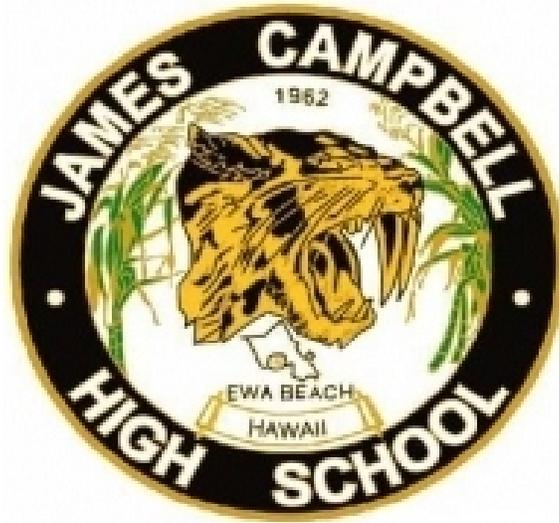


James Campbell High School

91-980 North Road, Ewa Beach, Hawaii 96706
School Phone: 808-687-3000 Fax: 808-689-1255



STUDENT HANDBOOK 2014-2015

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 HAWAII PUBLIC SCHOOL GRADUATE

All Hawaii public school graduates will:

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

This student handbook belongs to: _____

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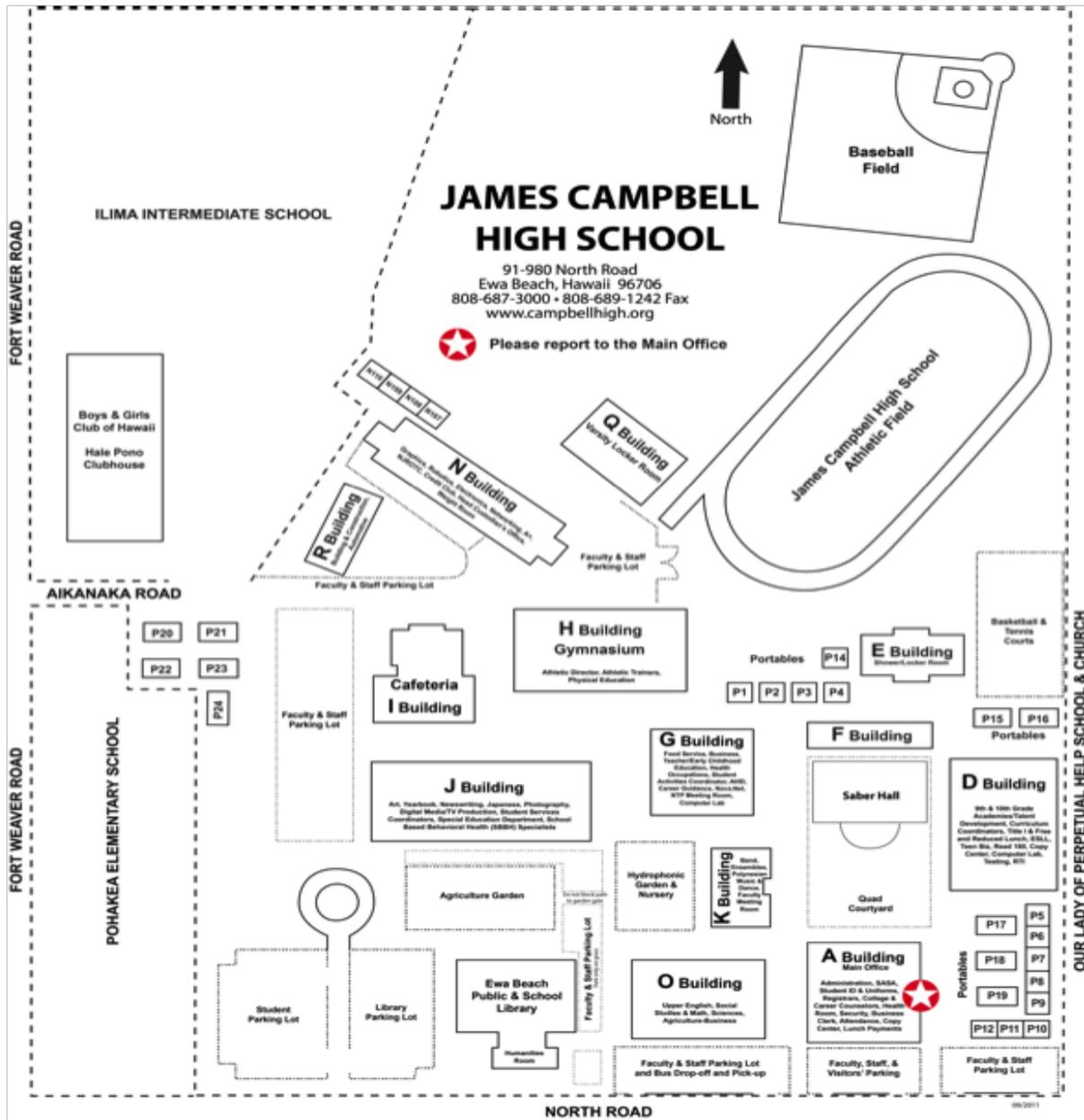
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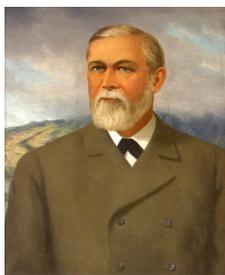


Traffic Advisory

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 pick-ups will not be allowed between the hours of 7:00 a.m. - 8:15 a.m. and 2:00 p.m. - 3:00 p.m. 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. Our Lady of Perpetual Help School Grounds/D-Bldg. Backside Area/Back of all portable classrooms
 5. Entrances to all buildings are OFF LIMITS; no loitering permitted due to Fire Code
- *NOTE: Buildings O, D, G, stairwells, second and third floors are off-limits during recess and lunch 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.
- Monitors progress and evaluate learning experiences.
- Establishes clear and challenging goals personal plans for learning (in pursuit of post-secondary education and/or career choices).

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

- 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).

HABITS OF THE MIND

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

1. Persisting: Stick to it! Persevere in task through to completion: remaining focused.
2. Managing impulsivity: Take your Time! Thinking before acting: Remaining calm thoughtful and deliberative.
3. Listening with understanding and empathy: Understanding Others! Devoting mental energy to another person's thoughts and ideas; holding in abeyance one's own thoughts in order to perceive another's point of view and emotions.
4. Thinking flexibly: Look at it Another Way! Being able to change perspectives, generate alternatives, and consider options.
5. Thinking about your Thinking (Meta cognition): Know your knowing! Being aware of one's own thoughts, strategies feelings and actions and their effects on others.
6. Striving for accuracy and precision: Check it again! A desire for exactness, fidelity and craftsmanship.
7. Questioning and Problem Posing: How do you know? Having a questioning attitude; knowing what data are needed and developing questioning strategies to produce those data. Finding problems to solve.
8. Applying past knowledge to new situations. Use what you learn! Accessing prior knowledge; transferring knowledge beyond the situation in which it was learned.
9. Thinking and communicating with clarity and precision: Be clear! Striving for accurate communication in both written and oral form; avoiding over-generalizations, distortions and deletions.
10. Gathering Data Through all Senses: Use your natural pathways! Gathering data through all the sensory pathways.
11. Creating, imaging, and innovating: Try a different way! Generating new and novel ideas, fluency, and originality.
12. Responding with wonderment and awe: Have fun figuring it out! Finding the awesome, mysterious and being intrigued with phenomena and beauty.
13. Taking Responsible Risks: Venture out! Being adventuresome; living on the edge of one's competence.
14. Finding Humor: Laugh a little! Finding the whimsical incongruous and unexpected. Being able to laugh at oneself.
15. Thinking Interdependently: Work together! Being able to work in and learn from others in reciprocal situations.
16. Remaining Open to continuous Learning: Learn from experiences! Having humility and pride when admitting we don't know; resisting complacency.

POLICIES AND PROCEDURES - ACADEMIC

BELL SCHEDULES

Regular Bell Schedule Monday – Friday

Opening	7:55-8:00	5 minutes
Period 1	8:00-9:30	90 minutes
Passing	9:30-9:35	5 minutes
Period 2	9:35-10:55	80 minutes
Lunch	10:55-11:25	30 minutes
Passing	11:25-11:30	5 minutes
Period 3	11:30-12:50	80 minutes
Passing	12:50-12:55	5 minutes
Period 4	12:55-2:15	80 minutes
Teacher Prep	2:15-3:00	45 minutes

Double Period Assembly for Monday – Friday

Period 1	8:00 - 9:00	60 minutes
Passing	9:00 - 9:05	5 minutes
Period 2	9:05 - 10:05	60 minutes
Lunch	10:05 – 10:42	37 minutes
Passing	10:42 – 10:47	5 minutes
Period 3	10:47 - 11:47	60 minutes
Passing	11:47 – 11:52	5 minutes

<i>Period 4/Assembly #1</i>	<i>11:52 – 12:57</i>	<i>65 minutes</i>
Passing	12:57--1:10	13 minutes
<i>Period 4/Assembly # 2</i>	<i>1:10 – 2:15</i>	<i>65 minutes</i>
Prep	2:15- 3:00	45 minutes

*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 an official standard dress top, do not have his/her current student I.D. and are not escorted by his/her teacher will have his/her name taken down by gate monitors and/or admin and will be assigned after school detention.
- 1/2 day students will be allowed entry by showing their 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: January 2013)

James Campbell High School has begun a conversion to standards-based education and standard-based grading to comply with the plans laid by OCISS (Office of Curriculum, Instruction and Student Support) of the Department of Education. The JCHS Teachers and Staff have been working on implementing this system of grading for four years to prepare for this significant change and as of the first Session of 2011-2012, have graded students according to the standards-based grading system.

Standards-based grading is comprised of 4 grades:

A-Exceeds proficiency; B-Proficient; C-Approaches proficiency; F-Not met

Grades	Point Scale	What does it mean?
A	3.5 – 4.0	Exceeds —In addition to an understanding necessary to be successful at the next level of the simple and complex knowledge or skills identified by this standard/benchmark or course, the student extends the knowledge or skills to inferences and applications beyond what was directly taught in class
B	3.0 – 3.4	Proficient —The student is equipped to be successful at the next level, without remediation, having demonstrated mastery of the content or skills identified by this standard/benchmark or course
C	2.0—2.9	Approaches —The student has demonstrated understanding of the basic content or skills identified by this standard/benchmark but has not demonstrated mastery of some of the more complex content or skills necessary to be successful at the next level
F	0.0—1.9	Not Met —The student has not demonstrated an understanding of the basic content or skills that are identified by this standard/benchmark or course

There is no “D” grade in standards-based education or standards-based grading. 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 this standard/benchmark or course, the grade is “F.”

One serious implication of this new grading system is that a student should not be complacent or satisfied with being a “C” student. After “C” there is only F-Not Proficient. “C” students risk the chance of falling to “F,” if he/she does not or cannot demonstrate understanding of the basic skills and concepts of a subject area.

In our goal to teach students to be ready for career or college, there needs to be accuracy in grading content and skills. If a student is not prepared for college and careers, the student is not proficient. This grading system eliminates personalities, preferences, behavior, and any other factor used in the past to determine a grade. Done properly, this new grading system will provide uniformity across all public schools and a clearer picture of career and college readiness.

PLAGIARISM AND CHEATING (ACADEMIC DISHONESTY)

Plagiarism is dishonesty 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:

- Reprimand
- Detention
- Suspension
- Referral to counselor and/or Assistant Principal
- Suspension from academic or other privileges for a stated period (like sports, proms, honor recognition or graduation ceremonies)
- Expulsion from study program (like AVID, AP and IB) and/or
- Conference with parents/guardian.

THE I-GRADE POLICY

1. In cases of failing grades due to missing course work, a student or parent may request a review and possible extension if:
 - a. The teacher did not comply with due diligence expectations as established at JCHS and/or
 - b. The student suffered an extenuating circumstance.*
2. The parent or student must contact the counselor by the end of the term in question.
3. The parent and student must attend an academic team meeting with the teacher(s), counselor, and administrator to decide if the student meets the criteria for extended time.
4. If approved, the student will complete the work according to the agreed upon timeline.
5. If completed satisfactorily, the teacher will update the grade with the registrar.
6. A revised report card will not be printed; all changes will be reflected on the next report card.

*Extenuating circumstances are intended to include such things as documented medical emergencies, family emergencies, and other academic team-approved circumstances. Extenuating circumstances do not include truancy, unexcused absences, or willful non-compliance with assigned class work and homework.

COURSE CREDITS (see registration guide for details)

Students receive credit once for all required and elective courses *satisfactorily completed*.

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

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

EARLY COMPLETION POLICY

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

1. Early completion for fourth-year high school students may occur after the end of Term 2 of the senior year with Parent/Guardian and Principal approval.
2. Request for early completion can be made by Grade 11 students during the third term of their third year in high school.

3. Request for early completion in the fourth year of high school will be approved if all of the following requirements are met:
 - 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 post-secondary education or is currently employed.
4. Please note: Selection of the early completion option may result in scheduling and/or course selection limitations. Course requests will be honored whenever possible; however, they are not guaranteed.
5. The school holds only one graduation ceremony at the end of the school year when all diplomas/certificates are awarded. Early completers may request a letter verifying graduation requirements have been met.

PROMOTION POLICY

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

From grade 9 to 10 – complete 1 year of high school and earn a minimum of 5 credits
From grade 10 to 11 – complete 2 years of high school and earn a minimum of 11 credits
From grade 11 to 12 – complete 3 years of high school and earn a minimum of 17 credits

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

BOE RECOGNITION DIPLOMA AND BOE RECOGNIZED DIPLOMA WITH HONORS

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

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

- Meet the course and credit requirements for graduation
- Students with a GPA of 3.0 or higher will be awarded a BOE Recognition Diploma with Honors
- Complete the Senior Project (one credit) as well as the Personal Transition Plan (0.5 credit) is included as part of this requirement.

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

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

Three types of diplomas are awarded:

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

Graduation Requirements for 2016+

Academic Program Requirements for a High School Diploma

Effective 2012-13 with the graduating class of 2016, the minimum course and credit requirements to receive a high school graduation diploma are:

Course Requirements	Hawaii High School Diploma	Required Courses (ACCN and Title) Listed in Recommended Sequence
English	4.0 credits including: <ul style="list-style-type: none"> English Language Arts 1 (1 credit), English Language Arts 2 (1 credit), and Expository Writing (0.5 credit) or *newly-developed CCSS proficiency-based equivalents 	Grade 9 LCY1010, ENGLISH LANGUAGE ARTS 1 (1 credit) Grade 10 LCY2010, ENGLISH LANGUAGE ARTS 2 (1 credit) Grades 11/12 LWH5213 EXPOSITORY WRITING 1 (0.5 credit) or LWH5214 EXPOSITORY WRITING 2 (0.5 credit) Basic English Electives (1.5 credits)
Social Studies	4.0 credits including: <ul style="list-style-type: none"> Modern History of Hawaii (0.5 credit) and Participation in a Democracy (0.5 credit) or *newly-developed proficiency-based equivalents 	Grade 9/Grade 10 (determined at school level) CHW1100 WORLD HISTORY AND CULTURE (1 credit) CHU1100 US HISTORY AND GOVERNMENT (1 credit) Grade 11 CHR1100 MODERN HISTORY OF HAWAII (0.5 credit) CGU1100 PARTICIPATION IN A DEMOCRACY (0.5 credit) Grade 12 Basic Social Studies Electives (1 credit) Reference: Memos dated January 4, 2007 and August 7, 2009 from Patricia Hamamoto on Sequence of Social Studies for Grades 9-12.
Mathematics	3.0 credits including: <ul style="list-style-type: none"> Algebra I (1 credit), Geometry (1 credit) or *newly-developed CCSS proficiency-based equivalents (e.g., 2 year integrated CCSS course sequence) 	MAX1150 ALGEBRA 1 (1 credit) MGX1150 GEOMETRY (1 credit) Basic Math Electives (1 credit)
Science	3.0 credits including: <ul style="list-style-type: none"> Biology and Laboratory science (2.0 credits) or *newly-developed proficiency-based equivalents 	SLH2203 BIOLOGY 1 (1 credit) Basic Laboratory Science Electives (2 credits)
World Language	2.0 credits in one of the specified programs of study or <ul style="list-style-type: none"> *newly-developed proficiency-based equivalents 	World Languages: Two credits in a single World Language. Credits must be taken in sequence with consecutive course numbers in the study of one language.
Fine Arts		Fine Arts: Two credits in a single Fine Arts discipline - Visual Arts, Music, Drama, or Dance. Credits must be taken in sequence with consecutive course numbers.
Career and Technical Education		Career and Technical Education: Two credits in a single career pathway program of study sequence.
Physical Education	1.0 credit or <ul style="list-style-type: none"> *newly-developed proficiency-based equivalent 	PEP1005 PHYSICAL EDUCATION LIFETIME FITNESS (0.5 credit) Basic Physical Education Elective (0.5 credit) Reference: Memo dated September 23, 2005 from Patricia Hamamoto, on Clarification of Board Policy 4540, Regarding Requirements for

Course Requirements	Hawaii High School Diploma	Required Courses (ACCN and Title) Listed in Recommended Sequence
		Graduation.
Health	0.5 credit or • *newly-developed proficiency-based equivalent	HLE1000 HEALTH-TODAY AND TOMORROW (0.5 credit) Reference: Board of Education approval on 3/6/2008; Curriculum Framework for Health Education, September 2008, page 6; Memo dated September 2, 2011 from Joyce Y. Bellino on Authorized Courses and Code Numbers (ACCN) Course Description Guide (Replacing ACCN Catalog), page 142.
Personal Transition Plan	0.5 credit	TGG1105 PERSONAL AND TRANSITION PLAN (0.5 credit)
Elective	6.0 credits, may include (1.0 elective credit) for Senior Project, or • *newly-developed proficiency-based equivalents	
Total	24.0 credits	

* DOE will establish a process for developing and approving all proficiency-based equivalents similar to the process followed for all other new Authorized Courses and Code Numbers.

Honors Recognition Diploma Types & Requirements

School College and Career Recognition Requirements

Effective 2012-13 with the graduating class of 2016

Academic Honors	CTE Honors	STEM Honors	Grade Point Average
Overall GPA of 3.0 minimum 4 credits of Math (4 th credit beyond Algebra II) 4 credits of Science 2 credits minimum in AP/IB/Running Start (Equivalent to 6 college units/credits)	Overall GPA of 3.0 minimum Completes program of study (2-3 courses in sequence) Earn a B or better in each required program of study course Complete one of the following: • Meet or exceed proficiency on performance-based assessment • Earn at least 70% on end-of-course assessment • Earn a nationally recognized certificate • Earn a passing score on a Dual Credit Articulated program of study assessment	Overall GPA of 3.0 minimum 4 credits of Math (through Pre-Calculus) 4 credits of Science STEM capstone/STEM senior project	Cum Laude • 3.0 - 3.5 Magna Cum Laude • 3.501 – 3.8 Summa Cum Laude • 3.801 or higher

HONOR ROLL & PRINCIPAL'S LIST

Students with a grade point average of 3.5 to 3.79 are listed on the Honor Roll. Those with GPAs of 3.80 and higher are on the Principal's List. Students must be enrolled in a minimum of 3 classes each term.

STUDENT REPORT CARDS

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

TRANSCRIPTS OF HIGH SCHOOL RECORD

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

CHANGE OF ADDRESS OR TELEPHONE

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

NEW ENROLLEES

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

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

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

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. Contact the appropriate counselor for guidance and assistance.

1. Timely Class Changes:
 - a. *Before* 10% of the course is completed, changes will be made on a space available basis.
 - b. *Once 11% to 40%* of the class has been completed, changes will only be made if the "new course" teacher feels that the student will be able to earn credit for the course.
 - c. *After 40%* of the course has been completed, no change may occur.
2. Class Prerequisites: Students should not request placement in a course if they have not met the prerequisites.
3. The only type 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).

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

DOUBLING UP IN SUBJECT AREA COURSES POLICY

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

teacher and counselor approval before registration. The student must have demonstrated mastery level proficiency in previous courses.

- **First Session Failures:** Students failing courses the first session of the school year will be allowed to change their schedules and add the failed course to their second session schedule with teacher's recommendation and on a "space available" basis.
- **Second Session Failures:** Students who fail courses the second session of the school year will be allowed to change their schedules and add the failed course to their next year's requests with their teacher's recommendation and on a "space available" basis.
- **Senior Failures:** Seniors who fail required courses the first session will be given priority over underclassmen requesting schedule changes.

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

Registrar Clerk	Mrs. Savusa	(808) 687-3009
Registrars	Mr. Izumigawa & Mrs. Ramos	(808) 687-3008

POLICIES AND PROCEDURES – ACADEMIC PROGRAMS

AVID

"AVID's mission is to close the achievement gap by preparing all students for college readiness and success in a global society.

ADVANCE PLACEMENT (AP) COURSE

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

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

INTERNATIONAL BACCALAURETE DIPLOMA PROGRAMME CANDIDATE REQUIREMENTS

The following information pertains only to those students wishing to be eligible for the FULL International Baccalaureate Diploma. Students interested in taking single IB courses for certificates of completion, need only follow the standard registration guidelines as with other AIS courses. Consideration for IB Diploma Candidate status will be given only to those students who are actively pursuing the necessary requirements in a timely manner.

In order to graduate with full IB DP candidate recognition, student must successfully complete all 2-year required courses from all 6 subject groups.

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, CDs and cassette tapes may be borrowed for three weeks. Videos and DVDs may be borrowed for one week for a small fee. If items are not returned by the due dates, a daily fine will be charged. The cost of replacing lost or damaged materials will also be charged to the borrower.

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

STATE MANDATED ASSESSMENTS

Smarter Balanced Assessments:

The new Smarter Balanced Assessments in English Language Arts (ELA)/Literacy and Mathematics will be launched across 23 states and the U.S. Virgin Islands. The Smarter Balanced Assessments are fully to the Common Core State Standards and will measure the depth and breadth of student knowledge and skills. We are testing grade 11 during April 2015.

Hawaii State Alternate Assessments (H.S.A. – Alt):

Students with significant cognitive disabilities participate in the Hawaii State Alternate Assessments (H.S.A. – Alt) because their performance cannot be accurately assessed using the general assessment even with appropriate accommodations. We are administering the H.S.A. - Alt starting March 9, 2015.

End-of-Course Exams:

The End-of-Course (EOC) exams measures student proficiency of the standards and benchmarks assigned to the course. The Algebra I, II and Expository Writing I EOC exams will measure proficiency of the Common Core State Standards. The Biology I and U.S. History EOC exams will measure student proficiency of the HCPS III.

The high school level statewide summative assessment in science will be administered as an operational EOC exam to all students in grade 9-12 who are enrolled in Biology I.

We are testing all students enrolled in Expository I courses during September 2014 and March 2015. We are testing all students enrolled in Algebra I, Algebra II, Biology and U.S. History during December 2014 and May 2015. The EOC exams counts as 15% of a student's overall grade for the course.

ACT College and Career Readiness System:

Hawaii public schools will be administering the ACT College and Career Readiness System on a statewide basis for School Year 2014-2015. We are testing all Grade 9-11 students on March 3, 2015 with make-up planned for March 31, 2015. Grade 11 takes the ACT plus writing exam, which can be used for college applications. Grade 10 takes the ACT-PLAN exam. Grade 9 takes the ACT-EXPLORE exam. In our efforts toward ensuring that all students graduate from high school College- and Career-ready, JCHS adopted Common Core State Standards (CCSS) and began implementation in SY 2012-2013.

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 (e-mail, 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. Unauthorized use of the network, intentional deletion or damage to files and data belonging to other users, or copyright violations may be termed theft as defined under DOE Chapter 19, the Hawaii Revised Statutes and Federal laws.
11. While efforts will be made to minimize the possibility of students accessing materials that are inappropriate for minors, the State of Hawaii Department of Education and James Campbell High School 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.

Technology Coordinators	Mrs. Higashi & Mr. Ramiscal	(808) 687-3016
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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

C



ampbell Complex School Attendance Plan

The Hawaii State Compulsory Attendance Law

The Hawaii Revised Statutes, Sec. 302A-1132, states that "unless excluded from school or excepted from attendance, all children will have arrived at the age of at least six years, and who will not have arrived at the age of eighteen years, on or before December 31 of any school year, shall attend either a public or private school for and during such year, and any parent, guardian, and other person having the responsibility for or care of a child whose attendance at school is obligatory shall send the child to some such 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.

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.

The Campbell High School Graduate Profile

The Campbell High School graduate will:

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

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.
- When a student is tardy s/he must:
 1. Have their parent or guardian call the school to report tardy.
 2. Report to the designated office or personnel to get a tardy pass/note.
 3. Bring written documentation stating the reason for the tardy.

Note: If your child is tardy and misses an authorized school field trip, alternative assignments will be provided.

- The department of Education and the Honolulu Police Department (HPD) cooperate in dealing with students who are truant. When a student is picked up for being truant by HPD, the following procedure will be exercised:
 - 1st offense- Police return student to school for disciplinary action. Name of student is placed in HPD computer bank. Parent is informed.
 - 2nd offense- Student is taken to the police station and arrested for truancy. Parent must claim student for release.
 - 3rd offense- Student is arrested and must go to Family Court for disposition.

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 specialized programs may be imposed.

Campbell Complex Attendance Monitoring and Intervention Procedures

Record Maintenance: Teachers are responsible for maintaining accurate attendance records of those students assigned to them. Attendance cards or Electronic Student Information System (eSIS) will be used to document attendance.

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

- U** Unexcused Absence--Mark on the date that student is absent. If excused, mark as such and document reason on designated area. If no reason is given or reason is not valid mark as unexcused and state in designated area as unexcused. (Teacher Attendance Book)
- L** Tardy--Mark on the date that student is tardy.

Other marks include:

- S** Suspended
- C** Suspended (Crisis)

- Tardies: Students arriving after the official school start time or class time shall be marked tardy. Teachers are to note the reason for the tardy in their attendance book. All students must have a tardy slip or pass to enter the classroom after the late bell had rung.
- 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. Attendance letter(s) will be sent home for excessive tardies/absences.
Note: Examples to Communicate attendance include but not limited to: Webgrader, Edline, Telephone (phone connect), Teacher.
 - If, after communication with the parent, the teacher feels there is a concern, the teacher will initiate an RFA (Request For Assistance).

After 5 absences (excused or unexcused)

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

After 10 absences (excused or unexcused)

Letter 1 will be sent. Subsequent letters will be determined by the individual school (school specific) on a case by case basis.

JAMES CAMPBELL HIGH SCHOOL 2014-2015 ATTENDANCE POLICY

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.

General Learner Outcome #1

Self-Directed Learner: The ability to be responsible for one's own learning

- Student sets priorities.
- Student is always on time and is never tardy.
- Follows and complies with attendance policy and procedures.
- Communicates with teachers about absence and takes initiative to make up work, test, exams or school projects when absent.
- Turns in all absent notes to the attendance office.

School Schedule:

The School Day begins at 8:00 a.m. and ends at 2:15 p.m. Monday thru Friday.

The First semester has 89 student days from August 1, 2014 - December 19, 2014.

The Second Semester has 93 student days from January 12, 2015 - June 3, 2015.

Total of 182 School days

Excused Absence:

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 a written note from a parent or guardian. The note must reflect the date(s) student is absent, parent contact information and where the funeral was held.
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. *Juniors (11th Grade) and Senior (12th Grade) College or University Visits:* Juniors and Seniors who are absent because they are visiting a potential college or university they might be attending, must provide a letter from the school they are visiting. The letter must be on official letterhead from the school. The letter must include the dates the student is absent. Visits must also be confirmed with the college career office.
6. *Absence due to an authorized school activity:* Students involved in an authorized school activity will not be penalized for absence or tardiness.
7. *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.

Make up Work

Make up work will only be provided if the student, parent or legal guardian has provided documentation of an *Excused absence*. *Excused absence consist of Medical reason (notes from the health care provider), Family bereavement, court or legal proceeding, college or university visits, authorized school activity, and a chapter 19 suspension.* If a student is out more than 3 consecutive days due to an excused absence please contact the attendance office and allow 24 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) 689-1242 or call 689-3010

- 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 to school. Student must then turn in the excuse to the attendance and truancy office in order to have the excuse documented.

Unexcused Absence:

1. *Parent Notes:* Parents and legal Guardians must write a note explaining the student absence. This note is only informing the school that the parent is aware of the student absence. However notes from parents are still considered unexcused.
2. *Vacation:* Family trips and vacations are considered unexcused. Family trips and vacation disrupt student progress and instructional time during the school year.
3. *Non-school sponsored activities or trip*
4. *Telephone calls to the School:* Calls to the school are considered unexcused until the parent or legal guardian can provide documentation of the student's excuse.

Unexcused Absence Consequence

Progressive consequences for insubordination for noncompliance of the D.O.E and state of Hawaii attendance policy is as follows.

- 1 to 3 Unexcused Absence per quarter: Warning
- 4 to 6 Unexcused Absence per quarter: After School Detention
- 7 to 10 Unexcused Absence per quarter: Saturday Detention
- 10+ Unexcused Absence per quarter: 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. Students must be present for 3 or more classes in order to be counted present for the day.

Early Sign Outs

Only parents and guardians authorized by in school records can release and pick up a student.

The early release of students causes disruption to academic performance. Before making appointments parents and legal guardians should ask the student if he or she has any major projects, exams, test or quizzes. If the student does have academic obligations it is recommended that the parent reschedule appointments in order to accommodate the students strive for excellence in academic achievement.

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. The student should show all teachers the excuse and have each teacher initial the note. 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) 687-3000. *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.

Student's Responsibility and Home Work Assignments

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes every day that school is in session. Students need to be aware of, and follow the correct procedures when absent from an assigned class. *Finally, it is the student's responsibility to request any missed assignments or to reschedule test or exams due to an excused absence.*

Parents Responsibility (The Hawaii State Compulsory Attendance Law §302A-1135, Penalty, HRS, §302A-1136, Enforcement, HRS,) Each Parent and legal guardian of a child is responsible for the student's school attendance required by law. Students must attend school regularly. Students should arrive on time and attend all scheduled classes. Students who have poor attendance are likely to do poorly in school and are also at risk for delinquent and destructive behaviors. Parents and legal guardians are responsible, within reason, for sending their child to school. In addition parents and legal guardians shall update the school to any changes in contact information. For example, change of address, telephone numbers and cell numbers. By keeping the school informed, parents and legal guardians can be assured that the school will verify them of any change in attendance due to truancy or tardiness.

Teachers, Counselors and Administrators Responsibilities (The Hawaii State Compulsory Attendance Law (§302A-1132, Attendance Compulsory, Exceptions Hawaii Revised Statutes)

Teachers, administrators and school staff shall make every effort to complete their due diligence to work with the students, their parents or legal guardians in order to provide the appropriate educational services and support.

Report an Absence

Call the School Office at 687-3010 or 687-3003 between the Hours of 7:30 a.m. and 10:00 a.m. All calls will be subject to verification by the attendance and truancy office.

- You can now report an absence via the James Campbell High School website at www.Campbellhigh.org. Type the web address into your browser address bar and then press enter. Click on the *About Us* tab then scroll down to *Report an Absence*. Fill in the appropriate fields and click submit.

Tardy Program

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

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

Step 1: 1 - 3 tardy violations will result in a WARNING

Step 2: 4 - 6 tardy violations will result in AFTER SCHOOL DETENTION

Step 3: 7 - 9 tardy violations will result in SATURDAY SCHOOL DETENTION

Step 4: 10 or more tardy violations will be considered INSUBORDINATION.

- Insubordination will result in Suspension.

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

Class Cutting

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

Truancy

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

Leaving Campus without Consent

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

Saturday Detention

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

Reason for referral may include but not limited to:

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

Saturday Detention will be held from 8:30a.m. - 10:30a.m., on scheduled Saturdays in a designated classroom. Students are required to be on time and to stay for the entire session.

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

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

** If a backlog should occur between the referral and the time the student is assigned to attend

Saturday Detention, and the student commits another disciplinary offense, a school official may decide to withdraw the student's Saturday Detention opportunity and proceed directly to suspension.

After School Detention

After school detention is also for “repeat offenders or anyone who is referred by the Assistant Principal designee for educational & disciplinary reasons”. Once referral occurs, parents will be contacted by either letter and/or telephone. After School Detention are on Mondays, Tuesdays, Thursdays and Fridays from 2:30pm to 3:00pm. There is no After School Detention on Wednesdays. After School Detention is located in the JCHS Cafeteria. Dress top and Student I.D. are needed for entry. Your child will need to sign in with security or designee in the cafeteria to get credited for attending After School Detention.

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.
- **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 including 18 year olds must have parental consent to leave campus.

EMERGENCY ALERT SYSTEM

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

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

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

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.

Currently, all other ACBM in this school is in good condition and we will continue to manage them in place, as recommended by our Management Plan. James Campbell High School has undergone school-wide renovation; therefore, ACBM has been removed throughout the school on October 2010.

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

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

Application process

The following items must be presented to Administration or designee for inspection and verification prior to paying for and receiving a parking decal or sticker.

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

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

School parking decal or sticker

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

Rules and regulations

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

Consequences

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

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

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; concession booth; announcer's booth; behind portable classrooms 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.

Should your student become ill or injured during school hours and need to be sent home, please pick up your child within the ½ hour of being notified. 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 they require to be seen by a Physician, your child should be picked up immediately.

Unless it is an emergency, 911 will be called. (With Administration approval) Parents, thank you for your understanding in regards to student pick-up.

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 student'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. We love to have the children at school and ready to learn, attendance is important, but not at the risk of their health or the rest of the students at our school.

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.

LOITERING

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

STUDENT CODE OF CONDUCT

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

Regular attendance:

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

Punctuality:

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

Work Habits:

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

Respect for Self and Others:

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

Respect for Authority:

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

Respect for Property:

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

Freedom from Fear:

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

James Campbell High School – Student Code of Conduct

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

STUDENT BILL OF RIGHTS AND RESPONSIBILITIES Adopted – 3/7/74 by the DOE

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

If we, the students of the State of Hawaii, are to become citizens trained in the democratic process, we should be provided full opportunity to inquire, to question, and to exchange ideas. Our rights and responsibilities, then are analogous to those of an adult citizen.

I. CONSTITUTIONAL RIGHTS

- All students shall enjoy rights guaranteed by the Constitution of the United States.
- Students shall be governed by all laws and ordinances of the State of Hawaii and the County of residence.
- Moreover, students shall respect all rules, policies, and regulations of the Department of Education and of respective schools.

II. ACADEMIC RESPONSIBILITIES

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

III. FREEDOM OF EXPRESSION AND COMMUNICATION

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

IV. INVOLVEMENT OF STUDENTS IN THE DECISION MAKING PROCESS

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

V. FREEDOM OF ASSEMBLY AND RIGHT TO PETITION

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

VI. FREEDOM OF ASSOCIATION

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

VII. STUDENT DISCIPLINE

- Students have the right to due process.

VIII. RIGHT TO PRIVACY

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

IX. INSTRUCTION AND ADMINISTRATION

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

X. MISCELLANEOUS

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

CHAPTER 19:

§8-19-5 Disciplinary actions; authority. (a) Suspensions exceeding ten school days or suspensions that will result in the student being suspended more than a total of ten school days in any single semester, disciplinary transfers, dismissals, and extension of crisis removals shall be approved by complex area superintendent.

(b) Crisis removals and suspensions of ten school days or less may be approved by the principal or designee.

(c) In determining disciplinary actions, the principal or designee shall consider the intention of the offender, the nature and severity of the offense, the impact of the offense on others including whether the action was committed by an individual or a group of individuals such as a gang, the age of the offender, and if the offender was a repeat offender. [Eff 9/1/82; ren §8-19-4, 5/23/86; am and comp 7/19/93; comp 5/19/97; comp 2/22/01; am and comp 9/10/09] (Auth: HRS §§302A-1112, 302A-1002) (Imp: HRS §§302A-1112, 302A-1002)

§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.

Summary of Offenses and Disciplinary Action

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

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

Class A Offenses: unlawful conduct

- A. Assault
- B. Burglary
- C. Dangerous instruments, or substance; possession or use of;
- D. Dangerous weapons; possession, or use of it
- E. Drug paraphernalia; possession, use, or sale of;
- F. Extortion;
- G. Fighting;
- H. Fire arms; 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.

Class B Offenses: unlawful conduct

- 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.

Class C Offenses: department-prohibited conduct

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

Class D Offenses: school-prohibited conduct:

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

- A. Contraband; possession or use of;
 - a. Cassette players, MP3 Players, iPods, CD-players, radios, pagers and cellular phones
 - b. Walkman-type radios*
 - c. Bicycles and motorbikes
 - d. Skateboards
 - e. Whistles
 - f. Sling shots
 - g. Kendama's
 - h. Harmful rubber bands
 - i. Dice
 - j. Matches
 - k. Lighters
 - l. Eggs
 - m. Water balloons
 - n. Shaving cream, etc.
 - o. Chains
 - p. Sticks & clubs
 - q. Radio antennas
 - r. Rocks, etc.
 - s. Cigarettes and/or eCigarettes or any device of this nature
 - t. Any other tobacco products
 - u. Toy guns
 - v. Pellet and Paint Ball guns
 - w. Laser Pens or Pointers
 - x. Any electronic device not authorized by the Administration.
 - y. Broad tipped permanent markers;
 - z. In accordance with City Ordinance 95-49, possession of pepper spray by a minor is prohibited

- aa. Switch blades/razor blades or any improperly used knife
 - ab. Intoxicating liquor, illicit drugs, while attending school
 - B. Minor problem behaviors; or
 - C. Other school rules
 - a. Any other conduct as may be prescribed and prohibited by school rules. Individual school rules shall be published or made available for inspection at the school office and shall inform students, school staff, and parents of the prohibited conduct under class A through D of this section.
 - b. No disciplinary action amounting to serious discipline shall be imposed for violation of any individual school rule as a class D offense.

Disciplinary Action

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

Disciplinary action options may include the following:

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

Suspension and/or Dismissal from School

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

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

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

Act 90

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

Disciplinary actions may be carried over to the following school year if the offense is committed within twenty school days from the last instructional day for students in that school year.

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 adult having legal responsibility for or care of the child, develop an alternative educational plan for the child. The alternative educational plan shall include a process that shall permit the child to resume school.

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 uniform tops on all school days, Monday through Friday, with the exception of days to be designated and announced as “special dress days.” Students exempt from the standardized dress top policy must be in compliance with the STATE OF HAWAII Opt-Out provision as stated in components of the policy, BOE Guideline #4.

COMPONENTS OF THE POLICY

Parental Leadership and Involvement (BOE Guideline #1)

The decision represents the views of a majority of the members of the school community. All role groups participated in the conversations and decision-making. The approval to proceed with the standardized dress top policy was granted by the JCHS SCBM Council (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 AND LOGO will appear on the uniform.

JAMES CAMPBELL HIGH SCHOOL STANDARDIZED DRESS TOP REGULATIONS

The expectation is to have the standardized dress tops worn to school during school days. However, optional dress top days may be permitted at the discretion of the 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 standardized dress top.

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

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

Effective for the school year 2013-2014

Starting with the class of 2017, the uniform shop will sell our school's dress top in three colors (Orange, Black and White) with one common design. All current shirts bought by the upperclassmen (C/O 2014, 2015, 2016) will be allowed to be worn until their graduation date. Fridays will be considered college, JCHS class, JCHS club and JCHS sport shirt day.

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.

The following is the rule for alternative dress tops:

Acceptable school dress-tops include our school designed dress top, as well as any administratively sanctioned chartered club t-shirt or school sports t-shirt that includes our official school logo. No others are allowed with the exception of our new promotion: College Fridays.

College, JCHS class, JCHS club, JCHS sport shirt Fridays

To further promote our college-going culture, we are adding College Fridays to our acceptable dress code policies. College Fridays encourages staff and students to wear college/university t-shirts/polo shirts to promote their accredited college/university of choice. Students may also wear their JCHS class, JCHS club, or JCHS sport shirt to promote/support their respective grade level, club and sport. Accredited College/University, JCHS class, JCHS club, JCHS sport shirts must adhere to the expected dress code policy and may replace dress tops on Fridays.

Dress Tops may not be altered:

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

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

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

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

Conclusion:

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

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 Winter ball. Each student and his/her guest are required to present valid I.D.s (State, Driver's licenses, Military, School I.D.) upon entry to any Student Association and/or grade level sponsored event. Replacement fee for I.D.s is \$5.00.
2. Student I.D.s are the only means of accessing a child's meal account.
 - a. 2 lines will be provided to serve students with I.D. cards.
 - b. 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 parent conference.

CELLULAR PHONES AND ELECTRONIC DEVICES

James Campbell High School will not be responsible for cell phones and electronic devices brought to campus.

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 Assistant Principal's office.

FIRE DRILLS

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

WHEELCHAIR ACCESSIBILITY

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

KEEPING THE CAMPUS CLEAN

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

DAILY ANNOUNCEMENTS

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

USE OF SCHOOL PROPERTY

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

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.

Philosophy:

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

Mission:

The mission of the James Campbell High School Counseling Program is to provide a comprehensive developmental counseling program addressing the academic, career, and personal/social development of all students. School counselors are professional school advocates who provide support to maximize student potential and academic achievement. In partnership with other educators, parents and guardians and the community, school counselors facilitate the support system to insure all students at

James Campbell High School have access to and are prepared with the knowledge and skills to contribute at the highest level as productive members of an ever changing society. Our graduates will:

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

9 th Grade Counselor	Mrs. Sarpi	Room D-111	(808) 687-3022
9 th Grade Counselor	Mr. Napier	Room D-111	(808) 687-3105
10 th Grade Counselor	Mrs. Takushi	Room D-101	(808) 687-3023
11 th Grade Counselor	Mr. Char	Room A-19	(808) 687-3027
12 th Grade Counselor	Mrs. Lakalaka	Room A-12	(808) 687-3131
AVID Counselor	Mrs. Young	Room A-1	(808) 687-3014
Outreach Counselor	Mr. Perreira	Room A-11	(808) 687-3019
High Risk (A-K)	Mrs. McLenithan	Room A-15	(808) 687-3186
High Risk (L-Z)	Mrs. Angeles-Aguda	Room A-14	(808) 687-3025
College and Career Counselor	Mrs. Fia	Room A-1	(808) 687-3015
Student Services Coordinator (alpha A-M)	Mrs. Kenessey	Room J-8	(808) 687-3065
Student Services Coordinator (N-Z)	Mr. Andrus	Room J-8	(808) 687-3066

ADMINISTRATION AND STAFF

Principal	Mrs. Takamori	(808) 687-3000
SASA	Mrs. Foster	(808) 687-3002
Head Custodian	Mrs. Matias	(808) 687-3079

SMALLER LEARNING COMMUNITIES

9th Grade Talent Development Success Academy

Assistant Principal	Ms. Steffany	(808) 687-3182
Assistant Principal	Mrs. Deai	(808) 687-3128
Assistant Principal	Mr. Sueoka	(808) 687-3129
Student Services Specialist	TBD	TBD

10th Grade Academy

Assistant Principal	Mrs. Bender	(808) 687-3175
Assistant Principal	Mr. Pasalo	(808) 687-3147
Assistant Principal	TBD	TBD
Student Services Specialist	TBD	TBD

ACEIT (Arts and Communication and Industrial Engineering and Technology)

Assistant Principal	Mr. Kenessey	(808) 687-3017
Student Services Specialist	Ms. Kabasawa	(808) 687-3021

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

Assistant Principal	TBD	TBD
Student Services Specialist	Ms. Kabasawa	(808) 687-3021

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 \$2.50 student lunch because of a USDA subsidy (The price of an unsubsidized lunch is \$5.00)
- Based on household income, students may be able to purchase meals at a reduced price or receive free meals.
- Households MUST APPLY EVERY SCHOOL YEAR and qualify to receive this benefit.
- The State of Hawaii and Our School MUST follow the established regulations of the U.S. Department of Agriculture.

Meal prices are as follows:

Student Lunch (Full Price)	\$ 2.50	All Others* - Breakfast	\$ 2.20
Student Lunch (Reduced Price)	\$.40	All Others* - Lunch	\$ 5.00
Student Breakfast (Full Price)	\$ 1.10	Milk – Additional	\$.50
Student Breakfast (Reduced Price)	\$.30	Bottled Water	\$.50
Entrée Only	\$ 1.85	Juice (V8)	\$ 1.00

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

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

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

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

During this 10 day period, if your child's status from the previous year was Free or Reduced, it will remain the same.

Meal Policy Program

1. EACH STUDENT is given a picture ID (identification card) with a bar code. This bar code number allows a child to access his/her account. Each time your child uses his/her ID card, the appropriate amount will be deducted from his/her account.
2. Scanning the bar code is the only way to determine whether or not a student is on free and/or reduced meals.
3. It is required that ALL STUDENTS who participate in the meal program deposit monies into their personal account. Students who qualify for free or reduced lunch must deposit monies into their personal account if they want to purchase a 2nd meal or 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 and a maximum of \$10.00 into their accounts.
 - d. Free Students: Free students may place monies in account for purchasing of juice, bottled water of a second breakfast or lunch.
 - 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. Monies deposited will be credited to the child's account as follows:
 - a. Payment made to the main office between 7:30 a.m. - 8:15 a.m. (Credited to account on the same day)
 - b. Payments made to the student cafeteria between 7:00 a.m. - 8:00 a.m. (Credited to account on the same day)
 - c. Payment made after 8:15 a.m. at the main office (Credited to the child's account on the next business day).
8. RETURNED CHECKS
 - a. Returned checks will be assessed a return fee of \$25.00 (State of Hawaii Policy).
 - b. Acceptable forms of repayment are cash, certified check or money orders in the account owed to the school,
9. The \$5.00 I.D. Replacement fee cannot be taken out of monies in your child's account. Replacement fee must be

paid up front. Replacement I.D. cards can be picked up in the school's main office.

10. Refunds will be made ONLY if a student leaves Campbell, changes in meal status or if it is the end of the school year. (Last week of school for seniors pick up in the morning between 7:00 a.m. - 8:00 a.m. in cafeteria)
11. PAYMENT PROCEDURES FOR THE END OF THE SCHOOL YEAR

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

*The USDA program subsidizes the meals for all students who attend Campbell High School. All others must pay the actual cost of the meal. The DOE is not reimbursed by U.S. Department of Agriculture for second meals served to students. The cost to the DOT is the full cost of \$4.40.

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

Cafeteria Manager	Mr. Ferwerda	(808) 687-3074
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CHAPTER 8-57 – RESITUTION FOR DAMAGES AND LOST BOOKS, EQUIPMENT, SUPPLIES AND OUTSTANDING FINANCIAL OBLIAGATIONS

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

DETERMINATION OF ELIGIBILITY

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

ATHLETIC PARTICIPATION

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

The student will:

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

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

Title	Name	Cellular	Phone
Athletic Director	Mr. Delos Reyes	(808) 216-1084	(808) 687-3075
Athletic Trainers	Ms. Rerolle & Mrs. Kuramoto Wolff		(808) 687-3076

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 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. NO REFUNDS!
 - a. We reserve the right to refuse entry and/or remove anyone who is dressed inappropriately or suspected of being intoxicated and/or under the influence of alcohol and/or any illicit substance.
2. Co-Curricular activities such as winter ball, proms, and banquets are privileged voluntary activities, therefore participants and their guest are obligated to follow rules and regulations set forth by the school.
 - 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 and have a valid picture I.D. will be allowed to purchase bids.
 - b. 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.
 - c. Each attendee must submit an official bid form prior to purchase.
 - d. Each student is allowed only one guest.
3. Bids will go on sale on a first come, first served basis.
4. **NO REFUNDS; ALL SALES FINAL. CASH, CASHIER'S CHECK or MONEY ORDER highly recommended forms of payment.** Students may pay by personal check, however if the check is returned, the bids will be pulled and voided. Students must present a valid picture I.D. in order to purchase a bid. This is to ensure that the purchaser is a Campbell Student. Students must also be in standardized dress tops or in dress code for those with waivers to pick up bid forms and to purchase a bid. A \$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. at the time of purchase to verify eligibility to attend/participate.
6. Only seniors may buy senior prom bids; only juniors may buy a junior prom bid; Winterball is open to all grade levels. All students purchasing bids and attending must have fulfilled their Saturday School obligations, and be obligation free, free of suspensions and have paid all dues for all years at Campbell.
7. Transportation is the responsibility of the student and his/her parents/guardians.
8. *Allowable age/grades for attendees are grades 9 – 12 and must not exceed age 20. *Subject to change.*
9. Senior Prom is a Black Tie affair; the junior prom is black tie invited and Winterball is semi-formal affair. *NO T-shirts, Undershirts, slippers, shorts, short skirts/shorts, cut- out- side gowns, overly revealing attire, gowns that reveal the mid- drift or underwear will not be allowed. 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 Assistant Principal present will handle 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.
13. Students and guests are responsible for arriving on time, should he/she arrive later than the stated dinner time, they will NOT be served their meal (Health code regulations) nor will they receive a refund.
14. We reserve the right to refuse entry to anyone who is dressed inappropriately or suspected of being intoxicated and/or under the influence of any illicit substance.
15. Once the student/attendee leaves they will not be allowed back into the ball/prom.
16. Students and guest are reminded that dancing and personal conduct should be appropriate for public display (i.e. not convey simulated sexual acts and public display of affections).
17. Parents/guardians are discouraged from renting hotel rooms for their youngsters especially where no responsible adult will supervise the youths.
18. Students are responsible for the conduct of their guest.
19. The event is closed to spectators. Only those authorized to attend will be allowed into the function. Violators will be asked to leave and may be prosecuted for trespassing.
20. There will be no switching of guest/dates without consent from the advisor in charge.
21. A valid picture ID must be presented at the reception table in order to enter function.
22. Wristbands in the appropriate color **MUST** be worn while attending the function.
23. No large bags or gifts will be allowed into the function.
24. Students who are suspended during the said event will not be allowed to attend. Their guest may or may not be able to attend depending on the circumstances and event. Suspended student and guest will not be given a refund; they will forfeit all financial expenditures.
25. Students, parents and guest are reminded that falsifying information, misrepresentation or forging these documents can result in one or more of the following: student and his/her 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.
26. Videotaping is not allowed unless permitted/authorized by administration.
27. Attendees will not be allowed to leave the event early without parental consent. Parents/guardians will be contacted for authorization.
28. All attendees must disclose items that may be deemed contraband. Refusal will result in parent notification, ejection from the event/activity without a refund. Upon ejection, parent or guardian or designated adult will be required to pick up the student and date. Continued violations may result in these types of events being held on campus.
29. To insure the safety and security for all participants, any participant who is insubordinate and non-compliant and choose not to follow or adhere to the rules and regulations and/or chaperone instructions will be removed from the event and his/her parent/guardian will be called to pick he/she up.
30. *If a student/attendee or guest violates any school rule, is insubordinate, non-compliant and/or choose not to follow or adhere to the rules and regulations and/or chaperone instructions will be prohibited from attending future events.
31. Students bringing outside guest must present a copy of their I.D. at time of bid purchase for verification of age.

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 collar 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

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

Options include the following:

- The Classic Tuxedo
- The Formal Business Suit or Collar dress shirts with either long or short sleeves. Sweaters may be worn with a collar dress shirt underneath.
 - Must have a long-sleeved collar button up dress shirt to complete tuxedo or suit.
 - Collar dress shirts must be tucked in.
 - Ties are required to be worn.

Classic gowns and formal attire

- Shorter Semi Formal Dresses: No shorter than 4 inches above your knee.
- A solid 1-piece dress. Example of a short option would be a cocktail-length dress, which generally is knee length.
- Two piece outfits or pant suits:
 - Skirts should not be shorter than 1- 2 inches above your knee and slits should not be higher than mid-thigh. Blouses should not expose the midriff, cleavage, or be cut out on the sides.
 - Pants outfits must be dress pants and not jeans.
- Aloha attire includes collared aloha shirts, muumuus, aloha print dresses.
- Military Participants: Uniforms equivalent to civilian formal business attire that is consistent with the individual's military organization requirements.

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

- Absolutely no midriff (sheer material covering midriff is not acceptable)
- Slits can be no higher than mid-thigh (any higher may result in pinning or "No entry")
- No Plunging necklines (not passing mid-chest)
- Backs of dresses may not descend below waistline
- No jeans or denim outfits
- No polo shirts
- No baggy jeans/pants
- No athletic outfits (sweat suit outfits)
- No bandanas or sports caps
- No athletic shoes, athletic type shoes, or "flip flops", attendee must wear dress shoes.
 - *Trendy dress shoes may be worn with the approval of administration and/or advisors in charge.
- No Converse and Vans Shoes (even if it is full black or white)
- Dresses should not be open down the sides to expose hips, upper thighs, etc.
- Items promoting alcohol, drugs, and sex are forbidden
- No bulky jackets allowed
- No sunglasses are to be worn at event
- Shoes must be worn at all times for sanitation and safety reasons.

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

- "No Entry" or adjustment to attire

- Calling of parents to bring appropriate clothing/I.D.
- Be chaperoned while sitting in the lobby of the ballroom for the duration of the event
- Wearing of appropriate clothing provided by school
- Saturday School and/or school service (cafe duty)

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

STUDENT FEES

9 th Grade Dues	\$28.00
10 th Grade Dues	\$28.00
11 th Grade Dues	\$28.00
12 th Grade Dues	\$28.00 + \$27.00 Graduation fee
Back Dues	\$28.00

Breakdown of Fees	
Class Fees	\$8.00
Student Association Fees	\$10.00
Ewa Naupaka (School Newspaper)	\$10.00

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

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

Ewa Naupaka Advisor & Pohakumakamai (Yearbook) Advisor	Ms. Quisano	(808) 687-3060
Student Association/Activities	Mrs. Kimura-Tung	(808) 687-3099

JAMES CAMPBELL HIGH SCHOOL STUDENT ASSOCIATION 2014-2015

President	Mark Miguel	Vice President	TBD
Secretary	Sharlene Insong	Treasurer	Shayna DeGuzman
Hawaii State Student Council Representative	Alvin Soriano	Leeward District Student Council Representative & Student Welfare Director	Brandon Lorezco
Public Relations Director	Justyn Galobic	P.A. Chairperson	Bradley Panoke
Student Activities Director	TBD	Person Power Chairperson	Renz Bradley Feria
School Service Director	Davis Carineo	Publicity Chairperson	TBD
Student Activities Coordinator/Advisor	Mrs. Kimura-Tung	School Colors	Orange and Black
		School Mascot	Sabers

GRADE LEVEL INFORMATION AND OFFICERS

Graduation Committee Consultant	Ms. Tanaka	(808) 687-3181
Graduation Accessories Company	Jostens	(808) 246-6444
Jostens Representatives	Mr. Ron McNichols & Mr. Patrick McNichols	(808) 246-6444
Senior Portraits	Lifetouch Photography	(808) 456-4333

*Note: Last day to take senior portraits is **October 11, 2014**

Class of 2015

President	Tamara Tsuha
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Class of 2016

President	Daylin Kuboyama
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Class of 2017

President	Reina Matsuda
Vice President	Precious Abarquez
Secretary	Janina Gapusan
Treasurer	Nicholas Griffin
Historian	Ashlyn Kanai
Representative	Sydney Maarat
Representative	Joemyl Osorio
Representative	Amanda Guillermo
Representative	Trixie Rosal
Representative	Megan Ramones
Representative	Ansen De Francia
Representative	Brandon Ragasa
Advisors	Mrs. Virtudazo, Mr. Nakama & Mr. Komatsu
Class colors	Purple and White
Class mascot	Polar Bears

Class of 2018

President	TBD
Vice President	TBD
Secretary	TBD
Treasurer	TBD
Representative	Karen Mims
Representative	Sheila Agonoy-Pascua
Representative	Kathyana Cabalar
Representative	Lea Golobic
Representative	Hoku Hutchison
Representative	Aleesha Sabala
Representative	TBD
Representative	TBD
Advisors	Mrs. Valencia, Ms. Koide & Mr. Myers
Class colors	Champagne, Maroon & Charcoal
Class mascot	Dragons

