



# Kealakehe High School

*Home of the WaveRiders*

**74-5000 Puohulihuli St.  
Kailua-Kona, HI 96740**

**808-313-3600 (Main)  
808-327-4307 (Fax)**

[www.khswaveriders.org](http://www.khswaveriders.org)

## **Parent and Student Handbook**

## Important Contact Information

Mr. Glenn Gray, Principal

313-3614



Text @keala to 81010 to receive up to the minute information from Kealakehe High School. Be the first to learn about schedule changes, school closures and any other pertinent information. Normal messaging charges apply.

Accounting	313-3601
Administration	313-3604
Athletic Director	313-3774
Attendance	313-3605
Bus Information	313-3619
Counselors	313-3625
Health Room	313-3608
Library	313-3636
Registrar	313-3606
School Safety	313-3624
Student Activities	313-3688
Student Services Coordinator	313-3623



Kealakehe High School – Official Page



@khsweveriders

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## Kealakehe High Vision Statement

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

## Kealakehe High Mission Statement

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 without need for remediation.

## Kealakehe High School Belief Statements

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.
- All students can attain some degree of mastery in meeting performance expectations required for graduation.
- 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 of what has been learned.
- Schools need a variety of programs and extracurricular activities for students to build a well-rounded, positive school community.

## The WaveRider 3 Rs

**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

## **Student Code of Conduct**

### **Regular Attendance and Punctuality**

Students are expected to attend school regularly and to attend all classes. Furthermore, students are expected to be on time for school and all classes.

### **Work Habits**

Students are expected to be prepared for and to participate in each class to meet performance standards, to have the necessary class materials, to complete class work and homework accurately and on time, and to prepare for quizzes, tests and examinations.

### **Respect for Self and Others**

Students are expected to 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 not to harass others verbally and physically. Students are expected to come to school free from the influence of tobacco products, alcohol or drugs. Students are expected not to use or possess such substances.

### **Respect for Authority**

Students are expected to 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.

### **Respect for Property**

Students are expected to treat all property belonging to the school and to others with care.

### **Freedom from Fear**

Students are expected to contribute to a safe school environment free from fear. Acts of violence, weapons, bullying and harassment are never acceptable.

## **Dr. Art Costa's Habits of Mind**

- Gathering Data through All Senses
- Thinking Interdependently
- Thinking Flexibly
- Striving for Accuracy
- Managing Impulsivity
- Persisting
- Listening with Understanding and Empathy
- Taking Responsible Risks
- Applying Past Knowledge to New Situations
- Questioning and Posing Problems
- Thinking and Communicating with Clarity and Precision
- Finding Humor
- Remaining Open to Continuous Learning
- Thinking about Thinking
- Responding with Wonderment and Awe
- Creating, Imagining and Innovating

# Hawaii Department of Education's General Learner Outcomes

## 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 document references and give credit to the source.
- Respect confidentiality and the privacy of individuals and entities that use electronic communications. Use proper etiquette in electronic communications.
- Use technology for educational research and refrain from accessing inappropriate materials.



# **School Policies and Procedures**

## Academic and Financial Plan

Each school is required to have Academic and Financial Plans aligned to the State Strategic Plan with the goal of improving student academic performance. The purpose of the plans are:

- Improve students' academic performance and close the achievement gap;
- Highlight the goals for the school and the programs and funds that the school needs to reach these goals.

This plan is developed the following way:

- The school reviews school data.
- The school identifies weaknesses and strengths to establish goals.
- The school establishes a budget to support its Plan.
- The Academic & Financial Plans are presented to SCC.
- SCC reviews with the goal of approving the Academic Plan (which may include recommendations to the Principal).

## 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/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.

***Thanks and credit is due to San Dieguito Union High School District whose academic honesty policy provided a partial foundation upon which this policy is built.***

## Study Hall/Student Initiated 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 as well as school sponsored opportunities for students to receive academic support during the school day.

- Activity Period is designed to support the community service organizations and "clubs" on our campus. It is scheduled every Thursday of a five day week with no holidays.
- Students can choose from a wide variety of opportunities, learn and participate, without concern for a grade.
- 

## Attendance

In order to achieve the Vision, Mission and Core Abilities that guide this school, students need to be in class every day 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/injury, doctor's appointment, court appearances, school-sponsored activities (participation in an educational program organized and sponsored by a recognized institution of learning for which prior approval has been obtained; i.e., college visits), emergency deemed legitimate by the Principal and suspension from school.
- 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. Teachers may elect not to grade missed assignments. The student is responsible for getting information missed from peers or teachers. 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 Advisory/Basic Elective, has a 2.75 GPA, has a 95% attendance record, and no suspensions. For up to 10 days of leave, permission will be granted if the student is passing Advisory/Basic Elective, has a 3.25 GPA, has a 95% attendance record, and no suspensions.
- Any unexcused absence from a class will be considered truancy and an "F" or "O" grade will be given

### **Acceptable Computer Use Policy**

Kealakehe High is proud of its commitment in providing a dynamic education to every student, every time. Kealakehe High has invested substantial resources to purchase electronic equipment which plays an important role in creating well-rounded students. The use of electronics is a privilege but carries responsibility, too. It is the school's right to monitor all material saved on the school network for safety and security reasons. The school's network is part of the Dept. of Education and Kealakehe High and anyone using it is subject to the school's supervision. The following are the rules and regulations regarding electronic use or school owned equipment:

#### **Acceptable Use Guidelines**

- The network is primarily for educational research.
  - Downloading and use of information from the network and the Internet shall be for educational use only.
- Students are never to share their password or account with anyone.
  - Students have full responsibility for the use of their account. They will be held accountable for any violations of these rules that are traced to their account.
- Use appropriate language.
- Be polite. Avoid offensive or inflammatory speech.
- Be aware that giving out personal information on the Internet can be dangerous.
- Do not intentionally search for, view, and/or distribute inappropriate materials.
- Do not download software without the permission of the supervising teacher.
- Damage to handheld devices, computers, software, files or network devices will not be tolerated.
- Installing any electronic software will not be tolerated.
- Use of the network for illegal or obscene purposes is prohibited.
  - Such activity is considered a crime under state or federal law
    - Tampering with hardware or software
    - Logging on as another student
    - Vandalism or destruction of files
  - Obscene activities (defined as offensive to morality, disgusting, or repulsive)

- Use of the network for personal profit or commercial advertising is prohibited.
- Saving material on school network should be school-related and for educational purposes.
  - The school reserves the right to examine all material saved on the school network.
  - Any personal material should be saved to a student's personal storage device.
- Information found on the Internet and used for educational purposes must be given proper reference.

## Procedures for Using Computers

- Get permission from the teacher present at the computer site.
- Students who are working on school-related activities have preference over other students.
- Log on to computer using student name and password.
- When done using computer:
  - Save all files to personal storage device or your Google Drive account.
  - DO NOT SAVE to the desktop
- Click on "Start" button in bottom left-hand corner.
- A menu will come up. Click on "Shut Down".
- Click on "Close all programs" and log on as different user.
  - The white circle on the left hand side should contain a smaller black circle. Click on "Yes".
- Leave the computer on when done unless instructed to turn off by the teacher.

## Unacceptable Actions

- Minimizing or closing a program when a teacher or adult approaches.
- Clearing the Internet History Folder.
- Accessing sites on the Internet that promote or display sexual material, violence, drugs, alcohol, or vulgar/foul/profane/obscene language.
- Participating in a chat room where inappropriate language is being used or using inappropriate language in a chat room.
- Using the internet for personal gain, copyright violations, or in other ways considered inappropriate.
- Pressing the reset button, changing the computer settings, disconnecting hardware, or otherwise interfering with the regular operation of the computer.
- Playing a game without teacher permission.
- Damaging, vandalizing, destroying, or taking apart the computer equipment.

## Consequences

1. Verbal Warning/Counseling
2. Suspension of electronic privileges for 1 – 365 days as deemed appropriate by the teacher.
3. Student account will be deactivated.
  - Student loses all computer use privileges, even for educational purposes.
4. After three violations in a semester, student will have all campus network privileges taken away from remainder of that semester and be referred to Administration for insubordination.

## Accreditation

Kealakehe High School was proud to receive a six year accreditation by the Western Association of Schools and Colleges in the summer of 2014.

## Alma Mater

“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.”

“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. Students interested in the sports listed below can contact Athletic Director at 313-3774. Students need to have a physical and permission from your parent/guardian to participate. To be eligible, a student must maintain a 2.0 GPA, be passing all classes required for graduation (including CEP/A) and meet HHSAA/BIIF eligibility requirements if changing schools. Two forms are required to participate in any sport: Parent Consent and Physical.

### ***Fall Sports***

- Air Riflery
- Bowling
- Cross Country
- Football
- Volleyball, girls

### ***Winter Sports***

- Baseball
- Basketball, boys and girls
- Canoe Paddling
- Soccer
- Swimming
- Wrestling

### ***Spring Sports***

- Baseball
- Judo
- Golf
- Softball
- Tennis
- Track and Field
- Volleyball, boys and girls
- Water Polo

## **Bus Transportation**

Bus transportation is provided for a fee (unless student is on a “free” lunch status) to students who live in the school’s geographic district.

- For those students attending on a Geographic Exception, they need to complete a “Request for Student to Ride School Bus on a Space Available Basis” (available in front offices).
- Applications are available each year in the Student Services or Administration Office and online at our website under the “Parents” tab.
- All High School students who fail to display a valid bus pass or present a valid bus coupon in the mornings will be refused a ride to school. Also, all students in all grades who fail to display a valid bus pass or present a valid bus coupon in the afternoons will be refused a ride home.
- For more information regarding student transportation please see the website or call Bus 313-3619.

## **Cafeteria Duty**

As part of civic responsibilities, each student is required to serve café duty. Students serve between two and three times per school year.

- Failure to serve will result in disciplinary action and the loss of commencement ceremony participation.

## **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

- Automated calls are placed daily
- After 30 class absences – first warning letter sent home to notify parents of truancy
- After 60 class absences – second warning letter sent home to notify parents of truancy. Grade level counselor meets or speaks with parents and student
- Continued truancy – court petition filed for school non-attendance

## **Consequences of 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 (one 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, such as but not limited to, requiring a parental escort to classes.

## Classroom Contraband

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

- E cigarettes, batteries, e liquid and any other
- Anything else the teacher deems to interfere with classroom instruction

Consequences of Classroom Contraband (consequences):

- 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.

## Clubs

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

- Anime
- Dive Club
- Interact
- International Club
- AVID
- Triathlon
- Model UN
- National Honors Society
- Tai Chi
- Polynesian Club
- Robotics
- Weight Training
- Billiards/Chess
- Gay Straight Alliance
- Latinos de Kealakehe
- Music
- SkillsUSA

## Co-curricular Activities

Kealakehe High School is committed to providing quality Standard-Based learning experiences that meet individual needs and aid in the development of positive character, citizenship and leadership skills. Examples of co-curricular activities include, but are not limited to, community service projects, proms, running for or holding an office or position like Student Council and May Day Court.

Some 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 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 student time and to make it possible for events to happen.



## Participation Requirements

This is a general overview of the requirements to participate in co-curricular activities. Many activities may have additional requirements (such as graduation, Student Council and Senior Ball). For specifics on these types of events, please see the student agreements. With this in mind, all activities will require the following:

- Must be passing CEP/A with a score of 85% or higher for the year;
  - Students must have an up to date PTP in order to pass CEP/A
  - The grade used to determine eligibility will be from the previous grading period. For example, if the event is scheduled during the fourth quarter, the year grade at the end of the third quarter will be used.
  - CEP/A grades for graduation will be pulled on the date listed in the senior agreement.
- Must be free of financial and library obligations at time of sign-up and up until the activity (this includes former students of Kealakehe High who are attending as a guest);
- Must present a valid ID at the door of the event (for Proms, Balls, etc.);
- Must be in proper attire;
- Must turn in signed dance contract, regardless of age (for Proms, Balls, etc.);
- 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.

## Purchasing Tickets for Dances

Again, for specific event information please see the dance agreement for the event. However, in general, ticket sales will follow the below protocol:

- Checks are not accepted for payment.
- Students wishing to purchase their tickets MUST have a completed dance agreement at the time of ticket purchase;
- Dance agreements will be made available at least one month prior to ticket sales

## Contraband, Possession or Use

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 or Bluetooth speakers
- 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/or articles of clothing identified by the Administration and School Community Council (SCC)
- E-cigarettes, vaporizers, fluid or any other vaporizer paraphernalia

## Discipline Plan

### Philosophy of the Kealakehe High 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 School Wide 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. 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 Kealakehe High rules;
- Build positive relationships with students, staff members, administration and parent/guardians;
- Model the WaveRider 3 Rs;
- 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;
- 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;
- 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 and Intervention Programs and Resources

### **BISAC Level I**

Kealakehe High School has a Level I Counselor on campus from Big Island Substance Abuse Council (BISAC) who 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.

### **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 follow their own student's schedule, going 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) (SSC)**

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 313-3681, and see what help is available. There is an extensive array of services. Formal evaluations will require written consent by parents or guardians.

## **Disregard of Other School Rules**

School rules are intended to foster the Habits of Mind 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.
- 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 Standard

The enforcement of appropriate dress standards and what society defines as appropriate dress is a challenge that continues to test the creativity of administrators in the work place, in schools and at social events. Diversity between social groups, influence of the media and access to the internet makes it difficult to achieve consensus on a public school campus regarding acceptable dress standards.

There continues to be discussions about the adoption of uniforms for public school students. Until there is a BOE policy or law mandating school uniforms, the “opt out” clause that must accompany school uniform policies makes it difficult to monitor such policies.

Kealakehe High School has an obligation to provide a healthy, safe environment where students and staff members can focus on providing the dynamic curriculum to prepare our teens to be great citizens who are high achieving in a global society. Teaching critical thinking and problem solving skills applied to relevant, “real world” scenarios is a major goal of the curriculum. Student focus group meetings, public hearings and much discussion by the School Community Council (SCC) resulted in the revised Kealakehe High School Dress Standard (KHSDS) Policy. The school policy is the result of the Kealakehe School Community stakeholders demonstrating being Community Contributors (GLO#2) and Quality Producers (GLO#4). By abiding by the dress standard policy, students will continue to demonstrate that Community Contributors understand that society makes rules for the sake of all its members while preserving individual rights.

## Procedures and Consequences

Security classroom checks throughout the school day:

- During Citizenship, School Security Attendants (SSAs) will check every room for violators referred by the teacher;
- The SSAs are not to make any determination on whether there is a violation or not; the teacher decides;
- Teachers are to check the base clothing of all students in the class to insure compliance with the KSHDS;
- During each period of the day, the SSAs will conduct “spot checks” for teachers referring students;
- If an administrator is not available, the SSM will take the information about the student and offer the KSDS shirt;
- If the student refuses to wear the shirt, the student will be detained until an administrator is available to see the student.

Dress Standard checks during passing, wiki, activity period, lunch and after school:

- Any staff member on campus may refer students for KHSDS violations;
- The staff member making the referral is to find out the student’s name, complete a KHSDS referral form and turn it in to a VP’s mail box for follow up.

During the class period and school sponsored activities:

- Each teacher is responsible for announcing at the start of the class period that all students are to be in compliance with the Kealakehe High School Dress Standard. After the one (1) week implementation period, any student who does not comply with the teacher's "warning procedure" and continues to not comply with the KHSDS shall be referred to an administrator for consequences. Administrators shall enforce a "zero tolerance" disposition and students referred for not complying with the KHSDS shall be given one (1) of the following consequences:
- On the first referral, the student will choose to wear the "Dress Standard Violation" shirt for the remainder of the day or receive a two day "in school" suspension;
  - The student is to serve a two day "in-school" suspension and parents shall not have the option of keeping the student at home;
  - If the student is absent on the day(s) of the "in-school" suspension, the student will serve the suspension upon returning to school;
  - If the referral is received after 11:00AM in the morning, the student will spend the remainder of that day and the next two days in the "in-school" suspension center.
- If a student is referred for a second KHSDS violation, the referral shall be classified as "insubordination" and the student will be suspended for 3 days "Out of School" suspension.
- If a student is referred for a third KHSDS violation, the referral shall be classified as "disorderly conduct" and the student shall be suspended for 5 days "Out of School" suspension.
- If there are extreme or special circumstances that need to be considered, the administrator handling the incident will render the final decision.

***It is the responsibility of parent(s)/guardian(s) to be knowledgeable of this policy and insure that the teen has appropriate clothing and understands the consequences of violating the policy.***

## **Kealakehe High School Dress Standard**

Students at Kealakehe High School are expected to be in compliance with the Dress Standard throughout the school day and at school sponsored activities where students are directly involved (DI) in the participation of the activity. (e.g. Assemblies, academic/athletic contests.) Exceptions to the Dress Standard may be made due to requirements of a course or academic activity. (e.g. proms, drama performances). The Dress Standard applies to all genders.

## **Definitions**

- Base Clothing - tops, bottoms, dresses, wraps (i.e. sarongs, pareo) that are opaque and designed for outer wear and is in direct contact with the skin.
- Accessory Clothing – Clothing except undergarments, and bikini type swimwear that may be used to accessorize Base Clothing.
- Opaque – not transparent or translucent; impervious to light so that images cannot be seen through it.
- Undergarment – a piece of clothing worn beneath "base" clothes, especially next to the skin, and not normally seen in public; boxers; briefs; lingerie; athletic bras.
- Private parts – Breast cleavage, breasts, any part of the buttocks, genitalia.
- Generally accepted – What a reasonable person and society defines as acceptable.



## Dress Standard

- The assessment of teachers shall determine violation of the KHSDS;
- Clothing may not detract from, nor interfere with the learning environment or process; Any clothing which may have a disruptive influence on the school is not permitted;
- All base clothing (clothing designed for outer wear, and is in direct contact with the skin) is to be opaque and cover all areas of the body as specified by the categories below;
- Necklines cannot be more than one palm width when the hand is held horizontally and measured from the base of the collarbone;
- Clothing, accessories or jewelry bearing inappropriate or undesirable advertising, lettering, graphics, color scheme or symbols cannot be worn at school or a DI school sponsored activity; these include but are not limited to elements referring to drugs, tobacco, alcohol, sex and/or sexual connotations, violence, bullying and harassment;
- Undergarments such as boxers, bras, men's undershirts, athletic bras and bikini type swimwear cannot be worn as base clothing, or outer accessories.

## Base Tops

- Base tops are to be opaque, cover the entire chest and midriff area regardless of body movement or position and meet the neckline standard which is the width of an individual's palm held horizontally and measured from the base of the collarbone;
- Base tops when worn in combination with Base Bottoms are to cover the midriff, hips and buttock area regardless of movement of body position.
- Base tops are not to reveal cleavage, undergarments including bra straps and/or bikini tops being use as undergarments;
- Strapless tops may be used as Base Tops as long as they are opaque and the undergarment including straps and/or bikini tops are not showing and the top is not so tight or form fitting that it may cause a distraction.
- Tops with spaghetti straps may be used as Base Tops as long as they are opaque and the undergarment including bra straps and/or bikini tops being use as undergarments are not showing and the garment is not so form fitting that it may cause a distraction.

## Accessory Tops

- No undergarment can be used as an Accessory Top;
- Although wraps, jackets and sweatshirts may be used as Accessory Tops they cannot be used to cover a Base Top that is not compliant with the KHSDS.

## Base Bottoms

- Base bottoms are to be opaque and worn in combination with Base Tops to cover the midriff, hips and buttocks area to a minimum length that is mid-thigh when measured with shoulders and feet parallel to the ground/floor;
- Shorts used as Base Bottoms are to be opaque and worn in combination with Base Tops to cover the midriff, hips and buttocks area to a minimum length that is two (2) inches above mid-thigh.
- Teachers and staff members are to estimate to the length of Base Bottom clothing and determine whether the length is too short; if necessary, the administrator handling the referral will make the final decision;
- The combination of Base Bottoms and Base Tops are to cover the midriff, hips and buttocks area regardless of body movement or position;
- Base bottoms are to be worn in such fashion that does not expose undergarments or private parts regardless of body movement or position.

## Accessory Bottoms

- Undergarments cannot be used as an Accessory Bottom;
- Although wraps, “sweatpants” type bottoms and other garments may be used as Accessory Bottoms they cannot be used to cover a Base Bottom that is not compliant with the KHSDS.

## Base Dresses

- Base dresses are to be opaque and are to cover the entire midriff, hips and buttocks area to a minimum length that is mid-thigh when measured with shoulders and feet parallel to the ground/floor;
- Base dresses are to cover the midriff, hips and buttocks area regardless of body movement or position;
- Base dresses are to be worn in such fashion that does not expose undergarments or private parts regardless of body movement or position.

## Accessory Dresses

- Dresses that are not opaque can be used as an Accessory Dress but they cannot be used to cover any Base Garment that is not compliant with the KHSDS.

## Sunglasses

- Sun glasses are not to be worn inside the classrooms, library, business or administrators offices unless medically required and verified with a doctor’s note.

## Footwear

- For safety purposes students are expected to wear footwear; covered footwear, i.e. crocs, b-ball shoes).

## Early Release

Students may apply for early release from school. Application forms are available from the student’s counselor.

## Fees

### Required Fees

- Each year, students will be responsible for grade level class dues of \$10 and Student Association dues of \$10.
- These fees help cover the cost of grade level and school-wide activities for the benefit of the students.
- 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.

### Optional Fees

- Yearbook - \$60 (\$50 + \$10 color upgrade, tax, shipping and handling)
- Parking Permit - \$10 a vehicle
- Athletic card - \$20 (allows student entry to all home athletic games for FREE; for away games, they pay \$1 with the card)

## Free and Reduced Lunch Program

APPLICATIONS for reduced price/free meals MUST be made by EVERY household EVERY school year (you may reapply during the year if your income status changes). 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 or online where they can be downloaded or submitted electronically
- 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 either your Advisory teacher, the office, or submit electronically.

**\*\*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.

## 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

## Grading Policy

Kealekehe High School grading policy:

- The following grade scale for reporting student achievement shall be used:  
A,B,C,D,F, S,U
- Exceptions to the above academic grades "I" (Incomplete), "W" (Withdrawal), "N" (No Grade).
- Teachers may choose to use the "I" as a temporary place holder mark to give students and their parents time and opportunity to improve their grade(s). At the end of the "I" duration, approximately two weeks, the teacher will then evaluate the work submitted and determine the final grade to be given for the marking period. The final grade cannot be an "I" for the assignment and/or marking period.

**\*See Appendix**

## Graduation Requirements

Please see your grade level counselor or the Hawaii Department's website for the latest and most updated graduation requirements. Please be advised that certain classes may have different requirements than others.

## Identification Badges

Identification (ID) badges 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/A 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.

## 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 Use of Language

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 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.

### **Outstanding Obligations**

The Board of Education has a policy on outstanding obligations (such as unpaid fees, textbooks, library books and fines, uniforms, etc.) 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 the graduation ceremony.

### **Personal Transition Plan (PTP)**

In compliance with the Hawaii State Board of Education Policy 4540, High School Graduation Requirements and Commencement, students must complete a Personal Transition Plan (PTP) as a requirement toward earning a Hawaii High School Diploma.

- The PTP is defined as an individually designed and custom tailored plan of action for each high school student to move successfully from high school to post-secondary and/or career venues.
- The plan should have the elements of goal attainment, identification of available resources, evidence to support the plan of action taken and a self-evaluation component.
- The PTP is extremely rigorous and has many, many components. Please see the school's website or contact your grade level counselor or an administrator for more information.

### **Picking Students up Early**

Because of the increasing requests to pick up students 10-15 minutes before the end of the day and the disruption to the campus and confusion of addressing security issues to keep students in class, the following policy must be followed:

- Students are to bring a note from parent/guardian and get a release pass from the Student Services Office.
- When it is time to leave, the student is to present the pass to the teacher and proceed to the Student Services Office.
- The person authorized to check out the student will sign out the student and leave

### **Infinite Campus Access for Student and Teachers**

The database used by Kealakehe High School is "in real time" on the Internet at <https://hawaii.infinitecampus.org/campus/portal/hawaii.jsp>.

Parents receive access codes and passwords to Infinite Campus. Students received instructions for initial log-in in Advisory classes. With this access, parents and students may check on grades, homework assignments, and e-mail teachers. This helps students stay on track and allows parents to intervene quickly if necessary.

### **Release of Balloons**

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

## Returned Checks

The Department of Education's policy (Hawai'i Revised Statute Chapter 40-35.5 eff. 7/2/07) states that there is a \$25.00 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 \$25.00 charge in cash, with a cashier's check, or money order.

## School Community Council (SCC)

### Definition of School Community Councils

- The "Reinventing Education Act for the Children of Hawaii" was passed by the Hawaii Legislature in 2004. It requires each school to have a School Community Council.
- The School Community Council (SCC) replaced the School Community Based Management (SCBM) Council in June, 2005. It is an "advisory" Council made up of a group of people elected by their peers who represent teachers, parents, students, school staff, & community members who will share in decision-making. The primary role of the SCC is to review & evaluate the school's academic & financial plan to ensure that all students' needs are met.
- The Council's responsibility at Kealakehe High embraces the role of a trustee of the school's vision and mission.

### Who Serves on the Council

An equal number of community "stakeholders" and school staff:

- At least one parent, teacher, staff person and community member (each elected by their peers except community members are elected by parents)
- A student representative selected by the Student Council
- The school principal

### Roles of the SCC

- Focus on student achievement:
- Students will be able to read, write and have math, science, and social studies skills at grade level or above.
- Review and recommend approval of the Academic and Financial Plans (see previous section).
  - Does the Academic and Financial Plan align with the state's Strategic Plan?
- Provide opportunities for discussions on school improvement.
- Participate in the selection and evaluation process of Principal.
- Request waivers (relating to policies such as rules, procedures, etc.) to Board of Education.
- Develop and revise school policies (e.g., dress code, attendance, discipline).

## The SCC is not

- A governing board
- Does not hire and fire the Principal
- Does not control school finances
- Does not evaluate teachers or other staff
- A forum for promoting personal agendas
- A body whose members “represent” constituencies

## School Meals (Breakfast, Wiki and Lunch)

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 , checks or credit card (schoolcafe.com) or by checks (made payable to Kealakehe High). Meals/milk will be purchased with these funds.

- When students go through the lunch line, their purchase will be debited from their account as their ID or finger is scanned through the register.
- No student ID = NO LUNCH. There are no “loaner” IDs.
- The school has implemented a “finger scan” to alleviate students missing the opportunity to eat.
- Lost fingers will be charged the current black market rate.
- Students will be refused a meal if their account has a negative balance.
- It is the responsibility of each parent to encourage students NOT to purchase meals for others.
- Student can only purchase one meal at a time. Students who wish to purchase a second meal must return to the cashier line.
- Each student is responsible for keeping his/her account in good standing. A negative account may prevent a student from attending ALL school activities.
- Deposits can be made any time. There are pre-stamped envelopes in the Front Office and deposits are to be placed in the black box outside the Administration Office (northwest corner) by 8:15 a.m. to be credited to student’s account for that day.
- Any deposit after 9:00 am will be entered into the student’s account for the following day.
- If you are paying by check, please 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 \$25.00. 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 transferring
  - A student graduating
  - By written request from a parent/guardian

## Appendix

### \*References in relation to Grading:

- **BOE Policy 4510 and DOE Regulation 4510.1:**

BOE Policy 4510 - Reporting Student Progress Policy (Approved 5/03/16 as BOE Policy 102.12). This BOE Policy reads, in relevant part that, "The Department shall establish student progress reporting guidelines with the purpose of accurately communicating what each student knows, understands and can apply. The guidelines shall address utilization of grading, student portfolios and other measures of student progress."

DOE Regulation 4510.1 Reporting Student Progress Regulations

6) In secondary schools:

b. The following grade scale for reporting student achievement shall be used:

1. Academic grades: A, B, C, D, F, S, U
2. Exceptions to the above academic grades I (Incomplete), W (Withdrawal), N (No Grade). "DOE Attachment 1 p. XXIII - 8"

- **HSTA Contract: 7/1/17 - 6/30/21**

**EVALUATION OF STUDENTS/GRADING PREPARATION:**

A teacher's evaluation of a student shall not be changed. In addition to the teacher's evaluation, it is recognized that an administrator may make a separate evaluation of a student. In the event that an administrator makes a separate evaluation of a student, a written explanation shall be attached to the administrator's evaluation and a copy of the administrator's explanation forwarded to the teacher of the affected student.

The deadline for the submittal of grades shall be no earlier than end of the work day on the fourth student day following the end of each quarter except for the fourth quarter. Fourth quarter grades shall be completed by the end of the teachers' last work day. Teachers who presently have more time to submit grades at the end of a quarter or semester shall not lose that time.

- **DOE CODE OF CONDUCT: Representation of Information in the Course of Professional Practice (Opening of the School Year Packet 2017-2018 / pg. 16)**

The employee...shall not deliberately falsify, misrepresent, or omit material information concerning...:

5) Evaluation or grading of students

- **"Hawaii Administrative Rules" Title 8;...Teacher Licensing Standards**

HTSB Reference Standard # 1A line 3047- Teacher regularly assess individual and group performance; design and mod instr.

HTSB Reference 8-54-9.14 (8) - Practicing the profession of teaching in a manner contrary to the recognized standards of this adopted by the HTSB in its Code of Ethics. (Std. #9: Professional Learning and Ethical Practice P. 904-95)