

# 2019 – 2020



## **Kahuku High & Intermediate School**

56-490 Kamehameha Highway, Kahuku, Hawaii 96731

(808) 305-7300 • [www.kahukuhigh.org](http://www.kahukuhigh.org)

### **Principal**

Dr. Donna Lindsey

### **Vice Principals**

Ms. Patricia Macadangdang, Grade 7 & 8

Mrs. Mary Peters, Grade 9 & 10

Mrs. Uila Vendiola, Grade 11 & 12

### **Athletic Directors**

Mrs. Gillian Yamagata • Ms. Wendy Anae

### **Counselors**

Mrs. Tulani Uale, Grade 7

Ms. Jaclyn Watson, Grade 10

Mrs. Emmanette Haiola, Grade 8

Ms. Aarathi Parmley, Grade 11

Ms. Amanda McCauley, Grade 9

Mrs. Kau'i Ontai, Grade 12

Mr. Matt Mumma, College & Career

### **School Community Council Representatives (SCC)**

Mrs. Iris Paulo, Chairperson/Classified

Mrs. Charity Fonoimoana, Parent

Mrs. Amy Swiderski, Certificated

Mrs. Keeley Logan, Parent

Ms. Amber O'Reilly, Certificated

Dr. Donna Lindsey, Administration

Mrs. Tamara King, Community

Mursina Soli, Student

Mrs. Raynae Fonoimoana, SSC Support

### **Kahuku Student Body Government (KSBG) Officers**

Student Activities Coordinator (SAC) – Mr. Kaniela Kalama

#### **Executive Council**

President - Mursina Soli, Senior

VP - Kuulei Uluave, Senior

VP - Kimiko Wong, Senior

#### **Intermediate Council**

President - Alana Lee, Gr 8

VP - Osooso Sulunga, Gr 8

WDSC - Aneia Kalama, Gr 8

WDSC - Tacoma Campbell, Gr 8

WDSC - Penina Togiati, Gr 8

LAIE REP - Micah Ah You, Gr 7

HAUULA REP - Susan Cravens, Gr 7

SUNSET REP - Livija Ryun, Gr 7

KAAAWA REP - Lyriq Lopes, Gr 7

KAHUKU REP - Alex Wolfersberger, Gr 7

#### **Freshmen Council**

President - Ani Hippolite

VP - Gwyneth Palmer

Treasurer - Lolomanaia Kanongotaa

WDSC - Shaun Niu

#### **Sophomore Council**

President - Kelly Lewis

VP - Chaselyn Lee

WDSC - ShaCe Niu

WDSC - Kien Kalama

#### **Junior Council**

President - Emily Tsing

VP - Teal Wasson

Secretary - Ashley Kinzer

Treasurer - Naia Pulotu

#### **Senior Council**

President - Lela Tonga

VP - Micah Curtis

Secretary - Ikaika Wells

***This Red Book belongs to:***

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

# State of Hawaii – Department of Education

## 2019-2020 OFFICIAL SCHOOL CALENDAR

**Teachers' Work Year** - 1st Semester: July 30, 2019 - January 6, 2020; 2nd Semester: January 7, 2020 - May 29, 2020  
**Students' Work Year** - 1st Semester: August 5, 2019 - December 20, 2019; 2nd Semester: January 7, 2020 - May 28, 2020

Student	Teacher	Su	M	T	W	Th	F	Sa	
Week	Days	Days							
0	0								
		<b>July 2019</b>	21	22	23	24	25	26	27
1	0		28	29	30	31	1	2	3
2	5	<b>August</b>	4	5	6	7	8	9	10
3	9		11	12	13	14	15	16	17
4	14		18	19	20	21	22	23	24
5	19		25	26	27	28	29	30	31
6	23	<b>September</b>	1	2	3	4	5	6	7
7	28		8	9	10	11	12	13	14
8	33		15	16	17	18	19	20	21
9	38		22	23	24	25	26	27	28
10	43	<b>October</b>	29	30	1	2	3	4	5
11			6	7	8	9	10	11	12
12	48		13	14	15	16	17	18	19
13	53		20	21	22	23	24	25	26
14	58		27	28	29	30	31	1	2
15	63	<b>November</b>	3	4	5	6	7	8	9
16	67		10	11	12	13	14	15	16
17	72		17	18	19	20	21	22	23
18	75		24	25	26	27	28	29	30
19	80	<b>December</b>	1	2	3	4	5	6	7
20	85		8	9	10	11	12	13	14
21	90		15	16	17	18	19	20	21
22			22	23	24	25	26	27	28
23			29	30	31	1	2	3	4
24	94	<b>January 2020</b>	5	6	7	8	9	10	11
25	99		12	13	14	15	16	17	18
26	103		19	20	21	22	23	24	25
27	108		26	27	28	29	30	31	1
28	113	<b>February</b>	2	3	4	5	6	7	8
29	117		9	10	11	12	13	14	15
30	121		16	17	18	19	20	21	22
31	126		23	24	25	26	27	28	29
32	131	<b>March</b>	1	2	3	4	5	6	7
33	136		8	9	10	11	12	13	14
34			15	16	17	18	19	20	21
35	140		22	23	24	25	26	27	28
36	145		29	30	31	1	2	3	4
37	149	<b>April</b>	5	6	7	8	9	10	11
38	154		12	13	14	15	16	17	18
39	159		19	20	21	22	23	24	25
40	164		26	27	28	29	30	1	2
41	169	<b>May</b>	3	4	5	6	7	8	9
42	174		10	11	12	13	14	15	16
43	179		17	18	19	20	21	22	23
44	182		24	25	26	27	28	29	30
-2^	+1^	<b>June</b>	31	1	2	3	4	5	6
180	190								

**1st SEMESTER - 90 Student Days (Ends Dec. 20)**

July 30: Teachers' First Day  
 July 30-August 2: Teacher Work Days (no students)  
 August 5: Students' First Day  
 August 16: Statehood Day  
 September 2: Labor Day

Q1  
43 days  
  
Ends  
Oct. 4

October 7-11: Fall Break\*\*\*

November 11: Veterans Day  
 November 28: Thanksgiving  
 November 29: School Holiday

Q2  
47 days  
  
Ends  
Dec. 20

December 23-January 3: Winter Break\*\*\*

December 25: Christmas

January 1: New Year's Day

**2nd SEMESTER - 92 Student Days (Ends May 28)**

January 6: Teacher Workday (no students\*)  
 January 20: Dr. Martin Luther King Jr. Day

Institute Day (one day with no students during the week.  
 Date for each island TBD.)  
 February 17: Presidents' Day

Q3  
46 days  
  
Ends  
Mar. 13

March 16-20: Spring Break\*\*\*

March 26: Kuhio Day

April 10: Good Friday

Q4  
46 days  
  
Ends  
May 28

May 25: Memorial Day

May 28: Last Day for Students and Second Semester Ends\*\*  
 May 29: Last Day for Teachers

Approved May 23, 2017.

**OFFICIAL STATE HOLIDAYS: 2019-20 SCHOOL YEAR**

^2 Instructional days shall be converted to a non-student day for school planning and collaboration.	^^The employer may assign up to 6 additional hours, in half hour blocks (an "equivalent day") for training and meetings beyond the teacher's regular work day.	Statehood Day:	August 16, 2019	New Year's Day:	January 1, 2020
		Labor Day:	September 2, 2019	Dr. Martin Luther King Jr. Day:	January 20, 2020
		Veterans Day:	November 11, 2019	Presidents' Day:	February 17, 2020
		Thanksgiving Day:	November 28, 2019	Prince Jonah Kuhio Kalaniana'ole Day:	March 26, 2020
		Christmas Day:	December 25, 2019	Good Friday:	April 10, 2020
				Memorial Day:	May 25, 2020

\*Teacher work day between semesters: January 6 \*\*Commencement exercises: No sooner than May 22, 2020  
 \*\*\*For 10-month teachers - Intersession: Oct. 7-11; Recesses: Dec. 23-Jan. 3 & March 16-20  
 Educational Officer & Teacher Institute Days: TBD (one day per island)

2019 - 2020 Bell Schedule  
**High School Schedule - (45-80-45-45)**

Monday (45 min)	Tuesday (80 min)	Wednesday (80 min)	Thursday (45 min)	Friday (45 min)
Period 1 - 8:00-8:50	Period 1 - 8:00-9:25	Period 2 - 8:00-9:25	Period 1 - 8:00-8:50	Period 1 - 8:00-8:50
Period 2 - 8:55-9:40	Recess - 9:25-9:40	Recess - 9:25-9:40	Period 2 - 8:55-9:40	Period 2 - 8:55-9:40
Recess - 9:40-9:55	Period 3 - 9:45-11:05	Period 4 - 9:45-11:05	Recess - 9:40-9:55	Recess - 9:40-9:55
Period 3 - 10:00-10:45	Period 5 - 11:10-12:30	Advisory - 11:10-11:50	Period 3 - 10:00-10:45	Period 3 - 10:00-10:45
Period 4 - 10:50-11:35	Lunch - 12:30-1:00	Lunch - 11:50-12:20	Period 4 - 10:50-11:35	Period 4 - 10:50-11:35
Period 5 - 11:40-12:25			Period 5 - 11:40-12:25	Period 5 - 11:40-12:25
Lunch - 12:25-12:55	Period 7 - 1:05-2:25	Period 6 - 12:25-1:45	Lunch - 12:25-12:55	Lunch - 12:25-12:55
Period 6 - 1:00-1:45	Action Pd. - 2:25-2:55	Action Pd. - 1:45-2:25	Period 6 - 1:00-1:45	Period 6 - 1:00-1:45
Period 7 - 1:50-2:35			Period 7 - 1:50-2:35	Period 7 - 1:50-2:35

**Intermediate Schedule - (45-80-45-45)**

Monday (45 min)	Tuesday (80 min)	Wednesday (80 min)	Thursday (45 min)	Friday (45 min)
Period 1 - 8:00-8:50	Period 1 - 8:00-9:25	Period 2 - 8:00-9:25	Period 1 - 8:00-8:50	Period 1 - 8:00-8:50
Period 2 - 8:55-9:40	Recess - 9:25-9:40	Recess - 9:25-9:40	Period 2 - 8:55-9:40	Period 2 - 8:55-9:40
Recess - 9:40-9:55	Period 3 - 9:45-11:05	Period 4 - 9:45-11:05	Recess - 9:40-9:55	Recess - 9:40-9:55
Period 3 - 10:00-10:45	Lunch - 11:05-11:35	Lunch - 11:05-11:35	Period 3 - 10:00-10:45	Period 3 - 10:00-10:45
Period 4 - 10:50-11:35			Period 4 - 10:50-11:35	Period 4 - 10:50-11:35
Lunch - 11:35-12:05	Period 5 - 11:40-1:00	Advisory - 11:40-12:20	Lunch - 11:35-12:05	Lunch - 11:35-12:05
Period 5 - 12:10-12:55	Period 7 - 1:05-2:25	Period 6 - 12:25-1:45	Period 5 - 12:10-12:55	Period 5 - 12:10-12:55
Period 6 - 1:00-1:45	Action Pd. - 2:25-2:55	Action Pd. - 1:45-2:25	Period 6 - 1:00-1:45	Period 6 - 1:00-1:45
Period 7 - 1:50-2:35			Period 7 - 1:50-2:35	Period 7 - 1:50-2:35

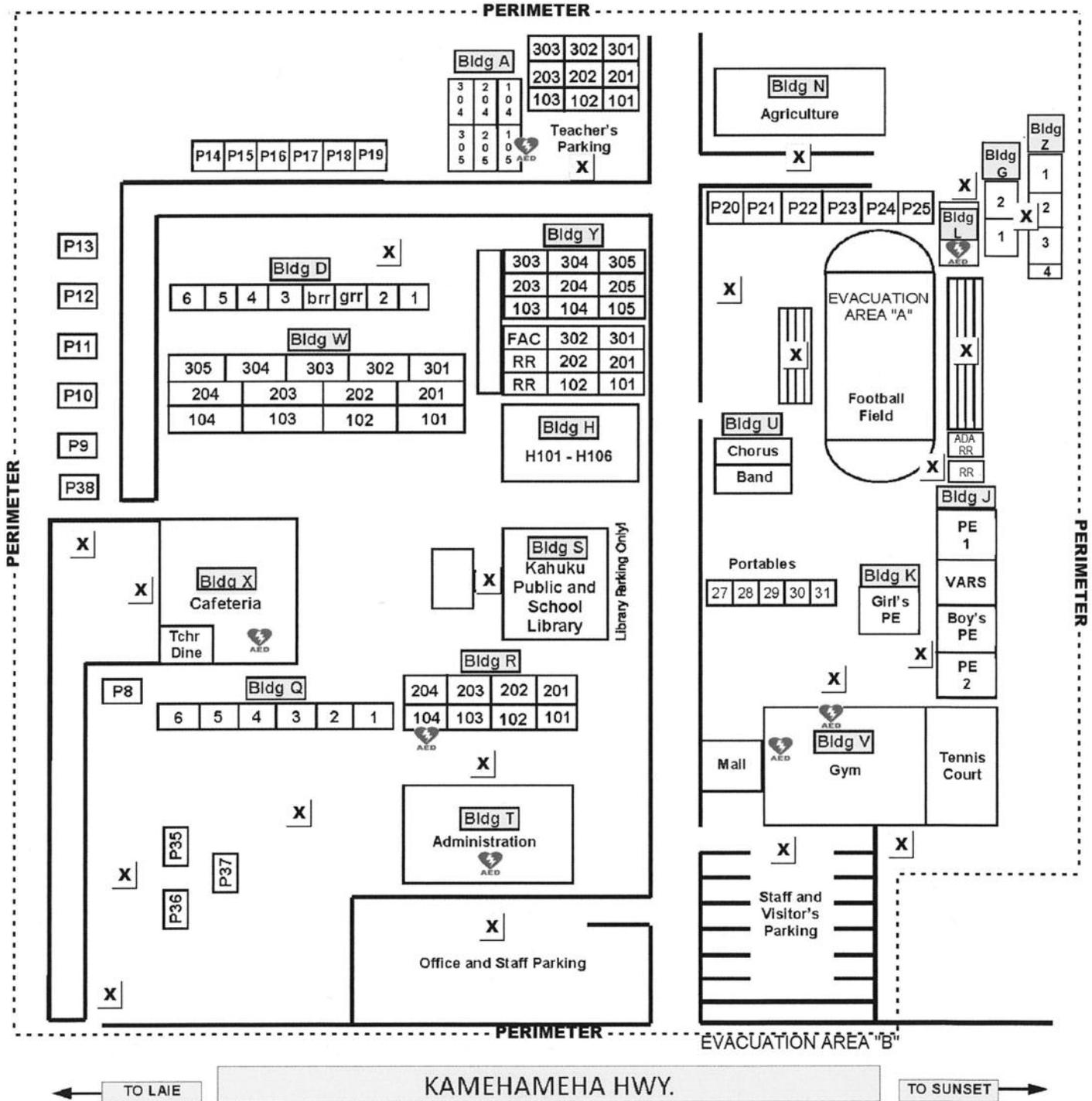
**My Course Schedule 2019 – 2020**

Period	Semester 1 ( Course, Teacher, Room)	Semester 2 ( Course, Teacher, Room)
<b>1</b>		
<b>2</b>		
<b>3</b>		
<b>4</b>		
<b>5</b>		
<b>6</b>		
<b>7</b>		
<b>Advisory</b>		



# Kahuku High & Intermediate School

56-490 Kamehameha Hwy., Kahuku, HI 96731  
 Phone: (808) 305-7300



**X** OFF LIMITS Areas (Includes all hallways, stairwells, and the campus perimeter)



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## PURPOSE OF THE RED BOOK

The Red Book is a Student-Parent Handbook and daily planner that contains important information about our school's Vision, Behavior Expectations, DOE state and school policies. The Red Books are distributed to students within the first week of school. Replacement Red Books are \$5 each. Please take the time to review the contents of the Red Book and use it as a reference throughout the year. Teacher expectations regarding the Red Book are outlined in their course syllabus.

## VISION

**“Learning today for lifelong success in College, Career, and Community”**

## ALMA MATER

*In old Kahuku stands our Alma Mater  
Where the salt winds blow day after day  
With her doors flung wide  
For her sons and daughters true  
While the flag of freedom proudly waves above.  
Hail Kahuku, Hail our Alma Mater  
Hail to our colors red and white  
We'll cherish, love and honor thee  
All hail, Kahuku, hail!*

## “PRIDE OF THE NORTH SHORE”

Kahuku High and Intermediate School is part of the Kahuku Complex in the Windward District and serves approximately 1,400 students in grades seven through twelve. The majority of KHIS students come from Ka'a'awa, Hau'ula, La'ie, Kahuku, and Sunset Beach Elementary Schools and live in communities which span twenty-six miles along Ko'olauloa and the North Shore. Kahuku High and Intermediate School is known for outstanding academic and athletic programs. Our students and staff bring state and national recognition to our school.

## MISSION

At KHIS the 'ohana will recognize each individual as having inherent worth and the talent to become a dedicated, lifelong learner. The school will be a safe, supportive environment where a caring, stimulating, and knowledgeable staff has adequate resources to meet the needs of all students. Kahuku students will engage in a relevant, challenging curriculum which provides a worthwhile learning experience.

Kahuku graduates will be empowered with the academic, career, citizenship, and social skills necessary to meet the challenges of the 21st century, and to become successful, contributing members investing in our community. KHIS is an 'ohana of meaningful involvement and will remain a source of pride for all who experience what it is to be a “Red Raider for Life.”

## SUSTAINABILITY

KHIS is a partner in our community's efforts to protect and preserve our 'aina. Taking action to integrate sustainable practices into the classroom and throughout school operations reduces our environmental impact and utility costs, promotes better health, and contributes to environmental education and awareness.

In this spirit, our school community strives to:

- Utilize electronic means of communication to minimize paper usage.
- Use reusable water bottles for daily hydration and at campus events.
- Sort lunch waste appropriately in provided recyclable, compostable, and trash containers.

- Pack waste-free lunches which include reusable rather than throw-away containers.
- Recycle all paper, cardboard and H1-5 products in provided receptacles throughout campus.
- Eliminate Styrofoam and reduce use of disposable products at campus events.
- Ride a bike, take the bus, and/or carpool to school and off campus events.
- Participate in school wide and community conservation initiatives and programs (ex. beach clean-ups, native reforestation plantings, garden/farm/lo'i projects).
- Join the Green Club on campus to plan and lead sustainability initiatives working with administration, parent organizations, student body, and community groups.
- Continually seek additional opportunities and innovations to improve our school's sustainability practices.

## GENERAL LEARNER OUTCOMES (GLOs)

The GLOs support standards-based learning and extend student expectations beyond academic achievement to ensure student engagement and the goal of lifelong learning.

### 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 & Ethical Use of Technology:

*The ability to use a variety of technologies effectively and ethically.*

## BOARD OF EDUCATION STUDENT CODE OF CONDUCT

Students are expected to:

- **Attend school regularly and attend all classes.**
- **Be Punctual:** Be on time for school and classes.
- **Practice Good Work Habits:** Be prepared for and participate in each class to meet performance standards, have the necessary class materials, complete classwork and homework accurately and on time, and prepare for quizzes, tests and examinations.
- **Have Respect for Self & Others:** Be honest, behave with dignity and treat others with respect and courtesy. Behavior of the individual should not interfere with the rights of others. This includes the use of appropriate language, actions and attire. Students are expected to not harass others verbally and physically. Students are expected to come to school free from the influence of tobacco products, alcohol or drugs and to not use or possess such substances.
- **Have Respect for Authority:** Comply with all school rules and to obey all laws. Students are expected to respond in a respectful manner to all adults while under the jurisdiction of the school and while participating in school sponsored activities.
- **Have Respect for Property:** Treat all property belonging to the school and to others with care.

- **Be Free from Fear:** Contribute to a safe environment free from fear. Acts of violence, weapons and contraband are never acceptable.

## SCHOOL WIDE BEHAVIOR EXPECTATION

### R<sup>2</sup>S<sup>3</sup>

#### “Respect and Responsibility for Self, School and Society”

Our school wide behavior expectation, R2S3, supports classroom and Chapter 19 rules. All students are expected to demonstrate their understanding of R2S3 and represent KHIS with Excellence and Red Raider Pride at all times, in the following settings.

##### **In the Classroom, a Red Raider:**

- Arrives on time
- Is respectful of teachers and peers
- Turns off cell phones and other electronic devices
- Is responsible for personal property and respects the property of others
- Actively participates
- Submits quality work on time
- Follows all school and classroom rules
- Shows respect for the rights of others
- Cleans area and returns books and other supplies to appropriate areas

##### **In the Cafeteria, a Red Raider:**

- Uses his/her own ID card/lunch account
- Does not cut in line
- Monitors lunch account to ensure the availability of funds
- Consumes her/his own meal
- Puts trash in the proper place to support sustainability efforts

##### **During Recess and Passing Time (in common areas, stairwells, and hallways), a Red Raider:**

- Respects “Off Limit” areas and does not block walkways
- Remains in common and designated areas
- Respects the learning time and space of others
- Is responsible for personal property and respects the property of others
- Knows “How to Avoid a Fight” (See page 12)

##### **During Assemblies and Activities, a Red Raider:**

- Enters and exits the facility in an orderly manner
- Sits in his/her assigned section and behaves appropriately
- Shows respect for presenters, entertainers, leaders, and participants
- Responds appropriately
- Turns electronic devices off and keeps devices out of sight
- Is respectful of the presentation of the National Colors and singing of the Star Spangled Banner, Hawai'i Pono'i and the Alma Mater

##### **During an Emergency or Emergency Drill, a Red Raider:**

- Follows all directions specific to the emergency or drill
- Moves safely and quickly in a single file to the assigned area
- Stands in a single file and remains quiet and orderly

##### **On a Fieldtrip, a Red Raider:**

- Is on time for the bus to and from the destination
- Respects the property and people of the fieldtrip destination

- Respects presenters and hosts

##### **During Extra-Curricular Activities, a Red Raider:**

- Displays good sportsmanship
- Puts trash in the proper place to support sustainability efforts
- Follows all school rules

##### **In the Library, a Red Raider:**

- Follows all library and school rules

##### **On the School and City Bus, a Red Raider:**

- Presents his/her bus pass daily
- Forms an orderly line in front of designated bus gate
- Keeps the bus clean
- Follows the bus rules
- Remains seated until students' drop off point
- Is responsible for personal property and respects the property of others
- Refrains from eating and drinking

##### **At School Dances, a Red Raider will follow the school dance rules:**

- Dances start at 7:00 p.m. and end at 10:00 p.m.
- Students are allowed to leave at any time, however, will be charged a re-entry fee, if applicable.
- Doors close at 9:00 p.m. and students will not be allowed to enter or re-enter after this time.
- Students are required to be off campus by 10:30 p.m.
- Evening dances are for students in grades 9-12 only. Outside guests are not allowed (unless approved and advertised in advance).
- Students are not allowed to loiter on campus.
- School IDs will be required to enter the dance.
- The KHIS Dress Code Policy applies.
- Dance moves should be appropriate, no Public Displays of Affection (PDA), jumping on others, use of profanity, and gang signs/symbols/items.
- Break dancing and/or dance challenges are not allowed.
- Follow school rules.
- Bags, coats, and beverages not allowed in the dance. Items left at the door are the sole responsibility of students and will not be monitored.

##### **Online, a Red Raider:**

- Submits required forms to use school technology on time
- Follows classroom technology and computer lab rules
- Has school ID available at all times
- Has the ability to use a variety of technologies effectively and ethically.

##### **On Campus, a Red Raider:**

- Arrives on campus after 7:00 a.m.
- Has his/her ID at all times.
- Has a pass from an adult when out of class during instructional time
- Does not loiter on campus before and after school hours, unless he/she has an authorized reasons (i.e., tutoring, athletics, rehearsals, clubs, meetings, etc.) to be on campus.
- Stays away from Off Limit areas
- Does not enter teacher workrooms or classrooms not on his/her schedule, during instructional time, and when not authorized.

## CONTINUOUS NOTICE OF NON-DISCRIMINATION

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

### ADA/Section 504 inquiries

Krysti Sukita, ADA/504 Specialist  
Civil Rights Compliance Office  
Hawaii State Department of Education  
P.O. Box 2360  
Honolulu, Hawaii 96804  
(808) 586-3322 or  
[crco@notes.k12.hi.us](mailto:crco@notes.k12.hi.us)

### Title VI, Title IX, and other inquiries

Anne Marie Puglisi, Director  
Civil Rights Compliance Office  
Hawaii State Department of Education  
P.O. Box 2360  
Honolulu, Hawaii 96804  
(808) 586-3322 or  
[crco@notes.k12.hi.us](mailto:crco@notes.k12.hi.us)

CRCO  
(3/16/18)

## AFTER SCHOOL STUDENT SUPPORTS

### Action Period:

- Action Period is a designated time for student to get help from their teachers. Parent meetings are not scheduled on these days.  
**Tuesdays: 2:25-2:55pm** **Wednesdays: 1:45-2:25pm**
- Students can also get help on Mondays, Thursdays, and Fridays, from 2:35-2:55pm, by appointment. Arrangements may need to be made beforehand due to parent/legal guardian meetings or other teacher commitments.

### Tutorial Programs:

- All students can get help in P38: 7:15-7:45am (M-F), 2:35-2:55pm (M,T,Th,F), and 1:45-2:25pm (Weds)
- Athletics tutorials in W101, 2:45-3:45pm (M,T,Th,F), and 1:45-2:25pm (Weds)

### Student Printing:

- Student printing is available in D4 7:15-7:55am (M-F), 2:35-3:00pm (M,T,Th,F), and during recess, lunch, and Action Period. Limited printing may be available in W304, *when computer lab is open* 7:30-7:45am (M-F), 2:35-3:00pm (M,Th,F), and during Wednesday Action Period.

## INFINITE CAMPUS

Infinite Campus is the online grading, attendance, and student information system for the Hawaii DOE. Parent/Legal guardians, and students can see attendance and grades as they are updated in real time. You can also find teacher contact information and receive messages from the school.

### Website:

<https://hawaii.infinitecampus.org/campus/portal/hawaii.jsp>

**App:** Infinite Campus (District: Hawaii) Note: if system indicates that your account needs attention and app ceases to work, log in to the website before going back to app. You may need to reset your password or provide a contact email.

**Student login:** Username is student ID

**Parent/Guardian login:** Account is created by you with an activation code. Need help? Contact your counselor for activation code, password reset, or information regarding grades.

## ACCESS TO THE DAILY BULLETIN

For Students: Through daily morning intercom announcements and electronically to all student gmail accounts.

For Parents: Please sign up through the school website [www.kahukuhigh.org](http://www.kahukuhigh.org), if you would like to subscribe to or unsubscribe from the daily bulletin. Click on the "About" tab then the "Daily Bulletin" drop down and then the "sign-up sheet."

## REPORT CARDS & PROGRESS REPORTS

Report Cards and Progress Reports (mid-quarter grades) are mailed home quarterly. Parents/Legal Guardians have three (3) months to request a report card grade to be reviewed for reasons other than clerical errors. Please call the Registrar's Office at 305-7351 if you have any questions.

Mid Quarter 1 September 10, 2019	Mid Quarter 3 February 5, 2020
Quarter 1 October 21, 2019	Quarter 3 April 1, 2020
Mid Quarter 2 November 18, 2019	Mid Quarter 4 April 17, 2020
Quarter 2 January 16, 2020	Quarter 4 June 5, 2020

## CALCULATING GRADE POINT AVERAGE (GPA)

Students who successfully compete courses in grades 6-8 that meet high school graduation requirements (i.e. Algebra 1 or World Languages) shall earn a credit towards meeting graduation requirements, BUT the course grade shall not be calculated into the high school GPA. High school GPA will only be based on courses taken in grades 9-12 (see page 22 for further information on how to calculate GPA).

## CREDIT RECOVERY

Credit recovery classes for intermediate and high school students are available for credit recovery for core classes that students have failed. *The highest grade possible for all credit recovery courses is a "D"*. All courses taken for credit outside of KHIS must receive prior approval. Credits earned without prior approval will not be applied to student transcripts.

## SCHEDULE CHANGE REQUEST

Changes will only be approved for the following reasons within the first two weeks of the start of the school year.

1. Incomplete Schedule
2. Incorrect level placement
3. Required course for graduation
4. Duplication of a course
5. Teacher level recommendation
6. Administrator approval

A "Schedule Change Request Form" must be fully completed and submitted to the grade level counselor. Submission of the request does not guarantee the change will be approved. The student is required to attend their current schedule of classes until the student is presented with a copy of their new schedule from the grade level counselor. Same content course changes will transfer grade from one class to the next. All course grades will be reflected on student transcripts regardless of the schedule change circumstance.

## MIDDLE SCHOOL PROMOTION POLICY

- For promotion to the ninth grade, seventh and eighth grade students are required to earn their credits in all core content classes (English, Math, Science and Social Studies).

\*In the event that an intermediate student is home schooled, he/she will be enrolled in their age appropriate grade level upon registering for school.

### HIGH SCHOOL PROMOTION POLICY

- Students must earn at least five (5) credits to be promoted to the tenth grade.
- Student must have at least eleven (11) credits to be promoted to the eleventh grade.
- Student must have at least seventeen (17) credits to be promoted to the twelfth grade.

\*In the event that a high school aged student is home schooled, he/she will be enrolled according to their number of official school credits upon registering for school. The maximum age that a student can be enrolled as a ninth grader is 16 years old.

### PERSONAL TRANSITION PLAN (PTP)

All students are required to complete a Personal Transition Plan (PTP) to earn a Hawaii High School Diploma. The PTP is an individually designed plan of action for students to move successfully from high school to college or a career. Please see Mrs. Fonoimoana in room Q-3 or call 305-7371 for more information.

### TRANSCRIPTS AND STUDENT RELEASE REQUEST

Parents/Legal Guardians are advised to call the Registrar's Office at 305-7351 at least 48 hours in advance for transcript or student release requests. Official transcripts may be required to be mailed directly to requesting institutions. Transcript request forms are located in room Q1 or online at kahukuhigh.org (See "Academics" tab). A hard copy of the form must be submitted for the request to be processed. Please note that students will need to clear outstanding obligations before requests are processed.

### REQUEST FOR REVIEW OF EDUCATIONAL RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians the right to access their child's educational records. For more information, please see Student Services Coordinator, Mrs. Mapu, in Room R102 or call 305-7390 for more information.

### ACT & SAT CALENDAR SCHOOL CODE: 120135

#### ACT Website:

<http://www.act.org/content/act/en/products-and-services/the-act.html>

#### ACT Dates

September 14, 2019	February 8, 2020
October 26, 2019	April 4, 2020
December 14, 2019	June 13, 2020
---	July 18, 2020

#### SAT Website:

<https://collegereadiness.collegeboard.org/sat/register/dates-deadlines>

#### SAT Dates

Aug 24, 2019	Mar 14, 2020
Oct 5, 2019	May 2, 2020
Nov 2, 2019	Jun 6, 2020
Dec 7, 2019	---

#### PSAT/NMSQT Dates:

Oct 16, or Oct 19, 2019 (Primary Date)

### The KAHUKU 2.300 RULE

The Kahuku 2.300 Rule is a waiver to the BOE Policy 4520-Academic Requirements for Participation in Co-Curricular Activities Policy. Students in grades 9-12 participating in co-curricular activities are required to have at least an overall 2.300 grade point average (GPA) and be passing in courses required for graduation. Non-athletic co-curricular activities include elected positions such

as Student Body Government Officers, Class Officers, Homecoming/Prom/May Day Courts, etc.

### Key Definitions for BOE Policy 4520:

- "Participation," as used in this policy refers to official participation and does not include rehearsals, practices, or tryouts.
- "Grade check" means determining whether a student meets the co-curricular policy requirements.
- "Academic Review Status" (ARS) refers to the status of ineligible students who need to be given grade checks for eligibility every two weeks.

Students should see their grade level counselor or an Athletic Director if they have any questions or concerns regarding this policy.

### ATTENDANCE POLICY

**Students are expected to attend school daily and be on time for all classes.** A student is considered "chronically absent" if he/she is absent for 15 or more school days for any reason—excused or unexcused. Interventions to address chronic absenteeism and truancy/class cutting may include parent/guardian notification, parent/guardian conferences, school level consequences, Social Worker referrals, home visits, police notification, and/or family court petitions. A student is marked absent for the day if he/she is not physically present for at least half of his/her scheduled classes. A student may be marked absent for a class period if he/she is not present for at least half of the class period. A student will be considered to be truant/class cutting if he/she is absent without school authorization or without a parent/guardian note or email within three business days based on excusable reasons (see list below). Truancy/Class Cutting are Chapter 19 C Offenses (see pgs. 10-12). Students may receive consequences for these offenses, as well as Insubordination for continued truancy and class cutting.

### ABSENCES

Parents/Guardians will be notified daily via the school's phone message system if their child is absent from a class without authorization. Please note that students may be marked absent pending a schedule/problem change or the updating of school activity attendance. Please call the Attendance Clerk at 305-7380 to check on questionable absences. Student daily attendance can also be monitored in real time through the online Infinite Campus student information system. Please call the Registrar's office at 305-7351 if your contact information changes.

### School-Related Excused Absences

- Chapter 19 consequences
- School authorized activities on and off campus activities (i.e. academic competitions/programs/meetings, DOE athletics, field trips, assessments, etc.)
- Illness verified by the Health Aide/Designee (students are required to get a Student Pass prior to leaving campus for absence to be excused—even with a submitted parent/legal guardian note or email)

### Non-School Related Excused Absences (Parent/Legal Guardian note or email required for three days or less)

- Family Deaths
- Court Appearance (Written verification required.)
- Difficult to schedule appointments (e.g., DMV, acquiring government/employment documents, etc. with verification)
- Medical/Dental Reasons (Dentist/Medical doctor note required after five consecutive days and a parent/guardian meeting required after 10 days consecutive days even with a medical note.)
- Educational Trips/Programs\*
- College or Post High Recruitment/Visitations\*

- Competitions/Camps/Clinics\*
- Family Deaths/Emergencies\*

*\*Request for Extended Absences Form required for a minimum of four and a maximum of 10 consecutive days.*

## RETURNING FROM A NON-SCHOOL RELATED EXCUSED ABSENCE

A written note or email (at [notes@kahukuhs.k12.hi.us](mailto:notes@kahukuhs.k12.hi.us)) from the student's parent/legal guardian is required to be submitted to the Attendance Office (Q-0) within three business days upon a student's return to school for absences amounting to three days or less. Please include the following information: date, student name, date(s) of absence(s), reason for absence(s), parent/legal guardian printed name, signature, and contact number. **Phone calls will not be accepted to excuse absences. Late or retroactive notes/emails will be documented, however, absences will not be changed to excused and teachers will not be required to provide make-up work.**

## REQUEST FOR NON-SCHOOL RELATED EXTENDED ABSENCES

Approval from grade level administrators is required for noted *Non-School Related Excused Absences* for a minimum of four and a maximum of 10 consecutive days. See the **Request for Extended Absence Form on page 17-18**. The request form can be acquired from the front office and grade level counselors, and must be submitted at least 10 days prior to the planned absences. **Absences during Finals Week, or the last five days of semester one and semester two, will not be approved.** Teachers are only required to provide work for approved requests, teachers determine when the make-up work will be provided, and teachers are not required to provide students with additional instruction to complete make-up work. Students are responsible for requesting and acquiring make-up work from teachers.

## HEALTH ROOM PASS PROCEDURES FOR ABSENCES/TARDIES

Unless it is an emergency, students are required to report to his/her scheduled class to get a pass to the Health Room. The Health Aide/Designee will provide students with a pass back to class or a Student Pass to go home after contacting a parent/legal guardian or emergency contact. Students who are feeling ill are required to get a Student Pass prior to leaving campus for absence to be excused—even with a submitted parent/legal guardian note or email.

## TARDIES

A student is considered tardy if he/she is not in class before the tardy bell rings. **Students who are tardy are required to report to the Security Attendant in front of the gym prior to 8:30 a.m. and to the Attendance Clerk in Q-0 after 8:30 a.m.**

**Before 8:10 a.m., student will be given a pass to class with a parent/legal guardian note excusing student for being tardy. Student will be marked tardy and allowed to do make-up work.**

**After 8:10 a.m., student will be given a pass to class with a parent/legal guardian note for an excused tardy (see list below), marked tardy, and allowed to do make-up work. Students without an approved note will be assigned to Lock Out for the remainder of the class period, marked absent, and will not be allowed to do make-up work.**

Notes should include the following: date, student's full name, reason for being late, and parent/legal guardian's name (print and signature), and contact number.

A student is marked absent for the day if he/she is not physically present for at least half of his/her scheduled classes. A student may

be marked absent for a class period if he/she is not present for at least half of the class period.

## Examples of Excused Tardies:

- Delayed school/city bus verified by school personnel
- Excessive traffic due to an accident or road construction verified by school personnel
- Family emergencies (administrator approval required for frequent situations)
- Medical/Dental reasons (administrator approval required for frequent situations)

## Examples of Unexcused Tardies:

- Student or parent/legal guardian running late
- Transportation issues (car trouble, ride was late, missed bus, etc.)
- Family emergencies not verified by administrator

## LOCK OUT

Students who are tardy due to unexcused reasons after 8:10 a.m. are required to report to Lock Out for the remainder of the class period. Students who fail to report to Lock Out will be considered truant/class cutting and may be subject to Chapter 19 consequences. Students are marked absent and not allowed to do make-up work. Students are not allowed to use electronic devices or do any class work when in Lock Out. Parents/legal guardians will be notified for students who frequently report to Lock Out to address excessive absences, academic progress, and/or class avoidance.

## CHAPTER 19 HAWAII ADMINISTRATIVE RULES

The purpose of school-administered discipline is to:

1. Promote and maintain a safe and secure educational environment;
2. Teach and acknowledge proper behavior which is beneficial to the educational process and self-development;
3. Deter students from acts which interfere with the purpose of education or which are self-destructive, self-defeating or anti-social;
4. Maintain proper student conduct to ensure that educational activities and responsibilities remain uninterrupted.

*It is the responsibility of every student to demonstrate respectful, responsible, safe, and ethical behaviors on DOE transportation, or during a DOE sponsored activity on or off school property. The department supports this through the establishment of a proactive systems approach to school wide discipline. However, when a student's behavior violates policies, rules, or regulations of the department, state or local laws, the department may take appropriate disciplinary action in accordance with this chapter.*

## Class A Offenses:

- |  |  |
|--|--|
| a) Assault;  | h) Firearms; possession or use of;                       |
| b) Burglary;   | i) Homicide;   |
| c) Dangerous instrument, or substance; possession or use of; | j) Illicit drugs; possession, use, or sale of;           |
| d) Dangerous weapons; possession or use of;                  | k) Intoxicating substances; possession, use, or sale of; |
| e) Drug paraphernalia; possession, use, or sale of;          | l) Property damage or vandalism;                         |
| f) Extortion;  | m) Robbery;  |
| g) Fighting;   | n) Sexual offenses; or                                   |
|  | o) Terroristic threatening.                              |

### 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.
- l) Public Display of Affection (PDA)

### 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, use of tobacco substances; e-cigarette and vaping devices or
- g) Truancy

### Class D Offenses: school-prohibited conduct:

- a) Contraband; possession or use of;
- b) Minor problem behaviors; or
  1. Defiance/disrespect/non-compliance
  2. Disruption
  3. Dress code violation
  4. Inappropriate language
  5. Physical contact
  6. Property misuse
  7. Tardy
- c) Other school rules.

### Chapter 19 Disciplinary Options

The following may be administered by school administrators for grades K-12 when providing a consequence for an offense or offenses committed under Chapter 19:

- Correction/Conference with student
- Restitution
- Referral to alternative education programs
- Dismissal
- Crisis removal
- Saturday school
- In-school suspension
- Time in Office
- Interim alternate education setting
- Loss of privileges
- Parent conferences
- Disciplinary transfer
- Suspension of one to ten school days
- Detention
- Suspension of eleven or more school days
- Individualized Instruction related to student's problem behavior

### IMPORTANT CHAPTER 19 DEFINITIONS

Students are expected to read and understand these definitions, which are also found in the Chapter 19 pamphlet or DOE website.

**Bullying:** Any written, to include electronic posts, verbal, graphic, or physical act that a student or group of student's exhibits toward other particular student(s) and the behavior causes mental or physical harm to the other student(s); and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).:

**Class Cutting:** An unauthorized absence of a student from class.

**Contraband Items:** A property, other than which is unlawful to produce or possess, which, as defined by local school rules, is prohibited on school premises and has in the past lead to bodily injury or disruption of school operation. These include gang related sym-

bols/items (bandanas), graffiti markers/paints, laser pointers, matches/lighters, pornographic material, skateboards, tobacco products (cigarettes/chewing tobacco/cigars), electric cigarettes, live animals, prescription medication without authorization, kava, speakers that allow loud music, musical instruments, air horns, dice, shaving cream, whipped cream, water balloons, cell phones, MP3 players, games, caps/hats, sunglasses and other products/items used to disrupt classrooms and campus.

**Cyberbullying:** Electronically transmitted acts, i.e., Internet, cell phone, personal digital assistance, or wireless hand-held device that a student has exhibited toward another student or employee of the department which causes mental or physical harm to the other student(s) or school personnel and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening, or abusive educational environment. It is considered a Class B Offense. Cyberbullying includes the use of email, instant messaging, text messages, blogs, cell phones, websites and posting unauthorized images and videos without permission that embarrasses, humiliates, threatens or intimidates an individual or group of individuals. Video and audio recording of fights is not permitted. Students who record fights will be subject to Chapter 19 consequences. If you are a victim of or receive any videos, images or messages, report it to an adult immediately and do not respond to cyberbullying.

**Disorderly Conduct:** The following actions or activities 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. Engaging in fighting or threatening, or in violent or tumultuous behavior such as yelling or screaming, or both;
2. Making unreasonable noise as to cause disruption of normal school operations;
3. Making any offensively coarse utterance, gesture, or display or addressing abusive language to any person present, which is likely to provoke a violent response;
4. Creating a hazardous or physically offensive condition by any act which is not performed under any authorized license or permit;
5. Impeding or obstructing any person in a public school for the purpose of begging or soliciting alms or other forms of aid; or
6. Inappropriate physical contact including, but is not limited to consensual sex, consensual touching of body parts, or both (i.e., Public Display of Affection).

**Harassment:** A student who is harassing, bullying, including cyberbullying, annoying or alarming another person by engaging in the following conduct that includes but is not limited to:

- Striking, shoving, kicking or otherwise touching a person in an offensive manner or subjecting such person to offensive physical contact;
- Insulting, taunting, or challenging another person in a manner likely to provoke a violent response;
- Making verbal or non-verbal expressions that causes others to feel uncomfortable, pressured, threatened, or in danger because of reasons that include but are not limited to the person's race, color, national origin, ancestry, sex, including gender identity and expression, religion, disability or sexual orientation that creates an intimidating, hostile, or offensive educational environment, or interferes with the education of a student, or otherwise adversely affects the educational opportunity of a student or students;
- Name calling, making rude gestures, insulting, or teasing an-

other person who feels humiliated, intimidated, threatened, or embarrassed;

- Making a telephone call without purpose of legitimate communication;
- Making repeated communications anonymously, or at extremely inconvenient hours, or in offensively coarse language on campus or, other department of education transportation, or during a department of education sponsored activity or event on or off school property;
- Causing fear as to prevent others from gaining legitimate access to or use of school buildings, facilities, services, or grounds such as, but is not limited to, restroom facilities; or
- Physically harming, physically restraining, threatening, or stalking, or a combination of any or all listed.

**Insubordination:** Disregard or refusal to obey an order which a teacher, officer, or other employee of the department of education is entitled to give.

**Truancy:** A student is absent from class(es) or the school campus without authorization from the Principal or designee.

### **Weapons and Dangerous Instruments:**

It is a violation for any person to carry any firearm, dangerous weapon, or other object capable of producing bodily harm on to school premises, school provided transportation, or other facilities being used for school activities. Examples of such items include, but are not limited to any firearm, any type of knife, including pocket knives, X-Acto knives, or any improperly used knife, or any air gun, including any air pistol or air rifle designed to propel a BB or pellet, or any disabling devices such as stun guns, or any personal protective spray devices such as pepper spray, or any object which looks like a weapon, such as a toy, water or "dummy" gun, knife or grenade, or any laser pen or pointer.

The Gun Free Schools Act mandates that any student found in possession of a gun or firearm be suspended from school for one year from all public schools across the nation.

### **HOW TO AVOID A FIGHT**

- Report any rumors or problems to an adult immediately.
- Do not confront or question another student who may be spreading rumors and/or instigating a fight.
- Do not send another student to confront or question other students for you.
- Do not relay messages through other students, by phone or social media.
- **If confronted by someone physically or through social media, do not respond and report the incident to an adult immediately.**

**"Instigating fights" Includes:** Gossiping, spreading rumors, relaying messages back and forth verbally; by phone or social media, pushing students into each other, encouraging and taunting others to fight and/or recording fights is "Disorderly Conduct." Students who are identified as recording a fight will have their device confiscated and returned only to parents/legal guardians. Loud whistling and making other noises that disrupt normal campus activities will also be considered a form of instigating and/or inciting a mob.

### **CHEATING AND PLAGIARISM**

Plagiarism is the stealing of someone else's work. Even "putting things in your own words" is plagiarism if credit is not given where it is due. Credit must be given in the proper format (MLA format or otherwise) to ideas, words, or even the structure of concepts. All forms of cheating and plagiarism are strictly prohibited and

are considered Chapter 19 Class C offenses. Behavior that is not acceptable includes, but is not limited to:

1. Copying another student's homework.
2. Working with others on projects that are meant to be done individually.
3. Looking at or copying another student's test or quiz answers.
4. Taking a test or quiz in part or in whole to use or give to others.
5. Using essays or answers from other students, publications, or the internet.
6. Recycling or replicating someone else's project.
7. Taking pictures of test information or other student's work or answers and sending electronically.

### **APPROPRIATE BUS BEHAVIOR**

#### **Bus Discipline**

Students are expected to comply with the Bus Rules (see below) and Chapter 19 Rules and Regulations (see pages 10-12) to help ensure the health and safety of all passengers and the driver. The bus driver is required to report all incidents to the school within two days. The school will conduct an investigation of the incident and notify parents/guardians of the outcome.

#### **Bus Rules**

1. Students form one line in front of their designated bus gates.
2. Eating and drinking are not permitted on the bus.
3. Students remain seated until their drop off point.
4. Excessive noise, throwing items, standing, horse playing, and/or sitting on the bus floor are not allowed. Please see the Student Transportation Handbook for a complete list of rules. HIDEOE is committed to ensuring your child's safety, health and well-being at all times.

### **VIDEO CAMERAS AND GPS TRACKING**

Parents/Legal guardians are advised that HIDEOE utilizes video cameras and GPS tracking devices on all of its school buses statewide. Guidelines on the restricted use, application and retention of video surveillance files and vehicle tracking files can be obtained by contacting your local school bus transportation office.

### **STUDENT CYCLISTS AND USE OF BIKE GATE**

To help keep people who are exiting and entering the campus through the cafeteria gate safe, student cyclists are required to use the designated Bike Gate located next to the Cafeteria gate. **Cyclists entering the campus through the cafeteria gate creates a very dangerous situation for cyclists and people operating vehicles.** Upon reaching the Bike Gate, students are expected to walk their bikes through the Bike Gate, stay on the grass path, and proceed to the bike racks and designated bike parking. Cyclists are also expected to walk their bikes to get to other bike racks located on campus. Chapter 19 rules will apply for students who do not comply with these expectations. Please help us to keep each other safe!

### **ACTION PERIOD**

Action Period is a designated time for students to get help from their teachers. Parent/Guardian meetings are not scheduled on these days.

**Tuesdays: 2:25-2:55**

**Wednesdays: 1:45-2:25**

Students can also get help on Mondays, Thursdays, and Fridays from 2:25-2:55, by appointment. Arrangements may need to be made beforehand due to Parent/Guardian meetings or other teacher commitments.

## 21st CENTURY GRANT AFTER SCHOOL PROGRAM

This after school program is federally funded and focuses on sessions that promote college and career readiness. Sessions are project-based, hands-on, culturally relevant, skill-building, and supportive of the core curriculum. In addition to an extension of learning opportunities, available sessions and registration information will be posted in the daily student bulletin. Please call Mrs. Charl Tailele, Program Manager at 305-7300 (Room Z4).

### MEAL PAYMENTS

Parents/guardians are able to deposit funds into their child's meal account via [EZSchoolPay.com](http://EZSchoolPay.com). This secure online system allows parents/guardians to do the following:

- Make online payments (please note the service fee of 1.99% and a \$0.13 convenience fee).
- Monitor account balances and set low balance alerts
- Monitor student's buying history
- Apply for free and reduced price meal benefits

Meal payments (cash and check) can also be deposited into meal accounts in the Front Office. Please note that payments need to be made by 9:00 am for funds to be available for students to purchase meals on the day that deposits are made.

### BREAKFAST

Intermediate . . . . .	\$1.10/Reduced: \$0.30
Second Serving: . . . . .	\$2.40/Reduced: \$2.40
High School . . . . .	\$1.10/Reduced \$0.30
Second Serving: . . . . .	\$2.40/Reduced: \$2.40

### LUNCH

Intermediate . . . . .	\$2.50/Reduced: \$0.40
Second Serving: . . . . .	\$5.50/Reduced: \$5.50
High School . . . . .	\$2.75/Reduced \$0.40
Second Serving: . . . . .	\$5.50/Reduced: \$5.50
One Entree . . . . .	\$2.00
Water . . . . .	\$0.50
Snacks . . . . .	\$0.75

### Unpaid Meal Charge Policy

In accordance with the United States Department of Agriculture (USDA) Food and Nutritional Service (FNS) policy SP 46-2016: Unpaid Meal Charges – Local Meal Charge Policies and Hawaii Senate Bill 423, the following is the DOE's policy:

- Students shall be allowed to incur (meal only) charges for the first 21 days of school. The parent/legal guardian shall be responsible to repay all meal charges that are incurred.
- After the first 21 days, unpaid meal charges should not exceed the cash equivalent of seven days. Listed below are the total allowable chargeable amounts based on eligibility:
  - Reduced price student's meal charge limit is \$4.90.
  - Full paid student's (K-8) meal charge limit is \$25.20.
  - Full paid student's (9-12) meal charge limit is \$26.95.
- Schools shall disallow the charging of a la carte or extra items by any child with a negative balance, regardless of the child's eligibility status.
- Parent/legal guardian must pay off all student charges/loans. If a negative balance has been accumulated that is greater than the 7 day charge limit, students will not be able to purchase meals or other items until the negative balance is less than 7 days of charges.

### Cafeteria Duty Volunteers

If your child is interested in volunteering to serve lunch on a regular basis, please contact Michelle Alipio at 305-7310. Students who serve lunch will receive a FREE lunch for the day.

## EMERGENCY PROCEDURES AND DRILLS

School emergency drills are scheduled throughout the year to ensure that everyone on campus is aware of procedures in the event of a crisis or emergency situation. Upon receiving instructions, all students are expected to report to the designated area quietly and in single file formation. Once at the designated area, roll will be taken and students are expected to remain quiet, orderly, cooperative, and attentive to all adults. Students should refrain from horse playing and using electronic devices during the drill. They should also remain in their designated area until the All Clear Signal is given.

Parents/legal guardians are advised not to come to campus during emergencies unless requested by the school. Students who leave campus without permission for any reason will be considered truant and marked absent. Families will be notified via phone message or in writing if normal school business was directly affected by a crisis or emergency (i.e., Lockdown, no school, early release, etc.). No one will be allowed to enter or exit the campus during emergency drill and real emergencies.

**A phone messaging system will be used to communicate general and emergency information to staff and parents/legal guardians. Please call the Registrar's Office at 305-7351 to update your contact information.**

### PERSONAL ITEM DELIVERY

Students will be required to come to the front office during recess or lunch to get delivered personal items. Instructional time will not be interrupted and school personnel will not be utilized for the purpose of delivering personal items.

### ACCESS TO THE PUBLIC LIBRARY

Students must present their ID and have a pass from a teacher/counselor to enter the library during school hours unless they are with their teacher or the school librarian. Please note that students with a public library card are able to access all internet sites without supervision during/after school hours.

### ACCESS TO CLASSROOMS

Students are responsible for their personal items at all times. Students will not be able to retrieve personal items left in a locked classroom without verbal consent from the classroom teacher.

### PARKING INFORMATION

Student parking is not allowed on campus. Unauthorized cars parked on campus will be towed at the owner's expense and the school is not responsible for cars parked off campus.

### FUNDRAISING ON CAMPUS

Only authorized fundraising activities will be permitted on campus. Authorized fundraising for food sales are only permitted before and after school hours.

### STUDENT GUEST POLICY

Due to the need to maximize instructional time and classroom space, student guests will not be allowed on campus. This includes former students and relatives.

### VISITOR POLICY

For the safety and educational benefit of our students, please refer to the following information:

1. ALL VISITORS MUST REPORT to the Administration Office, sign in, and get a visitor's badge. This includes family members of students' and staff. Access to the campus may require approval by administration, depending on the reason for the visit. Visitations may be denied depending on the legal documentation on file (i.e., court orders, name not

on school records, etc.) reason for visit, or school events planned for the day.

2. Visitors must wear the visitor's badge at all times and follow all school and DOE rules.
3. Visitors who want to meet with a student, will be asked to show identification to ensure that they are listed as custodial parents/guardians. Visitors listed as an Emergency Contact will not be allowed to meet with a student without parent/guardian consent.
4. Parents/guardians who need to meet with administrators, teachers, or staff are advised to make an appointment to help ensure their availability. Meetings, instruction, and other school business will not be interrupted unless the visit is deemed an emergency by the administration.
5. Upon the receipt of a parent's/guardian's request to observe his/her child in class, or to attend school with his/her child, per the DOE memo, dated November 17, 2016 and titled, Classroom Observation of Students by Non-Department Individuals, the school will:
  - Obtain the purpose of the observation in writing. (See the "Request for Observation" form.)
  - Schedule the observation at a mutually agreeable time/duration in accordance with the stated purpose of the observation.
  - Escort and accompany the observer to and from the classroom, and during the observation.
  - Protect the rights of other students in the class.
  - Consider whether the observer would have a significant impact on the student or other students in the class, or disruption of routine(s). Alternate ways may need to be considered.
  - Inform the requester/observer that the observation may be terminated if it appears that the observer is distressing a student(s), or disrupting the routine(s) or activities.
6. Food, flowers, balloons and other items are allowed on campus IF items are not a disruption to the campus, class or instructional time. Check with teachers before bringing food to class. Reserving seats in the cafeteria for celebrations is NOT allowed.

### HEALTH ROOM/HEALTH AIDE SERVICES

The school Health Aide is located in R-104 and is open from 8:00 a.m. to 2:30 p.m. daily. The space is shared with the Red Raider Health Center. Students should report to the front office if the Health Aide is out. Students needing first aid care due to illness or injury will be initially treated by the Health Aide. The Health Aide will determine whether or not a student needs to be sent home. In the event that we cannot contact a Parent/Legal Guardian, we will contact the designated person(s) listed on the Emergency Card. Please contact the Registrar's office at 305-7351 to update your address, phone number, or emergency contact information. The school will call 911 if a student requires urgent care. Every effort will be made to contact parents/legal guardians in an emergency situation.

The Red Raider Health Center gives students an opportunity to be seen by a licensed health care provider without missing an excessive amount of school time. A consent form must be signed by a parent/legal guardian for any services to be rendered. Medical services are not meant to replace your family physician or dentist.

### HEALTH ROOM PASS PROCEDURES FOR ABSENCES/TARDIES

Unless it is an emergency, students are required to report to his/her scheduled class to get a pass to the Health Room. The Health

Aide/Designee will provide students with a pass back to class or a Student Pass to go home after contacting a parent/legal guardian or emergency contact. Students who are feeling ill are required to get a Student Pass prior to leaving campus for absence to be excused—even with a submitted parent/legal guardian note or email.

### STUDENT IDENTIFICATION OR "K-SCAN"

This year, a new finger scanning system is being implemented. This will allow students to purchase meals and gain access to some student activities. In addition, every student will be issued a picture ID card free of charge, to be used for the same purposes. Replacement ID cards cost \$5.00 and will need to be paid for at the time of request. Students are required to have their picture ID card or scan their finger for every meal purchase, even if there is money in their account. \*To learn more about the identometrics system, go to [www.identometrics.net](http://www.identometrics.net).

### OBLIGATIONS

Unpaid Student Government fees, class dues, unpaid meals, charges for damaged, lost, or not returned classroom equipment/supplies/books, and attendance detention hours not met are all considered obligations. Restitution/payments of any outstanding obligations is required prior to students participating in any co-curricular activity (i.e., dances, prom, clubs, elections, athletics, etc.), commencement exercises, and prior to officially withdrawing from school.

### INTERNET ACCESS POLICY

Technology is available at school for educational use only. Students must complete internet training and submit a signed permission form prior to going online. Misuse of the internet may result in termination of privileges and disciplinary action. Students are not allowed to use the school's network system for personal computers and/or electronic devices. Examples of inappropriate or questionable uses of the school's computer and network resources include but are not limited to disabling or bypassing the filters, the use of gambling software, the use of music sharing software, or sending/sharing sexually explicit photographs. Please see Chapter 19 definitions for offenses related to the internet.

### ATHLETICS

#### THE KAHUKU 2.300 RULE

The Kahuku 2.300 Rule is a waiver to the BOE Policy 4520-ACADEMIC REQUIREMENTS FOR PARTICIPATION IN CO-CURRICULAR ACTIVITIES POLICY. Students in grades 9-12 participating in co-curricular activities are required to have at least a 2.300 grade point average (GPA) and 0 F's. Eligibility is based on quarter/semester/or year grades dependent on the quarter with a GPA of 2.300 and 0 F's. The Kahuku rule allows the GPA to round up. A GPA  $\geq 2.250$  rounds up to 2.300.

The Kahuku 2.300 Rule increases the required grade point average from 2.0 to 2.300. This increase aligns with the NCAA requirements for scholarship opportunities and will help prepare our student athletes for college and career success. All student athletes are expected to attend study hall/tutoring/action period to help meet the 2.300 GPA.

The Kahuku 2.300 Rule encompasses the following:

1. Minimum GPA 2.300 with 0 F's in all classes for the previous quarter/semester/year.
2. Ineligible students may not be excused from school for any activity, and cannot represent his/her organization in off-campus activities or meetings. There will also be NO refunds for trips.
3. All student-athletes who cut class or have an unexcused absence, will not be able to participate in the next official activity.

4. Academic Review Status (ARS) requirements:
  - a. Grade checked on all the DOE grade check dates.
  - b. Needs a GPA 2.3 or higher with 0 F's on grade checks to participate.
  - c. Required to attend study hall, declared ineligible immediately for failure to attend.
  - d. If ineligible for 3 consecutive grade checks, will be dismissed from the team to support improvement for academic success.
  - e. Ineligible until the ARS form is submitted to the Athletic Director.
5. All student-athletes will be grade checked on the third grade check in the quarter.
  - a. If an "Eligible" student has an "F" at this grade check he/she will be ineligible until the next grade check.

Students should see their grade level counselor or the Athletic Director if they have any questions or concerns regarding this policy.

### ATHLETIC FORMS & REQUIREMENTS

Students Grades 9-12, are required to submit to the Athletic Trainer the following (prior to participating in optional workouts, conditioning, tryouts, and all required athletic events):

- a. Must be enrolled in Kahuku High & Intermediate School.
- b. Current Physical/Concussion Management form.
- c. Assumption of Risk Form - required for every sport.

Athletic Clearance Form:

- a. Received from the athletic trainer after the above forms are cleared with signatures.
- b. Student-Athlete gets obligations cleared from front office/attendance clerk.
- c. All obligations are required to be cleared prior to students participating in any athletic activities.
- d. Student Athlete submits the Athletic Clearance Form to the Coach to try out or participate.

### ATHLETIC PASSES

**STUDENT ATHLETIC PASSES** can be purchased through Athletic Director Gillian Yamagata throughout the year. She can be reached at (808)-305-7470, or her office located in the gym.

**ADULT ATHLETIC PASSES** can be purchased at the gate when purchasing tickets. OIA will not be selling Football Adult Passes this school year due to the combined OIA/ILH game schedule.

**Student Passes:** \$25.00 each or \$20.00 for 3 or more passes purchased.

Passes are good for all KHIS OIA home and away sports games and discounts during OIA playoffs. To enter games, student IDs must be presented with the pass upon entry. All proceeds from these sales stay with KHIS Athletic Department.

**Adult Passes:** Football: . . . . . \$40.00 each  
 Volleyball: . . . . . \$50.00 each  
 Basketball: . . . . . \$50.00 each

Passes are good for all KHIS OIA home and away sports games. All proceeds from these sales go back to the OIA.

### NCAA ELIGIBILITY CENTER

[eligibilitycenter.org](http://eligibilitycenter.org)

If you want to play sports at an NCAA Division I or II school, start by registering with the NCAA Eligibility Center at [eligibilitycenter.org](http://eligibilitycenter.org) during your sophomore year. Please contact Wendy Anae at (808) 305 74742 or email at [wanae@kahukuhs.k12.hi.us](mailto:wanae@kahukuhs.k12.hi.us)

### DIVISION I

**To play sports at a Division I school, you must graduate from high school and meet ALL the following requirements:**

1. Complete 16 NCAA core courses:
  - 4 years of English
  - 3 years of math (Algebra 1 or higher)
  - 2 years of natural/physical science (including one year of lab science if your high school offers it)
  - 2 years of social science
  - 1 additional year of English, math or natural/physical science
  - 4 additional years of English, math, natural/physical science, social science, foreign language, comparative religion or philosophy
2. Complete 10 NCAA core courses, including seven in English, math or natural/physical science, before your seventh semester.
3. Earn at least a 2.3 GPA in your NCAA core courses.
4. Earn an ACT sum score or SAT combined score that matches your core course GPA on the Division I sliding scale.

### DIVISION II

**To play sports at a Division II school, you must graduate from high school and meet ALL the following requirements:**

#### Core Courses for Division II

To play sports at a Division II school, you must complete these NCAA core courses:

1. Complete 16 NCAA core courses:
  - 3 years of English
  - 2 years of math (Algebra 1 or higher)
  - 2 years of natural or physical science (including one year of lab science)
  - 2 years of social science
  - 3 additional years of English, math or natural or physical science
  - 4 additional years of English, math, natural or physical science, social science, foreign language, comparative religion or philosophy.
2. Earn at least a 2.2 GPA in your NCAA core courses.
3. Earn an ACT sum score or SAT combined score that matches your core course GPA on the Division II sliding scale.

*NCAA is a trademark of the National Collegiate Athletic Association.*

### SPORTS SEASONS

Fall Sports	Winter Sports	Spring Sports
Air Rifery Cheerleading Cross Country Football Softball - JV Volleyball - Girls	Baseball - JV Basketball - Boys/Girls Paddling Soccer - Boys/Girls Swimming Tennis - JV Girls Wrestling	Baseball - Varsity Golf Judo Tennis - Varsity Track & Field Softball - Varsity Volleyball - Boys Water Polo
<i>Tryouts begin end of July</i>	<i>Tryouts begin end of October</i>	<i>Tryouts begin end of November</i>

All Transfers: Must be enrolled in school and on the team by the first official season game in order to participate.

# SCHOOL HOME COMMUNICATION

Process	Use	Agreement/Notes
<b>Mass Messaging Phone Calls</b>	<ul style="list-style-type: none"> <li>• Announcements/meetings/events/ response to emergencies</li> <li>• Attendance information</li> </ul>	<ul style="list-style-type: none"> <li>• Administration approved</li> <li>• Reply "STOP" to a message to opt out, or notify the school</li> </ul>
<b>Website</b> kahukuhigh.org	<ul style="list-style-type: none"> <li>• Announcements, Surveys, Highlights</li> <li>• DOE memos/guidelines</li> <li>• Faculty Directory</li> <li>• Daily Bulletin</li> <li>• Link to Infinite Campus</li> </ul>	<ul style="list-style-type: none"> <li>• Administration approved</li> </ul>
<b>Facebook</b> www.facebook.com/kahukuhis	<ul style="list-style-type: none"> <li>• Announcements</li> </ul>	<ul style="list-style-type: none"> <li>• Administration approved</li> </ul>
<b>Letters Memos Forms</b>	<ul style="list-style-type: none"> <li>• Information/announcements</li> <li>• DOE memos/guidelines</li> <li>• Notification of student obligations</li> </ul>	<ul style="list-style-type: none"> <li>• Sent home with student through first block of the day or Advisory period</li> <li>• Sent via mass message, student bulletin, or school website</li> </ul>
<b>Infinite Campus</b> hawaii.infinitecampus.org/campus/portal/hawaii.jsp or Campus student/parent apps	<ul style="list-style-type: none"> <li>• Online student grades</li> <li>• Teacher announcements</li> <li>• Attendance</li> </ul>	<ul style="list-style-type: none"> <li>• Form for parent/guardian access available in front office</li> <li>• Teacher agreement to update every mid-quarter</li> <li>• Updated for extra curricular activity grade checks</li> </ul>
<b>Red Book</b>	<ul style="list-style-type: none"> <li>• Student planner/calendar</li> <li>• Vision, behavior expectations, information, policies, etc.</li> <li>• DOE guidelines/policies</li> <li>• Communicate student progress and/or concerns</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher expectations for student use vary</li> <li>• Student replacement planners available for purchase</li> <li>• Parents/Guardians can purchase planner</li> </ul>
<b>Email Phone Calls</b>	<ul style="list-style-type: none"> <li>• Communicate student progress and/or concerns</li> </ul>	<ul style="list-style-type: none"> <li>• Faculty/Staff will reply within <b>one</b> business day or upon return to school" to "Faculty/Staff will reply within <b>two</b> business days or upon return to school</li> </ul>
<b>Daily Bulletin</b>	<ul style="list-style-type: none"> <li>• Announcements delivered to students via phone intercom system</li> <li>• Parents receive via e-mail by request</li> </ul>	<ul style="list-style-type: none"> <li>• Administration approved</li> <li>• Sign up for daily bulletin through website</li> </ul>
<b>Syllabi</b>	<ul style="list-style-type: none"> <li>• Course information regarding assignments, policies, and rules</li> <li>• Standards/Curriculum/Assessments</li> </ul>	<ul style="list-style-type: none"> <li>• Parent/Guardian signature to indicate receipt</li> <li>• Provide updated contact information</li> </ul>
<b>EZSchoolPay</b>	<ul style="list-style-type: none"> <li>• Online meal payment and balance tracking</li> <li>• Walk-in payments also accepted in front office</li> </ul>	<ul style="list-style-type: none"> <li>• Student K-Scan or picture ID required to purchase meals</li> <li>• No meals provided for negative meal balances</li> </ul>
<b>Attendance Office</b> or notes@kahukuhs.k12.hi.us	<ul style="list-style-type: none"> <li>• Submit notes for excused absences within three days</li> <li>• Students acquire pass to class for excused absences</li> </ul>	<ul style="list-style-type: none"> <li>• Implement attendance policies outlined in the Red Book</li> </ul>
<b>Google Account</b>	<ul style="list-style-type: none"> <li>• Class information, post assignments, upload assignments, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor ethical use of technology by students</li> <li>• TAUG form signed by parent/guardian annually to use devices/technology in or out of class</li> </ul>
<b>Teacher Websites</b>	<ul style="list-style-type: none"> <li>• Class information, post assignments, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Administration approved</li> <li>• Visual/audio release form signed by parent/guardian annually for student image/name to be posted</li> </ul>
<b>Newsletter</b>	<ul style="list-style-type: none"> <li>• School announcements, information, articles, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Link posted on school website and daily bulletin</li> <li>• Administration approved</li> </ul>
<b>Marquee</b>	<ul style="list-style-type: none"> <li>• Events/announcements</li> </ul>	Administration approved
* Please update contact info through the Registrar's office IN PERSON.		

**Kahuku High and Intermediate School  
Request for Extended Absence Form  
SY 2019-2020**

Student: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Sibling(s) submitting a request form: \_\_\_\_ Yes \_\_\_\_ No If Yes, please indicate grade levels: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Absence Start Date: \_\_\_\_\_ Absence End Date: \_\_\_\_\_ Total # of Days: \_\_\_\_\_

Reason for the request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approval from grade level administrators is required for ***Non-School Related Excused Absences*** for a minimum of four and a maximum of 10 consecutive days for the reasons listed below. **Requests must be submitted to the grade level counselor at least 10 days prior to the planned absence(s). Absences during Finals Week, or the last five days of semester one and semester two, will not be approved.** Students are expected to be passing all classes and may be required to submit documentation of acceptance/registration/experiences for requests.

- Educational Trips/Programs
- College or Post High Recruitment/Visitations
- Competitions/Camps/Clinics
- Family Deaths/Emergencies
- Family Trips

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Grade Level Counselor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(Timestamp prior to student routing to teachers)*

Please have teachers complete the information below and return form to Grade Level Counselor:

Period	Subject	Letter Grade	Teacher	Signature	Date
1					
2					
3					
4					
5					
6					
7					

\*Teachers are only required to provide work for approved requests, teachers determine when the make-up work will be provided, and teachers are not required to provide students with additional instruction beyond Action Period assistance to complete make-up work. Students are responsible for requesting/acquiring make-up work and attending Action Period for necessary assistance.

**Request Approved** \_\_\_\_\_ **Request Not Approved** \_\_\_\_\_

Reason/Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE USE ONLY			
Date Received:	_____		
Date Parent/Guardian Notified:	_____	In Person _____	Phone _____ Email _____
Date GLC Submitted to Attendance Clerk:	_____	Signature:	_____
Date Received by Attendance Clerk:	_____	Signature:	_____

# KHIS DRESS CODE POLICY

## *Red Raiders Dress Responsibly & Respectfully*

- ☞ Leggings, tights, stockings, nylons, etc. are only permitted if worn with tops that cover the front and buttocks areas.
- ☞ Cover up clothes or clothing under jackets, sweaters, and blouses must be in dress code.
- ☞ The length of shorts, skirts, and dresses is not higher than the length of the middle finger when arms are positioned at the sides of the student.
- ☞ Midriff is completely covered. The front, back, and sides of the students torso is not exposed.
- ☞ Tops (collared and t-shirts, blouses, tank tops, etc.) have straps that are at least two inches in width. No strapless, low cut, or a halter style. No spaghetti straps, camisoles, or tube tops
- ☞ Underwear is not exposed. This includes bra straps, boxers, and briefs. Underwear should not be seen under see through clothing as well.
- ☞ Student's clothes fit properly. His/Her clothes are not excessively tight, baggy, or tattered.
- ☞ Tank tops do not have deep and/or scooped sides.
- ☞ Clothing and personal items such as shoes, shirts, hats, backpacks, jewelry, etc. are free from offensive, illegal, violent, obscene, and negative symbols, slogans, signs, or words that degrade any gender, ethnicity, culture, religion, race, or anything which may incite a violent response or conflict. i.e. messages relating to drugs and alcohol, kava, gangs, sex, or profanity.
- ☞ No sharp jewelry or sharp items on clothing or hats
- ☞ Wearing caps or sunglasses while inside classrooms and buildings is prohibited. Medical exceptions are permissible and require a doctor's note.
- ☞ Bad weather. Students who intentionally get wet or muddy will not be allowed in class until they have changed into clean clothes. Their absence from class is recorded as an UNEXCUSED absence.



No Hats/Caps  
Indoors



No Spaghetti Straps



No Scooped  
or Deep Sides



No See-through Tops



No Tube/Strapless Tops



No Short  
Skirts/Dresses



No Inappropriate  
Words or Images



Midriff Covered



No T-backs



No Saggy Pants



No Cleavage



No Halter Tops



No Short Shorts

\* Students who **REPEATEDLY** violate the dress code policy will receive a Chapter 19 Class C offense for **INSUBORDINATION** due to non compliance with the KHIS dress code policy.

**KHIS Notes**



**Topic/Objective:**

**Name:**

**Class/Period:**

**Date:**

**Essential Question:**

**Questions:**

**Notes:**

**Summary:**

A Hawaii High School Diploma shall be issued to students who meet these minimum course and credit requirements.

COURSE REQUIREMENTS*	HAWAII HIGH SCHOOL DIPLOMA
<b>English</b>	<p><b>4.0 credits</b> including:</p> <ul style="list-style-type: none"> <li>English Language Arts 1 (1.0 credit); and</li> <li>English Language Arts 2 (1.0 credit); and</li> <li>Expository Writing** (0.5 credit); and</li> <li>ELA Basic electives (1.5 credits)</li> </ul>
<b>Social Studies</b>	<p><b>4.0 credits</b> including:</p> <ul style="list-style-type: none"> <li>U.S. History and Government (1.0 credit), and</li> <li>World History and Culture (1.0 credit); and</li> <li>Modern History of Hawaii (0.5 credit); and</li> <li>Participation in a Democracy (0.5 credit); and</li> <li>Social Studies basic elective (1.0 credit)</li> </ul>
<b>Mathematics</b>	<p><b>3.0 credits</b> including:</p> <ul style="list-style-type: none"> <li>Algebra 1 (1.0 credit); and</li> <li>Geometry (1.0 credit); and</li> <li>Mathematics basic elective (1.0 credit)</li> </ul>
<b>Science</b>	<p><b>3.0 credits</b> including:</p> <ul style="list-style-type: none"> <li>Biology 1 (1.0 credit); and</li> <li>Science basic electives (2.0 credits)</li> </ul>
<b>World Language, Fine Arts, or Career &amp; Technical Education (CTE)/JROTC</b>	<p><b>2.0 credits</b> in one of the specified programs of study</p>
<b>Physical Education</b>	<p><b>1.0 credit</b> including:</p> <ul style="list-style-type: none"> <li>Physical Education Lifetime Fitness (0.5 credit);</li> <li>Physical Education basic elective (0.5 credit)</li> </ul>
<b>Health</b>	<p><b>0.5 credit:</b> Health Today &amp; Tomorrow</p>
<b>Personal Transition Plan</b>	<p><b>0.5 credit</b></p>
<b>Electives</b>	<p><b>6.0 credits</b></p>
<b>TOTAL</b>	<p><b>24.0 credits</b></p>

\*The DOE has a process for requesting and approving equivalent credit courses. \*\* Or equivalent course.

## HONORS RECOGNITION CERTIFICATE REQUIREMENTS

In addition to meeting the requirements for the Hawaii High School Diploma, the following must be met with a cumulative GPA of 3.0 or above for a honors recognition certificate in one or more of the following:

### ACADEMIC HONORS

**4 credits of Math:** The four credits must include one credit for Algebra 2 and one credit beyond Algebra 2. The credit beyond Algebra 2 must be earned via the following courses or equivalent AP, IB or Running Start courses: Algebra 3, Trigonometry, Analytic Geometry, Precalculus, Probability, Statistics, Introduction to College Mathematics, or Calculus.

**AND**

**4 credits of Science:** Of the four credits, one credit must be in Biology 1 or equivalent IB Biology; or AP Biology courses.

**AND**

**2 credits minimum** from AP/IB /Running Start courses (equivalent to credits for 2 college courses).

### CTE HONORS

**Completes program of study** (2-3 courses in sequence plus a state-identified specific academic course requirement).

- Earn a B or better in each required program of study (coursework).
- Meet or exceed proficiency on performance-based assessments for corresponding program of study.

### STEM HONORS

**4 credits of Math:** The four credits must include one credit for Algebra 2 and one credit beyond Algebra 2. The credit beyond Algebra 2 must be earned via the following courses or equivalent AP, IB or Running Start courses: Algebra 3, Trigonometry, Analytic Geometry, Precalculus, Probability, Statistics, Introduction to College Mathematics, or Calculus.

**AND**

**4 credits of Science:** Of the four credits, one credit must be in Biology 1 or equivalent IB Biology; or AP Biology courses.

**AND**

**Successful completion** of a STEM Capstone Project in one of the approved ACCN courses.

### World Language:

Two credits in a single World Language. Credits must be taken in sequence with consecutive course numbers in the study of one language.

**OR**

**Fine Arts:** Two credits in a Fine Arts discipline which includes Visual Arts and Performing Arts. Credits do not need to be in a single discipline.

**OR**

**Career and Technical Education (CTE):** Two credits in a single career pathway program of study sequence, OR

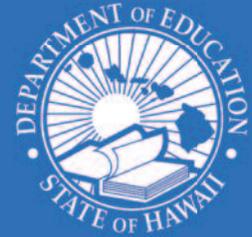
**JROTC:** Two consecutive JROTC courses fulfill CTE two credits for diploma requirements.

### COMMENCEMENT EXERCISES

Commencement exercises may be scheduled any time after the last day of school for seniors. The last day of school for seniors shall be set by the Hawaii State Department of Education. Students shall be permitted to participate in commencement if they:

- meet the requirements for a diploma or certificate;
- have fulfilled their financial obligations; and
- meet other conditions, as established by the Department, which meet the standards of clarity, reasonableness, and justifiability.

# Calculating GPA



## THE PROCESS

There is no universal way to calculate GPA because methods and scales vary by institution, state and country. Here is the four-step process Hawai'i DOE schools use to calculate GPA.

### FIRST: CONVERT GRADES TO NUMBERS

Each letter grade is assigned a numerical value from 0-5, depending on the weight of the course. Advanced Placement, International Baccalaureate, and some Dual Credit courses are weighted.

UNWEIGHTED	WEIGHTED
A = 4 points	A = 5 points
B = 3 points	B = 4 points
C = 2 points	C = 3 points
D = 1 point	D = 2 points
F = 0 points	F = 0 points

### SECOND: CONVERT CREDIT HOURS TO CREDIT POINTS

These points are based on the credit worth of courses taken.

- 0.25 quarter credit = 1 point
- 0.5 semester credit = 2 pts
- 1.0 year credit = 4 points

### THIRD: CONVERT TO GRADE POINTS

Multiply the grade number by the credit points to calculate the grade points earned for each class.

### FOURTH: FORMULA

To calculate the GPA, divide the sum of the Grade Points a student earned by the sum of the Credit Points the student attempted.

$$\frac{\text{Grade Points Earned}}{\div \text{Credit Points Attempted}} = \text{Grade Point Average}$$

Note: Beginning with the Class of 2022, letter grades for courses taken in middle school that count for high school credit are not calculated into the GPA.

## Grade & credit point equivalents

Grade points for weighted/unweighted courses based on semester and year courses:

UNWEIGHTED COURSES				WEIGHTED COURSES			
SEMESTER (2 Credit Points)		YEAR (4 Credit Points)		SEMESTER (2 Credit Points)		YEAR (4 Credit Points)	
Grade Earned	Grade Points	Grade Earned	Grade Points	Grade Earned	Grade Points	Grade Earned	Grade Points
A	8	A	16	A	10	A	20
B	6	B	12	B	8	B	16
C	4	C	8	C	6	C	12
D	2	D	4	D	4	D	8
F	0	F	0	F	0	F	0

## FAQs

1. How are the credit points calculated for Summer School courses since they're shorter? The number of credit points attempted is the same for Summer School and School Year courses.
2. Can I repeat a course and use the higher grade to improve my GPA? Yes. When you repeat a course the lower grade is removed from the GPA calculation and the higher grade is added.
3. What are Dual Credit courses and why are only some of them weighted? Dual credit courses are college courses that high school students are enrolled in through one of the 10 University of Hawaii colleges or universities. Dual credit courses that meet the established criteria are weighted.
4. What is the difference between my cumulative GPA and my current GPA? The cumulative GPA is calculated using final grades from the beginning of freshmen year through the most recent report card. The current GPA is calculated using final grades on the most recent report card only.
5. What if a student transfers from a non-HIDOE school that weighs courses differently? The transfer student's GPA is recalculated based on the HIDOE method. This may change the student's GPA (see tables, below).

## PREVIOUS, NON-HAWAII SCHOOL CALCULATION

COURSE	WEIGHT	GRADE	NUMBER	CREDIT	CREDIT PTS	GRADE PTS
English 9 Honors	Weighted	B	4	1.0	4	16
World History Honors	Weighted	A	5	1.0	4	20
AP Biology	Weighted	B	4	1.0	4	16
Algebra 1	Unweighted	A	4	1.0	4	16
PE 1	Unweighted	A	4	0.5	2	8
Health	Unweighted	A	4	0.5	2	8

$$\text{FORMULA: } 84 \div 20 = 4.2 \text{ GPA}$$

## CURRENT HAWAII STUDENT

COURSE	WEIGHT	GRADE	NUMBER	CREDIT	CREDIT PTS	GRADE PTS
English 9 Honors	Unweighted	B	3	1.0	4	12
World History Honors	Unweighted	A	4	1.0	4	16
AP Biology	Weighted	B	4	1.0	4	16
Algebra 1	Unweighted	A	4	1.0	4	16
PE 1	Unweighted	A	4	0.5	2	8
Health	Unweighted	A	4	0.5	2	8

$$\text{FORMULA: } 76 \div 20 = 3.8 \text{ GPA}$$