Lahainaluna High School

Boarding Department

2014-2015

Boarder's Handbook

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Forward

Lahainaluna was founded in 1831 by Protestant missionaries to train students in the field of missionary work. At the turn of the century, it became a part of the public school system of the Territory of Hawai'i. Lahainaluna High School boasts one of the most colorful campuses anywhere. Landscaped with the lush greenery of Polynesia, it sits like a jewel on the hillside above "Old Lahaina Town".

One of the unique characteristics of Lahainaluna is it is one of two public boarding school programs in the State of Hawai'i. Only boys were afforded the opportunity to become boarders until 1980 when girls were admitted to the program.

In 1970, the Board of Education approved the following **selection criteria** for boarding students:

a. Those in the state who otherwise would find it difficult to obtain a high school education;
b. Those in the state that may benefit by a change of environment;
c. Applicants from the Pacific Basin countries who may benefit from the boarding and day school program;
d. Other applicants in the state who are selected by the Boarding Department Advisory Board.

The **objectives** of the Boarding Department are:

a. To create in the Boarder desirable work habits, good body coordination, self-sufficiency, self –discipline, and an understanding and acceptance of responsibility.
b. To create an environment around the Boarder that will expand his or her horizon vocationally, socially, and culturally.

The Boarding Department's **philosophy** for community living centers around the development of a sense of unity, a sense of involvement, shared responsibility, mutual interdependence and mutual help coupled with love, loyalty, and companionship. It also includes living by rules of conduct and providing within group living, ways to correct injustices. It incorporates the method of the first-year Boarder learning from the older experienced Boarder, and the older Boarder looking out for the welfare of the first-year Boarder in all of their community living experiences.

"BEING A BOARDER IS A PRIVILEGE AND NOT A RIGHT"

The Advisory Board understands the impossibility of actually listing every appropriate or wrongful behavior which a Boarder can exhibit. This handbook will serve as a guide for the Boarding Program and is not intended to be all encompassing.

We look forward to an outstanding year with your help and cooperation. This handbook is to be kept throughout the year in excellent condition. It will be collected by the Dorm Attendant when you "check-out" of the dorm. You will be charged $10.00 if you lose your book.

Boarding Department Organization

Boarding Department Advisory Board:

The Boarding Department Advisory Board is comprised of Boarding Department staff members, and administrators. It is responsible for over-all guidelines of the boarding program. It acts on dismissal cases of Boarders involved in major offenses and serves as the selection committee for applicants desiring acceptance into the program. It also makes recommendations for changes in the program and operation to the Principal. The Boarders' President and Captains may be invited to the Advisory Board meetings.

Board Members:

Emily De Costa (Principal)
Ray Camacho (Café Manager)
Amy Bodlorick (Dorm Attendant)
Sandra Camargo (Dorm Attendant)
Cliffane Casco (Dorm Attendant)
Joanne Dennis (VP)
Sy Feliciano (Dorm Attendant)
Keola Rogat (VP)
Lelani Visesio (Dorm Attendant)
Robert Watson (Farm Manager)
Alan Yamamoto (Farm Manager)
Noah Zyduck (Dorm Attendant)
Vacant (Dorm Attendant)
Vacant (Dorm Attendant)

Dormitory Attendants:

The Dorm Attendant positions are full-time classified individuals. They are responsible for the welfare of the students and the operation of the dormitory within the prescribed duties. The Dorm Attendants are responsible for the accountability of the students, supervision of dormitory activities including meals, administering fair discipline, overseeing cleaning and maintenance, and enforcing the necessary rules for group living. The Dormitory Attendants oversees behavior and welfare for all Boarders and are not restricted to monitor behavior of only Boarders residing in his or her dorm. The Dormitory Attendants are under the supervision of the Principal.

Farm Managers:

The Farm Managers are responsible for supervision of the campus yard, piggery, garden, and nursery operations. They are also responsible to assign overtime clearance duties to all Boarders.

Lahainaluna Boarders' Club:

The Boarders' Club is comprised of the elected and appointed officers of the Club and all members of the Boarding Department. The Boarders' Club carries out responsibilities as outlined in the Boarders' Constitution. It makes recommendations for changes in program and operation concerning the dormitory "community living" to the Principal. The Club provides leadership, communication and participation in Club activities, socials and changes to the Constitution. An important aim of the organization is to emphasize individual resident responsibility. A $35.00 membership fee is collected from each Boarder upon registration.

Principal:

The Principal of Lahainaluna High School is responsible for the care and well being of all Boarders. The Principal makes the decision to uphold any Boarding Department Advisory Board recommendation. If an appeal is filed the Principal is the first step in the appeal process.

Staff Directory

The following members of our staff may be reached by calling 662-3979 and entering their stated extension numbers:

NAME	TITLE	PHONE #
Ms. Emily De Costa	Principal	662-4000
	Principal Cottage	662-4013
Mrs. Joanne Dennis	Vice Principal	229
Mr. Keola Rogat	Vice Principal	230
Mr. Cliffane Casco	David Malo Dorm Attendant	300
Mr. Sy Feliciano	David Malo Dorm Attendant	300
Mr. Noah Zyduck	David Malo Dorm Attendant	300
Vacant Position	David Malo Dorm Attendant	300
Mrs. Amy Bodlorick	Hoapili Dorm Attendant	303
Ms. Cassidy Boteilho	Hoapili Dorm Attendant	303
Ms. Sandra Camargo	Hoapili Dorm Attendant	303
Ms. Leilani Visesio	Hoapili Dorm Attendant	303
Mr. Robert Watson	Farm Manager	662-4075
Mr. Alan Yamamoto	Farm Manager	662-4075
Mrs. Kalele Kekauoha-Schultz	School Counselor (grade 9)	236
Ms. Tiffany Hopgood	School Counselor (grade 11)	233

Mrs. Ilima Greig-Hong	School Counselor (grade 10)	235
Mr. Eric Balinbin	School Counselor (grade 12)	232
Mr. Ray Camacho	Cafeteria Manager	241
Mrs. Jayme Carlos	Student Activities Coordinator	237
Mrs. Ivy Huerter	School Account Clerk	223
Mrs. Margie Laborte	Health Aide	243
Mrs. Rae Matsumoto	Boarders Account Clerk	224
Ms. Jean Miyahira	Secretary	222
Mrs. Barbie Otomo	Registrar	244
Ms. Tara Otomo	Librarian	276
Mrs. Debbie Rogers	School Clerk/Typist	221
Mr. Scott Soldwisch	Athletic Director	324

General Information

Athletics:

Boarders are encouraged to participate in athletics. Boarders who play on athletic teams are expected to meet their obligations. Boarders must show up for practices and are expected to be with their teams at all weekend engagements and competitions. If a Boarder is not willing to commit to the team, they should not play school sports. Being a team player is very important.

Athletes who miss work or school are not allowed to go to practices and participate in athletic contests.

Boarder athletes may leave from sporting events with their parents, guardians or sponsors for weekenders or overnighters provided that prior arrangements are made with their coaches and athletic director. A Boarder is not to catch a ride with another student or non-sponsor individuals from the athletic event to go to a parent's or sponsor's home.

Basic Rules and Responsibilities:

Self discipline, good behavior, courtesy and respect for one another should be exhibited at all times. Disrespect and insubordination to adults will not be tolerated.

Boarder Commitment:

Being selected as a boarder in the Lahainaluna High School Boarding Program is an honor. As a boarder, you are expected to uphold all the rules, policies, and regulations of the school day and Boarding Department. When a student is selected and enrolled as a boarder of Lahainaluna High School, the student has made a commitment to graduating as a boarder, if for any reason the boarder decides to leave or if he/she is released from the Boarding Department, the student is must return to their home school.

Cell Phones:

The Lahainaluna Boarding Program does not encourage the use of cell phones. The Boarding Department will not be responsible for any lost, stolen or damaged cell phones. Absolutely no

cell phones are to be used during work, study, clean dorm time, meal times, and after lights out. Dorm Teachers reserve the right to confiscate cell phones and notify parents/sponsors to pick up the cell phone in order for the Boarder to have the cell phone returned to him/her. It is also suggested that parents monitor itemized phone bills to ensure boarders are not using their phones during unauthorized times. (e.g. talking on the phone after lights out). When cell phones are confiscated the Dorm Attendant will inform parents.

Closed Weekends:

The first four (4) weeks of school are closed weekends for all Boarders. This is a very important period for Boarders to begin bonding with other Boarders. Please cooperate with the Lahainaluna Boarding Program and do not ask for any privileges for weekends or overnighters. The adjustment period is especially crucial for new Boarders.

The following weekends are also closed weekends:

- Liming the L
- Boarding Department fund raisers
- Boarders' dances
- David Malo Day
- Senior Boarder Banquet
- Graduation

Please check the activities calendar.

Only over nighters will be granted during the David Malo Day Hoolaulea.

Community Areas:

- Footwear is usually not allowed in the dormitories, particularly after the floors have been waxed. Indoor slippers or socks will be allowed.
- Hallways must be kept free of clothing, shoes, trash and sport equipment.
- Microwaves and kitchens must be used properly and kept clean at all times.
- Recreation areas and lounges must be kept clean and neat at all times. Do not sit on the furniture while wearing work clothes.
- The showers, sinks and toilets must be used properly and kept in sanitary conditions at all times.

Community Lawn Areas:

Common lawn areas are designated for mixed company and visitors. All visitors must have permission by administrator and or dorm advisor to be on campus. These areas are to be kept clean and any recreation equipment/supplies must be put away after each use. These areas are:

- the front lawn of David Malo Dorm
- the bus parking area
- boarder's field (up to the stage)
- basketball court near Hoapili Dorm

Computers:

Computers are available to Boarders in each dorm. Permission to use these computers must be cleared by the Dorm Attendant on duty. Boarders are to use these with the utmost care. Improper computer use can result in cost of repair and/or loss of computer privileges. It is recommended that students bring their own flash drive to save their schoolwork

Confinement Policy:

A boarder shall be confined to the campus for the following reasons:

- Committing a Major offense
- Extreme situations as deemed appropriate
- Failure to work off overdue hours in a timely manner
- Missed work or school on Thursday and/or Friday due to illness or injury
- Missed work on Saturday or holiday due to illness or injury
- Or when the whole dorm is confined for an infraction

The boarder is responsible for checking the confinement list and posted overtime hours each time he/she leaves the campus.

Confinement: Once a Boarder's name is on the confinement list, the Boarder:

- must sign in hourly with the Dorm Attendant.
- is not allowed to have visitors on campus while confined. (If in an emergency, and the Boarder presents a valid reason to have a visitor on campus, the Principal or Dorm Attendant may allow limited visitation.)
- Dorm Attendants have the right to take away any electrical devices, including cell phones.
- May be confined to his/her own room. Electronic entertainment and cell phone usage may be suspended and instead the Boarder will be encouraged to work on school assignments.
- May not participate in sports or any school/non-school related activity on or off campus, unless it is a boarding department activity and permission is granted by the Dorm Attendant.
- May work off overtime hours before the weekend or holiday but is still confined to campus even if hours have been worked off. Must check in at specified hourly intervals with the Dorm Attendant.

Contraband:

Contraband items may be taken or removed by Dorm Attendant.

Appliances: Personal electronic appliances are not allowed. For example: air conditioners; hot plates; refrigerators; rice cookers; toasters; etc.

Hazardous Materials: Igniters; lighters; matches; candles and/or incense with open flames, etc. are forbidden.

Electronic Entertainment and Communication Devices: amplifiers; boom boxes; electronic games; play stations; stereos, televisions, etc. are also considered contraband.

Many parents authorize the use of personal computers; iPods; DVD players; and CD players for their children in the dorm. The Boarding Department personnel are not responsible for any items (or other contraband items) that are lost or stolen. Additionally, if a Boarder is confined or is studying, use of iPods, CD/DVD players are not allowed. Use of personal computers may be denied by the Dorm Teacher.

Other Prohibited Items: guns, knives, air guns, water guns, paint ball guns & paint balls, fishing spears, skateboards, rollerblades, footwear with hidden compartments, etc.

Contract:

All Boarders are required to maintain a 2.0 grade point average with no F's in any required subjects during each academic quarter of the school year. If this is not maintained the Boarder will be placed on a contract which states the following must be met:

- Minimum GPA of 2.0 with no F's
- No more than two Ds
- No more than 10 hours of overtime
- Any overtime shall be worked off immediately
- No major offense
- Early Curfew of 4:00 pm on Saturday, Sunday, and Holidays
- Hourly sign-in from 4:00 pm during the weekend until lights out
- No weekend or overnighters
- Boarders on contract and/or probation will have a weekend town restriction if they have any outstanding overtime.

Boarders who are placed on contract will need to face the board when the report cards for that quarter are distributed. It will be determined at this time if a boarder will remain or be dismissed from the boarding program.

Contract II:

Boarders who were on contract and did not meet their obligation will go on Contract II. They must meet all of the above requirements however their curfew is now 2:00 p.m.

Curfew:

Wednesday Night (3.0 Privilege only)	9:00 pm upperclassmen only
Friday (3.0 Privilege only)	9:00 pm underclassmen

	10:00 pm upperclassmen
Saturday	9:00 pm underclassmen
	10:00 pm upperclassmen

Saturday ,Sunday, and Holidays for	
Boarders on contract	4:00 pm
Return from Weekend or Over Nighters	6:00 pm

Deposit:

A refundable deposit of $150.00 is required from each Boarder. This deposit is used to pay for property damage, lost supplies or tools, prescription drugs reimbursement, etc. The balance of $150.00 must be maintained at all times. Each account will be billed on a monthly basis. Unspent money will be refunded or credited at the end of the school year if no charges are made against the account.

Disciplinary Terms:

Rules and guidelines are necessary for the mutual benefit of the Boarders and staff who cooperatively work and live in the Boarding Department. Should Boarders fall short of their responsibilities in the boarding community, disciplinary measures will be levied. The action taken will depend upon the severity of the offense.

Disclaimer:

This Handbook has been updated for the 2014-2015 school year. If any statements have been inadvertently deleted, the Boarding Department reserves the right to refer to the previous edition of the handbook or accept clarification as determined by the Principal.

Dormitories:

There are two dormitories on campus. Hoapili Girls Dormitory has 26 rooms. David Malo Boys Dormitory has 33 rooms. Each room has double occupancy. Two resident dormitory attendants are assigned to each dorm. Boarding department officers are assigned to each dorm floor to assist in dorm supervision. The number of boarders and the diversity of individual backgrounds from which the boarders come from make each living community larger, diverse, and complex than a single family. Essential to the happiness and well being of all boarders are two factors:

1. respect for self, others and Lahainaluna High School
2. acceptance of responsibility in performance of necessary Boarding Department obligations and requirements.

Dress Policy:

A boarder is expected to be dressed appropriately at all times and to comply with the Boarding Department Dress Code.

- All articles of clothing must be neat, clean and without holes.
- All boarders must be in dress code when leaving the dorm and returning to the dorm (shoes, shirt, pants, dress shorts with collared shirt, dress, belt, etc.)
- All boys must tuck in their shirt tails.
- All boys shall be clean shaven at all times.
- Belts must be worn with school or town attire if there are belt loops. A Boarder must not cut off belt loops from their pants or wear clothing with frayed hemlines.
- Boys are not allowed to wear earrings.
- Tank tops may be worn only in the dorm during leisure time.
- Baseball caps or visors must be worn properly and only outdoors.
- Cut shirts and clothing that promote drugs, alcohol or foul and obscene language or nudity printed on it is not permitted.
- Gang paraphernalia, to include bandanas, are not allowed.
- Girls are not to wear tank tops, strapless dresses/tops. No spaghetti straps are allowed. Straps must be at least 1 inch wide. Jumpsuits, dresses, skirts and split skirt dresses should not be shorter than 4 inches above the knee. Blouse or shirt must completely cover midriff area.
- Girls may not reveal cleavage.
- Girls may wear spandex or tights in the dorms during leisure time only. If used in sports, the boarder shall change into boarding dress code at the end of practice.
- Haircuts must be conventional and neatly trimmed at all times. . Hair must be the natural color. Unconventional haircuts (such as Mohawks, long hair for boys, dreadlocks, etc) are not allowed. Hair cannot go below the ears or collar of the shirt.
- No additional tattoos are allowed in the program.
- No pierced body parts for all boarders.
- Shoes must be worn at all times, including off campus. Sandals are allowed but must have a strap in the back.
- Undergarments must be worn at all times. Additionally, undergarments are not to be seen (e.g. bra straps, underwear, etc.)

Dorm Dress:

- Boys must wear shirts when in the lounge.
- Shorts or pants cannot reveal any buttocks.
- Girls must never show mid-drift, cleavage, buttocks, nor wear sports bras when in mixed company.
- Nape of shirts cannot be lower than 4 inches from sternum.

Formal Dress (for required activities):

- Girls: Long white dress
  White sandals with straps or dress shoes

- Boys: Black dress pants
  White long sleeve shirt
  Black neck tie
  Black belt
  Black dress shoes

School Dress:

- Belts are required if there are belt loops.
- Caps and bandanas are not to be worn.
- Dress shorts with a collared boarder or aloha shirt are allowed.
- Girls may wear dresses, skirts, pants and Capri's with shoes or sandals.
- Girls may not wear spandex or tights.
- No hat or sunglasses.
- No tank tops are allowed.
- Strapless tops or spaghetti straps are not allowed.
- Straps for the girl's attire must be at least 1 inch wide.

Town Dress:

- Belts must be worn if a pants or shorts have belt loops.
- Dress shorts with a collared boarders' shirt or aloha shirt are permitted.
- Hat and sunglasses are permitted only during the day light hours.
- Shoes or sandals with back straps are required. No slippers are permitted.

Earned Privilege:

Boarders who are in good standing with no withholds, not on contract, have a perfect attendance at work and school and who had no overtime for the month will receive an earned privilege of their choice of: an extra weekend, or an extra overnighter, or a Monday morning sleep in.

Fire Evacuation Plan:

When the fire alarm sounds, evacuate the building immediately. Evacuation drill procedures will be reviewed by the Dormitory Attendant. In case of fire, students are to proceed quickly through the nearest exit door and go to the end of boarders' field. Alarm boxes are located inside each dormitory. It is a federal offense to tamper with these alarm boxes or fire extinguishers.

Setting off false alarms or tampering with any fire detectors is subject to severe disciplinary action by the police and boarding program.

All hallway, exit doors, interior and exterior staircases, room doors (includes storage, bath, and laundry) shall be kept clear of obstruction at all times. The use of candles, incense, electrical appliances, and other combustibles is prohibited within the dormitories.

Food Delivery:

Food Delivery is only allowed on weekends with the consent of the Dorm Attendant.

Friday Night Privilege:

Friday night privileges will be granted after first quarter to all students earning a 3.0 and higher. Curfew is 9:00 pm for underclassmen and 10:00 for upperclassmen.

Good Standing:

A Boarder is considered in good standing if they completed their boarding obligations (school, work, tasks, etc), not on overtime restriction, probation, academic restriction, and have no withholds and have perfect attendance at work and school for the month.

Health Services:

Daily sick call during school days is at 8:00 am and 2:15 pm. On Saturdays it is at 7:45 am. At the beginning of the morning work, Boarders who are sick must report to the Dorm Attendant. During the school day, Boarders are to see the School Health Aide. Sick Boarders, remaining in the dorm, must be in dress code when going for lunch during the school day. Sick Boarders must remain in their rooms and not wash clothes, watch TV, be in the lounge, computer room or go outside. Boarders in need of medical attention that cannot remain in the dorm will be sent home after a determination is made by the Dorm Attendant, and with the approval of the Principal. The Dorm Attendant will notify parents/sponsors when a student must return home for medical reasons. A note must be placed on the door of the Boarder's room indicating that they are ill.

In case of medical emergencies, a Boarder may be transported to the Emergency Room at Maui Memorial Medical Center by Boarding Department personnel, paramedics, or parents. In most situations, paramedics will be called to assess the injured party. If the situation is critical, the injured party will be taken by paramedics to the hospital. Parents will be notified.

Hearings:

A hearing is a meeting between the Advisory Board and the Boarder. Hearings are conducted for Boarders who have committed a major offense or need to be evaluated because of unsatisfactory performance. At all hearings, the Boarder is allowed to plead his/her case before the Board. Parents are allowed to plead their child's case. Lawyers and other non-family individuals are not permitted to attend a hearing. No phone conferences are allowed.

Illness or Injury:

A Boarder should report any illness/injury immediately to a Dorm Attendant or Farm Manager. All cases will be referred to the health room during the school day. During non-school hours,

the Dorm Attendant will evaluate the Boarder, if it is not a serious illness or injury, the Boarder will be taken to a Medical Clinic in Lahaina. If it is serious, the Principal will be notified and determine if medical assistance is required.

Illness While at Home:

If a Boarder is ill or injured at home, parents are to call the Principal, especially if the Boarder will not be returning by curfew. The Boarder will need to bring a doctor's note upon their return to the dorm or a major will be issued.

Illness While Visiting Off-Campus:

The host should notify the parent of the Boarder's illness immediately. It is the responsibility of the Boarder's parent to notify the principal if the Boarder is unable to return. A doctor's note is required at the time of return.

Keys:

Each Boarder is issued a key to his/her room. This key also unlocks his/her own closet door, but does not unlock his/her roommate's closet door. If a key is lost, the Boarder will be assessed **$100.00.** This will pay for changing three cores to the room and to both closets. This will be done in order to ensure your child's safety and belongings.

Kitchen:

Each dorm has a microwave oven. Boarders must monitor the use of the microwave and clean up after each use. Refrigerators are available for student use. The use of these appliances is a privilege that may be taken away if the equipment is not used properly or the areas are not kept clean.

Laundry Rooms:

A laundry room is located in each dormitory and is equipped with coin-operated washers and dryers. Washers are $.25 for each load and dryers are $.25 for each cycle. Laundry sinks, tables, and ironing boards are also provided. Boarders must bring their own iron. Extreme caution is advised when ironing. Ironing must take place in the laundry room. Boarders are to turn off and unplug iron when done. **Boarders are responsible for doing their own laundry**. All clothing should be labeled with the Boarder's full name. Please report any missing articles of clothing to the Dorm Attendants. No laundry should be left in the laundry room.

Lost and Found:

The Dorm Attendant handles all lost and found complaints. Students may post notices of lost items with a brief description upon notification of the Dorm Attendant.

Lounges:

Each dorm has a lounge area equipped with a television and furniture. The lounges are to be used for relaxation, recreation, and entertainment with the supervision of the Dorm Attendants. Care must be exercised in the use of all furniture and equipment. **No jumping, running or wrestling is allowed in the lounges.**

Mail:

Mail is distributed weekdays in the afternoon by the Dorm Attendant. Each weekday morning, Boarders may bring their mail to the cafeteria when checking in for breakfast. An officer will take the mail to the school office for mailing.

Mail to Boarders should be addressed as follows:

Name of Boarder (full legal name; avoid nicknames)
Boarding Department
Lahainaluna High School
980 Lahainaluna Road
Lahaina, HI 96761

Meals:

Boarders must attend breakfast meals served Monday through Saturday. Saturday lunch and dinner is optional. Boarders are assigned to cafeteria task, i.e. waiters and sweepers. The Dorm Attendant will see that all workers do an equal amount of work. The Dorm Attendant makes cafeteria work assignments and seating assignments. The Dorm Attendants will supervise the boarders during weekday dinners and meals on the weekends and holidays. The use of electronic games, music devices and cell phones are prohibited during meal time.

Medical Appointments:

Parents are expected to take care of dental and other medical needs during the normal vacation times or during the summer. Please make medical or dental appointments during vacation periods. If an appointment is absolutely necessary during school or boarding hours, parents are responsible for transportation to and from the offices. The Boarding Department is not responsible for transportation to and from the doctor or dentist offices. Regular and periodic checkups are the responsibility of the parents/guardians. Dormitory Attendants will not store or administer any medication.

Note on Door:

Anytime a Boarder is away from the dorm (with the exception of school during the day) a note indicating their whereabouts shall be left on the window of their door. When a Boarder is sick and in the dorm a note indicating they are sick must be also posted on the door window.

Offenses:

Boarder Functions Offenses:

- Being out of a designated area while at an event without prior permission (such as the snack bar at football games, visiting friends outside of designated area at a game or dance, etc.).
- Dressing inappropriately for an event.
- Failure to attend an event after signing up to attend.
- Inappropriate behavior while at an event.
- Late in meeting the bus at boarding functions.
- Not cleaning up area after an event.
- Not riding the same assigned bus to and from an event.
- Not sitting in designated area.
- Returning late to designated area.

Cafeteria Offenses

- Failure to report for waiter duty (including Friday dinner unless a Boarder has a weekend pass).
- Failure to "wait" the table if eating late.
- Inappropriate dress in cafeteria (e.g. shoes with cleats, hats; bare feet, no shirt).
- Poor etiquette and manners (to include no entry to café prior to grace).
- Poor work attitude.
- Taking food back to the dorm without permission.
- Wasting food, throwing food, not putting waste in proper receptacles.
- Use of electronic devices.
- Late to meals.
- Boarders reporting to Café duty not wearing long pants and covered shoes.

Dormitory Offenses:

- Being on dorm balconies, window lanais, and roof without permission
- Being out of dorm room (e.g. washing clothes, watching TV in the lounge) when sick and confined to room during the school day.
- Dorm room door left in unlock position.
- Emergency escape window open.
- Excessive or inconsiderate use of pay phone, including excessive length of time on the phone.
- Failure to leave room in proper order as described by Dorm Attendant.
- Failure to turn off lights, fans, alarms when not in the room.
- Horse playing or rough playing while in the dorm.
- Late return to dorm after a weekend or overnighter (only a doctor's note will excuse a Boarder for late returns).
- Littering in the dorm; leaving trash; not cleaning mess.
- Not present for Boarders activity when assigned.
- Not showing up for breakfast.

- Not receiving permission from the Dorm Attendant to return to dorm after curfew from a school activity.
- Possessing or displaying obscene or offensive materials (books, posters, wall hangings, magazines, DVDs, etc.).
- Unauthorized use of electronic devices, to include cell phones (e.g. after lights out, etc.).
- Use of fire exit doors in a non emergency situation.
- Vulgar or foul language that is inappropriate for a Boarder.
- Other miscellaneous offenses.

Dormitory Clean-Up Offenses:

- Failure to report for dorm clean-up.
- Failure to clean assigned area properly.
- Improper cleaning and maintenance of one's own dorm room.
- Littering in the dorm.

Major Offenses:

Unlawful acts require police notification. In the event of a police interview, parents will be notified of the interview. The Principal or her designee will act as loco parentis. All major offense violations require at least three (3) weeks confinement and overtime work that will be physically taxing. Just reporting to work will not reduce the hours. All work is based on "contract labor" and measured on task accomplishment. No weekend or overnighter will be granted during the first two (2) weekends after a major violation. The area worked for the major must be completed in three (3) weeks or will result in an Advisory Board hearing to determine if the Boarder will remain in the program. The Farm Foreman will make the determination regarding the area to be cleared.

Any Boarder who commits a major offense will immediately call home and inform his/her parent of the violation. All major offense violations may mean that the Boarder is sent home for counseling at his/her own expense. When a major is committed the Boarder is placed on probation once the administration has been notified in writing. When a major offense is committed the following process begins:

- The Boarder informs parents of the major under the guidance of the Dorm Attendant.
- The School Administration will conduct its own investigation. If the Boarder receives a major, the Boarder and parents will be notified of the pending hearing.
- The Boarder is given a due process hearing.
- The Farm Foreman will issue the Boarder an assignment that needs to be completed within three weeks.
- At the hearing, the Boarder will be allowed to share and establish reasons to remain as a Boarder. Parents are invited to attend the hearing with their child. If they are unable to attend a letter can be written on their behalf.

- The Advisory Board will vote whether to retain or release the Boarder from the Boarding Department. They will give the Principal their recommendation.
- The Principal will inform the Boarder and parents of the decision.
- Parents may appeal the decision in writing to the Principal within 5 days of the hearing.
- The Principal will then make a decision.
- The parent then has a right to appeal the principal's decision to the Area Complex Superintendent within ten days of the decision.
- If parents decide to appeal to the Complex Area Superintendent, the Boarder may still attend school as a day student but must reside either with parents or a sponsor. The Boarder is not allowed to reside in the dorm, and will vacate the dorm immediately.
- **Repeat of the same major offense during the Boarder's tenure may mean immediate expulsion.**

Major Offenses which may call for an automatic dismissal on the first offense based on the Advisory Board hearing are:

- Arrested for a crime.
- Being in another Boarder's room without permission.
- Being in the dorm or room of the opposite sex at any time without consent.
- Being with another student who is committing a major offense.
- Harming self, self-mutilation or attempt of suicide.
- Overdose or substance abuse.
- Possession of unauthorized school or dorm keys.
- Possession of, use or sale of alcoholic beverages.
- Possession of, use or sale of contraband items; lethal weapons, guns, explosive devices and fireworks.
- Possession, use, or sale of non-prescribed illegal drugs, illicit substance, and/or drug paraphernalia.
- Sexual assault that may include rape, sodomy, sexual abuse, incest, indecent exposures and other related offenses.
- Serious damage to farm plants and animals or harming living things on campus (Nene Geese and their eggs).
- Second major within the year.
- Tampering with the smoke detectors, fire hose system, fire extinguishers, or fire alarm system.
- Tampering with security camera or alarm system.

Major offense violations calling for possible dismissal based on the Advisory Board's hearing on the first offense:

- Allowing day students or unauthorized persons in or around dorm without permission.
- Being arrested.

- Assault, battery, and fighting.
- AWOL (Absent without Leave); leaving campus or assigned area without permission.
- Being in a restricted area (Out of Bounds).
- Curfew Violation.
- Disorderly conduct.
- Driving vehicles without proper authorization.
- Excessive overtime hours (50+ hours).
- Extortion of food, money, and property from others.
- Forgery (including weekend passes and sign-out sheet).
- Gambling.
- Gross insubordination to adult supervisors, including swearing, obscene or lewd language.
- Inappropriate use of Internet including cyber-bullying.
- Jigging of door/locks.
- Operating/riding farm vehicles without permission.
- Outside of dorm before 5:45 am, week days and 6:45 am weekends and holidays
- Outside of dorm after 7 pm.
- Parking private vehicles on campus or in Lahaina.
- In company with individual(s) doing an illegal act or with illegal substance.
- Property damage or vandalism, "trashing room".
- Returning to and being around dorms during the school day without permission
- Returning to the dorm while on a weekend/overnighter pass without prior permission from either a Dorm Teacher, Dorm Attendant or Principal
- Smoking cigarettes
- Stealing in the dorms, school or town
- Terroristic Threatening
- Undue physical or mental harassment (including hazing)
- Use of skateboard or roller blades
- Vandalism of dorm (graffiti, holes in walls and doors, and installation of locks and bolts.
- Not clearing all overtime before the end of the year.

Any Boarder may be dismissed from the boarding program for committing any major offense violation. If a student is not dismissed due to the major, the student will be placed on probationary status for nine (9) weeks. If a second major occurs the student will be released from the program.

All major offenses are to be worked off with the Farm Foreman.

Minor Offenses:

- Emergency escape window open

- Late to work
- Leaving work early
- Loafing on the job
- Messy room
- Poor work
- Public display of affection
- Violation of any dress code policy

Miscellaneous Offenses:

- Inappropriate behavior
- Language inappropriate to a Lahainaluna Boarder

Study Period Offenses:

- Being tardy to Study Hall
- Sleeping during Study Time
- Use of cell phone
- Playing games or using electronic devices for entertainment rather than studying
- Disruptive behavior

Out of Bounds Areas:

The dormitories are out of bounds during the school day. All Boarders are to leave the dorm by 7:20 am each day. All doors are securely locked and all fans and lights are to be turned off. The day campus is out of bounds to Boarders during the non-school hours, except when work responsibilities demand that Boarders be in the area. During non-school hours Boarders are limited to the cafeteria when getting meals, dormitories, Boarders' Field, and the parking area in front of David Malo Dorm. All other areas, including faculty parking lot and the bus stop are out of bounds. It is also considered out of bounds to loiter on the way to and from the cafeteria or any other authorized place of activity (e.g. the gym, library, etc.)

For meals and cafeteria work Boarders are to take the road way to and from the cafeteria. (Same route as school day breakfast). Exception to this rule will be during rainy or heavy windy days only. Please see out of bounds map.

Overtime or OT:

Overtime is assigned by the hour for failure to follow procedures. These may be issued for cafeteria, dorm and farm/work violations.

Pay Phones:

Pay phones are available on each dorm floor. The use of the pay phone is a privilege. This privilege should not be abused. Boarders are to limit their calls to fifteen minutes. No calls are to be made during study hours, after bed check/lights out, during school hours, or during work hours. Boarders are to cooperate with others and not exploit the use of the phones.

Phone Numbers are:

1. David Malo (first floor) 667-9967
2. David Malo (second floor) 667-9955
3. Hoapili Dorm (first floor) 667-9984 (outside) 667-9659 (inside)
4. Hoapili Dorm (second floor) 667-9951

Privileges

Friday Night:

- Boarders in "good standing" and with a 3.0 or better after the first quarter may have town privileges. Curfew for underclassmen is 9:00 pm and 10:00 pm for upper classmen.

Off Campus Privilege:

- Boarders in "good standing" (without obligations) may leave campus each Saturday after work, provided they have cleared dorm and room inspections. Boarders must sign out and back in on the proper sign-out sheets located in their dorm lounges.
- A Boarder may not sign out or in another Boarder. This is a major offense.
- Certain Saturdays during the school year may be set as "general cleaning days". If such is scheduled, the off-campus privileges and overnighter will begin in the afternoon.
- All must sign back in by curfew.

Overnight Privilege:

Only one overnighter will be granted per month. This privilege is a pass that begins at 12 noon on Saturday for upper classmen and after 4:30 for underclassmen and after room inspection with a return to the dorm by 6:00 pm on Sunday, unless Monday is a holiday.

Wednesday Night Privilege:

After first quarter upperclassmen that are in good standing and receive a 3.0 or better will be allowed to go downtown on Wednesday evening with parental consent and if there are no mandatory boarding/school activity. Curfew is 9:00 pm.

Probation:

When a Boarder commits a major or if they are recommended by the Advisory Board to be placed on probation, it will last for nine (9) weeks (63 days). The following will be in effect:

- The Boarder may go to town on Sundays and holidays and return by 4:00 pm. If Monday is a holiday, the Boarder may return by 4:00 pm curfew (if the major is cleared)
- Early curfew of 4:00 pm on Saturday, Sunday and holidays.
- Hourly sign-in during the weekend until lights out.
- If the Boarder plays sports or has any school related activities, the Boarder is not allowed to participate or attend activities until the major is cleared.
- If the major is not worked off and the Boarder must attend a LHS prom, banquet or ball, the Boarder may do so only if accompanied by a school administrator to and from the activity.
- No overnighter or weekend.
- The boarder will have a weekend town restriction if they have outstanding overtime.

Public Display of Affection:

Inappropriate display of affection is not allowed. There shall be no more than holding of hands in public. Lying down next to the opposite sex is not allowed or kissing in public.

Reading Material:

Magazines, newspapers, and other reading materials are available in each lounge. Proper care in the use of these materials is necessary. Newspapers should be folded neatly and returned to the lounge. Donations of additional reading materials are welcomed.

Release from the Boarding Department:

- If a Boarder voluntarily leaves the Boarding Program, or if their parents/guardians request for them to leave, he/she will not be able to return to the Boarding Program.
- If a Boarder is dismissed by the Boarding Department, he/she will not be able to return as a day student at Lahainaluna High School unless proper procedures and requirements are met.

Repair & Maintenance:

Damaged equipment or items needing repair or maintenance must be reported immediately to the Dorm Attendant.

Return to Campus:

A Boarder who is on a weekend or overnighter may not return to campus at any time unless they have received consent from Dorm Attendant or Principal. This is a major offense.

Rooms:

The Lahainaluna Boarding Department reserves the right to inspect the contents of a Boarder's room and to remove anything that is contrary to Boarding Department rules. Boarders' rooms

are periodically checked for health reasons, safety reasons, maintenance and repair. Daily room inspections will be made by officers and/or Dorm Attendant. Overtime will be assigned for untidy rooms (beds unmade, dirty laundry on floor, etc.) Rooms will be searched if there is reasonable cause or suspicion for illegal substances, drug paraphernalia or weapons. Each room is furnished with a study desk, chair, box spring and mattress, wastebasket, mirror, closet and chest of drawers. Students are not to break or deface Boarding Department property, i.e. graffiti, pasting of decals on walls and ceiling, coloring light covers, carving name on bulletin boards or other furniture. Student will be assessed a fee for damages or breakage.
The hallway door or window must be kept clear at all times. Each Boarder is required to post notice on their window to inform the Dorm Attendant of their whereabouts at all times.

Boarders must provide their own desk lamp, linens, bedspread, pillows, and hangers. Rooms may be decorated in good taste. The Boarding Department has the right to limit the use of creative decoration items. Thumb-tacks, pins, and staples may only be used on the bulletin board.

Room Cleaning:

Boarders are responsible for daily cleaning of their rooms. Daily maintenance includes emptying the trash, hanging clothes, and putting all personal items in its place. Desks, beds and general floor area need to be kept neat and uncluttered. Periodic inspections will be made for health and safety purposes.

- Walls are to be wiped with a clean damp cloth when soiled.
- Screens and louvers must be kept clean and dusted.
- Floors need to be swept and mopped.
- General dusting of shelves, desk and dresser.
- Closet, medicine cabinet and dresser drawers should be neat, organized and clean.
- No clothing is allowed on the floor.

Room Maintenance:

- Additional locks may not be installed on closets or doors.
- All room furnishings are the property of Lahainaluna High School (desk, chairs, mattress, box springs, closets, dressers, etc.) and are not to be damaged in any way. You will be responsible for any damage that occurs to the furnishings that have been provided for your use. Property damage may be assessed as a Major Offense.
- Canned goods and other non-perishable items should be kept in dorm rooms. Perishable items should be stored in the refrigerators (at your own risk).
- Pets and other living organisms may not be kept by Boarders.
- Room decorations must be in good taste and meet the approval of the Dorm Attendant. Room decorations cannot promote drugs, alcohol, nudity, and have foul or obscene language.

- The Lahainaluna Boarding Department will not be responsible for any lost, stolen or damaged electronic equipment or jewelry.
- Toiletries must be properly stored in the medicine cabinet in each room.
- Clothing should be hung or folded and stored in the closet or drawers.
- Work clothes and dirty laundry should be kept separately from clean clothes. Use a laundry bag or basket to store soiled clothing. This may be stored in either the closet or the bottom space of the chest of drawers. Shoes and other footwear should be neatly stored in the closet or drawers. Work boots are to be stored in the boot room. Label all shoes and boots.
- Wet towels should be hung on the closet towel rack and not on chairs, beds, or lamps.

Schedules:

Daily Schedule (Monday through Friday)

5:45 am	Rise and Shine: prepare for work. Do not leave dorm before this time.
6:00 am	11th and 12th grade boarders : Check in to work 9th and 10th grade boarders: Report to lounge for homework /planner check and additional study time. Underclassmen with 3.0 privilege may remain in their rooms.
6:00 am – 7:00 am	11th and 12th grade boarders : Work on campus 9th and 10th grade boarders: Homework /planner check and additional study time
7:00 am – 7:15 am	Shower, dress, prepare for breakfast & school
7:20 am	Line up for breakfast, in dress code and with ID
7:25 am – 7:40 am	Breakfast (everyone reports to the cafeteria)
7:40 am – 7:55 am	Go to class
7:55 am	School tardy bell rings (classes begin)
2:55 pm (M,W,F) (Tuesday 2:17) (Thursday 1:40)	Classes end; report back to dorm, prepare for work
3:15 pm (M,W,F) (Tuesday 2:30) (Thursday 1:45)	Check in at time clock to work
4:00pm	End of work for those reporting for athletic practice
4:30	Work ends
4:30 pm - 9:00 (Wednesday only)	Upperclassmen Boarders with 3.0 GPA have privilege to go down town
4:30 pm - 9:00 (Friday only)	Underclassmen Boarders with 3.0 GPA have town privilege

4:30 pm – 10:00 (Friday only)	Upper classmen Boarders with 3.0 GPA have town privilege
4:30 pm – 5:30 pm	Free time on campus within boundaries
5:30 pm – 6:00 pm	Prepare for dinner
6:00 pm	Dinner (Mandatory)
6:55 pm	Indoor curfew. Boarder shall be and remain in their respective dorms by this time. Prepare for study period.
7:00 pm – 8:30 pm	Study session for all Boarders.
8:30 pm – 9:00 pm	Clean dorm
9:00 pm – 9:30 pm	Prepare for bed
9:30 pm	Bed check- lights out

Saturday Schedule:

7:00 am	Rise and Shine: prepare for breakfast. Do not leave the dorm before this time!
7:15 am – 8:00 am	Breakfast (Mandatory)
8:00 am	Check in at the time clock
8:00 am – 11:30 am	Work
11:30 am – 12:00 pm	Lunch (Mandatory)
12:00 pm – 3:30 pm	9th and 10th grade boarders to return to work 11th and 12th grade boarders released to go back to dorm
12:00 p.m.	11th and 12th grade boarders: General cleanup and/or dorm room inspection. Self managed time. Proper sign out is required if leaving campus. Return by curfew. No one may leave campus before this time unless it's been approved by the Dorm Attendant or the Principal.
3:30 pm	9th and 10th grade boarders end work
3:30 -4:00 pm	9th and 10th grade boarders: General cleanup and/or dorm room inspection. Self Managed time. Proper sign out is required if leaving campus. Return by curfew. No one may leave campus before this time unless it's been approved by the Dorm Attendant or the Principal.
4:00 pm	Sign in for all boarders on contract.
4:30 pm	Dinner
6:55 pm	Indoor curfew for Boarder on contract. Boarder shall be and remain in their respective dorms by this time. Prepare for study period.
7:00 pm	Study period for Boarders on contract

9:00 pm	Curfew for underclassmen
10:00 pm	Curfew for upperclassmen
10:30 pm	Bed check – lights out

Sunday Schedule:

9:45 a.m	Brunch
4:00 p.m.	Dinner
	Curfew for boarders on contract.
6:00 pm	Curfew for all others; proper sign in is required
6:55 pm	Indoor curfew. Boarder shall be and remain in their respective dorms by this time. Prepare for study period.
7:00 pm – 8:30 pm	Study session for all Boarders.
8:30 pm – 9:00 pm	Clean dorm
9:00 pm – 9:30 pm	Prepare for bed
9:30 pm	Bed check- lights out

Holiday Schedule (if dorm is open)

7:00 am	Work
9:45 am	Brunch
4:00 pm	Dinner
5:00 pm	Curfew for boarders on probation; proper sign in required
6:00 pm	Curfew for all; proper sign in is required
6:55 pm	Indoor curfew. Boarder shall be and remain in their respective dorms by this time. Prepare for study period.
7:00 pm – 8:30 pm	Study session for all Boarders.
8:30 pm – 9:00 pm	Clean dorm
9:00 pm – 9:30 pm	Prepare for bed
9:30 pm	Bed check- lights out

Security and Safety:

- A boarder is not permitted to drive or be driven (to include public bus transportation) beyond the Olowalu area towards Wailuku or beyond Honolua Bay on the Honokahau side of Lahaina Town. He/she may be driven beyond these areas by parents and sponsors only.
- No boarder is allowed to ride in the back of a truck.
- All boarders must enter through and exit from the glass doors of the dorms. The other doors are used for emergency exit only.

- Boarders are not allowed to return to the dorm during the school day unless you obtain permission from the Dorm Attendant or School Administration.
- Escape windows need to be in their locked positions at all times. Walking on the balconies, window lanais or on the roof is not allowed.
- Tampering of locks is not allowed.
- No Boarder is allowed in the dorm room of a boarder of the opposite sex. Automatic dismissal from the program will occur if this happens.
- No visitation by anyone after bed check and lights are out.
- Room doors must be locked at all times. Carry your key with you at all times. The glass window on the door is not to be covered or obscured at any time. All personal items should be locked in the closet.
- Tree, pole and building climbing is not allowed. Boarders are not to throw rocks or any other objects to retrieve fruit or for any other reason.
- You may enter another person's room only in the presence of and with the invitation of the occupant(s).
- May not leave the dorm prior to 5:45 am on week days and 6:45 am on weekends.
- Be indoors by 6:55 pm nightly.

Senior Commitment:

To participate in graduation ceremonies is a privilege. All seniors must sign a Board of Education Contract during the fourth quarter of their senior year. Seniors are also required to sign a Lahainaluna Boarding Contract which states that if they leave from the boarding department voluntarily or released by the advisory board they will forfeit their privilege to participate in the Lahainaluna Commencement Ceremony.

Sign Out and In Sheet:

All boarders must properly complete the "sign out sheet" when leaving the dormitory areas during free times on Friday, Saturday and Sunday. Boarders must also sign back in immediately upon their return to campus. Boarders must sign in by curfew.

On a weekend or overnight privileges, the Boarder as well as the sponsor/parent must sign out and in on the "sign-out form at the dorms.

Special Request:

All special requests must be given to the Principal in writing.

A special request will be granted for all **emergencies**, e.g. death & serious illness of family members. All other special request needs to be given 8 days prior to the event. Verification will be required. No Boarder will be allowed a special request to leave campus early in order to take a flight.

Sponsors:

- A sponsor must be at least 25 years of age. All sponsors are required to sign a notarized form indicating they agree to take on this responsibility.
- All Boarders must have at least 2 on-island Maui sponsors before they enter into the program.
- The intent of sponsorship is to provide a Boarder with a substitute parent when the real parents are not physically able to provide the necessary support. A sponsor may also provide transportation to and from the airport when a Boarder goes home.

Study Time:

Study time will be conducted in the cafeteria or in the library. All students will take their books and study materials with them to the cafeteria when they go to dinner. They will remain in the cafeteria for study until 8:30 p.m.

Supplies, (Required):

The following supplies are required and should be kept in the dorm until school closes:

2	bath towels (large)
1	bed spread for single bed
1	blanket
24	clothes hangers
1	desk lamp
1	dictionary
1	first aid kit (basic)
1	flashlight
2	hand towels
1	muumuu, white, long (**girls only**)
1	jacket
1	laundry bag or basket (no larger than W-2828”xL20”xH-13”)
1	mattress pad/cover for a single bed
1	neck tie (dark colored) **(boys only)**
1	pair dress shoes, black **(boys only)**
1	pair dress shoes, white **(girls only)**
1	pair work shoes
1	pair rubber boots
1	pants, black **(boys only)**
1	pants, white **(boys only)**
1	pillow
2	pillow cases
1	raincoat/poncho
3	sets work clothes (3 jeans & 3 t-shirts)
4	sheets for a single bed
1	shirt, white, long sleeve **(boys only)**
2	t-shirts (1 red & 1 white)
1	tooth brush

Other Supplies:
*Personal Use Items: tooth paste, soap, shampoo, deodorant, shampoo, laundry detergent, etc.
*Basic School Supplies: pens, pencils, note paper, scissors, stapler, ruler, glue, tape, etc.
*Postage Stamps for correspondence to family and friends
*Quarters for telephone calls, washer and dryers, soda machines

Suspension:

Suspension for day school offenses maybe applied to any Boarder who commits a Chapter 19 offense. Boarders who are suspended from the day school must leave campus and stay with parent or sponsor during the duration of their suspension.

Transportation:

Buses will be provided for school and Boarding Department activities. No transportation is provided for travel to and from the airport or harbors. Boarders are permitted to go to the airport only by shuttle, taxi or with sponsor.

Vacation Breaks:

The dorms will be closed for the fall intersession, Thanksgiving, Christmas and Spring breaks. Each Boarder is responsible for submitting a weekend pass for each vacation break. This is a routine responsibility. **Boarders are not allowed to leave early from school before any breaks**. Plane reservations need to be made early so that Boarders are able to leave on the last regular school day before the break begins and return by curfew.

Vacation Check Out Procedures:

Students must prepare their rooms for vacation and weekend breaks as follows:

- Sweep and mop floors (vacuum carpets), empty trash, and dispose all perishables.
- Put away all personal items, lock valuables, straighten items on desk.
- Close and lock all windows and screens, turn off all lights, and unplug all electrical items, including power strips.
- Beds should be stripped completely.
- Have Dorm Teachers or Dorm Attendant inspect the room for clearance to leave the dorm.
- Sign out properly on the sign out sheet.

Visitation:

- Prior consent from administration or the Dorm Attendant.
- No visitors after 6:00 pm
- No visitation during scheduled work or while working off overtime.
- All visitations shall take place “inbounds” on campus.

Wednesday Night Privilege:

After first quarter upperclassmen that are in good standing and receive a 3.0 or better will be allowed to go downtown on Wednesday evening with parental consent and if there are no mandatory boarding/school activity. Curfew is 9:00 pm.

Weekend Pass:

A "weekend" is granted to only those Boarders who are in good standing and have met all their boarding obligations. Request for "weekends" must be submitted **no later than eight (8) days** prior to the requested weekend. If granted, the "weekend" begins 5:00 pm Friday until 6:00 pm Sunday. **Late request will not be honored.** Boarders on approved "weekend" must remain at home or with their sponsor. Boarders are not permitted to stay at a hotel or apartment at any time, except with parents, guardians, sponsors, or relatives. Boarders on "weekends may **NOT** return to the dormitories or campus without first getting permission from the Dorm Attendant on duty or the Principal. Boarders may be allotted one (1) "weekend" a month. Boarders should plan their monthly schedules well. "Weekends" should be planned to include doctor or dentist appointments, SAT testing, and other activities. It is the responsibility of the parent to provide transportation to and from the campus and to supervise the student during "weekends". Airline reservations must also be made to conform to the scheduled "weekend". All ground transportation to and from the airport or pier must be made by a parent, guardian or sponsor. If a flight is not available after 4:00 pm reservations should be made for the following morning with the boarder staying with a sponsor until the flight is available.
Boarders must leave campus by 6:00 pm when taking a weekend. They may lose their weekend pass if they leave after this time. Parents or sponsors must sign the Boarder out and in when they return. **Parents must complete the entire weekend form in their own handwriting. Incomplete forms will be denied.**

Boarders on overnighter and weekenders may only catch a taxi, or shuttle to the airport or harbor. All fares must be paid by the Boarder. There are certain closed weekends for Boarders. These include liming of the "L", Boarding Department fundraisers, Boarders' dances, David Malo Day, Senior Boarder Banquet, and Graduation.

Work Equipment:

Boarders are required to be trained in the proper use of all tools prior to the use of these tools.

Dorm:

- Permission must be obtained from the Dorm Attendant before any tool or equipment is used in the dorm. (carpet cleaning and/or waxing machines).
- All equipment and tools must be used and cared for properly. Misuse or lost of equipment may be charged to the boarder.
- All equipment and tools must be returned to the proper storage area.

Farm:

- No power driven work tools or equipment may be used unless there is direct supervision by the Farm Foreman.
- Drivers are NOT to allow passengers to ride in the back of trucks at any time. (this is a state policy.) Boarders are not allowed to ride as passengers on the tractors or backhoe at any time. Only the vehicle operator with proper authorization may be permitted on the vehicle.
- All defects, damages and any safety violations will be reported to the Farm Manager immediately, in turn will report it to the Administration.
- All equipment and tools, must be returned to the proper storage area.

Work Study Program

Boarders are here on a work-study program. They must all work in order to cover their room and board. Work time is very important for all Boarders. However, there are times when courses or co-curricular activities (testing, field trips, meetings, etc) may occur during a Boarder's work time. If this should happen, the Boarder must make up the work hours that will be missed immediately. Prior permission from the principal must be obtained prior to work being missed.

Working Off Overtime:

All overtime hours must be completed with the Farm Manager.

- All Boarders must report to the Time Clock every day and sign out with the Farm Manager when working Overtime until all hours are cleared.
- Hours need to be worked immediately.
- In order to go on a Weekend or Overnighter, Overtime hours must be completed before Wednesday of the previous weekend.
- In order to have town privileges, OT clearance must be submitted and received by Wednesday before noon.
- Special Request can be denied if the Boarder has outstanding Overtime hours.

Year-End Evaluations:

All Boarders who were placed on Contract at any time during the course of the school year will be evaluated at the end of the school year by the Advisory Board for possible dismissal from the program.

Boarders will be evaluated on their dorm and farm work performances; farm and school attendance records; dorm, school, and farm discipline records; school academic effort and achievements; and their overall attitude and behavior in the Boarding Program.

All Boarders on probationary status (to include the accumulation of 50+ OT hours) at any time during the year are subject to a formal evaluation by the Advisory Board for possible dismissal from the program. Parents will be notified of the year-end evaluation and will be given the opportunity to be present at the hearing to represent their child. The Advisory Board looks for

students who want to improve themselves, who make efforts to excel academically in school, and who do their share of work as Boarders. The Advisory Board feels that it is a privilege to be a Boarder rather than a right given to students. The Advisory Board reserves the right to evaluate students who have poor academic and discipline school records and those who have excessive absences from school and work.

LAHAINALUNA BOARDING DEPARTMENT
CONSTITUTION
BY-LAWS

ARTICLE I – NAME

The name of this organization shall be the Lahainaluna Boarders' Association.

ARTICLE II – OBJECTIVES

Section 1 : To develop character, citizenship, foster participation and nurture a love of boarding life.

Section 2: To create a closer relationship among boarders, faculty members, and day students, to foster athletic activities among boarders, and to undertake responsibilities in the dormitories.

Section 3: Members should put their faith, strength, and their best effort in the support and promotion of their own democratic self-government. They should remember that it is theirs. They should honor it and protect it – never give it up.

ARTICLE III – MEMBERSHIP

Section 1 : All registered boarders of the Lahainaluna Boarding Department who paid their Boarders' Association dues shall be members of this organization.

Section 2: No initiation of new members will be held; however, all boarders will gather for a formal orientation session. At this session, new boarders will have the opportunity to introduce themselves.

ARTICLE IV-EXECUTIVE DEPARTMENT (OFFICERS)

Section 1 : The officers of the organization shall be the President, Vice-President, Secretary, Treasurer, two Captains, four Lieutenants, and four Sergeants to serve for one full school year.

Section 2: The major offices shall be: President, Vice-President, Secretary, Treasurer, and Captains.

Section 3: The major officers shall not hold more than one office.

Section 4: Qualifications:

1) All elected candidates for office must be doing satisfactory school work and had no majors while being a boarder.
2) Candidates should have a cooperative, positive attitude toward fellow boarders.
3) The President must be a four-year boarder.

4) The Vice-President, secretary, Treasurer, Captains, Lieutenants, should be at least three-year Boarders. The Advisory Board may waive this requirement.
5) All candidates should know the provisions of the Constitution.
6) All candidates for Secretary should have computer experience and good writing skills.
7) All candidates for Treasurer should have the knowledge of the Treasurer's responsibilities and good math skills.

Section 5: Source of Power: The powers of the officers herein granted are delegated by the Principal who is the final authority in all matters.

Section 6: Powers of Officers: See that the boarders follow the rules of the Boarding Program.

Section 7: Major officers shall approve the budget.

Section 8: The officers shall refer any boarder who is beyond control to the Principal.

ARTICLE V – ADVISORY COMMITTEE

Section 1: The President and Captains of this boarding department may attend Advisory Committee meetings unless otherwise notified by the Principal.

Section 2: Purposes of the Advisory Committee:

1. Select the new boarders for the next school year.
2. Give guidance and advice to Boarders.
3. Advise the Principal in matters pertaining to the Boarding Department.
4. Develop Boarding policies.
5. Serve as the hearing board for Boarders who have disciplinary issues. The board is also able to dismiss delinquent Boarders.

ARTICLE VI – ELECTIONS

Section 1: The officers serve as the Nominating Committee for the candidates. They shall select not more than three candidates for the office of President, Vice-President, Secretary, Treasurer and Captains. The Advisory Board has the final approval of recommendations given.

Section 2: Additional nominations can be made through petitions signed by 25 or more members and filed with the nominating committee seven days before the date of elections.

Section 3: The elected candidates shall have the majority vote of secret ballots in May. The second highest vote for the Presidential office shall be the Vice-President. The Advisory Board may waive this requirement.