HILO HIGH SCHOOL

2018-2019
Parent & Student Handbook



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

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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:

Kulia I Ka Nu'u - Strive for Excellence

MISSION STATEMENT:

Our Hilo High School community prepares our students to:

- **V**alue self and others and become
- **I**ndependent thinkers and
- **K**nowledge seekers in our changing global
- **S**ociety (via Viking *PRIDE*)

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

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.

Effective School Year 2016-2017, All Hilo High School students are expected to wear, visibly on their person, their school issued identification card.

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

- Shirt or Blouse that exposes the midriff/abdomen or is cut too low at the neckline/back
- Shirt or blouse with thin *(spaghetti)* straps or any straps less than 1 inch, unless worn over an acceptable shirt or blouse
- Tight, form-fitting clothes that are too revealing
- Loose fitting clothes such as baggy pants, halters or tank tops that reveal underwear or torso
- Shorts and skirts which are too short
- Clothes with graphics or text that promote alcohol, drugs, tobacco products, sex, violence, vulgarity
- Any other clothing that is considered inappropriate by school officials
- 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 must be removed in classrooms and instructional settings.

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. In cases where student dress is grossly unacceptable, a student will be asked to wear a school-provided T-shirt. Repeated violations of the dress standards, despite good faith efforts to educate the student, can result in parent/guardian contacts, detention and eventually suspension on the basis of **Insubordination**. 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.

Hilo High School Dress Code Picture Reference

Students are expected to come to school appropriately attired and personally clean. 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 may not be worn indoors.



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



5. Bikini tops, sports bras, camisoles, tube tops, strapless tops, and spaghetti straps are not to be worn.



6. Short skirts and short shorts are not to be worn.



7. Underwear should not be obviously visible.



8. Private body parts and the midriff are to be covered.

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. (refer to: http://sls.k12.hi.us/IP2002/doepolicy.htm)

What should you do?

- If you are quoting (copying directly from background reading sources), copy the words exactly as they appear on the page and put quotation marks around them. People will then know which words are yours and which words belong to an "official s
- ource." Make sure to include a parenthetical citation to identify the source.
- You may read through material and ask yourself, "What is the main idea?" Once you have identified the main idea, instead of quoting the material directly, you can paraphrase the material by writing it in your own words, explaining it as you go along. You still have to give the author credit for the information by including a parenthetical citation identifying the source. Whether you are quoting, paraphrasing, or summarizing, failure to give proper credit to the author constitutes plagiarism.
- For the final paper, it is important to list the sources you have used in your paper on the Works Cited page. If it is a source you consulted for ideas but did not use in your paper, then that source should appear on a Works Consulted page.

What will happen if I do not follow this policy?

- I can get a zero for the assignment.
- I can be denied the opportunity to do the work over.
- I can expect a phone call home from the teacher.
- In the case of a major assignment, it could radically affect my grade.
- My counselor will be notified.
- Chapter 19, Class D offense subject to administrative consequences.

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.

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.

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 Cliffs Notes or Spark Notes in lieu of reading the assigned materials.

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

DISCIPLINE PLAN

Use of Technology

Parents/Guardians and students must complete a Technology Acceptable Use Guideline form and abide by it's criteria. Students found abusing or misusing computers or sites will lose all computer privileges, as per the TAUG. Aside from during student free time, students are only allowed to use personal technology with the permission of their Tech Zone Teachers.

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;
2) Teach proper behavior which is beneficial to the educational process and self- development;
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 the appropriate environment and support at Hilo High School, every student will be able to learn and become effective career seekers and workers, who can communicate, contribute to society, learn, plan, think, and produce. 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 his/her 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. Loitering is not allowed in stairwells and on steps. Students must not block areas designed for people to pass.
3. The back and Mauka areas of the library limits-except for passing through.
4. Students are not allowed to sit in and around parked cars or the parking lot(s) at any time.
5. Students are not allowed to loiter in areas below the lower driveway (above the track).
6. Students are not allowed to loiter on the upper floors and stairwells of buildings with multiple levels during recesses, during lunch, and before/after school hours.
7. 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.
8. 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.
9. Loitering is not allowed in front of school buildings, including the school signboard and administration building.
10. 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.

Public Display of Affection: Displays of affection beyond holding of hands is discouraged and could lead to disciplinary action. Actions such as kissing, necking, and petting will not be condoned. Learning to display affection based on respecting the person and school community is the desired outcome.

DISRUPTIVE BEHAVIOR/WILLFUL DISOBEDIENCE = INSUBORDINATION: Disruptive behavior is student conduct that interferes with the educational process and will not be permitted. Examples of disruptive behavior include insubordinately talking out loud during instructional time, uncomplimentary gestures/speech, excessive tardiness, failures to serve detentions, threatening others, noncompliance with basic school rules, and behavior that jeopardizes the welfare, and/or safety of other students. School will initiate police notification and charge student(s) with disorderly conduct and campus disruption. Refer to Chapter 19.

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. The parking stalls (25) along the fenceline above the exit gate are designated as student parking. Students must complete a parking application prior to participating in the first-come-first-served parking privilege.

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.

Effective School Year 2016-2017, it is a school rule to have visible on their person, at all times during the school day, their official Student Identification Card. Failure to comply with this school requirement may result in disciplinary action.

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, school nurse, 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 <u>not</u> have incurred a Chapter 19, Class A disciplinary suspension during the current school year prior to nomination and while serving in these capacities. For Chapter 19, Class, B, 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.

<u>DEFINITIONS OF DISCIPLINARY CONSEQUENCES</u>

REGULAR SUSPENSION - The student is excluded from attending school for a specific period of time.

CRISIS REMOVAL - In accordance to Chapter 19, The immediate exclusion of a student from school in an emergency, because the conduct of the student presents a clear, immediate threat to the physical safety of self or others, or the student is so extremely disruptive as to make the immediate removal of the student necessary to preserve the right of other students to pursue their education free of undue disruption.

DISMISSAL -The removal of a student from Hawaii public schools for the remainder of the school year or for a period of not less than one calendar year for a firearm violation.

A student who is suspended, crisis removed, or dismissed from school is denied the privilege of coming on campus or from attending any school-sponsored activity for the duration of' the disciplinary action.

DETENTION/RESTRICTION/ISS - The student assigned Detention/Restriction will *remain in school* under the following restrictions: a) Report directly to the Detention Area or Room, b) Remain in the supervised Detention Area or Room for the entire time as assigned, be quiet, and stay on-task; c) Complete all

assignments or tasks given by his/her regular teacher and/or the Detention Supervisor. Completed assignment(s) will be submitted to the student's teachers, and if the completed assignment(s) meets the course(s) required standards, credit for completion may be awarded. Misbehavior in Detention will result in more serious disciplinary consequences.

Classifications of Offenses w/ Related Consequences
The following prohibited conduct applies to all students in the public school system during school hours, on school premises, or during department supervised activities, on or off school property, i.e., *off campus* locations within *visual sight*, e.g., Waianuenue Ave., Laimana & Halai Streets. Refer to Chapter 19 (Student Misconduct, Discipline) for definitions & explanations.

Class A Offenses (Unlawful Conduct – Police Report as needed)
For certain Class A offenses, see Notes (1) and (2) below.

(a) Assault;
(b) Burglary;
(c) Dangerous instrument, or substance; possession or use of;
(d) Dangerous weapon; possession, or use of;
(e) Drug paraphernalia; possession, use, or sale of;
(f) Extortion;
(g) Fighting;
(h) Firearms; possession or use of;
(i) Homicide;
(j) Illicit drugs; possession, use, or sale of;
(k) Intoxicating substances; possession, use, or sale of;
(l) Property damage or vandalism;
(m) Robbery;
(n) Sexual offenses; or
(o) Terrorist threatening.

Consequences:
1st Offense: Suspension and/or Crisis Removal and/or Dismissal.
2nd Offense: Suspension and/or Crisis Removal and/or Dismissal
3rd Offense: Disciplinary transfer and/or placement in an alternative education setting and/or Dismissal
Note (1): Any student found to be in possession of a **firearm** shall be dismissed from school for not less than a **one-year** period.
Note (2): Any student found to be in possession of a dangerous weapon, switchblade knife or any improperly used knife, intoxicating liquor, or illicit drugs while attending school or attending department-supervised activities held on or off school property may be excluded from attending school for up to **ninety-two school days**. In exercising this discretion and determining sanctions, schools shall consider the nature and/or severity of the offense, and/or the impact of the offense on others, and/or the age of the offender as well as whether the offender is a repeat offender.

Class B Offenses (Unlawful Conduct – Police Report as Needed)

(a) Bullying;
(b) Cyber bullying;
(c) Disorderly conduct;
(d) False alarm;
(e) Forgery;
(f) Gambling;
(g) Harassment;
(h) Hazing;
(i) Inappropriate or questionable uses, or both of internet materials or equipment, or both;
(j) Theft; or
(k) Trespassing.

Consequences:
1st Offense: Suspension or as deemed appropriate by administration.

2nd Offense: Suspension or consequences as deemed appropriate by school administration may be put in Interim Alternative Educational Placement.
3rd Offense: Suspension or consequences as deemed appropriate by school administration may be put in Interim Alternative Educational Placement.

Class C Offenses (Department-Prohibited Conduct)

(a) Abusive language;
(b) Class cutting;
(c) Insubordination;
(d) Laser pen/laser pointer; possession or use of;
(e) Leaving campus without consent (LCWOP);
(f) Smoking, use of tobacco substances; or
(g) Truancy.

Consequences:

Class cutting; Laser pen/Laser pointers; LCWOP; Smoking; Truancy…

1st Offense: Detention/ISS or Suspension, or consequences as deemed appropriate by school administration;
2nd Offense: Detention/ISS or Suspension or consequences as deemed appropriate by school administration;
3rd Offense: Detention/ISS or Suspension or consequences as deemed appropriate by school administration

Abusive Language/Insubordination/Class Cut

1st Offense: Detention/ISS or Suspension or consequences as deemed appropriate by school administration.
2nd Offense: Detention/ISS or Suspension or consequences as deemed appropriate by school administration
3rd Offense: Suspension or consequences as deemed appropriate by school administration.

Class D Offenses (School-Prohibited Conduct)

(a) Minor Contraband; possession or use of;
(b) Minor problem behaviors; or
(c) Other school rules.
    1. Any other conduct as may be prescribed and prohibited by school rules, i.e., Classroom Disruption, Dress Standard, Disrespect/non-compliance, Inappropriate Language, Lying, Cheating, Plagiarism, Property Misuse and Tardy (see Attendance Policy).

Other Offenses:

Inappropriate Use of the Internet – Class C Offense

1st Offense: Ban from school internet access for up to 45 days;
2nd offense: Ban from school internet access for up to 120 days;
3rd offense: Ban from school internet access for up to one school calendar year.

Improper/Unsafe Use of Vehicle on and Within Proximity of Campus – Class B Offense

1st Offense: Suspension, Police referral
2nd Offense: Suspension, Police referral
3rd Offense: Suspension, Police referral, Vehicle banned from Campus

Injurious Behavior – Class B Offense

1st Offense: Suspension, Police referral as needed
2nd Offense: Suspension, Police referral as needed
3rd Offense: Suspension, Police referral as needed.

Relating to Marijuana, Illicit substances, Alcohol, or Intoxicating compounds.

In accordance with *Act 205, Relating to Student Substance Abuse Referrals*, any student who (1) is in violation of possession, selling, consumption or use of intoxicating liquor or illegal drugs, or (2) who

reasonably appears to have consumed or used intoxicating liquor or illegal drugs prior to attending school or attending department supervised activities held on or off school property shall be subject to the department's disciplinary rules, i.e., exclusion from school up to ninety-two school days.

Act 205, *Relating to Student Substance Abuse Referrals,* states that any student found to be in violation of the above provisions shall be allowed to return to school *earlier* than the department's original disciplinary determination; provided that the student gives the school evidence of the following:

A. Enrollment within an approved substance abuse assessment program.
B. A substance abuse assessment on-going and the student is progressing toward clinical discharge from any substance abuse treatment or substance abuse counseling recommended by the substance abuse assessment.

GUN-FREE SCHOOLS ACT

The U.S. Congress enacted the Gun-Free Schools Act in 1994 and Hawaii State Legislature, in compliance with federal law, passed Act 148, which was signed into law in 1995. The Gun-Free Schools Act states:
Any student found to be in possession of a firearm shall be dismissed from school for not less than a one-year period. The superintendent, on a case-by-case basis, may modify the punishment of a student found to be in possession of a firearm. If a student is dismissed from school, that student shall be provided substitute educational activities or other appropriate assistance as provided in 8-19-11.

CONTRABAND

"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 lead 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 portable radios, bluetooth speakers (wired or wireless), video games, mp3 players (i.e. iPod's), cameras, video cameras, cellphone cameras, headphones, portable speakers of any type
3. Cell phones, tablets (if used at unauthorized time)
4. Walkie Talkies
5. Metal chains, heavy neck chains, studded wrist bands, all bandanas
6. Playing cards and dice
7. Sunflower seeds, shelled snacks and / or any food item that causes a difficult clean up, Betel Nuts
8. Pornographic materials - Pictures or the like of inappropriately dressed people
9. Pictures of drugs, violence, alcohol, or other inappropriate references
10. Matches, lighters, Electronic Cigarettes, Cigarettes, tobacco products
11. Laser pointers, pocket knives, spray paint, ammunition cans, gambling paraphernalia, animals, inappropriate reading materials, dangerous instruments, weapons, "look a like" guns or weapons.
12. **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

All penalties denoted herein are *in addition* to the general Hilo High School Discipline Plan and any other legal consequences for such actions, and shall pertain to all interscholastic athletics, including cheerleading. Refer to updated version of "Vikings Athletic Handbook" for more information.

A dismissal from school renders a student ineligible to participate in athletics for a period not longer than one (1) full calendar year from the date of infraction.

"School disciplinary action," as used herein, refers to administrative action that results in a student's suspension, detention/ISS, or dismissal from school.

Students serving a suspension (excluding detention) will not be allowed to participate in any manner until the administrative suspension is completed.

Students on athletic suspension from participating in contests may be allowed to participate in only non-contest activities (practices, meetings, etc.) during this time. Continued participation in pre-season, regular season, and/or post season contests is subject to the restrictions that follow.

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

Code of Conduct for Extra-Curricular Activities

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. In addition, students who participate in such activities are chosen to represent their school in a variety of activities that are highly visible to the public and student bodies of their respective schools. These students are expected to foster and display high ethical and moral conduct, as well as maintain exemplary standards of behavior. Therefore, misconduct by an athlete on any school campus or in any athletic activity may necessitate that athlete's removal from participation in athletics according to the nature of the offense.

Attendance Policy

Rev. 08/2/2017

PHILOSOPHY OF ATTENDANCE POLICY

Consistent student attendance for all classes is critical for student achievement and success. The primary responsibility for school attendance rests with the parents and students themselves. The school will assist parents and students in meeting this responsibility.

Students at Hilo High School, regardless of age, will be expected to regularly attend each of their classes. Lectures, class discussions, guided practice, student participation, and teacher follow-up are essential. There is no substitute for the student being in their classroom. Students are responsible and therefore will be held accountable for their absences. If their absences exceed the allowable amount per semester, opportunity will be provided for students to make-up academic class time missed by attending Attendance Cultivates Excellence (ACE) Sessions.

ACE is an academic study opportunity for students to make up lost seat time for each of their respective classes. A policy such as this must be consistent for all students enrolled at Hilo High School. This policy is intended to impress upon all students that school attendance should not be taken lightly, and their diligence in attending classes on time daily will help them achieve more academically. This policy is intended to enhance the attitude that it is difficult for students to be successful if they are not attending their classes regularly.

ATTENDANCE GUIDELINES & PROCEDURES

At the beginning of each of the two (2) semesters of the school year, all students will start with ZERO absences. Each student is allowed five (5) Unexcused Absences, per class, per semester. Absences in excess of the five allowed should be made up, prior to the end of the semester, by attending ACE Sessions.

Upon their 6th and any subsequent absences, students will be encouraged to attend ACE, until the absences in excess of 5 are made up or qualifying excuse documentation is received. As a part of our Positive Behavior Support (PBS) system, students with ZERO Unexcused Absences will qualify for a Viking Pride Certificate and be entered in a prize give away. For a student to qualify for a positive award, students must have zero unexcused absences per quarter.

ONE-FOR-ONE SYSTEM

Students will be allowed to make up absences on a one-to-one system, meaning that for EACH class period missed, they can make up that specific period by attending one session of ACE. This means that students have the option to attend ACE to make up each one of their absences, even for the first five (5) absences.

SCHOOL-ATTENDANCE CULTIVATES EXCELLENCE (ACE) CLASSES

ACE Sessions are 60-minutes long and must be completed in its entirety in order for credit for attendance to be given.

- ACE sessions are offered on various Wednesdays (2 sessions) from 1:30-2:30pm and 2:45-3:45pm
- To be admitted to and obtain credit for ACE, students must:
    - bring school-related work to do for the entire duration of the session
    - show a photo ID (Preferably their HHS Student ID)
    - remain silent (no talking)
    - Follow all directions given by the ACE Monitor

ACE sessions are held in the Viking cafeteria, unless otherwise stated. Any student arriving tardy will not be allowed admittance. Transportation to and from ACE is the responsibility of the student. While in attendance, all students will sit quietly and complete their respective assignments, or engage in independent reading and/or writing. Generally, talking is not allowed, except during specified times during each session as permitted by the ACE Monitor. Any student who does not follow the established ACE rules while in attendance will be asked to leave, and consequently will not receive credit for attending ACE classes for that day.

Students are strongly encouraged to do two things: (1) Make-up absences as soon as possible; and (2) consider (as a positive option) attending ACE to make-up all absences, thus enabling the student to "zero" out all absences in the event of an untimely illness or absences close to the end of the semester.

RELATED ACTIVITIES
A student is not marked absent when he/she is involved in extra-curricular or other school-related activities such as field trips, athletics, etc., provided teachers have been properly notified prior to a scheduled activity. Any absences caused by activities NOT sanctioned and approved by the Department of Education will be considered unexcused absences.

PARENT/STUDENT NOTIFICATION
Upon each student absence, an Automated Telephone System will notify parents of the absence on the evening of the absence. Absences in excess of the 5 allowed may to be made up by attending ACE. Please make sure that the school registrar's office, 313-5515, has accurate and updated information regarding home and work phone numbers, as well as addresses.

Please remember that school attendance is the primary responsibility of the student and their parents. We encourage parents to contact the child's counselor to check on his/her academic progress, as well as attendance status. Any questions or concerns regarding attendance may be addressed to the attendance coordinator.

NATURE OF ABSENCES
The five allowable absences per semester are designed for legitimate situations, which may cause occasional, unpredictable, or untimely absence. These allowable absences are definitely not used for purposely cutting class or being truant in any manner.

Legitimate situations would include, yet, not be restricted to the following examples: a) late transportation; b) normal illness; c) medical, vision, or dental appointments; d) family outings or gatherings, and e) personal or family situations which may prohibit attendance in school for some reason.

The examples just stated would not require any notes from parents as they are valid reasons for an absence but this does not excuse them. Absences will still need to be made up at ACE. As stated above, students will have the opportunity to "zero" out their absences by attending ACE.

All requests to excuse absences must be turned in by the END OF THE QUARTER in which they occur.

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. Submit doctor's notes to our Attendance Coordinator upon return to school.

ADMINISTRATIVE REVIEW
If a student has a situation where there are extenuating circumstances or reasons affecting regular classroom attendance, this student's case may be presented before the Attendance Administrator, in written form, to determine whether ACE attendance would be waived or reduced. Case reviews would only take place if the student's attendance situation is deemed unique and extenuating.

TARDY POLICY

Hilo High School students are held to high expectations and should always exhibit Viking Pride. 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 his/her classes on time every day, for every period. Students are required to be inside their classrooms at the sounding of the tardy bell. For Hilo High School, students are tardy if they report to class within 40 minutes of the start of class, if they report to class after 40 minutes, they are considered "Absent - Unexcused".

Consequences Resulting from Tardy to Class

Tardy Occurrences:

1 - Warning, proceed late to class.
2 - Warning, proceed late to class.
3 - Warning, proceed late to class.
4 - Warning, proceed late to class.
5 - Referral to counselor, proceed late to class.
6 - Referral to counselor, proceed late to class + restriction for 1 recess
7 - Referral to counselor, proceed late to class + restriction for 1 recess
8 - Referral to administration, proceed late to class + restriction for 1 recess
9 - Referral to administration, In School Suspension for rest of class + restriction for 1 recess
10 - Referral to administration, In School Suspension for rest of class + restriction for 1 recess + after school detention**

*Subsequent occurrences subject to Chapter 19 Discipline. Progressive discipline for excessive tardies include, but are not limited to after school detention, in school suspension, and out of school suspension.
**After school detention is held on Wednesdays during the ACE program. Transportation is not provided.

HERO PROGRAM (PBIS)

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 a focus team and may or may not be announced. Hero points are also redeemable for certain incentives such as access to a game/recreation room, front of the lunch line privileges, reserved parking privileges, raffle tickets for big ticket donations, and much more!

Sample of Opportunities to Gain HPs

- Wearing of school lanyard and student ID card
- Participation in School Dress Up & Spirit Days
- Participation in SA rallies and events
- Having breakfast or lunch at the school cafeteria
- Attendance to particular school/athletic events
- Caught Doing Good / Viking "Pride" elements
- Attendance to the PTSA Open House with parent/guardian

School-wide Events that require HPs for participation

In addition to having paid their student fees, students must have minimum amount of earned HPs in order to participate in the following events: (Note: Additional events may be added to this list at a later date)

- Winterball
- Junior Prom
- Senior Prom
- Homecoming Dance

How else can students use their HPs?

Memories made throughout high school are priceless and will definitely carry on with students throughout their lives. The following is a list of ways students may utilize their accumulated HPs toward making those special memories.

- Game Room - Student Activities and Administration are working diligently to finalize a student game room. HPs will be required for students to access this room and it's amenities.
- Student Lounge
- Assigned student parking privileges
- Front of Line privilege at cafeteria (Fast Pass)
- Redeemed for Gift Cards
- School Store credit
- Raffle Tickets for items donated to Hilo High School

Class Hero Points (CHP)

While it is great to exhibit Viking Pride as individual students, it is of equal importance to showcase your excellence as an entire class. Students will work side by side with their classmates in the classrooms, on athletic teams, and on many other projects throughout their years in high school. Classes will be awarded CHPs based on competitions such as spirit cheers and participation in student dress up days.

The class with the most accumulated Class Hero Points will be honored with "The Viking Sword" at the end of the school year!

STUDENT ACTIVITIES

The Hawaii State DOE states, "Student activities" or "Co-curricular activities" are integral to an education, providing opportunities for all students that support and extend academic learning. Student activities include a variety of events to meet the needs & interest 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 and dress-up days. With a variety of activities, the student activities program creates opportunities for each student to find meaning in his/her school experience.

Student activities at Hilo High School helps 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 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.

<u>Annual Student Fee options:</u>

Option 1.	Mandatory Fees = $18 - [Student Activities-$10, Class Dues-$8]
Option 2.	Annual Package Option = $25 - [Mandatory Fees plus discounted Athletic Card-$7 (Only available if paid at the same time as mandatory fees.)]

Other Fees:

Other 1.	(Post Fee Payment) Athletic card - $25 Note: Students may not buy the Athletic Card without paying their annual mandatory fees.
Other 2.	Yearbook - $45, $50 for late orders
Other 3.	Club dues – varies per club

Student Association dues are used to finance all of the school-wide activities such as Welcome Back Assembly, Winter Rally, Homecoming Week, Spirit Week, Christmas Activity, Talent show, weekly lunch-time rallies, Student Association Leadership Training, service projects etc.

Class Dues are used to offset costs for class activities such as proms, class rallies, commencement, class 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)

<u>Student Government</u>
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 ten member Leadership Team made up of students from various groups on campus. All classes have executive officers as well. Each class is allowed up to eight class representatives and 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.

Sponsored Clubs

Note: The number and kinds of clubs may vary from year to year depending upon student interest and chartering procedures. Students of similar interest may form a club following the chartering procedures.

DECA is a co-curricular club through which students are given the opportunity to learn about marketing, starting their own business, getting involved in e-commerce, gaining an understanding of international business and leadership.

Fishing Club provides an opportunity for students interested in fishing to learn more about fishing and the skills needed to be a successful fisherman.

Friends of Rainbow Friends, through fundraising and advocacy, supports Rainbow Friends, a non-profit sanctuary protecting, caring for and sheltering our four legged friends in times of need. The club's goal is to educate people on the proper care of pets and to help the sanctuary.

GEAR UP Club is comprised of a group of students who are committed to share information about the importance of attending college and providing skills to help students reach this goal.

Hula Club provides students interested in the hula with the opportunity to learn the language and skills needed to perform and master a variety of dances.

Key Club Is a youth service organization sponsored by the Kiwanis Club of east Hawaii. The club's objective is to have their members embrace a commitment to service to home, school and community through the core values of leadership, inclusiveness, character building and caring.

LGBT, the Gay-Straight Alliance's purpose is to foster an active and diverse culture at Hilo High School. The Gay-Straight Alliance provides opportunities for students to build friendships and encourages open-mindedness and diversity within the community.

Leo Club is sponsored by the Hilo Lions Club. It is dedicated to providing leadership and opportunities to serve our community. The club emphasizes Leadership, Equality, and Opportunity.

Math Club whose purpose is to promote enthusiasm for mathematics, brings students together through math competition and encourages the development of character and good sportsmanship. Members review, practice, and are coached on various topics ranging from arithmetic to analytical geometry and teams are entered to compete in five meets against other high schools from the Big Island, culminating in an awards assembly that recognizes outstanding students and teams for their performance.

Multicultural Club is committed to help students become aware of all the diverse cultures and traditions represented by the many students on our campus and to be accepting of each student's different culture.

National Honor Society is a nationally affiliated organization designed to promote and support the top students in our school. Students are selected based upon GPA 3.5 or above and their extra-curricular activities. School and community service are required for admission.

Robotics Club's aim is to increase student knowledge of robotics and perfect their skills in building and designing of ROVs and robots. Anyone who is interested in robotics is eligible to join.

Science Club is more than an academic club as they also give back to the community by teaching others about what members have learned about science. Members visit local elementary schools where they share interesting experiments where they look to instill in students the enthusiasm for science.

Young Christians is a voluntary, student-initiated club and was created for the purpose of providing an environment of fellowship and encouragement for Christ-loving students at Hilo High.

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

LIBRARY

Our mission here at the Hilo High School Library is to support the academic programs of Hilo High School. Here are some things you should know about using your high school library.

Library Rules

Along with promoting a calm and quiet environment for study and reading, we also encourage students to care for and respect the library and those who use it.

Therefore please:

1. Use a quiet voice and appropriate language.
2. Refrain from eating and drinking in the library.
    a. Food and drink may be left at the front desk as you enter.
3. Leave cell phones & iPods in your bag/put away.
4. Do not put your feet on furniture, tilt the chairs, or sit on tables.
5. No yelling, running, or playing around.
6. If you want to use the library during class time, you will need a library pass from your teacher and your school ID. ID replacements may be obtained at the library.

Students who do not follow these rules may be asked to leave.

Borrowing Policy

Library Books:

1. You must have your school ID in order to check out library books.
2. You may have up to five books checked out to you at a time.
3. Books can be borrowed for up to three weeks.
4. Books can be renewed for another three weeks if no one has placed a hold on the book.
5. Please return books in the book slot at the front counter. Do not re-shelve books you borrowed.

Textbooks

1. All textbooks can be borrowed at the library.
    a. Your teacher may bring your class down to borrow textbooks, or they may require you to pick up the textbook on your own time.
2. Textbooks are on loan for the entire year and due no later than the last day of school.
    a. SENIORS: Your textbooks are due before your commencement!
    b. Students will be required to fill out a textbook contract for each textbook borrowed.

Have a wonderful school year Vikings, see you all at the Library!

STUDENT RESTROOM ACCESSIBILITY PLAN

Student restrooms at high schools across the state can be 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 Breezeway (Closed at the end of the school day)
   b. Girls and Boys Restrooms located at Cafeteria students dining room
   c. Girls and Boys Restrooms located at Building B 1st Floor (Closed during morning and lunch recesses)
   d. Girls and Boys Restrooms located at BB Building 2nd Floor
   e. Girls and Boys Restrooms located outside of the school library.

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 - ALC
   c. Building G - Woods and Metals Lab
   d. Building H - Automotive Mechanic Lab
   e. Building J - Old Gym
   f. Building X - PE Locker/Shower Rooms
   g. Building S - Band
   h. Building L - Culinary/Art
   i. Building Z - HHS 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.

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
- Develop and revise 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. The Hilo High School website, www.hilohs.k12.hi.us, is the hub of communication for our school. We also have very active **Twitter, Facebook, Google Plus, Snapchat, YouTube, and Instagram** accounts! Find us on any of these by searching for @hilohighschool.

Our webmasters are constantly monitoring our sites to ensure the most current information is available at all times. Our website often features brightspot videos that feature the successes of students and staff.

Lastly, we are excited to announce the launch of our new Hilo High School Mobile App. Although it is still very new to our school, we encourage you to download the app from the apple store or google play to have instant access to goings-on of our school. Visit our official website to learn more.

Miscellaneous Information

2018-2019 School Year

School Office

Hilo High School office hours are 7:30am to 4:30pm, Monday through Friday, excluding Federal and State Holidays. The main office is located behind the flagpole and is viewable from Waianuenue Avenue. The school phone number is (808)313-5500. The physical address of the school is 556 Waianuenue Avenue, Hilo, Hawaii 96720.

Deliveries to Students

Deliveries to school for students such as food, flowers, balloons, etc. WILL NOT be accepted at the school. 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 admin 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 be in attendance at school from the time they arrive on campus in the morning, until their departure from campus at the end of the normal school day. 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.

Early Release

If a student needs to leave school before the end of school day, the parent/guardian should send a note with the student in the morning, or call the school office. Student 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. Please limit phone calls to students to emergency/urgent messages only.

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 of the cafeteria **on a first come, first served basis**. Students who park illegally in any parking stall may have their cars cited and/or towed away at the registered owner's expense. Public parking stalls are located along Waianuenue Avenue after 8:00am.

Homework Requests

Homework requests will be accepted by the office or counselors after the student has been absent for 3 or more consecutive days. Teachers have a 24-hour time period to have assignments ready for students. Assignments will be left in the main office for pickup. 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.

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 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 HHS. Students will use these ID Cards as a student ID, their Meal Card, and their Library Card. Students who lose their cards must request for a new card and will be assessed a replacement fee for each replacement needed. Replacement cards are available at the school library. Students are advised to safeguard their ID cards at all times and to report 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 visible 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 Cafe System

Hilo High School utilizes the School Cafe PrimeroEdge system to track cafeteria meal sales on campus. Similar to a bank account, students will deposit monies into their MT accounts and funds will be debited when meals are purchased. All students will be provided an identification card (explained above) that will also be used as their meal cards.

Students may make deposits to their accounts at the School Office. Parents can also deposit money online for a small fee. Deposited monies will be available for students to use within 2 business days. Cashiers will verbally notify students when their balances are reaching lower levels at the service lines. All students must have their ID cards for purchasing meals. Students who attempt to use another student's ID card to purchase meals would be subject to disciplinary action.

Solicitation on Campus

Solicitations on campus are not allowed at any time, unless it 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:

- 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 library and cafeteria.
- Speeding or other reckless driving is prohibited at all times.
- 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 faculty use 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 anytime while on the school campus.
- Unauthorized access to the school campus will immediately activate safety protocols which may include 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.

Visitor Policy

In the event an administrator or by way of parent or family member request, 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.

Stay Connected to us via the Internet

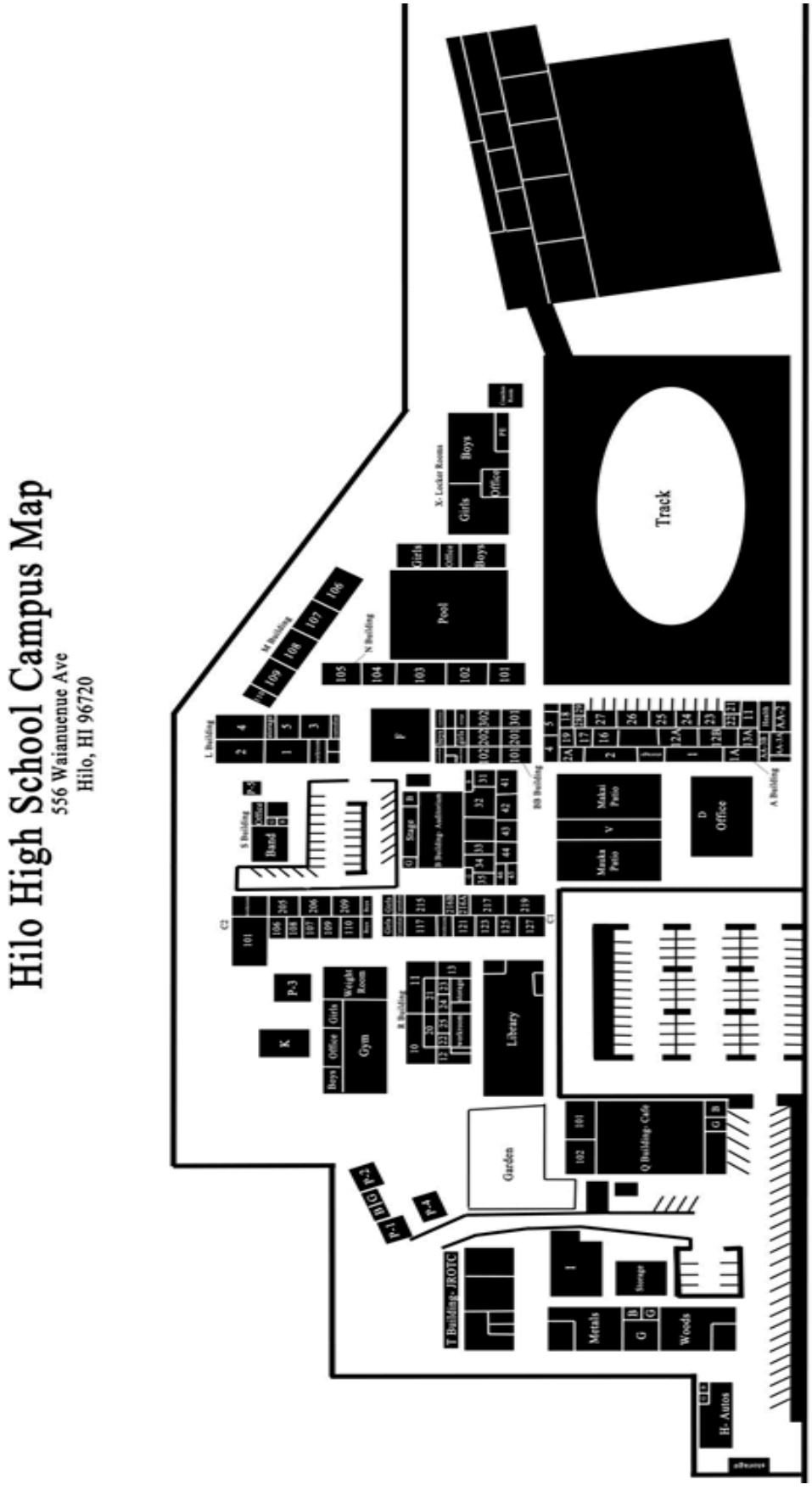
For more information about Hilo High School, you may visit us:

- on the web at: http://www.hilohs.k12.hi.us
- on Facebook at https://www.facebook.com/hilohighschool
- on Twitter at https://www.twitter.com/hilohighschool

Viking

	Classrooms	Common Areas	Commuting
Personal Responsibility To be accountable for actions, choices and the results.	*Be on time* *Be prepared* *Be safe* *Complete and submit assignments on time* *Use personal tech only when instructed*	*Clean up after yourself* *Go Green- recycle* *Use the bathroom between classes* *Wash your handsf* *Use personal technology responsibly*	*Use the bathroom and get a drink between classes* *Gather and transport all materials fo 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 Map



HILO HIGH SCHOOL

2018-2019 - Student Bell Schedule

Monday			Tuesday			Wednesday			Thursday			Friday 1/3/5/7			Friday 2/4/6		
10	8:00 - 8:10	Opening	10	8:00 - 8:10	Opening	10	8:00 - 8:10	Opening	10	8:00 - 8:10	Opening	10	8:00 - 8:10	Opening	10	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
80	8:15 - 9:35	2	80	8:15 - 9:35	1	80	8:15 - 9:35	2	80	8:15 - 9:35	1	80	8:15 - 9:35	1	80	8:15 - 9:35	2
15	9:35 - 9:50	Recess	15	9:35 - 9:50	Recess	15	9:35 - 9:50	Recess	15	9:35 - 9:50	Recess	15	9:35 - 9:50	Recess	15	9:35 - 9:50	Recess
5	9:50 - 9:55	Passing	5	9:50 - 9:55	Passing	5	9:50 - 9:55	Passing	5	9:50 - 9:55	Passing	5	9:50 - 9:55	Passing	5	9:50 - 9:55	Passing
30	9:55 - 10:25	Advisory	80	9:55 - 11:15	3	80	9:55 - 11:15	4	80	9:55 - 11:15	3	80	9:55 - 11:15	3	80	9:55 - 11:15	4
5	10:25 - 10:30	Passing	5	11:15 - 11:20	Passing	30	11:15 - 11:45	Lunch	5	11:15 - 11:20	Passing	5	11:15 - 11:20	Passing	30	11:15 - 11:45	Lunch
80	10:30 - 11:50	4	80	11:20 - 12:40	5	5	11:45 - 11:50	Passing	80	11:20 - 12:40	5	80	11:20 - 12:40	5	5	11:45 - 11:50	Passing
30	11:50 - 12:20	Lunch	30	12:40 - 1:10	Lunch	80	11:50 - 1:10	6	30	12:40 - 1:10	Lunch	30	12:40 - 1:10	Lunch	80	11:50 - 1:10	6
5	12:20 - 12:25	Passing	5	1:10 - 1:15	Passing		1:10	Release	5	1:10 - 1:15	Passing	5	1:10 - 1:15	Passing		1:10	Release
80	12:25 - 1:45	6	80	1:15 - 2:35	7				80	1:15 - 2:35	7	80	1:15 - 2:35	7			
	1:45	Release		2:35	Release					2:35	Release		2:35	Release			

Odd/Even Friday Rotation Schedule			
August 10 - Even	October 12 - N/A - (Fall Break)	January 11- Even	March 29 - Odd
August 17- N/A (Statehood Day)	October 19 - PC Day (No School)	January 18 - PC Day (No School)	April 5 - Even
August 24 - Odd	October 26 - Odd	January 25 - Even	April 12 - Odd
August 31 - Even	November 2 - Even	February 1 - Odd	April 19 - N/A (Good Friday)
September 7 - Odd	November 9 - Odd	February 8.- Even	April 26 - Odd
September 14 - Even	November 16 - Even	February 15 - Odd	May 3 - Even
September 21 - Odd	Nov. 23 - N/A - (Thanksgiving)	February 22 - Even	May 10 - Odd
September 28 - Even	November 30 - Even	March 1 - Odd	May 17 - Even
October 5 - Odd	December 7 - Odd	March 8 - Even	May 24 - Odd
	December 14 - Even	March 15 - Odd	May 31 - Even
	December 21 - Odd	March 22 - N/A (Spring Recess)	

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HILO HIGH VIKINGS

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State of Hawaii – Department of Education
2018-19 OFFICIAL SCHOOL CALENDAR

Teachers' Work Year - 1st Semester: July 31, 2018 - January 7, 2019; 2nd Semester: January 8, 2019 - June 3, 2019
Students' Work Year - 1st Semester: August 6, 2018 - December 21, 2018; 2nd Semester: January 8, 2019 - May 31, 2019

Week	Student Days	Teacher Days		Su	M	T	W	Th	F	Sa	
	0	0	*July*	22	23	24	25	26	27	28	**1st SEMESTER - 89 Student Days (Ends December 21)**
1	0	4		29	30	31	1	2	3	4	July 31: Teachers' First Day
2	5	9	*August*	5	6	7	8	9	10	11	July 31 - August 3: Teacher Work Days (no students)
3	9	13		12	13	14	15	16	17	18	August 6: Students' First Day
4	14	18		19	20	21	22	23	24	25	August 17: Statehood Day
5	19	23		26	27	28	29	30	31	1	
6	23	27	*September*	2	3	4	5	6	7	8	September 3: Labor Day
7	28	32		9	10	11	12	13	14	15	
8	33	37		16	17	18	19	20	21	22	
9	38	42		23	24	25	26	27	28	29	
10	43	47	*October*	30	1	2	3	4	5	6	
11				7	8	9	10	11	12	13	October 8-12: Fall Break***
12	48	52		14	15	16	17	18	19	20	October 19: PC Day (No school for students)
13	53	57		21	22	23	24	25	26	27	
14	58	62		28	29	30	31	1	2	3	
15	62	66	*November*	4	5	6	7	8	9	10	November 6: Election Day
16	66	70		11	12	13	14	15	16	17	November 12: Veterans' Day
17	69	73		18	19	20	21	22	23	24	November 22: Thanksgiving
18	74	78		25	26	27	28	29	30	1	November 23: School Holiday
19	79	83	*December*	2	3	4	5	6	7	8	
20	84	88		9	10	11	12	13	14	15	
21	89	93		16	17	18	19	20	21	22	December 24-January 7: Winter Break***
22				23	24	25	26	27	28	29	**2nd SEMESTER - 93 Student Days (Ends May 31)**
23				30	31	1	2	3	4	5	December 25: Christmas
24	93	98	*January 2019*	6	7	8	9	10	11	12	January 1: New Year's Day
25	98	103		13	14	15	16	17	18	19	January 7: Teacher Workday (no students*)
26	102	107		20	21	22	23	24	25	26	January 18: PC Day (No school for students)
27	107	112		27	28	29	30	31	1	2	January 21: Dr. Martin Luther King Jr Day
28	112	117	*February*	3	4	5	6	7	8	9	
29	116	122		10	*11*	***12***	*13*	*14*	*15*	16	February 12: Institute Day (no students)
30	120	126		17	18	19	20	21	22	23	February 18: Presidents' Day
31	125	131		24	25	26	27	28	1	2	
32	130	136	*March*	3	4	5	6	7	8	9	
33	135	141		10	11	12	13	14	15	16	
34				17	18	19	20	21	22	23	March 18 - 22: Spring Break***
35	139	145		24	25	26	27	28	29	30	March 26: Kuhio Day
36	144	150		31	1	2	3	4	5	6	
37	149	155	*April*	7	8	9	10	11	12	13	
38	153	159		14	15	16	17	18	19	20	April 19: Good Friday
39	158	164		21	22	23	24	25	26	27	
40	163	169		28	29	30	1	2	3	4	
41	168	174	*May*	5	6	7	8	9	10	11	
42	173	179		12	13	14	15	16	17	18	
43	178	184		19	20	21	22	23	24	25	May 24: Hilo High School Commencement Ceremony
44	182	188		26	27	28	29	30	31	1	May 27: Memorial Day
45	182	189	*June*	2	3	4	5	6	7	8	May 31: Last Day for Students and Second Semester Ends**
	-2^	+1^^		9	10	11	12	13	14	15	June 3: Last Day for Teachers
	180	190									

Q1 43 days Ends Oct. 5

Q2 46 days Ends Dec. 21

Q3 46 days Ends Mar. 15

Q4 47 days Ends May 31

Approved November 17, 2015.

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

^^The employer may assign up to 6 additional hours, in half hour blocks (an "equivalent day") for training and meetings beyond the teacher's regular work day.

OFFICIAL STATE HOLIDAYS: 2018-19 SCHOOL YEAR

Statehood Day:	August 17, 2018	New Year's Day:	January 1, 2019
Labor Day:	September 3,2018	Dr. Martin Luther King Jr. Day:	January 21, 2019
Election Day:	November 6, 2018	Presidents' Day:	February 18, 2019
Veterans' Day (observed):	November 12, 2018	Prince Jonah Kuhio Kalanianaole Day:	March 26, 2019
Thanksgiving Day:	November 22, 2018	Good Friday:	April 19, 2019
Christmas Day:	December 25, 2018	Memorial Day:	May 27, 2019

*Teacher workday between semesters: January 7 **Commencement exercises: No sooner than May 24, 2019
***For 10-month teachers - Intersession: Oct. 8-12; Recesses: Dec. 24-Jan. 4 and March 18-22
Educational Officer & Teacher Institute Days February 11-15

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	Alpha (Last Name)	Extension
Tillery, Dawn	A - E	3135526
Hashimoto-Skorikov, Deborah	F - K	3135517
Yamauchi, Agnes	L - P	3135518
Oyama, Nilton	Q - Z	3135525
Frias, Kellie	College and Career	3135534

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2. In the District Name field, type in Hawaii
3. Select Hawaii in the State Field and press Search
4. Select Hawaii Department of Education and Log in

Live Streams » How to Watch

How to Watch

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

KVIKS TV YouTube Channel: https://hilohigh.org/kvikstvYT

Periscope: https://www.pscp.tv/HiloHighSchool/

Twitter: https://twitter.com/hilohighschool

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

History of Hilo High

During the 1880's, if any youngster on the Big Island wanted to pursue his education beyond the eighth grade, he had to travel to Oahu where he would board and go to school. Miss Josephine Deyo, principal of Hilo Union School wanted to find a way to keep these young people home while furthering their education. She was also very concerned about those students who could not afford to travel to Honolulu to continue their education. School authorities hesitated but finally agreed to start a high school at Hilo Union School in September, 1905. Public interest in the high school, at first, was weak but was reconsidered when they realized that if this school did not work, then all high school students would again have to travel to Oahu to continue their education. Even with much opposition, Miss Deyo pursued successfully. Her devotion for high learning on the Big Island benefited many and is still benefiting us today.

Looking back at the location of Hilo HIgh School is very interesting. The first building stood on the Hilo Union campus and consisted of a wooden frame building including 3 classrooms on the first floor and a laboratory, library and assembly hall on the second floor. There were 25 students attending the high school.

In 1907, the school moved to the where the District Annex is presently located. It was then called Hilo Junior High School. By the time the first class graduated in 1909, only 7 of the original 25 were left. The school stayed at that location for 15 years.

The Auditorium was built in 1928. It was donated to the school by the Alumni Association. It was designed by a former Hilo High School Graduate who goes by the name of Frank Arakawa. The PALC (Preforming Arts Learning Center) currently uses the Auditorium for classes and plays.

Read more: History of HHS – Hilo High
School http://www.hilohs.k12.hi.us/index.php/misc/history-of-hhs/#ixzz5FeT7PwW8
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Finally in 1922, Hilo Junior High School moved up Waianuenue Avenue to its present location. The only building on campus was the Makai Building. Since that time there have been many changes in the buildings and facilities over the years. The "wild jungle" of guava trees made way for the Mauka Building and the Auditorium Building. The patio area today was then only a gully full of weeds.

Now known as Hilo High School, the campus has expanded as the need for more students started to attend. Celebrating over 100 years of service to our community, Hilo High School has a rich history and legacy, one that is continuing the grow.

Timeline of Hilo High School

