

Princess Ruth Ke`elikōlani Middle School

Vision: "Onipa`a" – "Faithful; Resilient; Trustworthy" **Mission:** We, the Ke`elikōlani School Ohana, are dedicated to nurture, inspire, and empower all students to be resilient learners. Ke`elikōlani Middle School is accredited by the Western Association of Schools and Colleges. Our six General Learner Outcomes (GLOs) align with Hawai'i's Statewide performance standards and permeate all aspects of our teaching and learning. **Ke`elikōlani Middle School strives to prepare our students to be:**

1. *Self-directed learners responsible for their own learning*
2. *Community contributors, understanding that it is essential for human beings to work together and well with others*
3. *Complex thinkers, demonstrating critical thinking and problem solving strategies*
4. *Quality producers, recognizing and producing quality performances and products*
5. *Effective communicators, able to interact in many settings*
6. *Effective and ethical users of technology, being able to use a variety of technologies appropriately*

Our students are expected to demonstrate the Bulldog Way by exhibiting the Core Values:

Collaboration Honesty Excellence Courage Kindness

Continuous Notice of Non-Discrimination

The Hawaii State Department of Education (Department) and its schools do not discriminate on the basis of race, color, national origin, ancestry, sex, gender identity, gender expression, sexual orientation, age, disability, and religion. This requirement extends to all of the Department's programs and activities, including employment and admissions as applicable. Please direct inquiries regarding the Department nondiscrimination policies and/or complaints of prohibited conduct to the Civil Rights Compliance Branch as follows:

Civil Rights Compliance Branch
Hawaii State Department of Education
P.O. Box 2360
Honolulu, Hawaii 96804
(808) 784-6325 or relay
CRCB@k12.hi.us

Beth Schimmelfennig, Director
Rhonda Wong, Civil Rights Compliance Administrator
Krysti Sukita, ADA/504
Anna Tsang, Title VI
Alphonso Braggs – Diversity, Equity, and Inclusion
Blue Kaanehe, Title VII
Nicole Isa-Iijima, Title IX
Dana Takahara-Dias, Title IX – Gender Equity in Athletics

The Department's non-discrimination policies and grievance procedures may be located at:

<https://www.hawaiipublicschools.org/ConnectWithUs/Organization/Offices/Pages/CRCO.aspx>

General Information

RESIDENCE CRITERIA

Residence within the designated boundaries as set by the DOE is required for enrollment. The student's parents or legal guardians must establish permanent residency within these boundaries. Documentation of such is required to finalize registration. The Principal's approval of a Request for Geographic Exception (GE) is necessary in all other instances. Change in residence during the school year must be reported to the office so that proper release can be prepared to enroll at a new district school.

GEOGRAPHIC EXCEPTIONS (GE) – Approval of a Request for Geographic Exception form must be on file for all students who are enrolled at a public school outside of their residential school district. The form is available at all public schools and must be given to the student's "current" school, which will complete and forward it to the GE and home schools. **Include a self-addressed, stamped envelope.** GEs can be filed at anytime for the "current" school year, but approval depends on the waitlist and space availability. In all instances, registration at the district school must first be completed; it is easily cancelled later. For the "next" school year, GE applications must be turned in to the student's "current" public school (or district school if not currently attending a public school) between January 1 through March 1 of the prior school year. Applications after March 1st are initially waitlisted by public lottery, and then subsequently approved pending space availability on a first-in basis. Once approved, the student must register with the GE school within 10 days or forfeit the approval. GEs remain valid through the student's final year at the GE school, so reapplication is not necessary.

TRANSFERRING STUDENTS

- A Release Packet from the prior school is required of students who are transferring into PRKMS. Current health records, recent test and academic data, and any special placement documentation for the continuance of programs courses should be in the packet. Proof of residency within the PRKMS boundaries is required prior to official enrollment. It befalls the parent to arrange for expedient transfer of any missing, essential information or documentation needed to finalize registration, scheduling and start of classes.
- For students who are leaving PRKMS, the Request for Release form must be completed/signed by the parent or legal guardian. Allow 2-3 days to return all books, to clear any obligations and to prepare the release packet for the student's new school.

HEALTH REQUIREMENTS (Call the PRKMS health aide at 587-4400 regarding any health questions or concerns.)

Failure to fully comply with the State Department of Health requirements listed below will result in exclusion from school until all regulations are met. A current Form 14 (Pupil's Health Record which is available at all health facilities) and an emergency card must be filed with the school's health aide. Students transferring between Hawaii's public schools should already have the F-14 in their records. However, the parent is responsible to obtain the F-14 for new students entering from private schools, or entering after an extended leave in another country/state, or entering school in Hawai'i for the 1st time. Serious health conditions should be brought to the attention of counselor, teachers and health aide.

Documentation is required for the following:

1. Mantoux tuberculin clearance or X-ray done in the USA within the past year.
2. Physical examination done in the USA within the past year OR PROOF OF A SCHEDULED APPOINTMENT.
 - a. Required if your child is entering grade 7.
3. The complete series of State-required immunizations (DPT, polio, MMR, Varicella, & Hepatitis B).

REPORTING of STUDENT PROGRESS

Schoolwide Parent Conferences are scheduled in October. In lieu of conferences, progress reports are mailed home in the middle of each quarter to inform parents of academic performance below a "C" and/or potential failure. At the end of each quarter, Report cards are mailed home to parents/guardians two weeks after the start of the next quarter. Report cards include letter grades [A (exceeds proficiency), B (meets proficiency), C (meets proficiency in most of the standards), D (approaches proficiency), and F (not proficient)], teacher comments, and school and class attendance totals (absences and tardies). In person or telephone conferences with teacher(s) are welcome at any time and can be arranged directly through your child's subject area teacher, or homeroom teacher.

PROMOTION AND RETENTION POLICY (Based on Board of Education Middle Level Education Promotion Policy 4502)

Grades 6, 7, and 8 students shall earn promotion based on the student:

1. Demonstrating satisfactory progress each year for identified grade-level CCSS and HCPS III benchmarks for the core content areas:
 - Language arts • Mathematics • Science • Social studies
2. Students must earn a total of 12 units in the four core courses (ELA, Math, Social Studies, Science) in each grade to be promoted to grade 9.
 - Passing grade = A, B, C, D; Not passing = F

Belated summer promotion is permitted only with the Principal's approval and only if the student is able to make up the deficiency in summer school or in correspondence course prior to the start of the next school year.

SCHOOL HOURS [Except for AA (homeroom), all periods rotate daily.] *Subject to change*

7:55am – 2:40pm Monday & Friday 7:55am – 1:38pm Tuesday & Thursday 7:55 am-1:33pm Wednesday

ATTENDANCE POLICY (ABSENCE/TARDY)

Hawaii State Compulsory School Attendance Law

§302A-1132, Attendance Compulsory, Exceptions Hawaii Revised Statutes (HRS)

"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."

Absences from School

- a) On the day of an absence, parent/guardian should notify/call the main office by 8:30am (call 587-4400 ext. 3054002). If your child is not in school by 9:00am, an automated phone messaging system will notify parent/guardian of students' absences.
- b) On the day of return, a note from the doctor should be submitted to the office by the student.

Excused Absences

All absences are considered "unexcused" unless official documentation is provided (within 3 days) to the office to clear them. Ex: court orders, note from doctor's office, prior approval from the Principal. Parent/Guardian note DOES NOT EXCUSE an absence unless approved by the Principal.

Make-Up Work

- a) Upon returning to school, students are responsible for requesting make-up work from their teachers.
- b) For extended absences (two or more days), parent/guardian may contact the main office for assignment requests. Please give the school 24-hour advanced notice, to gather work from all teachers.

Off-Campus Pass Procedures

- a) An off-campus pass will be issued by the main office if a parent/guardian provides a written note or calls the school requesting for early release for the student.
- b) If the school initiates an early release for the student due to special circumstances, the parent/guardian will be notified first, before the student is released with an off-campus pass.
- c) The off-campus pass is only valid for that day and must be carried at all times by the student upon release.

Unexcused Absences

Unexcused absences are prohibited and may result in the following:

- 0 - 4 unexcused absences: Homeroom teacher contact parent
- 5 - 9 unexcused absences: **Attendance letter 1**; Counselor check-ins
- 10 - 15 unexcused absences: **Attendance letter 2**; Dog Tag; Home Visit by BSHA
- 16 - 20 unexcused absences: Referral to outside agencies; Home visit by Counselor; In-Person PTC
- 21+ unexcused absences: **Attendance letter 3**; Truancy Petition

FREE/REDUCED MEALS

Reduced or free meals are available to qualified students. Reapplication and requalification is required at the start of every new school year. Allow 5-10 days for processing after submitting the application form. The meal status of students who transfer between Hawaii public schools continue at their new school provided that their family's situation remains constant. The "Meal Tracker" computerized system quickly scans each student's meal card and accurately adjusts the balance of his or her meal accounts. *Subject to change*

**Meals: Regular Student Breakfast is FREE, 2ND and Subsequent Student Breakfast is \$3.50
Regular Student Lunch is FREE, 2ND and Subsequent Student Lunch is \$7.50**

SCHEDULE/PROGRAM DISTRIBUTION

Student schedules are distributed during our Schedule Pick-Up/Fee Payment day in July. There is a \$0.25 replacement copy charge for student schedules.

STUDENT FEES & UNIFORM T-SHIRT

School uniforms (T-shirt) are MANDATORY and must be worn daily- Prices are \$8.50 each from Youth Medium to Adult XL. \$11.50 for XXL \$14.50 for XXXL. CASH ONLY. Available in black, gray, or maroon color.
CMS Face Masks - \$4.75 each. CASH ONLY. Available in black, gray, or maroon color.

Payment of the BASIC FEE is required from ALL students.

Payments may be made at the Main Office in cash or check made out to "Ke`elikolani Middle School."

BASIC FEE: Payment is required from ALL students.

\$10 Class Activities

\$10 TOTAL due from "ALL" students