



Kailua Intermediate School

Student/Parent Handbook

2016-2017

Message from the Principal

Aloha e Kailua Intermediate Students:

As a Jr. Surfrider, you are an important member of our school community, or 'ohana. Middle school is a key part of your education journey. While you are here at Kailua Intermediate you will have many opportunities to build on your strengths and develop your interests and talents. Taking first steps is often the key to success. Find something that interests you and get started. Robotics, chess, drawing and painting, digital media, team sports, aquaponics, drama, dance, and band are some of the activities from which to choose. One year, we accomplished a wild and crazy goal and built unity across the campus when we created a school-wide Lip Dub. Check it out on the school website.

With this video, we got a glimpse of the power that comes when a community works together. I encourage you to similarly get involved in activities in which you work with others to achieve seemingly impossible goals. There are still lots of problems that need to be solved, in schools and society like curing cancer, ending world hunger, and bringing about world peace and social justice. Check out tedxteen.com to see some of the amazing things young people can do. Why not you?

To prepare you for college, careers, and citizenship, we push three big ideas at Kailua Intermediate. We are unapologetic about our goal to prepare every student for college. As an AVID school, we support the organization and use of three-ring binders, encourage students to take notes using the Cornell note taking format, and encourage students to **SLANT** in class (sit up, lean forward, ask intelligent questions, nod, and talk to the teacher) which helps students be at their best for learning opportunities. Second, we are staging a writing revolution and in every class students are learning academic vocabulary, learning to closely read text to get at the layers of meaning, and to make and support claims. Finally, we want to develop mindful students who are kind and considerate and develop a sense of responsibility so we constantly promote our school motto, "Work hard, be pono."

Have a great year and work hard, be pono.

Lisa DeLong, Ed.D.
Principal

Our Vision

As a community of learners, Kailua Intermediate School strives to develop the potential of every child to be successful in the 21st century.

Our Mission

The mission of Kailua Intermediate School is to provide a positive, safe learning environment that promotes diverse academic excellence, respect for self and others, and the development of responsible citizenship for all.

General Learner Outcomes

Kailua Intermediate School students will be:

- **Self-directed Learners** who are responsible for their own learning.
- **Community Contributors** who understand that it is essential for people to work together.
- **Complex Thinkers** who engage in critical thinking and problem solving.
- **Quality Producers** who can recognize and produce quality products and performances.
- **Effective Communicators** who understand and convey information accurately and appropriately.
- **Effective and Ethical Users of Technology** who use a variety of technologies appropriately and respectfully.



Kailua Intermediate School

145 S. Kainalu Drive
Kailua, Hawaii 96734-2999
(808) 263-1500 <http://kailuain.k12.hi.us>
Attendance Line: (808)266-7974

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School Administration Directory

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Vice Principal	Ms. Carmen Craig	263-1500 carmen_craig@notes.k12.hi.us
Vice Principal	Mr. Wess Unten	263-1500 wess_unten@notes.k12.hi.us
School Administrative Services Assistant (SASA)	Mrs. Tiana Kaai	263-1500 tiana_kaai@notes.k12.hi.us
Office Assistant	Ms. Leah Maosi	263-1500 leah_maosi@notesk12.hi.us
Office Assistant		
8th Grade Counselor	Mrs. Antoinette Whittington	263-1500 ext. 3051387 antoinette_whittington@notes.k12.hi.us
7th Grade Counselor	Mrs. Sandra Shimmon	263-1500 ext. 3051388 sandra_shimmon@notes.k12.hi.us
Behavioral Health Specialist	Ms. Kerri Kahapea	263-1500 ext. 3051386 kerri_kahapea@notes.k12.hi.us
Behavioral Health Specialist	Mr. William Naylor	263-1500 ext 3051389 william_naylor@notes.k12.hi.us
Registrar	Mr. Eric Sakaida	263-1500 ext 3051384 eric_sakaida@notes.k12.hi.us
Librarian	Mrs. Kathleen Nullet	263-1500 ext 3051392 kathleen_nullet@notes.k12.hi.us
Cafeteria Manager	Mrs. Karla Maosi	263-1500 ext. 3051454 karla_maosi@notes.k12.hi.us
Student Activities Coordinator (SAC)	Mrs. Kimberly Tangaro	263-1500 ext. 3051406 kimberly_tangaro@notes.k12.hi.us
Health Aide	Mrs. Judy Choo	263-1500 ext. 3051382 judy_choo@notes.k12.hi.us
Student Services Coordinator (SSC)	Mrs. Michelle Arakawa	263-1500 ext. 3051402 michelle_arakawa@notes.k12.hi.us
Head Custodian	Mrs. Marcel Kahue	263-1500 marcel_kahue@notes.k12.hi.us
Parent Community Networking Coordinator (PCNC)	Mrs. Laurie Ahlgren	
24-Hour Attendance Line		266-7974

General Information

SCHOOL VISITOR POLICY

For safety and security purposes, all visitors to campus must check in at the front office and request permission to be on campus. Please be prepared to present a photo ID in exchange for an on-campus visitor badge.

Classroom visitations/observations must be scheduled at least 24-hours in advance. Please call our grade-level counselors to assist with scheduling this visit.

Campus visitors must follow all school and DOE rules and regulations.

TELEPHONE MESSAGES AND DELIVERIES

Parents are advised to limit phone messages for students to emergencies only. Deliveries of balloons, flowers or other gift for special occasions such as birthdays or holidays are not allowed

A phone is available on the counter in the front office for student use before or after school, or during the school day for emergencies. Permission must be obtained before it is used.

VALUABLES

Students are advised not to bring valuable items to school, and to protect their property at all times. The school will not be responsible for lost or stolen items.

LOST AND FOUND

All items found on campus that are lost should be turned in at the front office. Students who have lost property should inquire at the front office.

Personal property that is unclaimed by the end of the school year will be donated to charity or discarded.

STUDENT ARRIVAL AT SCHOOL

For safety reasons, students should not arrive at school before 7:30 a.m. unless they have a legitimate reason to be on campus.

Students riding bicycles to school must wear a helmet and must park their bike on a bicycle rack and secure them with locks. Several bicycle racks are located in front of the school office. The school is not responsible for loss, theft or damage to bicycles parked in the bicycle racks. Students who park and their bikes on the fence by the recreation field do so at their own risk.

Skateboards and scooters are not allowed on campus.

MORNING DROP-OFF/AFTER SCHOOL PICK-UP

To ensure the safety and well-being of our students, please follow the traffic safety patterns as listed below:

Morning Drop Off. The entrance to the parking lot is marked with a right-turn arrow. When you turn into the gate please drive in and stay to your left and drop off your child(ren) in the student drop off zone. Do not cross the red lines at any time. After the drop off zone, two lanes will merge into one. Please merge with caution from the drop off lane. If you need to pause for any reason, (packing backpack, signing paperwork, etc.) you will need to park in one of the designated parking stalls. If you will be parking please stay to your right to find a parking stall.

After School Pick up. The traffic flow is the same as in the morning. There will be one lane of traffic entering the parking lot. You may pull up to pick up your child(ren) in the pickup box. If your child(ren) are not ready to be picked up, then we ask that you drive around again so you do not hold up those behind you.

Crosswalks. Please yield to pedestrians at our crosswalks. All students as well as adults should be using the crosswalks.

HEALTH ROOM SERVICES

The health room provides students with basic health care for illness and injury. Students who need to go to the health room during class time must bring a pass or note from their teacher. Students do not need a pass to visit the health room before school, during recess or at lunch.

The American Academy of Pediatrics recommends that students who have a fever, are contagious and/or are too ill to participate in class be kept home. Parents are advised to keep up with their child's health care needs, and to inform the school of any updates to their child's medical records (e.g. allergies or other health conditions).

Medication. Whenever possible, parents should administer required medication to children before or after school. If a student needs to take any medication while on campus—including nonprescription medications—the appropriate authorization forms must be completed and filed with the school nurse. Students are not permitted to carry any prescription or nonprescription medications without written authorization.

Emergency Card. Student Emergency Cards must be completed and submitted to the school nurse at the beginning of each school year. Parents should provide their contact information as well as emergency contact information for relatives or friends who are authorized to care for their child in the event of an emergency. This information should be kept accurate and current as it is utilized for the protection of student health and welfare. All information provided will be kept confidential.

SCHOOL COUNSELING

Counseling services are available to all students who need to discuss academic, personal or social concerns. Counselors are available by appointment or on a walk-in basis. (Students who need to see their counselor during class time must obtain a pass from their teacher.)

Students are assigned to a counselor based on their grade level:

Grade 7	Mrs. Shimmon
Grade 8	Mrs. Whittington

Behavior Health Specialists are also available to address student concerns.

MILITARY AND FAMILY LIFE CONSULTANT

A Military and Family Life Consultant (MFLC) is housed at Kailua Intermediate. The MFLC supports students and their families by providing education and information on family dynamics, parenting strategies, available support services, the effects of stress, and positive coping mechanisms. MFLCs provide anonymous and confidential assistance to students and their families to help address issues resulting from deployment, reunions, reintegration, and/or other times of change. Consultants are licensed clinicians with a Masters Degree and at least five years of experience in social work, counseling, or a related clinical discipline. Consultants are trained on military specific topics regarding the deployment cycle and military culture. Parents who want their child to access this service should complete a permission form (available in the KIS Front Office).

GRADES

JupiterEd: All teachers at KIS use a web-based grade book called JupiterEd. With secure password protection, parents and students can access grades any time of day or night. In addition, teachers can use JupiterEd to communicate with their classes, or with individual parents or teachers.

Progress Reports: Parents will be notified during the midpoint of each quarter if their child is receiving a D or F in any course. Notification will be sent by mail, but teachers may also send additional progress reports via email or hand-carried by the student at any time during the quarter. Parents are asked to sign and return progress reports to the school counselors to indicate receipt.

Report Cards: Report cards are issued quarterly, approximately two weeks after the end of each grading period. 1st, 2nd and 3rd quarter report cards are issued to students during Action Period. 4th quarter report cards can be picked up from the main office three weeks after the last day of school, or may be mailed home if the school is provided with a self-addressed, stamped envelope.

Marks reflect individual student progress according to his/her own potential and effort. Credit classes are graded on an A to F system, while students in non-credit classes will be graded either Satisfactory (S) or Unsatisfactory (U).

PROMOTION POLICY

The Hawaii Board of Education recognizes that young adolescence is a critical period in the development and education of a student. Therefore, all Kailua Intermediate School students must take courses in four required core content areas: language arts, mathematics, science and social studies. Promotion to the next grade level shall be based on successful completion of these courses.

Students must successfully complete ten units of study to be promoted to grade 9. Eight of these units must be in the core content areas, and the remaining two units may be core or non-core courses.

Students failing required courses may repeat the class during summer school or credit recovery. A repeating 7th grader who completes both 7th and 8th grade requirements may be accelerated to the 9th grade.

ACTION PERIOD

Action period is the first class for students every morning except Wednesdays. Students are assigned to Action Periods based on their academic needs. There are two main types of Action Periods:

Help Action Period: For students who need academic assistance, Action Period is a time to receive help such as targeted math or reading help, study hall, or other tutoring. All students who do not meet proficiency on their state standardized assessments or have a grade point average (GPA) below 3.0 are placed in Help Action Periods. Placement is determined by the student's teachers, and is based on availability and the student's individual needs.

Exploratory Action Period: For those students who are successfully meeting all of their academic challenges, Kailua Intermediate a range of exploratory options including Sports, Art, Foreign Language and Cooking. To be eligible for an Exploratory Action Period, students must meet proficiency on their state standardized assessments and maintain a GPA of 3.0 or higher.

SCHOOL BUS DISCIPLINE

The bus driver is in charge of his or her bus and represents the Principal. All Kailua Intermediate School policies, rules and regulations apply when traveling to or from school. Failure to comply will result in disciplinary action by administration.

TOBACCO-FREE SCHOOL

State law prohibits tobacco use, including electronic cigarettes (e-cigs) on school property and at any school event.

Student Discipline Program

Chapter 19 is an administrative rule which governs student conduct in the Department of Education (DOE) to promote and maintain a safe school environment. Kailua Intermediate School and the Kailua community expect excellent student behavior. On those occasions in which students choose not to follow school or DOE rules, or to break the law, Chapter 19 is followed.

The table below briefly outlines Chapter 19.

Type of misconduct:	Possible consequences may include:
Class A Offense (Prohibited by State Law): includes assault; burglary; possession, use or sale of dangerous weapons or instruments, fireworks; extortion; possession, use or sale of firearms; possession, use or sale of drug paraphernalia, illicit drugs or intoxicating substances; fighting; property damage (including graffiti and/or vandalism); robbery; sexual offenses; terroristic threatening; homicide	<ul style="list-style-type: none"> • Police notification/arrest (as required by law) • Parent conference • Crisis removal • Suspension • Disciplinary Transfer • Dismissal
Class B Offense (Prohibited by State Law): includes disorderly conduct; rendering of false alarm; gambling; harassment; bullying; cyberbullying; forgery; theft; trespassing. Inappropriate and/or questionable uses of internet materials and/or equipment; hazing; swearing at any adult on campus	<ul style="list-style-type: none"> • Police notification/arrest (as required by law) • Parent conference • Crisis removal • Suspension • Disciplinary Transfer • Dismissal
Class C Offense (Prohibited by DOE rules): includes class cutting; insubordination; leaving campus without permission/consent; smoking or use of tobacco substances (including e-cigarettes); truancy; possession or use of laser pen/pointer; abusive language	<ul style="list-style-type: none"> • Reprimand • Detention • Parent Conference • Crisis Removal • Suspension • Disciplinary Transfer • Dismissal • Exclusion from extracurricular activities
Class D Offense (Prohibited by individual school rules): Possession or use of contraband items, unexcused tardy; spitting; lying or bearing false witness; dress code violation; public displays of affection (PDA); swearing; inappropriate cell phone use; eating/gum chewing; presence in an off limits area; littering; loitering; violating specific conduct rules set by teacher	<ul style="list-style-type: none"> • Reprimand • Detention • Parent Conference • Crisis Removal • Suspension • Disciplinary Transfer • Dismissal • Exclusion from extracurricular activities

SUSPENSION

Any student suspended from school will not be allowed to attend nor participate in any school-related activities for the duration of the suspension. Students suspended for any length of time, for any reason, will be excluded from the next co-curricular activity (e.g. dance, exploratory activity, field trip) and may lose the privilege for the remainder of the year.

Students who are suspended may receive make-up work upon their return if their teacher(s) decide to provide the assignments. If a teacher decides not to provide the assignments, students will not be penalized; the points for those assignments will be subtracted from the quarter's total points.

DETENTION

Students assigned detention must report promptly to their detention site on the appointed day(s). Failure to serve detention will result in progressive disciplinary action.

CONTRABAND

Contraband are items that may cause a classroom disruption and/or create a health and safety issue on campus. Contraband items include (but are not limited to) all electronic devices (except those needed and approved by teacher and administrator for classroom use); inappropriate reading material; skateboards, roller skates/rollerblades, or any other vehicle or mode of transportation; water pistols; dice; poker chips; matches or lighters; balloons; large stuffed animals; sharpies or other permanent markers; any aerosol items; handcuffs; headgear (including hats and bandanas); animals; graffiti paraphernalia; or any other article or item that poses a safety hazard or threat to an individual's civil rights. Any item which causes a disruption on campus may also be deemed contraband.

Kailua Intermediate School's wellness policy prohibits eating candy on campus; therefore, all candy—including lollipops—is considered contraband. Gum is also contraband.

Contraband items will be confiscated. Confiscated items will be released to the student's parent/guardian after the student has completed detention for the offense. If a student brings a contraband item to school again, the item may be kept until the end of the school year.

CELLULAR PHONES

Cell phones may be brought to school if they are turned off and placed in the student's backpack or school bag. Cell phones may only be used after school for students to communicate with parents/guardians, for safety purposes, or as directed by school personnel in the event of an emergency. Violation of cell phone policy will result in confiscation; continued violation of the cell phone policy may result in confiscation of the cell phone for the remainder of the school year.

Anti-Bullying/Harassment Policy

Kailua Intermediate School believes that all students have a right to a safe and healthy school environment. The DOE, KIS, and the community have an obligation to promote mutual respect, tolerance and acceptance. KIS will not tolerate behavior that infringes on the safety of any student.

WHAT IS SCHOOL BULLYING?

School bullying is when one or more students repeatedly act towards another less powerful student in a way that is intended to hurt, intimidate or diminish that other student. Bullying is seen by many researchers as referring to a cluster of different behaviors, unified by the theme of aggression. These behaviors are categorized as follows:

Relational Bullying is sometimes referred to as social or psychological bullying. This takes the form of disrupting another student's peer relationships through gossiping, whispering and spreading rumors. It also includes turning your back on them, giving them the silent treatment, or leaving them out.

Cyber-Bullying is often indirect; students communicate negative representations of the target to third parties, often through social network sites, instant messaging, texting, chat rooms and posting web pages.

Physical Bullying includes aggression both to the person (such as hitting, pushing, shoving, kicking, or pinching) and to their possessions (through extortion, stealing or damaging possessions).

Sexual Bullying is often referred to as sexual harassment, which includes unwanted sexual attention and comments, gender-demeaning remarks and jokes, using sexually offensive names, circulating pornography, touching the private parts of another student's body, molestation and rape.

REPORTING PROCEDURES

Students should tell a teacher, counselor, administrator or other adult at school immediately, and should complete a Student Report Form in the front office.

DISCIPLINARY ACTION

Student offenders will be disciplined according to Chapter 19 policy. Depending on the severity of the circumstances, consequences may include (but are not limited to) warnings, detention, suspension and disciplinary transfer to another school. Interventions to correct inappropriate behaviors may include counseling, violence prevention meetings or other intervention meetings.

Attendance Policies and Procedures

Hawaii State Compulsory School Attendance Law **§302A-1132, HRS**, requires a child who is six years of age and not yet eighteen on January 1st of any school year, to attend either a public or private school unless properly excused from school. **§302A-1136, Enforcement, HRS**, places the responsibility for enforcing compulsory attendance with the DOE in accordance with its plans and policies. Under **§302-1135, Penalty, HRS**, parents/guardians who do not use proper diligence to enforce their child's regular attendance at school may be referred and summoned to family court.

Students need to attend school daily and be in class on time so that optimum benefits of education can be achieved. Unexcused and/or excessive absences and tardies are unacceptable and prevent maximum learning from taking place.

ABSENCES

Parents must call the school Attendance Line (266-7974) before 9:00 a.m. to report their child's absence.

All student absences will be recorded as unexcused unless the parent/guardian writes a note or calls the Attendance Line explaining the student's absence. The school will only excuse absences for the following reasons:

- Medical/dental appointment verifiable by a doctor's note
- Death in the family
- Illness or injury
- Court attendance or approval
- Religious observances
- School-authorized activities
- Other activities/special cases approved by the Principal prior to the absence

Students who bring an excuse note for their absence must submit the note to the Front Office within three days of their return to school.

Parents must notify school administration in writing at least 2 weeks in advance of any extended student absences due to family vacations or travel. These absences are not considered excused absences, and teachers are not obligated to provide assignments for these students unless the Principal approves the absence. Parents should make every effort to take vacations during the four breaks the students enjoy during the school year.

Teachers are mandated to provide an opportunity for students with excused absences to make up work. If a student is not able to make up a missed assignment due to the nature of the activity, the assignment will not count against the student's grade.

Teachers are under no obligation to provide missed assignments for students who have unexcused absences.

Parents/guardians will be notified of their child's absences via our automated phone system.

HOMEWORK REQUEST POLICY

Parents may request homework assignments through the Attendance Line when calling in an absence of two or more days. A 24-hour notice is required for all homework requests. Homework assignments may be picked up after 3:00 p.m. of the day following the request. Please call the front office to confirm whether there are assignments for your child before coming to the school. (Note: Teachers may not be able to provide assignments if they must deliver instruction before the assignment can be completed.)

OFF-CAMPUS PASSES

Any student who needs to leave campus during the school day must obtain an Off-Campus Pass prior to leaving campus. To facilitate processing of passes, students must bring a parent/guardian note to the Front Office before 8:00 a.m. on the day the pass is to be issued. (Requests made after 8:00 a.m. may result in delays when leaving campus.) Due to safety issues/concerns, a parent/guardian must come in with a picture ID to sign the student out in order for the student to leave during the school day. A phone call or note alone will not be sufficient.

Once students enter campus in the morning they may not leave campus without permission. After school once students leave campus they may not return without permission.

Students will not be sent home from the Health Room unless a parent with a picture ID comes in to sign them out.

TARDIES

Students coming to school after the tardy bell must report to the main office for a tardy pass. All tardies will be recorded as unexcused unless the parent/guardian writes a note explaining the student's tardy. The school will only excuse tardies for the following reasons:

- Medical/dental appointment with doctor's note
- Delayed school bus
- Other special circumstances/cases approved by the Principal

Students who are detained by a teacher or other school personnel during the school day may have their tardy excused with a note or pass from the person who detained the student.

An unexcused tardy may result in detention.

CONSEQUENCES FOR UNEXCUSED ABSENCES AND/OR TARDIES

Excessive absences and tardies directly affect a student's academic success. If a student is consistently and/or frequently absent, he/she is not able to meet the standards, goals and objectives set for that class.

Persistent attendance problems may result in the following consequences:

- Parent conference and/or home visit by counselor
- School sanctions such as Saturday School, after-school detention or other intervention
- Family court referral

Dress Code Policy

KIS students must properly wear their school uniforms upon arrival and throughout the school day until leaving school campus.

ACCEPTABLE DRESS CODE CLOTHING:

Tops: T-shirts produced for Kailua Intermediate School may be worn. Shirts must be worn in the manner that they were made without any changes. Students may not mark, rip or tear shirts, nor may they roll or tie them. Shirts that are longer than shorts must be tucked in.

KIS uniform shirts are sold through School Uniforms Hawaii at www.schooluniformshawaii.com

P.E. uniform shirts may only be used during P.E. classes; they may not be used as school uniform.

Bottoms: Students may wear long pants, shorts or skirts in any color. Pareo (wraps) and pajama pants are not allowed. Bottoms must fit properly and shall not be shorter than mid-thigh. Oversized/baggy clothing is prohibited, as are tight skirts/tights/leggings. All lower body attire must be free from rips, holes and tears, and must be constructed from an appropriate weight material.

Outerwear: Students may wear a jacket or sweater while on campus; however, it must have a full zipper or button-front opening. Pullover sweatshirts/sweaters (including “hoodies”) are prohibited. Outerwear must be solid black, gray, blue or white, and must not have any printing or logos. (The official Kailua Intermediate School jacket is the only approved exception to this rule.)

Footwear: Footwear is required attire for all students. Covered shoes are required for classroom labs and P.E. classes.

Identification: The student ID card is mandatory and must be carried at all times. The ID may also be worn with a KIS breakaway lanyard or clip. Lanyards, clips or IDs are not to be defaced (i.e. marked, torn, cut, etc.). IDs are required for many transactions on campus, including library circulation and cafeteria purchases. Students must present their IDs to staff members when asked.

A fee will be charged to replace lost or damaged ID cards.

PROHIBITED CLOTHING

Hoods and headwear (including caps, hats, visors, dark glasses and bandanas) are not permitted to be worn on the head while the student is on campus.

Clothing may not be cut, ripped, or defaced in any way. No altered styling (tied back or rolled up sleeves) is permitted.

Clothing (including jewelry, wristbands, buttons and other accessories) must not reference drugs, alcohol, tobacco, nor have any pictures or words that are sexual in nature.

Any clothing that may create a classroom distraction is prohibited.

CONSEQUENCES FOR DRESS CODE VIOLATIONS

Students who violate dress code will be required to correct their attire before returning to class. The following consequences will also be applied:

1st offense: warning

2nd offense: notify parents and 1 day detention

3rd offense: notify parents and 2 days detention

4th offense: notify parents and 3 days detention

5th offense: notify parents and possible suspension

Student Activities

STUDENT GOVERNMENT

The Kailua Intermediate School Student Council plan and organize school-wide student activities to promote the general welfare of all students on campus. The council also serves as the liaison between administration and the student body, providing a voice to address and resolve student concerns.

Student representatives and officers are elected from and by the student body. To participate in student Government, students must meet the following requirements:

- Maintain a grade-point average of 3.0 or higher from the time of nomination through the conclusion of the activity/term.
- Maintain a positive attitude and respect for all school policies.
- Have no suspension during the current school year and through the conclusion of the activity/term.

The administration has final decision on student participation in Student Government-sponsored activities.

8TH GRADE BANQUET

The 8th grade class council hosts a banquet at the end of the school year to celebrate the achievements and successes of the 8th grade class as they prepare to leave Kailua Intermediate School. The banquet may feature a luncheon, dancing and entertainment. To participate, students must be eligible for promotion to 9th grade and meet academic and behavioral requirements.

HONOR ROLL

All students with a quarterly grade point average (GPA) of 3.0 or higher are placed on the school's Honor Roll. Students who earn a quarterly GPA of 4.0 qualify for the Gold List and students with a GPA of 3.5 to 3.9 are on the Blue List. GPAs from 3.0 to 3.4 qualify for the Recognition Roll. Students on the Blue and Gold List are rewarded for their accomplishments during a special assembly held once per quarter.

Grade point averages are calculated based on the following scale:

- A = 4.00 points
- B = 3.00 points
- C = 2.00 points
- D = 1.00 points
- F = 0.00 points

AWARDS NIGHT

Kailua Intermediate School recognizes its outstanding students in an awards ceremony held at the end of the school year. Students who have attained academic distinctions are honored.

STUDENT CLUBS/ORGANIZATIONS

Students may form a club with the assistance of an advisor and the approval of administration. All clubs must complete a charter form and be approved by school administration.

Cafeteria

The school cafeteria offers breakfast and lunch every day during the school year. Menus are available on the school's website (<http://kailuain.k12.hi.us/menus/menupage.html>).

MEAL PRICES

<u>Breakfast</u>		<u>Lunch</u>	
Regular price student breakfast	\$1.10	Regular price student lunch	\$2.50
Reduced price student breakfast	\$0.30	Reduced price student lunch	\$0.40
		Second entrée	\$2.00
Second (and subsequent) breakfasts	\$2.40	Second (and subsequent) lunches	\$5.50
Adult breakfast	\$2.40	Adult lunch	\$5.50

Families under financial pressure are encouraged to submit applications for free/reduced lunch. These applications are available from the Front Office.

SCHOOL LUNCH ACCOUNTS

Deposits to students' lunch accounts must be put in the Meal Time Deposit Box in the Front Office. Deposits must be made by 10:30 a.m. in order to be credited to a student's account for that day. Funds deposited after 10:30 a.m. may not be available until the following school day.

KIS does not provide lunch loans. Students without funds in their accounts will not be able to purchase lunch.

CAFETERIA DUTY

Each day, the teacher from one class will assign the students in the class period before lunch to cafeteria duty. Students shall not have more than one class period and one lunch period of cafeteria duty (approximately 1½ hours) in any month. If a student has been absent from school due to illness, he/she should not be sent to the cafeteria unless he/she has been back in school for at least three days. Students with colds or infections should not be sent to the cafeteria. Students with health conditions that prevent them from performing cafeteria duty must bring a doctor's certificate to the health aide at the beginning of the school year.

Internet Policy

Kailua Intermediate School offers Internet access for students to use for educational purposes. The use of the school network is a privilege, not a right; students are expected to be responsible and abide by the following rules:

A RESPONSIBLE INTERNET USER WILL:

- Use the Internet only to gather information related to classroom assignments
- Use the Internet for communications to others for school related projects

A RESPONSIBLE INTERNET USER WILL **NOT**:

- Use the Internet for any illegal purpose.
- Use the Internet to send or receive copyrighted material without permission.
- Use the Internet to access, download or distribute pornographic, obscene or sexually explicit material.
- Use the Internet to transmit obscene, abusive or sexually explicit or threatening language or material.
- Use the internet to violate another person's right to privacy.

DISCIPLINARY ACTION

Students who violate school Internet policy will lose Internet access at school. Depending on the severity of the infraction, Chapter 19 consequences may also apply.

Library

The Kailua Intermediate School Library is open daily from 7:30 a.m. to 3:30 p.m. Students must bring a pass signed by their teacher to use the library during class time.

BOOK CIRCULATION

Students may borrow up to three books for two weeks with an option to renew. A school ID must be presented to borrow books. Students may not borrow materials if they have overdue materials from any D.O.E. school. Payment must be made for lost or damaged books.

LIBRARY CONDUCT

Students using the library should come with a specific purpose in mind, such as selecting a book, doing research, or reading a magazine. Students are expected to maintain quiet and appropriate behavior at all times while in the library. All school rules apply.

LIBRARY COMPUTERS

Students may use KIS computers to check JupiterGrades, work on research projects or complete homework assignments. Online chatting, playing games, e-mailing and other personal business is not allowed on school computers.

Students are not allowed to save work on school computers. Documents saved on school computers will be erased daily. All KIS students have a Google account; they may create and save their documents in Google Drive.

Students must obtain the librarian's permission before sending any documents to the library printers.

TEXTBOOKS

Students are responsible for the safety and condition of books assigned to them. All school-issued textbooks must be covered. Textbooks should be kept clean and safe from damage (including mold and water damage, tears, etc.). Students should know where textbooks are at all times, and should not leave items unattended while on campus.

While normal wear and tear is expected, students will be required to pay for losses or excessive damage. All fees and textbook fines must be paid in full before students can withdraw from school. Final report cards and yearbooks will not be released until financial obligations are paid in full.

COSTS FOR LOST/DAMAGED BOOKS

Description of Damage	Cost
Lost book	Replacement cost of book
Broken spine	Replacement cost of book
Damaged binding	25% of replacement cost
Torn pages, ink/pencil marks	\$1.00 per page (minor, repairable damage) \$5.00 per page (major damage)
Water damage	25% of replacement cost (minor damage, no mold/mildew) Replacement cost of book (major damage)
Writing on edge of book	\$5.00 (minor and/or erasable damage) \$15.00 (major and/or non erasable damage)
Irreparable damage that prevents reissuing of book (including, but not limited to, written/drawn obscenities, mold/mildew, missing pages, etc.)	Replacement cost of book

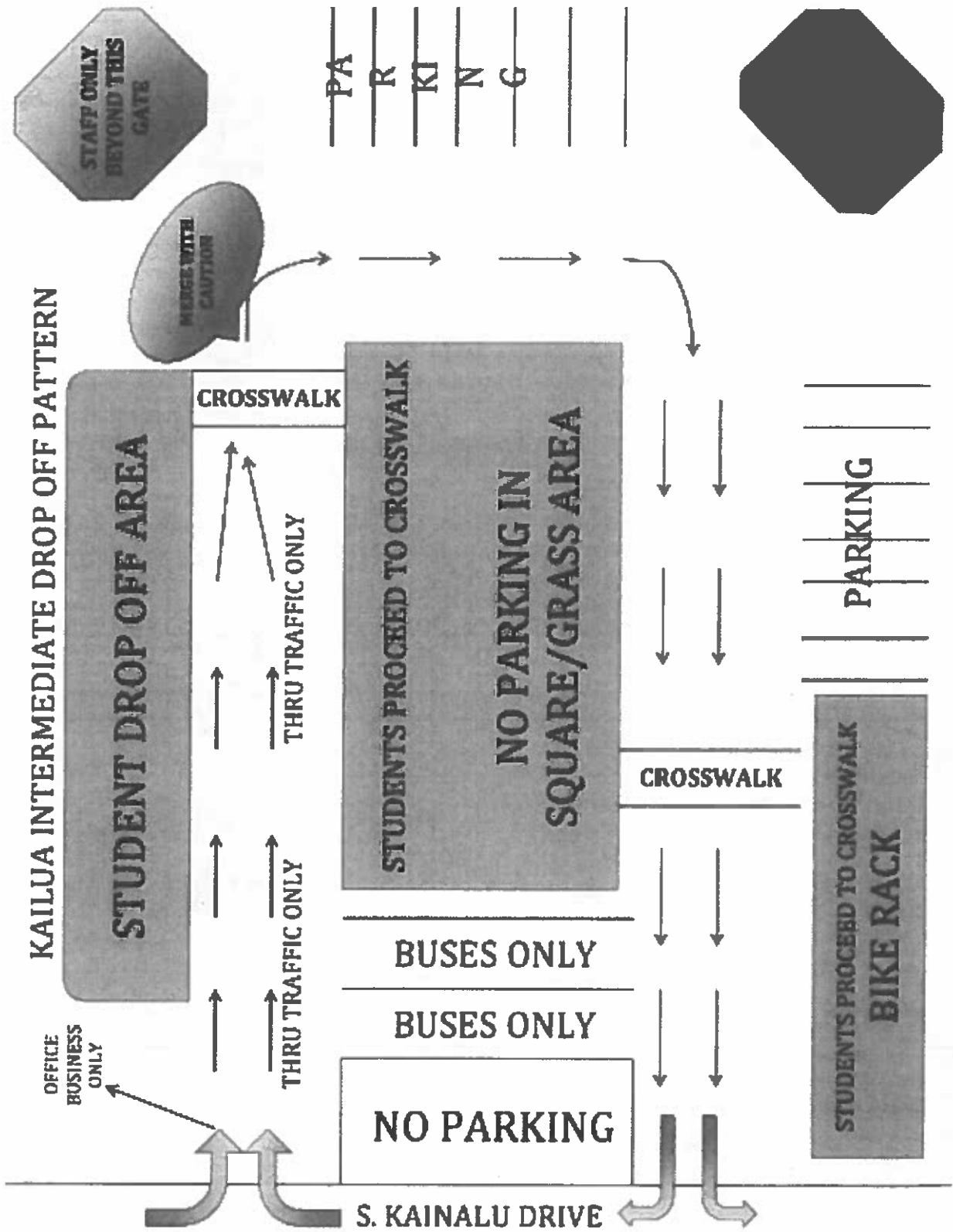
Testing

Several types of standardized assessment testing are done at Kailua Intermediate School. These tests use the same standards for all students and measure student performance when compared with other groups of students.

Test	Testing Grade(s)	Test Description
Smarter Balanced Assessment (SBA)	Grades 7 and 8	The SBA assessments are aligned to the Hawaii Common Core Standards in English language arts (ELA) and math. The assessments provide teachers, students and parents clear information about whether a student is on track to graduate high school, ready for the workplace. SBA testing is conducted online using adaptive assessments. For more information, visit http://www.smarterbalanced.org .
Hawaii State Science Assessment (Science HSA)	Grade 8 only	The Science HSA is administered online in grades 4 and 8 to measure students' attainment of the skills and content knowledge outlined in the Hawaii Content and Performance Standards III (HCPS III). Additional information the Science HSA may be found at www.alohahsap.org .
ACT EXPLORE	Grade 8 only	The ACT-EXPLORE is part of the ACT College and Career Readiness System, which helps students prepare and plan for high school coursework and post-high school choices. The EXPLORE test includes sections on English, math, reading and science and includes a career planning component to help students consider career options that best fit their interests and aptitudes. For more information, visit www.act.org/explorestudent/ .

For more information on Hawaii state assessments, visit <http://www.hawaiipublicschools.org>.

Parking Map



KAILUA INTERMEDIATE SCHOOL 2016-2017 OFFICIAL SCHOOL CALENDAR

Teachers' Work Year - 1st Semester: July 26, 2016 - January 6, 2017; 2nd Semester: January 9, 2017 - May 30, 2017

Students' Work Year - 1st Semester: August 1, 2016 - December 21, 2016; 2nd Semester: January 9, 2017 - May 26, 2017

Student	Teacher	Su	M	T	W	Th	F	Sa			
Week	Days	Days									
0	0								1st SEMESTER - 92 Student Days (Ends December 21)		
1	4	July 26	24	25	26	27	28	29	30	July 26 Teachers' First Day	
2	9		31	1	2	3	4	5	6	July 26 - July 29: Teacher Work Days (no students)	
3	14	August	7	8	9	10	11	12	13	August 1: Students' First Day	
4	18		14	15	16	17	18	19	20	August 19: Statehood Day	
5	23		21	22	23	24	25	26	27	Q1 47 days Ends October 7	
6	28		28	29	30	31	1	2	3		
7	32	September	4	5	6	7	8	9	10	September 5: Labor Day	
8	37		11	12	13	14	15	16	17	Q2 44 days Ends December	
9	42		18	19	20	21	22	23	24		September 19: PC Day (no students)
10	47		25	26	27	28	29	30	1		
11	52	October	2	3	4	5	6	7	8		
12			9	10	11	12	13	14	15	October 10-14: Fall Break***	
13	57		16	17	18	19	20	21	22		
14	62		23	24	25	26	27	28	29		
15	67		30	31	1	2	3	4	5	Q3 46 days Ends March 17	
16	70	November	6	7	8	9	10	11	12		November 8: Election Day
17	75		13	14	15	16	17	18	19		November 11: Veterans' Day
18	78		20	21	22	23	24	25	26	November 24: Thanksgiving	
19	83		27	28	29	30	1	2	3	November 25: School Holiday	
20	88	December	4	5	6	7	8	9	10		
21	93		11	12	13	14	15	16	17	December 22: 12-month Teachers' Workday	
22	96		18	19	20	21	22	23	24	December 22 - Jan 6: Winter Break***	
23			25	26	27	28	29	30	31	December 26: Christmas Observed	
24	97	January 2017	1	2	3	4	5	6	7	January 2: New Year's Day Observed	
25	102		8	9	10	11	12	13	14	January 6: Teachers' Workday (no students)*	
26	106		15	16	17	18	19	20	21	2nd SEMESTER - 90 Student Days (Ends May 26)	
27	111		22	23	24	25	26	27	28	January 16: Dr. Martin Luther King, Jr. Day	
28	116		29	30	31	1	2	3	4	February 3: PC Day (no students)	
29	121	February	5	6	7	8	9	10	11	February 13 - 17: Institute Day (One day with no students during week.)	
30	126		12	13	14	15	16	17	18	Date for each island TBD.)	
31	130		19	20	21	22	23	24	25	February 20: Presidents' Day	
32	135		26	27	28	1	2	3	4	Q4 43 days Ends May 26	
33	140	March	5	6	7	8	9	10	11		
34	145		12	13	14	15	16	17	18		
35			19	20	21	22	23	24	25	March 20-24: Spring Break***	
36	149		26	27	28	29	30	31	1	March 27: Prince Kuhio Day	
37	154	April	2	3	4	5	6	7	8		
38	158		9	10	11	12	13	14	15	April 14: Good Friday	
39	163		16	17	18	19	20	21	22		
40	168		23	24	25	26	27	28	29		
41	173		30	1	2	3	4	5	6	Q1 47 days Ends October 7	
42	178	May	7	8	9	10	11	12	13		
43	183		14	15	16	17	18	19	20		
44	188		21	22	23	24	25	26	27	May 26: Last Day for Students and Second Semester Ends**	
45	189		28	29	30	31	1	2	3	May 29: Memorial Day	
46	194	June	4	5	6	7	8	9	10	May 30: Last Day for Teachers	

Approved October 20, 2015; Amended on October 21, 2015


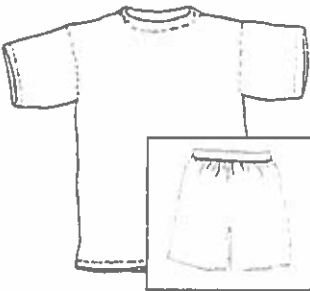



OFFICIAL STATE HOLIDAYS: 2016-2017 SCHOOL YEAR

<p>*2 Instructional days shall be converted to a non-student day for school planning and collaboration</p>	<p>**The employer may assign up to 6 additional hours, in half hour blocks (an "equivalent day") for training and meetings beyond the teacher's regular work day</p>	<p>Statehood Day: August 19, 2016 Labor Day: September 5, 2016 Election Day: November 8, 2016 Veterans' Day: November 11, 2016 Thanksgiving Day: November 24, 2016 Christmas Day (observed): December 26, 2016</p>	<p>New Year's Day (observed): January 2, 2017 Dr. Martin Luther King Jr. Day: January 16, 2017 Presidents' Day: February 20, 2017 Prince Jonah Kuhio Kalaniana'ole Day: March 27, 2017 Good Friday: April 14, 2017 Memorial Day: May 29, 2017</p>
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* January 6: Teacher work day between semesters ** Commencement exercises: No sooner than May 19, 2017
*** For 10-month teachers - Intersession: Oct. 10-14; December 22; Recesses: Dec. 23-Jan. 5 & March 20-24
Educational Officer & Teacher Institute Days Feb. 13-17 (one day per island)

**KAILUA INTERMEDIATE SCHOOL
2016 - 2017 Uniform Information**

The Custom Company
98-027 Hekaha Street Aiea, HI 96701
(Pink building, Bldg 3 Unit 12)
Monday - Friday 9:00am-4pm
Phone: (808) 845-8811

<p>Unisex T-Shirt</p>  <ul style="list-style-type: none"> • Fabric: 50/50 Poly/Cotton • Color: Kelly Green • Sizes: Youth M - L Adult S - 3X • Price: YM - Adult XL \$8.00 Adult 2X \$9.50 	<p>PE Uniform</p>  <ul style="list-style-type: none"> • Fabric: 100% Cotton shirt 100% Nylon short • Color: Ash gray shirt Navy Blue short • Sizes: Youth M-L Adult S-2XL • Prices (pre-tax): Shirt \$5.50-8.00 Short \$12.00-14.00
<p>Unisex Long Sleeve Shirt</p>  <ul style="list-style-type: none"> • Fabric: 100% Cotton • Color: Kelly Green • Sizes: Youth M - L Adult S - 3X • Price: YM-YL \$14.00 Adult \$16.00 2X \$18.00 	<p>Zip-Hooded Jacket</p>  <ul style="list-style-type: none"> • Fabric: Poly/Cotton • Color: Irish Green • Sizes: Adult S - 2XL Youth L available in pullover • Price: Adult S - XL \$26.00 2X \$29.50 Youth L \$20.00
<p>Girls Junior Tee</p>  <ul style="list-style-type: none"> • Fabric: 100% cotton • Color: Kelly Green • Sizes: Juniors S - 2XL • Price: S-XL \$12.00 2XL \$13.00 	



Kailua Intermediate School Lunch Account Deposit

- A deposit box is located in the front office for deposit
- Cash or checks are accepted. Checks may be payable to: Kailua Intermediate School.
- Cash IS NOT accepted in the lunch line.
- Please replenish your child's lunch account in a timely manner we do not provide lunch loans at KIS.
- Meal deposits may be made from 7:30-10:30am. Any deposits made after 10:30am will go in on the following day. (No Exceptions)
- **FOR FREE/REDUCE ONLINE APPLICATIONS GO TO EZMEALAPP.COM**

<u>Breakfast:</u>	<u>Lunch:</u>
Paid \$1.10	Paid \$2.50
Reduced \$.30	Reduced \$.40
2 nd Meal: \$2.40	2 nd Meal: \$5.50
	Entrée: \$2.00
<u>Adult Meal Prices:</u>	
Breakfast: \$2:40	
Lunch: \$5.50	

Kailua Intermediate School Lunch Deposit Slip

Student's Last Name: _____

First: _____

Date: _____ Gr. _____

Pin# _____

Deposit Amount: _____

Cash: [] Check: [] Chk#: _____

Office Use Only:

MCA Initials: _____ Opened Date: _____

Kailua Intermediate School Lunch Deposit Slip

Student's Last Name: _____

First: _____

Date: _____ Gr. _____ Pin# _____

Deposit Amount: _____

Cash: [] Check: [] Chk#: _____

Office Use Only:

MCA Initials: _____ Opened Date: _____

Kailua Intermediate School Lunch Deposit Slip

Student's Last Name: _____

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Date: _____ Gr. _____

Pin# _____

Deposit Amount: _____

Cash: [] Check: [] Chk#: _____

Office Use Only:

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Kailua Intermediate School Lunch Deposit Slip

Student's Last Name: _____

First: _____

Date: _____ Gr. _____ Pin# _____

Deposit Amount: _____

Cash: [] Check: [] Chk#: _____

Office Use Only:

MCA Initials: _____ Opened Date: _____

Kailua Intermediate School Lunch Deposit Slip

Student's Last Name: _____

First: _____

Date: _____ Gr. _____

Pin# _____

Deposit Amount: _____

Cash: [] Check: [] Chk#: _____

Office Use Only:

MCA Initials: _____ Opened Date: _____

Kailua Intermediate School Lunch Deposit Slip

Student's Last Name: _____

First: _____

Date: _____ Gr. _____ Pin# _____

Deposit Amount: _____

Cash: [] Check: [] Chk#: _____

Office Use Only:

MCA Initials: _____ Opened Date: _____



Kailua Intermediate School Lunch Account Deposit

Kailua Intermediate School Lunch Deposit Slip	
Student's Last Name: _____	
First: _____	
Date: _____	Gr. _____
Pin# _____	
Deposit Amount: _____	
Cash: [] Check: [] Chk#: _____	
<i>Office Use Only:</i>	
MCA Initials: _____ Opened Date: _____	

Kailua Intermediate School Lunch Deposit Slip	
Student's Last Name: _____	
First: _____	
Date: _____	Gr. _____ Pin# _____
Deposit Amount: _____	
Cash: [] Check: [] Chk#: _____	
<i>Office Use Only:</i>	
MCA Initials: _____ Opened Date: _____	

Kailua Intermediate School Lunch Deposit Slip	
Student's Last Name: _____	
First: _____	
Date: _____	Gr. _____
Pin# _____	
Deposit Amount: _____	
Cash: [] Check: [] Chk#: _____	
<i>Office Use Only:</i>	
MCA Initials: _____ Opened Date: _____	

Kailua Intermediate School Lunch Deposit Slip	
Student's Last Name: _____	
First: _____	
Date: _____	Gr. _____ Pin# _____
Deposit Amount: _____	
Cash: [] Check: [] Chk#: _____	
<i>Office Use Only:</i>	
MCA Initials: _____ Opened Date: _____	

Kailua Intermediate School Lunch Deposit Slip	
Student's Last Name: _____	
First: _____	
Date: _____	Gr. _____
Pin# _____	
Deposit Amount: _____	
Cash: [] Check: [] Chk#: _____	
<i>Office Use Only:</i>	
MCA Initials: _____ Opened Date: _____	

Kailua Intermediate School Lunch Deposit Slip	
Student's Last Name: _____	
First: _____	
Date: _____	Gr. _____ Pin# _____
Deposit Amount: _____	
Cash: [] Check: [] Chk#: _____	
<i>Office Use Only:</i>	
MCA Initials: _____ Opened Date: _____	

Kailua Intermediate School Lunch Deposit Slip	
Student's Last Name: _____	
First: _____	
Date: _____	Gr. _____
Pin# _____	
Deposit Amount: _____	
Cash: [] Check: [] Chk#: _____	
<i>Office Use Only:</i>	
MCA Initials: _____ Opened Date: _____	

Kailua Intermediate School Lunch Deposit Slip	
Student's Last Name: _____	
First: _____	
Date: _____	Gr. _____ Pin# _____
Deposit Amount: _____	
Cash: [] Check: [] Chk#: _____	
<i>Office Use Only:</i>	
MCA Initials: _____ Opened Date: _____	

Jupiter Grades

ONLINE GRADE BOOK

Kailua Intermediate School uses a web-based grade book called **JupiterGrades**. JupiterGrades lets students and parents check their current grades, homework, test scores, and announcements online anytime. Everyone has their own password, so grades are always private.

Everything is updated live, so you never need to download anything. Students can see a homework calendar for all their classes on one page, including any missing assignments, and they can download class files. Plus each student has their own digital file locker, so they can easily work on their files from any computer at school or home. No need to carry a flash drive.

You can access JupiterGrades from any computer with internet access: Mac or Windows; Firefox, Internet Explorer, Safari, or Chrome. No software or plug-ins to install. JupiterGrades is optimized for iPhone and iPod Touch, so you can easily do homework checks, simply by tapping instead of typing.



JupiterGrades is an excellent way to monitor your child's progress and stay in touch. Check it at least once a week. Kids – check it everyday!

HERE'S HOW TO GET STARTED:

Parents and students must have separate passwords!

Student

1. Go to **JupiterGrades.com**
2. Click the "Login" button at the bottom.
3. Type
Your Name: _____
Temporary Password: Obtain in Library
School: **Kailua Intermediate School**
City: **Kailua**
State: **Hawaii**
4. It will ask you to choose your own password.
(Make it different than your parent's).
5. Then it will ask you to enter your email.

Parents

1. Go to **JupiterGrades.com**
2. Click the "Login" button at the bottom.
3. Type
Student's Name: _____
Temporary Password
Parent or Guardian 1: Obtain in Library
and/or
Temporary Password
Parent or Guardian 2: Obtain in Library
School: **Kailua Intermediate School**
City: **Kailua**
State: **Hawaii**

4. It will ask you to choose your own password.
(Make it different than your child's).
5. Then it will ask you to enter your email.



6. Click on "settings" and input your email address and information.

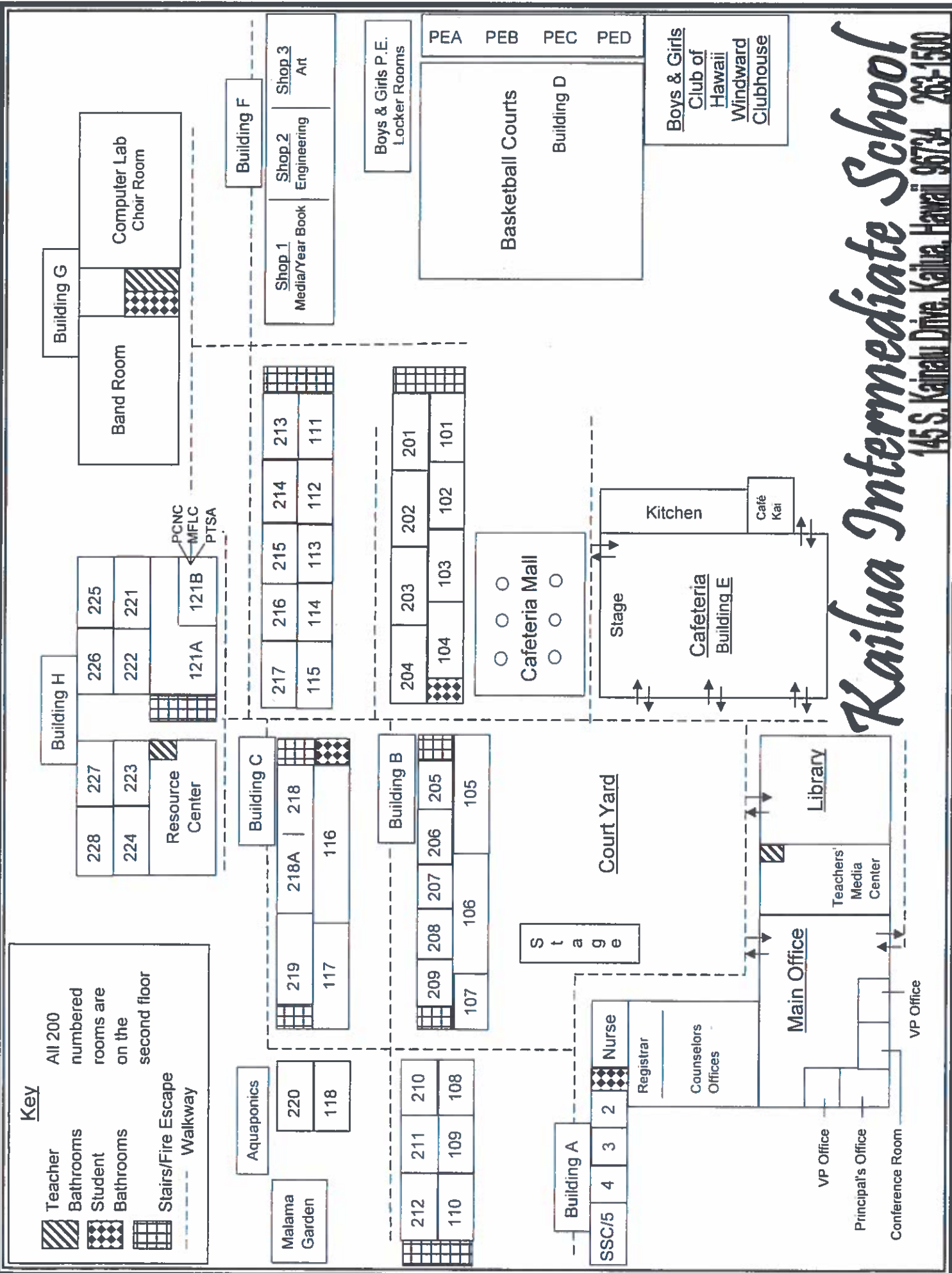
BELL SCHEDULE

REGULAR BELL SCHEDULE

Monday	Tuesday	Wednesday	Thursday	Friday
Period 1 8:00 - 8:40	Period 1 8:00 - 8:40	Period 4 8:00 - 8:49	Period 1 8:00 - 8:40	Period 1 8:00 - 8:40
Period 2 8:44 - 9:29	Period 3 8:44 - 9:29	Period 5 8:53 - 9:38	Period 5 8:44 - 9:29	Period 6 8:44 - 9:29
Period 3 9:33 - 10:18	Period 4 9:33 - 10:18	Recess 9:38 - 9:49	Period 6 9:33 - 10:18	Period 7 9:33 - 10:18
Recess 10:18 - 10:29	Recess 10:18 - 10:29	Period 6 9:53 - 10:38	Recess 10:18 - 10:29	Recess 10:18 - 10:29
Period 4 10:33 - 11:18	Period 5 10:33 - 11:18	Period 7 10:42 - 11:27	Period 7 10:33 - 11:18	Period 2 10:33 - 11:18
Period 5 11:22 - 12:07	Period 6 11:22 - 12:07	Lunch 11:27 - 11:57	Period 2 11:22 - 12:07	Period 3 11:22 - 12:07
Lunch 12:07 - 12:37	Lunch 12:07 - 12:37	Period 2 12:01 - 12:46	Lunch 12:07 - 12:37	Lunch 12:07 - 12:37
Period 6 12:41 - 1:26	Period 7 12:41 - 1:26	Period 3 12:50 - 1:38	Period 3 12:41 - 1:26	Period 4 12:41 - 1:26
Period 7 1:30 - 2:17	Period 2 1:30 - 2:17		Period 4 1:30 - 2:17	Period 5 1:30 - 2:17

BLOCK BELL SCHEDULE

Monday	Tuesday	Wednesday	Thursday	Friday
Period 1 8:00 - 8:40	Period 1 8:00 - 8:40	Period 4 8:00 - 8:49	Period 1 8:00 - 8:40	Period 1 8:00 - 8:40
Period 2 8:44 - 9:29	Period 3 8:44 - 9:29	Period 5 8:53 - 9:38	Period 5 8:44 - 10:18	Period 2 8:44 - 10:18
Period 3 9:33 - 10:18	Period 4 9:33 - 10:18	Recess 9:38 - 9:49	Recess 10:18 - 10:29	Recess 10:18 - 10:29
Recess 10:18 - 10:29	Recess 10:18 - 10:29	Period 6 9:53 - 10:38	Period 6 10:33 - 12:07	Period 3 10:33 - 12:07
Period 4 10:33 - 11:18	Period 5 10:33 - 11:18	Period 7 10:42 - 11:27	Lunch 12:07 - 12:37	Lunch 12:07 - 12:37
Period 5 11:22 - 12:07	Period 6 11:22 - 12:07	Lunch 11:27 - 11:57	Period 7 12:41 - 2:17	Period 4 12:41 - 2:17
Lunch 12:07 - 12:37	Lunch 12:07 - 12:37	Period 2 12:01 - 12:46		
Period 6 12:41 - 1:26	Period 7 12:41 - 1:26	Period 3 12:50 - 1:38		
Period 7 1:30 - 2:17	Period 2 1:30 - 2:17			



Kailua Intermediate School

145 S. Kaimali Drive, Kailua, Hawaii 96734 203-1500