



Kealakehe High School

Home of the WaveRiders

Student Planner and Handbook 2009-2010

Mr. Wilfred Murakami
Principal

Mr. Danny Garcia
Vice Principal

Ms. Verna Takamoto
Vice Principal

Mr. Alan Vogt
Vice Principal

Dr. Mike Hernandez
Athletic Director

Mr. Louie Garcia
School Security Manager

Mr. James Young
Student Activities Coordinator

Kealakehe High School

74-5000 Puohuluhuli St.
Kailua-Kona, Hawaii 96740

Telephone: 808-327-4300
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Website: <http://waveriders.k12.hi.us>

Frequently Called Numbers

Athletic Director	Extension 2213
Athletic Trainer	Extension 2274
Attendance	Extension 2202
Accounting Office	Extension 2408
Bus Passes and Student IDs	Extension 2434
College and Career Center	Extension 2206
Counseling Office	Extension 2463
Health Room	Extension 2205
Kona Community School for Adults	808-327-4692
Library	Extension 2216
Parent Community Center	Extension 2432
Principal	Extension 2211
Registrar	Extension 2448
Special Education	Extension 2431
Student Activities Coordinator (SAC)	Extension 2229
Student Services Coordinator (SSC)	Extension 2409
Student Transportation	808-327-9500

Important Dates to Remember

First Day for Freshmen Students	August 3, 2009
Upperclassmen Report	August 4, 2009
Fall Break	October 5-9, 2009
Waiver Day	October 12, 2009
Thanksgiving Holiday	November 26-27, 2009
Waiver Day	December 18, 2009
Winter Break	Dec. 21 – Jan. 1, 2010
Waiver Day	February 16, 2010
Spring Break	Mar. 15 - 19, 2010
Waiver Day	May 7, 2010
Graduation	May 22, 2010

Kealakehe High School Vision, Mission, Belief Statements and 3 R's

KHS VISION

Harmony and unity through dynamic education and community for everyone, every time.

KHS MISSION

Encouraging partnerships among students, parents, faculty, staff and community by offering a curriculum which will address multi intelligences and awareness; providing a safe environment which expects mutual respect; providing opportunities where all students can develop their gifts and talents to be productive members of the community.

KHS BELIEFS

- The Kealakehe educational community, which includes administrators, teachers, support staff, parents, and community, has the talent, skill and willingness to educate the youth of Hawaii.
- We influence and educate the whole child, which includes both the affective and academic realms.
- All students can learn regardless of their social, emotional, intellectual and/or academic status.
- All students can attain some degree of mastery in a wide variety of content standards required for graduation from high school.
- All students can attain some degree of mastery in meeting performance expectations required for graduation from high school.
- Learning does not take place in isolation and is most useful to students when they can make meaning of their learning.
- Effective teaching requires empathy, cooperation, collaborative planning and hard work.
- The integration of technology into instructional delivery positively impacts learning. The use of technology in the workplace and classrooms enhances, and facilitates teaching and learning. The use of technology in the workplace improves communications without replacing the need to foster personal relationships.
- Learning is greatly influenced by modeling behaviors.
- Lesson plans must be created beyond a traditional school education; real life occurrences and hands on learning must be utilized in order to open minds and create classroom understanding.
- Creating a variety of programs and extracurricular activities that students can participate in results in a well rounded, positive school community.

The 3 R's of WaveRider Pride

Relationships – Positively interacting with others using effective communication and problem-solving skills

Respect – Respect oneself and the rights and property of others

Responsibility – Being accountable for one's decisions, actions and obligations

The General Learner Outcomes (GLOs)

The Ability to be Responsible for One's Own Learning

Individuals must be able to:

- Set priorities and establish achievable goals
- Manage their time and work towards those goals
- Take responsibility for their own actions

Understanding that it is Essential for Human Beings to Work Together

Individuals must be able to:

- Manage their own behavior in a group setting
- Work toward group goals
- Communicate effectively in groups
- Demonstrate tolerance for individual and cultural differences
- Recognize that each individual must make a contribution to the general welfare of the immediate community

The Ability to be involved in Complex Thinking and Problem Solving

Individuals must be able to:

- Manipulate the structures of learning that are acquired through school work, and other experiences
- Develop various ways of looking at the world in which they live in order to solve the myriad of problems faced in today's societies

The Ability to Recognize and Produce Quality Performance and Quality Products

Individuals must be able to:

- Recognize when they are performing at a level that is equal to or above that of other individuals from around the world
- Know when they perform well and when they produce quality products

Be an Effective Communicator

Individuals must be able to:

- Listen for understanding, not necessarily agreement. Respect different viewpoints.
- Present their thoughts orally or in writing using accurate information beyond their own opinion.
- Be aware that body language and tone communicate more than words do.

Use a Variety of Technologies Effectively and Ethically

Individuals must be able to:

- Honor copyright and licensing laws for software. Know what plagiarism is and how to avoid it by properly by documenting references and giving credit to the source.
- Respect confidentiality and the privacy of individuals and entities that use electronic communications. Use proper etiquette in electronic communications.

Kealakehe High School Acceptable Electronic Use Policy

Electronic technology has become an essential part of our global society. For work or play, for business or leisure time activities, using electronic technology is a way of life. The School Community Council of Kealakehe High School recognizes the importance of the role electronic technology plays in our future and endeavors to develop school policies that are consistent with the vision and mission of our school.

The Department of Education's General Learner Outcome (GLO) #6 states that students are to be ethical users of technology. The school's mission is to provide dynamic education that will assist all students to maximize their talents and potential.

Part of the dynamic education to educate students is to have them learn to manage their resources and consistently use their equipment appropriately. Part of the learning process is for the school to implement procedures to nurture students' growth. The "Acceptable Electronic Use Policy" provides the structure for the school to develop procedures to support students being able to demonstrate GLO #6. The use of electronic technology is a privilege at Kealakehe High School. The technologies covered by this policy includes any electronic signaling device that operates through the transmission or receipt of radio waves and self-contained electronic devices. These items include but are not limited to cell phones, smart phones, iPods, MP3 players, portable gaming devices and video recorders/players. Whether the item(s) or device(s) belong to the school or are personal items, students are to care for them and use them in appropriate, ethical ways and be personally responsible for these items.

Students are allowed to bring electronic items to school for personal use. They are responsible for properly using, caring and storing these items to minimize damage and theft of these items.

In cases involving the loss or non-violent theft of personal electronic items, the administrators will note the loss or non-violent theft and will attempt to recover the item(s). Administrators will not make such losses or theft the primary focus of any long term investigation beyond the initial documentation of the loss or theft. Students are expected to be responsible for their own possessions.

During the class period and school sponsored activities, the teacher is allowed to establish classroom rules for the use of personal electronic items, except for cell phones, iPods, MP3 player, and gaming devices. Students are not allowed to use personal cell phones, iPods, MP3 players, and gaming devices during any class period for any reason unless it is specifically relevant to the lesson being taught. Administrators shall enforce a "zero tolerance" rule and students failing to comply shall be suspended for no less than 5 days on the first offense.

It is the responsibility of parent(s)/guardian(s) to determine whether the teen is responsible to bring the personal electronic item(s) to school. The SCC strongly recommends, as part of this policy, that students not bring expensive personal items that will encourage theft.

The administration will be responsible for communicating this policy to parents and students via a notice in the local paper, an article in the school's newsletter and through repeated announcements on the morning broadcast.

Kealakehe High School General Student Information

Activity Period

Our school's mission statement includes the phrase "dynamic education and community." A key component of this is student participation and student initiation of activities. Activity Period is designed to do just that, and to support the community service organizations on our campus.

Students can choose from a wide variety of opportunities, learn and participate, without concern for a "grade." The activities offered vary from Red Cross, Interact, and Honor Society to Scuba Class, Creative Writing, Board Games, Electric Car, Ag, Polynesian Club, Photography, Study Halls, etc. Check with your CEP teacher for the full list, and sign up for an enjoyable activity. Activity Period is NOT optional. You must sign up and attend.

Alma Mater

Composed and written by Mr. Stan Ha'o

"In the shadow of the rising sun on Mount Hualalai. Majestically she stands above Honokohau, our strength and might.

Our memories we cherish, our future we prepare, Kealakehe your name we proudly bear. She is our beacon to the light our winding path, we ride the wave of the future as we look up on our past."

Chorus: "We are strong! We are proud! Let us raise our anthem loud. Kealakehe Hail! All Hail! We are strong! We are proud! Let us raise our anthem loud."

"Kealakehe Hail! All Hail!"

Athletics

Kealakehe High has a strong athletic program in many sports for both girls and boys. If you're interested in the sports listed below, contact Dr. Mike Hernandez, Athletic Director at 327-4300, extension 2213.

You will need to have a physical and permission from your parent/guardian to participate. To play, you must maintain a 2.0 GPA, be passing all core classes, be on track to graduate, and have no suspensions.

Fall	Winter	Spring	Year
Bowling	Basketball	Golf	Cheerleading
Cross Country	Canoe Paddling	Judo	
Football	Soccer	Tennis	
Volleyball	Softball	Track and Field	
	Swimming	Water Polo	
	Wrestling		

Kealakehe High School shall require that every participant pay for each activity or sport in which they participate in. This assessment will be on a school calendar year basis. A \$25.00 fee is required for their first sport, \$15.00 for their second sport and \$5.00 for their third sport during a single school year. Monies collected cannot exceed \$45.00 per student and/or \$90.00 per family in a single calendar year. Partial costs may be waived due to financial need. All "transportation assessments are to be paid in the Kealakehe High accounting office and must be paid prior to participation in each activity or sport.

Cafeteria Duty

As part of your civic responsibilities, each student is required to serve café duty. Students serve between 2-3 times per school year. Failure to serve will result in disciplinary action and the loss of commencement ceremony participation.

Citizenship and Ethical Philosophies (CEP)

CEP is a class that meets every day for all four years of high school. The plan is to have the same teacher and the same students stay together for their high school years. CEP is one of the ways that we make a large school friendlier and gives students a place to belong. CEP class is like your home base. Your CEP teacher is someone you should be able to go to with questions, concerns, etc. and also someone your parents can contact and develop a relationship with.

CEP helps students in the following ways:

- Provides the opportunity to analyze, discuss, and develop important societal/ethical values crucial for a democracy.
- Ensures all students are taught basic CEP and civics skills and dispositions.
- Provides all students with a common school-wide experience.
- Fosters the Three WaveRider R's: Relationships, Respect and Responsibility.
- Provides a forum for discussing school-wide issues and concerns.
- Fosters development of positive student/teacher relationships to support student learning.

The student's role in CEP class is to display responsibility, respect, and build healthy relationships with classmates and the teacher and to participate in and complete lesson requirements. Students are required to pass CEP all four years!

To pass CEP, you must have 85% overall for the year. Grading is based on points earned divided by points possible. Three points are possible for each day that CEP meets.

- 1 point: demonstration of respect and responsibility.
 - Be on time to CEP
 - Stand for dress code and ID check without being reminded. You are not required to say the pledge.
 - Display ID tag and have no dress code violations
- 1 point: demonstration of good CEP and responsibility
 - Be quiet and attentive during announcements/TV presentation
 - Be respectful to teacher and lesson for the day
 - Do planner check (school planners mandatory for 9th grade)

- 3 points: participation in/completion of lesson requirements
 - Participate in discussions/class activities
 - Complete worksheets/journal writings/etc.
 - Return parent signatures/required forms

Please note:

- If you have an unexcused absence, you will receive no points in CEP that day.
- If you have an excused absence (note excused by office within three days), you need to check with your CEP teacher to see how to make up the lesson requirements.
- If you're tardy to class (unexcused), you lose 1 point for the day.

Class and Student Government Fees (Required)

Each year, students will be responsible for Class fees (\$10) and Student Body Government fees (\$10). These fees help cover the cost of grade level and school-wide activities for the benefit of the students. In addition, 9th graders are required to purchase a Planner (\$5). These fees are required by the Board of Education. Failure to pay these fees will prevent you from participation in co-curricular activities, such as athletics, dances, proms, courts, class activities, and graduation ceremony.

Please be advised that students who are issued lockers and do not clean them out by a designated time will be imposed a \$10 financial obligation for the cleaning of their locker.

Other Fees (Optional)

Yearbook	\$50
Athletic card	\$25
Club dues	\$10
Planner	\$7 (upperclassmen)
Locker	\$5
Parking Permit	\$10

Clubs at KHS

There are a number of informal, productive "clubs" at KHS for you to participate with and enjoy, based on your interest. The following are the clubs that have charters and constitutions, so they are recognized as official KHS clubs:

- Aloha Club
- Anime Club
- Association of Home Economics & Food Servers of America
- Comic Book Club
- Interact Club
- Invisible Children
- National Honors Society
- Ping Pong Club
- Photography Club
- Polynesian Club
- Red Cross of America
- Travel Club
- Wrestling Club

Co-curricular Proms, Balls and Luau's

Students can enjoy special evenings with their friends and classmates at functions like the Winter Ball, the Military Ball, the Sophomore Luau, the Junior Prom or Senior Ball. The functions are either held on campus in an area that is elaborately decorated according to the theme of the event, or at a hotel in West Hawaii. It's a chance to dress up, look your finest, and have an elegant experience from the food to the festivities.

All of the adults who chaperone these events are volunteers, including teachers, counselors, and administrators. They love to see the students at their most beautiful and handsome moments. They have come to enjoy time with students and to make it possible for the event to happen.

In order to attend these events, students must:

- Be passing CEP with a score of 85% or higher
- Must present a valid ID at the door of the event
- Have all financial and library obligations cleared (this includes former students of Kealahou High School who are attending as guests)
- Be in proper attire
- Turn in signed dance contract, regardless of age
- The student cannot have more than two Class D offenses or one Class C offense within 18 school weeks of the activity.
- For any Class D or C offenses the student must participate in a program that is assigned by an administrator and get approval from an administrator to attend the activity.
- If the student has any Class A or B offenses within 18 school weeks of the event they cannot attend.

ID Tags

Identification (ID) tags serve a number of purposes on our campus. Students will be issued their first ID at no cost. IDs are required for:

- Identification and entrance into certain school functions, such as proms or balls.
- Student discounts at athletic events, certain performances, and productions.
- Checking out materials and textbooks from the library.
- Purchase of school breakfast, wiki (snack), or lunch. No ID, no meal.
- CEP each morning, as part of your grade.

Students are required to carry their ID tags at all time. Upon request, students are required to show their ID to any school employee

Replacement IDs are \$10.00. None of the pertinent information on ID tags may be defaced or students will be required to replace them.

Free and Reduced Lunch Program

APPLICATIONS for reduced price/free meals MUST be made by EVERY household EVERY school year. The USDA publishes revised qualifying income guidelines each school year. Therefore, households must apply and a determination must be made each year. Applications are available at the school office. We encourage all households to apply for reduced price/free meals. When completing the application, please follow the instructions printed on the application and the accompanying memo. Return applications to the office or to your CEP teacher.

*****IMPORTANT NOTE: Even if you bring your own food to school and don't plan to eat school meals, qualifying for Free or Reduced Lunch will enable you to waive testing fees for college-entrance exams such as the SAT or ACT. See Mrs. Hartney in the Counselor's office for details.***

Meal Card Computerized System

How this works:

- An individual meal account is automatically opened for every child who is enrolled at Kealakehe High School. The account is identified with a number and bar code.
- This account is like a checking account. Students will make deposits to the account. Deposits can be made in cash or by checks.
- Meals/milk will be purchased with these funds.
- When students go through the lunch line their purchases will be debited from their account as the ID is scanned through the register.
- No student ID = NO LUNCH! Students must obtain a loaner I.D. to be on campus. Loaners will be accepted for one meal service.
- Students will be refused a meal if their account has a negative balance.
- A student can only purchase one meal at a time. Students who wish to purchase a second meal must return to the cashier line.
- It is the responsibility of each parent to encourage students not to purchase meals for others.
- Each student is responsible for keeping his/her account in good standing. A negative account may prevent a student from attending ALL school activities.

Regarding deposits:

- Deposits can be made anytime. There are pre-stamped envelopes in the front office and deposits are to be placed in the black box outside the administration office by 8:30 a.m. to be credited to the student's account for that day.
- Any deposit after 8:30 a.m. will be entered in the student's account for the following day.
- If you are paying by check: Make checks payable to "Kealakehe High School." Minimum deposits are \$5.00.
- Returned checks will be charged against the student's account until it is cleared. The returned check fee is \$15.00. This fee will also be charged against the student's obligation responsibilities.
- To ensure that your child has adequate funds for meals we suggest depositing sufficient funds for a minimum of a month at a time.
- Normally, account balances carry over to the next school year. Refunds are made at the accounting office only when the account is closed due to a student's transfer, graduation or a written request by the parent/guardian.

Meal Prices

Student breakfast (full price)	\$0.35
Student breakfast (reduced price)	\$0.20
Breakfast for all others	\$1.25
Student lunch/wiki (full price).....	\$1.25
Student lunch/wiki (reduced price).....	\$0.20
Lunch/wiki for all others.....	\$4.00
Extra milk	\$0.50

Outstanding Obligations

The Board of Education has a policy on outstanding obligations. It specifies that students may not participate in co-curricular activities unless all outstanding obligations are cleared. These activities include but are not limited to such activities as athletics, dances, proms, courts, class activities, and graduation ceremony.

PowerSchool Access by Students and Parents

The database used by Kealakehe High School is "in real time" on the Internet. Both students and parents receive access codes and passwords to PowerSchool. These codes are distributed in CEP classes at the beginning of the school year and are listed on every report card you receive.

With this access, you can check on your grades in a class on the whole and your grade on specific assignments. This often helps students stay on track with how they're doing and jogs their memory if they have something coming due soon. Parents can check on assignments and make sure you homework is really completed.

Release of Balloons

There will be no intentional release of balloons at any school sponsored event due to environmental impact.

Returned Checks

The Department of Education's policy states that there is a \$15.00 charge for checks returned for insufficient funds or closed accounts. If this happens, you will be required to pay the amount of the check and the \$15.00 charge in cash, with a cashier's check, or money order.

Student in Good Standing

A "student in good standing" is defined as any student who:

- Has no outstanding obligations (library and text book, athletic uniforms, student government fees, lunch account, etc.)
- Is either passing CEP (has at least 85% for the overall year grade)

A student must be a "student in good standing" in order to participate in co-curricular activities such as, but not limited to: commencement ceremonies, dances, proms, club activities, etc.

Student Parking Regulations

The privilege to park on campus is extended to the students by the school administration. It is not a right of the student. Students applying for a parking permit must comply with the parking regulations. If a student cannot comply with these regulations, the student should not apply for a permit.

- Students must be current with all obligations in order to obtain a parking permit.
- Parking is at the owner's risk. The school will not be held responsible for damages, vandalism and/or theft of vehicles parked on campus.
- Students must fill out a student parking application and acknowledge receipt of the school parking regulations. The application must be signed by the student and a parent /guardian. Students and parents/guardians must acknowledge having read, understood, and agreed to all on-campus parking regulations. (See Parking Application for the details of the Rules, Regulations, and Consequences for Violations.)
- Each and every vehicle that a student will be parking on campus must have a different parking permit. Permits may not be switched between vehicles, or loaned to another student.
- All of the following will be required before a permit is issued:
 - Current driver's license for the student
 - Current vehicle registration
 - Current vehicle safety inspection
 - Proof of current auto insurance
 - \$10.00 in cash or check. Make check payable to: Kealakehe High School. The student must get a receipt from the cashier's office and attach it to their application.

WaveRider Web Site

Want to find out tons of things about your high school from the comfort of your home? Go on line to our WaveRider website at <http://waveriders.k12.hi.us>. You'll get vital, current information about activities and opportunities for you to participate in and enjoy. Did you forget the schedule the next school week over the weekend? Log on to the site and refresh your memory. There's lots of information on the faculty, courses, lunch menus, calendars, schedules, buses, etc. Check it out!

Academics at Kealakehe High School

State of Hawaii Goals for All Students

All public school graduates will:

- Realize their individual goals and aspirations
- Possess attitudes, knowledge and skills necessary to contribute positively and compete in a global society
- Exercise the rights and responsibilities of CEP
- Pursue post-secondary education and/or careers without the need for remediation

Standards Based Instruction

In support of the Department of Education's continued focus on standards and standards-based reform, the faculty and staff are committed to the development of our Academic and Financial Plan. Some courses have been aligned to common standards, along with benchmarks and "I am able to..." statements that students will be able to express verbally and produce evidence to demonstrate the acquisition of standards. Teachers in the classroom have developed personal mission statements.

In each course, students will receive a copy of the syllabus, which will include the standards being address, the benchmarks to be met, and the "I am able to..." statements that they should know by the end of the semester's study. Students will also receive a copy of the grading policy and classroom management plan from each teacher. As the year unfolds, these will be published on the WaveRider Website.

Teachers are eager to partner with parents and students in a dialog about standards and higher expectations about what students should know, what they should be able to do, and what they care about.

Accreditation of Kealakehe High School

Kealakehe High School was proud to receive a six year accreditation by the Western Association of Schools and Colleges in the spring of 2008.

Graduation Requirements

Credits	HS Diploma	BOE Diploma
Requirements	16 credits	16 credits
English	4	4
Social Studies	4	4
Mathematics	3	3
Science	3	3
Physical Education	1	1
Health	0.5	0.5
Personal Transition Plan	0.5	0.5
Two credits in one of the following:	2 credits	2 credits
World Language (same language)		
Fine Arts		
Career and Technical Education		
Electives (any subject area)	6 credits	6 credits
Senior Project	not required	1 credit
TOTAL:	24 credits	25 credits

A Board of Education Recognition Diploma shall be issued to students who meet the course and Correspondence Courses No Longer Accepted at KHS. KHS offers a computer-assisted instructional program known as the "Anywhere Learning System" or ALS. Is very successful and a superior program to those available through correspondence elsewhere. It is also less expensive for the participants. The only exception for outside correspondence courses would be for a course that is not available on ALS, but is available from an accredited correspondence school.

Kealakehe High School Discipline Plan

Philosophy of the KHS Student Discipline Plan

Education is our fundamental function and it's more than just the intellect that we seek to instruct. We are committed to ensuring that each student has the opportunity to grow academically, emotionally, socially and morally in order to become a productive citizen who is able to function successfully in society. All students and staff have a right to learn and work in a safe, secure environment. Students and staff members are jointly responsible for creating and maintaining a positive school atmosphere.

To facilitate this, the Kealakehe High Discipline Plan seeks to:

- Support the vision statement of our school.
- Promote the mission of our school.
- Foster the Core Abilities of:
 - Working productively
 - Learning effectively
 - Communicating clearly
 - Working cooperatively
 - Acting responsibly
 - Valuing self positively
 - Thinking critically

Kealakehe High School Behavior Expectations

Effective discipline requires the mutual respect and involvement of the total school community. Students are entitled to fairness and due process. The Discipline Plan is designed to teach, counsel, penalize and redirect unacceptable conduct/behavior, hence supporting positive behavior. With this philosophy, the following roles have been outlined:

Parent/Guardians' Role

This Discipline Plan does not intend to take possession of the responsibilities of the parent/guardian, but rather to reinforce the family in its efforts to establish responsible behavior. Conversely, parent/guardians are expected to play an active role in supporting the school's effort to create and maintain a positive learning environment. As such, parent/guardians are responsible to:

- Be knowledgeable of the Discipline Plan, classroom management plans and other school rules.
- Support implementation of the Discipline Plan, classroom management plans and other school rules.
- Promote a trust relationship with the school community by positively and reasonably advocating for their child.

- Initiate discussions with school personnel that would provide information about special circumstances for their child (such as death of a loved one, change in living situations, etc.)

- Initiate positive discussions regarding areas of concern with the Discipline Plan, classroom management plans and other school rules. Discussions should be initiated with teachers, counselors, administrators or SCC parent representatives.

Students' Role

It is the responsibility of each student to learn and not to infringe on the rights of other students to learn or of teachers to teach. Students are responsible to:

- Model the behavior expectations of the Discipline Plan, classroom management plans and other school rules of Kealakehe High.
- Build positive relationships with students, staff members, administration and parent/guardians.
- Model the Core Abilities.
- Know and comply with the Discipline Plan, all classroom management plans and all other school rules.
- Initiate positive discussions regarding areas of concern rather than blatantly disregarding/violating rules and guidelines of the Discipline Plan, classroom management plans and other school rules.

Teachers' Role

Teachers are committed to communicating with students, parents and counselors regarding student behavior. Excluding Class A and B offenses, which are to be promptly reported to an administrator, teachers will manage all disciplinary infractions of students subject to their supervision. A teacher shall refer students to Administration after exhausting the methods and procedures available, when students repeatedly misbehave, or when the violation disrupts the educational process of the classroom. When writing a referral, the teacher is to include a complete account of the infraction and efforts to previously correct the behavior (counseling, classroom discipline, parental contacts). The referring teacher will follow through by supporting students' efforts towards responsible behavior. Teachers are accountable for assisting in the implementation of the Discipline Plan by following outlined procedures.

As part of their responsibilities, teachers shall:

- Model the behavior expectations and guidelines of the Discipline Plan, classroom management plans and other school rules of Kealakehe High.
- Build positive relationships with students, staff members, administration and parent/guardians.
- Comply with Department of Education rules, policies and regulations related to student behavior.
- Develop and implement a classroom management plan consistent with the Discipline Plan.
- Explain and discuss the Discipline Plan, classroom management plan and other school rules with students during the first two weeks of school and whenever necessary throughout the year.
- Intervene whenever a fight or any other type of disturbance threatens the well being of a student, provided that such an act does not jeopardize the safety of the teacher. The teacher could intervene by ordering the participants to stop immediately, summoning help from administration or security, establishing the identity of participants and/or swiftly dispersing onlookers.
- Initiate referrals to the counseling department for further evaluation for possible services.
- Assist students in initiating positive discussions regarding areas of concern in the Discipline Plan, classroom management plans and other school rules.

Counselors' Role

Counselors will serve all students for the purpose of producing specific student outcomes (such as graduation). Other counselor duties are to:

- Model the behavior expectations of the Discipline Plan, classroom management plans and other school rules of Kealakehe High.
- Build positive relationships with students, staff members, administration and parent/guardians.
- Facilitate student development in the following areas:
 - Educational—plan/schedule classes emphasizing applications to the real world.
 - Social—develop abilities to get along.
 - Personal—explore interests, values, abilities, aptitudes and achievements.
 - Career—obtain a high school diploma, research and prepare for a job/career.
- Individual and/or Group Special Circumstances Counseling—initiate counseling, develop action plans and follow through with referrals to outside agencies regarding teen problems such as substance abuse, suicide, low self-esteem, etc.
- Communication—initiates schedule and facilitate conferences as appropriate.

Security Aides' Role

The primary role of security aides is to assure a safe and orderly campus. Security aides are responsible to:

- Model the behavior expectations of the Discipline Plan, classroom management plans and other school rules of Kealakehe High.
- Build positive relationships with students, staff members, administration, and parent/guardians.
- Maintain a visible profile on campus.
- Deter students from misconduct.
- Counsel and warn students against infractions and, when necessary, escort them to the office for disciplinary action.
- Provide appropriate assistance when necessary.
- Intervene in fights or other disturbances.

Administrators' Role

Administrators are charged with promoting and maintaining a safe and nurturing learning environment based on the standards established by the school community. As the discipline officers of the school, administrators are responsible to:

- Model the behavior expectations of the Discipline Plan, classroom management plans and other school rules of Kealakehe High.
- Build positive relationships with students, staff members, administration and parent/guardians.
- Maintain a visible profile on campus.
- Provide students with due process and timely, comprehensive investigations.
- Support the disciplinary process when receiving a referral by following the consequences for misbehavior established in the Discipline Plan. (See below for specifics.)

- Be consistent in their administering of discipline. Consistency is defined as keeping within the range of options set forth in the Discipline Plan, including issuing progressively stiffer consequences for repeated infractions of the same offense.
- Consult with the authors of referrals before administering discipline in those cases where the administrator deviates from the range of options in the Discipline Plan because of extenuating circumstances.
- Act upon disciplinary matters in a timely manner, both in the issuing of discipline and in rendering the disposition of the case to the author of the referral.
- Encourage and facilitate discussions about special circumstances regarding students (such as death of a loved one, change in living situation, etc.) and initiate a plan of action with the counseling staff.
- Encourage and facilitate positive discussions regarding areas of concern with the Discipline Plan, classroom management plans and other school rules.

Prevention, Intervention Programs and Resources

BISAC Level One

Kealakehe High School has a Level I Counselor on campus from Big Island Substance Abuse Council (BISAC). Located in the Counselor's quadrant of the Administration building, the counselor is available to work with students who voluntarily self-refer for substance use. Level I BISAC counseling is less intense than intensive outpatient services and available at Kealakekua's BISAC program. The KHS program is designed to help younger or beginning users who are experimenting, but not addicted. It's a good intervention to have at the school level, and part of the CSSS program. (See below.)

Comprehensive Student Support Services (CSSS)

CSSS is the Department of Education's umbrella for ensuring a continuum of supports and services that provide the social, emotional, and physical environments to help all students learn and meet high educational standards. This continuum begins in the inclusive classroom, with differentiated classroom practices as the base of support for each student. This support extends beyond the classroom to include school and community resources, initiatives, and programs as well as appropriate services procured from private providers. CSSS operates in all school settings, linking students and families to the resources of their neighborhood, their community, the Department of Education (DOE), the Department of Health (DOH), and other governmental and private agencies and groups.

Open House

At our annual Open House, parents and teachers have an opportunity to meet each other and begin building their relationship and expanding the student's "team." It takes a whole village to raise a child. The more that parents, teachers, and students share their successes, their frustrations, their challenges, and their accomplishments, the better it is for the student's achievement. When students know that parents are working with the school for their better and there is mutual respect and support, they are much more likely to succeed.

Parents have a chance to meet administrative staff and counselors in the cafeteria initially. Then, following their own student's schedule, they go to all seven classes to meet the teachers and learn about the course curriculum, grading policies, and class expectation. With this information, parents can better support their students in study habits, meeting project deadlines, and exam preparation.

Student Services Coordinator(s)

This service is designed to be the single point of entry for students who may have special needs, whether academic, physical, emotional, or social. Students, parents, teachers, and others with concerns about a student's progress in any of these areas may call 327-4300 ext. 409, and see what help is available. There is an extensive array of services. Formal evaluations will require written consent by parents or guardians.

Parent Community Networking Center (PCNC)

The PCNC is a family facilitator on campus to help with communication between home and school, help promote responsible parenting and make parents partners in the education of their children. 327-4300, extension 436.

Absences (Excused)

- In order to achieve the Vision, Mission and Core Abilities that guide this school, students need to be in class everyday and on time.
- In the case of an absence, students must bring a note from a parent/guardian explaining the absence to the Attendance Clerk within three school days of their return to school. Absences will only be excused for death in the family, illness, or doctor appointments.
- Parent/guardians may seek administrative excuses for other unusual circumstances.
- Teachers may provide opportunities for make-up work when students are suspended or have an excused absence. However, the responsibility rests with the student to initiate the request for work and, in the case of suspension, teacher discretion prevails. If a student does not request make-up work within one school day after his/her return to school, or does not complete the make-up work within the same amount of time given to other students, then F's or O's will result. Additional time to complete assignments may be granted at the teacher's discretion.
- If parents want to request a leave of absence for a family trip, prior administrative permission is needed two weeks in advance. For up to five days of leave, permission will be granted if the student is passing CEP, has a 2.75 GPA, have a 95% attendance record, and no suspensions. For up to ten days of leave, permission will be granted if the student is passing CEP, has a 3.25 GPA, has a 95% attendance record, and no suspensions.

Academic Honesty Policy

Academic Honesty promotes:

- Being responsible for producing work that is reflective of one's own best effort.
- Being respectful of the intellectual property of others
- Fostering positive relationships based on trust.
- Being accountable for one's own actions, which includes not cheating and plagiarizing.

Definition of academic dishonest behaviors:

- ***Cheating on tests:*** using notes, aids, or another student's assistance to complete a test, exam or quiz without express permission of the teacher. This includes looking on another student's paper, sharing answers, or copying another student's paper, taking exam from room.
- ***Fabrication:*** intentionally falsifying or inventing of data citation or authority. This includes lab data.
- ***Alteration of Materials:*** Any intentional and unauthorized alteration of student, teacher or library materials, including grade books, attendance and online grade information.

- **Unauthorized collaboration:** Copying from or allowing another student to copy from test, homework or other course work, which is not intended to be collaborative. This includes having someone other than the student do the work.
- **Plagiarizing materials:** “to steal and pass off (the idea or works of another) as one’s own: use without crediting the source.” This includes omitting quotation marks, omitting bibliographic references and or paraphrasing without giving credit. Paraphrasing is changing or reworking the original thought without giving credit. Plagiarism includes the improper use of written, electronic, musical and graphic materials.
- **Forgery:** Signing parents’ names on grade reports, approval forms, permission slips, etc. Signing teachers’ names on passes and other documents.

Consequences for dishonest behaviors

Cheating, fabrication, alteration, forgery and unauthorized collaboration are all a disregard of school rules and are class D offenses:

- **1st offense:** Zero on the assignment, parent contact and log electronic database.
- **2nd offense:** Zero on the assignment, parent contact, and referral to administration for detention. Detention will be served with the librarian for in servicing.
- **3rd or more offenses:** Zero on the assignment, parent contact, and referral to administration for suspension of 1-92 days.

Plagiarism is stealing and is a class B offense. If plagiarism is still evident on a final product the consequences are:

- **1st offense:** Zero on the assignment, parent contact and log electronic database.
- **2nd offense:** Zero on the assignment, parent contact, and referral to administration for detention. Detention will be served with the librarian for in servicing.
- **3rd or more offenses:** Zero on the assignment, parent contact, and referral to administration for suspension of 1-92 days.

Chapter 19 – Student Acts Requiring Discipline

The following prohibited conduct applies to all students in the public school system during school hours, on school premises, or during department supervised activities, on or off school property. Reports to administration, police, parents and the District are mandatory.

Class “A” Offenses and Unlawful Conduct as Defined by Chapter 19

- Assault
- Burglary
- Extortion
- Firearms; possession or use of
- Murder
- Property damage
- Robbery
- Sexual offenses
- Terroristic threatening
- Illicit drugs; possession, use, or sale of
- Drug paraphernalia; possession, use, or sale of
- Dangerous weapons, substances or instruments; possession or use of

Class “A” Offenses will result in counseling and parent/guardian notification and/or conference.

Consequences of Class “A” offenses are:

- First, Second, or Third offense: 1-92 days out of school suspension/serious discipline/dismissal
- Fourth Offense: Dismissal

Firearms, Weapons

Any student found to be in possession of a firearm shall be dismissed from school for not less than a one-year period. “Firearms” include air guns, paintball guns, or any other weapon designed or easily converted to expel a projectile. Any student found to be in possession of a dangerous weapon, such as a switchblade knife might be excluded from attending school for up to ninety-two school days, as determined by the principal and approved by the superintendent. Serious discipline (transfer or dismissal) for Class A and B Offenses may be imposed at any level of offense as deemed appropriate by administration upon investigation.

Illicit Drugs, Alcohol

Any student found to be in possession of intoxicating liquor or illicit drugs while attending school may be excluded from attending school for up to ninety-two school days, as determined by the principal and approved by the superintendent. Serious discipline may be imposed at any level of offense as deemed appropriate by administration upon investigation.

Property Damage (Vandalism)

Vandalism is defined as mischievous or malicious destruction or defacement of school property. It may or may not involve monetary damage to the school property. Consequences for property damage are:

- ***Between \$0-\$25 in damages***
 - First offense: 2 days detention (may include after school detention) and/or 2 weeks suspension from co-curricular activities, including athletics.
 - Second offense: 4 days detention (may include after school detention) and/or 4 weeks suspension from all co-curricular activities, including athletics.

- ***Over \$25 in damages (Either by a single incident or by an accumulation of incidents)***
 - First Offense: 4 days detention (may include after school detention), suspension from co-curricular activities for 1 semester and restitution.
 - Second Offense: 8 days detention (may include after school detention), suspension from co-curricular activities for the rest of the school year and restitution.

Sexual Offense

- Lewdness – Is doing a vulgar act in a public place that is likely to be observed by others who would be affronted or alarmed.
- Indecent exposure – Is when a student intentionally exposes his/her genitals to a person whom he/she is not married under circumstances in which it is likely to cause affront.
 - First offense: 1-92 days suspension to dismissal

Class “B” Offense: Unlawful Conduct

- Disorderly conduct
- False alarm; rendering of
- Gambling
- Harassment
- Theft
- Trespassing

Class “B” Offenses will result in counseling and parent/guardian notification and/or conference.

Consequences of Class “B” offenses are:

- First, Second, or Third offense: In-school detention and/or 1-92 days out of school suspension/serious discipline/dismissal
- Fourth offense: dismissal

Disorderly conduct (Fighting, Threatening, Screaming and Disruptive Noise)

- First Offense: Suspension for 1-92 days, and/or 2 weeks suspension from co-curricular activities, including athletics
- Second Offense: Suspension for 1-92 days, suspension from co-curricular activities for the rest of the school year
- Third Offense: Serious discipline (possible dismissal)

Harassment

Including but not limited to sexual, racial, ethnic and bullying

- First Offense: In-School detention and/or 1-92 days suspension, and/or suspension from co-curricular activities, including athletics
- Second Offense: Suspension for 1-92 days, including co-curricular activities
- Third Offense: Serious discipline (possible dismissal)

Class "C" Offences: Department of Education Prohibited Conduct

- Class cutting
- Insubordination
- Laser pen/laser pointer; possession or use of
- Leaving campus without consent
- Smoking, use of tobacco substances

Class "C" Offenses will result in counseling and parent/guardian notification and/or conference.

Consequences of Class "C" offenses are:

- First or second offense: 1-4 days in-school detention and/or 1-3 days suspension
- Third offense: 1-92 days suspension
- Fourth offense: Serious discipline/Dismissal

Cutting class/Truancy/Roaming Campus without Permission

Students are expected to be in class once the warning bell has rung and to be in their seats when the tardy bell rings. Once class has begun, students must have a pass to be out of class. This includes having a pass to go the library, office, and rest room.

Insubordination

Insubordination is defined to be willful or intentional disregard or refusal to obey an order that a teacher, officer, or other employee of the Department is entitled to give and have obeyed. This includes:

- Use of abusive language directed at any school employee, including a substitute teacher, custodian, security aide, or cafeteria worker.
- Not following directions that are designed to protect the rights and safety of others.
- Repeated violations of classroom management plans and school rules
- Failure to properly display ID tags.
- Failure to remove plates in the cafeteria.

Leaving Campus without Permission

Kealakehe is a CLOSED CAMPUS. Once a student arrives on campus via bus, vehicle, or by walking, they may not leave without permission. Students must be signed out to the office by their parent or guardian in order to leave campus before school is out. Seniors who have obtained permission have early release passes on their IDs.

Smoking, Use of Tobacco Substances

Tobacco substances include cigarettes and chewing tobacco. Students directly observed or reasonably suspected of using tobacco substances face the following consequences:

- First Offense: Suspension for 1-92 days
- Successive Offenses: Suspension for 1-92 days

Class “D” Offences: School Prohibited Behavior and Consequences

- Absences, unexcused
- Classroom contraband
- Chronic truancy
- Contraband; possession or use of
- Disregard of class rules with substitute teachers
- Disregard of other school rules
- Dress standards violations
- Failure to remove plate in cafeteria
- Failure to comply with ID tag rules
- Inappropriate language/ use of profanity
- Inappropriate public display of affection
- Inappropriate use of computers/technology
- Inappropriate use of school forms and/or forging of notes
- Tardy to class

Absences (Unexcused)

In order to achieve the Vision, Mission and Core Abilities that guide this school, students need to be in class everyday and on time. Any unexcused absence from a class will be considered truancy and F’s or O’s will be given.

Classroom Contraband

If used or turned on during class time, the following items will be considered contraband:

- Cell phones
- iPods
- Playing cards
- Anything else teacher feels interferes with classroom instruction

Consequences of Classroom Contraband

- First Offense: Warning and confiscation of item for one school day. Offense documented.
- Second Offense: Referral to administration and confiscation of item for one school year or until parent pick-up. Parent/guardian contacted and possible detention.

Third Offense: Disciplinary action for insubordination.

Chronic Truancy

Excessive unexcused absences will not be tolerated at Kealakehe High School. We have an active program to involve habitually truant students in the Family Court system for School Non-Attendance. There is a due process system in place, as follows:

- 8 class absences: 1st Warning Letter sent home to notify Parents of truancy
- 15 class absences: 2nd Warning Letter sent home to notify Parents of truancy
- Continued truancy
 - Court petition filed for School Non-Attendance
 - Consequences at Family Court:
 - Student is placed under Protective Supervision of the Department of Education. Both minor and parent must attend regular court review hearings to monitor attendance and progress.
 - Student is assigned community service hours for every unexcused absence and unexcused tardy (1 hour for each infraction)
 - Student may be assigned to do a nightly study log (including weekends), with parental verification of compliance, and submit the log to Administration and the Court.
 - Other stipulations, at the Court's discretion, i.e., requiring a parental escort to classes.

Contraband

Possession or Use of Contraband means a property, other than which is unlawful to produce or possess, which, as defined by local school rules, is prohibited on school premises because the possession or use of the property on school premises has in the past led to bodily injury or disruption of school operations. The following items are considered contraband at Kealakehe High:

- Tobacco substances
- Cigarette lighters or matches
- Boom boxes
- Magazines containing material pertaining to drugs, sex, or other inappropriate material
- Pornographic material or literature
- Spray paint
- Non-alcoholic beer
- Skateboards
- Cap guns, squirt guns, or other toy guns
- Water balloons
- Bandanas
- Any other item that is used in a manner dangerous to oneself or others
- Articles of clothing and/or accessories associated with gang identification or activity. (Hawaii Police Department will be used as a resource to assist in identification.)
- Skull caps, laser pens, permanent markers, and spray paint
- Any item and/or articles of clothing identified by the administration and SCC council.

Disregard of Class Rules with Substitute Teachers

Classroom rules remain in effect whether the regular teacher is present or not. Students are not to be disrespectful with substitutes, nor are they to deceive them in any way with regard to assignments, class members, or class procedures or rules.

Disregard of Other School Rules

School rules are intended to foster the Core Abilities and provide a safe environment, which expects mutual respect. Conduct prohibited by school rules includes:

- No spitting over lanais or in buildings, hallways, walkways, or parking lots. Spitting at another person will be considered harassment.
- No throwing objects, which could cause injury over lanais.
- No use of vulgar, profane, or obscene words/gestures/pictures.
- No sitting or standing idly in an area that has been designated as off-limits by administration.

Cafeteria

Any Chapter 19 violations that occur in the cafeteria may result in detention and/or suspension. Violations of these school rules will result in:

- First Offense: Counseling and/or detention
- Second Offense: Parent contact/conference and detention
- Third Offense: Suspension for 1-92 days

Dress Code Standards

Conforming to the dress code promotes a positive school climate and shows respect for self and others. Adherence to these standards minimizes disruption to the learning environment and maintains a safe, secure, and enjoyable surroundings for all students. The dress standards are as follows:

- Clothing may not detract from, nor interfere with, the learning atmosphere or process. Any clothing which has a disruptive influence is not allowed.
- Clothing or jewelry bearing inappropriate or undesirable advertising, lettering, or symbols cannot be worn at school. Specifically, T-shirts or other apparel representing drugs, tobacco, alcohol, sexual connotations (i.e. "Porn Star", Playboy, women wearing little or no clothing, etc...), gangs, violence, etc. in word or picture may not be worn.
- All students are expected to wear shirts. Shirts and tops must overlap the beltline of bottoms (shorts, skirt, pants, skort) while a student is sitting or standing with no self-correction. Necklines cannot be more than one palm width below collarbone. Bathing suits tops, athletic bras, low-cut or revealing garments, backless or strapless tops, tube tops, and see-through garments are considered infractions of the dress code.
- Skirts, dresses, and skorts will be no less than mid-thigh in length. Shorts are expected to be at least the length of the middle knuckle when the hands are held down at the sides. Students are expected to sit modestly in a manner that is not revealing.
- Tank tops and spaghetti straps will be allowed as long as there is not cleavage showing and straps must completely cover undergarments including bra straps and buckles.
- Undergarments are not to be worn as outer garments (i.e. men's undershirts, athletic bras)
- Pants, shorts, and skirts are to be worn at the waist.
- Sunglasses are not to be worn inside the classrooms, library, cafeteria, or administration building unless medically required.
- Students are expected to wear footwear.
- The discretion of the school authority will prevail.
- If student or teacher is offended by dress of anyone on campus, they may bring this to the attention of the administration.

Consequences of Dress Standard Violations

- First warning: During the focus activity in CEP offending student will change into dress standard shirt or a set of clothes from home
- Second offense : If student is caught on campus in dress standard violation student will be suspended.

Failure to comply with ID Tag Rules

Students are required to carry their ID tags at all time. Upon request, students are required to show their ID to any school employee. Replacement IDs are \$5.00. None of the pertinent information on ID tags may be defaced or students will be required to replace them.

Consequences for non-compliance with IDs:

- First offense: Warning
- Second offense: Detention
- Third offense: 1-92 days suspension

Inappropriate Public Display of Affection (PDA)

Acceptable displays of affection include holding hands, quick hugs, quick peck in greeting/parting and pats on the back/shoulder. These exchanges are part of our friendly island culture. Inappropriate displays of affection will not be allowed on campus because of their negative impact on the school community. This type of behavior is considered negative because it is demeaning to the participants to engage in private activities in a public setting, it often causes discomfort for people who are exposed to these displays against their will, and because they are distracting and take away from the educational environment of Kealakehe High. The following restrictions extend to all areas of the campus, including restrooms. These are the standards in effect:

- No kissing on the lips or other inappropriate actions with the mouth.
- No full-body embraces, straddling, sitting on lap, or leaning/pressing against one another.
- No indecent touching; for example, hands in another person's pockets or on another person's chest, rear-end, or crotch.

Consequences of Inappropriate PDA

- First offense: Warning, students' names recorded and sent to counselor for record-keeping
- Second offense: Referral to counselor for discussion of actions and parents notified
- Third Offense: Disciplinary action for insubordination (detention, suspension)

Inappropriate Language/Use of Profanity

Inappropriate language/use of profanity is defined as language that is degrading, disrespectful and/or unacceptable to adults. Students are expected to use appropriate language whenever in the presence or within "earshot" of adults. Students are encouraged to use appropriate language at all times.

Inappropriate Use of Computer/Technology

- First offense: Revoke use of computers (30 days) unless under supervision for academic use
- Second offense: Revoke use for one semester unless under supervision for academic use, and/or 1-92 days suspension

- Successive offenses: Would constitute insubordination, and be subject to 1-92 days suspension to serious discipline. (See previous, Class C: Insubordination)

Inappropriate Use of Official School Forms and/or Forging of Notes

School forms are developed expressly for use by teachers, administration and official school personnel. Any student found in possession of such forms and/or using such forms inappropriately is subject to disciplinary action. Notes from parents, guardians, or other custodial agencies are specifically used to communicate official information to the school. Students who forge notes, and/or signatures are subject to disciplinary action.

Tardy to Class

Tardiness is defined as not being in an assigned seat when the tardy bell rings. Tardies will be documented in PowerSchool by the teacher. Students arriving to class (without an excuse signed by a staff member) more than 5 minutes after the tardy bell will be marked as an unexcused absence. In addition, individual teachers may assign classroom detention.

General Policy Regarding Suspensions

Students who are suspended will not be allowed to participate in extra-curricular, co-curricular, or athletic activities for the duration of their suspension. In addition, students who are suspended may be excluded from participating in athletic events or co-curricular activities for a period of up to 30 calendar days from the time and date of the issuance of their suspension. Participation in academically related field trips will be allowed

Appeals and Due Process

Procedures for appeals and due process are outlined in Chapter 19, Subchapter 2.