>
<td>SOCIAL STUDIES (4)</td>
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</tr>
<tr>
<td>incl: WH, US, PID/MHH</td>
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<tr>
<td>MATHEMATICS (3)</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>incl Alg I, Geom</td>
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</tr>
<tr>
<td>AH (4) - 4th cr beyond Alg II</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>SCIENCE (3) Bio &amp; 2 Lab AH (4) to incl Chem, Bio, and/or Physics</td>
<td></td>
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<td></td>
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<tr>
<td>PE (1)</td>
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<tr>
<td>HEALTH (1/2)</td>
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Two credits in one of the following

- World Language (same language)
- Fine Arts
- Career and Technical
<table>
<thead>
<tr>
<th>Education</th>
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<tbody>
<tr>
<td><strong>Electives (6)</strong></td>
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<tr>
<td>Personal Transition Plan</td>
</tr>
<tr>
<td>Acad Hon: min GPA 3.0; 2 credits AP/IB/RS</td>
</tr>
<tr>
<td>STEM Honors: min GPA 3.0, 4 credit math (through Pre-Calc), STEM capstone/STEM Sr. project</td>
</tr>
<tr>
<td>CTE Honors: min GPA 3.0, compete sequence of POS; B or better; complete assessment, 70% on EOC or nationally recog cert</td>
</tr>
<tr>
<td>Subtotal</td>
</tr>
<tr>
<td>TOTAL</td>
</tr>
</tbody>
</table>

Subtotal: 36

Total: 31