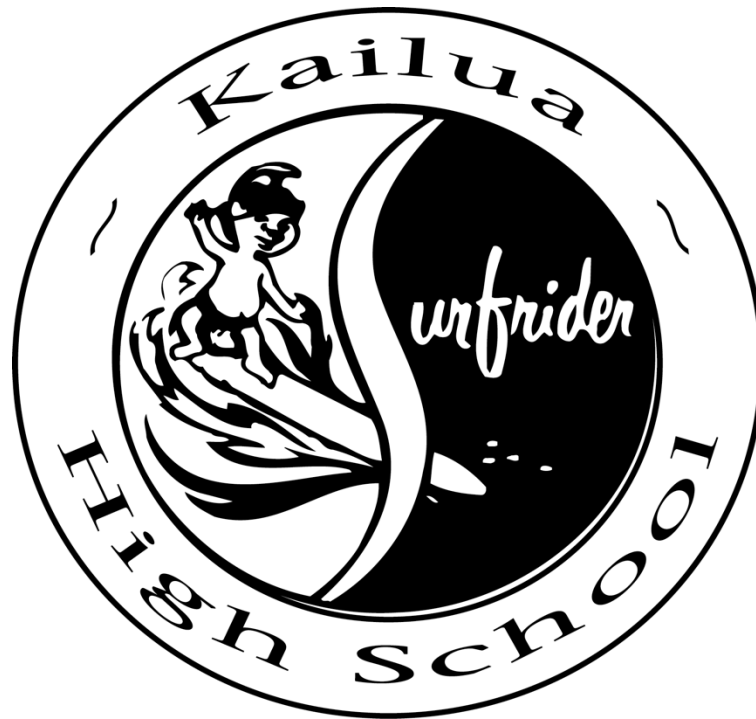


# Kailua High School

2021-2022

Rev. Jan. 2022

## Student and Parent Handbook



ACCREDITED BY THE WESTERN ASSOCIATION OF SECONDARY SCHOOLS AND COLLEGES

## Notice of Language Assistance

If you have difficulty understanding English, you have the right to receive language assistance at no cost to you. Please contact your school's principal for more information.

(Traditional Chinese / 繁體中文) 如果您理解英語有困難，您有權得到免費的語言幫助。請聯繫您的學校校長以獲得更多信息。

(Simplified Chinese / 简体中文) 如果您理解英語有困難，您有權得到免費的語言幫助。請聯繫您的學校校長以獲得更多信息。

(Japanese / 日本語) 英語の理解に困難を覚える方は、無料で言語支援を受ける権利があります。詳細につきましては学校長にお問合わせください。

(Hawaiian / 'Ōlelo Hawai'i) Ina pilikia oe i ka hoomaopopo i ka olelo Pelekania, he kuleana no kou e lawelaweia oe i ke kokua olelo me ka uku ole. E hui kuka me ke poo kumu o kou kula no kekahi ike hou aku.

(Korean / 한국어) 영어를 이해하는데 어려움이 있는 경우, 무료로 통역 지원을 받을 권리가 있습니다. 더 자세한 정보는 학교장에게 연락하십시오.

(Chuukese / Kapasen Chuuk) Ika epwe weires ngonuk omw weweiti fóós un Merika, mi wor omw pwúung omw kopwe angei aninnisin aweween fóós esapw kame. Kose mochen kékkéeri ewe meinapen ewe sukkun (Principal) ren tichikin pworausau.

(Ilokano / Ilokano) Nu narigat mo a maawatan ti Ingles, karbengam nga umawat ti tulong ti lenggwahe ket awan bayad na dayta a serbisyo. Para ti kanayonan nga impormasyon, mabalin a kontakem ti prinsipal ti eskwelaan yo maipanggep iti dayta a serbisyo.

(Samoan / Gagana Samoa) Afai e faigatā ona ē malamalama i le Igilisi, e i ai lau aiā e maua ai le fesoasoani tau gagana e aunoa ma se tupe e te totoi ina. Fa'amolemole fa'afeso'ota'i le pule o lau aoga mo nisi fa'amatalaga.

(Tongan / Lea faka-Tonga) Kapau 'oku faingata'a ke mahino kiate koe 'a e lea faka-Papalangi, 'oku 'i ai ho'o totonu ke ke ma'u ha tokoni fakatonulea 'ikai totongi. Kataki 'o fetu'utaki ki he puleako ki ha toe fakaiiki ange.

(Tagalog / Tagalog) Kung nahihirapan kang intindihin ang Ingles, karapatan mong makatanggap ng tulong para sa lenggwahe at libre ang serbisyong ito. Para sa karagdagang impormasyon, maari mong kontakin ang prinsipal ng iyong paaralan tungkol sa serbisyong ito.

(Cebuano / Sugboanon) Kon kamo adunay kalisud sa pagsabut sa Iningles, naa moy katungod sa pagdawat sa tabang sa pinulongan nga walay gasto kaninyo. Palihog kontaka ang prinsipal sa inyong eskwelahan alang sa dugang nga impormasyon.

(Vietnamese / Tiếng Việt) Nếu quý vị thấy khó khăn trong việc hiểu tiếng Anh, quý vị có quyền nhận được sự hỗ trợ ngôn ngữ miễn phí. Vui lòng liên hệ hiệu trưởng của trường quý vị để biết thêm thông tin.

(Spanish / Español) Si tiene dificultad para entender Inglés, tiene derecho a recibir asistencia lingüística sin costo alguno para usted. Comuníquese con el director de su escuela para obtener más información.

(Marshallese / Kajin Majôl) Elaññe ejabwe am melele kajin Pälle, ewōr am jimwe ñan jibañ ko ikijien ukok ilo ejelok wōnen. Jouj im kōjjelāik lok principle eo an jikuul eo am ñan melele ko rellap lok.

### **Continuous Notice of Non-Discrimination**

The Hawaii State Department of Education (HIDOE) and its schools do not discriminate on the basis of race, color, national origin, ancestry, sex, gender identity, gender expression, sexual orientation, age, disability, and religion in its programs and activities. Please direct inquiries regarding HIDOE nondiscrimination policies as follows:

Beth Schimmelfennig, Director  
Rhonda Wong, Compliance  
Aaron Oandasan, Title VI  
Toby Yamashiro, Title VII  
Nicole Isa-Iijima, Title IX  
Krysti Sukita, ADA/504

Civil Rights Compliance Branch  
Hawaii State Department of Education  
P.O. Box 2360  
Honolulu, Hawaii 96804  
(808) 586-3322 or relay  
CRCB@k12.hi.us

CRCB (April 2020)

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## School Motto

Ho'omakamaka a ho'okumu – Creating Friendships and Futures

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## Vision

Kailua High School creates an accepting and supportive community to nurture growth in every student, empowering them to make positive changes and adapt to the ever-changing world around them.

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## Mission

Encourage! Equip! Empower!

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## Habits of Mind

Kailua High School has been integrating into the school and curriculum the 16 Habits of Mind listed below:

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|--|--|
| 1. Persisting                                | 9. Thinking & Communicating w/ Clarity & Precision |
| 2. Managing Impulsivity                      | 10. Gathering Data Through All Senses              |
| 3. Listening with Understanding & Empathy    | 11. Creating, Imagining, Innovating                |
| 4. Thinking Flexibly                         | 12. Responding with Wonderment & Awe               |
| 5. Think about Thinking (Meta Cognition)     | 13. Taking Responsible Risk                        |
| 6. Striving for Accuracy                     | 14. Finding Humor                                  |
| 7. Questioning & Problem Posing              | 15. Thinking Interdependently                      |
| 8. Applying Past Knowledge to New Situations | 16. Remaining Open to Continuous Learning          |
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## General Learner Outcomes

These are the over-arching goals of standards-based learning for all students in all grade levels. Our teachers rely upon rubrics built upon these to inform their assessment of students — going beyond academic achievement to ensure students become engaged, lifelong learners. They are:

- Self-directed Learner (The ability to be responsible for one's own learning)
  - Community Contributor (The understanding that it is essential for human beings to work together)
  - Complex Thinker (The ability to demonstrate critical thinking and problem solving)
  - Quality Producer (The ability to recognize and produce quality performance and quality products)
  - Effective Communicator (The ability to communicate effectively)
  - Effective and Ethical User of Technology (The ability to use a variety of technologies effectively and ethically)
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## Accreditation

The accreditation process validates the integrity of Kailua High School's programs. After participating in a process of self-study and a visitation from an accreditation team in SY2016-17, the Western Association of Schools and Colleges (WASC) granted the school a Six-Year accreditation with a Mid-Cycle One-Day visit. Our cycle of improvement will continue with the SY2022-23 WASC Self-Study and visitation.

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## Academic Plan and Goals

Our school improvement process is driven by standards-based learning. Kailua High School's programs and services are based on three goals: 1) **Student Success:** All DOE students demonstrate they are on a path toward success in college, career, and citizenship; a) Students are engaged, and ready to learn; b) All students are gaining the academic skills they need to succeed on the K-12 pathway and throughout their lives; c) Students are connected to their school and community to develop love of learning and contribute to a vibrant civic life; 2) **Staff Success:** The DOE has a high performing culture where employees have the training, support, and professional development to contribute effectively to student success; a) The DOE effectively recruits, retains, and recognizes high-performing employees; b) Training and professional development for all DOE employees supports student learning and school improvement; c) Leadership across the department has the capacity to implement systemic change, including adapting and innovating; modeling optimism and fairness; overseeing school transformation, and student success. 3) **Successful Systems of Support:** The system and culture of the DOE work to effectively organize financial, human, and community resources in support of student success; a) Robust internal and external communication effectively marshals school, state, and community resources behind DOE goals; b) DOE facilities and technology systems meet 21<sup>st</sup> century education needs and standards; c) DOE financial systems, business processes, and organizational resources support student and school success.

We align our courses with the Common Core State Standards and HCPS III in ten areas: Career and Life Skills, Educational Technology, Fine Arts, Health, Language Arts, Mathematics, Physical Education, Science, History/Social Studies, and World Languages. Standards tell us what students should know and be able to do and how well they should do it. Although we keep samples of student progress toward high academic standards for our accreditation documentation, we report individual student progress in courses with traditional report cards using an A through F grading scale.

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## School Community\*

\*Information will be updated once the 2020 Census data is released by the Federal Government

Kailua High School is located in the residential subdivision of Pohakupu on Oahu's Windward side of the Ko'olau Mountain Range. We serve students from a portion of Kailua town, as well as a majority of the Waimanalo community. These communities consist of suburban and rural areas, including a very broad socioeconomic range. Kailua High School's boundaries also include the Hawaiian Homestead lands located across from Waimanalo Beach, as well as Weinberg Village, a transitional housing shelter for homeless families.

The Kailua Complex is comprised of five "feeder" elementary schools (Blanche Pope Elementary, Maunawili Elementary, Ka'elepulu Elementary, Keolu Elementary, and Enchanted Lake Elementary), one K-8 school (Waimanalo Elementary and Intermediate) and an alternative intermediate/high school (Olomana School). Additionally, approximately one-third of the student body from Kailua Intermediate School also "feeds" into Kailua High School.

The Kailua High School community is comprised of approximately 29,000 people, with an average household income of \$92,347 in the Kailua community, and \$68,507 in our Waimanalo community. In comparison, the average household income statewide was \$66,420 as of the 2010 census. Kailua High School has qualified for the Title I program since SY 2003-04. This is due to the percentage of Kailua High School students who qualify for free and reduced lunch. During the last ten years, the percentage of students receiving free and reduced lunch has risen from 42.7% to 50.98%. A comparison of our communities shows that 18.2% of our Waimanalo community and 6.5% of our Kailua community live below the poverty line, while statewide 11.2% of households are living below the poverty level.

According to the 2010 United States Census, a majority of our community is comprised of the following ethnicities: Native Hawaiian, Pacific Islanders, Asian, and two or more ethnicities. Approximately 93% of our school community has a high school diploma. Ten percent of our Waimanalo community and 44% of our Kailua community hold a Bachelor's degree.

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# Directory

Some of the most frequent called numbers are listed below:

Administration Office (open Monday – Friday 7:30 am – 4:30 pm):	266-7900
Bookkeeper:	266-7900 ext. 2224
Attendance:	266-7900 ext.2326
Registrar:	266-7900 ext.2332
Health Room:	266-7900 ext. 2234
Counseling Center:	266-7900 ext. 2246
College and Career Center:	266-7900 ext. 2304
Student Services Coordinator:	266-7900 ext. 2245
Special Education Office:	266-7919
Student Activities:	266-7918
Athletic Director:	266-7910

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## General Information and Procedures

### ACADEMIC REQUIREMENTS FOR PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

#### General Statements

- The state-wide academic requirements apply to all public secondary schools (grade 9-12).
- The grade point average shall be computed on the grading scale as follows:
  - Regular Courses: A=4 B=3 C=2 D=1 F=0
  - Advanced Placement Courses/Early College High School Courses: A=5 B=4 C=3 D=2 F=0
- The academic requirement for special education students shall be that they are performing satisfactorily in the individualized education program (IEP). However, special education students electing the diploma route shall be subject to the academic requirement for participation in extra-curricular activities.

#### Determination of eligibility

1. To determine Grade Point Average (GPA) for participation in co-curricular activities, use the following guidelines:
  - a. First Quarter - Use grades (year or semester depending on whether courses are year or semester courses) from courses taken the previous year and/or summer.
  - b. Second Quarter - Use first quarter grades.
  - c. Third Quarter - Use first semester grades.
  - d. Fourth Quarter - Use third quarter grades.
2. “Courses required for graduation” shall be interpreted as those courses or subjects specified as required for graduation in the Authorized Courses and Code Numbers (ACCN).
3. Students must have passed all courses or subjects required for graduation in the quarter immediately preceding the activity.

- Students must have a 2.0 grade point average (GPA) for courses taken in the quarter immediately preceding the activity.

Probation for extra-curricular activities

- Probation will be granted to students who do not meet the 2.0 GPA or have an F in a core course: English, mathematics, science, and social studies.

On probation, student:

- May participate in practice.
- Will be grade checked every two weeks.
- May participate in game if grade check has a 2.0 GPA and no Fs.

Management of ineligible students declared ineligible shall be:

- Counseled by appropriate personnel as are all other students who are failing or not progressing satisfactorily.
- Offered tutorial help and/or special services as needed.

**ATHLETIC DEPARTMENT**

<b>Fall Sports (Aug.-Nov.)*</b>	<b>Winter Sports (Nov.-Feb.)*</b>	<b>Spring Sports (Feb.-May)*</b>
Air Riflery	JV Baseball	Varsity Baseball
Bowling	Boys/Girls Basketball	Golf
Cross Country	Paddling	Judo
Football	Boys/Girls Soccer	Varsity Softball
Sideline/Competitive Cheerleading	Swimming	Varsity Tennis
Girls Volleyball	JV Girls Tennis	Track & Field
JV Softball	Wrestling	Water Polo
Soft Tennis		Boys Volleyball

\*subject to change due to COVID-19

Athletic Participation Procedure

Current physical within a year, must have doctor fill out the Department of Education Physical Examination for Athletes Form. Submit it directly to the Athletic Health Care Trainer.

- Student Participation and Parent/Guardian Consent, Release and Assumption of RISK Form for each sport must be signed and also submitted directly to the Athletic Health Care Trainer.
- Obtain a Physical Clearance Form and Financial Clearance form to be submitted directly to the Coach.
- Legal parent/guardian must attend the mandatory parent meeting (new parents only), all returning parents must submit the signed Athletic Program Verification Form and the COVID-19 Waiver Form



(All Sports Meeting during the first week of school or a make-up meeting as determined by the Athletic Department.)

### Multiple Sports Participation

Student athletes who are already athletically cleared and wish to try out or participate in another sport during the school year must obtain another copy of their Physical Clearance and Financial Clearance forms to submit to the coach.

*For more information regarding the athletic department please call the Athletic Director at 266-7910 or visit the Kailua High School's website at [www.kailuahighschool.com](http://www.kailuahighschool.com).*

### Student Activity Pass (subject to change due to COVID-19)

Students at Kailua High School can purchase an athletic pass. This pass allows entry to all regular season football, boys and girls basketball games, boys and girls volleyball games, wrestling and judo matches throughout the year. The cost of the activity pass is \$25.00 and the savings are incredible! You save over \$250.00 off sport admission fees when you purchase an activity book. Activity passes may be purchased from the account clerk in the bookkeeper's office or at schedule pick up day during the summer.

## **ATTENDANCE POLICY**

### Philosophical Base

Kailua High School is committed to providing all students with educational programs to help them achieve and become contributing and personally successful members of society. Teachers, administrators and other staff shall make every effort to work with our students and their parents or guardians to optimize every learning opportunity as well as educational services and activities provided.

Students need to attend school daily and be in class on time to optimize access to their educational opportunities. Our mission is to increase student attendance, decrease chronic absenteeism, and strategically address barriers that result in absences in order to improve the academic success of all Kailua High students.

### Hawaii State Compulsory School Attendance Law

The Hawaii Revised Statutes, Section §302A-1132, states that unless excluded from school or excepted from attendance, all children who will have arrived at the age of at least six years, and who will not have arrived at the age of eighteen years, by January 1<sup>st</sup> of any school year, shall attend either a public or private school for, and during, the school year; and, any parent, guardian, or other person having the responsibility for, or care of, a child whose attendance at school is obligatory, shall send the child to either a public or private school.

The State of Hawaii, Department of Education, defines truancy as unauthorized absences from school. Currently Section §302A-1135 of the Hawaii Revised Statutes states that if any child of school age persists in absenting oneself from school, the family court judge, upon a proper petition, citation, or complaint being made by the school teacher or any other officer or agent of the department, or police officer, or any other person, shall cause the child, and the father or mother, guardian, or other person having charge of the child, to be summoned to appear before the judge. Upon its being proved that the person responsible for the child had not used proper diligence to enforce the child's regular attendance at school, the responsible party shall be guilty of a petty misdemeanor.

## Definitions

Present: The student is physically present in a scheduled class for [at least] half of that class period **or** is on an authorized school activity.

*Note: Authorized school activity, includes events such as approved field trips, community service/learning projects, and Home-Hospital. In addition, when students are in the administrative offices or counselor offices due to services, investigations of serious incidents or emergencies they are considered engaged in an authorized school activity.*

Absent (/): The student is not physically present in a scheduled class for more than half of the class period or is not on an authorized school activity.

Excused Absence (X): The school will only excuse absences when written documentation\* (note) is submitted to the registrar's office within three (3) days upon student's return to school, and absences are for one of the following reasons:

- Medical or dental related reasons. A verifiable note provided by a doctor, dentist, or court for five (5) days or more of consecutive absences.
- Death in the immediate family.
- Exceptions approved by the Principal or designee.

\* Student's absence note should include the following:

1. Date note was written
2. Child's legal first and last name
3. Date(s) of absence
4. Reason for absence
5. Phone number(s) of parent/guardian
6. Parent/legal guardian's signature (students who are 18 or older may not sign for their parent/legal guardian)

Suspension (s) or Crisis Removal (s): The student is absent as a result of an administrative action imposed for disciplinary or safety reasons.

Unexcused Absence (U): The following absences will not be excused:

- Babysitting siblings or other children
- Caring for the elderly or family members
- Entertaining visitors/guests
- Kept at home to clean for home inspections
- Family Vacations (on/off island), trips\*
  - Pleasure
  - Non-School Related Academic Competition/Visits (Scholarship/College)
  - Non-School Related Athletic Competition (Exhibition/Tournaments)
  - Non-School Related Youth Camps (Band/Youth groups)
- Parent request without explanation
- Personal business

\* Parents/guardians must notify the school in writing (a note). Student will attach that note to a completed Leave of Absence form at least two weeks prior to last day of attendance for family vacations/trips. The school discourages planning vacations/trips that will result in a student being absent from school as it may adversely affect their education. Administration has the discretion to determine if the absences will be excused or unexcused.

**Disclaimer: Students absent for 10 or more consecutive days must dis-enroll from school, complete and submit the Student Leave of Absence form and submit to an Administrator.**

Tardy: A student who arrives to school/class after the official start time, but before the end of the first half of the class is considered tardy.

### Roles and Responsibilities

#### Student Responsibilities:

- Attend all classes daily and be present on time.
- Submit a note to the Registrar's Office within (3) three [class periods] days after returning to class from the absence that explains the reason for an absence and is signed by a parent or guardian.
- Request and complete make-up work during study hall or according to school policy.
- Obtain teacher and parent approval for all school-sanctioned activities according to school policy.
- Provide accurate current address and phone numbers to the school. Ensure that the school registrar is informed immediately of any changes to your home address, phone numbers and emergency contact information.

**Note:** Students will not be allowed to make program changes as a result of failure in class due to non-attendance. Students are expected to attend class and complete class work. If a program change is made for other reasons, the attendance record for that period will follow the student to his/her new class.

#### Parent Responsibilities:

- Require your child to attend school regularly.
- Emphasize the importance of attending every class every day on time.
- Provide accurate current address and phone numbers to the school. Ensure that the school registrar is informed immediately of any changes to your home address, phone numbers and emergency contact information.
- Send your child with a note for excused absences within three (3) days of returning to school.
- Keep an accurate record of your child's absences from school.
- **Be proactive:** If problems arise with your child, seek assistance from his/her counselor.
- Call your child's counselor to schedule a conference if you have any concerns or want information on your child's progress.

### **DISCIPLINE**

Kailua High School administers discipline in line with range of consequences for unacceptable student behavior as described in Chapter 19; Section 8-19-6 Prohibited Student Conduct; Penalties). A full description of the Chapter 19 can be found at [www.hawaiipublicschools.org](http://www.hawaiipublicschools.org).

All Department of Education and School Rules are in effect from the time the student arrives on campus until the time s(he) leaves the school grounds. The rules are also in effect at all school-related activities, on and off campus during the day and/or evenings.

For each alleged violation, due process is administered. A reasonable effort is made to inform parents of infractions and consequences, following investigation by the administrator. Parental cooperation in encouraging students to redirect their behaviors to more positive and constructive purposes comprises an important part in the school's efforts to maintain an orderly campus. Student discipline is a SHARED RESPONSIBILITY.

NOTES:

1. Class A and Class B offenses may result in ineligibility of the violator to participate in extra-curricular activities. The violator is suspended from participation upon allegation until investigation is completed. These offenses are identified in the plan.
2. Serious Discipline includes dismissal, disciplinary transfer to another school, or crisis suspension exceeding ten (10) school days. This Discipline Plan serves as a GUIDE for disciplinary consequences resulting from rule violations. Final disposition for disciplinary consequences is made on a case by case basis by the administration upon investigation and determination of frequency and/or other extenuating circumstances.

Chapter 19 – Subchapter 2 Student Misconduct and Discipline

§8-19-5 Disciplinary actions; authority. (a) Suspensions exceeding ten school days or suspensions that will result in the student being suspended more than a total of ten school days in any single semester, disciplinary transfers, dismissals, and extension of crisis removals shall be approved by complex area superintendent. (b) Crisis removals and suspensions of ten school days or less may be approved by the principal or designee. (c) In determining disciplinary actions, the principal or designee shall consider the intention of the offender, the nature and severity of the offense, the impact of the offense on others including whether the action §8-19-5 was committed by an individual or a group of individuals such as a gang, the age of the offender, and if the offender was a repeat offender.

§8-19-6 Prohibited student conduct; class offenses. (a) The following prohibited conduct applies to all students in the public school system, on campus, or other department of education premises, on department of education transportation, or during a department of education sponsored activity or event on or off school property.

(1) Class A offenses:

- (A) Assault;
- (B) Burglary;
- (C) Dangerous instrument, or substance; possession or use of;
- (D) Dangerous weapons; possession, or use of;
- (E) Drug paraphernalia; possession, use, or sale of;
- (F) Extortion;
- (G) Fighting;
- (H) Firearms; possession or use of;
- (I) Homicide;
- (J) Illicit drugs; possession, use, or sale of;
- (K) Intoxicating substances; possession, use, or sale of;
- (L) Property damage or vandalism;
- (M) Robbery;
- (N) Sexual offenses; or
- (O) Terroristic threatening.

(2) Class B offenses:

- (A) Bullying;

- (B) Cyberbullying;
  - (C) Disorderly conduct;
  - (D) False alarm;
  - (E) Forgery;
  - (F) Gambling;
  - (G) Harassment;
  - (H) Hazing;
  - (I) Inappropriate or questionable uses, or both of internet materials or equipment, or both;
  - (J) Theft; or
  - (K) Trespassing.
- (3) Class C offenses:
- (A) Abusive language;
  - (B) Class cutting;
  - (C) Insubordination;
  - (D) Laser pen/laser pointer; possession or use of;
  - (E) Leaving campus without consent;
  - (F) Smoking or use of tobacco substances; or
  - (G) Truancy.
- (4) Class D offenses:
- (A) Contraband; possession or use of;
  - (B) Minor problem behaviors; or
  - (C) Other school rules.

Disciplinary action options may include the following:

- (1) Correction and conference with student;
- (2) Detention;
- (3) Crisis removal;
- (4) Individualized instruction related to student's problem behaviors;
- (5) In-school suspension;
- (6) Interim alternate education setting;
- (7) Loss of privileges;
- (8) Parent conferences;
- (9) Time in office;
- (10) Suspension of one to ten school days;
- (11) Suspension of eleven or more school days;
- (12) Saturday school;
- (13) Disciplinary transfer;
- (14) Referral to alternative education programs;
- (15) Dismissal; or
- (16) Restitution.

## **DRESS CODE**

Administration may contact parents if attire is determined to be inappropriate for school.

Students must wear clothing including both a shirt with pants or skirt, or the equivalent (for example dresses, leggings, or shorts) and footwear. Students shall wear clothing that:

- 1. does not expose private parts,
- 2. promotes positivity (images, beliefs and school pride),
- 3. is comfortable and constant readjustments or tugging are unnecessary,

4. and is suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities. NOTE: Specialized courses may require specialized attire, such as uniforms or safety gear.

Also, as an Intellectually Safe school, any attire or accessories that promote or display hatred or intolerance of others, violence, profanity, and illegal substances and activities will not be acceptable.

## **ELEVATORS**

Students who require special accommodations may access elevators. Keys may be requested in the school administration office.

## **FOOD SERVICE**

First regular school breakfast is \$1.20, second and subsequent breakfast is \$2.40.

First regular school lunch is \$2.75, second and subsequent lunch is \$5.50.

Free/Reduced Meals: Students from families whose income falls within specific brackets may qualify for free or reduced meals. Copies of income eligibility guidelines and application forms are available at the administration office or online at [www.ezmealapp.com](http://www.ezmealapp.com).

Students use their school ID card to purchase meals in the cafeteria and may load money onto their meal account at the Bookkeeping office during non-class time. Families may also use the online system at [www.ezschoollpay.com](http://www.ezschoollpay.com) to add/manage their child's account, please note there is a fee for this service.

*\*\*\*Prices are subject to change and are determined by the Department of Education.*

## **GEOGRAPHIC EXCEPTIONS AND RESIDENTIAL CHANGES**

All geographic exceptions to Kailua High School are based on Chapter 13 of the Department of Education Regulations. Information can be obtained from the administration office. Any of the following is considered an "illegal enrollment."

Any student without an approved Geographic Exception whose parent or legal guardian is living outside the Kailua High School district.

Any student without an approved Geographic Exception living with relatives, friends or independently in the Kailua High School district and whose parent or legal guardian lives outside the Kailua High School district.

Any student who gives an incorrect address for his legal residence.

Students whose legal residence is changed to another school district must immediately request a GE to remain at Kailua High School.

## **GRADING SYSTEM**

### Report Cards and Mid-Term Progress Reports

Reports of academic progress are made eight (8) times a year at the mid-term and end of every quarter to keep parents informed. Letter grades are given for academic progress. Kailua High School uses Infinite Campus, an online web based grading and attendance record system, to allow students and parents to review student

learning progress. Students and parents can use their specific logins and passwords to access Infinite Campus to see how students are progressing at any point of the quarter, semester, or year. Report Cards and Mid-Term Progress Reports are available on the Infinite Campus Parent Portal. The final report card of the year will be printed and mailed home to the address on record after grades have been recorded and verified.

### Cumulative Grade Point Average (GPA)

Semester marks for semester courses and year marks for year courses will be used to determine cumulative GPA. The computer is programmed to use the final mark for the given course to determine cumulative GPA.

For summer school courses or courses taken off campus, the semester mark for semester courses and year mark for year courses will be used to calculate cumulative GPA. In the event that a course is repeated, the higher grade will be used to calculate the cumulative GPA. Credit will be counted once only.

### **HEALTH REQUIREMENTS**

The Hawaii School Attendance Law requires all students to meet examination and immunization requirements before they may attend any public or private school in the state.

#### TB Clearance

1. Must be completed within one year before first entrance into school in Hawaii
2. The tuberculin test (Mantoux) must be performed by a U. S. licensed Medical Doctor (MD), Doctor of Osteopathy (DO), Advanced Practice Registered Nurse (APRN), Physician's Assistant (PA), or the Hawaii Department of Health. **(Reading must be in millimeters).**
3. With readings of 10x10mm a CHEST X-RAY IS NEED. Free x-ray or TB Mantoux testing is given daily Lanakila Health Center 1700 Lanakila Avenue Honolulu, HI 96817 Telephone 831-5731

#### Physical Examination

1. Must be completed within one year before first entrance into school in Hawaii (preschool to K to 12).
2. Must be performed by a U. S. licensed MD, DO, APRN, PA.

#### Immunizations

1. Immunizations required for school attendance:
  - a. DtaP / DPT / Td (diphtheria/tetanus/pertussis)
  - b. Polio / OPV / IPV
  - c. Hepatitis B / HEP B
  - d. MMR (measles, mumps, rubella)
  - e. Varicella (chickenpox) or a documented history of varicella (chicken pox), signed by a U. S. licensed MD, Do, APRM, PA, may be substituted for the varicella vaccine requirement.

Requirement by the first day of school - New Enrollees to Kailua High School

1. Results of TB examination, completed within one year before school entrance.
2. A completed health record form to prove that a physical examination was performed within one year before school entrance, and that all immunization requirements have been met. OR
3. A signed statement or appointment slip from your doctor to prove that your child has a physical examination scheduled and/or has begun the vaccination series and is waiting for the next dose in the series.

### Health Requirements for Athletes

All students participating in intramural and/or inter-school athletic (O.I.A.) programs are required to have physical examinations annually and athletic participation clearance. Forms may be obtained from the Administration Office or Athletic Training Room.

### **IDENTIFICATION CARDS**

Students are required to have I.D. cards on campus. I.D. cards will be issued with student's name, and picture. Lost I.D. cards may be replaced by paying a \$5.00 replacement cost. I.D. cards are also used for the computerized meal payment program, to use computers in the labs, and check out library materials.

### **LIBRARY**

#### Hours

- Monday-Friday: 8:00 am to 3:00 pm

#### How to Borrow

- 1) Student ID required.
- 2) Circulation period is three weeks. There are no fines, but you will be restricted from borrowing library materials and participating in extracurricular activities until your materials are returned.
- 3) All materials may be borrowed except for reference books and magazines.

#### Computer Lab Policies (Library & CCC)

1. A school ID and a current signed TRUF form is required for computer use
2. Students may print up to 5 pages from the computers for school related assignments
3. The Library and CCC are places for study and research, thus appropriate behavior is expected at all times
4. No emailing, chatting, playing video games, or listening to music (except for school related use)
5. Food, drinks and gum are not allowed by the computers
6. All Chapter 19 and school rules apply

### **MCKINNEY-VENTO HOMELESS EDUCATION ASSISTANCE ACT**

If your family lives in any of the following situations:

1. In a shelter, motel, vehicle, or campground
2. On the street
3. In an abandoned building, trailer, or other inadequate accommodations, or



4. Doubled up with friends or relatives because you cannot find or afford housing

Then you have certain rights under the McKinney-Vento Homeless Education Assistance Act. Please see a vice-principal in the administration office, if any of the situations above applies to your family.

## **NEWSLETTER**

The Surfliner, Kailua High School's newsletter, is where school events and other school-related activities are advertised and described. The newsletter is available on our school's website: [www.kailuahighschool.com](http://www.kailuahighschool.com).

## **NO LOITERING AREAS**

Students are prohibited from lingering in the following areas at all times:

1. Stairwells and stairways
2. Areas outside rest rooms
3. Rest rooms
4. Student parking lot
5. Portable rest rooms and stairs

## **NONDISCRIMINATION RIGHTS OF STUDENTS AND CIVIL RIGHTS COMPLAINT PROCEDURE**

Public school students shall not be excluded from participation in, denied the benefits of, or be subjected to discrimination because of the student's race, color, national origin, sex, religion, or handicap condition in any program or activity of the Department of Education.

If a student feels s/he has been discriminated against in one of the department's educational programs or activities, s/he is encouraged to bring the matter to the attention of the school principal for discussion and resolution. If the matter cannot be resolved at this level s/he is encouraged to make full use of the Department of Education's Civil Rights Complaint Procedure for Students and file a written complaint with the district superintendent. The complaint form is available at the district superintendent's office. Upon receiving the discrimination complaint, a District Complaint Board will hear and decide on the merits of the complaint in a prompt and fair manner. To obtain a copy of the Civil Rights Complaint Procedure for Students, a copy may be requested from the principal.

## **OFF-LIMITS AREAS**

To ensure the safety and well-being of all students, the following areas have been established as off-limits:

1. All parking lots except when arriving or departing (Whether coming or going, exit the parking lot promptly; students may not loiter in parking lots at any time.) Students may not go to the parking lot at any time during the school day.
2. Football, Baseball, or Softball fields.
3. All undeveloped areas on the school grounds.
4. All Enchanted Lakes side stairwells.
5. All second floor areas during wiki and lunch unless meeting with a teacher.
6. All construction areas (anywhere construction is taking place)

## **PART-TIME STATUS AND EARLY GRAD STATUS**

Part-Time status by application will be granted only to those students who have part time jobs or who attend institutions of higher learning (at least one course). The Part-Time Status card must be submitted with required documentation with parent/guardian and student signatures to the counselor up until the end of the third quarter, requests will not be considered for the fourth quarter. If the conditions of the Part-Time status change, the parent must notify the counselor of that change and return the student to school full-time.

Early Grad Status by application will be granted only to those Seniors (12<sup>th</sup> graders) who have full time jobs or who attend institutions of higher learning (full time course load, four courses). The Unusual Grad Form and Early Grad Status card must be submitted with required documentation with parent/guardian and student signatures to the counselor by the first instructional day of second semester. The student will be responsible for seeking out information regarding graduation requirements (i.e. graduation song practices, mandatory practices, etc.). Students on Early Grad status forfeit their option to participate in extra curricular activities (i.e. athletics, band, leadership, and purchasing prom bids, however they may attend prom as a guest only, etc.).

## **PASSES**

If a student leaves the classroom for any reason, s/he must have a pass issued by his/her teacher. Otherwise, s/he will be considered loitering on campus and will be subject to disciplinary action. Students are not permitted to loiter when classes are in session.

### On-Campus Pass

An on-campus pass must be obtained from the student's teacher or other authorized staff member to:

1. Go to the administration office
2. To receive counseling services
3. Use the restroom
4. Visit the library
5. To go to the health room

### Off-Campus Pass

Students are not permitted to leave the school grounds during the school day without an official State Student Pass. This pass is issued upon written request or telephone call from the student's parent(s) or guardian or upon approval of office personnel. Passes may be secured from:

- A. Health Aide for illness or injury
- B. Administration office staff for doctor and other scheduled appointments or emergencies. Upon returning to school, students report to the Registrar's Office to turn in their doctor's or absence note.

***Students are not permitted to leave campus for recess or lunch.***

## **PERSONAL BELONGINGS**

Personal belongings including valuables must be with the person at all times. In the event of loss or theft of these items, the school will not be held responsible. Items may include but not limited to cellphone, laptop, tablets, other electronics, jewelry, and expensive bags/purses.

## **PROHIBITED BEHAVIOR AND ITEMS**

Students are expected to obey all Hawaii State Laws and DOE Rules. Therefore, the following are prohibited: smoking, gambling, possession and/or use of marijuana, alcohol, or any other illegal substance, assault, disorderly conduct, etc. CHAPTER 19 DOE policies and procedures are followed in disciplining students. The following are not to be brought to school and will be confiscated:

1. Any form of tobacco, drugs and alcohol (including but not limited to items used for vaping or e-smoking).
2. Any medication not in the original pharmaceutically dispensed and properly labeled container.
3. Any form of material and/or items that may be use in a dangerous manner (i.e., weapons, lighters, matches, fireworks, laser pens/pointers, etc.)
4. Any materials used for gambling (e.g., dice, playing cards, etc.)
5. Skates or skateboards.

In addition, the following are not be brought to school:

1. Animals
2. Young children

## **RELEASE TO ANOTHER SCHOOL**

Any student withdrawing from Kailua High School MUST inform the registrar at least three (3) days prior to the date of departure so that a release form can be processed in time. The Permission to Release Student form must be completed, signed by the parent/guardian and returned to the Registrar before a clearance form is issued to the student. This Clearance Form must be signed by each of the student's teachers as well as other program administrators. All books must be returned and financial obligations must be met BEFORE the Release Card is given. Teachers must write in the withdrawal and/or appropriate quarter marks, title, copy number and cost of outstanding books (and also attach a Financial Obligation Form) and sign the Clearance Form. Semester and year-end grades are given if applicable. An official transcript and all other records will be sent to the receiving school upon request.

## **SCHOOL BUS SERVICE**

State school bus service is available to students living outside the one-mile radius of the school. School bus applications are available at the administration office or apply .

## **SCHOOL FEES (POLICY 3240)**

Fees for non-instructional activities may be collected for the purpose provided by law, but not in excess of the authorized maximum for each subject as set forth in the Department's regulation. School fees are due and payable at the time of registration.

Student Activity Pass: This covers the basic or reduced admission charges to regular season football, basketball, and volleyball games. All season home and away games are free to the holder of the student activity pass. (This does not include play-off games.)

Mandatory General Fees\*\* - All grade levels

Class Dues	\$8.00
<u>Student Government Dues</u>	<u>\$10.00</u>
<b>Total</b>	<b>\$18.00</b>

Optional Items\*\*

Publication Fee (Yearbook)	\$50.00
Student Activity Pass (Sports Activity)	\$25.00

**STUDENT ACTIVITIES**

Student activities, as a planned program apart from the required and elective subjects, seek to provide curriculum enrichment and opportunity for individual development. Through student activities, the school provides the student with another channel, beyond the classroom, through which the student may satisfy his/her individual needs, and interests and move toward self-realization.

Students may participate in the Student Association, grade level classes and/or various clubs. Activities that are planned by the Student Association are varied to meet the interests of as many members of the student body as possible. Therefore, these activities range from Homecoming, welcoming new students, competitions, elections, spirit and rally, lunchtime activities, assemblies, spirit week activities, civic service, and campus beautification projects, etc. Activities planned by the classes are generally directed towards members of their class.

For a current list of all clubs offered at Kailua High School please visit the Student Activities Classroom in F-20/21 or online at [www.kailuahighschool.com](http://www.kailuahighschool.com)

**STUDENT BILL OF RIGHTS AND RESPONSIBILITIES**

The primary function of schools is to nurture the educative process of students and to equip them constructively to meet the challenges of the future.

If we, the students of the State of Hawaii, are to become citizens trained in the democratic process, we should be provided full opportunity to inquire, to question, and to exchange ideas. Our rights and responsibilities, then, are analogous to those of an adult citizen.

Constitutional Rights

All students shall enjoy the rights guaranteed by the Constitution of the United States. Students shall be governed by all laws and ordinances of the State of Hawaii and the County of residence.

Moreover, the students shall respect all rules, policies, and regulations of the Department of Education and of their respective schools.

Academic Responsibilities

Students shall have the responsibility to learn, and to respect the rights of others to learn. Students shall also respect the rights of others to teach.

### Freedom of Expression and Communication

Students shall have the right to express publicly, and to hear various points of view on subjects without fear of reprisal or penalty. However, students recognized the rights of others and the limitations imposed by the laws of libel, slander, obscenity and incitement to riot.

### Involvement of Students in the Decision-Making Process

Students shall have the right to be involved in the decision-making process that affects the educational system.

### Freedom of Assembly and Right to Petition

Students shall have the right to assemble peaceably. Students shall have the right to “petition the government” for redress of grievances.

### Freedom of Association

Students shall have the right to organize clubs or associations within the school as provided in the SCHOOL CODE.

### Student Discipline

Students have the right to due process.

### Right to Privacy

Students have the right to privacy as provided in the Hawaii State Constitution, Article I, Section 5.

### Instruction and Administration

Students have the right to be concerned about teachers selected to instruct them and administrators who supervise the school and educational system they attend.

To this end, we should be given an opportunity to express our opinions concerning the instruction we receive from teachers and the administration of Hawaii’s public school recognizing that the evaluation of teachers and administrators rests with the appropriate supervisor established by collective bargaining contracts, the policies and regulation of the Department of Education, and the laws of the State of Hawaii.

## **STUDENTS DRIVING TO SCHOOL**

Students shall abide by the school’s rules when driving their cars to school. Students who do not exercise caution and endanger the safety and welfare of others will be excluded from parking their cars on the school campus without exception. Parking on the school campus is a privilege. Police shall be called to assist with persistent problems.

1. Students’ cars must be identified with an official parking permit sticker. Cars shall park in the student parking lot at their own risk. See Parking Policies for further information.
2. All faculty and staff, official school visitors, and handicapped students (only) will be allowed to park in the faculty lot, provided cars are identified with an official parking permit sticker or pass.
3. Cars must be parked within marked parking stalls. Parking is not permitted along any curb. Student cars parked in “unauthorized” areas will be towed away at the owner’s expense.
4. The ONE WAY traffic pattern must be followed.

5. Maximum speed on campus is 10 mph. Fast starts and speeding are prohibited.
6. Official pick-up area during school hours are the stalls fronting the main office.
7. Any student who parks on campus and leaves during school hours must have the official off-campus pass from the school office.
8. Safe driving habits must be practiced at all times.
9. Student parking is on a first-come basis, with parking permit.

#### Trespassing During Non-School Hours

Students and all other persons are not permitted on campus during non-school hours unless they are attending a sanctioned school activity. Persons are allowed on campus if the event held in school facilities has been approved by the school administration. All others will be considered trespassing.

#### **VISITORS**

All visitors are to report directly to the office. If a visitor has legitimate business with a student, the student will be permitted to see the visitor. All other visitors shall be handled as trespassers. Infants and children below school-age are not permitted in school.