2019-2020
Mililani High School
95-1200 Mehuula Parkway
Mililani, Hawai‘i 96789
Phone: 808-307-4200
http://www.mililanihs.org * IG: MililaniTrojans

Our Vision
We, at Mililani High School, envision a safe, nurturing learning community that guides and supports all its members in their efforts to become responsible, productive citizens.

Our Mission
Graduates of Mililani High School will be able to...
• Think critically, independently, and compassionately about the world they live in;
• Produce quality products;
• Communicate ideas clearly and effectively;
• Use technology in a knowledgeable and ethical manner;
• Exhibit a responsible commitment to society.

This agenda belongs to:

Name: ________________________________

Grade: ___________  Period 1 Room: ___________

Advisory teacher: ___________________________

This agenda may not be used by any other student.
Pages may not be removed from this planner.
Student should sign this agenda on the bottom spine.
Replacement planners cost $10.00.

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 relay 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 relay crco@notes.k12.hi.us
# MILILANI HIGH SCHOOL
## BELL SCHEDULE
### 2019-2020

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>NO pd. 7</td>
<td>NO pd. 6</td>
<td>NO pd. 3, 4, 5</td>
<td>NO pd. 2</td>
<td>NO pd. 1</td>
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<tr>
<td>8:00 – 8:05</td>
<td>8:00 – 8:05</td>
<td>8:00 – 8:05</td>
<td>8:00 – 8:05</td>
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<td>Opening</td>
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<tr>
<td>8:05 – 9:02</td>
<td>8:05 – 9:02</td>
<td>8:05 – 8:57</td>
<td>8:05 – 9:02</td>
<td>8:05 – 9:02</td>
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<tr>
<td>Period 1</td>
<td>Period 1</td>
<td>Period 1</td>
<td>Period 1</td>
<td>Period 2</td>
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<tr>
<td>Period 2</td>
<td>Period 2</td>
<td>Advisory</td>
<td>Period 3</td>
<td>Period 3</td>
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<tr>
<td>Recess</td>
<td>Recess</td>
<td>9:46 – 10:38</td>
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<tr>
<td>Period 2</td>
<td>Period 2</td>
<td>Period 2</td>
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<td>Period 3</td>
<td>Period 3</td>
<td>Period 4</td>
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</tr>
<tr>
<td>Lunch A</td>
<td>Lunch A</td>
<td>Period 6</td>
<td>Lunch A</td>
<td>Lunch A</td>
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<tr>
<td>Period 4</td>
<td>Period 4</td>
<td>Period 7</td>
<td>Period 5</td>
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<td>Period 4</td>
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<tr>
<td>Lunch B</td>
<td>Lunch B</td>
<td>Lunch B</td>
<td>Lunch B</td>
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<tr>
<td>Period 5</td>
<td>Period 5</td>
<td>Period 6</td>
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<tr>
<td>1:45 – 2:37</td>
<td>1:45 – 2:37</td>
<td>1:45 – 2:37</td>
<td>1:45 – 2:37</td>
<td>1:45 – 2:37</td>
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<tr>
<td>Period 6</td>
<td>Period 6</td>
<td>Period 7</td>
<td>Period 7</td>
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<tr>
<td>Study Hall</td>
<td>Study Hall</td>
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<td>Study Hall</td>
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<tr>
<td>2:55 – 3:00</td>
<td>2:55 – 3:00</td>
<td>2:55 – 3:00</td>
<td>2:55 – 3:00</td>
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<td>Closing</td>
<td>Closing</td>
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</table>

The lunch you go to depends on the location* of your
pd. 4 (on Mondays & Tuesday) and your pd 5 (on Thursdays & Fridays)

<table>
<thead>
<tr>
<th>Lunch A</th>
<th>Lunch B</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Upper Campus</strong></td>
<td><strong>Lower Campus</strong></td>
</tr>
</tbody>
</table>

*Swaps at the semester
ALMA MATER

Mililani High, Hail to the Brown and Gold,
We’re the Mighty Trojans, the brave and the bold,
Blue skies above, clear as can be,
From the mountains to the sea,
With our Alma Mater in our hearts,
We strive with loyalty.
Mililani High, our spirit lies with thee.
We will forever praise thee, Hail, Hail, Hail,
Hail Mililani High, all, Hail, Hail, Hail!

School Established: 1973
School Mascot: Trojans
School Colors: Brown & Gold

<table>
<thead>
<tr>
<th>INDEX</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Bell Schedule</td>
<td>2</td>
</tr>
<tr>
<td>MHS Alma Mater</td>
<td>3</td>
</tr>
<tr>
<td>Assistance Directory / Locations</td>
<td>4</td>
</tr>
<tr>
<td>Phone Directory</td>
<td>5</td>
</tr>
<tr>
<td>MHS &amp; DOE Rules</td>
<td>6-13</td>
</tr>
<tr>
<td>Attendance Procedures and Policies</td>
<td>14-16</td>
</tr>
<tr>
<td>Counseling Dept., Library, and Health Room</td>
<td>17</td>
</tr>
<tr>
<td>School Fees &amp; Important Student Information</td>
<td>18-22</td>
</tr>
<tr>
<td>College &amp; Career Planning &amp; Application Process</td>
<td>23-24</td>
</tr>
<tr>
<td>6 Pillars for Character</td>
<td>25</td>
</tr>
<tr>
<td>Thinking Maps</td>
<td>26</td>
</tr>
<tr>
<td>SY1819 DOE Official Calendar</td>
<td>27</td>
</tr>
<tr>
<td>Instructional Supplements</td>
<td>28-31</td>
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## ASSISTANCE DIRECTORY

<table>
<thead>
<tr>
<th>Problem or Need</th>
<th>Where to go:</th>
</tr>
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<tbody>
<tr>
<td>- Fee Payments</td>
<td>Administrative Office</td>
</tr>
<tr>
<td>(Dues, Bus, Lunch, Yearbook, etc.)</td>
<td>Building by the flagpole, Hours = 7:30am- 4:00pm</td>
</tr>
<tr>
<td>- Geographic Exceptions</td>
<td></td>
</tr>
<tr>
<td>- General Information</td>
<td></td>
</tr>
<tr>
<td>- Lost &amp; Found</td>
<td></td>
</tr>
<tr>
<td>- Lockers</td>
<td></td>
</tr>
<tr>
<td>- Attendance Concerns</td>
<td>Attendance Office</td>
</tr>
<tr>
<td>- Sick/Absent Notes</td>
<td>Back door of Admin. Building</td>
</tr>
<tr>
<td>- Truancy</td>
<td></td>
</tr>
<tr>
<td>- Parking Decals</td>
<td>School Safety Manager’s Office</td>
</tr>
<tr>
<td>- Security</td>
<td>Office in the Front Office</td>
</tr>
<tr>
<td>- Change of address</td>
<td></td>
</tr>
<tr>
<td>- Transcripts</td>
<td>Registrar’s Office</td>
</tr>
<tr>
<td>- Transfer to another school</td>
<td>Center courtyard- straight back</td>
</tr>
<tr>
<td>- Academic Problems</td>
<td></td>
</tr>
<tr>
<td>- Personal/Social Concerns</td>
<td>Counselor’s Hallway</td>
</tr>
<tr>
<td>- Program Planning/changes</td>
<td>Center courtyard 2nd door on left</td>
</tr>
<tr>
<td>- Counseling request</td>
<td></td>
</tr>
<tr>
<td>- Career Counseling</td>
<td>COLLEGE &amp; CAREER Center</td>
</tr>
<tr>
<td>- Scholarships</td>
<td>H-building Downstairs</td>
</tr>
<tr>
<td>- Post Secondary School info.</td>
<td></td>
</tr>
<tr>
<td>- College Speaker Session</td>
<td></td>
</tr>
<tr>
<td>- Health records</td>
<td>Health Room</td>
</tr>
<tr>
<td>- Illness/Injuries</td>
<td>Admin Building – Statue Corner</td>
</tr>
<tr>
<td>- Replacement ID ($5 fee)</td>
<td></td>
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<tr>
<td>- Clubs &amp; Organizations Info.</td>
<td>STUDENT ACTIVITIES OFFICE</td>
</tr>
<tr>
<td>- Student Council Operations</td>
<td>ASMHS = B105</td>
</tr>
<tr>
<td>- Trojan Spirit Gear Purchases</td>
<td></td>
</tr>
<tr>
<td>- School Events / Publicity</td>
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</table>
### Phone Directory

**Main Office Line** 307-4200

### SCHOOL ADMINISTRATORS

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>MHS Principal</td>
<td>Fred Murphy</td>
<td>307-4232</td>
</tr>
<tr>
<td>Assistant Principal - c/o '20</td>
<td>Robin Miller</td>
<td>307-4229</td>
</tr>
<tr>
<td>Assistant Principal - c/o '21</td>
<td>Kevin Matsuba</td>
<td>307-4175</td>
</tr>
<tr>
<td>Assistant Principal - c/o '22</td>
<td>Joy Matsukawa</td>
<td>307-4389</td>
</tr>
<tr>
<td>Assistant Principal – c/o '23</td>
<td>Andrea Moore</td>
<td>307-4227</td>
</tr>
<tr>
<td>Athletic Director</td>
<td>Glenn Nitta</td>
<td>307-4183</td>
</tr>
</tbody>
</table>

### Attendance Office

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kris Tanuvasa</td>
<td>307-4233</td>
</tr>
</tbody>
</table>

### College & Career Counselors

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Denise Yamamoto</td>
<td>307-4243</td>
</tr>
<tr>
<td>Cindy Schrok</td>
<td>307-4331</td>
</tr>
</tbody>
</table>

### Counseling

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-L</td>
<td>307-4286</td>
</tr>
<tr>
<td>Malia Brown</td>
<td>307-4247</td>
</tr>
<tr>
<td>Marcia George</td>
<td>307-4267</td>
</tr>
<tr>
<td>Brandy Eala</td>
<td>307-4250</td>
</tr>
<tr>
<td>Jamie Zane</td>
<td>307-4275</td>
</tr>
<tr>
<td>Michelle K. Chun</td>
<td>307-4245</td>
</tr>
<tr>
<td>Kim Vincent</td>
<td>307-4306</td>
</tr>
<tr>
<td>Gerlynn Lei Silva</td>
<td>307-4246</td>
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### Counseling: Outreach Couns.

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robyn Sumida</td>
<td>307-4242</td>
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### Counseling: RTI Coordinator

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>Laurie Blalock</td>
<td>307-4239</td>
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</table>

### CTE Coord. (Career & Tech. Ed.)

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>Jamie Ludwig</td>
<td>307-4349</td>
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### Curriculum Coordinator

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Jeni Miyahira</td>
<td>307-4304</td>
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### Data Coordinator

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Shaina Kubota</td>
<td>307-4339</td>
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### Fax – School Front Office

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
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<tbody>
<tr>
<td>FAX</td>
<td>627-7375</td>
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### Health Room

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Health Aide</td>
<td>307-4249</td>
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### Library

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Betty Arai/Rieko Goo</td>
<td>307-4253</td>
</tr>
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</table>

### Registrar

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>J. Yoshizawa/S.Mahilum</td>
<td>307-4200 opt.2</td>
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### School Accounting Office

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Irene Gano</td>
<td>307-4284</td>
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### School Lunch Service Manager

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>D. Kam &amp; MHS Cafeteria</td>
<td>307-4186</td>
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### Student Services Coordinator

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Dale Kenui</td>
<td>307-4319</td>
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### SBBH: School Based Behav. Health

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
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<tbody>
<tr>
<td>C.Bland / T.Maea</td>
<td>307-4302/4396</td>
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### School Safety Manager

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
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<tbody>
<tr>
<td>MHS Security Office</td>
<td>307-4235</td>
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### Student Activities Coordinator

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>Janet Leilani Ward-Riehle</td>
<td>307-4265</td>
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### Teen Care (Hina Mauka - Substance Abuse Program)

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td></td>
<td>307-4294</td>
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</tbody>
</table>
DISCIPLINE POLICY

Students at Mililani High School (MHS) will comply with federal, state, and county statutes, Department of Education (DOE) policies and regulations, and school rules and directives. Those students who infringe upon the rights of others and whose conduct violates established rules and regulations should be disciplined on an individual basis by the administration. For each disciplinary case, the student will give his/her version of the incident in question, either orally or in writing. The administration will then inform the student as to the results of the school's investigation and render a decision in the case. The administrator's decision shall be final and disciplinary action meted out shall be in the form of counseling, detention, suspension, dismissal, and/or police referral. Parents shall be informed by the administration when deemed necessary. Chapter 19 on Student Misconduct, Discipline, and Reporting Offenses shall be in effect.

STUDENT RULES AND DISCIPLINE GUIDELINES

The most important premise for any effective discipline program is a fair, realistic, consistent, and constructive code. Its main purpose is corrective action. It also serves to separate students who demonstrate a threat to the health, safety, and rights of others to pursue an education. Disciplinary action will be in accordance with students’ rights and Chapter 19 of the DOE.

The following rules and guidelines have been established by the Hawaii Penal Code, the Board of Education (BOE), and MHS. These rules apply to students during school hours on campus and at all school-sponsored activities. Excerpts from Chapter 19 are quoted throughout this document. The full text of Chapter 19 is available for public inspection in the school office during working hours.

I. CLASS A and CLASS B OFFENSES

These are acts which are prohibited by State Law and include, but are not limited to, the following:

A. Assault – Causing bodily injury to another person.
B. Burglary – Entering or remaining unlawfully in a building with intent to commit a crime against a person / property.
C. Dangerous Instrument, or substance; – Possessing or use of any firearm or other weapon or device, including fireworks, which are capable of causing bodily injury.
D. Drug paraphernalia – Possessing, using, or selling
E. Extortion – obtaining the property or services of another person by threatening words or conduct.
F. Intoxicating Compounds – Possessing, using, or selling any liquid or chemical compound such as alcoholic type beverages, glue, paint, etc. which may cause intoxication.

G. Marijuana – Possessing, using, or selling marijuana or any other marijuana concentrates.

H. Property Damage – Damaging or defacing school property or the personal property of another person.

I. Robbery – Threatening or using force to obtain the property of another person.

J. Sexual Offense – Committing rape, sodomy, sexual abuse, or sexual harassment.

K. Terroristic Threatening – Threatening by word or conduct to cause bodily injury or to cause damage to the property of another person.

L. Disorderly Conduct – Fighting with or threatening, swearing, or making offensive gestures to another person – which is likely to provoke a violent response.

M. Gambling – Promoting and/or participating in a game of chance.

N. Harassment – Touching a person in an offensive manner or insulting, taunting, or challenging a person.

O. Trespassing – Entering or remaining unlawfully in or upon the premises of the school after hours or while on suspension or dismissal from school.

P. Theft – Obtaining or exerting control over the property of another person without the person’s permission or consent.

Q. Drug Paraphernalia – the possession, use or sale of such items is prohibited.

R. False Alarm – rendering of any false alarm.

WHEN COMMITTED, THESE OFFENSES MAY BE REPORTED TO THE POLICE AND ARE SUBJECT TO ANY OR ALL OF THE FOLLOWING CONSEQUENCES:

- Dismissal
- Disciplinary transfer
- Monetary reimbursement
- Suspension of 11 or more days
- Detention
- Parent conference
II. CLASS C OFFENSES: These are acts which are prohibited by the DOE and include, but are not limited to, the following:

A. Insubordination. Willfully or intentionally disregarding or refusing to obey an order which a teacher, administrator, or other employee of the DOE is entitled to give and have obeyed.
B. Using tobacco substances
C. Cutting class
D. Leaving campus without consent
E. Truancy

WHEN COMMITTED, THESE OFFENSES MAY BE SUBJECT TO ANY OR ALL OF THE FOLLOWING CONSEQUENCES:
- Dismissal
- Referral to counselor
- Disciplinary Transfer
- Detention
- Referral to an alternate educational program
- Reprimand and warning
- Suspension or Crisis Suspension of 1 or more days
- Parent conference

III. CLASS D OFFENSES
These are acts, which are prohibited by school rules and include, but are not limited to the following (Note: The following rules may also include other class offenses, which are restated to emphasize specific local school situations.):

A. Possession and use of Contraband – Items, which may be harmful to the health, safety, and welfare of others and/or disruptive to the learning environment, are considered contraband. Contraband includes, but is not limited to the following:
   - Skateboards and roller blades, Water balloons, Toys, playing cards
   - Use and possession of “pepper spray” or similar chemical agents
   - Cigarettes, electronic cigarettes, lighters, matches

NOTE: Smoking is prohibited on the MHS campus
   - Graffiti Paraphernalia (e.g., paint sticks, aerosol can tips, spray paint, markers, postal mailing stickers, “tag books” or journals of graffiti design, or any other items commonly used for the vandalism of school buildings, grounds, or furnishings and not being used for authorized school activities).

*A student who is found to be responsible for creating, causing or committing the act of graffiti on campus will be held accountable for all costs incurred by the school in repairing or replacing the defaced property as well as for any disciplinary consequences that arise.

NOTE: No personal electronic communication/entertainment devices shall be visible or in use during class time, passing time, assemblies, rallies, meetings, practices, rehearsals, or other instructional times and activities unless specifically instructed by the teacher or supervising adult. (MHS discourages students from bringing personal electronic devices to school and will not be responsible for loss or damage.) Personal cell phone use or other electronic communication/entertainment devices should be limited to before / after school or during lunch.
B. Off-limit areas – to ensure the health, safety, and welfare of students, certain areas on or around the perimeter of the campus are off-limit. Students are to familiarize themselves with these areas and are to stay away from them. Smoking before, during and after school is prohibited within all designated off-limit areas.

   The areas include:
   - All parking lots and driveways & areas under construction
   - The tunnel on Kipapa Drive
   - All areas below the outdoor courts and PE portables
   - All areas behind upper campus portables, H building and the Cafeteria
   - Meheula Parkway including the street and sidewalk,
   - Kipapa Drive including the street, sidewalk, and any areas across the street from campus
   - Hookelewaa Street including the street, sidewalk, and any areas outside the fence

C. Littering – Students are to use trash receptacles located on campus to dispose of their litter.

D. Inappropriate Behavior – Behavior that is not considered tasteful or acceptable public behavior on campus:
   - Excessive show of affection (e.g. kissing, clinging, extreme closeness)
   - Sitting on the tables in the cafeteria, on the lanai, and the concrete picnic tables.
   - Loitering or eating in the restrooms

E. Disruption of Classroom rules – Reasonable classroom rules to maintain a positive classroom climate shall be established to ensure the health, safety, and welfare of students and teachers. Students must comply with all classroom rules.

WHEN COMMITTED, THESE OFFENSES MAY BE SUBJECT TO ANY AND/OR ALL OF THE FOLLOWING CONSEQUENCES:

- Suspension or Crisis Suspension of 1 or more days
- Confiscation of contraband:
  - 1st offense – after school detention and return of item(s) following completion of detention
  - 2nd offense – after school detention and return of item(s) at the end of the school year
- Referral to an alternative educational program
  - Parent Conference
  - Counseling services
  - Detention
  - Reprimand and warning
POLICY AND PROCEDURES ON THE DISTRIBUTION OF LITERATURE ON THE MHS CAMPUS: Public schools in Hawaii have the status of being limited public forums. This means that only students enrolled at the specific school has the right to distribute materials on campus. Students have the right to express their opinions and points of view subject to reasonable time, place, and manner limitations consistent with the law. This policy does not apply to interpersonal written communications.

MHS INTERNET ACCEPTABLE USE POLICY (A.U.P.)

1. An account may be used only by the authorized owner of the account. Users are responsible for ALL actions under their account. Users may not divulge their private passwords to others. In the case of class accounts, all use must be under the supervision of the classroom teacher giving the assignment.

2. Use shall be consistent with the goals of the Department of Education (DOE). Users have the responsibility to make only those communications that are directly curriculum-related. Students are required to report the receipt of any unsolicited communications to his/her sponsoring teacher immediately. Use of the network for personal profit or gain is strictly prohibited.

3. Participants shall respect the privacy of other users. Users shall not intentionally seek information, obtain copies of, delete, damage, or modify files, other data, or passwords belonging to other users, or represent themselves as another user. To do so is considered theft as described under DOE Chapter 19.

4. User may not harass other users by sending annoying, obscene, libelous, or threatening messages. Hate mail, harassment, discriminatory remarks, other antisocial behaviors, and chain letters are prohibited on the network. Such actions are considered harassment as described under DOE Chapter 19.

5. Participants may not use the network to access unauthorized sites or inappropriate files (e.g., pornographic material, confidential files or files dangerous to the integrity of the workstation or local area network.) Owners of the account will be held directly responsible for any damage done to the school’s network or any other network.

6. Users shall respect copyright laws and licensing agreements pertaining to material entered into and obtained via the system. Users shall make proper citations and not plagiarize any sources.

7. Before being granted Internet privileges, it is mandatory for each user to complete the following:
   a. Review Mililani High School’s Internet Policies and Guidelines.
   b. Submit a completed Acceptable Use Policy/Parent Consent Form.

8. Non-compliance with the Mililani High School Internet Acceptable Use Policy will result in the loss of network privileges. Consequences for serious infractions will be determined by MHS administration.

NOTE: The acceptable use practices listed above are representative and not all-inclusive. Any user who commits an act of misconduct that is not listed may also be subject to termination of access privileges.
**MHS Dress Code Policy** - MHS advocates a school environment that encourages individual creativity and student empowerment. However, the school must foster a safe, secure, and caring learning environment for all. To achieve our MHS Vision, the school must guide & teach students what is appropriate attire for different settings such as school, work, and social events. The MHS Dress Code ensures that students are dressed properly for the school setting, which will help them to become productive and responsible citizens. All students are expected to exemplify proper attire that projects a positive image for the student & school.

**DRESS CODE POLICIES:**
- Tops/shirts must meet or cover waistband of bottom attire when standing or sitting normally – no skin or undergarment is allowed to be shown. Necklines for tops must not be lower than the “line” across the underarms.
- Skirts and shorts shall be worn at an appropriate/acceptable length for sitting as well as standing. Skirts and shorts should be no shorter than your fingertips when arms are extended downward to the sides. No exposed skin through garments.
- Headwear such as hats, caps, dome caps, scarves (not bandanas) and visors are allowed, but must be removed when in class or indoor activities.
- Footwear must be worn at all times – no bare feet.

**CLOTHING & ACCESSORIES NOT ALLOWED**
- Bandannas, do-rags or nylon stockings worn as headwear
- Dark glasses cannot be worn indoors
- Dress/fashion which include words, logos or photos containing drugs, alcohol, tobacco, profanity, gang identification, bigotry, violence, or sexual connotations
- Underwear may not be worn as an outer garment and should not be exposed when sitting or standing normally
- See-through or backless clothing
- Tube tops, midriff tops or strapless tops
- Torn, ripped, or frayed clothing that shows undergarments
- Clothing, jewelry or other accessories that may be used as a weapon including, but not limited to sharp points, studs, spikes, metal or sharp pointed finger nails, razors, knifes, leashes, nooses or clubs

**EXCEPTIONS:** Special circumstances or exceptions for religious or medical reasons will be addressed on an individual basis by the Administration.

**PROMS & BANQUETS:** Prom and Banquet permission forms will include the dress code policy for each event. Signing the form for Bid-Sales is a contract to abide by the dresscode. Failure to do so may result in non-entry.

**ENFORCEMENT:** All students are expected to adhere to MHS’s dress code policy before, during, and after school. Monitoring will be done by all MHS faculty & staff.

**THE MHS ADMINISTRATORS HAVE FINAL AUTHORITY FOR INTERPRETING WHETHER A STUDENT’S APPAREL CONFORMS TO THE DRESS CODE.**
Consequences for students who do not comply with the dress code policy are as follows:

DRESS CODE VIOLATION:
Upon dress code referral, any student deemed by an Administrator to be in violation of the MHS Dress Code Policy will not be allowed to attend classes until dressed appropriately. Referred student will be directed to change into a MHS dress code shirt and/or shorts before returning to class. Students must return loaned dress code shirt or shorts the following day. An outstanding obligation of $10 will be assigned for shirts or shorts not returned.

SUBSEQUENT VIOLATIONS:
Disciplinary action may be taken for multiple violations of the MHS Dress Code Policy as a Chapter 19, Class “C” offense for insubordination.

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HARASSMENT
Defined in Chapter 19, “Harassment” means a person acts with intent to harass, bully, annoy or alarm if he or she makes verbal or non-verbal expressions for reasons of, including but not limited to, race, color, national origin, ancestry, sex, religion, disability, or sexual orientation (students who may be lesbian, bisexual, gay, transgender) which create an intimidating, hostile or offensive school environment, or interfere with the education of a student, or otherwise adversely affect the education opportunity of a student.
Forms of Harassment Include: Name calling, rude gestures, insults, or constantly teasing another person who feels humiliated, intimidated, threatened and/or embarrassed.

CHAPTER 57: Restitution for damaged and lost books, equipment, supplies, and outstanding financial obligations. It is the purpose of this chapter to hold students accountable for lost and damaged textbooks, library books, equipment and supplies, including financial obligations.
• Obligations shall be paid by the last day of the school year in which the financial obligation was incurred.
• In addition to any other penalties that may be imposed, a student who fails to make restitution as required under section 8-57-4 shall be prohibited from participating in any student activity. [Eff. 10/5/2000]
BOE Student Code of Conduct

Regular Attendance: Students are expected to attend school regularly and attend all classes.

Punctuality: Students are expected to be on time for school & classes.

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

Respect for Self & 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 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 Property – 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, and contraband are never acceptable.

(Developed by the Labor Management Corporation Committee, BOE, DOE, HSTA, HGEA, Hawaii State Parent Teacher Student Association, Hawaii State Student Council. Formally adopted by the BOE on February 2, 1995)
MILILANI HIGH SCHOOL
ATTENDANCE PROCEDURES AND POLICIES
School Year 2019-2020

PHILOSOPHY: The DOE’s Vision for Hawaii Public Schools is “Hawaii’s Schools will be safe, nurturing, learning environments where all students achieve high academic standards, attain skills necessary to reach their goals and meet their potential, and are contributing members of society.” To accomplish this at Mililani High School, we must work together to diminish absenteeism and increase opportunities for success in school.

SCHOOL HOURS
Monday, Tuesday, Thursday, Friday 8:05 am - 2:55 pm
Wednesday 8:05 am – 1:18 pm

ATTENDANCE OFFICE HOURS 7:15 am – 2:45 pm

TARDIES
Students arriving after the 8:05 am tardy bell must submit a note signed by Parent/Guardian or provide Medical Documentation to the Attendance Office for excused tardies. If student does not have a note, student is required to obtain a ticket through the tardy system from Security or an Administrator. Students entering class halfway through the period will be considered absent.
*Tardies are counted throughout the year and do not reset at the end of each term.

Examples of EXCUSED tardies include:
- Medical appointments
- Illness/Injury
- Driver permit/license test
- Court appearance

Examples of UNEXCUSED tardies include (but not limited to):
- Overslept
- Transportation issues (i.e. missed/late ride, traffic, etc.)
- Babysitting
- Personal (i.e. doing homework, working, etc.)

Consequences for UNEXCUSED tardies
6 Tardies = After school detention (30 mins)
12 Tardies = Saturday Detention (4 hours)
\( \geq 24 \) Tardies = Conference with Administrator
ABSENCES
Students are considered chronically absent when they accumulate 15 absences throughout the year (equivalent to 3.75 days per quarter). School will excuse absences when a note is submitted within 3 days upon student’s return to school. Notes must include the following: student’s full name, date of absence(s), reason for absence, and Parent/Guardian signature. A doctor’s note is required for 5 or more consecutive absences.

Examples of EXCUSED absences include:
● Illness/Injury
● Funerals excused up to 5 days in State of Hawaii, 10 days on the mainland or out of country
● College Visits excused up to 5 days per year with proper documentation from college (Pre-approved by principal prior to trip; signed note from Parent/Guardian and proper documentation on college letterhead with date and student’s name upon return is required)
● Field Trips, student council related activities, school athletic team events
● Court Appearance
● Counselor/Administration Meeting
● Academic/Cultural/Artistic/Athletic Events whose dates are dictated by a state or national organization (Pre-approved by principal prior to event; signed note from Parent/Guardian and itinerary/schedule with date and student’s name are required)
● Suspensions

Examples of UNEXCUSED absences include (but not limited to):
● Transportation issues
● Babysitting
● Entertaining visitors/guests
● Family vacation/trips (Please consider touring a college while on trip. Refer to College Visits above.)
● Personal

EARLY DISMISSAL
Early dismissal should not be used for matters of convenience (i.e. to avoid traffic, after school assembly/performance). However, if it is necessary for student to be released during the school day, an Authorized Student Pass is needed prior to leaving campus.
1. Parent/Guardian is required to provide a signed note or complete and sign an Early Dismissal Form at the Attendance Office.
2. Person picking up student must be listed as an Emergency Contact and provide picture identification.

Upon return, student must submit a note signed by Parent/Guardian or provide Medical Documentation.
TRUANCY is defined as when a student is absent from class(es) or school campus without authorization from principal or designee.

- Truancy will be handled by the School Administration as outlined by DOE Chapter 19 Regulations.
- Administration may refer the student to the Honolulu Police Department and/or Family Court.

Signed notes by Parent/Guardian are required for all absences and tardies.

Notes must include the following:
student’s full name, date of absence(s)/tardy, reason for absence(s)/tardy, and Parent/Guardian signature.

Attendance Fax: 627-7375 (Attn: Attendance Office)
No emails or phone calls are accepted.

GEOGRAPHIC EXCEPTIONS (G.E.): Students are required by law to attend the “home school” of the district where their legal parents or guardians reside. When a student wants to attend a school outside of the “home school” district, a geographic exception must be requested. Mililani students whose legal residence is changed to another “home school” district during the year must also request a geographic exception to remain at Mililani High School.

EARLY WITHDRAWAL WITH CREDIT: Students will not be given credit when they leave school before the end of the semester. Withdrawal grades are given and students are expected to enroll in another school. Exceptions are made only at the end of the school year. Generally, the DOE regulations allow for early withdrawals with credit only if the withdrawals are within the last three weeks of the ending of the school year. Reasons for early withdrawal must be given to the principal in writing by the student’s parents/guardian. These students may receive grade penalties for departing prior to the completion of all class activities. In the case of military transfers, a copy of the travel orders must be submitted along with the withdrawal request.

TRANSFERS TO ANOTHER SCHOOL: Students withdrawing from school must inform the registrar’s office at least one week before their last day so that release cards may be processed prior to their departure. The parent or guardian must first complete “Request for Release” forms issued by the registrar. Withdrawing students are then given clearance forms, which are to be signed by their teachers and other specified staff members. All books must be returned and financial obligations met before permanent records are forwarded to the new school.
DELIVERING MESSAGES TO STUDENTS
Only messages of extreme emergencies will be delivered to students. An emergency is an accident, illness or serious family problem.

COUNSELING DEPARTMENT
• Grade level counselors are located in the Administration Office building – enter through the courtyard door.
• Counseling services provided for personal, social, educational, and college/career concerns.
• Appointments may be made by phone or email – see MHS webpage listing
• Students are assigned to counselors according to students’ grade & last name.

HOMEWORK REQUEST POLICY
Parents/Guardians may request homework if they know their child will be absent for three (3) or more consecutive school days. Teachers require 24 hours advance notice for all homework assignments. Parents/guardians can make their request known through the student’s counselor or teacher by emailing them.

DAILY CLASS CHECK
Parents/guardians wishing to monitor their students’ daily homework assignments, attendance, academic performance, and/or behavior, are encouraged to use the student planner. Contact student’s teacher to make this request known.

TEACHER’S E-MAIL FIRST NAME.LAST NAME@K12.HI.US
Every teacher can be contacted through E-Mail. Parents/Guardians are advised to contact the teacher(s) for progress reports, homework concerns, attendance, and/or current academic status.

Library
• Hours: 7am – 4pm Daily
• Students coming to the library during class time must, upon entrance, present their planner, signed by releasing teacher, to the library staff at the circulation desk.
• Valid Picture ID and clear record (no obligations) are required to borrow library materials.
• Students who return books late or damaged will be subject to limited borrowing privileges and/or possible fines.

Health Room
• Located in the Administration Building. Entrance near the school statue.
• Services rendered: first aid.
• Students must have a pass from teacher unless it is an emergency.
School Fees 2019-2020

It is advisable to pay fees each year to avoid penalties, such as, higher bid/ticket prices, loss of voting privileges in student elections, and not being able to participate in graduation ceremonies.

GENERAL FEES:
- Student Gov. Dues: $10.00
- Class Dues: $8.00
- Commencement Particip. Fee: $40.00 (c/o ‘2020)

OPTIONAL FEES:
- Yearbook*: $50.00
- Athletic Activity Pass: $25.00
- PTSA membership: $20.00
- Mililani Times: $5.00 (MHS Newspaper)
- Parking Pass Decal: $5.00

REPLACEMENT FEES:
- Replacement Planner: $10.00
- Replacement ID: $5.00

*Last day to preorder yearbook is October 11, 2019.

Make Checks in exact amount payable to: Mililani High School.

Mail Fee Payment Envelope to: Student Fees/Mililani High School
95-1200 Meheula Parkway, Mililani, HI 96789-1799

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IMPORTANT STUDENT INFORMATION

STUDENT ID’s
All students will be issued an identification card at the start of the school year. Cards will have student’s name, graduating class year and photo. A $5 fee will be charged for replacement of lost or stolen cards. ID cards should be in student possession at all times. The cafeteria requires use of the card to purchase meals. The ID card will be used for check-in at school functions. ID cards will note if student has half-day or senate pass.

GRADING
Report cards are printed four times during the school year. Letter grades are given for academic progress and teacher comments may be included. All mid-quarter reports are issued to students to bring home to parents. Students and parents are responsible to monitor course grades. Teachers will regularly update grades Infinite Campus on Gradebook Fridays. Grading policies are provided in the course syllabus.
IMPORTANT STUDENT INFORMATION

SCHOOL ASSEMBLIES
School assemblies allow students to receive and communicate information from and to the entire student body, recognize talents of their peers, and experience performances from individuals or groups.

• Students must report promptly and directly to their designated seating areas by assigned grade level.
• Students may not leave campus during the assembly time without appropriate documents. All students must remain seated throughout the assembly (except for the National Anthem, Posting of the colors, and the Alma Mater). Headphones must be removed upon entering the assembly; and should not be on his/her phone.
• Students will show respect and appreciation for the performers as well as the student committee who planned the assembly.
• An assembly is not officially over until the Alma Mater is sung.
• Students who misbehave will be referred for disciplinary action that may include exclusion from future events. Widespread misconduct will result in cancellation of future activities.

STUDENT DANCES & SCHOOL EVENTS
School dances or school-sponsored events that include dancing are permitted because of the social value for our students. However, students must demonstrate that they are indeed learning and practicing appropriate behavior for a social setting. The following rules apply at these activities:

• Students and parents are expected to read the bid form and dance ticket in its entirety.
• Student and class dues-paying members are eligible to participate in school dances. If outside guests are permitted, conditions will be outlined on the bid form for that activity.
• School dances are closed-door events. Doors will close by a designated time after which no one will be admitted in. All students must remain in the activity until the end time unless approved by administrator and signed out by a parent.
• No large bags, backpacks or bulky items may be brought to event.
• Students must display appropriate and legal behavior throughout the activity, including appropriate language and dance movements. Inappropriate behavior includes vulgar gestures/dancing and any part of the body on the dance floor other than the feet. Students who are dancing inappropriately will be subject to disciplinary consequences.
• Students must follow the dance dress code standards. Failure to do so will result in being sent home.
IMPORTANT STUDENT INFORMATION

LOST AND FOUND
All lost articles are to be turned in at the main office. Students should check for lost articles and claim the same with proper identification.

STUDENT PARKING
Vehicles are to remain parked and locked once students arrive on campus and until they are officially excused to leave campus. The parking lot is considered off-limits during the school day. Students are not to sit in parked vehicles or loiter in the parking lot.

Parking stickers are required for all students who wish to park in the school parking lots. See school security office with registration and $5 to purchase a parking decal. Students may park in the gym parking lot with the proper sticker. The school will not be responsible for any break-ins, damage to vehicles, and thefts.

Failure to comply with these rules will result in one or all of the following:
• Cars without the proper MHS parking sticker could result in being ticketed by the Honolulu Police Department (HPD)
• Parking privileges will be immediately revoked
• Vehicles will be towed away at the owner’s expense

VISITORS TO CAMPUS
All visitors are required to report directly to the main office. Only visitors with legitimate business will be permitted on campus. Campus and classroom visitations by unauthorized outside guests and/or visiting students is not allowed. Baby-sitting or bringing underage children to school is not allowed.

LOCKERS
A limited number of lockers are available to all students. Students are to sign up for lockers in the administration building. Students are to provide their own locks and are cautioned against storing valuable items in the lockers. The school will not be responsible for damages or losses due to theft or vandalism of lockers.
IMPORTANT STUDENT INFORMATION

USING SCHOOL / PERSONAL PHONES
School phones are for official school business and are not readily available for student use. Any student who needs to use the phone for an important or emergency call may see his/her counselor for this purpose. The office phone is not for student use. Personal cell phones are not to be used during instructional time. Personal cell phone use should be limited to before / after school or during lunch. Students caught using cell phones inappropriately during the school day will have them confiscated. Students who choose to bring personal electronic devices including cell phones do so at their own risk.

CO-CURRICULAR ACTIVITIES
Students participating in co-curricular activities are required to have at least a 2.0 grade point average in the previous quarter and have passed all required courses. A student is allowed probationary periods throughout the four years of high school. For specific information, please see the Student Activities Coordinator (SAC) in B105 or the Athletic Director.

ATHLETICS
MHS Athletes participate in the OIA (Oahu Interscholastic Association) League.

<table>
<thead>
<tr>
<th>Fall Season</th>
<th>Winter Season</th>
<th>Spring Season</th>
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</thead>
<tbody>
<tr>
<td>Bowling</td>
<td>Basketball</td>
<td>Baseball - Varsity</td>
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<tr>
<td>Cheerleading</td>
<td>Paddling</td>
<td>Golf</td>
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<tr>
<td>Cross Country</td>
<td>Soccer</td>
<td>Judo</td>
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<tr>
<td>Football</td>
<td>Swimming &amp; Diving</td>
<td>Softball - Varsity</td>
</tr>
<tr>
<td>Soft Tennis</td>
<td>Wrestling</td>
<td>Tennis</td>
</tr>
<tr>
<td>Volleyball- Girls</td>
<td>JV Baseball</td>
<td>Track &amp; Field</td>
</tr>
<tr>
<td>Softball- JV</td>
<td>Girls JV Tennis</td>
<td>Volleyball - Boys</td>
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<td></td>
<td></td>
<td>Waterpolo</td>
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</tbody>
</table>

The DOE Student Participation and Parent Consent Release Form along with a physical exam for athletes must be completed before the start of the season. Regular grade checks will be conducted to maintain the student-athlete agreement of at least a 2.0 grade point average for participation.

Athletic Passes will be sold at the beginning of the school year. They cover the basic and reduced admission charges to school athletic contests. All regular season home and away games are free to the holders of the athletic book.
# IMPORTANT STUDENT INFORMATION

## GET INVOLVED: CLUBS & ORGANIZATIONS

The Associated Students of Mililani High School (ASMHS) plans and coordinates student-centered and student-managed activities for the student body. Every dues-paying student is a member of ASMHS and participation of all students in some phase of student life is encouraged. Listed are the majority of the extra/co curricular activities at MHS.

<table>
<thead>
<tr>
<th>ASMHS &amp; ACE</th>
<th>Health Occupation Students of America (HOSA)</th>
<th>National Honor Society</th>
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</thead>
<tbody>
<tr>
<td>Associated Students of MHS</td>
<td>Helping Out Our Youth (HO2Y)</td>
<td>Pacific and Asian Affairs Council (PAAC)</td>
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<tr>
<td>All Council Executives</td>
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<td>Peer Mediation (Conflict Management Team)</td>
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<tr>
<td>Art Club</td>
<td>International Thespian Society (ITS)</td>
<td>Skills USA</td>
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<tr>
<td>Best Buddies</td>
<td>Music Department Groups</td>
<td>Science Learning Center</td>
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<tr>
<td>Chess Club</td>
<td>- Marching Band</td>
<td>- Science Bowl / Olympiad</td>
</tr>
<tr>
<td>Central Theatre Arts Academy (CTAA)</td>
<td>- Jazz Band, Concert</td>
<td>- First Robotics</td>
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<tr>
<td>Class Council c/o 2020</td>
<td>Orchestra, Symphony,</td>
<td>- Science Alliance</td>
</tr>
<tr>
<td>Class Council c/o 2021</td>
<td>Wind/Spring Ensembles, etc.</td>
<td>- Rocketry</td>
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<tr>
<td>Class Council c/o 2022</td>
<td>- Select Choir</td>
<td></td>
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<tr>
<td>Class Council c/o 2023</td>
<td>- Winter guard/ Winter line</td>
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<tr>
<td>Distributive Educational Clubs of America (DECA)</td>
<td>Japanese National Honor Society</td>
<td>Sociedad Honoraria Hispanica (SHH)</td>
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<tr>
<td>Family, Career Community Leaders of America (FCCLA)</td>
<td>Journalism</td>
<td>Students for Mental Health &amp; Wellness</td>
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<tr>
<td>Fellowship Club</td>
<td>- Newswriting (Mililani Times)</td>
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<tr>
<td>Future Farmers of America (FFA/AQUA)</td>
<td>- Yearbook (Na Mana'O Poina Ole)</td>
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<tr>
<td>Gay Straight Alliance (GSA)</td>
<td>Key Club</td>
<td>Table Top Club</td>
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<tr>
<td>Glee Club</td>
<td>LEO Club</td>
<td>Tri-M Honorary Music Society</td>
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<td></td>
<td>Mililani Inter-Club Council (MICC)</td>
<td>VEX Robotics</td>
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<td></td>
<td>Mu Alpha Theta</td>
<td>Video Game Club</td>
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For more information about clubs and organizations at MHS, go to B105 the Student Activities Room or call 307-4265.

### 2019-2020 ASMHS Officers:

- **President**: Sasha Nicole Arreola
- **Vice President**: Nolan Acosta
- **Recording Secretary**: Angelina-Betie Dulay
- **Corresponding Secretary**: Kayla Muh
- **Treasurer**: Cori Park
COLLEGE & CAREER PLANNING
Procedure for Submitting College Applications
4-Year College Applications

A. ALL TRANSCRIPT REQUESTS/APPLICATIONS SHOULD BE TURNED IN TO C&CC

C&CC must add to your packet:
1. The MHS Profile: Gives general information about MHS and your graduating class.
2. Senior Schedule of Courses: Not included with your grade transcript but very important. Colleges need to see what courses you are taking in senior year to check with their minimum entry course requirements.

B. Application Packet Includes:
1. Request for Transcript Form:
   a. Fill in all information on form, including the college/scholarship name and address. Write legibly!
   b. Check off which semester grades you want sent.
   c. If you want us to send test scores, we will send ALL scores we have on file as of that date.
   d. Most colleges/universities require official score reports sent from the testing agency. Check the application carefully for information.
   e. Make sure your parent signs the transcript request form.
   f. Transcript fee: $1 for each request and $5 for rush requests (mailed within 2 working days of receipt). Exact payment is much appreciated!
   g. Transcripts for individuals, hand carried, emailed or faxed are marked “unofficial”.
2. Application (if applicable): Signed, neat, and complete. If an envelope is provided, do not put your address on the return envelope.
3. Application Fee (if applicable): Put your name and student ID number on the memo line of the check.

Additional Documents As Needed:
1. Essay: Typed, free from errors, and proof-read. Name and student ID number on each page.
2. Resume: List of awards/honors, work experiences, extra-curricular activities, community service, special talent and leadership opportunities.
3. Teacher Recommendation Letter(s): Give teachers at least 10-15 working days to complete letters of recommendation. Copies should be kept in your C&CC file. Don’t forget to thank your recommenders!!
4. School Report/Counselor’s Recommendation: Give all of the following to your counselor or the C&CC. Allow a minimum of 10 working days before the due date.
   a. At least 2-3 completed “Student Evaluation Sheets”
   b. Resume
   c. Completed answers from “Counseling Questionnaire”
   d. Don’t forget to thank your counselor!
Procedure for Submitting College Applications Continued

WATCH YOUR DEADLINES!
Allow at least one month to gather additional documents
for your application. Turn in all transcript requests/applications to C&CC.

**If you are completing your application online, remember to turn in your transcript request form to C&CC. Allow for processing time - deadlines are strictly enforced. Transcript and additional documents should be mailed to the college in one envelope.**

COLLEGE & CAREER SPEAKER SIGN UP PROCEDURE

1. Students should sign up for speaker sessions on the C&CC page of the MHS Website.
2. Put info in planner’s “hall pass” section (college name, date, period, location).
3. Ask for permission to attend the speaker session from your teacher at least one-two days in advance.
4. On the day of the speaker session report to class for attendance. Have teacher sign your planner if attendance to speaker session is approved. Teachers have the right to refuse and do not have to let you go. It is a privilege for you to attend, not an absolute necessity or requirement. Report to designated location.
5. C&CC will stamp or sign your planner to verify attendance.

Passes will be sent to students only if there is a small group signed up or if the college sends a student listing. You must have your teacher’s signature in your planner or on your pass to attend. If you do not receive a pass, please use your planner.

*Please note: Disruptive students will be sent to the Assistant Principal and may be banned from attending speaker sessions for the remainder of the school year. Do not use speaker sessions as a way of getting out of class.

For more information, visit C&CC’s link (under Academics) on the MHS Website: http://www.mililanihs.org

There you will find updated post-high school planning info, our C&CC weekly bulletin, scholarship information, important announcements, etc.
Character Counts at Mililani High School

Students are expected to uphold the following 6 core ethical values:

**trustworthiness**
- Be honest
- Don’t deceive, cheat or steal
- Be reliable — do what you say you’ll do
- Have the courage to do the right thing
- Build a good reputation
- Be loyal - stand by your family, friends and country

**respect**
- Treat others with respect; follow the Golden Rule
- Be tolerant of differences
- Use good manners, not bad language
- Be considerate of the feelings of others
- Don’t threaten or hurt anyone
- Deal peacefully with anger, insults and disagreement

**responsibility**
- Do what you are supposed to do
- Persevere: keep on trying!
- Always do your best
- Use self-control
- Be self-disciplined
- Think before you act — consider the consequences
- Be accountable for your choices

**fairness**
- Play by the rules
- Take turns and share with others
- Be open-minded; listen to others
- Don’t take advantage of others
- Don’t blame others carelessly

**caring**
- Be kind
- Be compassionate and show you care
- Express gratitude
- Forgive others
- Help people in need

**citizenship**
- Do your share to make your school and community better
- Cooperate
- Get involved in community affairs
- Stay informed; vote
- Be a good neighbor
- Obey laws and rules
- Respect authority
- Protect the environment

CHARACTER COUNTS! is a service mark of the CHARACTER COUNTS! Coalition, a project of the Josephson Institute of Ethics. www.charactercounts.org
KEY WORDS FOR THINKING

<table>
<thead>
<tr>
<th>Thought Process</th>
<th>Key Words</th>
<th>Map</th>
</tr>
</thead>
<tbody>
<tr>
<td>Defining in Context Brainstorming</td>
<td>Context, Context clues, List, Define, Tell everything you know, Brainstorm, Identify, Relate prior knowledge, Tell About, Explore meaning, Discuss</td>
<td>Circle</td>
</tr>
<tr>
<td>Describing</td>
<td>Describe, Use vivid language, Observe using the 5 senses, Describe feelings, Attributes, Characteristics, Properties, Adjectives, Qualities</td>
<td>Bubble</td>
</tr>
<tr>
<td>Comparing and Contrasting</td>
<td>Compare / Contrast, Discuss similarities / differences, Distinguish between, Differentiate</td>
<td>Double Bubble</td>
</tr>
<tr>
<td>Classifying</td>
<td>Classify, Sort, Group, Categorize, Give sufficient and related details, Types of, Kinds of, List and Elaborate, Taxonomy</td>
<td>Tree</td>
</tr>
<tr>
<td>Part to Whole Relationships</td>
<td>Parts of, Take apart, Show structure, Physical components, Anatomy</td>
<td>Brace</td>
</tr>
<tr>
<td>Sequence</td>
<td>Sequence, Put in order, Order, Recount/Retell, What happens next, Cycles, Patterns, Processes, Change, Solve multi-step problems</td>
<td>Flow</td>
</tr>
<tr>
<td>Cause and Effect</td>
<td>Cause/Effect, Discuss consequences, What would happen if, Predict, Change, Identify motives, Why, Results, Outcomes, Benefits</td>
<td>Multi-Flow</td>
</tr>
<tr>
<td>Seeing Analogies</td>
<td>Identify the common relationship, Guess the rule, Interpret symbols, Simile, Metaphor, Allegory, Ratio</td>
<td>Bridge</td>
</tr>
</tbody>
</table>

THINKING MAPS

Thinking Maps are visual teaching tools that foster and encourage lifelong learning. The eight Thinking Map tools correspond with eight fundamental thinking processes.
### DOE OFFICIAL SCHOOL CALENDAR

**State of Hawaii - Department of Education**

**2019-2020 OFFICIAL SCHOOL CALENDAR**

#### Teachers' Work Year - 1st Semester: July 16, 2019 - January 6, 2020; 2nd Semester: January 7, 2020 - May 19, 2020

#### Students' Work Year - 1st Semester: August 5, 2019 - December 20, 2019; 2nd Semester: January 7, 2020 - May 28, 2020

**Week Days**

<table>
<thead>
<tr>
<th>Sun</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>Th</th>
<th>F</th>
<th>St</th>
</tr>
</thead>
</table>

#### July 2019

- 1, 2, 3
- 4, 5, 6
- 7, 8, 9, 10, 11
- 12, 13, 14, 15, 16
- 17, 18, 19, 20, 21
- 22, 23, 24, 25, 26, 27
- 28, 29, 30

**1st SEMESTER - 50 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 26: Statehood Day
- September 2: Labor Day
- October 1-11: Fall Break***
- November 11: Veterans Day
- November 28: Thanksgiving
- November 29: School Holiday
- December 23-January 3: Winter Break***
- December 25: Christmas
- January 1: New Year's Day
- January 20: Dr. Martin Luther King Jr. Day
- February 28: Presidents' Day
- March 13-19: Spring Break***
- March 26: Kahlo Day
- April 10: Good Friday
- May 25: Memorial Day
- May 28: Last Day for Students and Second Semester Ends**
- May 29: Last Day for Teachers

#### August 2019

- 1, 2, 3
- 4, 5, 6
- 7, 8, 9, 10, 11
- 12, 13, 14, 15, 16
- 17, 18, 19, 20, 21
- 22, 23, 24, 25, 26, 27
- 28, 29, 30, 31

**2nd SEMESTER - 52 Student Days (Ends May 28)**

- January 6: Teacher Workday (no students*)
- January 20: Dr. Martin Luther King Jr. Day
- February 13: President's Day
- March 16-20: Spring Break***
- March 26: Kahlo Day
- April 13: Good Friday
- May 25: Memorial Day
- May 28: Last Day for Students and Second Semester Ends**
- May 29: Last Day for Teachers

**For MHS event dates go to WWW.MILILOCALHS.ORG**

Follow on Instagram: MililaniTrojans

Or call the STUDENT ACTIVITIES OFFICE AT 808-307-4265
**ALGEBRA & MATH SYMBOLS**

### ALGEBRA

#### Expanding
1. \((a+b+c) = ab+bc\)
2. \((a+b)^2 = a^2+2ab+b^2\)
3. \((a-b)^2 = a^2-2ab+b^2\)
4. \((a+b)(c+d) = ac+ad+bc+bd\)
5. \((a+b)^3 = a^3+3a^2b+3ab^2+b^3\)
6. \((a-b)^3 = a^3-3a^2b+3ab^2-b^3\)
7. \(a^2-b^2 = (a+b)(a-b)\)
8. \(a^2+b^2 = (a+b)^2\)
9. \(a^3-b^3 = (a+b)(a^2-ab+b^2)\)
10. \(a^3+2ab-b^2 = (a+b)^2\)
11. \(a^3-b^3 = (a-b)(a^2+ab+b^2)\)

#### Laws of Exponents
1. \(a^{m+n} = a^m a^n\)
2. \(a^m/a^n = a^{m-n}\)
3. \(a^m a^n = a^{m+n}\)
4. \((a^m)^n = a^{mn}\)
5. \((ab)^m = a^m b^m\)
6. \((a/b)^m = a^m/b^m\)
7. \(a^0 = 1\)
8. \(a^{-n} = 1/a^n\)

**if \(r \text{ and } s\) are positive integers**

#### Logarithms
1. \(\log(xy) = \log x + \log y\)
2. \(\log x^r = r \log x\)
3. \(\log x = n \rightarrow x = 10^n\) (Common log)
4. \(\log_a x = n \rightarrow x = a^n\) (Log to the base \(a\))
5. \(\ln x = n \rightarrow x = e^n\) (Natural log)
6. \(\log (x/y) = \log x - \log y\)

\(e = 2.71828183\)

### Quadratic Formula

When given a formula in the form of a quadratic equation:

\[ax^2 + bx + c = 0\]

The solution can be derived using the quadratic formula:

\[x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}\]

### MATHEMATICAL SYMBOLS

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>+</td>
<td>plus</td>
</tr>
<tr>
<td>-</td>
<td>minus</td>
</tr>
<tr>
<td>±</td>
<td>plus or minus</td>
</tr>
<tr>
<td>×</td>
<td>multiplied by</td>
</tr>
<tr>
<td>÷</td>
<td>divided by</td>
</tr>
<tr>
<td>=</td>
<td>equal to</td>
</tr>
<tr>
<td>≠</td>
<td>not equal to</td>
</tr>
<tr>
<td>≈</td>
<td>nearly equal to</td>
</tr>
<tr>
<td>√</td>
<td>square root of x</td>
</tr>
<tr>
<td>(^{\text{(n)}})</td>
<td>(^{\text{(\sqrt{n})}}) root of x</td>
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<tr>
<td>%</td>
<td>percentage</td>
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<table>
<thead>
<tr>
<th>Symbol</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>.</td>
<td>circle</td>
</tr>
<tr>
<td>.</td>
<td>arc of circle</td>
</tr>
<tr>
<td>.</td>
<td>square</td>
</tr>
<tr>
<td>.</td>
<td>rectangle</td>
</tr>
<tr>
<td>.</td>
<td>parallelogram</td>
</tr>
<tr>
<td>.</td>
<td>triangle</td>
</tr>
<tr>
<td>.</td>
<td>angle</td>
</tr>
<tr>
<td>.</td>
<td>right angle</td>
</tr>
<tr>
<td>.</td>
<td>perpendicular</td>
</tr>
<tr>
<td>.</td>
<td>parallel</td>
</tr>
<tr>
<td>.</td>
<td>degrees</td>
</tr>
<tr>
<td>.</td>
<td>minutes</td>
</tr>
</tbody>
</table>
TRIGONOMETRY

PARALLELOGRAM

Area of ABCD = bh

RECTANGLE

Perimeter = 2(l + h)
Area = l x h

RIGHT TRIANGLE

Area = bh/2
\[ a^2 = b^2 + c^2 \] (Pythagorean Theorem)

ISOSCELES TRIANGLE

Area = bh/2

CIRCLE

Circumference of a circle = 2\pi r
Area of a circle = \pi r^2

RECTANGULAR PRISM

Surface area of a prism = 2(lw + lh + wh)
Volume of a prism = l x w x h

SPHERE

Surface area of a sphere = 4\pi r^2
Volume of a sphere = \frac{4}{3} \pi r^3

CYLINDER

Surface area of a cylinder = 2\pi rh + 2\pi r^2
Volume of a cylinder = \pi r^2h

CONE

Surface area of a cone = \pi rl + \pi r^2
(\pi l = \text{slant height})
Volume of a cone = \frac{\pi r^2h}{3}

PYRAMID

Surface area of a pyramid = B + Lateral Area
(Lateral area = \text{sum of triangular faces})
Volume of a pyramid = \frac{1}{3} Bh (B = \text{area of base})

CIRCLE THEOREMS

\[ \angle x = 90^\circ \]
(PQ is the diameter)

C is the center of the circle

\[ \angle a = \angle b \]
(Both angles intercept are AB)
### TRIGONOMETRIC RATIOS

\[
\begin{align*}
\sin(A+B) &= \sin A \cos B + \cos A \sin B \\
\sin(A-B) &= \sin A \cos B - \cos A \sin B \\
\cos(A+B) &= \cos A \cos B - \sin A \sin B \\
\cos(A-B) &= \cos A \cos B + \sin A \sin B \\
\tan(A+B) &= \frac{\tan A + \tan B}{1 - \tan A \tan B} \\
\tan(A-B) &= \frac{\tan A - \tan B}{1 + \tan A \tan B} \\
\tan \theta &= \frac{\sin \theta}{\cos \theta} \\
\sin^2 \theta + \cos^2 \theta &= 1 \\
\cos^2 \theta - \sin^2 \theta &= \cos 2\theta \\
\tan^2 \theta + 1 &= \sec^2 \theta \\
\cos^2 \theta + 1 &= \csc^2 \theta
\end{align*}
\]

### LAW OF SINES

\[
\frac{a}{\sin A} = \frac{b}{\sin B} = \frac{c}{\sin C}
\]

### LAW OF COSINES

\[
\begin{align*}
a^2 &= b^2 + c^2 - 2bc \cos A \\
b^2 &= a^2 + c^2 - 2ac \cos B \\
c^2 &= a^2 + b^2 - 2ab \cos C
\end{align*}
\]

### LAW OF TANGENTS

\[
\frac{a-b}{a+b} = \tan \frac{1}{2}(A-B) \\
\frac{b-c}{b+c} = \tan \frac{1}{2}(B-C) \\
\frac{c-a}{c+a} = \tan \frac{1}{2}(C-A)
\]

### VALUES OF TRIGONOMETRIC RATIOS

<table>
<thead>
<tr>
<th>( \theta )</th>
<th>0</th>
<th>( \pi/2 )</th>
<th>( \pi )</th>
<th>( 3\pi/2 )</th>
<th>( 2\pi )</th>
</tr>
</thead>
<tbody>
<tr>
<td>( \sin \theta )</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>-1</td>
<td>0</td>
</tr>
<tr>
<td>( \cos \theta )</td>
<td>1</td>
<td>0</td>
<td>-1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>( \tan \theta ) (undefined)</td>
<td>0</td>
<td>( \infty )</td>
<td>0</td>
<td>( -\infty )</td>
<td>0</td>
</tr>
<tr>
<td>( \sec \theta ) (undefined)</td>
<td>1</td>
<td>( \infty )</td>
<td>-1</td>
<td>( \infty )</td>
<td>0</td>
</tr>
<tr>
<td>( \csc \theta ) (undefined)</td>
<td>( \infty )</td>
<td>1</td>
<td>( \infty )</td>
<td>-1</td>
<td>( \infty )</td>
</tr>
<tr>
<td>( \cot \theta ) (undefined)</td>
<td>( \infty )</td>
<td>0</td>
<td>( -\infty )</td>
<td>0</td>
<td>( \infty )</td>
</tr>
</tbody>
</table>

*Note: \( \infty \) denotes undefined or infinite.*

### QUADRANTS

- **Quad I:** 0°-90°
  - sin, csc are +
  - sec, cot are +
- **Quad II:** 90°-180°
  - sin, csc are +
  - cos, sec are +
- **Quad III:** 180°-270°
  - tan, cot are +
  - cos, sec are +
- **Quad IV:** 270°-360°
  - sin, csc are +
  - cos, sec are +