

HILO HIGH SCHOOL



2024-2025 School Year Parent & Student Handbook

Address:	556 Waianuenue Avenue Hilo, Hawaii 96720	Mascot:	VIKINGS
Phone:	(808) 313-5500	Colors:	Blue & Gold
Fax:	(808) 974-4036	Facebook:	www.facebook.com/HiloHighSchool
Website:	www.hilohs.k12.hi.us	Instagram:	https://www.instagram.com/hilohighschool/
		X (Twitter):	https://x.com/hilohighschool
		Principal:	Mrs. Jasmine Urasaki

2024-2025 School Year - Student Bell Schedule

Monday			Tuesday			Wednesday			Thursday			Friday (ODD)			Friday (EVEN)		
10	8:00-8:10	Opening	15	8:00-8:10	Opening	15	8:00-8:10	Opening	15	8:00-8:10	Opening	15	8:00-8:10	Opening	15	8:00-8:10	Opening
5	8:10-8:15	Bulletin	5	8:10-8:15	Bulletin	5	8:10-8:15	Bulletin	5	8:10-8:15	Bulletin	5	8:10-8:15	Bulletin	5	8:10-8:15	Bulletin
70	8:15-9:25	2	75	8:15-9:30	1	80	8:15-9:35	2	75	8:15-9:30	1	75	8:15-9:30	1	80	8:15-9:35	2
15	9:25-9:40	Recess	15	9:30-9:45	Recess	15	9:35-9:50	Recess	15	9:30-9:45	Recess	15	9:30-9:45	Recess	15	9:35-9:50	Recess
5	9:40-9:45	Passing	5	9:45-9:50	Passing	5	9:50-9:55	Passing	5	9:45-9:50	Passing	5	9:45-9:50	Passing	5	9:50-9:55	Passing
20	9:45-10:05	Advisory	75	9:50-11:05	3	80	9:55-11:15	4	75	9:50-11:05	3	75	9:50-11:05	3	80	9:55-11:15	4
5	10:05-10:10	Passing	5	11:05-11:10	Passing	30	11:15-11:45	Lunch	5	11:05-11:10	Passing	5	11:05-11:10	Passing	30	11:15-11:45	Lunch
70	10:10-11:20	4	75	11:10-12:25	5	5	11:45-11:50	Passing	75	11:10-12:25	5	75	11:10-12:25	5	5	11:45-11:50	Passing
30	11:20-11:50	Lunch	30	12:25-12:55	Lunch	80	11:50-1:10	6	30	12:25-12:55	Lunch	30	12:25-12:55	Lunch	80	11:50-1:10	6
5	11:50-11:55	Passing	5	12:55-1:00	Passing				5	12:55-1:00	Passing	5	12:55-1:00	Passing			
70	11:55-1:05	6	75	1:00-2:15	7				75	1:00-2:15	7	75	1:00-2:15	7			
	1:05 PM	Release		2:15 PM	Release		1:10 PM	Release		2:15 PM	Release		2:15 PM	Release		1:10 PM	Release

ODD/EVEN Friday Rotation Schedule			
QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
August 9 - Even	October 18 - Even	January 10 - Even	March 28 - Even
August 16 - Statehood Day	October 25 - Odd	January 17 - Odd	April 4 - Odd
August 23 - Even	November 1 - No Students	January 24 - Even	April 11 - Even
August 30 - Odd	November 8 - Odd	January 31 - Odd	April 18 - Good Friday
September 6 - Even	November 15 - Even	February 7 - Even	April 25 - Even
September 13 - Odd	November 22 - Odd	February 14 - Even	May 2 - Odd
September 20 - Even	November 29 - School Holiday	February 21 - Even	May 9 - Even
September 27 - Odd	December 6 - Even	February 28 - Odd	May 16 - Odd
October 4 - Even	December 13 - Odd	March 7 - Even	May 23 - Even
October 11 - Fall Break	December 20 - Even	March 14 - Even	May 30 - Even

Visit our website

www.hilohigh.org

for the latest news about our school



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Hawaii State Department of Education

HILO HIGH SCHOOL 2024-2025 OFFICIAL SCHOOL CALENDAR

Teachers' Work Year - 1st Semester: July 30, 2024 - January 6, 2025; 2nd Semester: January 7, 2025 - June 2, 2025

Students' Work Year - 1st Semester: August 5, 2024 - December 20, 2024; 2nd Semester: January 7, 2025 - May 30, 2025

Week	Student Days	Teacher Days		Su	M	T	W	Th	F	Sa	
	0	0	July 2024	21	22	23	24	25	26	27	1st SEMESTER - 89 Student Days (Ends December 20)
1	0	4	August	28	29	30	31	1	2	3	July 30: Teachers' First Day
2	5	9		4	5	6	7	8	9	10	July 30 - August 2: Teacher Work Days (No Students)
3	9	13		11	12	13	14	15	16	17	August 5: Freshmen Only Day
4	14	18		18	19	20	21	22	23	24	August 6: All Students Report
5	19	23		25	26	27	28	29	30	31	August 16: Statehood Day
6	23	27	September	1	2	3	4	5	6	7	September 2: Labor Day
7	28	32		8	9	10	11	12	13	14	
8	33	37		15	16	17	18	19	20	21	
9	38	42		22	23	24	25	26	27	28	
10	43	47	October	29	30	1	2	3	4	5	
11				6	7	8	9	10	11	12	October 7-11: Fall Break
12	48	52		13	14	15	16	17	18	19	
13	53	57		20	21	22	23	24	25	26	
14	58	62	November	27	28	29	30	31	1	2	November 1: PC Day (No Students)
15	62	66		3	4	5	6	7	8	9	November 5: Election Day
16	66	70		10	11	12	13	14	15	16	November 11: Veterans' Day
17	69	73		17	18	19	20	21	22	23	November 28: Thanksgiving
18	74	78		24	25	26	27	28	29	30	November 29: School Holiday
19	79	83	December	1	2	3	4	5	6	7	
20	84	88		8	9	10	11	12	13	14	
21	89	93		15	16	17	18	19	20	21	December 23-January 6: Winter Break
22				22	23	24	25	26	27	28	2nd SEMESTER - 93 Student Days (Ends May 30)
23			January 2025	29	30	31	1	2	3	4	December 25: Christmas
24	93	98		5	6	7	8	9	10	11	January 1: New Year's Day
25	98	103		12	13	14	15	16	17	18	January 6: Teacher Workday (No Students)
26	102	107		19	20	21	22	23	24	25	January 20: Dr. Martin Luther King Jr Day
27	107	112	February	26	27	28	29	30	31	1	January 21: PC Day (No Students)
28	112	117		2	3	4	5	6	7	8	
29	116	122		9	10	11	12	13	14	15	February 10: Institute Day - Hawaii (No Students)
30	120	126		16	17	18	19	20	21	22	
31	125	131	March	23	24	25	26	27	28	1	February 17: Presidents' Day
32	130	136		2	3	4	5	6	7	8	
33	135	141		9	10	11	12	13	14	15	
34				16	17	18	19	20	21	22	March 17 - 21: Spring Break
35	139	145		23	24	25	26	27	28	29	March 26: Kuhio Day
36	144	150	April	30	31	1	2	3	4	5	
37	149	155		6	7	8	9	10	11	12	
38	153	159		13	14	15	16	17	18	19	April 18: Good Friday
39	158	164		20	21	22	23	24	25	26	
40	163	169	May	27	28	29	30	1	2	3	
41	168	174		4	5	6	7	8	9	10	
42	173	179		11	12	13	14	15	16	17	
43	178	184		18	19	20	21	22	23	24	May 26: Memorial Day
44	182	188		25	26	27	28	29	30	31	May 30: Last Day for Students & Second Semester Ends
45	182	189	June	1	2	3	4	5	6	7	June 2: Last Day for Teachers
	-2^			8	9	10	11	12	13	14	
	180	189^^									

Rev. 07/02/2024

Approved October 21, 2021

STATE HOLIDAYS: 2024-2025 SCHOOL YEAR

Statehood Day:	August 16, 2024	New Year's Day:	January 1, 2025
Labor Day:	September 2, 2024	Dr. Martin Luther King Jr. Day:	January 20, 2025
Election Day:	November 5, 2024	Presidents' Day:	February 17, 2025
Veterans' Day:	November 11, 2024	Prince Jonah Kūhio Kalanianaʻōle Day:	March 26, 2025
Thanksgiving Day:	November 28, 2024	Good Friday:	April 18, 2025
Christmas Day:	December 25, 2024	Memorial Day:	May 26, 2025

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Continuous Notice of Non-Discrimination

The Hawaii State Department of Education (Department) and its schools do not discriminate on the basis of race, color, national origin, ancestry, sex, gender identity, gender expression, sexual orientation, age, disability, and religion in its programs and activities. Please direct inquiries regarding Department nondiscrimination policies as follows:

Civil Rights Compliance Branch Hawaii State Department of Education P.O. Box 2360 Honolulu, Hawaii 96804 (808) 784-6325 or relay CRCB@k12.hi.us	Beth Schimmelfennig, Director Rhonda Wong, Compliance Aaron Oandasan, Title VI Toby Yamashiro, Title VII Nicole Isa-Iijima, Title IX Krysti Sukita, ADA/504
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** Students who experience mobility impairments may contact Heidi Pana, Vice Principal at (808) 313-5551 or the school main office at (808) 313-5500 to determine accommodations that may be available to support their physical access on campus and to/from classes.

HILO HIGH SCHOOL ALMA MATER

Beneath the tropic skies of Hilo
Stands dear old Hilo High School
Dearer ever shall it grow
With the spirit of Blue and Gold
In our hearts we hold thee
Alma mater mine
Loyalty and Honor
Shall forever be thine!

*It has been a long-time Viking tradition to wear our school colors,
BLUE & GOLD, on the first day of each month.*

This practice is voluntary, but is highly encouraged to the entire Viking Family.

*So remember, show off your ...VIKING PRIDE!
Once a Viking...Always a Viking!*

Hawai'i State Department of Education GUIDING STATEMENTS

VISION:

Hilo High School graduates are prepared and empowered to achieve their post high school college, career, and community endeavors.

MISSION STATEMENT:

Hilo High School's mission is to provide a safe, supportive, and challenging learning environment that empowers all students to achieve academic excellence and personal growth. In an Academy model, students will engage in a comprehensive and rigorous curriculum, extracurricular activities, and community partnerships to prepare for the expectations of higher education, the workforce, and lifelong learning.

All Hawai'i public school graduates will:

1. Realize their individual goals and aspirations;
2. Possess the attitudes, knowledge, and skills necessary to contribute positively and compete in a global society;
3. Exercise the rights and responsibilities of citizenship; and
4. Pursue post-secondary education and/or careers without the need for remediation.

GENERAL LEARNER OUTCOMES (GLO'S):

- **Self-Directed Learner:** The ability to be responsible for one's own learning
- **Community Contributor:** The understanding that it is essential for human beings to work together
- **Complex Thinker:** The ability to perform complex thinking and problem solving
- **Quality Producer:** The ability to recognize and produce quality performance and quality products
- **Effective Communicator:** The ability to communicate effectively
- **Effective and Ethical User of Technology:** The ability to use a variety of technologies effectively and ethically

HILO HIGH SCHOOL ASSISTANCE DIRECTORY

Problem or Need	Where to go
-Fee Payments (Dues, Bus, Meals, etc.) -General Information -Appointments with Administration	Main Office Building D - by the flagpole, Facing roadway Hours = 7:45am-4:00pm
-Lost and Found -Security	Security Office (AA2B) or Main Office
-Change of address -Transcripts -Transfer to another school -Geographic Exceptions	Registrar's Office Building D - by the flagpole, Makai Side Window Hours = 7:30am- 4:00pm
-Academic Problems -Personal/Social Concerns -Program Planning/changes -Counseling request	Counselor's Offices <ul style="list-style-type: none"> • Nilton Oyama - Academy of Health and Human Services - AA-03A • Dawn Tillery - Academy of Freshman - AA-03B • Mary Jane Tominaga - Academy of Business and Natural Resources - AA-01 • Agnes Yamauchi - Academy of Construction and Engineering - AA-01A
-Career Counseling -Scholarships -Post Secondary School info. -College Speaker Session	Career & College Counselor N-103 - Mrs. Kellie Frias
-Health records -Illness/Injuries	Health Room Building A, Room 1 - Ms. Jolanda Rosario
-Clubs & Organizations Info. -Student Council Operations -Viking Spirit Store Purchases -School Events / Publicity	Student Activities Office A-16 - Ms. Tanya Switzer
-Google K12 Account Assistance -Technology	Technology Kokua Desk By Appointment Only, (808) 313-5627 or hilohighkokua@k12.hi.us
-Infinite Campus Account Recovery	http://helpdesk.hilohigh.org/

**HILO HIGH SCHOOL
IMPORTANT PHONE NUMBERS**

MAIN LINE: (808) 313-5500

FAX: (808) 974-4036

WEBSITE: www.hilohigh.org

Email Context: first.last@k12.hi.us

Principal	Jasmine Urasaki	(808) 313-5513
Vice Principal	Jason Trimble	(808) 313-5510
Vice Principal	Heidi Pana	(808) 313-5551
Vice Principal	Keala Ili	(808) 313-5556
Vice Principal	Drew Fernandez	(808) 313-5521
Athletic Director	Daniel Lyons	(808) 313-5600
SASA	School Admin Services Assistant - Brandon Respicio	(808) 313-5509
CAFETERIA	School Food Services Manager - Jaclyn Andrade	(808) 313-5676
COORDINATORS	Career & Technical Education Coordinator - Krystal Moore Curriculum Coordinator/Academy Lead - Ryan Nakasato Student Activities Coordinator - Tanya Switzer Student Service Coordinator - Kayleen Takase Student Services Office Assistant - Leanne Yamada	(808) 313-5510 (808) 313-5560 (808) 313-5523 (808) 313-5529 (808) 313-5617
COUNSELING	Academy of Health & Human Services - Nilton Oyama Academy of Freshman - Dawn Tillery Academy of Business and Natural Resources - Mary Jane Tominaga Academy of Construction and Engineering - Agnes Yamauchi Career & College Counselor - Kellie Frias Office Assistant - Julie Lawrence	(808) 313-5525 (808) 313-5526 (808) 313-5517 (808) 313-5518 (808) 313-5534 (808) 313-5519
CUSTODIAL SERVICES	Head Custodian - Berwyn TJ Carvalho	(808) 313-5500
HEALTH ROOM	Health Aide - Jolanda Rosario	(808) 313-5552
MAIN OFFICE	Office Assistants	(808) 313-5500 (808) 313-5501 (808) 313-5502
REGISTRAR	Registrar - Melissa Mitsuda Office Assistant - Liane Kozohara	(808) 313-5512 (808) 313-5515
SECURITY	Security Officers (Office) *Contact Via Main Office	(808) 313-5652 (808) 313-5501
TECHNOLOGY	Technology Kokua Desk KVIKS Media	(808) 313-5627 (808) 313-5583
PCNC	Infinite Campus Support	(808) 313-5658

BOARD OF EDUCATION STUDENT CODE OF CONDUCT

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

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

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

Respect for Self & Others – Students are expected to be honest, behave with dignity and treat others with respect and courtesy.

Behavior of the individual should not interfere with the rights of others. This includes the use of appropriate language, actions, and attire. Students are expected to come to school free from the influence of tobacco products, alcohol or drugs. Students are expected not to use or possess such substances.

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

Respect for Property – Students are expected to treat all property belonging to the school and to others with care.

Freedom from Fear – Students are expected to contribute to a safe school environment free from fear. Acts of violence, weapons, and contraband are never acceptable.

(Developed by the Labor Management Corporation Committee, BOE, DOE, HSTA, HGEA, Hawaii State Parent Teacher Student Association, Hawaii State Student Council. Formally adopted by the BOE on February 2, 1995)

DISCIPLINE PLAN

The Hilo High School Discipline Plan is aligned with the school's Mission and Belief Statements and the Hawaii Department of Education's Chapter 19; *Student Misconduct & Discipline*.

The purpose of Hilo High School's school-administered discipline is to:

- 1) Promote and maintain a safe and secure educational environment where students respect & value themselves and others around them;
- 2) Teach proper behavior which is beneficial to the educational process and self- development to ensure all our students can strive for excellence;
- 3) Deter students from acts which interfere with the purpose of education or which are self-destructive, self-defeating or anti-social; and
- 4) Maintain proper student conduct to ensure that educational activities and responsibilities remain uninterrupted.

Belief Statement: Given a safe, supportive and challenging learning environment at Hilo High School, every student will be empowered to achieve academic excellence and personal growth through a comprehensive and rigorous curriculum, extra curricular activities and community service. Our school environment will instill in students a tolerance and respect for all things, all people, and all cultures.

General School Rules: STUDENTS WILL respect the rights, feelings, and property of others; respect school facilities & materials, keep campus clean from litter, keep school furniture in good shape; be personally responsible for their actions; obey the laws of constituted authority, Board of Education policies, school rules, and classroom rules; attend school regularly, be in class on time, and observe safe and healthy practices at all times. **Teachers are responsible** for a classroom management plan that includes regular discussions on classroom rules and expectations with students. Teachers are expected to utilize Comprehensive Student Support System (CSSS) behavioral intervention methods to shape student behavior and achievement to meet established school wide standards. **Administration will** support the classroom teacher's efforts as our school community teams together.

OFF-LIMITS and/or NO LOITERING AREAS:

1. Restrooms are for personal/private toilet and grooming use only. Loitering or socializing is not allowed at any time in school restrooms and access areas at front entrances to restrooms.
2. Restrooms shall not be used during the first 10 minutes of a class period or the last 10 minutes of the class period. Students are expected to use the restroom during Recess, Lunch, or Passing to the greatest extent possible. Exceptions may be made due to health or emergency reasons.
3. Loitering is not allowed in stairwells and on steps. Students must not block areas designed for people to pass.
4. The back and Mauka areas of the Learning Resource Center are off-limits, except for passing through.
5. Students are not allowed to sit in and around parked cars or the parking lot(s) at any time.
6. Students are not allowed in areas below the lower driveway (above the track) unless supervised.
7. Students are not allowed to loiter on the upper floors and stairways of buildings with multiple levels during recesses, during lunch, and before/after school hours.
8. Students are not allowed to sit on top of tables, railings, or other areas that may pose a safety hazard to themselves, or those walking through.
9. Students are not allowed to loiter on sidewalks along the school boundary on either side of Waianuenue Avenue and on the nearest end of Laimana Street before, during, or after school hours.
10. The back of all school facilities along the boundaries. Students are not allowed near the rear boundary of campus (including in the Wailuku River Gulch) because of dangerous cliffs/stream.
11. Loitering is not allowed in front of school buildings, including the school signboard and administration building.
12. The bridge leading to the HHS Gymnasium and the Gymnasium itself is off-limits at all times unless with a PE class or other approved circumstances.
13. All areas designated as off-limits by the school administration.

PUBLIC DISPLAY OF AFFECTION (PDA): Displays of affection beyond holding of hands is discouraged and could lead to disciplinary action. Actions such as kissing, necking, sitting on each other's laps and petting will not be condoned. Learning to display affection based on respecting the person and school community is the desired outcome.

AUTOMOBILE OR ANY MOTORIZED VEHICLE MISUSE: Inappropriate use of an automobile or other motorized vehicle on school property including illegal parking, speeding, "peeling out", or any other unsafe or reckless driving is prohibited. Disciplinary consequences range from suspension to having the student banned from driving onto campus. Illegally parked vehicles may be ticketed/towed - at the owner's expense. Student drivers must present a valid Hawaii Driver's License, valid proof of insurance, and valid proof of registration to the school administration or security upon request. Students are reminded that their cars are considered "off-limits" while parked on campus and will be unable to access their car throughout the school day.

FAILURE TO IDENTIFY SELF: All students in school buildings, on school grounds, or at a school-sponsored event must, upon request, identify themselves to authorized school personnel or their designee. Failure to correctly and completely identify himself/herself with the full legal name in compliance with this request will result in appropriate disciplinary action, which may range from parent contact to suspension.

ZERO-TOLERANCE: For violence, harassment, drugs, alcohol, and possession/use of weapons; disciplinary consequences will be administered through Hilo High School's Discipline Plan and as referenced within the DOE Chapter 19 (Student Misconduct & Discipline). Students are encouraged to report all incidents of harassment to school officials, i.e., teachers, counselors, coaches, administrators, security aides, and educational assistants. Harassment can be described as any word, gesture or act that makes another person feel uncomfortable, intimidated/threatened. This includes bullying and cyber-bullying.

EXPECTATIONS: Students who run for elected office and those who run for courts such as Homecoming, Class Proms, etc. must not have incurred a Chapter 19, Class A or B disciplinary suspension or action during the current school year prior to nomination and while serving in these capacities. For two or more Chapter 19, Class C or D infractions, the student must petition administration before running for election. Final decisions on individual cases are within the authority of the Principal.

"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 has in the past led to bodily injury or disruption of school operations.

Contraband items include, but are not limited to, the following:

1. Use of skateboards, roller blades, roller skates
2. Use of bluetooth and/or portable speakers (wired or wireless) Cell phones, tablets (if used at unauthorized time & outside of authorized areas, i.e., *designated classrooms*.)
3. Metal chains, heavy neck chains, studded wristbands, all bandanas
4. Playing cards and dice
5. Betel Nuts, sunflower seeds, shelled snacks and / or any food item that causes a difficult clean up.
6. Pornographic materials - Pictures or the like of inappropriately dressed people
7. Pictures of drugs, violence, alcohol, or other inappropriate references
8. Matches, lighters, Electronic Cigarettes, Cigarettes, tobacco products, or any accessories related to electronic smoking devices.
9. Laser pointers, pocket knives, spray paint, ammunition cans, gambling paraphernalia, animals, inappropriate reading materials, dangerous instruments, weapons, "look a like" guns or weapons.
10. **Any other devices/items deemed by school officials as inappropriate, or having potential to cause injury to self or others, or potential to disrupt school climate.**

NOTE: Any contraband item will be confiscated and/or destroyed.

Special note to ALL SENIORS: Commencement Exercises

During the 4th quarter of the senior year, any Class A or B Offense or multiple Class C & D Offenses incurred by a SENIOR will result in the removal of **specific privileges**. Examples: participation in senior class activities, participation in commencement exercises, i.e., walking-the-line, etc.

First and foremost, commencement exercise is a privilege. Seniors shall be permitted to participate in commencement exercises if they: (1) meet the requirements for a diploma or a certificate; (2) have fulfilled their financial obligations; and (3) meet other conditions, established by the Department of Education, which meet the standards of clarity, * reasonableness, and justifiability. (Reference: BOE Policy 4540.3.a & c)

*In order to preserve the dignity of the commencement exercises, the principal may revoke a senior's privilege of participating in the commencement exercise after determining that a Chapter 19 offense was committed by the senior during the 4th quarter of the school year, as follows:

- 1) Class A or B offense
 - a. First offense during the fourth quarter: revocation of privilege
- 2) Class C or D offense
 - a. First offense during the fourth quarter: warning that the privilege will be revoked if a second offense is committed.
 - b. Second offense during the fourth quarter: revocation of the privilege.

Athletics

Participation in the Hilo High School athletic program is a **privilege** that is available to all students who maintain the minimum academic requirements as determined by the policies of the Department of Education, State of Hawaii, and have met the participation requirements of the B.I.I.F & HHSAA.

*Please refer to the **Hilo High School Parent/Student Athletics Handbook** for specific consequences relating to the offense.*

FURNITURE (OUTDOOR BENCHES & TABLES) & SIGNAGE POLICY

School furniture has been placed at various locations on the campus for the use and comfort of the students. As with all furniture here at the school, these *outdoor* furniture items belong to the State of Hawaii and therefore the property of Hilo High School. Students should utilize common area furniture appropriately and respectfully. Sitting on, standing on, skateboarding on, or otherwise misusing school tables are not allowed at any time.

All signage posted for informational, safety, or academic purposes are also crucial to keeping everyone on campus safe and/or informed. Therefore, Hilo High School Administration will consider all posted signage approved by the administration to be State of Hawaii Property.

In regards to any malicious damage(s), i.e., graffiti, structural damage, removal, etc. found on said State of Hawaii DOE property, Chapter 19 (Student Misconduct and Discipline) will be applied against those students found to be responsible for any damage(s) found. Monetary restitution may also be levied against the violator(s).

Note: If outdoor benches and tables are determined to be used inappropriately and/or are creating an *unsafe condition*, they will be removed from use.

ATTENDANCE POLICY

Rev. 6/18/24

PHILOSOPHY OF ATTENDANCE POLICY

Daily attendance for all classes is critical for students to achieve their post high school college, career, and community endeavors. Though the primary responsibility for school attendance rests with the parents and students themselves; Hilo High School is committed to work in partnership with students, families, and community to support student attendance and address chronic absenteeism.

REPORTING AN ABSENCE

When a student is absent, parents shall notify the school office of the absence using this link: hilohigh.org/absence. This "Reporting an absence" link can be found on the HHS Website under the Parents & Students Section. Parents can also notify the office of their child's absence by calling (808) 313-5599.

NOTIFICATION OF ABSENCES TO PARENTS

An automated phone call will be made to the primary phone numbers on file on the day(s) of the student's absence regardless if an absence was reported. Any questions or concerns regarding attendance may be addressed to the students' school counselor.

RELATED ACTIVITIES

A student is marked Authorized School Activity (ASA) by the office when they are involved in extracurricular or other school-related activities such as field trips, athletics, etc. Any absences caused by activities NOT sanctioned and approved by the Department of Education will be considered Unexcused Absence Unexcused (AU).

EXCUSED ABSENCES

Absences will be marked unexcused (AU) unless a doctor's note is submitted or a written notification by parent/guardian with proper documentation confirming the reason for absence (AE) which is either to attend an immediate family members' funeral or college/military tours.

DOCTOR NOTES

There may be situations where a student is under a doctor's care due to a long-term or chronic illness, sudden serious injury, or other medical conditions, which may cause absences from school. Please inform your child's counselor or school administration. Submit doctor's notes to your child's counselor or the main office immediately upon return to school.

TARDY POLICY

Hilo High School students are held to high expectations and should always exhibit Viking Pride in all that they do. In support of college and career readiness, punctuality is an expectation of all students.

TARDY TO CLASS

It is the student's responsibility to reach their classes on time every day, for every period. Students are required to be inside their classrooms at the sounding of the tardy bell. All students who arrive after the tardy bell will be marked tardy. Following the Department of Education Policy, students arriving more than ½ way into the period will be marked absent.

*Teachers have until 3pm daily to accurately mark student attendance in Infinite Campus.

SUPPORTS FOR TARDY AND ATTENDANCE REPAYMENT (STAR)

Hilo High School students are expected to attend school daily and on time. When students don't attend, they miss class instruction and/or a full day of learning. Students who accumulate **5 tardies or absences in a given semester per class** will be required to "make up" their time. For the purposes of this program, 1 tardy is equal to 1 absence and are counted the same. The process that takes place is as follows:

Number of Absences and/or Tardies	Supports for Student	Supports for Parent
1 - 2	Teachers will work with the student to determine what is causing the absences and tardies to help address them.	Parents will receive Automated notification, regardless of a reported absence.
3	Teacher will contact parents and notify counselors of the parent contact	Teacher will contact parents and notify counselors of the parent contact Parents will receive Automated notification, regardless of a reported absence.
4	Teacher will work with their Academies to determine additional interventions	Parents will receive Automated notification, regardless of a reported absence.
5	Teachers will refer the student to the counselors. Counselors will counsel students. Attendance Letter 1 will be sent home.	Counselors will contact parents (email, letter, or call) Parents will receive Automated notification, regardless of a reported absence.
6	Teacher will refer the student to the Attendance Liaison.	Attendance Liaison will contact parent and work with administration to assign makeup hours (1 hours per absence or tardy) Parents will receive Automated notification, regardless of a reported absence.
6+ Any infraction after the 6th Absence or Tardy will be expected to make-up	Students will stay after school to make up hours.	Parents will be notified of make up hours. Parents will receive Automated notification, regardless of a reported absence.
10	Attendance Letter 2 will be sent home	A parent/school meeting will be scheduled Parents will receive Automated notification, regardless of a reported absence.
15	Attendance Letter 3 will be sent home	Court Petition will be filed Parents will receive Automated notification, regardless of a reported absence.

Students will be required to make up their time after school. Make up times may be provided during the school day (recess and/or lunch) if scheduled prior with Administration approval. Each hour served makes up for 1 tardy and/or absence. Transportation will **not** be provided.

Students will have until the end of each quarter to make up for their accrued absences/tardies. Students who don't make up for their excess accrued absences/tardies may be subject to Chapter 19 discipline. Progressive discipline may include, but is not limited to, counseling, school detention, in school suspension, out of school suspension, restriction from participating in certain school events and activities (i.e. sports).

HONESTY POLICY

Plagiarism is a form of cheating. Copying from someone else and presenting it as your own work is dishonest. This can have serious consequences for you and your grade. If you allow someone else to use your work, you will suffer the consequences.

What constitutes cheating?

- Allowing someone to copy your homework or class work and turn it in as theirs.
- Looking at another person's paper while taking a quiz or test.
- Copying someone's research without giving that person credit.
- Copying from the electronic library sources without giving credit.
- Using material from the internet without giving credit.
- Doing someone's work for them and letting them take credit for your efforts.
- Violating copyright laws.

What will happen if I do not follow this policy?

- I will get a zero for the assignment.
- I will be denied the opportunity to do the work over.
- Parents will be notified by the teacher.
- In the case of a major assignment, it could radically affect my grade.
- Counselors will be notified and call students in for a meeting.
- Chapter 19, Class D offense and a referral will be submitted.

Cheating and Plagiarism

Plagiarism and Cheating violate the School-Wide Behavior Expectations of Hilo High School in that a student fails to demonstrate citizenship and respect for oneself and the rights and property of others.

Some Examples of Plagiarism include:

- Taking someone else's assignment or portion of an assignment and submitting it as your own;
- Submitting material written by someone else without giving proper credit to the author or source;
- Submitting papers written by someone else and found on the Internet as your own;
- Providing your own work to someone else to be used as their own.

Some Examples of Cheating include:

- Copying any assignments written by someone else and claiming them as your own work;
- Taking credit for group work when you have not contributed an equal or appropriate share toward the final result;
- Accessing a test or quiz for the purpose of determining the questions in advance;
- Using summaries and commentaries such as AI and Quizlet in lieu of reading the assigned materials.
- Taking pictures of notes and tests and sharing with other students.

Avoid plagiarism by always giving credit to your sources. Place quotation marks around direct quotations along with the author's name. Credit author for summaries and paraphrases not written in your own words.

DRESS STANDARD

As a workplace readiness high school, it is expected that Hilo 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.

STUDENT DRESS: Your dress reflects the quality of the school, your conduct, your schoolwork, and prepares you for the workforce. All students are expected to dress and groom themselves neatly in clothes that are modest and suitable for school activities. Dress that distracts to the point of interfering with the learning environment will not be tolerated and may lead to disciplinary action.

In accordance with the Hilo High School Dress Standard, the following clothing items are considered ***inappropriate*** for school:

- Shirt or blouse without straps.
- Clothes that reveal undergarments such as underwear, bras, boxer shorts, etc.
- Shorts and skirts which are too short and expose private areas of the body
- Clothes with graphics or text that promote alcohol, drugs, tobacco/electronic smoking products, sex, guns/violence, vulgarity, pornography, etc
- Any other clothing that is considered inappropriate by school administration
- Students must not take off shirts to expose upper bodies except for during swimming, physical education and other authorized school activities
- **Head covering**, i.e., caps, “hoodies”, visors and non-prescription dark/colored glasses should be removed in classrooms, instructional settings, LOT assemblies, or as instructed by school officials.

In accordance with the Hilo High School Dress Standard, students are required to follow these rules related to dress code to keep us safe:

- Footwear must be worn at all times
- Students must bring a School-issued ID to school everyday and present it upon request.

Violation of Dress Standards

All faculty and staff members are expected to teach, guide and train students about the importance of appropriate dress in various life situations. Every effort will be made to explain, to the student and parent/guardian, why particular clothing is considered inappropriate for the school setting and how this relates to our students' success in gaining/keeping employment in the workplace.

In cases where student dress is unacceptable, a student will be directed to be in compliance with the dress code. If unable to comply, the following steps will be followed:

- Teachers will send student with a note to the office
- Students will be given a school issued shirt or shorts to change into.
- Students that don't comply when at office will be referred to admin for Chapter 19 Class C Offense Insubordination.

The school will contact a parent/guardian. Repeated violations of the dress standard, despite good faith efforts to educate the student by the teacher, counselor, and school administration will be considered **insubordination and subject to Chapter 19 consequences including suspension.**

Dress Standard Picture Reference

Students are expected to come to school dressed appropriately in attire such as shirt, shorts, pants, skirts, shoes, and sandals . Parents may be called to provide a change of clothing. These guidelines apply:



1. Footwear will be worn on campus at all times.



2. Non-prescription dark glasses are not allowed in class or at prom/dance events.



3. Hats/caps/hoodies may not be worn indoors.



4. Clothing and accessories that promote gangs (including but not limited to bandannas, doo-rags, style of dress), drugs, alcohol, racism, violence, sexism, profanity, or other symbol determined by the school are not permitted.



5. Shirts must have strap



6. Underwear should not be obviously visible.

TECHNOLOGY

Use of Technology

Parents/Guardians and students must review the Technology Responsible Use Guidelines (TRUG) before signing the Technology Responsible User Form (TRUF). This is a requirement of all students in order to utilize physical hardware, software, network and online resources. The use of HIDOE-owned or leased digital devices, network, and internet services is a privilege, not a right. It is the responsibility of students and parents to ensure that HIDOE-owned or leased digital devices, network, and internet services are used in accordance with the TRUG.

Hilo High School 1:1 Initiative (<https://hilohigh.org/hilohs1-1>)

Hilo High School is provisioning state-owned laptops to **ALL** students as part of our 1:1 initiative. There is no cost to opt-in to the program. One-to-one (1:1) computing offers students and teachers continuous access to a wide range of software, electronic documents, the Internet, and other digital resources for teaching and learning on and off campus. Other peripherals may be provided on a case-by-case basis.

Opt-Out: If a student is opted out of receiving a device, they may utilize on-campus resources from their teachers during school hours. The use of personal devices in school is subject to approval on a case-by-case basis and must be coordinated with a counselor.

Lease Period: The technology assigned to students is intended for their use throughout their enrollment at Hilo High School, from Freshman to Senior year. However, upon graduation or withdrawal from Hilo High School, all assigned technology must be returned promptly.

Check Out and Check In Process: The Hilo High School Technology Department will maintain a record of devices assigned to students. When checking equipment and accessories back in, the device Serial Number and State Decal number must match the check out record. The device and accessories must be returned in operable condition with all parts intact.

Restitution for Damaged/Lost Devices: On a case-by-case basis, the parents of a student who is found responsible for the loss, destruction, breakage, or damage of school equipment (such as, but not limited to, the device, batteries, cords, and chargers) will be required to pay for the replacement equipment per HAR, Title 8, Chapter 57, entitled "Restitution for Damaged and Lost Books, Equipment, Supplies, and Outstanding Financial Obligations." View Chapter 57 here (<http://bit.ly/HAR8Chapter57>) or ask for a copy at your school. Replacement or repair cost depends on the severity of the damage. If a student's device is lost or stolen, the student and/or parent are responsible for obtaining a police report within 24 hours of discovery of the loss/theft, immediately providing the school with documentation of the report, and cooperating fully with any subsequent investigation.

1:1 Student Expectations

1:1 student devices (chromebooks) are used in classroom instruction daily. Students are required to bring their 1:1 device to school each day to use in class. Students are responsible for keeping their 1:1 electronic device charged and bringing it to school daily. Charging stations will be available in most classrooms and some common areas for student use.

Use of Personal Technology on Campus

Students are not allowed to use their cell phones or other personal technology during instructional time. Visual reminders on phone usage in class will be provided through a Red-Green "traffic" light system indicating by the teacher when cell phone usage is allowed for instructional purposes only. Cell phones and other personal technology items for non-instructional purposes are not allowed during class time.

If a student is not following the expectations being set for the class their phone will be confiscated. When their phone is returned to them will depend on the discretion of the teacher and the number of offenses the student has committed. For the first offense, the phone will be returned by the teacher at the end of class. Multiple offenses or insubordination in turning over the phone will result in a referral for insubordination and the phone will be confiscated by security and turned into Hilo High School Administration. Consequences for phone usage will be determined using HAR Chapter 19 for Class C: Insubordination by School Administration.

Google K12 Email Address: All students enrolled at Hilo High School have a HIDOE-provisioned K12 Email Address. This address is what is used to sign in to Chromebooks and other services such as Gmail, Google Drive and Classroom. The student's username is their 10-digit State or SIS ID number that is located on their class schedule or report card, followed by @k12.hi.us. (Example: 1234567890@k12.hi.us) The default password is the first three letters of their birth month, with the first letter capitalized, followed by a # symbol, then the last four digits of their primary phone number. (Example: A student born in September with a primary phone number of (808) 313-5500, will have a default password of Sep#5500)

General Technology Support: In-Person support is by appointment only. Please contact the Technology Kokua Desk at: (808) 313-5627 or via email at: hilohighkokua@k12.hi.us. The Technology Kokua Desk can assist students with accessing their K12 email account and may provide general assistance as needed.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS) - HERO

HERO System - Promotion of Positive Behavior

The HERO system is designed to recognize students for good behavior and to address areas for improvement.

Students may gain points by exhibiting positive behaviors and Viking Pride. Positive points opportunities are determined by each academy and may or may not be announced. Hero points are also redeemable for certain incentives such as access to our HERO Store!

Sample of Opportunities to Gain HPs

- Wearing of school lanyard and student ID card
- Participation in School Dress Up & Spirit Days
- Participation in virtual SA rallies and events
- Caught Doing Good / Viking "Pride" elements
- Report Card incentives

STUDENT ACTIVITIES

The Hawaii State DOE states that “Student Activities” or “Co-Curricular Activities” are integral to an education, providing opportunities to all students that supports and extends their academic learning. Student activities offers a wide range of events to meet the needs & interests of all students in school, such as athletics, intramurals, committees, assemblies, interest & honorary clubs, student councils, leadership experiences, school & community service projects, dances, proms, academic competitions, spirit activities, dress-up days, and more. The variety of Hilo High School student activities program offerings creates opportunities for each student to find meaning in their school experience, helping to develop well-rounded individuals who exhibit the general learner outcomes and make a difference in our school and community.

Eligibility for Participation

ACADEMIC REQUIREMENTS FOR PARTICIPATION IN CO-CURRICULAR ACTIVITIES POLICY (#4520)

The Board of Education is committed to the promotion of high academic achievement. Students participating in co-curricular activities must have at least an overall 2.0 grade point average (GPA) and be passing in courses required for graduation. “Participating,” as used in this policy, does not include participation in rehearsals, practices, or tryouts. Activities which are essential and integral in any particular course are not affected by the policy.

CHAPTER 57 Restitution for Damaged and Lost Books, Equipment, Supplies, and Outstanding Financial Obligations: The term “financial obligations” as used in Policy 4540 paragraph b, includes, but is not limited to, the cost of individually assigned textbooks or borrowed library books and materials that are lost by the student, and restitution agreements between the student / parent and the school for vandalism or negligence pursuant to subchapter 7, Chapter 8-19, Hawaii Administrative Rules.

§8-57-3 Fees and charges for lost books, equipment and supplies. A student found to be responsible for the loss, destruction, breakage, or damage of school books, equipment, and supplies, including library and assigned textbooks, shall make restitution to the school.

[Eff 10/5/2000] (Auth: §§302A-1112, 302A-1130) (Imp: §302A-1130)

Obligations for lost and damaged textbooks, library books, equipment and supplies shall be based on the replacement cost of the item, and shall be paid by the last day of the school year in which the financial obligation was incurred.

§8-57-5 Penalties for outstanding financial obligations.

In addition to any other penalties that may be imposed, a student who fails to make restitution as required under section 8-57-4 shall be prohibited from participating in any student activity.

[Eff 10/5/2000] (Auth: §§302A-1112, 302A-1130) (Imp: §302A-1130)

Mandatory fees (student association & class dues), fundraiser items or monies lost or damaged textbooks, and library books are considered financial obligations. If a student does not clear their financial obligations before participation in a student activity (athletic, student government, clubs, banquets, dances, proms, May Day, & other celebrations) the student will not be allowed to participate.

Annual Student Fee options:

Mandatory Fees = \$30 - Student Association dues, Class Dues and Athletic Card

*A valid BIIF Card allows for discounted rates for attending athletic events.

Other Fees:

- | | |
|----------|---|
| Other 1. | Yearbook - \$50 |
| Other 2. | (Optional) -Class T-shirt |
| Other 3. | Club dues – varies per club |
| Other 4. | (Seniors only) - Commencement Fund - \$35 toward Commencement Ceremony or event |

Student Activities dues are used to finance all of the school-wide activities such as Student Association Leadership Training, Homecoming, spirit days, service projects etc.

Class dues are used to offset costs for class activities such as proms; class rallies; commencement, class, homecoming, and spirit days; and other class activities.

A major and costly event in the senior year is the Commencement Exercises. The commencement exercises may be scheduled any time after the last day of school for seniors. The last day for seniors shall be set by the Dept. of Education. Students shall be permitted to participate in commencement exercises if they:

- 1) meet the requirements for a diploma or a certificate
- 2) fulfilled their financial obligations
- 3) meet other conditions, established by the Dept. of Education which meet the standards of clarity, reasonableness and justifiability. (Policy 4540)

Student Government

The School Government is run by the Student Association, which has an executive board that consists of a President, 2 Vice Presidents, 2 Secretaries, a Treasurer and a Leadership Team made up of students from various groups on campus. All classes have executive officers as well. Each class is allowed a representative from each of the STARS classes. The S.A. Council meets on Tuesdays and the Class Councils meet on Thursdays during lunch recesses.

The Hilo High School Student Association fosters understanding among students, faculty, and administration, represents the student body at all times, promotes school spirit and promotes the general welfare of the school. Every regular registered student of Hilo High School taking four (4) or more units of work shall be a member of this association upon payment of Student Association dues.

Extracurricular Activities

For more information about any student club, refer to [hilohs.k12.hi.us: Programs and Activities](http://hilohs.k12.hi.us/Programs%20and%20Activities) or contact the Student Activities Coordinator, room A-16.

SCHOOL ASSEMBLIES - Learning Option Time - LOT

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

- Students must report promptly and directly to their designated seating areas by assigned grade level.
- Students may not leave campus during the assembly time without appropriate documents.
- All students must remain seated throughout the assembly (except for the National Anthem, Posting of the colors, and the Alma Mater). Headphones must be removed upon entering the assembly; and students should not be on their phone.
- Students will show respect and appreciation for the performers as well as the student committee who planned the assembly.
- An assembly is not officially over until the Alma Mater is sung.

Students who misbehave will be referred for disciplinary action that may include exclusion from future events. Widespread misconduct will result in cancellation of future activities.

EXTRACURRICULAR ACTIVITIES INFORMATION

Instructions: If you are interested in joining any of these clubs or programs, please email the advisor for more information and meeting times.

STUDENT CLUBS AND ORGANIZATIONS		
Name of Club & Advisor Name	Short Description	Contact Information
Leo Club Cynthia Tanaka	Community service club in partnership with the Hilo Lion's Club	cynthia.tanaka@k12.hi.us
Nā Liko Lehua O Hilo Hanakahi Awapuhi Duldulao	Perpetuating Hawaiian Culture through hula within the community	awapuhi.duldulao@k12.hi.us
Speech & Debate Elizabeth Laliberte	Building competitive speaking and debating skills. Participating in debate tournaments against other schools	elizabeth.laliberte@k12.hi.us
Math Club Justin Young	Compete in the OML competitions. The objective of this club shall be to promote enthusiasm for math, to bring students together through math competition, and to encourage the development of character and good sportsmanship.	justin.l.young@k12.hi.us
KVIKS Media Luke Eclipse-Ujano	Produce daily morning bulletin, live stream events and athletics, provide Audio/Visual services for rallies and LOTs. Learn video journalism, photography, and digital graphic design. Partner with PBS Hawaii for HIKI NO and Na Leo TV Internships.	luke.eclipse-ujano@k12.hi.us
Hilo High Key Club	Students provide service to school and community, develop their leadership skills, work on character building and focus on being inclusive in all phases of their lives.	
HHS Robotics Nyra Dee	Hilo Viking Robotics (HVR1378) has adopted the mission of FIRST®: "to inspire young people to be science and technology leaders and innovators, by engaging them in exciting mentor-based programs that build science, engineering, and technology skills, that inspire innovation, and that foster well-rounded life capabilities including self-confidence, communication, and leadership."	nyra.dee@k12.hi.us
Science Fair Nyra Dee	Interested in participating in a self--directed science related project with the opportunity to compete in district, state and international competition? Find out more by contacting the advisor.	nyra.dee@k12.hi.us
Hawaiian Club Awapuhi Duldulao	Learning, living and perpetuating our Hawaiian culture through the many activities and service projects within our school and community.	awapuhi.duldulao@k12.hi.us
Taiko Club Aya Shehata	Hilo High Taiko draws upon the cultural and musical diversity of our Pacific Island home to create a kumi-daiko (ensemble drumming) style that seeks to explore the unlimited versatility of taiko in various performances.	aya.shehata@k12.hi.us
Art Club Kirstin Eberly Ellen Zanetos	Organize student activities that will teach skills, provide art opportunities, and enhance our campus through artwork	kirstin.eberly@k12.hi.us ellen.zanetos@k12.hi.us
Japan Club Aya Shehata	Learning and sharing the Japanese culture and language with others through service to our school and community.	aya.shehata@k12.hi.us
Science Quiz Bowl Kristine Takata	Hawaii Science Bowl encourages student involvement in math and science activities with the hope of transforming today 's brightest young minds into tomorrow's scientific leaders. *existence is contingent upon adequate interest	kristine.takata@k12.hi.us

AVID Jessica Blair	AVID's mission is to close the achievement gap by preparing all students to succeed in education and global society.	jessica.blair@k12.hi.us
Future Farmers of America (FFA) Anthony Paopao	FFA is the premier youth organization preparing members for leadership and careers in the science, business and technology of agriculture.	anthony.paopao@k12.hi.us
Distributive Education Clubs of America (DECA) Kahiau Peralta	(Distributive Education Club of America) DECA prepares emerging leaders and entrepreneurs in marketing, finance, hospitality and management in high schools and colleges around the globe.	kahiau.peralta@k12.hi.us
National Honor Society Sue Ann Masuyama	The National Honor Society (NHS) elevates a students commitment to the values of scholarship, service, leadership, and character. Students must have a 3.5 Cumulative GPA or above after their 1st semester of 10th grade and undergo an application process to become a member.	sue_ann.masuyama@k12.hi.us
HHS Student Credit Union Drew Fernandez	Student-run credit union to help students develop financial awareness and responsibility. All students and staff members may open an account and deposit and withdraw money at the Student Credit Union located in the Learning Resource Center	drew.fernandez@k12.hi.us
BIIF Student Athletic Council Agnes Yamauchi	Student Athletes meet monthly to plan activities to develop leadership skills that address social issues such as bullying and attend meetings and workshops to further advance their leadership skills.	agnes.yamauchi@k12.hi.us
Army JROTC Program MAJ (r) Jeffery Nason SFC (r) Dustin Amaral	Cadets participate in co-curricular activities to demonstrate their attainment of lesson outcomes. Activities include precision and exhibition military drill competitions, , Raider Challenge and Fitness competitions, JROTC Leadership and Academic Bowl (JLAB), Science, Technology, Engineering, and Mathematics (STEM) Camp, and a physical fitness competitions Leader camps such as JROTC Cadet Leadership Challenge (JCLC).	jeffery.nason@k12.hi.us dustin.amaral@k12.hi.us
Viking Christian Athletes Matthew Masuyama	A faith based club that takes action both spiritually and physically. Students will be given the opportunity to be part of a group of others to edify, encourage, and focus on their spiritual, emotional, and physical wellness. Worship, Bible study, and prayer will be the foundation of our meetings.	matthew.masuyama@k12.hi.us

For more information about any student club, please contact the Student Activities Coordinator, room A-16.

ATHLETIC SPORTS & SEASON

Hilo High School 2024-2025

If you are interested in a Fall sport, you should make contact by emailing the coach or the Athletic Director Daniel Lyons at daniel.lyons@k12.hi.us.

Also check that you have a current Physical and Good Academic Standing. (List below is subject to change)

Athletics			
Sport	Season	Coach	Email
Air Riflery	Fall	Lydia Mukai	lydia.c.mukai@gmail.com
Cheer	All year	Rochelle Marzo	rmarzo@viking.k12.hi.us
Cross Country	Fall	William McMahon	bill@willyswood.com
Girls Volleyball	Fall	Kaleinani Kabalis	kkaleinani@gmail.com
Football	Fall	Kaniala Estrada	kaniala.estrada@gmail.com
Canoe Paddling	Winter	Jewelyn (Aloha) Mauhili	amauhili@yahoo.com
Girls Basketball	Winter	Fred Collins	frederick.collins@k12.hi.us
Boys Basketball	Winter	Alika Querbin	alikaq31@gmail.com
Girls Soccer	Winter	Kari Hock	kwhock@gmail.com
Boys Soccer	Winter	George Ichimaru	george.ichimaru@k12.hi.us
Swimming	Winter	Jon Hayashida	haqpoidog@gmail.com
Diving	Winter	Malia Naukana	mari.naukana@k12.hi.us
Wrestling	Winter	Tyler Milare	tylermilare@gmail.com
Baseball	Spring	Wardell (Baba) Lancaster	baba.lancaster@gmail.com
Softball	Spring	Gary Ahu Debbie Hashimoto	No email Debbie62Hashimoto@gmail.com
Golf	Spring	Randy Pak	pak.randy@yahoo.com
Girls Tennis	Spring	Wayne Yamada	yamazono@hawaiiantel.net
Boys Tennis	Spring	Christopher Paulachak	cpchak@me.com
Judo	Spring	Kerwyn Tokeshi	ktokeshi@viking.k12.hi.us
Boys Volleyball	Spring	Adam Tuifagu	adam.tuifagu@k12.hi.us
Track & Field	Spring	Linden Villena William McMahon	lindenvillena@gmail.com bill@willyswood.com
Girls Water Polo	Spring	Leona Lyons	Lyonskanoe@gmail.com

LEARNING RESOURCE CENTER (LRC)

Our Learning Resource Center is currently undergoing renovations to be completed in Spring 2025.

STUDENT RESTROOM ACCESSIBILITY PLAN

Student restrooms at high schools across the state can be a potential problem area if not properly supervised and/or controlled. To address the concern, Hilo High School has established the procedures described by this Student Restroom Accessibility Plan. The three general categories of restrooms are (1) multiple-user restrooms that are always open for general use; (2) teacher controlled restrooms located in specialty-area facilities for students in the immediate area; and (3) single-user secured/locked restrooms.

1. **Multiple-User General Restrooms** are open for general use during school hours.
 - a. Girls and Boys Restrooms located at Building C - (Available afterschool)
 - b. Girls and Boys Restrooms located at Building Q - Cafeteria students dining room - (Closed at the end of the school day)
 - c. Girls and Boys Restrooms located at Building B - 1st Floor - (Closed at the end of the school day)
 - d. Girls and Boys Restrooms located at Building BB - 2nd Floor - (Closed at the end of the school day)
 - e. Girls and Boys Restrooms located at Building E - outside of the LRC - (Temporarily Closed)
2. **Teacher-Controlled Special Restrooms** are located in specialty facilities for use by students taking courses in the immediate area.
 - a. Building T - JROTC
 - b. Building I - Engineering, Automotive Mechanic Lab
 - c. Building G - Woods and Metals Lab
 - d. Building H - ALC
 - e. Building J - Old Gymnasium
 - f. Building X - PE Locker/Shower Rooms
 - g. Building S - Band
 - h. Building L - Culinary/Art
 - i. Building Z - HHS New Gymnasium
3. **Secured Single-User Restrooms** are locked and have controlled access.
 - a. Portables: P1/P2/P4
 - b. Building A - Health Room - Priority use for students who are ill.

General Notice Regarding Campus Accessibility For Those With Disabilities

For classrooms and areas around campus that are not accessible, the school will provide appropriate accommodations in the form of transportation, classroom relocation, and any other measures deemed appropriate for our students and parents/guardians.

The following areas on campus are located on the second floor or higher without elevator access:

Buildings A, B, C, L, R

The following areas on campus are located in an area with a steep slope or other obstacles and may require accommodations to access:

Bldg. T-JROTC, Portables 1, 2, 4 (upper campus), Bldg. Q-Cafeteria, Bldg. H, Bldg. G, Bldg. I, Agriculture Garden, Bldg. F, Portable 3 (mid campus)

Accessible restrooms are located in Bldg. BB (2nd floor, elevator access available), Bldg. L (key required), cafeteria (Bldg. Q) and New Gym (Bldg. Z). To request accessibility accommodations, please contact VP Jason Trimble at (808) 313-5510 or jason.trimble@k12.hi.us

SCHOOL COMMUNITY COUNCIL (SCC)

What is the School Community Council?

Hilo High School's SCC shares decision-making among the principal, teachers, staff, parents, students and community members to improve student achievement. The SCC is a major part of the overall decision-making structure at our school and consists of a group of people who are elected by their peers to represent the members of the school community. The primary role of the SCC is to review, evaluate and monitor the Academic and Financial Plan and to ensure that the needs of all students are addressed.

What is the role and responsibility of the School Community Council?

- Focus on student achievement
- Review and recommend approval of the SID Academic and Financial Plan
- Provide opportunities for discussions on school improvement
- Participate in the selection and evaluation process of the principal
- Request waivers to Board of Education policy
- Facilitate discussions and recommend revisions to school policies

What can you do to get involved?

- Participate in school community meetings where information about your child and our school will be shared
- Attend SCC meetings
- Bring issues or concerns to the SCC
- Keep informed of SCC decisions, agenda, and meeting minutes
- Volunteer to serve on your school's SCC
- Nominate or recruit SCC candidates

Want to contact members of the SCC? Contact the SCC board via Email: scc@viking.k12.hi.us

Want to check the monthly agenda, minutes and view the current members of the SCC?

Please visit the Hilo High School Website at: <http://www.hilohs.k12.hi.us>

COMMUNICATION

As we continue to enhance communication with our students and families, Hilo High School is proud to offer many different ways to keep in touch. Our primary method of communication with students, parents and the public is our official website, hilohigh.org or www.hilohs.k12.hi.us.

Hilo High School uses SchoolMessenger for calling and emailing parents and students.

Download the Hilo High School mobile app for iOS or Android at app.hilohigh.org. The app includes information at your fingertips such as bell schedule, lunch, period rotation, news, notifications, and access to all our social media platforms. We may also send texts, calls or emails from the Hilo High School mobile app. If you sign in to the app, you will have access to additional information specific to your student.

We also have very active **Instagram, Facebook, YouTube, and X (Formerly Twitter)** accounts! Find us on any of these by searching for @hilohighschool or @hilohighathletics on Instagram.

MISCELLANEOUS SCHOOL INFORMATION

SCHOOL OFFICE

The main office is located behind the flagpole and is viewable from Waianuenue Avenue. The school phone number is (808)-313-5500. The school fax number is (808)-974-4036. The physical address of the school is 556 Waianuenue Avenue, Hilo, Hawaii 96720.

- Daily Office Hours: 7:45am - 4:00pm - General Assistance through the front service area.
- Families, Public, Teachers and Staff shall access office services via the front service areas. Please ring the doorbell for assistance.
- The Registrar's Office will transact Enrollments and Releases by appointment only. Scheduling link: <https://calendly.com/hhsreg>
Please contact the Registrar's Clerk at (808) 313-5515 for more information.
- Appointments with Principal, Vice Principals, or the SASA should be arranged directly with the individual.
- Link to HHS Staff Contact Information: <https://www.hilo.hs.k12.hi.us/apps/staff/>

DELIVERIES TO STUDENTS

Deliveries to the school campus for students such as food, flowers, balloons, etc. WILL NOT be accepted. Students are encouraged to participate in the school lunch program or to bring a packed lunch **with them** to school. Students and parents should plan ahead to ensure students will have meal options each day. While we understand that such items are of importance to our students, such deliveries tend to cause unnecessary disruptions on campus.

In the interest of student and staff safety, parents and family members are asked to refrain from attempting to deliver such items to the campus. In this way, our campus security and administration may focus on the students and their well-being on campus.

Emergency and school-related items will be accepted at the school office from parents and/or guardians on a case-by-case basis.

LEAVING CAMPUS WITH PERMISSION

Students are expected to remain in designated areas of the school property from the time they arrive on campus in the morning, until authorized departure from campus at the end of the normal school day. Permission documented with a pass, (issued via the school office), to leave campus at any time before the school day ends is required.

If there is a valid, verifiable reason, for a student (**regardless of age**) to leave the campus during the normal school day, a parent or guardian must provide a campus absence *written* excuse to the office, prior to the student's departure. Phone calls to the office for emergency release of students will be subject to an authentication process by our office staff. Please plan school releases in advance to avoid having to call in to the school. Students will need to obtain a Temporary Off-Campus Pass prior to leaving the campus from the school office. Parents/Guardians should park in the visitor's section of the main parking lot while transacting any business on campus.

TELEPHONE SYSTEM

Hilo High School utilizes an automated telephone system to aid in expediting contact with specific school personnel and/or students. The school telephone directory changes frequently, and is available on our Viking Website: www.hilohigh.org. Please limit phone calls/messages to students to emergency/urgent messages only.

MAIN: 808-313-5500

FAX: 808-974-4036

STUDENT PARKING

All numbered parking stalls at Hilo High School are assigned to faculty and staff members.

After first submitting a “Hilo High School Student Parking Application” **and** receiving a student parking pass, students may utilize the Student Parking Stalls on the upper campus across the school cafeteria **on a first come, first serve basis**. Identified Student Parking stall numbers are: 143-176.

Entering the school campus, with any vehicle, renders the said vehicle subject to search by school administration at any time while on the school campus. Students who park illegally in any parking stall may have their cars searched, cited, and/or towed away at the registered owner’s expense. Public parking stalls are located along Waianuenue Avenue after the one way traffic pattern ends at 8:00am. Hard copies of the parking application are available at the school office.

HOMEWORK REQUESTS

Teachers have a 24-hour time period to have assignments ready for students. Assignments will be left in the main office for pickup, or available via virtual formats as possible. Students will be responsible for completing and returning all assignments given. New assignments will NOT be sent to the office if previous assignments have not been returned/submitted.

Assignments *may* not be provided if the child’s absence is due to a violation to the Chapter 19 Discipline Guidelines or Suspension. However, an automatic F or 0 shall not be given for an assignment that a student is not allowed to make up. According to the DOE Regulations, homework will not be provided for a student who is found to be truant/cuts class and an automatic F or 0 may be given for the work that is missed by the student.

If you have any questions regarding the Hilo High School Homework Policy, please contact your child’s respective counselor.

IDENTIFICATION CARDS

All students of Hilo High School will be provided with an Identification Card for their use for their years at Hilo High School. Students will use these ID Cards as a student ID, Meal Card, and Resource Card.

Students who need a new card or lose their previously issued cards must request for a new card.

LINK TO REQUEST NEW/REPLACEMENT CARDS: hilohigh.org/idcard

Replacement cards will be given free of charge **once** within any single school semester, with verifiable purpose; after which, a replacement fee equal to \$1.00 will be assessed for each replacement card needed. Replacement cards will be printed and students will be contacted when their replacement card is available for pick up at the school office. Students are advised to safeguard their ID cards at all times, and to report lost or stolen ID cards to the school administration as soon as possible.

In the interest of safety and security, all students, faculty, and staff members are required to have their **Identification Cards on their person at all times while on campus**. Students who choose to disregard this requirement will be considered insubordinate and Chapter 19 Discipline will be applied.

SCHOOL CAFETERIA SYSTEM

Hilo High School is currently a [Community Eligibility Provision](#) (CEP) School that provides one free breakfast and one free lunch for each student each school day. Should a student want additional breakfast or lunch servings or ala carte items, they will need to have money preloaded on their meal account in order to make purchases.

Hilo High School utilizes the eTriton Meal System to track cafeteria meal sales on campus. Similar to a bank account, students may deposit monies into their meal accounts and funds will be debited when meals are purchased. All students will be provided an identification card (explained above) which will also be used as meal cards. All students must have their ID cards for purchasing meals. Students who attempt to or successfully use another student’s ID card to purchase meals are subject to disciplinary action.

Students may make deposits to their accounts ONLINE at www.EZschoolpay.com, or at the School Office. Deposited monies will be available for students to use typically within 24-hours but no later than 2-business days of the deposit date. Cashiers will verbally notify students at the Points of Sale service lines when their meal account balances are reaching lower levels.

SOLICITATIONS ON CAMPUS

Solicitations on campus are not allowed at any time, unless the sale is an authorized DOE/Hilo High School fundraiser. There shall be no sale of items on campus without the prior approval of the school principal.

CAMPUS TRAFFIC & ACCESSIBILITY NOTICES

In order to maintain a safe and secure campus, we need the cooperation of all faculty, staff, community members, parents, and students. Here are some important reminders/notices regarding our campus traffic expectations:

- A one-way traffic pattern is implemented daily on Waianuenue Avenue between the hours of 7:15am and 8:00am. Vehicles are only allowed to travel in the Makai Direction (toward the ocean) during these times.
- Pay attention when merging into the makai bound one-way traffic on Waianuenue Avenue from the Hilo High School prior to 8:00am. All drivers must be mindful of other vehicles and use caution and etiquette when exiting the HHS parking lot and merging into the one-way traffic. Please keep in mind that both lanes exiting the school must turn left down Waianuenue Avenue, therefore, it is most practical that vehicles enter the nearest inside lane (other than the lane to re-enter the campus) to avoid vehicles merging into the same lane. See PDF Map as reference.
- **Do not stop along any roadway area or curbside fronting the main office and the patio.**
- All drop-offs should be done along the bus ramp fronting the LRC and fronting the Cafeteria.
- Speeding or other reckless driving is prohibited. Violators may be referred to the Hawaii County Police Department for immediate follow up, and may be served with official trespass notices and denied future campus access.
- Parking in any marked ADA stall without a valid placard is illegal. Violators are subject to tow and/or fines issued by the Hawaii County Police Department.
- The lower campus driveway is for use by authorized persons only. All others should utilize the main campus driveway for student drop off and pick up.
- Entering the school campus, with any vehicle, renders the said vehicle subject to search by school administration at any time while on the school campus.
- Unauthorized access to the school campus will immediately activate safety protocols which may include police action by the Hawaii County Police Department.
- Failure to comply with an order by school administration to leave the campus will result in immediate police notification and action.

DROP-OFF / ARRIVAL / TRAFFIC

- Students should arrive on campus no earlier than 7:00 a.m.
- Students should be ready to disembark from their vehicles from the right passenger side of the vehicle; exit expeditiously and with care.
- Please refer to HIDOE guidelines for school bus / bus driver protocol for bus riders.

PICK UP / RELEASE TIMES / TRAFFIC

- **Parents/Guardians who are doing student pickup are asked to arrive on campus 5-10 minutes after student release times to allow buses to leave and reduce congestion in our parking lot.**
- Students present afterschool must be under the care of a faculty member such as a teacher, coach, or other school employee for educational purposes.
- Students not under the care of a faculty member shall leave campus by 3:30pm. Students present after 3:30pm may be sent to the patio and their family will be contacted for immediate pick up.

CAMPUS ACCESS AND VISITOR POLICY

In the event an administrator or by way of parent or family member requests, requests to "shadow" a student shall be approved by the school principal. The visiting party shall remain with a sponsoring adult at all times. Each request shall be handled on a case by case basis. If you would like to request to shadow/visit classrooms, please notify and secure permission from the principal by calling the school at (808)313-5500.

HILO HIGH SCHOOL VIKING PRIDE POSTER

Viking

Personal Responsibility

To be accountable for actions, choices and the results.

CLASSROOMS

*Be on time
Be prepared
Be safe
Complete and submit assignments on time
Use personal tech only when instructed*

COMMON AREAS

*Clean up after yourself
Go Green- recycle
Use the bathroom between classes
Wash your hands
Use personal technology responsibly*

COMMUTING

*Use the bathroom and get a drink between classes
Gather and transport all materials for your next class
Enter/Exit parking lot safely and drive safely*

Respect

To show consideration, appreciation and acceptance

*Be an active learner
Consider other people's viewpoints
Stay focused on the topic of discussion
Use professional language
Follow dress code policy*

*Use conversational volume
Be polite to others
Use professional language
Allow privacy for others
Follow dress code policy*

*Use conversational language and volume
Be considerate of other's space and property
Move to the side to let others pass by
Avoid interrupting classes
Follow dress code policy*

Integrity

To be honest, sincere, and kind in words and in actions

*Do your own work
Be patient with yourself and others
Share responsibilities
Use professional language
Follow dress code policy*

*Wait your turn
Be welcoming and include others
Keep hands, lips, and body parts to self
Use professional language
Follow dress code policy*

*Have a pass if out of class
Exit the building after school day or approved school activities
Keep hands, lips, and body parts to self
Be courteous to community members*

Determination

To set goals and meet expectations

*Be organized- plan time to do work or study
Learn from mistakes, overcome adversity, challenge yourself
Ask for help when you need it*

*Take PRIDE in your environment
Make healthy lifestyle choices
Be good to yourself*

*Move promptly to class
Arrive on time prepared*

Excellence

To strive to do the best at all times

*Produce quality work
Challenge yourself to take a chance
Use school resources
Strive for perfect attendance*

*Encourage your friends to clean up
Return to class promptly and quietly*

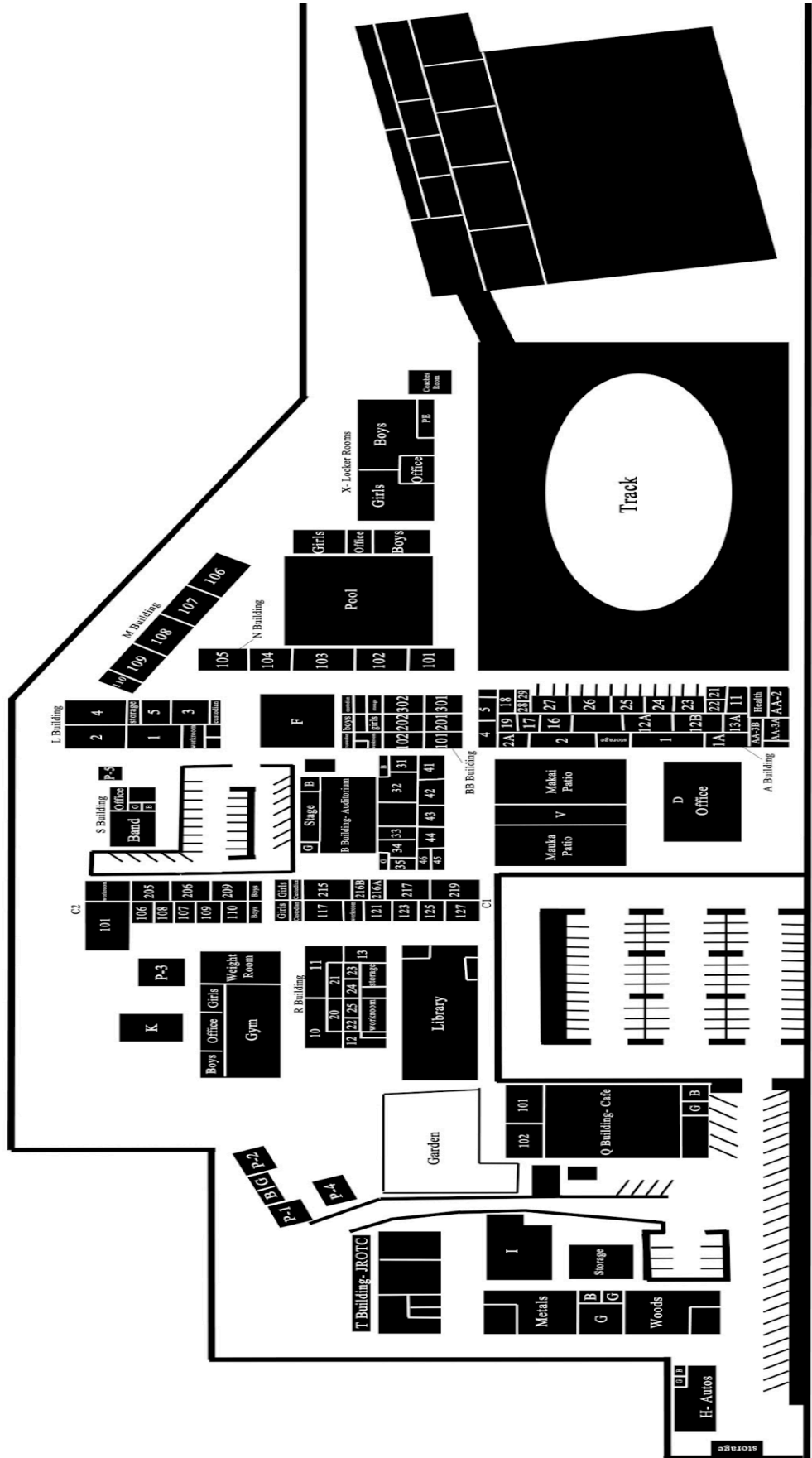
*If you see litter, help by picking it up
If you see a visitor, say hello and offer assistance
Serve the community in a positive way*

Hilo High School Campus Map

556 Waiuanuenue Ave

Hilo, HI 96720

HILO HIGH SCHOOL MAP



COUNSELING

The first priority of the counseling dept. is to ensure that students perform their best academically. This page will serve as a portal to important information regarding guidance, personal transition plans, discipline and schedule changes.

Counselor	Academy	Contact
Tillery, Dawn	Academy of Freshman	(808) 313-5526
Tominaga, Mary Jane	Academy of Business and Natural Resources	(808) 313-5517
Yamauchi, Agnes	Academy of Construction and Engineering	(808) 313-5518
Oyama, Nilton	Academy of Health and Human Services	(808) 313-5525
Frias, Kellie	Career and College	(808) 313-5534

INFINITE CAMPUS

Grades, Attendance and Class Schedule

From an Internet Browser: <https://hawaii.infinitecampus.org/campus/portal/hawaii.jsp>

From a Mobile App

1. Download the Campus Parent or Student Mobile App on your preferred App Store.
2. In the District Name field, type in Hawaii
3. Select Hawaii in the State Field and press Search
4. Select Hawaii State Department of Education and Log in

Parent/Guardian Activation Codes for New Accounts: Contact Counselor

Account Recovery for Existing Student and Parent Accounts: <https://helpdesk.hilohigh.org/>

LIVE STREAMS - KVIKS MEDIA



KVIKS Media broadcasts a variety of home/away games as well as special events such as Homecoming, Spirit Week, May Day and Commencement! We have the capabilities to stream the same program live over different social media websites and apps. This allows us to reach our audiences on all platforms. When we are live, we may be live on some or all of these platforms. Unless stated otherwise on the event listing, we will be streaming live on all platforms listed below:

Hilo High School YouTube Channel: <https://www.youtube.com/hilohighschool>

Facebook: <https://www.facebook.com/HiloHighSchool/>

KVIKS Media YouTube Channel: <https://www.youtube.com/kviksmedia>

WELLNESS POLICY

Hilo High is committed to helping our students establish Healthy Habits with their eating, physical activity, and relationships for a successful future.

As part of our Wellness Policy, Hilo High is committed to:

1. Providing a safe space for students to enjoy physical activity during Recess and Lunch.
2. Providing Healthy Food options for our students through our school lunch program, and promoting special programs for fruits, vegetables, and locally produced food options.
3. Support active transportation by students such as riding bikes to school or walking by providing a safe space to store bicycles, skateboards, or other legal and safe ways for students to actively transport themselves to school.
4. Providing access to clean, free drinking water and bottle-filling stations throughout the school campus to support being hydrated and healthy.
5. Educating students on healthy relationships through educational lessons in our Transitions to High School Class and our Health Education Class while students at Hilo High School.
6. Students at any time may respectfully request an appointment from their counselor to talk through issues they may be dealing with at school or at home. The school is committed to providing a safe and nurturing environment for students to grow holistically and achieve their goals.
7. Providing culturally-relevant and healthy options for fundraising and school activities that promote physical activity, non-food items, locally produced foods, and/or healthy foods are encouraged.

ANNUAL NOTICE OF ACCOMMODATIONS FOR INACCESSIBLE FACILITIES AND PROGRAMS

HILO HIGH SCHOOL

Hilo High School does not discriminate on the basis of disability. This requirement extends to all of the Hawaii State Department of Education's (HIDOE) programs and activities, including employment and admissions as applicable.

The following buildings/programs are located in an area with a route to/from that is inaccessible:

- Cafeteria (Building Q)
- Agriculture (Building Q)
- Metals and Woods Shop (Building G)
- Student Activities and Health Aide (Building A)
- Special Education (Upper Campus Rooms P1, P2, P4)

The second floor of the following buildings are inaccessible:

- B, C, L, R

The following buildings require elevator access to reach multiple floors:

- Building BB, New Gym

Students who experience mobility impairments may contact Heidi Pana, Vice Principal at (808) 313-5551 or the school's main office at (808) 313-5500, to determine accommodations (state motor vehicle or other means) that may be available to support their physical access on campus and to/from classes.

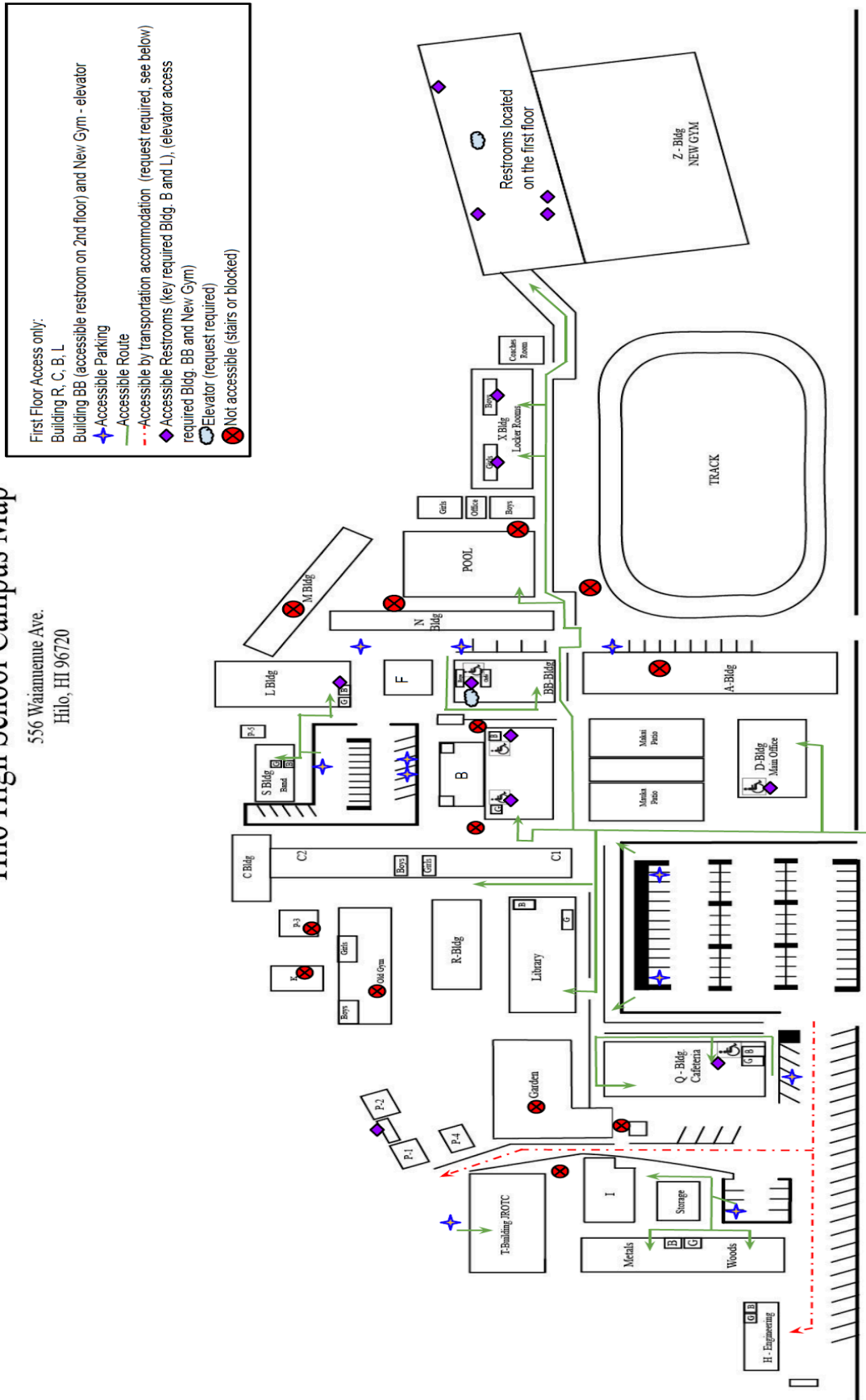
Concerns may also be addressed to Krysti Sukita, HIDOE ADA/504 Coordinator

**Civil Rights Compliance Branch
Hawaii State Department of Education
P.O. Box 2360
Honolulu, Hawaii 96804
(808) 784-6325 or relay
CRCB@k12.hi.us**

HILO HIGH SCHOOL CAMPUS ACCESS MAP

Hilo High School Campus Map

556 Waiuanue Ave.
Hilo, HI 96720



Waiuanue Ave.

The following buildings/programs are located in an area with a route to/from that is inaccessible:
Cafeteria (Building Q), Agriculture (Building Q), Metals and Woods Shop (Building G), All of Building A,
including Student Activities and Health Aide, and Upper Campus Rooms P1, P2, P4

The second floor of the following buildings are inaccessible: B, C, L, R

The following buildings require elevator access to reach multiple floors: Building BB, New Gym

Students who experience mobility impairments may contact
Erin Williams, Vice Principal at (808)313-5556 or the school's
main office at (808)313-5500, to determine accommodations
(state motor vehicle or other means) that may be available to
support their physical access on campus and to/from
classes.