



**2016-2017 STUDENT HANDBOOK**

**King Kekaulike High School**

**121 Kula Highway**

**Pukalani, Hawaii 96768**

**(808) 573-8710**

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<http://kekaulikehs.k12.hi.us/>

[www.facebook.com/kingkekaulikehs](http://www.facebook.com/kingkekaulikehs)

**Twitter: @KingKekaulike**

**Instagram: @kekaulikehs**

**This handbook belongs to**

Name \_\_\_\_\_

Street/Mailing Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email: \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_

Emergency Contact Phone \_\_\_\_\_

Cover Design by Jennea Nagura

### **School Vision**

Majestically, on the slopes of Haleakala  
King Kekaulike High School strives in unity for excellence  
in living, learning, and leading, to enrich, empower and elevate  
our school, our community and our world.

### **Na Ali`i Motto**

Kulia I Ka Nu`u  
Strive to Reach the Summit

### **The Na Ali`i 3 Rs**

Respect for Self and Others  
Rigor in Learning  
Relevance in Learning

### **School Colors**

Teal and Black

### **Home of Na Ali`i**

### **Established 1995**

### **KKHS Alma Mater**

#### **“The King’s Heritage”**

by Lois Bisquera

We proudly stand before thee  
In the heritage of old,  
Striving for the summit  
Of treasures untold

Ku ha`aheo no makou  
I na kupuna  
Kulia i ka nu`u  
O ka na`auao

Of treasures untold  
To the ocean so blue,  
King Kekaulike High School  
Our aloha to you.

Kilohi mai Haleakala  
I ke kai uliuli  
E ke kula Kekaulike  
(Ko makou) aloha ia `oe

The memories that we make here  
Will always be dear;  
The lessons that you taught us  
Will remain throughout the years.

Na hali`a e loa`a mai  
E hi`ipoi ana no  
Na ha`a wina i a`o mai  
E pa`a mau ana no.

## GRADUATION REQUIREMENTS FOR STUDENTS GRADUATING IN 2016+

<u>Course Requirements</u>	<u>Hawaii H.S. Diploma</u>
Language Arts	4 credits (Including: English 1, English 2 and Expository Writing)
Social Studies	4 credits Including Modern History of Hawaii and Participation in Democracy)
Mathematics	3 credits (Including Algebra 1 and Geometry)
Science	3 credits (Including Biology 1 and 2 laboratory sciences)
Physical Education	1 credit
Health	½ credit
Personal Transition Plan	½ credit
<b>Electives</b>	<b>6 credits</b> <b>(may include 1.0 elective credit for Senior Project)</b>
World Languages Fine Arts Career/Tech Education	<b>2 credits</b> in one of the specified courses
<b>Total</b>	<b>24 credits</b>

### **Academic Honors**

Cumulative GPA of 3.0 or above  
4 credits of Math (4th credit beyond Algebra II)  
4 credits of science  
2 credits minimum must be from AP/IB/Running Start (Equivalent to credits for 2 college courses)

### **CTE Honors**

Overall GPA of 3.0 or above  
Complete program of study (2-3 courses in sequence plus a state identified specific academic course requirement)  
Earns a B or better in each required program of study (coursework).  
Meets or exceeds proficiency on performance-based assessment for corresponding program of study.  
Completes one of the following for the corresponding program of study.  
Earn 70% or better on each CTE course in the program of study; or  
Earn a nationally recognized certificate; or  
Earn a 70% or better on a Dual Credit Articulated Program of Study written assessment.

### **STEM Honors**

Cumulative GPA of 3.0 or above  
4 credits of Math (The 4th credit beyond Algebra 2 must be earned via a combination of the following half-credit courses (or equivalent IB math courses): Algebra 3, Trigonometry, Analytic Geometry, Pre-Calculus)  
4 credits of Science (Of the four credits, one must be earned in Biology 1 (or equivalent IB Biology, or AP Biology courses); and the other three must be lab-based science credits)  
STEM capstone/STEM senior project

**Department of Education Vision**  
**of a King Kekaulike High School Graduate**

Hawaii's students are educated, healthy, and joyful lifelong learners who contribute positively to our community and global society.

**A King Kekaulike High School Student Demonstrates**

**RESPECT** for self, others, and our school by using effective interpersonal, listening and speaking skills

- Community Contributor (General Learner Outcome 2)
- Effective Communicator (General Learner Outcome 5)

**RIGOR** in learning by using critical thinking, problem solving, reading comprehension skills, technology, Hawaii content and performance standards

- Complex Thinker (General Learner Outcome 3)
- Quality Producer (General Learner Outcome 4)
- Effective and Ethical User of Technology  
(General Learner Outcome 6)

**RELEVANCE** in learning by making references between his/her school experiences and personal life by planning, monitoring and achieving classroom learning goals and creating, monitoring and implementing a school/post graduate plan.

- Self-Directed Learner (General Learner Outcome 1)

**Board of Education**  
**STUDENT CODE OF CONDUCT POLICY**

**REGULAR ATTENDANCE**

Students are expected to attend school regularly and to attend all classes.

**PUNCTUALITY**

Students are expected to be on time for school and 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 classwork 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 and contraband are never acceptable.

Approved: 2/95

**Department of Education**  
**STUDENT BILL OF RIGHTS AND RESPONSIBILITIES**

Preamble

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

I. Constitutional Rights

All students shall enjoy the rights guaranteed by the Constitution of the United States.

Students shall be governed by all laws and ordinances of the State of Hawaii and the County of residence.

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

II. Academic Responsibilities

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

Students shall also respect the rights of others to teach.

III. Freedom of Expression and Communication

Students shall have the right to hear and express publicly, various points of view on subjects without fear of reprisal or penalty.

However, students recognize the rights of others and the limitations imposed by the laws of libel, slander, obscenity and incitement to riot.

IV. Involvement of Students in the Decision-Making Process

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

V. Freedom of Assembly and Right to Petition

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

VI. Freedom of Association

Students shall have the right to organize clubs or associations within the schools as provided in the School Code.

VII. Student Discipline

Students have the right to due process.

VIII. Right to Privacy

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

IX. Instruction and Administration

Students have the right to be concerned about teachers selected to instruct them and administrators who supervise the schools and educational system they attend. To this end, we should be given an opportunity to express our opinions concerning the instruction we receive from teachers and the administration of Hawaii’s public schools, recognizing that the evaluation of teachers and administrators rests with the appropriate supervisor established by collective bargaining contracts, the policies and regulations of the DOE and the laws of the State of Hawaii.

X. Miscellaneous

Students shall have access to all statutes, rules, policies and regulations to which they are subjected. Copies of these and the Student Bill of Rights and Responsibilities shall be available for inspection either in the school office or in some designated location convenient to all.

adopted 3/17/1975 by the DOE

## FEES

All payments are made in the Office before school or during Morning Recess

### Student Fees:

ASKK Dues (Required).....	\$10.00
Class Dues (Required) .....	\$8.00
Graduation Fee (Required to Participate in Ceremony).....	\$10.00
MIL (Required for Athletes).....	\$25.00
Replacement ID Card.....	\$5.00
Parking Decal .....	\$3.00
Replacement Parking Decal .....	\$4.00
Official Transcript.....	\$1.00
Yearbook.....	\$50.00

### Meal Cost (Subject to Change)

<u>Breakfast</u> Regular student breakfast.....	\$1.20
Reduced price student breakfast.....	\$.30
Second and subsequent student breakfasts.....	\$2.40
<u>Lunch</u>	
Regular student lunch.....	\$2.75
Reduced price student lunch.....	\$.40
Second student entrée.....	\$2.00
Second student lunch.....	\$5.50

## **BULLYING STATEMENT**

### **Students**

Our school is a safe, positive, and nurturing place where we value and honor all of your talents.

We care about you and want to help you succeed.

It is our responsibility to make sure you learn in a safe environment.

We model and practice our schoolwide behavioral expectations/core ethical values.

Bullying and harassment are harmful and are not acceptable behaviors.

If you are bullied: tell your parents or your teacher, school counselor or principal. Telling is not tattling.

### **Staff**

Our school is a safe, positive, and nurturing place where all diversities are valued and honored.

We treat all students, staff, and families with compassion and respect.

We model our schoolwide behavioral expectations/core ethical values.

Bullying and harassment leave lasting negative impacts and are not acceptable.

We invest in prevention by establishing a comprehensive schoolwide system that acknowledges positive student and adult behaviors.

Intervention strategies address students who bully, the victim(s), and the bystanders.

### **Families and School Communities**

Ensure that home is a loving environment where he/she is physically and emotionally safe and always maintaining open lines of communication.

Reinforce the schoolwide behavioral expectations/core ethical values.

Teach your child to respect and honor diversities.

If your child is bullied: (1) first focus on your child, and be supportive and gather information about the incident, (2) contact your school's principal, teacher or counselor to report the incident, and (3) help your child to be more resilient to bullying.

## **GUN-FREE SCHOOL LETTER**

Dear Parents/Guardians:

Learning in school environments that are safe and violence free are foundational to achieving academic and social success for our children. “Be Cool! Don’t Be A Fool In School!” is our annual statewide campaign to remind you and your child/children that bringing a firearm, including air guns and any instrument that may be readily converted to expel a projectile, to school is a violation of the Hawaii Administrative Rules (HAR), Title 8, Chapter 19, section 8-19-6(b) related to the Hawaii Gun-Free Schools Act.

Any student who violates the HAR Chapter 19, section 8-19-6(b) shall be removed from attending school for not less than one calendar year. Only the Superintendent, on a case-by-case basis, may modify the removal of the student. Since this campaign began in 2005, the total number of firearm-related incidents involving Hawaii public school students has decreased significantly. Thank you for your efforts in reminding your child/children that firearms are dangerous instruments and do not belong in school, on the school bus, at school-related activities or in their backpacks/bags.

Please discuss with your child/children the Hawaii Administrative Rules related to the Hawaii Gun-Free Schools Act emphasizing your youngster’s personal safety, what are appropriate safe school behaviors, and the consequences of violating the Hawaii Gun Free Schools Act. Always be aware of what your child/children are doing and what they may be bringing to school in their backpacks/bags.

Thank you for helping to keep our Hawaii schools safe for your child/children.

Sincerely,  
Mark Elliott, Principal



## **STANDARDS FOR DRESS**

Research shows that people tend to conduct themselves in the manner of the occasion for which they are dressed. It should be the desire of each student to create a favorable image to build unity and instill pride in our school community. Our goal is to prepare students socially and academically for the work force; therefore, the school atmosphere should reflect the standards that future employers will expect from their workers. We must provide a school climate in which there is minimal disruption to the learning environment while maintaining a safe, secure and enjoyable environment for all students. Students are required to dress in suitable attire, that which is neat, clean and non-disruptive and in accordance with health and safety regulations.

Students shall be bound by all safety regulations regarding the dress code in all shop and laboratory areas and PE courses. Students and staff are expected to use footwear at all times. Industrial Shop, PE, Science Lab, Agriculture and other classes require covered shoes.

Clothing must be appropriate for school and the academic environment. Clothing may not detract from, nor interfere with, the learning climate or process. Any clothing that has a disruptive influence or does not allow for reasonable movement without inappropriate and indecent exposure is not allowed.

The dress code is necessary because students are revealing too much of their body making others feel uncomfortable and causing a distraction for students.

### **INAPPROPRIATE DRESS FOR SCHOOL**

- Garments that expose the breast, navel, mid-section areas, undergarments or cleavage. NO tank tops, tube tops, halter tops, see-through clothing, off-the-shoulder tops, cut t-shirts. bikini tops.  
(only sleeved shirts permitted).
- Garments that are too short or too tight for reasonable movement (standing, sitting, bending over, walking) and that expose the buttocks or undergarments. NO short shorts, skirts, dresses or bikini bottoms. (finger tip length)
- Garments, including jewelry, with obscene, discriminatory or offensive language or pictures, designs and/or colors that include/promote drugs, alcohol, tobacco, violence, gangs, or sexual connotations, etc. Tattoos that depict the same must be covered.
- No caps, beanies, hats and sunglasses to be worn inside classrooms.
- Any type of dress or grooming which is disruptive will not be permitted.

### **CONSEQUENCES**

- Students inappropriately attired will be referred to the office and required to change prohibited items, etc.
- Parents will be contacted to bring appropriate attire for a mandatory change of clothing or the school will issue an approved t-shirt or the student may purchase a school shirt to wear.
- Student clothing will be kept and not returned until clothing loaned from the school is returned.
- Clothing loaned from the school and not returned washed and in good condition will become a student obligation.
- Students inappropriately attired will be counseled and given detention hours.
- Continued noncompliance will result in suspension for insubordination. All assigned detention hours must be served in addition to the suspension.

(Adopted by SCC, March 2010)

## **KKHS ATTENDANCE POLICY (as of 2015-16SY)**

### **Rationale**

Regular and prompt school/class attendance is essential for successful scholastic achievement and other educational experiences.

### **Hawaii State Compulsory School Attendance Law**

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

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

### **The following policy is based on the following premise:**

- Students need to attend school daily and be in class on time to receive the optimum benefits of school.
- Unexcused and/or excessive absences and tardies are unacceptable and prevent maximum teaching and learning from taking place.
- Attendance is everyone's responsibility.

While attendance is as much the concern and responsibility of students and parents as it is the school, the school has been delegated the task of administering compulsory attendance in accordance with the law and Department of Education rules and regulations. The attendance policy, therefore, has been created to expedite and comply with this charge. Its success is dependent on each staff member, parent and student thoroughly understanding, adhering to and administering the procedural provision

### **Definitions**

"Absent" means:

The student is not physically present in school or in a scheduled class for more than half of the school day or class period except if the student is on an authorized school activity.

For purposes of reporting Average Daily Attendance (ADA), no distinction should be made between "excused" or "unexcused" absences. For purposes of ADA reporting, students are either present or absent.

Individual schools or teachers, though, may maintain records of "excused" and "unexcused" absences for other purposes. An example of an "excused" absence is when the student is absent from school because of illness or other reason that the school deems valid. Excused absence includes family court hearings, and hearings involving foster children; and medical or dental related reasons with a verifiable note provided by a doctor or dentist.

"Authorized school activity" - "School related" means:

Includes, but is not limited, to:

On-campus activities, such as:

1. Appointments with a counselor or administrator;
2. Treatment in the health room;

3. Assigned detention or in-school suspension.

Off-campus activities, such as:

1. School-related employment, including work-study programs;
2. Community service projects approved by school administrators;
3. Student council related activities, including
  - a. State or district student councils;
  - b. Secondary Student Conference (district or state);
  - c. Student legislative or lobbying activities;
4. Field trips;
5. Early admission programs.

Other activities approved by the principal or designee.

For student attendance purposes, waiver days and other days when school is not in sessions shall not be counted as “authorized school activities.” Students are not considered “present” nor “absent.”

“Present” means: The student is physically present in school for at least half of the school day or is on an authorized school activity. A student is “present” in a scheduled class period when the student is physically present for at least half of that class period or is on an authorized school activity.

Students on home-hospital instruction shall be considered “present” because they are receiving school assignments and doing the class work with a tutor’s assistance. For State and Federal Average Daily Attendance (ADA) reporting purposes all schools will report students as present as long as they are receiving home-hospital instruction.

“School Day” or “Instructional Day” means:

A day when students receive instruction and attendance is taken at school.

“Suspension” means: Exclusion from school for a specific period during a school year. (HAR §8-19-2)

“Tardy” means: A student arrives to school after school has started, or a student arrives at class after class has started, or both. (HAR §8-19-2)

“Truant” means: The student is absent from class(es) or the school campus without authorization from the principal or designee. (HAR §8-19-2)

#### **Absence from School Procedures**

1. The parent/guardian should call our Attendance Office at 727-3510 when their child is absent from school.

2. **The student, regardless of age, is responsible for bringing in a note upon his/her return to school when absent.** All letters/documentation must be given to the attendance clerk within two (2) school days of returning to school.

***Absence Note: Parents may contact the school before 9:00am with the information below to notify the school of a student’s absence; however phone calls will not be a substitute for a parent/guardian letter which includes the required information:***

- I Student’s legal first and last name
- I Date note was written
- I Grade level
- I Date of absence
- I Reason for absence
- I Phone number(s) where parent/guardian can be contacted
- I Parent/Legal guardian’s signature

Sample note:

My son, John Doe, grade 9, was absent on September 8-10 because he had surgery.

(signed) Jane Doe, mother

555-1234 (home), 555-7311 (work)

**Notes MUST be signed by the parent or guardian.**

3. The parent note is to be shown to respective teachers to verify absence and teachers will sign the note. After the note has been signed by teachers, the student is responsible to return the note to the **Attendance Office**.
4. If a student fails to bring a signed note from the parent or guardian within the two (2) allotted days, the absence will be treated as a truancy.
5. Students who miss school are responsible for requesting make-up work and to complete the work within a reasonable length of time set by the teacher.
6. In case of personal trips, parents should notify the school as soon as possible prior to the date of travel. Students should make arrangements with their teachers for make-up work prior to departure date.
7. Students who have a prior excuse from teachers to miss classes because of school-related activities will not be marked absent.
8. After three (3) days of absences, **doctor's verification** will be required. Parents are encouraged to request homework. If the illness is expected to last two weeks or longer, parents are encouraged to contact the counselor for further assistance.
9. Suspensions of 10 or more days requires substitute educational activities. However automatic Fs shall not be given for:
  - (a) assignments that students are not allowed to make-up and/or mere physical absence from class.
10. Students who are truant from school or class, automatic Fs may be given for work that is missed by the student. Chronic truanancies may result in police and family court referrals, and students may also be subject to arrest. Detention or other appropriate disciplinary measures may be used to emphasize the seriousness of unauthorized absences.

#### **Requesting Homework for Absences**

1. If a child is absent for three (3) or more consecutive days, the parent/guardian may request for homework by calling the School Office and asking for the call to be transferred to an appropriate counselor: 9th grade counselor, 10th grade counselor, 11th grade counselor, 12th grade counselor, or 504 counselor. The counselor will inform the teacher of the homework request.
2. A 24/hr notice is needed for teachers when a homework request is made. You may pick up the homework at the front office after 2:30pm of the day following your request. It is highly recommended that you call the office to confirm that there are assignments for your teen BEFORE coming to school.
3. Students are responsible for checking in with their teachers upon return to find out what was missed. Teachers are not required to provide work for unexcused absences, class cuts, or truant days.

#### **Examples of Excused Absences**

- **Funeral services for a family member:** Copy of the funeral program required
- **Doctor/Dentist appointment:** Note required
- **Family Court appointment:** Note from Family Court required
- **Illness:** Parent/guardian can write up to two notes per quarter for their student if absent for two days due to illness.
- If the student is ill for three or more days, parents/guardians need to obtain a doctor's note.
- On-campus (authorized school activity) –“School-related” may include, but is not limited to activities such as:
  - Appointments with a counselor or administrator
  - Treatment in the health room
  - Assigned detention or in-school suspension
- Off-campus (Authorized school activity) –“School-related” may include, but is not limited to activities such as:
  - School related employment, including work-student programs
  - Community service projects approved by school administrators
  - Student Government related activities
  - Field trips
  - Early admission programs
  - Other activities approved by the principal or designee

### **Examples of Unexcused Absences**

- Babysitting siblings or other children
- Caring for elderly or family member
- Entertaining visitors/guests
- Kept at home to clean for home inspections
- Family vacations (on/off island) trips\*
- Parent request without explanation
- Personal business
- Youth Camp\*
- Sports competition events\*

\* **NOTE:** Parents/guardians should notify the school **in writing** as soon as plans for any extended absences due to family vacations, youth camps, and/or sports competition events have been made by the parents. The school administration has the discretion to determine if the absences are excused. Absences will be considered unexcused if student academics are adversely affected and/or if attendance is a concern. Parents should make arrangements with school administration to discuss the educational plans while the student is out. Teachers are only required to provide make-up work for excused absences. Phone calls for absences are not considered excused absences. **All written notes must be submitted and will be deemed excused absences only if they meet the guidelines of the Attendance Policy.**

<b>Unexcused Consecutive Absences</b>		
<b>Level 1</b>	<b>1 day</b>	School will send out automatic attendance alert to phone number listed in eSIS. (Occurs Daily)
<b>Level 2</b>	<b>2 - 5 days</b>	Place student on "watchlist". Day 5 Attendance letter generated and mailed out.
<b>Level 3</b>	<b>6 - 9 days</b>	Day 6 If appropriate, home visit. Day 7 Meet with family to complete an Attendance Behavioral Intervention Plan. Day 8- 9 Referrals to agencies and social workers. Arrange a meeting with student and parent/guardian.
<b>Level 4</b>	<b>10+ days</b>	Referral to Family Court

<b>Unexcused Sporadic Absences</b>		
<b>Level 1</b>	<b>1 day</b>	School will send out automatic attendance alert to phone number listed in eSIS. (Occurs Daily)
<b>Level 2</b>	<b>2 - 5 days</b>	Place student on "watchlist". Day 5 Attendance letter generated and mailed out.
<b>Level 3</b>	<b>6 - 9 days</b>	Meet with family to complete an Attendance Behavioral Intervention Plan.
<b>Level 4</b>	<b>10 days</b>	Attendance letter generated and mailed out. Parent is requested to return a statement indicating that he/she has read and understands the Attendance Policy.
<b>Level 5</b>	<b>11 - 19 days</b>	Day 12 Referrals to agencies and social workers. Arrange a meeting with student and parent/guardian. Home visit if appropriate. Day 15 Referral to Family Court
<b>Level 6</b>	<b>20+ days</b>	Home visit, and additional support provided as needed.

### **Excused Tardies**

- **Funeral services for a family member:** Copy of the funeral program required
- **Doctor/Dentist appointment:** Note required
- **Family Court appointment:** Note from Family Court required
- **Student detained by an administrator, counselor, faculty:** Note from person who detained the student
- **Delayed school bus:** Note from attendance clerk
- **Unusual weather circumstances:** Note from administration

- All other reasons must be reviewed by an administrator before a tardy is excused.

**Tardy Enforcement (TE) will be EVERYDAY, EVERY PERIOD:**

Students need to be in class and on time. It can be extremely disruptive when a student reports to class tardy. Students who are tardy to school will report directly to class. For each class a student is tardy to, there will be a 1 hour detention assigned. Detention must be served within two weeks or it will convert to a 1 day suspension. If a student accrues more than 5 tardies without serving a detention, student will receive a 1 day suspension.

**Examples of Unexcused Tardies**

- Overslept/late start
- Car trouble
- Missed the bus
- Babysitting
- Personal business

**Roles and Responsibilities**

**Students:**

- Report to school and class on time – always!
- For each absence, take a valid excuse note, with your parent/guardian signature, contact phone number, accurate dates, times, and reason(s) to your teachers.
- For each tardy, take a valid excuse note to the Attendance Office.
- Once the attendance clerk distributes the “Admit to Class Slip,” promptly walk to class and give the “Admit to Class Slip” to the teacher
- Take home all Teacher’s Letter to Parent – Tardy Notice, and give to parent/guardian
- Make up all work missed due to an absence within the time limit set by the teacher.

**Parents / guardians:**

- Encourage the student to attend school regularly and monitor student’s attendance
- Provide the school with accurate demographic information especially contact phone numbers
- Write valid notes (within two school days of a student’s return from absence) as specified by the Attendance Policy
- Provide documentation for absences
- Work with school officials to address attendance concerns
- Notify the school in writing as soon as plans for any extended absences due to family vacations, youth camps, and/or sports competition events have been made. The school administration has the discretion to determine if the absences will be excused or unexcused if student academics are adversely affected and/or if attendance is a concern and will notify the parents. The parents should meet with the school administration to discuss the educational arrangements with the parents. Teachers are required to provide make up work for excused absences only.

**KKHS POLICIES AND PROCEDURES  
GENERAL INFORMATION FOR STUDENTS AND PARENTS**

**ABSENCES**

See KKHS ATTENDANCE POLICY

**ACADEMIC HONESTY**

Any student who is caught cheating on any classroom assignment/test will receive a failing grade for that assignment/test. The teacher will inform parents/guardians. Also, students shall not forge passes, excuse notes, call slips, official documents, nor possess blank hall passes or any other school documents.

**APPROPRIATE LANGUAGE**

At school and at school-sponsored activities, students are expected to use language that is not offensive/degrading to others. Profanity directed at a teacher or other adults will result in suspension.

**CAFETERIA DUTY**

Students shall assist in the cafeteria as part of their duties in school service. Classes are assigned on a rotational basis. Students will report to the cafeteria 20 minutes before the lunch period. Students are dismissed from the cafeteria before the start of the next class.

**CAFETERIA RULES**

1. All students are expected to pick up after themselves in the cafeteria.
  2. All students are expected to stay in line and do not crowd, shove or cut.
  3. All used items should be deposited in trash cans, not left on the table. All recyclables must be put in correct receptacles.
  4. All students are expected to follow directions of the school/cafeteria staff.
- Please take pride in your school; deposit your trash in the rubbish cans. This will keep your campus clean.

**CIVIL RIGHTS**

The Hawaii State Department of Education (HSDOE) and its schools do not discriminate on the basis of race, sex, age, color, national origin, religion or disability in its programs and activities and provides equal access to designated youth groups, including the Boy Scouts. Please direct inquiries regarding HSDOE nondiscrimination policies as follows:

Section 504 inquiries  
Section 504 Education Specialists  
Comprehensive Student Support Services  
Hawaii State Department of Education  
475 22nd Avenue, Building 302, Room 204  
Honolulu, Hawaii 96816  
(808) 305-9787 or relay

Title VI, Title IX, ADA and other inquiries  
Director  
Civil Rights Compliance Office  
Hawaii State Department of Education  
P.O. Box 2360  
Honolulu, Hawaii 96804  
(808) 586-3322 or relay

Sexual harassment is also prohibited. Students with disabilities are also protected in relation to identification, evaluation, program, educational placement and the provision of a free appropriate public education (FAPE) through IDEA, Section 504, and Hawai'i laws and regulations. A student who believes that he/she was harassed, bullied, cyberbullied,

annoyed, or alarmed by another student based on the above protected classes is encouraged to immediately inform his or her teacher, counselor or administrator.

### **CLEARANCE FORM**

A student who is transferring or leaving school will need to obtain a Pupil Clearance Form from the registrar. This form will be taken to the student's teachers, librarian, counselor, and office. Any financial obligations will need to be paid at the school office. These would include payment for lost books, equipment, uniforms, club obligations, etc. Obligations must be cleared before a student is released and records are sent to the next school.

### **CONDUCT**

Students will not engage in any activity unbecoming of a student of King Kekaulike High School or detrimental to the welfare of the school or student body, such as fighting, gambling, drug possession/use/sale of, having dangerous weapons, drinking intoxicating liquors, or smoking on the campus or at any activity under the name of King Kekaulike High School; loitering anywhere on the campus or cutting class; making unnecessary noise or disturbance anywhere in the buildings or on the campus; misusing the lavatories; defacing or destroying school property; leaving the campus during school hours without proper authorization; cutting into lunch lines and payment lines; harassing or threatening other students or staff; refusing to follow legitimate directives of school staff; using profanity. Students shall keep away from parked cars and parking lots at all times. Smoking is not permitted on the school campus and at any school-sponsored activity, whether on or off campus. Refer to KKHS Student Action Plan for rule violations and disciplinary consequences.

### **CONDUCT AT ASSEMBLIES**

1. Be prompt to assemblies and sit in designated area.
2. Be respectful at all times of speaker and performers. Booing, unnecessary remarks, whistling, throwing items and talking which interferes with other audience members are inappropriate.
3. Follow directions of any staff member.
4. No eating, drinking, chewing gum, wearing hats/sunglasses, or using electronic devices.
5. Face the stage/speaker; students remain seated unless asked to stand (Alma Mater, etc.)
6. Remain seated until instructed to leave the room.

### **CONTRABAND**

Contraband items will be confiscated by administration. Parents may call administration to arrange for a pick up of the contraband item by parents.

### **DAILY BULLETIN**

The Daily Bulletin will be presented by the teacher or public address system prior to morning recess. Students are responsible for reading the announcements.

### **DETENTION HOURS**

Detention must be served within two weeks or it will convert to a 1 day suspension. If a student accrues more than 5 tardies without serving a detention, student will receive a 1 day suspension.

### **EQUIPMENT AND FACILITIES**

It is the individual responsibility of each student to keep all school property in the best condition. Students guilty of defacing or damaging school property will be required to pay for repair or replacement of the damaged property. Property maliciously damaged will be repaired or replaced at student expense and will warrant police and disciplinary action.



## **ELECTRONIC DEVICES**

Any electronic devices (i.e. iPod, iPhone, PSP, etc.) are brought to school at a student's own risk and cannot be used during class time without teacher permission. The school discourages students from bringing these types of items on campus and strongly believes that the use of electronic devices compromises efforts in creating a positive learning environment. The school will NOT be responsible or liable for any lost or stolen items and will NOT conduct an investigation to recover an item that becomes lost or stolen. Should these items become a disturbance in the classroom, they will be confiscated by the teacher and given to administration. Parent may contact administration to recover these items.

## **FIRE AND EVACUATION DRILLS**

Fire and evacuation drills at regular intervals are required by law and are an important safety precaution. Fire drill and evacuation plans are posted in each room. When the first signal is given, everyone must promptly follow fire drill/evacuation procedures. Students will follow the teachers in clearing the buildings in a safe and orderly manner, according to the prescribed route, as quickly as possible, and remain with the teachers for the duration of the drill. Because everyone's safety depends upon hearing the instructions of the teacher or principal, no talking or running is permitted during a fire/evacuation drill. Students are to remain in the designated area with the teacher until the all clear signal is given by the principal or authorized designee to return to classes.

## **GRADES AND PROGRESS REPORTS**

Report cards are mailed to the students' home after each quarter. Progress reports are mailed to parents at the midpoint of each quarter.

## **HALL PASSES**

Any student outside of a classroom during class time is required to show a Hall Pass when requested to do so by any staff member. Students without Hall Passes will be escorted back to class. Authorized passes must be filled out completely. The Hall Pass must be returned to the teacher with the time and signature of the receiving staff member. Any student detained by a teacher and late for the next class should get a Hall Pass from the teacher explaining the tardiness. Passes are not transferable. Students with forged passes are subject to disciplinary action in accordance with the KKHS Student Action Plan.

## **HARASSMENT**

According to Chapter 19, the definition of Harassment means, among other things, "a student who is harassing, bullying, including cyberbullying, annoying, or alarming another person by engaging in conduct that includes, but is not limited to making a verbal or non-verbal expressions that causes other to feel uncomfortable, pressured, threatened, or in danger because of reasons that include but are not limited to the person's race, color, national origin, ancestry, sex, including gender identity and expression, religion, disability, or sexual orientation that creates an intimidating, hostile, or offensive educational environment, or interferes with the education of a student, or otherwise adversely affects the educational opportunity of a student or students." A student who believes that he/she was harassed, bullied, cyberbullied, annoyed, or alarmed by another student is encouraged to immediately inform his or her teacher, counselor or administration.

## **HAZING**

The hazing of any student by another student is strictly prohibited. Hazing shall be defined as intentionally coercing, demanding, or encouraging a student, through intimidation, threats, or compulsion, to perform any act as a condition of membership in any school-sponsored club, team or activity. This policy is intended to prohibit conduct that is humiliating, degrading or demeaning to a student as part of an initiation. Since hazing may cause feelings of humiliation, fear of retaliation, and being ostracized, acts of hazing directly impact a school environment negatively. Hazing of a student by another student will not be tolerated.

## HEALTH ROOM

The school maintains a Health Room for students who become ill or who are hurt during the school day. The Health Room is located in the Administration Building, next to the vice principal's office. Students who need to see the health aide must first obtain a Hall Pass from the classroom teacher with a specific request to receive health services for illness/injury during class hours.

Students will be treated and returned to classes. If required, students may be sent home from the Health Room after the health aide is able to contact a parent/guardian or a school administrator.

## HONESTY

We expect personal belongings to be safe at King Kekaulike High School. No one likes to have money, clothing, or personal items stolen. Students can help make the school a safe place by doing the following:

1. Lock both P.E. and hall lockers. Do not share lockers/combinations with others.
2. Lock backpacks and bags in P.E. locker before leaving the locker room.
3. Leave large amounts of money, valuable personal items, and electronic equipment at home.
4. Report thefts and/or thieves immediately to your teachers, security or administrators.

## IDs

Students will be issued IDs and must wear them at all times. Any defacement, mutilation and excessive wear will be grounds for replacement at the administrator's discretion and at the student's expense. IDs must be visible and worn, picture side up, on the front torso area above the waist. IDs will be required to purchase school lunches (debit system), utilize the school library, and for entry to dances and school social events.

The first ID will be issued with a clip to the student at no cost. Students found with another person's ID are subject to disciplinary action. Replacement cost is \$5.00.

## LIBRARY PROCEDURES

1. Students must present a current school ID to utilize the library media center.
2. The library media center is open from 7:15 a.m. to 2:45 p.m. on school days (except on Wednesdays when there is a 2:00 p.m. Faculty meeting).
3. Passes are required to enter the library media center during class periods.
4. Study Hall and Advisory passes are issued by the library staff, prior to the beginning of the school day.
5. Students must adhere to all school rules and procedures.
6. Gum chewing, beverages, food items, games, and loud voices are not allowed in the library media center. Cell phone use is not permitted.
7. Any student who does not comply with library rules/procedures will be sent back to class. Any student who behaves in an inappropriate manner, and continues to do so after a verbal warning, will lose library privileges.
8. Students with lost or overdue library books may not borrow library materials until their account is cleared.

## LOCK-DOWN

**Lock-down procedures are used in situations involving dangerous intruders or other incidents that may result in harm to persons on campus.**

1. Assess situation to determine level of emergency.  
Issue lock-down by announcing warning over PA system and sounding bells (continuous blasts of short rings), or other warning device. Call 911 (if necessary).
2. Call CAS, Communications Office, Safety, Security & Preparedness Branch.
3. Direct all students, staff and visitors into rooms or enclosed buildings. **Ensure all persons are inside.** Guideline: possibly 1-2 minutes. Use appropriate judgment.  
During recess or lunch, all staff and students should go to the nearest classroom/building including cafe and gym.
4. Account for everyone in the room or office. Take attendance. Print first and last name.
5. Lock classroom and all external doors.

6. Secure and close (cover, if glass) windows.
7. Move all persons away from windows and doors. All cell phones and electronic devices must be turned off. Take attendance of staff and students and email to KK Office. Remain QUIET so as not to tip off intruder(s).
8. Do not allow anyone out of the rooms at any time until “all-clear” signals

DO NOT LEAVE ROOMS UNTIL ADMINISTRATORS INSTRUCT EVERYONE VIA CLOSED CIRCUIT TELEVISION, P.A. OR EMAIL.

### **LOCKERS**

Lockers for class materials/books and for Physical Education will be available to students. Students who wish to use a locker must reserve one with the Student Activities Coordinator through the Google form sent to their school email at the start of the school year. Students are responsible for their lockers, locks and possessions. All locks must be removed in the week prior to the end of the school year. The lockers are the property of King Kekaulike High School and are subject to inspection by authorized school personnel to assure that items contained are related to the school program. The use of lockers will be at the risk of the student. Students are discouraged from bringing valuable items to school and storing them in lockers. The school is not responsible for any loss or damaged books or belongings left in lockers. Students are to keep the lockers in good condition. It is recommended that students take home their belongings at the end of each day.

### **LOST AND FOUND**

All lost and found items may be turned in to and claimed at the school Office. KKHS will not assume responsibility for lost or stolen items. Items not claimed by the end of the school year will be donated.

### **MEAL PAYMENT AND SERVICE**

Students are required to have money in their meal accounts **prior to purchasing** a meal in the cafeteria. Deposits will only be accepted in the office before school and during morning recess. Students are not permitted to leave the school grounds during the school day to go home or to a business establishment to purchase food.

### **OUT-OF-BOUNDS AREAS**

To ensure the safety and well-being of all students, areas have been designated as out-of-bounds. Loitering in these areas are prohibited.

1. Students may not sit in their cars, loiter in or go to the parking lot once the vehicle is on campus. Students may not return to their cars until the dismissal bell. Students are to park only in the student parking lot located to the right of the front driveway next to Bldg. D and Bldg. H. Faculty and staff parking lots are off-limits.
2. There will be no loitering in restrooms, areas outside of restrooms and stairwells.
3. All stairways and landings must be kept clear for safety reasons.
4. There will be no sitting or standing on railings.
5. The following areas are out-of-bounds before/after school, lunch period, during recesses:
  - a) Lower Level Campus: Bldg. S, T, Locker Rooms, Gym, Weight Room, Stadium, Fields
  - b) Upper level campus (Buildings H, K, I, Ag, Portables)
  - c) 2nd/3rd floors of all buildings (except students supervised by faculty)
  - d) Construction/Automotive Labs (except students supervised by faculty)
  - e) Bus Shelter benches (except after school)
  - f) Back of all buildings including the cafeteria
  - g) Front of Administration Building and walkway to the Faculty Parking Lot
6. Any area marked by “Off-Limits” signs or any area designated by administrators.

### **PARKING**

1. All student vehicles on campus must be registered and parked only in the designated student parking lot next to Building D and Building H. Students must display a school parking decal on the rear view mirror at all times. Drivers of cars without decals are subject to disciplinary action in accordance with the KKHS Student Action Plan and may

lose their privilege of parking on campus. Failure to properly register an automobile will result in forfeiture of the right to drive to school and park on school property; the vehicle will be towed at owner's expense.

2. The speed limit on campus is 15 miles per hour. Drivers are expected to follow the rules of safe driving and common courtesy. Reckless operation of a vehicle will result in disciplinary action.
3. Parking will be on a first come, first serve basis in the student parking lot next to D and H Buildings.
4. Students may not stay in their parked cars, or return to their parked cars before they are dismissed for the day, or loiter in the parking lot. Absolutely no loitering in vehicles.
5. No student will be permitted to leave the lot during the school day including lunch period.
6. Violations of the parking policies as well as reckless driving or failure to follow safe driving rules will be reported to the vice principals and to the Maui Police Department and students may have their parking privilege revoked, and/or have their car towed at owners expense.
7. Do not keep any valuables in the car. Safety of cars is not guaranteed.

### **PARKING DECALS**

Only one decal per vehicle will be sold to each student. Students can purchase more than one decal if they will be bringing multiple vehicles to school. Students need to pick up student parking applications in the school Office. Parking decals will be sold during registration and the first week of school. To obtain a parking decal a student must return to the school Office the completed parking application with the following:

1. Valid Driver's License and No-Fault Insurance Card
2. Current Vehicle Registration Card
3. Payment for decal: \$3.00 for each vehicle, Replacement decal if lost: \$4.00

### **PERMISSION TO LEAVE CAMPUS (PLC)**

Students are not to leave campus until the end of the school day unless they have proper authorization. If a student leaves the campus without any authorization he/she will be considered leaving campus without consent and will be disciplined in accordance with the KKHS Student Action Plan. **This applies to all students, regardless of age.** Students are advised to make appointments after school hours or on Saturdays. When this is not possible:

1. A request for an off-campus pass should be made before school or during morning recess at the office. A request for an off-campus pass should not be brought to the office during any class period.
2. Student should bring a note signed by parent/guardian stating the student's name, telephone number where the parent/guardian can be reached to verify note, date, time, duration, destination and reason student needs to leave school, and signature of parent/guardian. All requests will be verified with a parent before authorization. Permission will be granted at the discretion of the administration or designee.
3. Parent/guardian will be issued an authorized "STUDENT PASS" upon arrival at the office and after the parent signs the Permission to Leave Campus Log. The STUDENT PASS must be carried with the student while away from the school campus.
4. Student must return Student Pass to the school Office when student comes back to school. Student will also bring a parent note that needs to be signed by all the teachers of classes missed when student returns to school. The note must be turned in to the Office for record-keeping after obtaining the teachers' signatures.
5. Parent/guardian is to make necessary arrangements for student transportation. **STUDENTS WILL NOT BE PERMITTED TO WALK from school to keep appointments with a STUDENT PASS.**
6. The office will be screening notes requesting permission to leave campus. Requests to leave campus will be denied if purposes are frivolous; for example, to see a friend off at the airport.
7. When a note is forged, parents will be notified and disciplinary action will be taken.
8. A student who has no note for Permission to Leave Campus must be signed out by his parent/guardian in person. The parent will sign the Permission to Leave Campus Log. A

Student Pass will be issued. No telephone calls will be accepted as permission to leave campus.

9. A student who is ill may be sent home with a Student Pass after contact with the parent/guardian is made by the health aide. The student is required to bring a note from his/her parent/guardian when he/she returns to school.

### **PUBLIC DISPLAYS OF AFFECTION**

Inappropriate displays of affection will not be allowed on campus because of their negative impact on the school community as it causes discomfort for people who are exposed to these displays against their will, and, are distracting and take away from the educational environment at King Kekaulike High School. Passionate displays of affection (e.g., kissing on the lips, clinging, necking, prolonged hugging, straddling or sitting on a person's lap, hands in another person's pockets) are not considered tasteful nor acceptable behaviors at King Kekaulike and are not allowed.

Students will first be warned, then disciplinary consequences will follow including parent notification. Some examples of acceptable displays of affection include holding hands, quick hugs, quick peck in greeting and pats on the back or shoulder. Continuing violations will result in disciplinary action for insubordination.

### **REPORTING TO SCHOOL**

Students should not be on campus before 7:15 a.m. There will be no adult supervision before that time. Any student or group of students on the school campus at other times MUST be supervised by an adult member of the administration or faculty. Custodians are not to assume this responsibility. Students are expected to attend school regularly. Attendance will be taken daily and during each class period. Classes are in session from 7:45 a.m. to 2:00 p.m., except on Wednesdays, when classes end at 1:00 p.m. Students are required to arrive on time to school to attend your first class and may leave after your last class of the day. Students may not leave school before the dismissal time without an approved Student Pass from the school Office. The Office may verify all requests through parent or guardian contact.

1. All students are to remain on the Main Campus Level (Student Dining Room, Buildings D, E, F and G) when reporting to school in the morning until 7:30 a.m.
2. Students will be permitted to go to their lockers on the second floors at 7:30 a.m.
3. When the bell rings, students will report to the first class of the day by 7:50 a.m.

### **SAFE AND DRUG FREE SCHOOL STATEMENT**

The public school system strives to provide its students with a safe and secure learning environment, as well as appropriate instruction and school experiences that mutually reinforces good personal health and safety practices. Possession of illicit substances, drug-related paraphernalia and dangerous instruments are punishable by law and will be handled according to appropriate procedures. The following policies support a safe and drug-free school:

#### **Chapter 19, Student Misconduct, Discipline, School Searches and Seizures, Reporting Offenses, Police Interviews and Arrests, and Restitution for Vandalism and Negligence**

When a student's behavior violates established rules of the department, state or local criminal laws, or the student willfully disobeys legitimate directives of school personnel, the school may take appropriate disciplinary action in accordance with this chapter.

#### **Chapter 31, Tobacco Free School System**

Effective 9/1/93, smoking and other use of tobacco products shall be prohibited at all times on campus and at all school functions **on and off campus**.

#### **Act 162, Relating to Compulsory School Attendance**

Effective 1996, attendance at a public or private school shall not be compulsory in the following cases:

- A) The student has attained the age of sixteen years;
- B) The principal has determined that
  - 1) The student has engaged in behavior which is disruptive to other students, teachers or staff; or

- 2) The student's nonattendance is chronic and has become a significant factor that hinders the student's learning; and
- C) The principal, teachers or counselor, in consultation with the student and parent/guardian, develop an alternative educational plan for the student

**Gun-Free Schools Act of 1994:** any student who is found to be in possession of a firearm while attending school shall be excluded from attending school for not less than one year.

### **Weapons and Dangerous Instruments**

It is a violation for any person to carry any firearm, dangerous weapon, or other object capable of producing bodily harm on to school premises, school-provided transportation, or other facilities being used for school activities. Examples of such items include, but are not limited to:

1. Any firearm; or
2. Any type of knife including pocket knives and Exacto knives; or
3. Any air gun, including any air pistol or air rifle designed to propel a BB, paintball, or pellet; or
4. Any disabling devices such as stun guns; or
5. Any personal protective spray devices such as pepper spray; or
6. Any object which looks like a weapon, such as a toy, water, or "dummy" gun, knife, or grenade; or
7. Any laser pen or pointer.

Administrators reserve the right to search students and their personal possessions, lockers, cars and other areas if there is a suspicion of dangerous weapons, ammunition or explosive materials.

## **SEXUAL HARASSMENT**

Sexual harassment is against the law. It includes all unwanted, uninvited and non-reciprocal sexual attention as well as the creation of an intimidating, hostile or offensive school or work environment. For counsel and assistance in resolving matters of this nature, contact a counselor, vice principal or principal.

## **SOLICITATIONS**

Solicitations are not allowed unless authorized by administration (i.e. unauthorized sales or personal reasons).

## **STUDENT RESPONSIBILITIES**

King Kekaulike students are expected to be responsible, productive learners whose primary job is to attend all classes regularly and on time. Students will remain in class until the bell rings. Students will have the materials required for performance in the classroom including homework, books and supplies. Students must read and be fully responsible for all attendance policies, discipline guidelines, school policies and each teacher's course requirements. Students are responsible for completing all assignments including the ones missed during absences. You must respect yourself and others, including other students' right to learn from their instructors. Respect your school; it is your second home. Your parents, King Kekaulike faculty, and administrators are your support system. We want you to succeed, but ultimately YOU determine your success or failure by your willingness to take responsibility and be accountable for your behavior and actions.

## **SUSPENSION**

The principal/vice principal may suspend a student for violations of school policies and rules. When the student is suspended, students are not permitted to attend or participate in any school-related or sponsored activities including co-curricular and athletic programs. The student is not allowed on any school property for the time of the suspension unless approval has been obtained from the principal. Should the term of suspension carry over from a Friday to the following week, students will not be allowed to attend or participate in any weekend school-sponsored activities. Should the suspension or infraction occur during dates specified on the contract prior to the week of a dance, banquet, prom, ball or

luau, the student will not be permitted to attend or participate in the school-sponsored function.

## **TARDY ENFORCEMENT & PROCEDURES**

See KKHS ATTENDANCE POLICY

## **TELEPHONE USAGE/MESSAGES**

Students are discouraged from using the telephone during class time unless it is an emergency. Please keep this interruption to the learning process at an absolute minimum. To minimize disruptions, phone messages and personal items will not be delivered to students. "Emergency" situations should be true emergencies and must be clarified. Students are responsible to plan accordingly and bring homework, uniforms, lunches, fees, and other items to school as needed. Phone messages to students will be screened by office personnel. If the message is deemed an emergency, it will then be transmitted to the student. Messages from other students will not be transmitted.

## **TECHNOLOGY**

KKHS offers students access to a computer network for educational purposes only. To earn an Internet Access Card, all students must pass an Internet test and obtain parental permission on the KKHS Acceptable Use Policy. The use of the computer network is a privilege, not a right and the privilege may be revoked if abused. Because the KKHS network is maintained by the DOE, the following guidelines must be followed. Any actions detrimental to the network or personal safety to staff and students will face disciplinary action. Be prepared to be held accountable for your actions, and the loss of privileges, if the rules of appropriate use are violated. Violations will be subject to a Class D offense.

1. No unauthorized software is allowed on the KKHS network (music, gaming, videos, shareware, freeware, etc.)
2. Treat all property with respect; persons maliciously destroying computers or attempting to disrupt the network will pay for any damages to school equipment.
3. Cyber-bullying and harassing others online via text, graphics or other media is strictly prohibited.
4. Adhere to copyright laws.
5. Respect the privacy and rights of others. Do not share personal information about yourself or others online.
6. Save your information in a portable drive and print only when necessary.
7. Chatting and personal emailing is not allowed. Please ask the teacher for permission before going to your personal email and detaching an attachment from your email account. Private email accounts can harbor viruses that will attack the school's network.
8. Notify an adult immediately if you encounter materials that violate appropriate use.
9. Food and drinks are not allowed while using school computers.

## **TEXTBOOKS**

All basic texts are loaned to students for their use during the school year. Students are fully responsible for the textbook(s) issued to them. The full cost to replace the textbook will be assessed if books are lost, stolen or damaged. Students with outstanding obligations will not participate in graduation exercises or other co-curricular activities such as banquets, proms, etc.

## **TRUANCIES**

1. Any student who is absent from school or class without authorization is truant; that is, any student who "plays hooky" is a truant.
2. If a student is found by the police, he/she will be brought to school and turned over to a vice principal if the truancy is the student's first offense.
3. The VP or another school official will inform the student's parent by mail and/or phone about the truancy. The student will be disciplined in accordance with the KKHS Student Action Plan.
4. If the student is picked up by the police for the second time, the student may be arrested for the truancy before being returned to the school. The case may be referred to the prosecutor's office.

5. If the truancy is committed by a student a third time, the police will arrest the student and the parent will be required to go to the Maui Police Department to pick up the student. The case will be referred to Family Court.
6. As stated previously in this document, a teacher may give an F or O for any work that is missed by the student during the truant period.

### **USE OF SCHOOL PROPERTY**

Students are not allowed in any facility after school hours unless a King Kekaulike High School faculty or staff member is present. Riding of bicycles, rollerblades and skateboards is not permitted on campus at any time. All recognized school organizations may use facilities for activities provided approval is obtained at least two weeks in advance. "Use of Facilities" applications are available in the Office.

### **VISITORS**

All visitors are to report directly to the school Office for a visitor ID badge. The administrators or office staff will determine whether the individual(s) is/are authorized to be on campus. To maintain a school environment conducive to learning and to ensure safety, former students and students from other schools are not permitted to visit. Parents are welcome to talk with staff members but are required to make an appointment. Students are not permitted to bring infants, students from other schools or any other visitor/guest to school. All unauthorized visits will be considered trespassing and will be treated as such.



**KING KEKAULIKE HIGH SCHOOL**  
**STUDENT ACTION PLAN**  
**GOVERNED BY CHAPTER 19**

**Prohibited Student Conduct; Class Offenses**

<p><b>Class A Offenses:</b></p> <p>A. Assault;</p> <p>B. Burglary;</p> <p>C. Dangerous instrument, or substance; possession or use of</p> <p>D. Dangerous weapons; possession, or use of;</p> <p>E. Drug paraphernalia; possession, use, or sale of;</p> <p>F. Extortion;</p> <p>G. Fighting;</p> <p>H. Firearms; possession or use of;</p> <p>I. Homicide;</p> <p>J. Illicit drugs; possession, use, or sale of;</p> <p>K. Intoxicating substances; possession, use, or sale of; (alcohol)</p> <p>L. Property damage or vandalism</p> <p>M. Robbery;</p> <p>N. Sexual offenses; or</p> <p>O. Terroristic threatening</p>	<p><b>Class B Offenses:</b></p> <p>A. Bullying;</p> <p>B. Cyberbullying;</p> <p>C. Disorderly conduct;</p> <p>D. False Alarm;</p> <p>E. Forgery;</p> <p>F. Gambling;</p> <p>G. Harassment;</p> <p>H. Hazing;</p> <p>I. Inappropriate or questionable uses, or both of internet materials or equipment, or both;</p> <p>J. Theft; or</p> <p>K. Trespassing</p>
<p><b>Class C Offenses:</b></p> <p>A. Abusive language;</p> <p>B. Class cutting;</p> <p>C. Insubordination;</p> <p>D. Laser pen/laser pointer; possession or use of;</p> <p>E. Leaving campus without consent;</p> <p>F. Smoking or use of tobacco substances or electronic cigarette; or</p> <p>G. Truancy</p>	<p><b>Class D Offenses:</b></p> <p>A. Contraband; possession or use of;</p> <p>B. Minor problem behaviors; or</p> <p>1. "Defiance/disrespect/non-compliance"</p> <p>2. "Disruption" means student engages in low-intensity, inappropriate disruption</p> <p>3. "Dress code violation"</p> <p>4. "Inappropriate language"</p> <p>5. "Physical contact"</p> <p>6. "Property misuse" means student engages in low-intensity misuse of property</p> <p>7. "Tardy" other</p> <p>C. Other school rules</p>

Disciplinary action shall be taken for all class offenses in accordance with procedures established under this chapter and within the following options as determined by the authorities designated in section 8-19-5. Interventions to teach students appropriate behaviors must be instituted when disciplinary actions are imposed. Disciplinary action options may include the following:

- |  |  |
|--|--|
| <p>(1)Correction and conference with student;</p> <p>(2)Detention;</p> <p>(3)Crisis removal;</p> <p>(4)Individualized instruction related to student's problem behaviors;</p> <p>(5)In-school suspension;</p> <p>(6)Interim alternate educational setting</p> <p>(7)Loss of privileges;</p> <p>(8)Parent conferences;</p> <p>(9)Time in office;</p> <p>(10)Suspension of one to ten school days;</p> | <p>(11)Suspension of eleven or more school days;</p> <p>(12)Saturday school;</p> <p>(13)Disciplinary transfer;</p> <p>(14)Referral to alternative education programs;</p> <p>(15)Dismissal; or</p> <p>(16)Restitution.</p> <p>(e)Students shall be counseled in addition to any disciplinary action taken under subsections (c) and (d).</p> |
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## INFORMATION FOR SENIORS

### **SENIOR PROJECT INFORMATION**

The Senior Project at King Kekaulike High School provides students with an opportunity to build upon and demonstrate what has been learned up until senior year. The Senior Project should challenge abilities, stretch limitations, and be a rewarding final activity for any student's high school careers. Every senior at King Kekaulike High School is required to complete a Senior Project. The Senior Project consists of four parts: the Paper, the Product, the Presentation, and the Portfolio. Students will be working on these components throughout the year in their senior English class, senior Social Studies class, in elective classes, with on-campus mentors, but most work must be done on their own time. Grades for Senior Project will be reflected in senior English class and senior Social Studies class; both classes are required for graduation.

#### **Project Components: The Product**

A 15-hour product is required. The product should extend a student's individual learning, stretch his or her potential, and challenge his or her abilities. The goal is to find something that the student has never done before but always wanted to do or something that has been done before but he/she wants to take to a new level. When selecting a product, seniors need to take into careful consideration the practicality, financial obligation, stretch and challenge, time requirements, and parental approval of their product. Work on the product may not begin without approval by the Senior Project Task Force.

#### **Project Components: The Paper**

The goal of the research paper is to give students a deeper understanding of their chosen product in order to help expand the learning stretch of their product. Along with the English teachers, students will select a paper topic, begin collecting research, practice the conventions of writing, write and edit drafts, and complete their final papers. Seniors are individually responsible for passing deadlines and their final paper, and while some class and library time will be given to this task, to complete this out-of-class time will be needed.

#### **The Presentation**

A 10-minute presentation, utilizing Microsoft PowerPoint, is required of every student. **All presentations will be held in early March.** Each presentation will focus on both the research paper and the product, discussing challenges and successes along the way. The panels will consist of parents, teachers, experts in the relevant field, and community members. Students are required to wear professional, business attire.

#### **The Portfolio**

The Senior Project Portfolio documents the entire Senior Project process from start to finish. It justifies the student's stretch and challenge, and provides evidence of the integrity of each student's Senior Project. The Social Studies teachers will provide all of the materials for the Portfolio. Students will be responsible for keeping their Portfolios safe and for keeping them current. Portfolios will be checked at multiple points in the year during senior Social Studies class.

### **CERTIFICATE OF COMPLETION**

The Certificate of Completion of an Individually Prescribed Program shall be issued to specifically identified handicapped students who complete all the requirements set up by the program.

### **HONOR GRADUATE**

3.0 – 3.5 graduates cum laude.

3.5+ – 3.8 graduates magna cum laude.

3.8+ – 4.0 + graduates summa cum laude.

The senior must meet all the school and DOE criteria to receive the Academic Honors, CTE Honors, or STEM Honors diploma.

## **GRADUATION PARTICIPATION**

Board of Education (“BOE”) Policy #4540 provides that students shall be permitted to participate in commencement exercises if they: (1) meet the requirements for a diploma or a certificate; (2) have fulfilled their financial obligations; and (3) meet other conditions, established by the Department of Education, which meet the standards of clarity, reasonableness, and justifiability.

Participation in our school’s commencement is voluntary. In order to exercise the privilege of participating in commencement, students are expected to meet all of the following requirements:

1. Complete all academic requirements for a diploma or a certificate. If a student receives a “F” or “U” for any course required for graduation credit (including Personal Transition Plan), the student will not be permitted to participate in the commencement ceremony. However, the student can complete work needed to pass and subsequently receive a diploma.
2. Meet all financial obligations by paying all school financial debts include but are not limited to, the cost of individually assigned textbooks or borrowed library books and material that are lost by the student, and any restitution agreements between the students and parents and the school for vandalism or negligence pursuant to Chapter 8-19, Hawaii Administrative Rules.
3. During the 4th Quarter of the student’s senior year, the student must not be found to have committed one (1) Chapter 19 Class A or Class B offense.
4. During the 4th Quarter of the student’s senior year, the student must not have been found to have committed two (2) Chapter 19 Class C or Class D offenses.
5. Attend all practices and rehearsals for commencement exercises.
6. Wear appropriate attire at the commencement ceremony as detailed by administration.
7. Proceeding or during commencement, the student must not be found by school administrator(s) to violate the law or provisions of Chapter 19.

It is the responsibility of each student desiring to participate in the commencement exercise to review and abide by the expectations and to seek clarification if needed.

A student who wishes to participate in commencement but is denied participation because requirements agreed to on the “Expectations and Understanding For Participation in Commencement Exercises” form were not met, may appeal the denial to the Principal.

A signed Senior Expectations and Understanding for Participation in Commencement/ Permission Form must be on file and the Commencement Fee must be paid in order to participate in the Commencement Ceremony.

Seniors who have not fulfilled academic, financial, or disciplinary obligations or met practice requirements will not walk in graduation and shall receive their diplomas from the registrar’s office.

## **EARLY RELEASE**

Early release is by application for seniors and will only be granted to those students who meet the eligibility criteria. Should the conditions of the early release change, it is the responsibility of the parent/guardian to notify the counselor and make sure the student returns to school full-time.

## **STUDENT ACTIVITIES**

King Kekaulike High School offers a wide variety of academic, athletic, social and special interest activities, which are an important part of the learning and growing process.

Students are encouraged to participate in as many clubs and activities as time, energy and commitment permit. All King Kekaulike High School activities are an extension of the school day, and all discipline standards including the KKHS Student Action Plan and the Board of Education Student Code of Conduct will be maintained. Students who choose to participate in co-curricular activities are subject to the expectations, rules and regulations of the advisor/coach, the school and the Department of Education.

## **Guidelines for Participation in Associated Students of King Kekaulike (ASKK) Events**

According to Chapter 57 Policy, to be eligible to participate in any school sponsored activities, including athletics and graduation, the student must be cleared of all financial obligations (dues, fees, cafe, overdue books, lost books, uniforms, fundraising money, classroom materials/supplies, etc.) as well as detention obligations. Students will not be given permission forms or be allowed to purchase bids to attend events until all obligations are clear. Students who have not cleared detention hours by the end of the quarter will not be allowed to attend any of the school banquets and balls during the next quarter. Students who have been suspended during the week prior to the event are not eligible to attend the event.

### **ATHLETICS**

-All students are eligible to try out for all sports. Students participating in the interscholastic program are required to follow the rules of the MIL, HHSAA, DOE and King Kekaulike High School.

-Student athletes must maintain a 2.0 GPA with no "F" grade in a class required for graduation. Academic Status Review will be taken by students who are not academically eligible to participate in a sport, with grade checks being completed every two weeks.

**-Prior to an athlete workout**, an athlete must have:

1. A current DOE athletic physical (need to update annually)
2. Assumption of risk form (need to complete one for every sport)
3. Viewed risk management video and complete form
4. Attended a fall/winter/spring season parent meeting

**Fall Sports:** air riflery, bowling, cheerleading, cross country, football, girls volleyball

**Winter Sports:** basketball, soccer, swimming/diving, wrestling, paddling, JV baseball, JV softball

**Spring Sports:** baseball, golf, judo, softball, tennis, track+field, boys volleyball, water polo, surfing

### **ELIGIBILITY AND REPRESENTATION**

To be eligible to represent King Kekaulike High School in any school sponsored activity, in public or on campus, the student must exemplify the Kekaulike Way. In public, the student should demonstrate behavior of which s/he and the school can be proud. On campus, the student should demonstrate responsibility both in and out of the classroom by attending classes regularly, earning at least a 2.0 GPA, passing all required subjects, and following all school and activity rules. This policy covers school sponsored activities and includes athletics and performing groups. School and class officer candidates are required to have a minimum 3.0 GPA and be passing all subjects in order to be initially considered for an office or position and/or to have names placed on a ballot. All court nominees are required to have a minimum 2.5 GPA and be passing all subjects in order to be initially considered for the position and/or to have names placed on the ballot. This GPA applies to all academic quarters and semesters, including 4th quarter of the previous year. Obligations, suspensions, detentions, absences and tardies are also considered before names are placed on a ballot.

### **SCHOOL FUNCTIONS**

At any school function, the student will be expected to observe all rules governing acceptable conduct during school hours and also at all school functions - on or off campus. Consequences for noncompliance with school rules will be in alignment with Chapter 19, Chapter 31, Act 162, Gun Free Act, and the King Kekaulike High School Student Action Plan.

### **KKHS Policy to Determine Eligibility for KKHS Social Events**

In order for a student to participate in school social events, students must follow their advisory grade level year to determine class placement.

Class membership is dictated by which grade level receives the dues paid by the student. Students will be eligible to attend the events for the grade level to which they paid their class dues for that year. If a student enters KKHS as a freshman, s/he is eligible to attend Freshman Banquet the 1st year, Sophomore Banquet in the 2nd year, Junior Prom in the 3rd year, and Senior Ball in the 4th and final year. The student could attend other grade level events as a guest of a student in that grade level. No matter what grade level, students can only attend events (theirs and other grade levels) if all obligations to the school are met. Adopted by SCC 2/2007

## **KKHS SOCIAL DRESS CODE**

### **BANQUET ATTIRE**

#### **Underclassmen Banquet, Winter Ball, Homecoming Ball**

##### **Acceptable:**

spaghetti straps, halter tops, strapless, long-fitted skirts, dressy pants, collared shirts, dressy shoes/sandals, dress hats, dressy sweaters, denim skirts and dresses

##### **Unacceptable:**

exposure of midsection, backless, faded/graffiti/cut long denim jeans, shorts, baseball caps and visors, shades, slippers, tank tops, tuxedos, evening gowns, beanies, sweatshirts/athletic jackets, see-through tops, skirts/dresses too short for regular movement, high slits

### **FORMAL ATTIRE**

#### **Junior Prom**

##### **Acceptable:**

evening gowns, spaghetti straps, halter tops, strapless, backless (not too low), dressy shoes/sandals, tuxedos, suits, pants and jacket with dress shirt and tie, dressy and/or top hats, canes, gowns can be two piece, gowns must be formal longer than knee level

##### **Unacceptable:**

exposure of mid section and arch of back, cocktail/cotton dresses, slippers, shades, caps and visors, aloha attire, shorts, semi-formal (suit without jacket) costumes (unless specifically related to the theme), see through tops, high slits, sweatshirts/athletic jackets

### **SEMI-FORMAL ATTIRE**

#### **Senior Ball**

##### **Acceptable:**

formal gowns, tuxedos, dressy long or short-sleeved shirt with sweater, jacket with tie, cocktail dresses, dress pants, dress shoes/sandals, dressy hats, spaghetti straps, halter tops, strapless, backless, gowns can be two piece

##### **Unacceptable:**

exposure of mid section and arch of back, shorts, jeans, slippers, aloha attire, skirts/dresses too short for regular movement, tank tops, tee shirts, sunglasses, sweatshirt/athletic jacket, see-through tops, high slits, baseball caps, beanies, visors

### **CASUAL ATTIRE**

#### **Senior Luau**

##### **Acceptable:**

aloha attire, shorts, slippers, spaghetti straps, halter tops, strapless, grass skirt/coconuts with clothing underneath, straw hats, fishermen's hats, shoes/sandals

##### **Unacceptable:**

exposure of the midsection, backless, shorts/skirts/dresses too short for regular movement, tuxedos, evening gowns, grass skirt/coconuts without clothing underneath, tank tops, faded/graffiti/cut long jeans, see-through tops, high slits, tee shirts, sweatshirts and athletic jackets, caps and visors