



June 15, 2018

Dear Parents and Guardians,

I hope your child is enjoying his/her summer! I wanted to take a moment and share some information for the upcoming school year.

A number of renovation projects are scheduled for the month of July on campus. The major project on campus is reconfiguring the bottom of the Donaghho building and making some repairs in the main office. Due to this construction, the office is located up in the Young building for summer. We are also minimally staffed during the summer, so I encourage you to call ahead if you plan to come by and verify that the high school office is open ahead of time.

I am sure that both you and your child have many questions about the upcoming school year, especially for our 9th grade parents and parents of new students. Hopefully the information below will help address some concerns you may have. Please mark Thursday, August 9th on your calendars for our Open House. You and your child may drop by the high school campus any time between 3:30 P.M. - 6:30 P.M. In addition to meeting your child's teachers and touring the campus, your child may get assistance setting up his/her laptop computer, check out a locker, and take care of signing various forms.

Student Schedules:

We will begin the scheduling process on July 9th. This is a lengthy process that we do by hand to help ensure that students are placed in courses that best suit their learning needs and that students are on track to meet all of their graduation requirements. Incoming 10th – 12th grade students completed an online course selection form in the spring that we use to help determine schedules, as well as student profiles and teacher recommendations. 9th grade student schedules are determined primarily by the student file and recommendations from their 8th grade teachers. 9th grade students will be given the opportunity to select an elective prior to the start of school. Schedules will be mailed home in early August. Students are welcome to contact me at any time with questions, concerns, or requests for their schedule. I recommend that students contact me prior to the start of school because it is often easier to make schedule changes before classes start. I can be reached by email at stravis@assets-school.net or my cell 808-342-0076.

K-8 Campus • One Ohana Nui Way, Honolulu, Hawaii 96818
High School Campus • 913 Alewa Drive, Honolulu, Hawaii 96817



Transportation:

Unfortunately, there is only very limited school bus service to Assets High School. Please refer to your online registration materials and emails from the registrar office to find out if school bus service is available in your area. There is a public bus stop only a few steps from the driveway to campus. The web address for the City Bus schedule is www.thebus.org. I highly encourage parents to allow the school to include your family on the carpool list and work with one another to arrange carpools. For example, perhaps some families could chose a common meeting place, such as the K-8 campus, and then take turns driving students the remainder of the way to the high school. Students with driver's licenses are welcome to drive themselves to school. We have a small parking lot, but there should be enough spaces for both faculty and students. Students can park on the street if we run out of spaces. Student drivers, and students riding with student drivers, are required to complete a driving contract. It is considered a privilege to drive to school, so violations of the contract could result in losing that privilege, even if the student parks off campus.

Another important piece of transportation that families need to consider is drop off and pick up times. At the K-8 campus, we had over 100 faculty and staff, and therefore, there were adults on campus very early in the morning until late in the evening. However, there are only about 25 faculty and staff on the high school campus. This means that we do not have the resources to supervise students for long periods of time before and after school. Please plan to drop off and pick up your students accordingly:

- **Students may not arrive at school before 6:15 AM. Students who arrive between 6:15 A.M. and 6:45 A.M. will need to stay in a designated area.** Breakfast will begin being served at 6:45 A. M. and other areas of campus will also open at that time.
- After school (dismissal is at 2:55 P.M. except on Wednesdays), students may stay on campus to attend study hall until 4:00 P.M. We will also likely have the fitness room open at least two days a week after school, also until 4:00 P.M. **Students, who are not in study hall, or utilizing the fitness room, must leave campus by 3:30 P.M. Students who are in study hall or the fitness room must remain there until the 4:00 P.M. dismissal, and then leave campus no later than 4:20 P.M. We will have no supervision available after 4:20 P.M.; so all students must leave campus by that time.**
- To prevent traffic from backing up onto Alewa Drive at the end of the day, this year we are planning to stagger pickup times. If you are picking up your child after school, you will have the opportunity in August to sign up for one of three windows of time for pick up between 2:55 and 3:30 P.M.

**Breakfast, Lunch, and Snacks:**

We have the great pleasure of having an amazing chef on campus, Steve Noschese, who prepares fresh hot meals for students who wish to purchase breakfast, snack, and/or lunch. Lunches need to be preordered, and students may choose which individual days he/she wishes to purchase a lunch. A monthly menu order form from Uncle Steve's Kitchen will be emailed to you in mid-July. Please feel free to contact Chef Steve with questions at 554-7947.

School Supplies:

Teachers will have most school supplies available to students in their classrooms, such as composition notebooks, glue, scissors, etc. Students are expected to bring a notebook (3 ring or accordion type), notebook paper, pens, and pencils. **High School students are required to bring a laptop to school daily.** We only have a handful of laptops to loan to students whose laptops are being repaired. **We do not have laptops available for regular checkout.** Attached are the laptop requirements. If you are unable to afford to purchase a laptop for your child, please contact Dr. Travis.

Dress Code:

While we do not have a school uniform, we do feel it is important that students maintain a clean, "business casual" appearance, and dress for the important work of school. Attached is a summary of dress requirements for the high school. If your son/daughter wants an Assets High School t-shirt, you will have the opportunity to order new shirts prior to the start of the year and again at Open House. Recently I was at Old Navy and noticed several inexpensive options for long shorts for girls and boys, as well as button and collared shirts and open front jackets.

The first day of school for students is on Wednesday, August 15th. We all look forward to welcoming your son/daughter to the 2018 - 2019 school year at Assets High School.

Sincerely,

A handwritten signature in cursive script that reads "Susan Travis".

Susan Travis, Ed.D.
High School Principal

Attachments: As noted

Assets High School Dress Code Policy

Shirts: Shirts must be collared (button down or polo). Shirts may be any color or pattern. They must fit appropriately (not too short or tight, and not so oversized that it is easy to conceal contraband). Buttoned shirts must be buttoned up far enough to not reveal too much of the chest area. A good guideline is to draw a line between the two armpits across the chest, and ensure that the shirt is buttoned at that height. Assets t-shirts, class shirts, or PAC 5 t-shirts may be worn in place of a collared shirt. Shirts must be clean and free of holes and frays. Shirts must completely cover the stomach and back, even when sitting or stretching. Shirts may not be transparent or otherwise show undergarments.

Pants/Shorts/Skirts: Pants/shorts/skirts must fit appropriately (not too tight or ride too low, and not so oversized that it is easy to conceal contraband). Shorts and skirts must be no shorter than three inches above the knee. Again, clothing must be clean and free of holes and frays.

- Cargo style shorts and pants (multiple large and bulky pockets) are not allowed.
- Jeggings, leggings, or other “skin tight” clothing/athletic wear is not allowed.
- Sweat pants and board shorts are not allowed.
- Students who wear skirts should also wear shorts or tights underneath.

Jackets: Jackets must be button or zipper open front. They may be any color or pattern.

- **Pull over jackets or sweatshirts are NOT allowed**

Hair & Accessories: Hairstyles **may not** be extreme, and hair color must fall within the natural range of hair color. Students who are uncertain should check with Dr. Travis before making drastic changes to their hair. Students may not have any facial piercings, and tattoos must be covered with clothing. Students may not wear any accessories that may be dangerous such as spikes or chains. Wearing hats, caps, or sunglasses are not permitted indoors.

Shoes: Students may wear slippers or open-toed shoes; however, close-toed shoes are required for playing basketball, field trips, PE, and other pre-determined class activities. Due to the rough terrain of campus, students may not wear high-heeled shoes. Students must wear footwear, barefoot is not allowed.

In General, no clothing may display: violent images (including guns), offensive language, promote tobacco, drugs, or alcohol through logos or images. Students may not cover inappropriate clothing with outerwear (i.e., bathing suit top covered by a sweatshirt, etc.) or layer. Overall, students must look neat and clean, which includes good hygiene.

P.E. Classes: Shorts need to be long in length (no shorter than 3 inches above the knee) and also ride high enough on the waistline to provide full coverage of underwear and backside when bending and stretching. Athletic fitted pants, such as capris and yoga pants are acceptable for PE classes, but not for daily wear in the classroom. T-shirts may be any design or logo as long as it is appropriate for school. Shirts must be long enough to fully cover midriff and back while stretching. Shirts should not be torn up or cut up. Tank tops are not allowed.

The above dress code outlines the minimum standard of dress. Students who wish to dress more formally are welcome; for example, ties, vests, or other professional clothing. If students are uncertain at any time about what is acceptable, he/she should contact Dr. Travis.