James B. Castle High School



FRESHMAN ACADEMY

Freshman Academy Handbook

Revised July 2024

Vision:

The Castle Freshman Academy students are organized and goal-oriented learners who are accountable and respectful to self and community. They are prepared for their chosen academy pathway, having successfully transitioned to the tenth grade by demonstrating academic success and the responsible use of technology.

Mission:

The Castle Freshman Academy will provide a positive, safe, and inclusive learning environment to prepare students for their chosen academic pathway using effective strategies, meaningful data, with support and interventions in a technologically rich classroom.

Purpose:

- The purpose of the Freshman House is to provide incoming 9th grade students with a smooth transition to high school through an appreciation for learning in a caring community.
- All incoming 9th graders will be randomly placed in one of two houses: ʻOnipaʻa (steadfast) or Haʻaheo (pride).
- A team of teachers will be assigned to each house and consist of both regular and special education content specialists to provide differentiated instruction for students of all ability levels.
- 9th Grade Houses will cultivate a college-going culture so that our students are career-college ready in a global society through consistent implementation of essential skills.

Goals:

- Be enrolled in a rigorous course load in a variety of academic subjects.
- Explore post-secondary options.
- Demonstrate the ability to be self-directed learners, effective communicators and collaborators, quality producers, complex thinkers, ethical users of technology, and have a growth mindset.
- Be prepared for success in high school, college, career, and life.
- Be community and culturally minded.

Skills to be Addressed:

- AVID strategies and other instructional strategies will be used to help all learners reach their goals. AVID (or Advancement Via Individual Determination) is a program designed to help students develop the specific skills they need to be successful in college and other post-secondary options.
- Strategies in 9th Grade Houses include:
    - Studying
    - Problem-solving and critical-thinking
    - Communicating, collaborating, and presenting
    - Notetaking
    - Critical reading
    - Effective and ethical use of technology
    - Organizing

Advisory Class

- Please click on the links below for more information:
  - Advisory Overview
  - New Advisory Structure slides
  - Syllabus Information

Quarter, Semester, and Year Grades

- Will be an average of all assignments (15% of total grade) and assessments (85% of total grade) during the relevant time period. Final course grades will be calculated by finding the average of each semester.
- Some courses are **Semester courses** (½ credit) and some are **Year courses** (one full credit).

Infinite Campus:

- The State of Hawaii uses a grading program called Infinite Campus which incorporates grades, attendance, and other data in one place.
- Each student and parent/guardian will be able to access grades online.
- Grades will be expected to be updated weekly.
- **Any questions or clarifications will be addressed by Ms. Makee Tano.**
  Email: tanom@knights.k12.hi.us

Re-take Policy:

- Students need to meet with the teacher to request a retake.
- It is at the teacher's discretion to allow a student to retake an assessment.
- If a retake occurs, the teacher will take the higher grade.
- Retakes are not provided for unexcused absences and firm deadline assessments.
- Retakes will be done on E-days or upon agreement with the teacher.

Late Work:

- Students will need to meet with teachers during non-class hours to get and complete late work. Some work may need to be completed in the teacher's presence. Late work can be penalized in the grading.
- Assessments with **firm deadlines** may not be accepted late, regardless of certain reasons (i.e. absences, vacation, etc). If accepted, students may have up to but no longer than two weeks after the due date to submit work.

Progress Reports:

- Progress reports will be sent home via Advisory Class to parents/guardians for all students twice a quarter.
- Parents/guardians will sign the progress report to indicate receipt and the student will return it to their respective history teacher.

Parent/Guardian-Teacher Communication:

- Parents/students may contact the counselor/teacher regarding grades or concerns through email or phone.
- Parents/guardians are encouraged to monitor their child's progress using Infinite Campus throughout the year.

Unexcused Absences:

Unexcused absences in a class may have consequences up to and including detention, referrals, parent conferences, etc. "Make-up" work given for unexcused absences may not be retaken to improve a grade, and grades may be penalized.

Student Materials:

Please bring the following materials to class every day.

- Fully-charged chromebook **and charger**
- ID at all times (replacement ID costs $5)
- 3-ring binder & dividers (provided by the school)
- Planner (provided by the school)
- Folder paper, Pens (blue or black), pencils, highlighters, erasers, white-out
- Lined Composition books (**see specific course syllabi**)
- Highly Recommended: Glue, Earphones or headphones, Hand Sanitizer, Facial Tissues, Disinfectant Wipes

Classroom Expectations:

Behave as Young Professionals

- **BE READY**: Be in your seat with supplies out when the bell rings. If you are late to class for any reason, report to P-11, Main Counselors Office or see security for a tardy pass.
- **BE RESPECTFUL**: Respect yourself, people, other people's property, and school property. Everyone should feel safe to share their opinions, express their ideas, and ask questions.
- **BE ENGAGED**: Stay focused, listen attentively, complete all classwork/homework, and follow directions. Remain involved until the teacher dismisses you.
- **BE PRESENT:** Stay present in the classroom by disconnecting from your personal device(s). Cell phones and other personal technology use during class time are a disruption to the learning environment.

Google Classroom Expectations:

- Check Google Classroom daily and your Gmail knights account for Google Classroom notifications/announcements.
- Weekly assignments will be posted to Google Classroom. You will need to go into the Google Classroom to access these assignments, view resources to help you complete the work, and submit the work on time for feedback and grading.
- Review written feedback from your teachers and check your grades regularly. Your teachers will continue to give you feedback and grades. Review your feedback and check grades in **Infinite Campus (IC) regularly to monitor your progress**.
- Reach out to your teachers for help when you need it.

Classroom Norms:

- **PASSES:** You must have a pass to leave class at any time during the period (i.e. health room, restroom, counselor's office: to include the destination, time, & signatures of teachers). Teachers may place limits on how many times a pass can be used, frequency of use, etc. No restroom/water passes will be given during the beginning of class periods.

Cellphone Policy:

- Cellphones and/or personal technology are not allowed out, seen, or heard during class time.
- If a student uses a device without permission, it will be confiscated till the end of class and will be held in the "cell phone locker" (A transparent and individually locked storage box)
- If it continues to be a problem, the device will be confiscated and taken to the Main Office, where it can be retrieved by a parent or guardian after 3 PM.

Discipline and Consequences:

You must follow all school rules.

- **Electronic devices:**
  - **Follow classroom policy.**
- **Plagiarism/Cheating:** (Honor Code School Policy)
  - 1st Offense: Teacher will notify the parent and the Counselor/Academy Principal
    - The highest grade will be a "C" if the student resubmits the assessment or assignment
  - 2nd Offense: Referral and conference with parent and 0 on that assessment or assignments
- **Class behaviors:**
  Disruptive/interruptive/inappropriate language and behaviors. After warning(s):
  - 1st offense - classroom detention/consequence
  - 2nd offense - detention, parent/guardian notification
  - 3rd offense - removal from class, referral to counselor or administration, and/or parent-teacher conference
- **Harassment:** Students will be sent to the Main Office.

Contact Information for 9th Grade Teachers:

Ha‘aheo House

Teacher	Room	Subject	Contact Information
Jenna George	21A	English I Syllabus	georgej@knights.k12.hi.us 305-0776
Deniz Asaner	14A	Integrated Science Syllabus	asanerd@knights.k12.hi.us 305-0789
Tess Schwalger	P-2	US History Syllabus	schwalgert@knights.k12.hi.us 305-0839
Corey Obungen	21C	Transitions to HS, Health Syllabus	obungenc@knights.k12.hi.us 305-0825
Melanie Ishihara	P-9	Algebra 1, Geometry Syllabus Algebra 1 & Geometry	ishiharam@knights.k12.hi.us 305-0795
Tiana Fuertes (Ms Tee)	P-10	Algebra I, Math Workshop Syllabus Algebra 1	fuertest@knights.k12.hi.us **no phone yet*
Sarah Veloz	21B	English I, Lab Syllabus	velozs@knights.k12.hi.us 305-0736

‘Onipa‘a House

Teacher Room	Room	Subject	Email
Leighland Tagawa	P-1	Transitions To HS, Health SY 24-25 Syllabus	tagawal@knights.k12.hi.us 305-0899
Pam Kelly	P-6	Alg I, Math Workshop, & Geo SY 24-25 Syllabus Alg1 & Geom	kellyp@knights.k12.hi.us 305-0760
Elliot Buccat	14C	Integrated Science Syllabus SY 24 - 25	buccat@knights.k12.hi.us 305-0806
Arlene Greco	P-3	US History SY 24-25 Syllabus	grecoa@knights.k12.hi.us 305-0844
Leatrice Galicinao	P-4	English I SY 24-25	galicinaol@knights.k12.hi.us 305-0774
Sheila Bailey	P-8	English I, Lab SY 24-25 Syllabus	baileys@knights.k12.hi.us 305-0715
Lisa Uyematsu	P-7	Algebra I, Math Workshop SY 24-25 Syllabus	uyematsul@knights.k12.hi.us 305-0829

9th grade Counselor	**Room**	**Email:**
Chris Bisho	P-5B	bishoc@knights.k12.hi.us Office: 305-0721 Cell: 291-3874
Freshman Academy Principal	**Room**	**Email**
Tyler Winsor	P-5A	tyler.winsor@knghts.k12.hi.us Office: 305-0708 Mail Box: 1