Handbook

The next... XXV ... in Waverider History

CHARTING THE VOYAGE TO 2050

Kealakehe High School

Home of the WaveRiders

Parent & Student Handbook

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

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

www.khswaveriders.org

Updates for sy26-27 are in purple

Kealakehe High School Administration

Kori Takaki, Principal	808-437-0289
Cassandra Macatiag, Vice Principal	808 960-8766
Kevin Argueta, Vice Principal	808 333-8770
Mary Bringhurst, Vice Principal	808 960-8034
Vacant, Vice Principal	808 437-0289

Kealakehe High School Athletics Department

Ms. Stacy Jones, Athletic Director
Office: 808 313-3774 Cell: 808 960-2809

Kealakehe High School Security Department

Mr. Louie Garcia, School Safety & Security Officer
Office: 808 313-3624 Cell:808 854-1074

Frequently Called Numbers

Accounting	808 313-3604
Administration Clerk (VP Quad)	808 313-3603
Attendance	808 313-3602
Bus Information	808 313-3605
Counselors	808 313-3625
Health Room	808 313-3608
Learning Center	808 313-3636
Registrar	808 313-3607
Student Activities Coordinator	808 313-3614
Student Services Coordinator	808 313-3623

Keep Yourself Connected

Sign up for text updates at www.khswaveriders.org and subscribe to our social channels.

Kealakehe High School – Official Instagram Page @khswaveriders

Stay up-to-date with TalkingPoints messages via text!

Alma Mater

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

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

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

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

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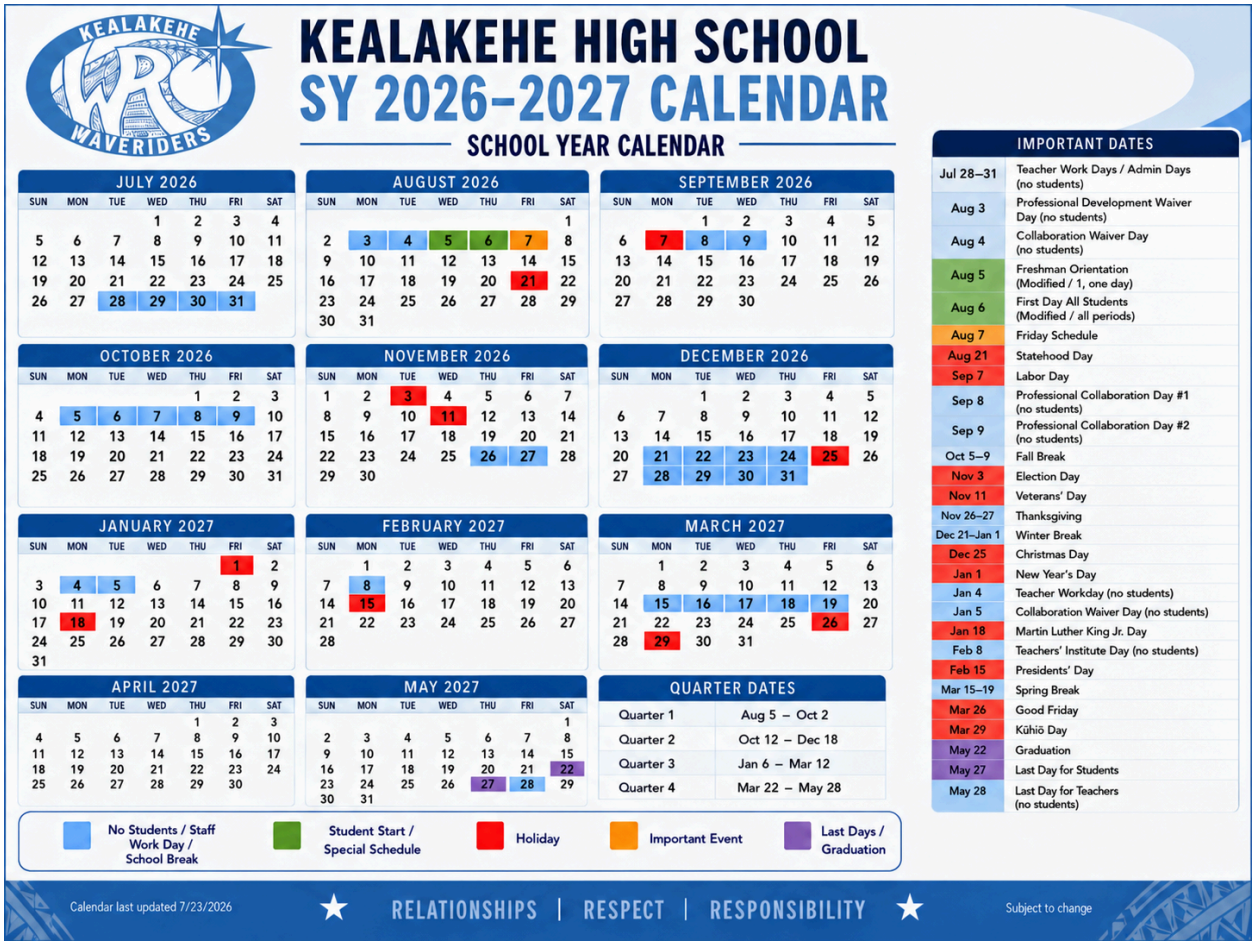
Kealakehe High School Bell Schedule

Monday		Tuesday		Wednesday		Thursday		Friday	
		Home of the Waveriders! *Schedule may vary based on short weeks or assemblies.*						**Period 1**	9:00 - 9:53 am
								Passing	9:53 - 10:00 am
Period 1	9:00 - 10:22 am							**Period 2**	10:00 - 10:49 am
Passing	10:22 - 10:27 am							**WIKI**	10:49 - 11:04 am
Advisory	10:27 - 10:48 am	**Period 4**	9:00 - 10:20 am	**Period 1**	9:00 - 10:17 am	**Period 4**	9:00 - 10:20 am	*Passing*	11:04 - 11:09 am
WIKI	10:48 - 11:03 am	**WIKI**	10:20 - 10:40 am	*Passing*	10:17 - 10:22 am	**WIKI**	10:20 - 10:40 am	**Period 3**	11:09 - 11:58 am
Passing	11:03 - 11:08 am	*Passing*	10:40 - 10:45 am	**Advisory**	10:22 - 10:52 am	*Passing*	10:40 - 10:45 am	*Passing*	11:58 - 12:05 pm
Period 2	11:08 - 12:26 pm	**Period 5**	10:45 - 12:01 pm	**WIKI**	10:52 - 11:07 am	**Period 5**	10:45 - 12:01 pm	**Period 4**	12:05 - 12: 54 pm
LUNCH	12:26 - 12:56 pm	**LUNCH**	12:01 - 12:30 pm	*Passing*	11:07 - 11:12 am	**LUNCH**	12:01 - 12:30 pm	**LUNCH**	12:54 - 1:24 pm
Passing	12:56 - 1:01 pm	*Passing*	12:31 - 12:36 pm	**Period 2**	11:12 - 12:26 pm	*Passing*	12:31 - 12:36 pm	*Passing*	1:24 - 1:30 pm
Period 3	1:01 - 2:19 pm	**Period 6**	12:36 - 1:52 pm	**LUNCH**	12:26 - 12:56 pm	**Period 6**	12:36 - 1:52 pm	**Period 5**	1:30 - 2:19 pm
Passing	2:19 - 2:26 pm	*Passing*	1:52 - 1:59 pm	*Passing*	12:56 - 1:01 pm	*Passing*	1:52 - 1:59 pm	*Passing*	2:19 - 2:26 pm
Period 7	2:26 - 3:15 pm	**Period 7**	1:59 - 3:15 pm	**Period 3**	1:01 - 2:15 pm	**Period 7**	1:59 - 3:15 pm	**Period 6**	2:26 - 3:15 pm

Bell Schedule for 3 and 4 day weeks we will just drop the day that there is no school! It does not change the rest of the week.

SY 2026-2027 School Calendar



Kealakehe High Vision Statement

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

Kealakehe High Mission Statement

Encouraging partnerships among students, parents, faculty, staff and community by offering a curriculum which will address multi intelligences and awareness; providing a safe environment which expects mutual respect; providing opportunities where all students can develop their gifts and talents to be productive members of the community without need for remediation.

Kealakehe High School Belief Statements

- **We believe ALL means ALL.**
- **We believe wellness matters.**
- **We believe in a focus on learning, a collaborative culture, and a focus on results.**
- **We believe academies elevate students and prepare them for a strong future.**

The WaveRider 3 Rs

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

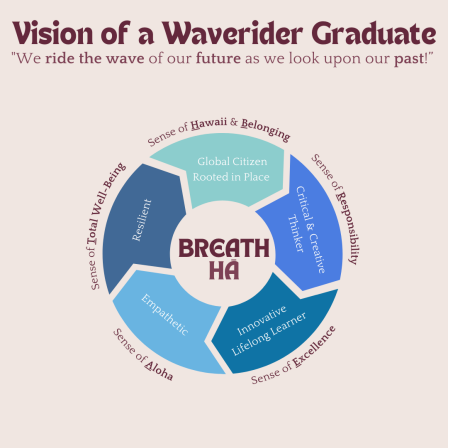
Respect
Respect oneself and the rights and property of others

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

The Profile of a Waverider Graduate

During students' time at Kealakehe High School, the school will intentionally work on developing the Profile of a Waverider Graduate's traits and dispositions. These traits and dispositions are rooted in the Nā Hopena A'o ("HĀ") framework. We aspire for our students to leave our campus with the following dispositions:

- Global Citizens Rooted in Place
- Critical and Creative Thinkers
- Innovative Lifelong Learners
- Empathetic
- Resilient



Nā Hopena A'o - "HĀ" (BOE Policy E-3)

Nā Hopena A'o or HĀ are six outcomes to be strengthened in every student over the course of their K-12 learning journey. Department staff should also be models of behaviors that direct students to what these outcomes might look like in practice. The outcomes include a sense of Belonging, Responsibility, Excellence, Aloha, Total Well-being and Hawai'i. When taken together, these outcomes become the core BREATH that can be drawn on for strength and stability throughout school and beyond. Underlying these outcomes is the belief that students need both social and emotional learning (SEL) skills and academic mindsets to succeed in college, careers and communities locally and globally. Thus, HĀ learning outcomes emphasize the competencies that include application and creation of knowledge along with the development of important skills and dispositions.

General Learner Outcomes (GLOs)

The Ability to be Responsible for One's Own Learning
Individuals must be able to:

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

Understanding that it is Essential for Human Beings to Work Together
Individuals must be able to:

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

The Ability to be Involved in Complex Thinking and Problem Solving
Individuals must be able to:

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

The Ability to Recognize and Produce Quality Performance and Quality Products
Individuals must be able to:

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

Be an Effective Communicator
Individuals must be able to:

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

Use a Variety of Technologies Effectively and Ethically
Individuals must be able to:

- Honor copyright and licensing laws for software. Know what plagiarism is and how to avoid it by properly document references and giving credit to the source.
- Respect confidentiality and the privacy of individuals and entities that use electronic communications. Use proper etiquette in electronic communications.
- Use technology for educational research and refrain from accessing inappropriate materials.

Accreditation

Kealakehe High School was proud to receive a six year accreditation by the Western Association of Schools and Colleges (WASC) in the summer of 2021 with a successful midterm visit in May, 2024. The WASC visiting committee has provided two reports from these visits:

- 2021 WASC Visiting Committee Report
- 2024 WASC Visiting Committee Report

Academics

Academic Honesty/Artificial Intelligence Protocol (BOE Policy 101-1 Student Code of Conduct)

Academic Honesty Promotes:

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

Definition of Academic Dishonest Behaviors:

- Cheating on tests: using notes, aids, or another student's assistance to complete a test, exam or quiz without express permission of the teacher. This includes looking at another student's paper, sharing answers, or copying another student's paper, taking an exam from room.
- Fabrication: intentionally falsifying or inventing data, citation or authority. This includes lab data.
- Alteration of Materials: Any intentional and unauthorized alteration of student, teacher or library materials, including grade books, attendance and online grade information.
- Unauthorized collaboration: Copying from or allowing another student to copy from test, homework or other course work, which is not intended to be collaborative. This includes having someone other than the student do the work.
- Plagiarizing materials: "to steal and pass off (the idea or works of another) as one's own: use without crediting the source." This includes omitting quotation marks, omitting bibliographic references and or paraphrasing without giving credit. Paraphrasing is changing or reworking the original thought without giving credit. Plagiarism includes the improper use of written, electronic, musical and graphic materials. It also includes the use of artificial intelligence applications.
- Forgery: Signing parents' names on grade reports, approval forms, permission slips, etc. Signing teachers' names on passes/other documents.

Kealakehe High School recognizes artificial intelligence (AI) as a powerful tool that can support learning, creativity, research, data analysis, and problem-solving. Students are expected to use AI responsibly while continuing to develop their own knowledge, skills, critical thinking, and independent judgment.

Students may use AI for schoolwork only when:

- They have a current Technology Responsible Use Form (TRUF) signed by the student and parent or guardian;
- The AI program has been approved by the school or HIDOE; and
- The teacher has authorized its use for the specific assignment or activity.

Permission to use AI in one class or assignment does not mean it is permitted in another. AI may be used as a study or tutoring tool, but it may not be used to complete quizzes, tests, exams, written or other assessments.

When AI use is permitted, students must:

- Use AI to support, not replace, their own thinking and learning;
- Review and verify AI-generated information for accuracy, bias, misinformation, fabricated sources, and logical errors;
- Be able to explain the ideas, reasoning, calculations, or processes included in their work;
- Disclose when and how AI was used;

- Appropriately cite AI-generated content;
- Protect private and personally identifiable information; and
- Follow all school, HIDOE, copyright, technology, and academic-integrity expectations.

Students may not use AI to create harmful, threatening, harassing, discriminatory, obscene, deceptive, illegal, or intentionally false content. AI may not be used to impersonate others, engage in cyberbullying, access another person's account, bypass security measures, or interfere with HIDOE devices, accounts, or networks.

Submitting AI-generated work as one's own, using AI without teacher permission, exceeding the limits established by the teacher, failing to disclose or cite AI use, fabricating sources or information, or using AI to avoid demonstrating one's own learning may constitute plagiarism or another violation of academic integrity.

Suspected misuse will be reviewed using the assignment expectations, available drafts and sources, the student's explanation of the work, and the student's ability to demonstrate the required learning. AI-detection tools will not be used as the sole evidence of a violation.

Responses may include reteaching, a student conference, family communication, revision or reassessment, an academic consequence consistent with classroom and school procedures, restriction of technology privileges, or referral to administration. Serious or repeated violations may also be addressed under the Technology Responsible Use Guidelines, school rules, and Hawaiʻi Administrative Rules, Chapter 19. Activity conducted through HIDOE-owned devices, accounts, networks, and internet services may be monitored by HIDOE.

Because AI continues to evolve, Kealakehe High School will review and update these expectations as HIDOE guidance, approved technologies, laws, and educational practices change.
MEMO January 7, 2025 HIDOE Artificial Intelligence Guidance for Students

Academy Pathways

Kealakehe High School is committed to offering diverse learning opportunities through academy pathways. In our academy model, we have three different academies with multiple pathways:

- Creative Arts and Leadership (CAL) pathways:
    - Marketing Management
    - Digital Design
    - Film and Media Production
    - Teaching as a Profession
    - JRTOC (new pathway starting sy26-27)
- Sustainable Communities
    - Agriculture and Food Production Business
    - Culinary Arts
    - Medical Services (Nursing Services)
    - Sustainable Hospitality, Tourism and Recreation
- Science, Technology Engineering, and Mathematics (STEM)
    - Engineering Technology
    - Automotive Maintenance and Light Repair
    - Computer Science (Programming)
    - Construction (Residential and Commercial Construction)
    - Renewable Energies Technology
    - Engineering and Electro-Mechanical (STEM Cohort)
        - *STEM Cohort is led by Mr. Brown and Mr. Weir. This experience requires an application. Prospective 9th grade students and families can reach out to Mr. Brown or Mr. Weir for more information.*

These pathway courses are one out of the seven courses that a student takes in a year. Although uncommon, students could theoretically sign up for two academies with the understanding that they are using two of their seven credits in that academic year. Each pathway will prepare students to gain Industry Recognized Credentials (IRCs) that will support students' employability.

Rising 9th Grade Students/9th Grade:

When students register for their 9th grade classes, they choose an academy and take the Foundations class to that academy:

- CAL Foundations - Foundations of Business
- STEM Foundations - Foundations of Engineering
    - STEM Cohort - Foundations of Engineering and Foundations of Manufacturing
- Sustainable Communities Foundations - Foundations of Agriculture and Natural Resources

As much as possible, students in the same academy are cohorted which translates to them being with the same groups of students in their core classes and their Foundations academy course.

Rising 10th Grade Students/10th Grade:

When students register for their 10th grade classes, they decide which pathway they would like to pursue that falls within their academy. If a student chooses to switch academies in hopes of going into a different pathway, the student would have to begin with the Foundations course to their new academy. We highly recommend that students do not switch academies, because it impacts their ability to be a CTE completer. CTE completers have a high correlation with academic success.

As much as possible, students in the same academy are cohorted which translates to them being with the same groups of students in their core classes and their Foundations academy course.

Rising 11th Grade Students/11th Grade:
When students register for their 11th grade classes, they take the following progression of their pathway. Students will continue to explore their pathway and continue working towards IRCs.

Rising 12th Grade Students/12th Grade:
When students register for their 12th grade classes, they take the following progression of their pathway. As we build out our academy pathways, students who have completed Level 3 or are taking Level 3 concurrently will have Work Based Learning (WBL) opportunities that align with the students' pathways. These WBL opportunities will include internships, externships, and/or workforce development.

Grading Policy

- All teachers will provide students with a syllabus that clearly outlines their grading scale.
- The following grade scale for reporting student achievement shall be used: A,B,C,D,F, S,U
- Exceptions to the above academic grades "I" (Incomplete), "W" (Withdrawal), "N" (No Grade).
- In extenuating circumstances, teachers may choose to use the "I" as a temporary placeholder mark to give students and their parents time and opportunity to improve their grade(s). The grade needs to be updated by the teacher, who will evaluate the work submitted and determine the final grade to be given for the marking period. The final grade cannot be an "I" for the marking period.
    - If a student is at risk of receiving an 'I' (incomplete), the counselor will collaborate with the family to develop a formal plan that supports the successful completion of the coursework.
- Students who take an AP Exam and earn a score of 4 or higher on a course that is not offered at our school, may earn a high school credit for the corresponding course. For instance, if a student took the AP German exam and scored a 4 in the exam, the student can earn AP German credit. Please note that if the course does not have an appropriate Hawaii ACCN number, you may not be able to earn that credit. The grade awarded for the credit will be a "S".

Graduation Requirements/Regalia Guide

Please see your grade level counselor or the Hawaii Department of Education's website for the latest and most updated graduation requirements (found in the addendum). Please be advised that certain classes may have different requirements than others. The 2026-2027 Regalia Guide provides clarity on the honors regalia that students wear at the graduation ceremony to honor their accomplishments.

Outside Coursework (online) - Advancement or Recovery

Students must obtain approval from the Principal before enrolling in any online course for high school credit. Approval must be granted prior to the start of the course; credits from online courses taken without prior approval may not be accepted. Students may only take online courses that are not offered through Hawaiʻi Online Courses. The online program must be operated by a legitimate private school and must hold accreditation from one of the major regional accrediting agencies (the "Big 5"):

1. Western Association of Schools and Colleges (WASC) – accredits schools in Hawaiʻi and the western U.S.
2. Middle States Association of Colleges and Schools (MSA)
3. New England Association of Schools and Colleges (NEASC)
4. Southern Association of Colleges and Schools (SACS)
5. North Central Association of Colleges and Schools (NCA)

Only courses from schools that meet these criteria will be considered for credit review. Final approval ultimately lies with the principal.

Personal Transition Plan (PTP)

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

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

Schedule Changes

Student schedules are released in the Spring of the prior year for ample review and time for schedule changes prior to the start of a new school year. On a case by case basis, schedule changes may be approved by Administration within 2 weeks after the start of the semester to drop or change a course. After 2 weeks, students may not drop a course. When schedule changes are made, students' two alternates will be exhausted before other class options are considered.

The student must remain in the course until the end of the session and will receive the grade earned. All grades will be posted on your official DOE transcript. This policy applies to both on campus and virtual classes.

For extenuating circumstances, schedule changes requested after the 2 week grace period, must be pre-approved by the Principal.

KEALAKEHE HIGH SCHOOL CLASS CHANGE FORM

Student Name: _____Date:_____

	ORIGINAL SCHEDULE	TEACHER SIGNATURE	CHANGE TO	TEACHER SIGNATURE
Advisory	Grade_____ Teacher_____		Grade_____ Teacher_____	
Period 1	Class_____ Teacher_____		Class_____ Teacher_____	
Period 2	Class_____ Teacher_____		Class_____ Teacher_____	
Period 3	Class_____ Teacher_____		Class_____ Teacher_____	
Period 4	Class_____ Teacher_____		Class_____ Teacher_____	
Period 5	Class_____ Teacher_____		Class_____ Teacher_____	
Period 6	Class_____ Teacher_____		Class_____ Teacher_____	
Period 7	Class_____ Teacher_____		Class_____ Teacher_____	

Reason for change: _____

Student's Signature: _____ Date: _____

Parent's Signature: _____ Date:_____

Administration's Signature: _____ Date:_____

Counselor's Signature:_____ Date:_____

Attendance

Attendance Policy (BOE Policy 106-3)

In order to achieve the Vision, Mission and Core Abilities that guide this school, students need to be in class every day and on time. With that in mind, our school community will follow these guidelines:

In order to live out Kealakehe High School's vision of harmony and unity through dynamic education and community for everyone, every time, students need to be in class every day and on time. Regular attendance supports learning, relationships, safety, and student success.

Attendance is a shared responsibility between students, families, and the school. Kealakehe High School will monitor attendance regularly and provide support when concerns arise.

Student and Parent/Guardian Expectations

Parents/guardians are expected to:

- Ensure students attend school regularly and on time.
- Report student absences through TalkingPoints so absences can be reviewed for excusal.
- Keep contact information updated in Infinite Campus.
- Respond to school communication regarding attendance concerns.
- Partner with the school when attendance support is needed.

Students are expected to:

- Attend school every day and attend all scheduled classes on time.
- Arrive prepared to participate in learning.
- Remain in assigned classes unless they have a valid pass or approved reason to leave.
- Complete missed work after absences within the school's make-up work expectations.

Attendance Monitoring and Support

Teachers will take accurate attendance every period in Infinite Campus. Students are expected to be in class when the bell rings.

Kealakehe High School uses a tiered support process for attendance. When attendance concerns arise, the school may provide support through teacher contact, family communication, counselor follow-up, Attendance Coordinator Support, Academy Student Support / MTSS review, administrative meetings, attendance plans, and additional interventions when needed.

General attendance follow-up may include:

- After 5 unexcused period absences, teachers contact parents/guardians through TalkingPoints or phone call.

- Continued attendance concerns may be reviewed by counselors, the Attendance Coordinator, Academy Student Support / MTSS teams, and/or administration.
- Excessive unexcused absences may result in a family meeting, attendance plan, administrative follow-up, and possible Family Court involvement when appropriate.

Excused Absences

Absences may be excused for the following reasons:

- Illness or injury, up to 4 days; 5 or more days require a doctor's note to be excused.
- Death in the family, up to 3 days for an in-state death and up to 5 days for an out-of-state death. In order for absences to be excused, an obituary or formal announcement is required.
- Court appearances. A court letter or subpoena is required to excuse your absence.
- School-sponsored activities such as student council, athletics, field trips, or other approved events.
- Administrative leave for educational or enrichment purposes with prior principal approval, up to 5 days per school year.

If an absence is excused, it will appear in Infinite Campus as excused. Unexcused absences and tardies will appear as unexcused. Automated calls may be generated once absences or tardies are entered into Infinite Campus.

Unexcused Absences

For unexcused absences, extraordinary circumstances may be appealed to the principal on a case-by-case basis. Parents/guardians and students will be included in that process when appropriate.

Excessive unexcused absences will result in school follow-up. If absences continue to accrue, Family Court may be involved.

Tardy Policy

Students are expected to be in class when the bell rings.

- Students outside the classroom after the bell will be marked tardy.
- If a student arrives more than 15 minutes after class begins, the student will be marked absent for that period but must remain in class.
- Three unexcused tardies count as one unexcused period absence.
- Repeated tardiness may result in school follow-up, attendance support, and will be referred for a Chapter 19 violation, Class Cutting.

Class Cutting

Students are expected to remain in their assigned classes. If a student is found outside of class more than 15 minutes after the start of the period without a valid pass or approved reason, the student will be considered cutting class.

Class cutting may result in security redirection, parent/guardian contact, counselor or administrative follow-up, Academy Student Support / MTSS review, and/or a Chapter 19 referral when appropriate.

Make-Up Work

Consistent with Board of Education Policy 102-12, students will be provided reasonable opportunities over the grading period to demonstrate their understanding of course standards. Kealakehe High School permits students to complete missed work following both excused and unexcused absences, subject to reasonable timelines, assignment requirements, and individualized plans for extended absences.

Students are responsible for requesting missed work when they return. For unexcused absences, the student should check in with their teacher to develop a plan.

For excused absences, students will have 3-5 school days to submit their missed work. The timeline will be determined by the teacher.

Students and families should communicate with the school as early as possible when an extended absence is anticipated in order to create a plan.

During the final week of a quarter or semester, make-up opportunities may be affected by grading deadlines and must be coordinated directly with the teacher. When appropriate, the counselor or administrator may assist with an extension, incomplete, or other individualized plan consistent with school procedures.

Eligibility for Athletics and Co-Curricular Activities

To participate in athletics, co-curricular activities, and school-sponsored events, students must meet academic, behavioral, attendance, and obligation requirements.

A student must have at least a 2.0 GPA, no F's in required classes, and be in good standing.

In order to participate in practices, activities, or games, students must have attended school on the day of (or day prior if games are on a Saturday).

Students who have 30 or more unexcused class absences in a quarter will not be allowed to participate in athletics or co-curricular activities for the following quarter. Three unexcused tardies count as one unexcused absence. This requirement may carry over from one school year to the next.

Students with attendance concerns should be reviewed early so support can be provided before eligibility is affected.

Chronic Truancy

"Truancy" means a student is absent from class(es) or the school campus without authorization from the principal or designee. If a child has excessive unexcused absences, Kealakehe High School reserves the right to involve the Family Court system for School Non-Attendance.

General Information

Academic and Financial Plan

Each school is required to have Academic and Financial Plans aligned to the State Strategic Plan with the goal of improving student academic performance. The latest version of each plan may be found under the "Community Engagement" tab on our school's homepage and is linked here.

School Community Council (SCC)

Definition of School Community Councils

- The "Reinventing Education Act for the Children of Hawaii" was passed by the Hawaii Legislature in 2004. It requires each school to have a School Community Council.
- The School Community Council (SCC) replaced the School Community Based Management (SCBM) Council in June, 2005. It is an "advisory" Council made up of a group of people elected by their peers who represent teachers, parents, students, school staff, & community members who will share in decision-making.
- The primary role of the SCC is to review & evaluate the school's academic & financial plan to ensure that all students' needs are met. SCC's may also
    - Provide opportunities for discussions on school improvement via Community Meetings twice a school year.
    - Request waivers (relating to policies such as rules, procedures, etc.) to the Board of Education.
    - Give input on the development of and revision to school policies, procedures or programs.

Identification Badges

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

- Identification and entrance to campus each day; Students are required to wear their IDs outside of their clothing (must be visible).
- If students do not have their ID visible they will be sent to the office and a new ID will be printed for the student, and a $5.00 obligations charge will be automatically added to the student's school account.
- If the pertinent information on ID tags is defaced, students will be required to replace them.
- Identification and entrance into certain school functions, such as proms or balls.
- Student discounts at athletic events, certain performances, and productions;
- Checking out materials and textbooks from the library.
- Purchase of school breakfast, wiki (snack), or lunch.

Infinite Campus Access for Student and Parents

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

Parents/guardians receive access codes and passwords to Infinite Campus. Students received instructions for initial log-in in advisory classes. With this access, parents and students may check on grades, homework assignments, and email teachers. This helps students stay on track and allows parents to intervene.

Parents/guardians and students who are having difficulty accessing Infinite Campus should reach out to their child's counselor.

Google Classroom Access for Student and Parents

Google Classrooms will be automatically created for student rosters in Infinite Campus. Students can go to Google Classroom to access their classrooms. Teachers can invite parents to Google Classrooms.

Bus Transportation

Bus transportation is provided for a fee (unless the student is on a "free" lunch status) to students who live in the school's geographic district. However, bus services are reserved quarterly and are reviewed on a first come, first served basis by the bus company.

- For those students attending on a Geographic Exception, they need to complete a "Request for Student to Ride School Bus on a Space Available Basis" (available in front offices).
- Applications are available each year in the Student Services or Administration Office and online at our website under the "Parents" tab.
- For more information regarding student transportation please see the website or reach out at (808) 313-3605.

Drop Off and Pick Up

Campus office hours are from 7:45 AM to 4:30 PM. Students should not be dropped off in the morning until 7:45 AM and should leave campus immediately after school unless they have an official school business or reason to remain on campus (ie: athletics, the Waverider Learning Center, or meeting with a teacher, etc.) There is no supervision before 7:45 AM, or after 3:30 PM.

If students are waiting for rides on campus at the end of the school day, they must wait in front of the Administration Office or at the bus ramp. If they are dropped off earlier than 7:45 AM, they must also wait in front of the Administration office or at the bus ramp. ***Students are not allowed to wait anywhere else on the main campus before 7:45 AM or after 3:30 PM.***

Teacher Assistant Periods

Students may request to be a teacher's assistant. Students must meet the following requirements:

- Seniors must have at least 18 credits and be passing all classes; if a senior is failing a course, their T.A. privilege may be revoked.
- No class A, B, C, D offenses for the past semester.
- No attendance concerns or issues.
- 2.5 G.P.A. or higher
- Understand that no credit(s) will be given for being a T.A.

T.A. Responsibilities:

- Students must report to assigned T.A. teacher every period they are scheduled. Attendance will be taken and counted towards our attendance policy.
- Students must perform tasks assigned by the teacher.
- Should attendance or behavior be inconsistent in any way, the student will be placed into an alternative education classroom, where attendance and grades will be recorded.

Modified Schedule: Early Release

Seniors may apply for early release from school if they meet all requirements. Students who want to request early release should set an appointment with their counselor to review the requirements and complete the application with their parent or guardian's permission.

Food Delivery Services

To eliminate security concerns and an unnecessary burden on our office staff, food delivery services are not allowed on campus. These food delivery services include, but not limited to, DoorDash, Uber Eats, and personal delivery. Any food delivery to the school will be confiscated. If there are any questions, please contact admin.

School Meals (Breakfast, Wiki and Lunch)

An individual meal account is automatically opened for every child who is enrolled at Kealakehe High School. The account is identified with a number and barcode. This account is like a checking account. Students will make deposits to the account. Deposits can be made in cash , checks or credit card https://www.ezschoolpay.com/Login.aspx or by checks (made payable to Kealakehe High). Meals/milk will be purchased with these funds.

- When students go through the lunch line, their purchase will be debited from their account as their ID is scanned.
- No student ID will result in a new ID card issued to the student and $5.00 added to the student's school account.
- It is the responsibility of each parent to encourage students NOT to purchase meals for others.
- Students can only purchase one meal at a time. Students who wish to purchase a second meal must return to the cashier line.
- Each student is responsible for keeping his/her account in good standing. A negative account may prevent a student from attending ALL school activities.
- Deposits can be made online or at the accounting office 8:00am-3:00pm.
- Any deposit after 8:00 am will be entered into the student's account for the following day.
- If you are paying by check, please make checks payable to "Kealakehe High School".
- Minimum deposits are $5.00.
- Returned checks will be charged against the student's account until it is cleared. The returned check fee is $25.00. This fee will also be charged against the student's obligation responsibilities.
- To ensure that your child has adequate funds for meals we suggest depositing sufficient funds for a minimum of a month at a time
- Normally, account balances carry over to the next school year. Refunds are made at the Accounting Office only when the account is closed due to:
    - A student transferring
    - A student graduating
    - By written request from a parent/guardian

Free and Reduced Lunch Program

Applications for reduced price/free meals MUST be made by EVERY household EVERY school year (you may reapply during the year if your income status changes). The USDA publishes revised qualifying income guidelines each school year. Therefore, households must apply and a determination must be made each year.

- Applications are available at the school office or online where they can be downloaded or submitted electronically

- We encourage all households to apply for reduced price/free meals. Please apply even if you are coming from a school where all students receive free lunch. When completing the application, please follow the instructions printed on the application and the accompanying memo.
- Return applications to either your Advisory teacher, the office, or submit electronically.
- Students who receive free lunch are only able to receive services during wiki or lunch. If students choose to participate in both wiki and lunch, they need to have money on their account to purchase the second meal at the regular price.

****IMPORTANT NOTE: Even if you bring your own food to school and don't plan to eat school meals, qualifying for Free or Reduced Lunch will enable you to waive testing fees for college-entrance exams such as the SAT or ACT, or reduced fees for Advance Placement Exams.**

Cafeteria Duty

As part of civic responsibilities, each student is required to serve cafeteria duty. Students serve on a rotational basis.

- Failure to serve will result in a Chapter 19 referral for insubordination which may result in disciplinary action.

Fees

Required Fees

- Each year, students will be responsible for grade level class dues of $10 and Student Association dues of $10.
- These fees help cover the cost of grade level and school-wide activities for the benefit of the students.
- These fees are required by the Board of Education. Failure to pay these fees will prevent you from participation in co-curricular activities, such as athletics, dances, proms, courts, class activities, and the graduation ceremony.

Optional Fees

- Yearbook price varies each year. More information will be shared with students.
- Parking Permit - $10 a vehicle
- Athletic card - $25 (allows student entry to all home athletic games for FREE; for away games, they pay $1 with the card)

Returned Checks

The Department of Education's policy (Hawai'i Revised Statute Chapter 40-35.5 eff. 7/2/07) states that there is a $25.00 charge for checks returned for insufficient funds or closed accounts. If this happens, you will be required to pay the amount of the check and the $25.00 charge in cash, with a cashier's check, or money order.

Outstanding Obligations

The Board of Education has a policy on outstanding obligations (such School Meals (Breakfast, Wiki and Lunch) unpaid fees, textbooks, library books and fines, uniforms, etc.) It specifies that students may not participate in co-curricular activities unless all outstanding obligations are cleared. These activities include but are not limited to such activities as athletics, dances, proms, courts, class activities, and the graduation ceremony.

Medication

Students should not be taking medication on campus without prior permission. Without proper consent, students should not be taking any medications at school. Medications should be given at home as much as possible unless the physician or other practitioner with prescriptive authority provides reasons why medications must be given during the school day or at a beyond-the-school day event/program with a signed permission form. You can refer students/families to admin/nurse for the permission form.

Release of Balloons

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

Extracurricular Activities

Athletics

Kealakehe High has a strong athletic program in many sports for both girls and boys. Students interested in the sports listed below can contact Athletic Director at 313-3774.

- Students need to have a physical and permission from your parent/guardian to participate.
- To be eligible, a student must maintain a 2.0 GPA, be passing all classes required for graduation and meet HHSAA/BIIF eligibility requirements if changing schools.
- In addition, students who have 30 or more unexcused class absences for the quarter will not be allowed to participate in athletics the following quarter. Also, three unexcused tardies will count as one unexcused absence. This requirement will carry over from one school year to the next school year. Two forms are required to participate in any sport: Parent Consent and Physical.

Fall Sports	***Winter Sports***	***Spring Sports***
• Air Riflery • Bowling • Cross Country • Football • Volleyball, girls • Cheerleading	• Baseball, JV • Basketball, boys and girls • Canoe Paddling • Soccer • Swimming • Wrestling • eSports (tentative)	• Baseball, Varsity • Judo • Golf • Softball • Tennis • Track and Field • Volleyball, boys • Water Polo, girls • Surfing

Clubs

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

- Interact
- Model UN
- National Honors Society
- Polynesian Club
- Robotics
- Key Club
- Gay Straight Alliance
- Travel Club
- Photography Club
- Filipino Club
- Astronomy Club
- College Readiness Club

(subject to change)

If you are interested in chartering a club, please see our Student Activity Coordinator, Ms. Agdeppa.

Co-curricular Activities

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

Some functions are either held on campus in an area that is elaborately decorated according to the theme of the event, or at a hotel in West Hawaii. It's a chance to dress up, look your finest, and have an elegant experience from the food to the festivities. All of the adults who chaperone are volunteers, including teachers, counselors, and administrators.

Participation Requirements

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

- Must be free of financial and library obligations at time of sign-up and up until the activity (this includes former students of Kealakehe High who are attending as a guest);
- Must present a valid ID at the door of the event (for Proms, Balls, etc.);
- Must be in proper attire;
- Must turn in signed dance agreement, regardless of age (for Proms, Balls, etc.);
- For any Class D or C offensives the student must participate in a program that is assigned by an administrator and get approval from an administrator to attend the activity. If the student has any Class A or B offensives within 18 school weeks of the event, they cannot attend.
- **Students who have 30 or more unexcused class absences for the quarter will not be allowed to participate in co-curricular activities the following quarter. Also, as stated in the attendance policy, three unexcused tardies counts as one unexcused absence. This requirement will carry over from year to the next school year.**

General Policy Regarding Suspensions

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

Purchasing Tickets for Dances

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

- Payments will be made through GoFan via credit card or debit card
    - Cash and checks are not accepted forms of payment.
- Students wishing to purchase their tickets MUST have a completed dance agreement at the time of ticket purchase;
- Dance agreements will be made available at least one month prior to ticket sales

Student Expectations, Interventions, and Discipline Policy

Student Code of Conduct and Chapter 19

Kealakehe High School is committed to helping students develop the skills and dispositions necessary to be a productive member of our community. In this section, we outline those skills and dispositions while elevating certain expectations. As part of the Hawaii Administrative Rules, our school follows Chapter 19 when following up on any potential violations of any Chapter 19 offenses. When following up on potential violations, the school will examine the five factors to determine disciplinary actions:

- intention of the offender
- the nature and severity of the offense
- the impact of the offense on others
- the age of the offender
- if the offender was a repeat offender

Firearms Zero Tolerance Policy

Please be aware that there is a zero tolerance policy when it comes to firearms on campus. Read the notice distributed to families on June 20, 2025 for more information about the zero tolerance policy on firearms.

Respect for Self and Others

Students are expected to be honest, behave with dignity and treat others with respect and courtesy. Behavior of the individual should not interfere with the rights of others. This includes the use of appropriate language, actions and attire. Students are expected not to harass others verbally and physically. Students are expected to come to school free from the influence of tobacco products, alcohol or drugs. Students are expected not to use or possess such substances.

Respect for Authority

Students are expected to comply with all school rules and to obey all laws. Students are expected to respond in a respectful manner to all adults while under the jurisdiction of the school and while participating in school-sponsored activities.

Respect for Property

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

Freedom from Fear

Students are expected to contribute to a safe school environment free from fear. Acts of violence, weapons, bullying and harassment are never acceptable. At Kealakehe, being kind and showing Aloha are at the heart of everything we do, and we expect every student to live these values daily.

Acceptable Computer Use Policy

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

and anyone using it is subject to the school's supervision. Please refer to the Technology Responsible Use Guidelines (TRUG) for more information.

Cell Phone/Personal Electronic Policy: No Cell, Bell to Bell

Kealakehe High School is a phone-free campus from the beginning of the school day through dismissal. Cell phones, wireless earbuds, and smartwatches must remain powered off (or airplane mode) and secured in the student's assigned Yondr pouch throughout the school day.

Daily Expectations

- Students must bring their Yondr pouch to school each day.
- During the first period, students will power off their devices, place them in the pouch, and lock it. Teachers will do a visual check each morning to ensure that Yondr pouches are secured.
- The locked pouch must remain with the student and be stored in the student's backpack.
- Students may unlock their pouch at designated stations at dismissal.
- Personal electronic devices may not be used during class, passing periods, lunch, assemblies, or other school activities unless specifically authorized by school administration for an approved purpose.
- Meta glasses, smart glasses, and other wearable devices capable of recording, photographing, communicating, or accessing digital content are considered contraband.

Violations

Students who do not follow the policy will be directed to correct the issue immediately. If they do not correct the issue, students will be referred to administration for a Chapter 19 violation. Student devices will be confiscated and stored securely in the office.

Repeated refusal to follow staff directions, possession of an unsecured device, wearing or using Meta glasses or another prohibited wearable device, use of a damaged or altered pouch, or attempts to bypass the Yondr process will result in additional disciplinary action.

Lost, Forgotten, or Damaged Pouches

Students who forget, lose, or damage their pouch must report to the designated school office upon arrival and follow the school's temporary device-storage procedure. Families will be responsible for replacement costs ($30) when a pouch is lost or damaged.

Emergencies and Exceptions

Families who need to contact a student during the school day should call the main office at (808) 313-3600. The school will follow established safety and communication procedures during emergencies.

Students with documented medical needs that require a cell phone to monitor a condition should reach out to an Administrator to set up a meeting. Special pouches for medical devices are available when the need is documented and determined necessary during the school day.

Contraband, Possession or Use

"Contraband" means property that is not otherwise unlawful to produce or possess but is prohibited by school rules because its possession or use has led to bodily injury or disruption of school operations.

Students may not possess, use, display, distribute, or bring prohibited items onto school property, HIDOE transportation, or school-sponsored activities. Prohibited items include, but are not limited to:

- Any types of magnets;
- Firearms, dangerous weapons, knives, air guns, BB guns, pellet guns, paintball guns, crossbows, and other devices designed or capable of expelling a projectile;
- Toy, replica, or imitation weapons, including cap guns, water guns, squirt guns, Nerf-type guns, prop guns, rubber-band guns, and similar items;
- Alcohol, illicit drugs, intoxicating substances, tobacco products, and drug paraphernalia;
- Electronic cigarettes, vapes, vaporizers, Juuls, vape liquids, cartridges, and related paraphernalia;
- Cigarette lighters, matches, and other unauthorized ignition devices;
- Pornographic, obscene, or otherwise inappropriate materials not connected to an approved educational purpose;
- Spray paint;
- Dice;
- Nonalcoholic beer or products packaged to resemble alcohol;
- Skateboards;
- Water balloons;
- Laser pens and laser pointers;
- Fireworks;
- Clothing, jewelry, or accessories associated with gang identification or activity (ie. bandanas, etc.), as determined under the school's dress standard with assistance from law enforcement when appropriate;
- Personal electronic devices used, worn, or left unsecured in violation of the school's Personal Electronic Device Policy, including cell phones, earbuds, smartwatches that are not secured during school time
- Beats/large headphones, Meta or Ray-Ban Meta smart glasses, and other wearable recording or communication devices are considered contraband at all times;
- Any item used or intended to be used in a manner that threatens safety, invades privacy, causes injury, damages property, or disrupts school operations; and
- Other items expressly prohibited by school administrator, Hawaiʻi Administrative Rules, Chapter 19, HIDOE policy, or published school rules.

Prohibited items will be secured or confiscated and released only to a parent or guardian when determined appropriate by administration. Consequences will be based on the nature of the item, how it was used, the student's conduct, and the applicable Chapter 19 offense or school rule.

Firearms, dangerous weapons, illicit drugs, intoxicating substances, and other serious offenses will be addressed under the applicable provisions of Chapter 19. Toy and replica weapons are strictly prohibited.

Dress Standard

As a workplace readiness high school, it is expected that Kealakehe High students will dress to a reasonable standard of appropriateness. A good rule of thumb is to dress for school as if the student were going for a job interview as an entry level employee. Expensive clothes are not necessary to meet this expectation; however, comfortable and modest clothes are necessary.

Everyone at Kealakehe High School are expected to be in compliance with the dress standard throughout the school day. It is the responsibility of parent(s)/guardian(s) to be knowledgeable of this policy and ensure that the teen has appropriate clothing and understands the consequences of violating the policy.

Dress Code and ID Checks will be done in the first period of each day; all violations will be sent to the office where Administration will address the referrals. Students will be given the opportunity to change. If no other clothing options are available to remedy the current situation, the students' parents/guardians will be contacted.

The dress standard for Kealakehe High School is:

- Must wear IDs and have it visible at all times.
- Must wear footwear at all times while on campus.
- Must cover their midriffs/midsections (with arms raised)/have a shirt on at all times.
    - No see through clothing
    - No bathing suits, sports bras, or boxers worn as outerwear
- Only school appropriate content on clothing is allowed:
    - No clothing, accessories or jewelry bearing inappropriate or undesirable advertising which may include but not limited to elements referring to drugs, tobacco, alcohol, sex and/or sexual connotations, violence, bullying and harassment, inappropriate language.
- Bottoms should be an appropriate length (i.e. - mid-thigh)
- For Physical Education classes, appropriate clothing and shoes are required.

Inappropriate Public Display of Affection (PDA)

Acceptable displays of affection include holding hands, quick hugs, quick peck in greeting/parting and pats on the back/shoulder. These exchanges are part of our friendly island culture. Inappropriate displays of affection will not be allowed on campus because of their negative impact on the school community. Inappropriate behavior will be referred to administration and action will be taken on a case by case basis based on Chapter 19.

Inappropriate Use of Language

Inappropriate language/use of profanity is defined as language that is degrading, disrespectful and/or unacceptable to adults. Students are to use appropriate language at all times.

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

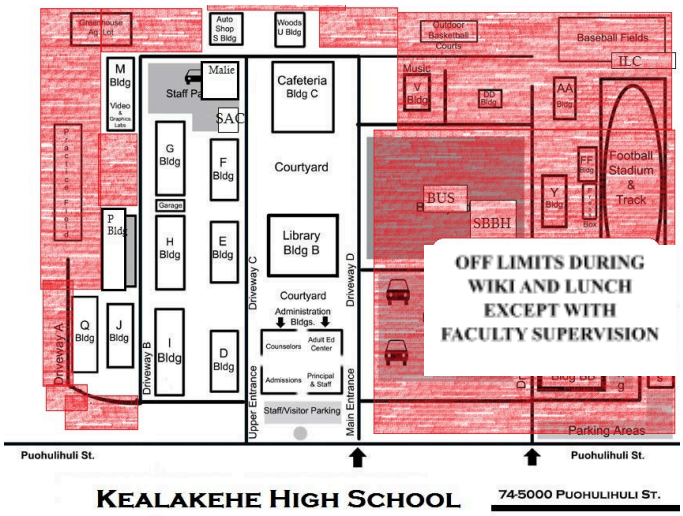
School forms are developed expressly for use by teachers, administration and official school personnel. Any student found in possession of such forms and/or using such forms inappropriately is subject to disciplinary action. Notes from parents, guardians, or other custodial agencies are specifically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

Disregard of Other School Rules

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

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

Map of Off Limit Areas During Wiki and Lunch



Prevention and Intervention Programs and Resources

Counseling Services

At Kealakehe High School, we strive to strengthen the total well being of our students. If students are in need of academic or emotional support, students and/or parents should contact their child's counselor. Counselors are available via appointment by clicking here.

For more long term and/or intensive emotional/behavioral support, please contact school administration. In these situations, our school might enlist one of our two School Based Behavioral Health (SBBH) specialists.

College and Career Coordinator

The College and Career Coordinator serves students as they begin planning their next steps after graduation. We offer a number of services that include college and university support, scholarships and financial aid, SAT and ACT information, and other opportunities/support. Check out our online resource hub.

Waverider Tutoring Center

The Waverider Tutoring Center is an after school tutoring program offered to all students who need extra support or a quiet place to study and do their homework. Students will need parent permission in order

to attend the program. If students are not using this space as intended, we reserve the right to take away this privilege. Parents/guardians who want more information should contact their student's counselor.

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

Student Services Coordinator(s) (SSC)
This service is designed to be the single point of entry for students who may have special needs, whether academic, physical, emotional, or social. Students, parents, teachers, and others with concerns about a student's progress in any of these areas may call (808) 313-3623, and see what help is available. There is an extensive array of services. Formal evaluations will require written consent by parents or guardians.

If parents/guardians have concerns about their child's learning or need additional support for:

- McKinney Vento
- Migrant Education
- English Language Learner Support
- Special Education
- Section 504

Please reach out to our student services coordinator at (808)313-3623.

Discipline Plan

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

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

Kealakehe School Wide Behavior Expectations
At Kealakehe High School, we have outlined our behavior expectations in the Waverider Behavior Matrix for all school settings centered around our three Waverider R's: Relationships, Respect and Responsibility.

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

Kealakehe High School | Waverider Behavior Matrix | Tier 1

Kealakehe High School

Waverider Behavior Matrix

Tier 1 expectations for Relationships, Respect, and Responsibility

Safety	Aloha	High-Quality Teaching & Learning
We create safe spaces where students and adults can learn, work, and belong.	We practice care, dignity, and responsibility in every setting.	We protect learning time, reduce distractions, and respond early when students need support.

Purpose
This matrix teaches the Waverider Way in concrete, observable behaviors. It is a Tier 1 teaching tool, not only a discipline document. Staff use it to model, teach, practice, reinforce, and reteach common expectations before behavior escalates whenever possible.

Bell-to-Bell No Cell	Visible Student ID	Dress Standard	Passes + Transitions
Cell phones, smartwatches, earbuds/AirPods, smart glasses, and personal recording devices are secured in the assigned Yondr pouch for the school day.	IDs are worn outside clothing and visible at all times for identification, meals, library/materials, and campus safety.	Students dress for school in a way that supports safety, modesty, workplace readiness, and mutual respect.	Students move promptly, use SmartPass/hall pass procedures, and remain only in supervised/authorized areas.

Adult Response Commitment
We respond with clarity and dignity. We teach expectations, name the behavior, coach responsibility, restore relationships when harm occurs, and document patterns when additional support is needed.

Relationships • Respect • Responsibility

Parent/Guardians' Role
This Discipline Plan does not intend to take possession of the responsibilities of the parent/guardian, but rather to reinforce the family in its efforts to establish

responsible behavior. Conversely, parents/guardians are expected to play an active role in supporting the school's effort to create and maintain a positive learning environment. Parent/guardians are responsible to:

- Be knowledgeable of the Discipline Plan, classroom management plans and other school rules;
- Support implementation of the Discipline Plan, classroom management plans and other school rules;
- Promote a trust relationship with the school community by positively and reasonably advocating for their child;
- Initiate discussions with school personnel that would provide information about special circumstances for their child (such as death of a loved one, change in living situations, etc.);
- Initiate positive discussions regarding areas of concern with the Discipline Plan, classroom management plans and other school rules. Discussions should be initiated with teachers, counselors, or administrators.
- Ensure contact information is updated and current in Infinite Campus.

Students' Role

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

- Model the behavior expectations of the Discipline Plan, classroom management plans and other Kealakehe High School rules;
- Build positive relationships with students, staff members, administration and parent/guardians;
- Model the WaveRider 3 Rs;
- Know and comply with the Discipline Plan, all classroom management plans and all other school rules;
- Initiate positive discussions regarding areas of concern.

Teachers' Role

Teachers are committed to communicating with students, parents and counselors regarding student behavior. Excluding Class A and B offenses, which are to be promptly reported to an administrator, teachers will manage all disciplinary infractions of students subject to their supervision. A teacher shall initiate a behavioral referral after exhausting the methods and procedures available, when students repeatedly misbehave, or when the violation disrupts the educational process of the classroom.

When writing a referral, the teacher will include a complete account of the infraction and efforts to previously correct the behavior (counseling, classroom discipline, parental contacts). The referring teacher will follow through by supporting students' efforts towards responsible behavior. Teachers are accountable for assisting in the implementation of the Discipline Plan by following outlined procedures.

As part of their responsibilities, teachers shall:

- Model the behavior expectations and guidelines of the Discipline Plan, classroom management plans and other school rules;
- Build positive relationships with students, staff members, administration and parent/guardians;
- Comply with Department of Education rules, policies and regulations related to student behavior;
- Develop and implement a classroom management plan consistent with the Discipline Plan;
- Explain and discuss the Discipline Plan, classroom management plan and other school rules with students during the first two weeks of school and whenever necessary throughout the year.

- In a disturbance, teachers will intervene appropriately. (i.e. - ordering the participants to stop immediately, summoning help from administration or security, establishing the identity of participants and/or swiftly dispersing onlookers)
- Initiate referrals to the counseling department for further evaluation for possible services.
- Assist students in initiating positive discussions regarding areas of concern in the Discipline Plan, classroom management plans and other school rules.

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

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

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

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

- Model the behavior expectations of the Discipline Plan, classroom management plans and other school rules of Kealakehe High;
- Build positive relationships with students, staff members, and parents/guardians;
- Utilize a restorative approach whenever possible.
- Maintain a visible profile on campus;

- Provide students with due process and timely, comprehensive investigations;
- Support the disciplinary process when receiving a referral and taking into consideration the five factors as outlined in Chapter 19;
- Process the referral and communicate the outcome with the initiator of the referral;
- Communicate disciplinary actions and consequences with parents/guardians.

Addendum

GRADE POINT AVERAGE

Calculating GPA

THE PROCESS

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

FIRST: CONVERT GRADES TO NUMBERS

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

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

SECOND: CONVERT CREDIT HOURS TO CREDIT POINTS

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

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

THIRD: CONVERT TO GRADE POINTS

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

FOURTH: FORMULA

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

Grade Points Earned
÷ Credit Points Attempted
Grade Point Average

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

Grade & credit point equivalents

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

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

FAQs

1. How are the credit points calculated for Summer School courses since they're shorter? The number of credit points attempted is the same for Summer School and School Year courses.

2. Can I repeat a course and use the higher grade to improve my GPA? Yes. When you repeat a course the lower grade is removed from the GPA calculation and the higher grade is added.

3. What are Dual Credit courses and why are only some of them weighted? Dual credit courses are college courses that high school students are enrolled in through one of the 10 University of Hawaii colleges or universities. Dual credit courses that meet the established criteria are weighted.

4. What is the difference between my cumulative GPA and my current GPA? The cumulative GPA is calculated using final grades from the beginning of freshmen year through the most recent report card. The current GPA is calculated using final grades on the most recent report card only.

5. What if a student transfers from a non-HIDOE school that weighs courses differently? The transfer student's GPA is recalculated based on the HIDOE method. This may change the student's GPA (see tables, below).

PREVIOUS, NON-HAWAI'I SCHOOL CALCULATION

Course	Weight	Grade	Number	Credit	Credit Pts	Grade Pts
English 9 Honors	Weighted	B	4	1.0	4	16
World History Honors	Weighted	A	5	1.0	4	20
AP Biology	Weighted	B	4	1.0	4	16
Algebra 1	Unweighted	A	4	1.0	4	16
PE 1	Unweighted	A	4	0.5	2	8
Health	Unweighted	A	4	0.5	2	8
				FORMULA: 84 ÷ 20 = *4.2 GPA*	20	84

CURRENT HAWAI'I STUDENT

Course	Weight	Grade	Number	Credit	Credit Pts	Grade Pts
English 9 Honors	Unweighted	B	3	1.0	4	12
World History Honors	Unweighted	A	4	1.0	4	16
AP Biology	Weighted	B	4	1.0	4	16
Algebra 1	Unweighted	A	4	1.0	4	16
PE 1	Unweighted	A	4	0.5	2	8
Health	Unweighted	A	4	0.5	2	8
				FORMULA: 76 ÷ 20 = *3.8 GPA*	20	76

Graduation Requirements

GRADE POINT AVERAGE — *Cumulative Grade Point Average applies to all graduates:* Cum Laude: 3.0 to 3.5 | Magna Cum Laude: 3.5+ to 3.8 | Summa Cum Laude: 3.8+ and above

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

COURSE REQUIREMENTS*	HAWAI'I HIGH SCHOOL DIPLOMA
English	**4.0 credits** including: • English Language Arts 1 (1.0 credit); and • English Language Arts 2 (1.0 credit); and • Expository Writing** (0.5 credit); and • ELA Basic electives (1.5 credits)
Social Studies	**4.0 credits** including: • U.S. History and Government (1.0 credit), and • World History and Culture (1.0 credit); and • Modern History of Hawai'i (0.5 credit); and • Participation in a Democracy (0.5 credit); and • Social Studies basic elective (1.0 credit)
Mathematics	**3.0 credits** including: • Algebra 1 (1.0 credit); and • Geometry (1.0 credit); and • Mathematics basic elective (1.0 credit)
Science	**3.0 credits** including: • Biology 1 (1.0 credit); and • Science basic electives (2.0 credits)
World Language, Fine Arts, or Career & Technical Education (CTE)/JROTC	**2.0 credits** in one of the specified programs of study
Physical Education	**1.0 credit** including: • Physical Education Lifetime Fitness (0.5 credit); • Physical Education basic elective (0.5 credit)
Health	**0.5 credit:** Health Today & Tomorrow
Personal Transition Plan	**0.5 credit**
Electives	**6.0 credits**
TOTAL	**24.0 credits**

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

HONORS RECOGNITION CERTIFICATE REQUIREMENTS

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

ACADEMIC HONORS

Four credits of math: The four credits must include one credit for Algebra 2 and one credit beyond Algebra 2. The credit beyond Algebra 2 must be earned via the following courses or equivalent Running Start math courses: Algebra 3, Trigonometry, Analytic Geometry, Precalculus, Probability, Statistics, Introduction to College Mathematics, Calculus, AP Calculus, AP Computer Science A, AP Computer Science Principles, IB Math Studies, or IB Math Standard Level

AND

Four credits of science: Of the four credits, one credit must be in Biology 1 or equivalent IB Biology, or AP Biology courses

AND

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

CTE HONORS

Complete a two-course sequence in an approved CTE program or program of study.

- Earn a B or better in each course of the two-course sequence; and
- Meet or exceed proficiency on a performance-based assessment for the corresponding program or program of study.

STEM HONORS

Four credits of math: The four credits must include one credit for Algebra 2 and one credit beyond Algebra 2. The credit beyond Algebra 2 must be earned via the following courses or equivalent Running Start math courses: Algebra 3, Trigonometry, Analytic Geometry, Precalculus, Probability, Statistics, Introduction to College Mathematics, Calculus, AP Calculus, AP Computer Science A, AP Computer Science Principles, IB Math Studies, or IB Math Standard Level.

AND

Four credits of science: Of these, one credit must be in Biology 1 or equivalent IB Biology, or AP Biology courses.

AND

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

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

OR

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

OR

Career and Technical Education (CTE): Two credits in a single career pathway program of study sequence, OR
JROTC: Two consecutive JROTC courses fulfill two CTE credits for diploma requirements.

COMMENCEMENT EXERCISES

Students shall be permitted to participate in commencement if they:
1) meet the requirements for a diploma or certificate;
2) have fulfilled their financial obligations; and
3) meet other conditions, as established by the Department, which meet the standards of clarity, reasonableness and justifiability.

SEAL OF BILITERACY

Established by the Hawai'i State Board of Education to be awarded upon graduation to students who demonstrate:

- a high proficiency in both of the state's two official languages (English and Hawaiian) **OR**
- either of the state's two official languages and at least one additional language, including American Sign Language.

Please visit bit.ly/HISeal for the eligibility criteria and additional information.