

Kapolei Middle School

SY 2024-2025 Partnership in Learning

Students Responsibilities:

I will:

- Be responsible for my own learning.
 - Set priorities and goals
 - Manage time
 - Work towards goals
 - Take responsibility for my personal action/inaction

- Work well with others.
 - Respect others
 - Communicate effectively in groups
 - Recognize that each individual is an important part of the community

- Be a good thinker and problem solver.
 - Use learning experiences
 - Develop different ways of looking at a problem to solve it

- Recognize and produce quality work .
 - Know what quality work looks like
 - Recognize when quality work is being produced

- Communicate effectively.

- Use a variety of technologies effectively and ethically.

Parent Responsibilities:

I/We will:

- Attend to my child's physical, emotional, social, and behavioral development.
- Prepare my child to achieve
- Provide home support
- Be a key partner with my child's teachers and school

Parent's Signature

Student's Signature

Kapolei Middle School is committed to the academic and social growth of our students. We value communicating with parents and the community; however we may not always be available to speak with you immediately when you drop in or call. The best way to ensure that we are available for a face to face meeting is to schedule an appointment. If you would like to speak to or schedule an appointment with Mr. Fajardo, please call 808-693-7025 ext. 225.

To speak to or schedule an appointment with any of our key staff below, please call 808-693-7025 and use the designated extension number.

Administrative Team

Principal Mr. Agena x225

Vice Principal - Grade 7- Ms. Duranleau x242

Vice Principal – Grade 6 Mr Sua’ava x279

Vice Principal – Grade 8 Mrs. Ostovich x310

Key Extension Numbers

Front Office Clerical Staff x221 or 241; Registrar Mrs. Pimentel x226; Registration Office Ms. Carlos x227; Counselor – Grade 6 Ms. Lariosa x232; Counselor – Grade 7 Mrs. Cabrerros x239; Counselor – Grade 8 Mr. Markham x272; Health Aide Ms. Kaniho x224; Parent/Community Networking Center Facilitator (PCNC) TBD; School Administrative Services Assistant Mrs. Ernestberg x223; Student Activities Coordinator; (SAC) Ms. Kerr x336; Student Services Coordinator (SSC) Mr. Palacio x231; Technology Coordinator Mr. Kyle Kawasaki x248; Head Custodian Mr. Bucsit X256; School Food Services Manager Mrs. Pacle x255; School Security Manager Mrs. Annette Awai 228.

Overview of Kapolei Middle School

The History of Kapolei Middle School:

Kapolei Middle School serves 6th, 7th and 8th grade students from the communities of Kalaeloa, Honokai Hale, Ko Olina and Kapolei. The design of Kapolei Middle School resulted from the collaborative efforts of students, parents, educators, and community representatives who served on the Kapolei Middle School Task Force. Kapolei Middle School is program-driven, instead of specification-driven, meaning the school is designed to meet the needs of adolescents.

Kapolei Middle School opened its doors on July 30, 1999 and values middle school concepts such as teaming, exploration and advisory. From 2002 to 2021, Kapolei Middle School was on a multi-track school calendar to accommodate the rapid growth in the community. Kapolei Middle School transitioned back to a traditional

school calendar at the beginning of the 2021-22 school year.

The Guiding Principles of Kapolei Middle School:

1. Climate is student-centered, professional, supportive, safe, exciting, and close-knit, where there is shared vision, trust, school pride and high expectations for all.
2. Curriculum is integrated, innovative and includes real-life skills and concepts.
3. Instruction is hands-on, relevant, challenging, interactive, innovative and responsive to student's needs.
4. The administration, faculty, students, parents, and community team together and share in decisions to achieve visions and goals; providing a self-sufficient and safe/secure learning environment for students and community.
5. Designed and built to provide facilities that are aesthetically pleasing, energy efficient, technologically up-to-date, and provides the best climate for learning.
6. Training is dynamic, resulting in enthusiastic and exciting teaching and learning for all team members.
7. Authentic assessment is collaboratively developed between students and teachers.
8. Technology is integrated in all aspects of the school.

The Vision and Mission of Kapolei Middle School:

Our Vision: Kapolei Middle School is an enthusiastic community that promotes life-long learning and success.

Our Mission: The mission of Kapolei Middle School is to assure the social and academic growth of every child so that each has the knowledge and ability to be successful in high school.

The Philosophy of Kapolei Middle School:

Kapolei Middle School believes its role is to ease the transition from elementary school, through middle school, to high school. We believe the middle school philosophy/ concept will achieve this role. Kapolei Middle School:

- A. Features a program that responds to the physical, intellectual, social, emotional, and moral needs of early adolescents.
- B. Possesses a definite curriculum plan that includes organized knowledge, skills and personal development activities.
- C. Has a clearly established program of studies based upon the concept of exploration and provides opportunities for student growth.
- D. Employs teachers who focus on the learning needs of students by using appropriate teaching strategies.
- E. Creates teaching teams using blocks of time to best deliver the instructional program.
- F. Emphasizes the guidance and counseling function of staff members by providing for a home base program, stressing the importance of self-concept and providing a positive climate.
- G. Promotes flexibility in implementing the daily, weekly and monthly schedule to meet the varying needs of the students.
- H. Actively involves parents in various aspects of the school experience.

I. Evaluates the program on a regular basis and makes changes that enhance the learning.

(Elliot Y. Merebloom, *Developing Effective Middle Schools Through Faculty Participation* (Columbus, NMSA, 1910), pp.5-9.)

General Learners Outcomes (GLO's):

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

- Attends class on time and ready to learn
- Makes up work when absent
- Uses time effectively inside and outside of class to meet deadlines
- Is accountable for actions both individually and within a group
- Attempts assignments before asking for assistance
- Makes revisions to improve work

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

- Shares knowledge and information within the group
- Is able to assume a variety of group roles
- Respects different values, opinions and ideas
- Keeps area neat and clean
- Follows schools rules, including dress code, planner, ID, and contraband items

GLO 3 Complex Thinker: The ability to demonstrate critical thinking and problem solving.

- Uses multiple sources to seek out the best solution to a problem
- Applies prior knowledge to new situations
- Makes connections across subjects and/or locations
- Uses rubrics and checklists to self-assess work

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

- Begins work promptly without reminders
- Works entire class period and does not distract others

GLO 5 Effective Communicator: The ability to communicate effectively.

- Listens to others and respect their views
- Asks thoughtful questions of self, peers and teachers
- Uses a variety of information effectively
- Uses multiple forms of communication for a range of audiences and purposes
- Can read, infer and draw conclusions from variations of written material

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

- Use a variety of technologies to produce an idea or product
- Can access, manage information and generate new information from a variety of technologies
- Understands the impact of technologies on individuals, family, society and the environment
- Uses appropriate technologies for communication, collaboration, research, creativity and problem solving
- Understands and respects legal and ethical issues.

Equal Opportunity:

It is the policy at Kapolei Middle School to provide students equal access to course offerings regardless of race, color, religion, sex, sexual orientation, gender identity and expression, ancestry, disability and national origin.

Registration

Admission:

All 6th, 7th and 8th grade students who reside within the Kapolei district either with their parents or legal guardians are eligible to attend Kapolei Middle School. Students who transfer from other schools, private or public, must bring a release form from their previous school.

New Student Enrollment:

New students (**excluding feeder school or current KMS students**) who are planning to enroll at Kapolei Middle School must provide documentation **before** the enrollment process can begin:

1. Release/withdrawal papers from the previous school (Certificate of Release), final report card/withdrawal grade, last date of attendance and copy of current IEP/504 (if applicable).
2. Current Tuberculosis (TB) Certificate of clearance issued should note either:
 - a. Negative TB Risk Assessment and Symptom Screen, or
 - b. Negative TB Test, or
 - c. Negative Chest X-ray (after a positive TB test)
3. A complete physical examination and required immunizations **within the past twelve (12) months.**
4. Student's Health Record (Form 14) or appointment slip (Students who have not completed the above health requirements by the first day of school will **NOT BE ALLOWED to attend school until these requirements are met**).
5. Birth Certificate or current passport
6. Legal Guardianship/Custody Documents *if* parents /guardians are not listed on the birth certificate
7. **Two (2) pieces of documentation** for Proof of Residency in the Kapolei Middle School district
 - a. Current mortgage statement, Property tax statement, or rental agreement **and**
 - b. One (1) utility bill

*During any time of the student's stay at Kapolei Middle School, School personnel may investigate any suspicious addresses to verify residence.

All 7th Grade Students:

Beginning in Fall 2020, Hawai'i law requires students to receive a physical examination and the following immunizations: Tdap, HPV and MCV within the past twelve (12) of 7th grade entry.

Geographic Exceptions (G.E.):

Under Hawaii's State law, students are required to attend school in the district in which their parents reside. Geographic exceptions will be considered in accordance with the State School Code. G.E. forms may be obtained from any DOE School and must be completed and submitted by the March 1st deadline (for the

upcoming school year) to the school in which your child **should be** attending in the school district in which you currently reside.

Program Course Changes:

Student's registration requests determine which courses will be offered during the following school year. Give careful consideration in selecting your courses. Students are expected to remain with their choices. Please note that schedule changes will be made for the following reasons only:

1. A clerical or computer error on the student's program makes it necessary for change.
2. A student needs to be placed in a particular program; for example, Special Education.

Photocopying School Records:

There will be a 25¢ charge per page for the reproduction of any official school document and a \$1.00 replacement charge for a lost report card envelope.

Student Withdrawal from School:

If your child and/or family move out of our school district (to the mainland, foreign country, another island within the state) or if your child will **NOT** be returning to Kapolei Middle School for the upcoming school year, please inform the Registration Office at 808-693-7025 ext. 227 **IMMEDIATELY, preferably at least one (1) week prior to your child's last day of school.**

At that time, the legal parent/guardian of the child will be required to come in with photo ID and sign an official Request for Release in order to start the withdrawal process. We will not start the withdrawal process without a parent/guardian signature. Forms will not be emailed, mailed, or faxed.

You will be asked to provide us with your forwarding home address, phone numbers, and the name of the school your child will be transferring to.

Every effort is made to ensure that a completed Release Packet (official release and copy of school records) will be available for pick-up after school on your child's last day. In the meantime, you and your child are responsible for taking care of all outstanding student obligations **before** leaving Kapolei Middle (returning computers, textbooks, returning all library books to the library, paying outstanding balance on school lunch account).

Upon picking up your child's official, sealed Release Packet from KMS, hand-deliver said unopened packet as soon as possible to his/her new school in order to enroll your child. Opened Released Packets may not be accepted and could delay the registration process. Upon receipt of an Official Notice of Enrollment from the new school, we will forward the rest of your child's school records.

Academic Programs

Curriculum:

The Kapolei Complex is a learning community whose mission is to prepare students for a productive life in the 21st century by promoting academic excellence and personal growth in a safe, nurturing environment.

To lead full and productive lives, students need to master the following skills:

1. Self-directed learner
2. Community contributor
3. Complex thinker
4. Quality producer
5. Effective communicator
6. Effective and ethical user of technology

These 6 General Learner Outcomes (GLO's) are the goals of standards-based learning which comprise the Hawaii Content and Performance Standards III.

Core Teaming:

Students attending Kapolei Middle School are grouped into teams. A Core Team consists of English Language Arts, Math, Science, Social Studies and Exploratory Wheel teachers. The teachers in the Core Team meet three times a week to discuss their curriculum, team activities, and the concerns and needs of students in their group. Core Teams are heterogeneously grouped with a wide range of abilities to reflect real life communities. Advisory plays a key role to assure the social and emotional learning needs for our students. Each student has an Advisory teacher who serves as the advisor for all students in that Advisory period. All teachers are available to meet with you to discuss any concerns you may have regarding your child.

Electives:

Our Elective curriculum enables our students the opportunity to select courses that meet a personal interest or need. Elective courses offered at Kapolei Middle School are: Agriculture, Art, Band, Chorus, College and Career Explorations, Computer Science, Crafts, Food Service, Japanese, Leadership, Physical Education, Sign Language, Team Sports, Woodshop/ Science Technology, Engineering and Mathematics (STEM), Ukulele, and Yearbook.

Supplemental Support Program

Kapolei Middle School also provides programs to support the needs of identified students:

1. Special Education (SPED)/Section (504) Program:

Students will receive special education related services in keeping with their Individualized Education Plan (IEP) or Modification Plan (504).

2. English Language Learner (ELL):

Students who speak English as a second language will be assisted by an ELL teacher. Qualified students are screened using testing, teacher recommendation and class performance.

3. Comprehensive School Alienation Program (CSAP):

This program is designed for students who find it difficult to be successful in the regular education classes. Adolescents with adjustment problems are helped to cope and be successful in school.

4. Response To Intervention (RTI):

This program focuses on remediating or extending skills and concepts that are taught during

instructional time. RTI (Pd. 8) is offered 30 minutes a day, 5 times a week.

Report Cards

The academic progress of each student is reported four times a year through a report card. These report cards are distributed to the students to be taken home in their personalized Report Card Envelope. A parent/guardian is required to sign the Report Card Envelope upon receipt of the enclosed report card. The student is then responsible for returning it to their Advisory teacher.

Only the final report card will be mailed home after the end of the school year (in June).

Grades indicate each teacher's evaluation of a student's overall performance and achievement in the following areas: classroom participation, classroom assignments, homework assignments, tests and quizzes. Attendance, behavior and attitude ratings are also noted on the report card.

Progress Reports are an evaluation of the first four weeks after the start of each quarter. Teachers inform parents of their child's progress, allowing time for extra help and improvement.

All students will receive a **Mid-Quarter Progress Report** by the fifth week of each quarter, also sent home to their parent/guardian via the Report Card Envelope (see above).

Honor Roll and Principal's List:

The Kapolei Middle School Honor Roll and Principal's List is reserved for students who have achieved academic excellence during each quarter. Students who earn a grade point average of 3.600 – 4.000 will be placed on the Principal's List. Students who earn a grade point average of 3.000 – 3.590 will be placed on the Honor Roll. **Students who receive a D, F or U grade are not eligible for the Principal's List or Honor Roll.**

Promotion Policy:

Students are **required** to receive a passing grade in Math, Language Arts, Science and Social Studies in order to be promoted to the next grade (BOE Middle Level Education Promotion Policy #4502). Upon completion of the student's 8th grade year, the student must earn 15 credits to be promoted to the 9th grade (12 of the 15 credits must be earned through core classes). Please contact your child's teacher and/or counselor regarding grades.

Credit Make-up:

Students will have the opportunity to earn make up credit at an HIDOE summer school site.

Multi-Tiered Systems of Support (MTSS)

The purpose of our Academic and Behavior MTSS program is to respond to the broad range of student needs by providing students with a comprehensive, coordinated and integrated tiered support system that is accessible, timely, and strength-based so that all students can achieve in school. The focus of MTSS is to provide appropriate support and services to promote student success.

For additional information, please refer to our Kapolei Middle School MTSS brochure. If you feel your child needs additional support services, you may call our Student Services Coordinator, Mr. Palacio at 693-7025 ext. 231.

Counseling

The Kapolei Middle School Counseling Department is committed to help all students navigate the unique, personal and developmental challenges experienced during this vital time of growth and development. Our comprehensive school counseling program offers a variety of services, which include collaborative work with different support personnel for the purpose of providing referral assistance; parent and teacher consultation; and individual as well as group counseling services. Counselors also help facilitate the student support process that addresses student needs with coordinated and integrated supports at different levels.

Counselors work closely with their teaching teams to monitor and contribute to students' positive development. Counselors are assigned to a specific grade level. Each counselor is responsible for approximately 250 students, working with their teams on addressing academic, social, and emotional concerns that arise. One of the main goals of the counseling department is to help students develop a stronger sense of self-responsibility for their own learning as well as a healthy perspective on empathy and treating others with respect. Additionally, they assist students with acquiring the attitudes, skills, and knowledge that contribute to effective learning and life-long personal success.

Child Abuse Reporting Law

Protection and safety of children require the involvement of all community members. Reporting of suspected child abuse and neglect is a primary intervention that identifies harm or threat to children. Child Welfare Services is a social service provided to children and their families when children are reported to have been harmed, or are at risk of being harmed. **Under Chapter 350, Hawaii Revised Statutes, employees or officers of any public or private school are mandated to report child abuse or neglect.**

Student Identification Cards and Grade Level Lanyards

A Student ID and grade level lanyard must be worn at all times on campus. Students without a Student ID and/or lanyard will be subjected to disciplinary action under the Guidelines for Progressive Discipline. At the beginning of each school year, KMS students are issued an ID and a lanyard with a plastic pocket holder. If any of the above is lost, stolen or damaged; students **MUST** purchase a replacement immediately.

- New ID (with plastic pocket and lanyard) \$3.00
- Replacement ID (with plastic ID pocket) \$1.50

- Lanyard \$1.50
- Plastic ID pocket 50¢

ID's are used to verify the identity of all school personnel, purchase meals, utilize library privileges (borrowing books, using library computers) and participate in student government activities. IDs must be kept free of stickers, markings or damage. Should the ID become faded, defaced or otherwise unreadable, it will no longer be valid and the student will be responsible to purchase a replacement ID.

Temporary ID:

ID checks will be done daily during Homeroom. If the card is lost or forgotten at home, students may request a temporary ID from their Homeroom teacher. Students who are tardy (after Homeroom) are issued a temporary ID from the attendance office.

ID infractions are noted by teachers and discipline will be administered according to the Guidelines for Progressive Discipline.

Temporary Meal Card:

A Temporary Meal Card allows your child to purchase meals if he/she does not have a school ID. The Temporary Meal Card is valid for one day only.

Temporary Meal Cards will be issued before the start of school and during morning recess only. In order to obtain a Temporary Meal Card, your child must:

- Have sufficient funds in his/her meal account
- Present the temporary ID issued by the Advisory teacher

Students may obtain five (5) Temporary Meal Cards for the school year. After the 5th issuance, a letter will be sent home and the student will not be allowed to purchase meals if he/she does not have their official school ID.

Student Planner

The planner is to be brought to school every day for use in all classes. A student planner is provided for every child entering Kapolei Middle School. The planner teaches student organizational skills and responsibility; and the planner is a means of communication between the student, teacher and parents. **It is the student's responsibility to replace the planner if it is lost, stolen or damaged (i.e. pages torn out, defaced or purposefully modified in any way).** Additional Student Planners may be purchased for \$6.00 from the Front Office.

Students are required to:

- Bring the planner to school every day from the first day of school until the last day of school
- Note any classwork, homework, deadlines, and reminders for each class daily

- Show the planner to their parents every day and request a signature
- Show the planner to the teacher if their parents have written a note to the teacher

Parents are asked to:

- Check the planner each day to see if their child is completing their work and see if there are any messages from the school
- Sign the planner daily to verify that you have seen the assignments listed in the planner and/or any messages sent home
- Write a note to the teachers if you need to know anything about a given assignment or concern

Uniform and Dress Code Policy

Purpose: This policy will support students, teachers and families in the following ways.

- Support our schools mission to assure the social and academic growth of every child so that each has the knowledge and ability to be successful in high school
- Promote community, school pride and unity
- Improve student behavior and safety
- Helps students focus on work and increase their academic achievement
- Identify non-Kapolei Middle student visitors on campus
- Identify Kapolei Middle students on field trips and off-campus activities
- Reduce dress competitiveness and gang affiliation

Kapolei Middle School adopted a uniform policy and began implementation in the 2008-2009 school year. All students attending Kapolei Middle School are required to wear a school uniform consisting of a uniform T-shirt, long-sleeved shirt or KMS hoodie. Students may select shorts, pants or skirts based on the dress code policy listed below. Students are required to wear a clean school uniform daily. The school community believes that uniforms have a positive effect on the atmosphere for learning. School uniforms will also help address aspects of our students' appearance, appropriateness, safety and identity.

Dress Code:

- All students must be in uniform.
- All clothing and accessories must be free of messages relating to drugs, gangs, sex or profanity.
- All gang related fashion is prohibited.
- Only jackets and sweaters with front, top-to-bottom zippers, buttons, clasps, snaps or velcro are

allowed. These items are considered outer garments only and are not to be worn in place of, but may be worn with, a KMS uniform shirt which must be visible. Hoods must not be worn during school. Only KMS pullover sweaters/hoodies are allowed.

- Hems of shorts and skirts must not be shorter than the tip of the middle finger when the student is standing with arms down.
- Appropriately sized pants must be secure at the waist with no undergarments showing. **Pants with rips and tears are not allowed, even if skin is not visible.**
- On days when alternate attire is allowed, sleeveless tops, clothing that reveals cleavage, midriff and/or stomach are not allowed.
- Alternate uniforms for PE/Intramural sports should be worn only in their respective activity. Students should be in KMS uniforms when attending classes and while on campus (before, during and after school).
- Baseball caps/ hats may be worn outdoors (Custodians and/or physical education teachers may wear headgear and dark sunglasses in the course of their outdoor duties and responsibilities).

Exceptions:

In the event that a student needs to attend a school/class function (i.e. Middle school athletic events, team field trips, dance class practicum, etc.) that requires alternate attire, the student will be allowed to wear the alternate attire while at school. Should a student want to change out of the alternate attire, the student shall change into the school uniform.

School Uniform Waiver

Parents/guardians wishing to exempt their child from the school uniform policy because of medical, religious, financial, or other serious concerns must submit a Uniform Waiver form. The form is available in the office within five (5) school days of your child's start date. Approval by the Administration will be done on a case-by-case basis, is valid for the current school year, and must be renewed at the beginning of each school year.

Loaner Uniform Shirt

Any student not wearing a school uniform will be sent to the Vice Principal's office. A phone call to parents/guardians will be made to inform them that their child is not in uniform. Parents/ Guardians will be asked if a uniform can be brought to school. In the event that a loaner uniform shirt is issued to a student to wear, the student shall return the loaner at the end of the day. Students will be charged the cost of a uniform shirt (\$8.00) if the loaner is not returned or is returned in an unusable condition (intentionally torn, cut, or marked). See Guidelines for Progressive Discipline for possible consequences.

Guidelines for School Readiness Progressive Discipline

Below are the progressive discipline steps for our School Readiness Policy (ID/Planner Policy, Dress Code Policy, and tardies to class). Recurring student infractions will be handled as follows:

First Infraction: The Advisory teacher gives a warning and the infraction is recorded by both teacher and SSO. Temporary ID and/or Planner provided by teacher. Students will be sent to their building administrator to borrow a uniform to be returned by the end of the school day.

Second Infraction: The Advisory teacher gives a second warning and the infraction is recorded by both teacher and SSO. Temporary ID and/or Planner provided by teacher. Students will be sent to their building administrator to borrow a uniform to be returned by the end of the school day.

Third Infraction: The Advisory teacher **will make direct contact** with the parents/guardians to discuss specific problems and record details of the intervention. Temporary ID and/or Planner provided by teacher. Students will be sent to their building administrator to borrow a uniform to be returned by the end of the school day. *Detention will be assigned if it has happened for **3 consecutive days for ID & uniforms; 5 cumulative days for tardies.**

Fourth Infraction: Infraction is recorded by both the advisory teacher and SSO. Advisory teacher makes a referral to the **grade level counselor for appropriate follow up.** Temporary ID and/or Planner provided by teacher. Students will be sent to their building administrator to borrow a uniform to be returned by the end of the school day.

Fifth Infraction: Infraction is recorded by both the advisory teacher and SSO. Referral to the **Vice Principal for appropriate follow up.** A parent/ guardian conference will be scheduled. Temporary ID and/or Planner provided by teacher. Students will be sent to their building administrator to borrow a uniform to be returned by the end of the school day.

If you have any questions or concerns, please contact your child's counselor at:

- Grade 6 Ms. Vanessa Lariosa x 232
- Grade 7 Mrs. Melody Cabrerros x 239
- Grade 8 Mr. Steve Markham x 269

Cell Phones

Upon arrival to campus until the end of the school day, the use of a cell phone is not allowed. Cell phones must be put away and not visible. If a student needs to call their parent/ guardian, the student may use the phone in the front office to make the phone call.

If a student uses a cell phone and/or the cell phone is visible during the school day, the following steps will be taken:

First Infraction: Warning given by staff member

Second Infraction: The cell phone will be confiscated. The student may pick up the cell phone at the end of the school day.

Third Infraction: The cell phone will be confiscated. the parent or guardian must pick up the cell phone.

If a student chronically violates the cell phone policy (incidents after the fourth infraction), a parent conference will be scheduled.

School Cafeteria Meal Program

The State of Hawaii, Department of Education School Food Services Branch participates in the USDA National School Lunch and Breakfast Program. This means that:

1. Schools are able to offer a \$2.50 student lunch because of a USDA subsidy (the price of an unsubsidized lunch is \$5.50).
2. Based on household income, students may be able to purchase meals at a reduced price or receive free meals.
3. Households **MUST apply every school year** and qualify to receive this benefit.
4. The State of Hawaii and Kapolei Middle School **MUST** follow the established regulations of the U.S. Department of Agriculture.

Free/Reduced Lunch Applications:

Applications for free/reduced price meals must be filled out by households every school year. As the USDA publishes qualifying income guidelines annually, households must apply each year and a determination will be made. We encourage all households to apply for free/reduced price meals.

Applications for free/reduced price meals will be distributed in August. You may apply online at **ezmealapp.com** throughout the school year.

When completing an application, please follow the instructions printed on the application and accompanying memo. Kapolei Middle School verifies all income.

Missing/unacceptable documents will delay the determination process. Turn applications into the Kapolei Middle School Office.

After your completed application has been accepted, the School Food Services Department has ten (10) working days, in accordance with the USDA guidelines, to make a determination whether your household qualifies for reduced price meals, free meals, or is denied the benefit. The determination is based on the published USDA income guidelines. A Notice of Determination will be sent home with your child notifying you of your child's status and the effective date.

If your income has changed and you would like to resubmit an application, please attach your Leave and

Earning Statement of pay from the previous month for all household members.

- Your child's status from the previous school year will expire on September 13 of the current school year. .
- You MUST reapply to qualify for reduced price/free meals. If your household does not turn in an application after the first 30 days, your child will pay the full price for meals beginning the day after the expiration date and will do so until your household qualifies for reduced price/free meals.
- Applications for reduced price/free meals will be distributed in August. You may also apply online ezmealapp.com

Meal Prices for the 2024-2025 School Year:

Full Price Reduced Price

Student Breakfast \$1.10 30¢

Student Breakfast (2nd & subsequent) \$2.40 \$2.40

Adult Breakfast \$2.40 -----

Student Lunch \$2.50 40¢

Student Lunch (2nd & subsequent) \$5.50 \$5.50

Milk Only/Additional Milk 90¢ 90¢

A child under free/reduced status is entitled to one (1) breakfast and one (1) lunch at the free/reduced price per day. If a second breakfast is purchased, the student will be charged \$2.40 for the second breakfast and any breakfasts purchased thereafter. If a second lunch is purchased, the student will be charged \$5.50 for the second lunch and any lunches purchased thereafter. If extra milk or a la carte snacks are purchased, the student will be charged 50¢ - \$1.00. **All students must have funds in their account in order to purchase additional/a la carte items.** Lunch loans will not be provided for purchase of additional/a la carte items.

Lunch Loans:

Students who do not have sufficient funds may receive a lunch loan from the cashier providing that the account has not reached the negative limit of -\$25.20 (Full paid student) or -\$4.90 (Reduced paid student) (Periodically cashiers may call home with reminders) Once limit is reached student *must* clear negative account in order to make further meal purchases.

* Lunch loans and the lunch loan cap does not apply to students on the free meal program. If you have questions regarding this, contact the school meal account clerk at 693-7025 ext. 296.

Nondiscrimination Statement:

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability."

To file a complaint of discrimination, write to:

USDA Director

Office of Adjudication

1400 Independence Avenue, SW

Washington, D.C. 20250-9410

Or call toll free (866) 632-9992 . Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

This Institution is an Equal Opportunity Program.

Breakfast Program:

Our breakfast program as well as adult supervision is offered every morning from 7:15 a.m. to 8:00 a.m. in the cafeteria. Students need not enroll for this program. You may choose the days by the menu or at your convenience.

Lunch Program:

Lunch is served in three shifts, Group A (11:30 am-12:00 pm), Group B (12:05-12:35 pm) and Group C (12:40-1:10). At mid-year students in group B and C will swap lunch schedules. (See Bell Schedule for lunch times)

BOE Competitive Food Sales Policy #6810 (Outside Food):

In accordance with the Board of Education Competitive Food Sales Policy #6810, "The sale of food to students in all elementary and secondary schools shall be limited to the School Breakfast Program, School Lunch Program, approved cafeteria supplementary food items, and food prepared by the culinary arts classes as part of their educational program. Schools shall not permit the sale of other foods to students from the beginning of the school day to the end of the school day, except certain beverages through vending machines and all-school events approved by the principal. Beverage selections from school vending machines that are available to students shall contain only healthy beverages as deemed appropriate by the Department of Education. Beverages, other than water, shall not be sold during meal serving periods."

There can be no competitive food sales from the time our cafeteria starts to serve breakfast (7:15 a.m.) until the end of the school day. A competitive food sale item on campus is any food item not purchased from the

cafeteria. Rewards such as pizza parties, sodas, ethnic food festivals and ice cakes would fall under this category. Additionally, staff members are prohibited from purchasing outside food (fast food, plate lunches, etc.) for students. The delivery of outside food by parents is also strongly discouraged.

Computerized Meal Card System:

Kapolei Middle School utilizes a computerized meal card system.

- An individual meal account is opened for every child enrolled at KMS. The account is identified with a number and barcode.
- This account is like a debit account. You or your child will make deposits to the account. Deposit may be made in cash or by check made payable to "Kapolei Middle School". **The minimum suggested deposit is \$12.50 (a week's worth of lunch) or the total with breakfast \$18.00 (a week's worth of breakfast and lunch).**
- Meal/milk/snack purchases will be debited from these funds.
- Your child will be issued a plastic, barcoded picture ID. This card will be used to purchase meals, as a library card, access to student government activities, and as a school ID card. This card cannot be used by another student.
- Lost, stolen or damaged cards must be replaced. Should the ID become faded, defaced or otherwise unreadable, it will no longer be valid and a replacement card must be purchased.
- Replacement ID cards may be purchased at the school office for \$5.00.

The individual accounts are numbered and barcoded on the ID cards to keep your child's meal status confidential. No one is able to tell whether a child is paying full price, reduced price or having a free meal.

- At the point of purchase, your child's card will be scanned. The terminal will indicate if your child has funds to purchase meals or has a deficit and owes. Your child may ask for his/her balance at any time during the transaction.
- When your child's account has a balance of \$5.00 or less, the cashier will verbally remind him/her to deposit money.
- When a student has a negative balance, the cashier will inform the child of the deficit and remind him/her to clear the deficit and deposit additional meal funds.

Students **MUST** have their ID card and money in their account to purchase a meal/snack/milk. Students will **NOT** be able to purchase food items without funds or without their ID. Temporary ID cards may be used for meal purchases.

Students may make deposits to their meal account in the morning before the start of school and during first recess. Parents/Guardians may make payments at any time during business hours. You will be issued a receipt to verify the amount deposited. Any deposits made after 1:00 p.m. will be posted the following school day.

Checks are to be made payable to "Kapolei Middle School". Note your child's name on the memo line to ensure proper credit. Dishonored checks will incur a \$25.00 returned check fee.

Any remaining funds from a HIDOE school (previous school year) will be forwarded to the next HIDOE school. i.e graduating 8th graders will be forwarded to Kapolei High School.

If your child is transferring to a private or mainland school, you will have the option at the time of release to have all excess funds refunded, donated or transferred to another student. There will be no other provisions for refunds.

Meal Purchase Reminders:

- Your child is responsible for his/her meal card and must have it with him/her at the time of purchase. No student ID, No lunch purchases.
- If the card is lost or forgotten at home, he/she will be allowed to use a temporary meal card (received from the Front Office) to purchase lunch for that day, providing that there is money in his/her account. A total of five (5) temporary meal cards will be issued per student, per school year. If after the fifth issuance your child does not have an ID card, he/she will be referred to school administration. Meals for field trips will NOT be provided by the cafeteria. Free/reduced meals apply to meals eaten in school only.
- Lunch funds cannot be withdrawn or transferred to cover other expenses.
- **Negative balances must be cleared before the start of the new school year.**

Health Services

The function of the Health Room at Kapolei Middle School is to provide immediate first aid to students who are sick or injured during school hours. In cases of illness or serious injury, parents are notified and are asked to pick up their child from school. In an emergency, 911 dispatch may be called if emergency medical services are needed.

The Health Room is managed by the School Health Assistant. In the event that the Health Assistant is unavailable or the room is closed, students are to report to the Front Office for assistance. The Health Room is located in the Administration Building.

Emergency Card:

An Emergency Card will be given to your child on the first day of school. The card must be completed yearly and returned to the Health Room as soon as possible.

Only adults listed on the Emergency Card will be allowed to pick up your child during the school day. All adults must present a valid picture ID when signing students out at the Health Room. Any changes (phone number, emergency contact) should be reported immediately by completing a Kapolei Middle School Demographic Change Form.

Student Medication:

NO medication, including over-the-counter (OTC) medication, will be stored in the Health Room or administered by the Health Assistant or the Health Designee without first completing FORM DOE/SH 36 or PHN/SH 36 and any other required forms. It is imperative that parents read the directives on the back and follow all instructions to ensure that it is recommended by the Public Health Nursing Branch (PHNB). Failure to do so will result in the Health Assistant summoning the parent/guardian to the Health Room to administer the medication to their child.

Additional Health Requirements:

A yearly doctor's note (on doctor's letterhead) is required for Physical Education exception due to illness or injury. The doctor's note will be placed on file in the Health Room and a copy will be forwarded to the child's counselor.

A physician's note dating when your child may return to school is required after contracting a communicable disease listed below:

Measles Mumps Strep Throat

Scarlet Fever MRSA Rubella (German Measles) Scabies Conjunctivitis Active TB

Covid-19 (case by case)

Library

All students must have their student ID card visibly hanging from a lanyard in order to enter the library. Wearing the student ID is a mandatory school-wide rule. Students with temporary ID stickers (indicating a status of forgotten or lost ID) will not be allowed to borrow a book.

Students must complete the library orientation. Two (2) books may be borrowed for two weeks. Books should be returned or renewed by the due date. Students will be restricted from further borrowing until obligations are cleared and/or all books are returned.

Lost or damaged library/school books are the responsibility of the borrower and must be paid for before the student is released from Kapolei Middle School. (See Chapter 8-57 Resolution for Damages and Lost Books)

Outstanding Financial Obligations

Chapter 8-57 – Resolution for Damages and Lost Books, Equipment, Supplies, and Outstanding

Financial Obligations:

In accordance with Chapter 8-57, approved by the Governor in October 2000, a student who negligently breaks, damages, loses or destroys school books, equipment or supplies will be required to make restitution to the school, including the payment of its full replacement cost. School laptops are considered equipment.

Chapter 57 further allows consequences for students who do not make restitution or pay required fees.

Students at Kapolei Middle School with outstanding financial obligations may be restricted from participating in extracurricular grade level activities.

Students are responsible for the loss, destruction, breakage or damage of school books, equipment and supplies, including library and assigned textbooks, and non-payment of fees including deficits from meals and returned checks fees, etc. A student who vandalizes or damages a book will be responsible for the replacement costs. Damages (profanity, missing pages, graffiti, etc.) will be evaluated by administration and assessed accordingly.

Should a Kapolei Middle School student transfer to another public school within the state, the financial obligation **still remains** and will transfer with the student. Monies from the students meal account will be applied to any outstanding obligations. KMS shall forward a copy of the bill along with the student's records. The student is responsible for clearing the financial obligation with the receiving school.

At the end of their 8th grade year, a list of obligations will be sent to the receiving high schools and the student will have to fulfill all past obligations before graduating from high school.

Other Information:

Computers in the library are to be used for schoolwork only. Students may use the computers before school, after school and with scheduled classes. Students wanting to use the computers must show their ID cards and must inform library staff what program they will use and the class the work is being done for. Students will then be assigned a computer.

Printing from the library computer is free for all classwork, projects, etc. that will be turned in for a grade. All other printing, such as from websites, photos, online databases, etc. that will not be handed in will cost 10¢ per page.

Misuse of computers and printing privileges will result in the disabling of that student's account.

Use of Technology Equipment

Computers and Internet:

Using school issued computers and Kapolei Middle School's network is a privilege and students may use them

for school purposes only. Kapolei Middle School uses Go Guardian to monitor student network use and misuse. Computer and/or network privileges shall be denied if the student does not use the equipment appropriately.

Other Equipment:

All students have access to the technology equipment at Kapolei Middle School. We hope the students will respect the equipment and honor the privilege of using such equipment. Students are expected to treat their classroom equipment with respect. The following is a limited list of items that can cause damage to the computers and audio/visual equipment:

- Food/drinks/candy
- Rough handling
- Magnets
- Tampering of equipment
- Balls/toys/horseplay

Students are expected to inform their teachers of problems with the computer/equipment and misuse of equipment.

Restitution:

In the event that a student damages equipment, Kapolei Middle School will follow the guidelines of Chapter 8-57 found in this parents handbook (see page 24 Chapter 8-57 Resolution for Damages and Lost Books, Equipment, Supplies, and Outstanding Financial Obligations).

Student Government

Dues:

Student Activities Fees (mandatory dues) are \$15.00 per student. These fees help cover the cost of your child's 1st school ID with lanyard, 1st planner and student activities such as assemblies, school wide competitions, events and rewards. This fee can be paid by e-check on-line. Go to school cash online to register and pay at: <https://hawaii.schoolcashionline.com> or <https://www.kapoleimid.k12.hi.us>. Payment of this fee can also be made at the front office throughout the school year.

Yearbook

Kapolei Middle School yearbooks can be pre-ordered online at:

Online: Yearbookordercenter.com school code: **17537**

Please include your child's name, grade and contact information.

Students may order yearbooks in person through Mrs. Kerr at C-Stage or ext. 336

Yearbooks will be \$25.

P.E. Uniforms and Information

P.E. uniforms are required. Uniforms may be purchased at the Kapolei Middle School Office. The T-shirts cost \$8.00 each and shorts are \$8.00 each. Both are available in sizes XS, S, M, L, XL, XXL and XXXL. Covered shoes are required.

Each student must provide their own combination lock for their P.E. locker. Only combination locks may be used.

Front Office Information

The school office hours are 7:30 a.m. to 4:00 p.m. daily (3:00 p.m. daily for Registration Office), excluding state holidays. If you have concerns or need information, please call us during business hours at 693-7025.

Early Release:

If you are requesting to have your child leave campus early, send a note to the Front Office on the morning of the early release. Include the following information:

- The students legal first and last name
- The date and time the child will be leaving
- Name and relationship of person child will be leaving with
- Name and phone number for verification
- Reason for early release (i.e. personal, doctor's appointment, etc.)

Have your child bring the note to the office before school starts. Your child will be given a Call Slip stating the time he/she should report to the office. In cases of emergency, please be aware that delays may occur in picking up your child early due to verification of guardianship and/or locating the child. When picking up your child, you must come into the office and sign your child out. You are required to show a picture ID.

The person picking up the student must be on the child's contact list. If they are not, verification will be made before the child is released.

Payments:

Payments for Student Government Dues, School Lunch Account and other obligations can be made at the Front Office. Separate checks (dues, meal pre-payment and others) are to be made out to “Kapolei Middle School” for the exact amount.

There will be a \$25.00 fee for returned checks. You must pay the amount of the check and the \$25.00 fee in cash, a cashier’s check or a money order. Checks will not be accepted until all outstanding financial obligations have been cleared.

Obligations:

Outstanding financial obligations will result in your child’s non-participation in school activities. Outstanding obligations:

1. must be cleared before your child is withdrawn/released from Kapolei Middle School.
2. will be forwarded to the school your child is transferring to, which may affect participation in school activities and graduation.

Office Telephone:

The courtesy telephone in the Front Office is for **emergency use only**. Students may use the classroom phone to call home.

Visitor’s on Campus:

All visitors must sign in at the Front Office and obtain a visitor’s pass.

Procedure for Messages or Personal Items Dropped Off for Students:

1. Students will be allowed to use the phone in the office to contact their parents.
2. In the event that a parent/ guardian needs to send a message to their child, please call the front office @ 693-7025, ext 221.
3. Students will be contacted through the public address (PA) system during non-instructional periods of the day (recess, lunch break, passing between periods) to pick up their message or items at the Front Office.
4. Classrooms will not be disrupted for students to pick up their messages/items from the office. However, based on the urgency of the message or item, the student may be contacted during class time.
5. Please refrain from calling the office for appointment pick up. It is highly recommended that the procedure for Early Release (Page 27) be followed.

Balloons are contraband items. If we should receive balloons for a student, they will be held in the office until

the end of the school day.

Food deliveries are not allowed and we strongly discourage families from dropping off outside food during school hours (see pages 19 & 20 – BOE Competitive Food Sales Policy 6810).

Verification Forms:

Submit Department of Human Services (DHS) or other forms for verification to the Registration Office. The staff will work on completing the form at their earliest convenience. All DHS forms will be mailed to the DHS office. No hand delivery allowed.

School Bus Information

Students will not be allowed to ride school buses if they do not have the required pre-paid pass. School bus application booklets were distributed to current riders and are available in the school office after July.

A school bus pass is required of all students riding on a state contracted school bus to insure student safety. The bus pass will insure that all students have seats, will make students identifiable to bus drivers in the event of misconduct, and will help prevent unauthorized ridership. Students who do not apply for school bus transportation using the appropriate forms will not be allowed to ride school buses. **If your child refuses or fails to display a valid bus pass upon demand, he/she will be reported to school administration.**

A student who has lost his/her bus pass must obtain a discretionary pass from the school office before the end of the school day (see Temporary Bus Passes, page 31).

Bus Fees and Information:

School bus payment plans, application and information regarding the school bus program may be found in the 2022-2023 School Bus Handbook. You may obtain a handbook from the Kapolei Middle School Office or you may download it from the KMS website.

Refund Policy:

The Department of Education has a strict **“NO REFUND”** policy on all school bus pass purchases. If your child transfers to another DOE school during the school year, the bus pass account will be transferred to the new school.

One-Way Bus Coupons are also not refundable, & can be purchased via **cash only**.

Non-Payment:

Student Transportation Services shall assume that when payment is not made within 15 working days as agreed by the payment plan, the child/children no longer need transportation services. Student applications are good for the school year. If payment is resumed, KMS will issue the current quarter bus pass.

Returned Check:

Should you receive notification of a returned check, you must remit the returned check fee of \$25 plus the amount of the returned check in cash to the Kapolei Middle School office within 7 school days. **Thereafter, all payments to your child’s school bus account must be made in cash only. Failure to remit the returned check amount and returned check fee will result in the immediate suspension of bus riding privileges.**

Issuance of Bus Pass:

Your child’s first bus pass of the school year will be distributed through their homeroom. Thereafter, bus passes will be distributed through the Front Office.

Replacement Bus Pass:

Replacement bus passes may be purchased during non-instructional times at the Front Office for \$5.00.

Additional Bus Transportation Information:

Questions regarding routes should be directed to the contractor. School bus services are provided by Ground Transport, Inc. 833-4222.

All other concerns regarding school bus transportation service should be directed to the Leeward District Transportation Officer Stafanie Naone, at 808-687-9518.

The “Get on Board” initiative was designed to stabilize the rising cost of public school bus service, restore bussing services that were previously terminated, and improve the overall quality of pupil transportation services in Hawaii. Should you have questions regarding this initiative, or if you wish to make a recommendation for improvement, email getonboard@hawaiidoe.org.

Safety, Security and School Emergencies

For the safety and security of all students, we ask that parents/guardians keep a vigilant eye on the behaviors of your child and let us know when you suspect behaviors that are not the norm. You may assist the school by:

- Monitoring social media accounts (Twitter, Instagram, SnapChat, Tumblr, Kik, etc.) to be aware of your

child's thoughts, behaviors and attitude.

- Become familiar with the Kapolei Middle School Parent Handbook so you are informed of our policies and procedures.

If you have any questions, please feel free to call or email us. We are always open to communicate with you and to accept suggestions on ways to improve our school.

Student Pick-Up/ Drop-Off:

Parents and guardians may use the Kama'aha or Kapolei Parkway parking lot for drop-off and pick up. Parking/ waiting in both lots is prohibited.

For the Kama'aha Parking lot, student drop off and pick up is curbside fronting G Building.

For the Kapolei Parkway parking lot, student drop off and pick up is curbside in the area fronting I-Building through the flagpole. Please do not use the through lane to drop off your child(ren). In the event that you need to conduct school business beyond a curbside drop off or pick up, please park in the VISITOR parking stalls located across I-Building.

Campus supervision is available from 7:00 a.m. until 3:00 p.m. **For the safety of your child, we ask that you do not send your child to school before 7:00 a.m. or have your child waiting at the school after 3:00 p.m.**

Video Surveillance:

In an effort to provide a safe and secure learning environment, Kapolei Middle School has installed a video surveillance security system. Campus activities are being monitored and recorded by our surveillance camera while respecting the privacy of individual students and staff.

The following guidelines are being used:

1. All camera locations are authorized by the principal.
2. Cameras are situated only in areas and take images only of areas that are considered public places where there is no expectation of privacy – school entrances, hallways, cafeteria, the exterior of buildings, school parking lots, playing fields, and other open areas on campus.
3. Cameras are not installed in any place, or take images of any place where students, staff, or visitors have a reasonable expectation of privacy, such as classroom offices, teacher workrooms, restrooms, locker rooms, or other designated dressing rooms.
4. Cameras are positioned so that they are recording only campus activity.
5. Non-operating cameras are removed. They are a liability as they may convey a false sense of security or that “help is on the way”.

6. Recordings are erased or written over within ten (10) calendar days of the recording unless an incident is recorded that involves the violation of law or Chapter 8-19, Hawaii Administrative Rules (Student Misconduct, Discipline, School Search and Seizures, Reporting Offenses, Police Interviews and Arrests, and Restitution for Vandalism and Negligence).

Homework Policy

Our philosophy governing homework is:

- Homework is an integral part of a student's education. It is an extension of the formal instruction to strengthen and reinforce classroom learning and promote responsibility.
- The ultimate aim in the accomplishment of homework shall be the student's acceptance of the responsibility for the performance of the independent learning tasks outside the normal classroom setting.
- Homework shall be an extension of the activities being undertaken in the classroom. Homework will be used to continue or extend, clarify or enhance, outline or review lessons initiated in the classroom.
- The teacher shall communicate clear expectations and direction for work to be done outside the classroom. The student will ask questions if directions are not clear.
- The nature, amount and frequency of homework will be determined and assigned by the individual teacher.
- Homework shall be considered within the framework of the needs of the individual student in meeting program or course objectives, and not be used as punishment.
- As with any other assignment, homework will be judged and graded on merit, i.e. complete, incomplete, turned in on time, as part of the teacher's grading policy.
- Daily homework assignments will be written in the student planner by the student. Parents are encouraged to respond to the teacher, using the planner, if there are questions or concerns regarding homework.

Requesting Homework for Absences:

If a child is absent from school for **two (2) or more consecutive days**, the parent/guardian may request for homework by calling the school's attendance line at 693-7025 ext.277. **Homework requests must be made**

before 9:00 a.m. You may pick up the homework at the Front Office after 2:30 p.m. on the day following your request. Please call to confirm there are assignments to be picked up.

The parent/guardian will be required to sign a homework log when picking up assignments. If parents/guardians have questions regarding the homework or would like to request homework after only one (1) day of absence, they must contact their child's teacher directly to make arrangements. Teachers are not required to give make-up work for unexcused absences or class cuts.

Attendance

Hawaii State Compulsory School Attendance Law:

The Hawaii Revised Statutes 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 the care of a child whose attendance at school is obligatory shall send the child to some such school.” Sections 298-13, Enforcement, HRS, places the responsibility for enforcing compulsory attendance with the Department of Education. Students who have chronic absences may be referred to Family Court.

Exemption from the compulsory attendance law is permitted only under specified conditions pursuant to Section 298-9, Attendance Compulsory, Exceptions, HRS, and DOE regulations relating to compulsory attendance exceptions. HRS 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 up to \$1,000 (HRS 707-640) or jail time for up to thirty (30) days (HRS706-663).

Kapolei Middle School Attendance Policy:

Students need to attend school daily and be in class on time so that optimum benefits of education can be achieved. A warning bell will sound at 8:10 a.m. to alert students that school will begin. Students must be in class before 8:15 a.m. Unexcused and/or excessive absences and tardies are unacceptable and prevent maximum teaching and learning from taking place. In order to ensure students' accountability for their attendance and to ensure consistent data collection, the school will process and maintain attendance on a daily basis. Under Middle School Operating Procedures, teachers will contact parents to discuss absences and tardies. The school will investigate if we have reasonable suspicion that the child is truant.

Excused Absences:

The school will only excuse absences when written documentation (note) is submitted within **three (3) days** upon the student's return to school, **and absences are for one of the following reasons:**

- illness, injury, quarantine (for chicken pox, measles, etc.), verifiable by a doctor's note
- Illness, quarantine (for COVID), verifiable through working with our COVID response team
- Doctor/Dental appointment verifiable by a doctor's note
- Death in the family verifiable with a copy of the obituary or program
- Court attendance or approval
- Special cases approved by the Principal
- School authorized activities which may include but are not limited to:
 - On campus activities, such as: appointments with a counselor or administrator, treatment in the Health Room, assigned detention out of school suspension or in school suspension.
 - Off campus activities, such as: employment, including work study programs; volunteer community service; student council related activities, including state/district student councils, State Student Conference, and student legislative lobbying activities, field trips and early admission programs.
- Other activities approved by the principal or designee.

NOTE: All other reasons must be reviewed by an administrator before absence is excused.

Absence notes should include the following information:

- Date note was written
- Child's first and last legal name (as listed in school records)
- Grade and team
- Dates of absence
- Reason for absence
- Phone numbers where parent/legal guardian may be reached
- Parent/legal guardian's signature

Unexcused Absences:

Teachers will not be required to give make-up work for more than five (5) unexcused absences per quarter. No make-up work will be given for class cuts. Unexcused absences include, but are not limited to:

- Babysitting
- Personal business
- Family vacation/trips
- Caring for the elderly
- Youth camp
- Parent/guardian request without explanation

- Entertaining visitors
- Sports competition

Chronic/Unexcused Absences

Students with chronic/unexcused absences will be referred to their counselor and/or Vice Principal in order to resolve issues or concerns. Students who continue to be chronically absent on an unexcused basis will be referred to Family Court.

Tardies

Tardies to School:

Students who are tardy to school (after 8:15 a.m.) must report to the attendance window with a note which includes the following:

- Date note was written
- Child's first and last legal name (as listed in school records)
- Track and grade
- Date

- Reason for tardiness
- Phone number where parent/guardian may be reached
- Parent/legal guardian's signature

*Students who arrive tardy as a result of the school bus will not be considered tardy.

Consequences:

- First-Fourth Unexcused Tardy in a School Year: Student will be given four (4) warnings from the attendance office.
- Fifth Unexcused Tardy in a School Year: Homeroom/Advisory teacher will call home and explain the importance of coming to school on time and inform parents of tardies
- After Tent Unexcused Tardy in a School Year: Student will report to the counselor or Student Support Specialist.
- After Fifteen Unexcused Tardies in a School Year: Student will report to vice principal and a consequence may be given.
- After the Twentieth Tardy in a School Year: Student may be referred to the school attendance program or Principal.

Tardies to Class:

A student is considered tardy to class if they enter the classroom any time after the passing period is over. If a student has been asked to remain with a teacher following a class period, the student is responsible for getting their planner signed by the teacher for admittance into the next class.

Excused Tardies:

The school will excuse tardies only with written documentation (note) or parent/guardian sign-in at the Attendance window.

The following are accepted reasons for tardies:

- Sick, injured
- Doctor/dental appointment verifiable by a doctor's note
- Death in the family, funeral service, hospitalization
- Court attendance
- Special cases approved by the Principal

Chapter 19

Effective September 1, 1982 and amended on September 2009, all public schools in the State of Hawaii have followed the procedures specified under Chapter 19. When students' behavior violates the rules established by the State or Local Criminal Laws and/or the Department of Education, or a student willfully disobeys legitimate directions of the DOE Personnel, i.e. administrator, teachers, and support staff, the DOE may take appropriate disciplinary action in accordance with Chapter 19.

Chapter 19 governs student misconduct, discipline, school searches and seizures, reporting offenses, police interview and arrest, restitution for vandalism and negligence. It also applies to all students in the public school system during school hours, on school premises or during Department of Education supervised activities or events on or off school property.

The purpose of the school administered discipline is to preserve the proper educational environment, teach appropriate behavior which is beneficial to the educational process and self-development and to deter students from acts which interfere with the purpose of education which are self-destructive, self-defeating, or antisocial. This also helps maintain proper student conduct while the students' educational activities and responsibilities remain uninterrupted.

Chapter 19 has been grouped into four areas designated as offenses:

1. Class A offenses are unlawful conduct against the laws of the State of Hawaii. These include assault, burglary, possession or use of instrument, or substance, or dangerous weapons, possession, use, or

sale of drug paraphernalia, extortion, fighting, possession or use of firearms, homicide, possession, use, or sale of illicit drugs or intoxicating substances, property damage or vandalism, robbery, sexual offenses, and terroristic threatening.

2. Class B offenses are unlawful conduct against the laws of the State of Hawaii. These include bullying, cyber bullying, disorderly conduct, false alarm, forgery, gambling, harassment, hazing, inappropriate or questionable uses, or both, of internet materials or equipment, or both, theft, and trespassing.
3. Class C offenses are DOE prohibited conduct against the rules of Kapolei Middle School. These include possession or use of contraband: aerosol cans, cigarettes, e-cigarettes, clubs, eggs, matches/lighters, pipes, portable radios, prophylactics, balloons, tape players, whistles, dice, rubber bands, laser pens, playing/trading cards, electronic games, permanent markers, CD players, CD's, iPods, MP3 players, or the like, cameras, chewing gum, skateboards, scooters, Heelies, footballs, cell phones, walkie-talkies, or other electronic devices. They are distracting and can cause physical harm.
4. Class D offenses include entering any off limits area, eating, drinking or chewing gum anywhere on campus, necking or showing extreme exhibition of affection, littering the campus or classroom, bringing animals or pets to school, bringing younger children or other relatives or friends to school, selling items that are not authorized as a Kapolei Middle School fundraiser.

Other items not on this list may be confiscated if they are being used by students in an inappropriate manner, can cause injury or damage to school property, can distract students from normal school activities or infringes on the privacy rights of others. A confiscated item may be returned to the student at the end of the school day. A second offense will require parents/guardians to pick up the confiscated item.

Consequences will be determined on a case by case basis depending upon the contraband in question, possible Chapter 19 violations, and the location of the infraction.

Contraband that is lost or stolen is the responsibility of the owner.

Disciplinary actions taken for violations of Chapter 19 offenses include parent/guardian conferences, parent/guardian shadowing, detention, suspension, police arrest, referral to an alternative education program, disciplinary transfer, and dismissal.

To view the entire Chapter 19 – Student Misconduct, Discipline, School Searches and Seizures, Reporting Offenses, Police Interview and Arrests, and Restitution for Vandalism document, visit the Hawaii Department of Education website: [Chapter 19](#)

Student Behavioral Policies

Harassment:

The Hawaii Department of Education does not discriminate on the basis of a person's race, color, national origin (including a person's limited English proficiency), disability, sex, religion, or age in any educational

program or activity conducted by the department, including vocational education. Harassment based on these protected categories, including sexual and racial harassment, is a form of discrimination and is prohibited in our school.

Youth Gangs – BOE policy #4400:

Schools and students must be free from the threats or harmful influence of any groups or gangs which advocate drug use, violence, vandalism, or disruptive behavior.

Youth gangs, therefore, will not be tolerated in the public schools. The Department of Education will administer a “no tolerance” policy towards youth gangs and involve students, school staff, parents, other community members and agencies in the programs to address youth gangs in school.

Zero Tolerance Policy – Hawaii Revised Statute 302A-1134.6:

Any child who possesses, sells, or uses a dangerous weapon or switchblade knife, while attending school or while attending a department-supervised activities held on or off school property, may be excluded from attending school for up to ninety-two (92) school days, as determined by the principal and approved by the superintendent or other individuals designated pursuant to rules adopted by board.

Gun-Free School Act:

Any student found in possession of a firearm while attending school shall be excluded from attending school for not less than one (1) year. “Firearm” means any weapon which will, or is designed to, or may readily be converted to expel a projectile. It includes any destructive device like a bomb, grenade, etc.

Relating to Compulsory School Attendance – Hawaii Revised Statute 302A-1132:

Unless excluded from school or excepted from attendance, all children who will have arrived at the age of at least five years on or before July 31 of the school year, and who will not have arrived at the age of eighteen years, by January 1 of any school year, shall attend either a public or private school for, and during, the school year, and any parent, guardian, or other person having the responsibility for, or care of, a child whose attendance at school is obligatory shall send the child to either a public or private school.

School-Sponsored Student Publications – BOE Policy #4015:

A school-sponsored publication is one that is written and/or produced substantially by students under the auspices of the school, **approved by a representative of the school administration**, and made generally available throughout the school.

Bullying

Kapolei Middle School is committed to providing a safe and enjoyable learning atmosphere for students, families and educators. We work to reduce bullying and cyberbullying by emphasizing a culture of respect, belonging and community.

Bullying at Kapolei Middle School is not tolerated. If your child reports that he or she is being bullied, please contact your child's teacher, counselor, Vice-Principal or Principal Fajardo to report the incident for immediate follow up.

Fundraising on Campus:

Students are not allowed to fundraise on campus unless the activity has been authorized by school administration. All school sanctioned fundraising activities will be organized and monitored by a school official. Students should not purchase items from other students if a Kapolei Middle staff member is not present to supervise the sale. There will be NO food (i.e. candy, cookie, drinks, ice cream, spam musubi, pizza, etc.) fundraisers during school hours. (See Competitive Food Sales, page 20)

Communications

Kapolei Middle School attempts to keep open lines of communication between home and school by using a variety of methods.

1. Student planners are provided for each student. Students are to write their daily work (class/homework) into the planner for his/her accountability. Parents should review the planner daily. Communication between home and school can be written into the planner. It is the student's responsibility to give the planner to the teacher(s) so they can reply.
2. Parents are kept abreast of their child's academic progress by the use of Progress Reports and a Report Card at the end of the quarter and semester. Additionally, counselors send Failure Notices at the end of semester courses and at the end of the school year. Parents and students should monitor progress continuously. A child, who goes to school and does not do classwork or homework, does not earn credit (passing grades).
3. Email and Telephone messages can be left at the teacher's email address and on the teacher's voice mailbox at any time of day. Teachers may not answer their telephones during class instruction time. Barring circumstances such as absences, jury duty, etc. teachers are asked to return phone calls within 48 hours.
4. Telephone messages can be left for other staff members at any time of day. Generally, the administrators, counselors and Student Services Coordinators are working with students and teachers

or are at meetings during the school day and may not be able to take a call. They will return your call within 48 hours, barring unusual circumstances.

5. Questions can be directed to the Parent-Community Network Center (PCNC) Facilitator, Terry Bunkley, at ext. 236, or the office staff. If you cannot be assisted, you will be directed to the proper personnel. Contact can also be made through the Kapolei Middle School website at <https://www.kapoleimid.k12.hi.us/>

6. The school telephone answering system, mass messaging and social media is updated monthly. It contains news and school events.