



Kealakehe High School

Home of the WaveRiders

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

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

www.khswaveriders.org

Parent and Student Handbook

****Updates for SY25-26 are highlighted in blue**

Kealakehe High School Administration

Kori Takaki, Principal	808-313-3600
Ms. Cassandra Macatiag, Vice Principal	808 960-8766
Mr. Bill Chen, Vice Principal	808 437-0289
Mr. Kevin Argueta, Vice Principal	808 333-8770
Ms. Mary Bringhurst, Vice Principal	808 960-8034
Mr. Bryant Sawada, Vice Principal	808 756-7780
Ms. Stacy Jones, Athletic Director	808 960-2809
Mr. Louie Garcia, School Safety & Security Officer	808 854-1074

Frequently Called Numbers

Accounting	808 313-3604
Administration	808 313-3611
Athletic Director	808 313-3775
Attendance	808 313-3602
Bus Information	808 313-3603
Counselors	808 313-3625
Health Room	808 313-3608
Library	808 313-3636
Registrar	808 313-3607
School Safety	808 313-3624
Student Activities	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

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!”

Table of Contents

<u>Bell Schedule</u>	6
<u>School Calendar</u>	9
<u>Kealakehe Guiding Community Principles</u>	
<u>Kealakehe High Vision Statement</u>	10
<u>Kealakehe Mission Statement</u>	10
<u>Kealakehe High School Belief Statements</u>	10
<u>The WaveRider 3 Rs</u>	10
<u>The Profile of a Waverider Graduate</u>	11
<u>Nā Hopena A'o</u>	12
<u>General Learner Outcomes (GLOs)</u>	13
<u>Accreditation</u>	13
<u>Academics</u>	
<u>Academic Honesty/Artificial Intelligence Policy</u>	14
<u>Academy Pathways</u>	14
<u>Grading Policy</u>	15
<u>Graduation Requirements/Regalia Guide</u>	15
<u>Personal Transition Plan (PTP)</u>	15
<u>Schedule Changes</u>	15
<u>Kealakehe High Class Change Form</u>	16
<u>Attendance</u>	
<u>Attendance Policy</u>	17
<u>Chronic Truancy</u>	18
<u>General Information</u>	
<u>Academic and Financial Plan</u>	19
<u>School Community Council (SCC)</u>	19
<u>Identification Badges</u>	20
<u>Infinite Campus Access for Students and Parents</u>	20
<u>Google Classroom Access for Students and Parents</u>	20

<u>Bus Transportation</u>	20
<u>Drop Off and Pick Up</u>	20
<u>Teacher's Assistants</u>	21
<u>Early Release</u>	21
<u>Food Delivery Services</u>	21
<u>School Meals (Breakfast, Wiki and Lunch)</u>	21
<u>Free and Reduced Lunch Program</u>	22
<u>Cafeteria Duty</u>	22
<u>Fees</u>	23
<u>Returned Checks</u>	23
<u>Outstanding Obligations</u>	23
<u>Medication</u>	23
<u>Release of Balloons</u>	23

Extracurricular Activities

<u>Athletics</u>	24
<u>Clubs</u>	24
<u>Co-curricular Activities</u>	25

Student Expectations, Interventions, and Discipline Policies

<u>Student Code of Conduct/Chapter 19</u>	26
<u>Acceptable Computer Use Policy</u>	27
<u>Cell Phone Policy</u>	28
<u>Contraband – Possession or Use</u>	28
<u>Dress Standard</u>	29
<u>Inappropriate Public Display of Affection (PDA)</u>	29
<u>Inappropriate Use of Language</u>	30
<u>Inappropriate Use of Official School Forms and/or Forging of Notes</u>	30
<u>Disregard of Other School Rules</u>	30
<u>Map of Off Limit Areas During Wiki and Lunch</u>	30
<u>Prevention and Intervention Programs and Resources</u>	31
<u>Discipline Plan</u>	32
<u>Addendum</u>	35

SY 2025-2026 Bell Schedule- 5 Day Week



KEALAKEHE HIGH SCHOOL STUDENT BELL SCHEDULE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Period One 9:00 - 10:25 (85)	Period Four 9:00 - 10:25 (85)	Period One 9:00 - 10:15 (75)	Period Four 9:00 - 10:15 (75)	Period One 9:00 - 9:55 (55)
Wiki 10:25 - 10:40 (15)	Wiki 10:25 - 10:40 (15)	Passing 10:15 - 10:20 (5)	Passing 10:15 - 10:20 (5)	Passing 9:55 - 10:00 (5)
Passing 10:40 - 10:45 (5)	Passing 10:40 - 10:45 (5)	Homeroom 10:20 - 11:00 (40)	Homeroom 10:20 - 10:40 (20)	Period Two 10:00 - 10:50 (50)
Period Two 10:45 - 12:05 (80)	Period Five 10:45 - 12:05 (80)	Wiki 11:00 - 11:15 (15)	Wiki 10:40 - 10:55 (15)	Wiki 10:50 - 11:05 (15)
Lunch 12:05 - 12:35 (30)	Lunch 12:05 - 12:35 (30)	Passing 11:15 - 11:20 (5)	Passing 10:55 - 11:00 (5)	Passing 11:05 - 11:10
Passing 12:35 - 12:40 (5)	Passing 12:35 - 12:40 (5)	Period Two 11:20 - 12:35 (75)	Period Five 11:00 - 12:15 (75)	Period Three 11:10 - 12:00 (50)
Period Three 12:40 - 2:00 (80)	Period Six 12:40 - 2:00 (80)	Lunch 12:35 - 1:05 (30)	Lunch 12:15 - 12:45 (30)	Passing 12:00 - 12:05 (5)
Passing 2:00 - 2:05 (5)	Passing 2:00 - 2:05 (5)	Passing 1:05 - 1:10	Passing 12:45 - 12:50	Period Four 12:05 - 12:55 (50)
Period Seven 2:05 - 3:15 (70)	Period Seven 2:05 - 3:15 (70)	Period Three 1:10 - 2:25 (75)	Period Six 12:50 - 2:05 (75)	Lunch 12:55 - 1:25 (30)
		Passing 2:25 - 2:30 (5)	Passing 2:05 - 2:10 (5)	Passing 1:25 - 1:30 (5)
			Period Seven 2:10 - 3:15 (65)	Period Five 1:30 - 2:20 (50)
				Passing 2:20 - 2:25 (5)
				Period Six 2:25 - 3:15 (50)

SY 2025-2026 Bell Schedule- 4 day weeks for Monday No School



KEALAKEHE HIGH SCHOOL STUDENT BELL SCHEDULE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
No School	Period Four 9:00 - 10:25 (85)	Period One 9:00 - 10:15 (75)	Period Four 9:00 - 10:15 (75)	Period One 9:00 - 10:25 (85)
	Wiki 10:25 - 10:40 (15)	Passing 10:15 - 10:20 (5)	Passing 10:15 - 10:20 (5)	Wiki 10:25 - 10:40 (15)
	Passing 10:40 - 10:45 (5)	Homeroom 10:20 - 11:00 (40)	Homeroom 10:20 - 10:40 (20)	Passing 10:40 - 10:45 (5)
	Period Five 10:45 - 12:05 (80)	Wiki 11:00 - 11:15 (15)	Wiki 10:40 - 10:55 (15)	Period Two 10:45 - 12:05 (80)
	Lunch 12:05 - 12:35 (30)	Passing 11:15 - 11:20 (5)	Passing 10:55 - 11:00 (5)	Lunch 12:05 - 12:35 (30)
	Passing 12:35 - 12:40 (5)	Period Two 11:20 - 12:35 (75)	Period Five 11:00 - 12:15 (75)	Passing 12:35 - 12:40 (5)
	Period Six 12:40 - 2:00 (80)	Lunch 12:35 - 1:05 (30)	Lunch 12:15 - 12:45 (30)	Period Three 12:40 - 2:00 (80)
	Passing 2:00 - 2:05 (5)	Passing 1:05 - 1:10	Passing 12:45 - 12:50	Passing 2:00 - 2:05 (5)
	Period Seven 2:05 - 3:15 (70)	Period Three 1:10 - 2:25 (75)	Period Six 12:50 - 2:05 (75)	Period Seven 2:05 - 3:15 (70)
		Passing 2:25 - 2:30 (5)	Passing 2:05 - 2:10 (5)	
			Period Seven 2:10 - 3:15 (65)	

4 days weeks for other days- drop the day

SY 2025-2026 Bell Schedule- 3 day weeks (Thanksgiving)



KEALAKEHE HIGH SCHOOL STUDENT BELL SCHEDULE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Period One 9:00 - 10:25 (85)	Period Four 9:00 - 10:25 (85)	Period One 9:00 - 10:15 (75)	No School	No School
Wiki 10:25 - 10:40 (15)	Wiki 10:25 - 10:40 (15)	Passing 10:15 - 10:20 (5)		
Passing 10:40 - 10:45 (5)	Passing 10:40 - 10:45 (5)	Homeroom 10:20 - 11:00 (40)		
Period Two 10:45 - 12:05 (80)	Period Five 10:45 - 12:05 (80)	Wiki 11:00 - 11:15 (15)		
Lunch 12:05 - 12:35 (30)	Lunch 12:05 - 12:35 (30)	Passing 11:15 - 11:20 (5)		
Passing 12:35 - 12:40 (5)	Passing 12:35 - 12:40 (5)	Period Two 11:20 - 12:35 (75)		
Period Three 12:40 - 2:00 (80)	Period Six 12:40 - 2:00 (80)	Lunch 12:35 - 1:05 (30)		
Passing 2:00 - 2:05 (5)	Passing 2:00 - 2:05 (5)	Passing 1:05 - 1:10		
Period Seven 2:05 - 3:15 (70)	Period Seven 2:05 - 3:15 (70)	Period Three 1:10 - 2:25 (75)		
		Passing 2:25 - 2:30 (5)		

SY 2025-2026 Calendar

(School Calendar Link)

Hawaii State Department of Education											
2025-2026 OFFICIAL SCHOOL CALENDAR											
Teachers' Work Year - 1st Semester: July 29, 2025 - January 5, 2026; 2nd Semester: January 6, 2026 - May 29, 2026											
Students' Work Year - 1st Semester: August 4, 2025 - December 19, 2025; 2nd Semester: January 6, 2026 - May 28, 2026											
Week	Student Days	Teacher Days		Su	M	T	W	Th	F	Sa	
	0	0	July 2025	20	21	22	23	24	25	26	1st SEMESTER - 90 Student Days (Ends December 19) July 29: Teachers' First Day July 29 - August 1: Teacher Work Days (no students) August 4: Students' First Day August 15: Statehood Day September 1: Labor Day October 6-10: Fall Break***
1	0	4	August	27	28	29	30	31	1	2	
2	5	9		3	4	5	6	7	8	9	
3	9	13		10	11	12	13	14	15	16	
4	14	18		17	18	19	20	21	22	23	
5	19	23		24	25	26	27	28	29	30	
6	23	27	September	31	1	2	3	4	5	6	
7	28	32		7	8	9	10	11	12	13	
8	33	37		14	15	16	17	18	19	20	
9	38	42		21	22	23	24	25	26	27	
10	43	47	October	28	29	30	1	2	3	4	
11				5	6	7	8	9	10	11	
12	48	52		12	13	14	15	16	17	18	
13	53	57		19	20	21	22	23	24	25	
14	58	62	November	26	27	28	29	30	31	1	
15	63	67		2	3	4	5	6	7	8	
16	67	71		9	10	11	12	13	14	15	November 11: Veterans' Day
17	72	76		16	17	18	19	20	21	22	
18	75	79		23	24	25	26	27	28	29	November 27: Thanksgiving
19	80	84	December	30	1	2	3	4	5	6	November 28: School Holiday****
20	85	89		7	8	9	10	11	12	13	
21	90	94		14	15	16	17	18	19	20	December 22-January 2: Winter Break***/*
22				21	22	23	24	25	26	27	2nd SEMESTER - 92 Student Days (Ends May 28)
23			January 2026	28	29	30	31	1	2	3	December 25: Christmas
24	94	99		4	5	6	7	8	9	10	January 1: New Year's Day
25	99	104		11	12	13	14	15	16	17	January 5: Teacher Workday (no students)*
26	103	108		18	19	20	21	22	23	24	January 19: Dr. Martin Luther King Jr. Day
27	108	113		25	26	27	28	29	30	31	
28	113	118	February	1	2	3	4	5	6	7	February 9-13: Institute Day
29	117	123		8	9	10	11	12	13	14	(One day with no students during the week.
30	121	127		15	16	17	18	19	20	21	Date for each island TBD.)
31	126	132		22	23	24	25	26	27	28	February 16: Presidents' Day
32	131	137	March	1	2	3	4	5	6	7	
33	136	142		8	9	10	11	12	13	14	
34				15	16	17	18	19	20	21	March 16 - 20: Spring Break***
35	140	146		22	23	24	25	26	27	28	March 26: Kuhio Day
36	144	150	April	29	30	31	1	2	3	4	April 3: Good Friday
37	149	155		5	6	7	8	9	10	11	
38	154	160		12	13	14	15	16	17	18	
39	159	165		19	20	21	22	23	24	25	
40	164	170	May	26	27	28	29	30	1	2	
41	169	175		3	4	5	6	7	8	9	
42	174	180		10	11	12	13	14	15	16	
43	179	185		17	18	19	20	21	22	23	May 25: Memorial Day
44	182	189		24	25	26	27	28	29	30	May 28: Last Day for Students & Second Semester Ends**
	-2^		June	31	1	2	3	4	5	6	May 29: Last Day for Teachers
180	189^										

*Teacher workday between semesters: Jan. 5 **Commencement exercises: No sooner than May 22, 2026

***For 10-month teachers - Intersession: Oct. 6-10; Recesses: Dec. 22-Jan. 2 and Mar. 16-20

****For 12-month teachers - Paid break days include the day after Thanksgiving: Nov. 28 and

Winter Break: Dec. 22-Jan. 2

Educational Officer & Teacher Institute Days: TBD (one day per island)

^2 Instructional days shall be converted to a non-student day for school planning and collaboration.

^^The work year for teachers consists of 193 days. Teachers report to campus for 189 days and 4 additional days, converted to 27 hours, shall be scheduled contiguous to the teacher's work day. 21 hours are used for job-embedded professional development and 6 hours for training, planning and assessment, or teacher evaluation meetings.

STATE HOLIDAYS: 2025-2026 SCHOOL YEAR

Statehood Day:	August 15, 2025
Labor Day:	September 1, 2025
Veterans' Day:	November 11, 2025
Thanksgiving Day:	November 27, 2025
Christmas Day:	December 25, 2025
New Year's Day:	January 1, 2026
Dr. Martin Luther King Jr. Day:	January 19, 2026
Presidents' Day:	February 16, 2026
Prince Jonah Kuhio Kalaniana'ole Day:	March 26, 2026
Good Friday:	April 3, 2026
Memorial Day:	May 25, 2026

*Teacher workday between semesters: Jan. 5 **Commencement exercises: No sooner than May 22, 2026

***For 10-month teachers - Intercession: Oct. 6-10; Recesses: Dec. 22-Jan. 2 and Mar. 16-20

****For 12-month teachers - Paid break days include the day after Thanksgiving: Nov. 28 and

Winter Break: Dec. 22-Jan. 2

Educational Officer & Teacher Institute Days: TBD (one day per island)

^2 Instructional days shall be converted to a non-student day for school planning and collaboration.

^^The work year for teachers consists of 193 days. Teachers report to campus for 189 days and 4 additional days, converted to 27 hours, shall be scheduled contiguous to the teacher's work day. 21 hours are used for job-embedded professional development and 6 hours for training, planning and assessment, or teacher evaluation meetings.

STATE HOLIDAYS: 2025-2026 SCHOOL YEAR

Statehood Day:	August 15, 2025
Labor Day:	September 1, 2025
Veterans' Day:	November 11, 2025
Thanksgiving Day:	November 27, 2025
Christmas Day:	December 25, 2025
New Year's Day:	January 1, 2026
Dr. Martin Luther King Jr. Day:	January 19, 2026
Presidents' Day:	February 16, 2026
Prince Jonah Kuhio Kalaniana'ole Day:	March 26, 2026
Good Friday:	April 3, 2026
Memorial Day:	May 25, 2026

Kealakehe Guiding Community Principles

Kealakehe High Vision Statement

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

Kealakehe High Mission Statement

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

Kealakehe High School Belief Statements

The Kealakehe educational community, which includes administrators, teachers, support staff, parents, and community, has the talent, skill and willingness to educate the youth of Hawaii.

- We influence and educate the whole child, which includes both the affective and academic realms.
- All students can learn regardless of their social, emotional, intellectual and/or academic status.
- All students can attain some degree of mastery in a wide variety of content standards required for graduation.
- All students can attain some degree of mastery in meeting performance expectations required for graduation.
- Learning does not take place in isolation and is most useful to students when they can make meaning of their learning.
- Effective teaching requires empathy, cooperation, collaborative planning and hard work.
- The integration of technology into instructional delivery positively impacts learning. The use of technology in the workplace and classrooms enhances, and facilitates teaching and learning. The use of technology in the workplace improves communications without replacing the need to foster personal relationships.
- Learning is greatly influenced by modeling behaviors.
- Lesson plans must be created beyond a traditional school education; real life occurrences and hands-on learning must be utilized in order to open minds and create classroom understanding of what has been learned.
- Schools need a variety of programs and extracurricular activities for students to build a well-rounded, positive school community.

The WaveRider 3 Rs

Relationships

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

Respect

Respect oneself and the rights and property of others

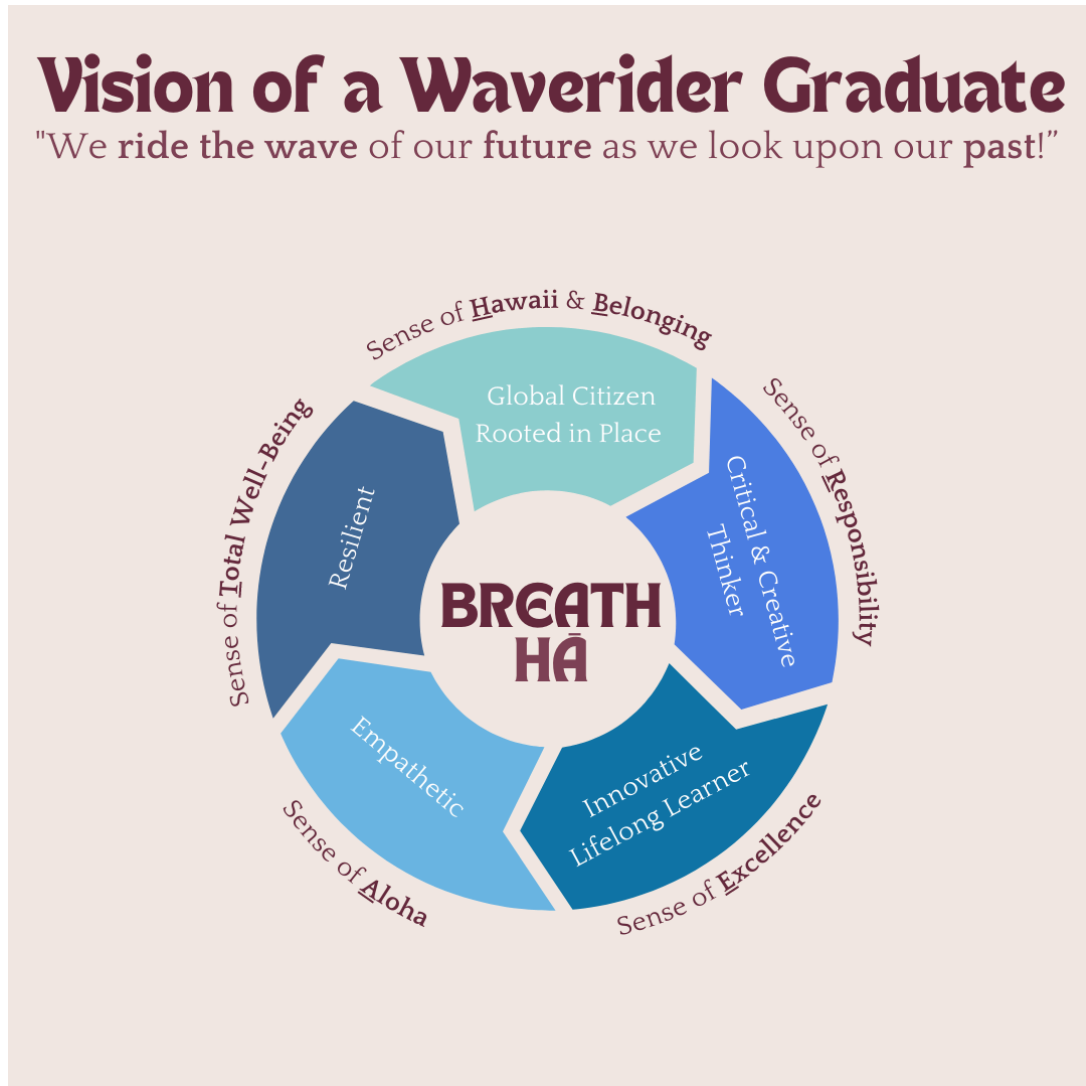
Responsibility

Being accountable for one's decisions, actions and obligations

The Profile of a Waverider Graduate

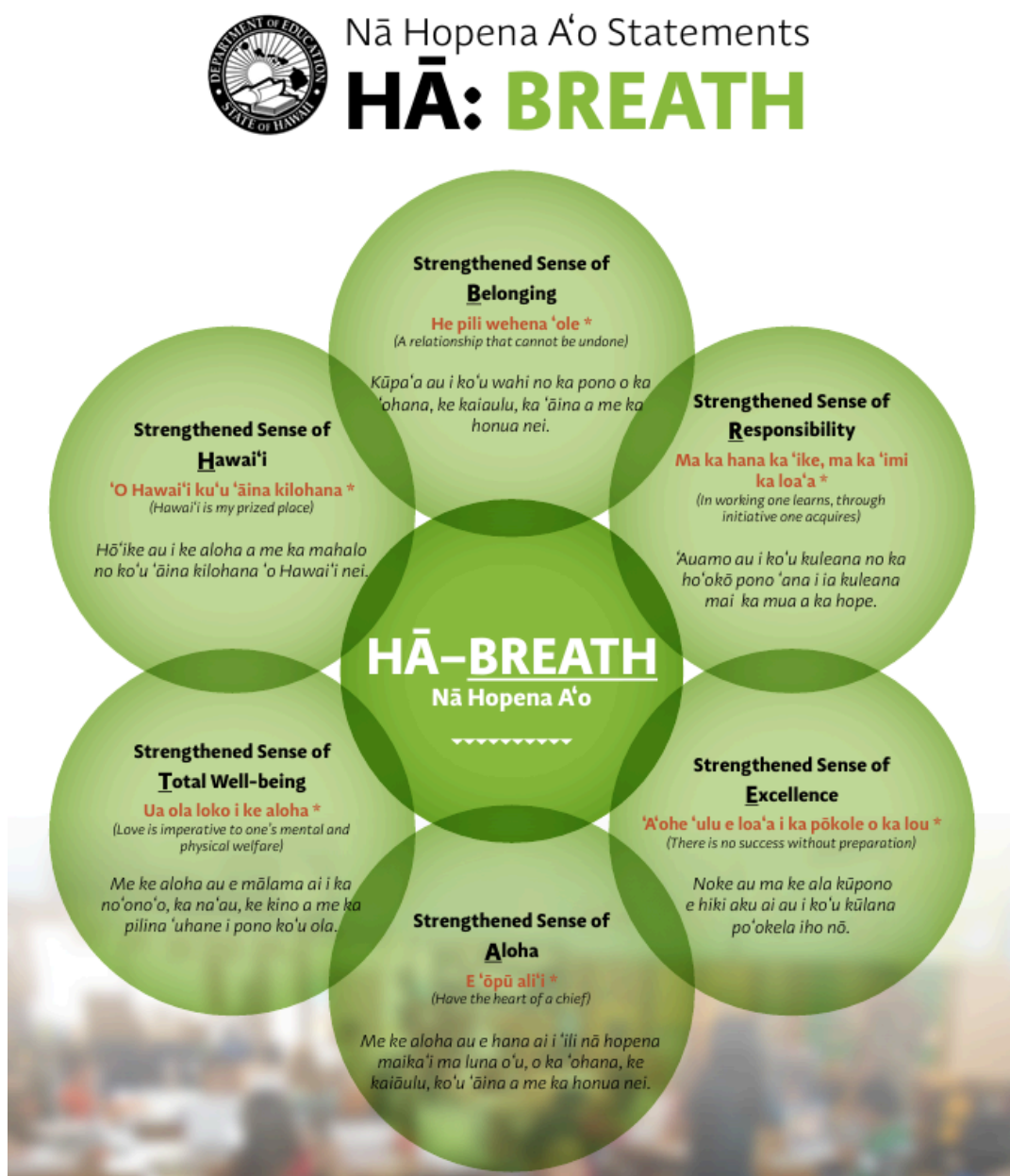
During students' time at Kealakehe High School, the school will intentionally work on developing the Profile of a Waverider Graduate's traits and dispositions. These traits and dispositions are rooted in the Nā Hopena A'o ("HĀ") framework. We aspire for our students to leave our campus with the following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

We acknowledge the power of Artificial Intelligence (AI) as a problem-solving tool. We encourage the exploration and utilization of AI alongside the development of critical thinking and analytical skills. Students are welcome to leverage AI for calculations, formula application, and data analysis during class activities, including lectures, discussions, and exams. However, a deep understanding of the underlying concepts remains paramount. **Students should not be using AI without permission of the teacher and without an understanding of how to use it responsibly.** We will emphasize the interpretation of AI outputs and encourage students to explain the reasoning behind the results. This approach fosters a comprehensive learning experience, equipping you with the ability to effectively utilize AI tools while retaining strong foundational knowledge and critical thinking abilities. If students are in violation of the academic honesty policy, they will be referred to administration and students risk losing privileges and receiving no grade for their work.

As AI in education continues to evolve, our school policy will adapt accordingly.

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:
 - Global Business & Finance
 - Digital Design
 - Film and Media Production
 - Pre-Law & Safety
 - Teaching as a Profession
 - Sustainable Tourism and Hospitality Management (launching School Year 2024-2025)
- Science, Technology Engineering, and Mathematics (STEM)
 - Automotive
 - Residential & Commercial Construction
 - Renewable Energies Technology
 - Informational Technology
 - Engineering
 - Engineering (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.*
- Sustainable Communities
 - Natural Resources Management
 - Culinary
 - Nursing Services & Emergency Medical Services

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 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.
- If a student is failing a class with at least 15 instructional days left in the semester, and no chance of passing the class, the student will remain in the class, with the opportunity to enroll in Edgenuity. The teacher will grade the student for the KHS course. For example, if the student earns an "F" grade, the teacher of record will issue the letter grade. If and when the student successfully completes the Edgenuity course, they will receive the Edgenuity credit and grade for that course. However, the original teacher issued grade will remain on the transcript.
- Students who take an AP Exam and earn a score of 4 or higher on a course that is not offered at out 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 [2024-2025 Regalia Guide](#) provides clarity on the honors regalia that students wear at the graduation ceremony to honor their accomplishments.

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

Students will have up to 2 weeks after the start of the semester to drop a course. For year courses, this grace period occurs in the first semester only. After 2 weeks, students may not drop the 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 (Edgenuity) classes. The official Kealakehe High School Class Change Form will be used for all class changes (found on page 19). Students can pick up the form from their counselor.

For extenuating circumstances, all schedule changes requested after the 2 week grace period, must first be 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:](#)

Parents/Guardians and Students will:

- Parents will ensure that students attend school regularly and on time.
- Parents will report all student absences via the TalkingPoints app in order for it to be excused.
- Students will attend school on time and attend all classes on time and as scheduled each day.
- Students are expected to be prepared for and to participate in each class to meet performance standards, to have the necessary class materials, to complete class work and homework accurately and on time, and to prepare for quizzes, tests and examinations.

Accurate and Consistent Attendance Data (All):

- Teachers take accurate daily attendance.
 - After 15 minutes of unexcused tardiness, attendance will be marked as absent.
 - Note: On Infinite Campus, all students will initially be marked as 'absent' until teachers take attendance and mark them as 'present.'
- After 5 unexcused period absences (3 unexcused period tardies = one period absence), teachers contact parents via TalkingPoints or phone call.
- After 10 days of unexcused absences, counselors will contact home via phone call.
- After 15 days of unexcused absences, counselors will inform administration. Administration will send a letter home requesting a meeting with the family.

Teachers will:

- Take accurate daily attendance.
- After 5 unexcused period absences, teachers will contact parents via TalkingPoints or phone call.
- Ensure that only rostered students are in their classrooms during class time.

Counselors will:

- Monitor attendance and credit review of all students at mid quarter and end of quarter.
 - Assist with tracking absences in IC.
 - Track attendance concerns and meet with students and parents.
 - Build relationships with chronically absent students.
 - Coordinate court appearances.
- After 10 days of unexcused absences, counselors will contact home via phone call.
- After 15 days of unexcused absences, counselors will inform administration.

Administration will:

- After 15 days of unexcused absences, administration will send a letter home requesting a meeting with the family at mid quarter and at the end of the quarter.
- Send reminders to teachers to take attendance in IC.

Excused Absences:

Absences will be excused for:

- Illness or injury (up to 4 days; 5 or more requires a doctor's note)
- Death in the family (up to 3 days for in state death and up to 5 days for an out of state death)
- Court appearances
- School sponsored activities such as student council, ho'ohana, school sports, field trips.

- Administrative leave for educational/enrichment *with principal approval up to 5 days.*

If the absence is excused it will show up in Infinite Campus in green. All unexcused absences and tardies show up as red. Phone calls are automatically generated home once absences/tardies are put into Infinite Campus.

Regardless if an absence is unexcused or excused, students will be given the opportunity to make up the missed work. Also, students are responsible for getting missed work when they return to the next class session. The student is then responsible for turning in the make up work within the following timeline:

- Amount of days absent = Amount of days you have to turn in the make up work
 - i.e. - If a student is absent three days, then they have three days to turn in make up work
- No make up work will be provided for absences in the last week of each quarter

Unexcused Absences:

For unexcused absences, extraordinary circumstances may be appealed to the principal on a case-by-case basis, involving both parents/guardians and students in the process.

Excessive unexcused absences will result in contact home by the school. In addition, if the absences continue to accrue, Family Court will be involved.

Tardy Policy:

Students are expected to be in class when the class bell rings. Those who are outside the classroom after the bell will be marked tardy. If a student arrives 15 minutes after class has started, they will be marked absent but must remain in class for the duration of the period. After 15 minutes, if students are found outside of class and they do not have a pass, they will be considered cutting class. At this time, security will bring the student(s) to the administration office. A Chapter 19 referral will be initiated.

Eligibility for Athletics and Co-Curricular Activities

To participate in athletics, a student must have at least a 2.0 GPA, no F's in all required classes, and be in good standing. **In addition, students who have 30 or more unexcused class absences for the quarter will not be allowed to participate in athletics or co-curricular activities for 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.**

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](#).

The purpose of the plans are:

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

This plan is developed the following way:

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

School Community Council (SCC)

Definition of School Community Councils

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

Who Serves on the Council

An equal number of community stakeholders and school staff:

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

Roles of the SCC

- Focus on student achievement:
- Review and recommend approval of the Academic and Financial Plans (see previous section).

- Provide opportunities for discussions on school improvement.
- Participate in the evaluation process of Principal.
- Request waivers (relating to policies such as rules, procedures, etc.) to the Board of Education.
- Develop and revise school policies (e.g., dress code, attendance, discipline).

Identification Badges

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

- Identification and entrance into certain school functions, such as proms or balls.
- Student discounts at athletic events, certain performances, and productions;
- Checking out materials and textbooks from the library.
- Purchase of school breakfast, wiki (snack), or lunch. No ID, a new ID will be printed for the student, and \$5.00 automatically added to the student's school account;
- May be required for verifying class attendance

Students are required to wear their IDs outside of their clothing (IDs should be visible).

Replacement IDs are \$5.00, and the charge of the replacement will be automatically added to the student's account when replacement IDs are issued. If the pertinent information on ID tags is defaced, students will be required to replace them.

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 call Bus Office: 808 313-3603.

Drop Off and Pick Up

Campus hours are from 7:30 AM to 4:00 PM. Students should not be dropped off in the morning until 7:30 AM and should leave campus immediately after school unless they have an official school business or reason to remain on campus. Examples would be if the student was involved in athletics, the Waverider Learning Center, or meeting with a teacher, etc. There is no supervision before 7:30 AM, or after 3:30 PM.

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

Teacher's Assistants

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 academic classroom, where attendance and grades will be recorded.

Early Release

Students may apply for early release from school on a year to year basis.

- Students need to have a minimum 18 credits.
- Have transportation available.
- Leave campus immediately after their last class (failure to leave campus after the student's last class may result in loss of early release privileges)
- All credit recovery classes complete.
- PTP updated.
- An approved early release form.
- Application forms are available from the student's counselor.

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.ezschoollpay.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.

<i>Fall Sports</i>	<i>Winter Sports</i>	<i>Spring Sports</i>
<ul style="list-style-type: none">• Air Riflery• Bowling• Cross Country• Football• Volleyball, girls• Cheerleading	<ul style="list-style-type: none">• Baseball, JV• Basketball, boys and girls• Canoe Paddling• Soccer• Swimming• Wrestling• eSports (tentative)	<ul style="list-style-type: none">• 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

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 offenses the student must participate in a program that is assigned by an administrator and get approval from an administrator to attend the activity. If the student has any Class A or B offenses within 18 school weeks of the event, they cannot attend.
- **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.

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 Policy

Cell phones are not permitted to be out during class time without the direct authorization of the teacher.

- They must be put away and remain out of sight for the duration of class time.
- If students fail to follow this expectation, the student will be issued a warning by the teacher and the teacher will inform the parent/guardian of the issue.
- If the student continues to be insubordinate, this behavior will result in a referral to administration.
- Students who are initially referred to administration will have a contract to avoid future cell phone offenses.
- If students violate the contract, administration reserves the right to confiscate cell phones and require parents/guardians to pick them up.

Contraband, Possession or Use

Contraband means a property, other than which is unlawful to produce or possess, which, as defined by local school rules, is prohibited on school premises because the possession or use of the property on school premises has in the past led to bodily injury or disruption of school operations. The following items are considered contraband at Kealakehe High:

- **Guns including cap guns, squirt guns, or other toy guns**
 - **Possession of a gun including cap gun, squirt gun, other toy guns, and projectile will result in an automatic 365 day suspension.**
- Alcohol, Drugs, & Tobacco substances
- Cigarette lighters or matches
- Magazines containing material pertaining to drugs, sex, or other inappropriate material
- Pornographic material or literature
- Spray paint
- Non-alcoholic beer
- Skateboards
- Water balloons
- Any other item that is used in a manner dangerous to oneself or others
- Articles of clothing and/or accessories associated with gang identification or activity. (Hawaii Police Department will be used as a resource to assist in identification) and/or articles of clothing identified by the Administration and School Community Council (SCC))
- Laser pens.
- E-cigarettes, vaporizers, fluid, Juuls or any other vaporizer paraphernalia
- Anything else listed in the Department of Education's Chapter 19
- Anything else an administrator deems contraband within the school environment.

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 is 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

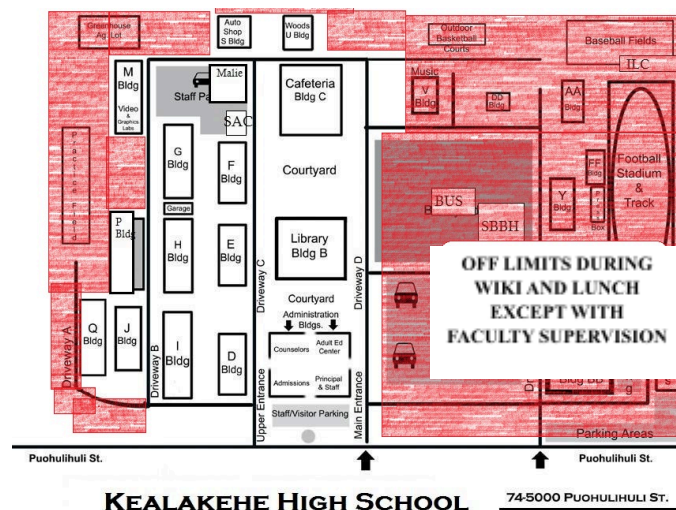
School forms are developed expressly for use by teachers, administration and official school personnel. Any student found in possession of such forms and/or using such forms inappropriately is subject to disciplinary action. Notes from parents, guardians, or other custodial agencies are specifically 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](#) or book an appointment with our College and Career coordinator by emailing melita.cary@k12.hi.us.

Waverider Learning Center

The Waverider Learning 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.

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 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.

Discipline Plan

Philosophy of the Kealakehe High Discipline Plan

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

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

Kealakehe School Wide Behavior Expectations

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

Parent/Guardians' Role

This Discipline Plan does not intend to take possession of the responsibilities of the parent/guardian, but rather to reinforce the family in its efforts to establish responsible behavior. Conversely, 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

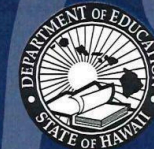
Administrators are charged with promoting and maintaining a safe and nurturing learning environment based on the standards established by the school community. As the discipline officers of the school, administrators are responsible to:

- 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 points
F = 0 points	F = 0 points

SECOND: CONVERT CREDIT HOURS TO CREDIT POINTS

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

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

THIRD: CONVERT TO GRADE POINTS

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

FOURTH: FORMULA

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

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

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

Grade & credit point equivalents

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

UNWEIGHTED COURSES				WEIGHTED COURSES			
SEMESTER (2 Credit Points)		YEAR (4 Credit Points)		SEMESTER (2 Credit Points)		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-HAWAII SCHOOL CALCULATION

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

CURRENT HAWAII STUDENT

Course	Weight	Grade	Number	Credit	Credit Pts	Grade Pts
English 9 Honors	Unweighted	B	3	1.0	4	12
World History Honors	Unweighted	A	4	1.0	4	16
AP Biology	Weighted	B	4	1.0	4	16
Algebra 1	Unweighted	A	4	1.0	4	16
PE 1	Unweighted	A	4	0.5	2	8
Health	Unweighted	A	4	0.5	2	8
FORMULA: $76 \div 20 = 3.8 \text{ GPA}$					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*	HAWAII 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 an 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).

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.

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 ACN courses.

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.