

KAPAA HIGH SCHOOL



SCHOOL YEAR 2017-2018 OFFICE HOURS, FEES & INFORMATION

FRONT OFFICE FROM 7:00-4:30PM

Phone: 821-4400 or if you know your party's extension, please dial 821-4401 and ext no.

Rates and Information subject to change per DOE or Administration

Meal Prices: CASH, CHECK OR MONEY ORDER ONLY (to Kapaa High School)

| | <u>LUNCH</u> | <u>BREAKFAST or MID-MORNING</u> |
|----------------------|------------------------|---------------------------------|
| 1 st Meal | \$2.75 (reduced \$.40) | \$1.20 (reduced \$.30) |
| 2 nd Meal | \$5.50 | \$2.40 |
| Adult Meal | \$5.50 | \$2.40 |

1. **Complete free/reduced application available in office or online at hionlineapps.primeredge.com.** Students who qualify may receive one breakfast OR mid-morning AND one lunch a day at free/reduced prices. Anything more will be at 2nd meal prices.
2. Meal payments are collected each morning and deposited by 10:00 am. Any payments received thereafter will be processed for the next school day.

Bus Pass Rates: CASH, CHECK, OR MONEY ORDER ONLY (payable to DOE)

| | <u>ROUNDRIP</u> | <u>ONE-WAY</u> |
|---------------|-----------------|----------------|
| ANNUAL | \$270.00 | \$135.00 |
| QUARTERLY | \$72.00 | \$36.00 |
| COUPONS | N/A | N/A |
| REPLACEMENTS: | \$5.00 | \$5.00 |

***BUS COUPONS-CASH
only
10 coupons-\$12.50/Sheets***

- **Applications available at the Front Office. Payment is due with application. A temporary pass will be available at the Front Office upon payment.**
- Students must surrender temporary pass to receive Regular bus pass cards, available for pick up within 5 days after application and payment is received.
- If your child loses his/her bus pass card, Replacement passes are only reprinted when the \$5.00 fee is paid.

ID Card Picture Taking/Replacement: CASH, CHECK, OR MONEY ORDER ONLY (to Kapaa High School)

Replacement for lost, broken, or stolen IDs: \$5.00

- ◆ New students may take ID pictures upon enrollment. First card is free.
- ◆ 9th Graders will be taking their ID pictures during Fees Payment Week, **July 3, 5-7, 7am-12noon - July 4th (Holiday)**. This is also your child's meal card. A deposit to their account is required before he/she can use their card in the cafeteria.
- ◆ **GRADES 10-12: Please retain your current card.**
- ◆ Please inform office if it is lost or stolen. Meal number will be changed for security reasons.

Student Parking Permit: CASH, CHECK, OR MONEY ORDER ONLY (to Kapaa High School)

Student Parking: \$5.00 (located across the road from bus pick-up) This is the only student parking available with a parking permit.

- Permits are issued on a first come first serve basis. Seniors will be given priority.
- School cannot be held liable for stolen or vandalized property.

School Visitors:

All Visitors are required to check in at the Front Office. Student Visitors are allowed on campus **if prior arrangements are made with teacher/ administration.**

Phone calls to School:

When calling the Main Office, please be patient, especially during peak hours and events, as the front office staff is also assisting customers on the counters. If busy, try your call again later. **We cannot accept deliveries to students** unless your child knows to pick it up. Calls will not be made to their class unless they are being signed out for the day. If your child is sick during the course of the school day, they should report to the health room after obtaining a pass from his/her teacher.

*****ACCOUNT CLERK'S OFFICE FROM 7:00-12:00PM*****

*****Fee Collection week is July 3, 5-7, 2017 *** July 4th (Holiday)**

| School Fees 2017-2018: | | | CASH, CHECK, OR MONEY ORDER ONLY(to Kapaa High School) | | | |
|-------------------------------|-----------------|--------------|---|----------------------------|----------------------------|----------------------------------|
| <u>Grade</u> | <u>St. Gvt.</u> | <u>Class</u> | <u>Required Total</u> | <u>Yearbook (Optional)</u> | <u>Athletic (Optional)</u> | <u>Total w/ Optional Amounts</u> |
| 9 | \$10.00 | \$8.00 | \$18.00 | \$50.00 | \$25.00 | \$93.00 |
| 10 | \$10.00 | \$8.00 | \$18.00 | \$50.00 | \$25.00 | \$93.00 |
| 11 | \$10.00 | \$8.00 | \$18.00 | \$50.00 | \$25.00 | \$93.00 |
| 12 | \$10.00 | \$8.00 | \$18.00 | \$50.00 | \$25.00 | \$93.00 |

Obligations:

All obligations such as lost library books, returned checks, etc. must be paid to Account Clerk before students are able to purchase a yearbook, join a sport, attend a school function or participate in commencement exercises.

School Wear 2017-2018:

Kapa'a High School has a mandatory "Dress Code". Students are required to wear the approved school shirts on all instructional days. We are counting on your support for the next school year.

Our uniform vendor, New Creations LLC, will assist us with ordering, printing and distribution of our school shirts. Orders can be done on-line at www.kulathreads.com.

Orders submitted by June 2 will be available for pick up on:

JULY 7, 2017 from 8:00AM – 1:00PM

AUGUST 7, 2017 from 8:00AM - 3:30PM

*****MESSAGE FROM REGISTRAR'S OFFICE *****

Diploma Distribution:

Graduation Diplomas available for pick up at Front Office starting **June 19, 2017, Monday, from 7:00am-3:00pm**

Report Card Distribution:

Quarter 4 report cards available for pick up at Front Office starting **June 20, 2017, Monday, from 7:00am-3:00pm**

*****COUNSELOR'S OFFICE FROM AUGUST 8-16, 2017*****

Program Adjustment/New Student Registration

The Counselors will meet with students requesting a Schedule Change according to the following schedule:

- New Student Registration August 8 and August 9
- All Students (*) August 10, 11, 14, 15, and 16

*Students are to come by the Counseling Office during non-classroom time – 1st recess and lunch time only - and make their request for an appointment.

*Students are to follow their present schedule until the Counselor calls him/her in for the appointment.

During the appointment, the Counselor will check if the schedule can be changed or stay as is. The student's schedule was created based on his/her choices made during registration.

Deadline for students to request for an appointment with his/her Counselor is **Tuesday, August 15.**

Deadline for all Requested Schedule Changes to be completed by the Counselor is **Tuesday, August 22;** this is because all students need to be settled into their classes and working towards their mid-quarter grades and GLO's due in two weeks.

Student Tardy, Absence and Homework Policy:

- All Tardy students should be accompanied with a personal note from parent/guardian to receive a re-admit slip from Registrar's Office. You have 3 days to request a re-admit slip when student returns to school.
- Student then circulates re-admit slip to each teacher to acknowledge absence and any requests for make-up work.
- Homework requests for students who are absent for 3 or more days may be arranged with the Counselor's Office at 821-4401, ext. 115. Any work delivered by teachers may be picked up at the Front Office. Calling a day ahead for homework would be appreciated in order to give the teacher's time to put the homework information together for

pick up. Please call 821-4400 to confirm if there is any work available for your child before coming to pick it up.
The front office closes at 4:30 pm.

9th Grade Orientation: 9th Grade Orientation will be held on **August 7, 2017 Monday from 7:45-12:15 pm.** Students will meet at the Gym for further instruction.