

*Konawaena
High School*



Student Handbook 2018 - 2019
81-1043 Konawaena School Road
Kealahou, Hawaii 96750

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Welcome Home Wildcats!

On behalf of the faculty and staff of Konawaena High School I want to offer you my encouragement and support for a great school year.

Please take time to review the information in this handbook and share it with your parents/guardians. Speak with a teacher or administrator if you have any questions about the policies, expectations, or content.

This planner is meant to be used as an organizational tool to support your academic and social success. Konawaena has much to offer so please take full advantage of the opportunities afforded.

Again, welcome and here's to a terrific year!

Shawn S. Suzuki, Principal



KONAWAENA HIGH SCHOOL

The name of our school, “Konawaena,” is made up of two parts. “Kona” is the name of our district, a place of gentle breezes and kindly people. “Waena” means middle, the center of Kona. When it was first built in 1921, Konawaena was, indeed, in the center of the district, serving children of the ranchers at Pu’uanahulu, the farmers of Holualoa and Captain Cook, and the fishermen of Miloli’i.

KONAWAENA ALMA MATER

Hail Konawaena, Pride of Hawaii
We thy children sing,
Daughters of Pele, Mauna Loa cradled
Make us worthy of thy name.
To thee, oh jewel of the Konas,
Jewel within the island jewel,
We, thy loyal sons and daughters,
Pledge our lives, our hopes, and aims.
May the light of truth you’ve kindled,
Burning bright as Pele’s fire,
Lead us on throughout the ages.
Hail Konawaena! Hail to Thee!

Konawaena High School Students Will:

Care for Self and ‘Ohana

Grow from Adversity

Own their Futures

Our Mission

“Preparing students to be career/college ready upon graduation”

General Learner Outcomes

- Self-Directed Learners
- Community Contributors
- Complex Thinkers
- Quality Producers
- Effective Communicators
- Effective and Ethical Users of Technology

Hawaii State Department of Education’s Mission:

We serve our community by developing the academic achievement, character, and social-emotional well-being of our students to the fullest potential. We work with partners, families and communities to ensure that all students reach their aspirations from early learning through college, career and citizenship.

Hawaii State Department of Education’s Vision:

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

NON-DISCRIMINATORY STATEMENT

Konawaena High School does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.

2018 - 2019 PROMOTION & GRADUATION REQUIREMENTS

Students must earn the following credits to be promoted to the next grade:

- 5 credits for promotion to Grade 10
- 11 credits for promotion to Grade 11
- 17 credits for promotion to Grade 12
- 24 credits to graduate

The minimum graduation requirements for students in the regular education program shall include 24 credits earned in grades 9 to 12. Required units of study are as follows:

English	4 credits	Personal Transition Plan	1/2 credit
Social Studies	4 credits	Health	1/2 credit
Mathematics	3 credits	Physical Ed	1 credit
Science	3 credits	Electives (unspecified)	6 credits
Electives in Fine Arts, Languages, Or Career & Tech Ed			2 credits

Honor Certificates can be earned in one of the following: Academic Honors, CTE Honors, and STEM Honors. For more information see your counselor or HIDEOE website.

Candidates for Valedictorian must have a 4.0+ GPA and meet one (1) of the honor certificates.

If you have any questions regarding these graduation requirements, please see your school counselor.

ATHLETICS

General Statement:

The Konawaena High School athletic program is an integral part of our total education program. The program provides an opportunity for students to develop physically, mentally and socially. A student's behavior in school, in the community and on trips is a reflection of his/her character and the sports in which they participate. People look upon the student-athlete as a role model. If the student-athlete gets into trouble, he/she discredits the effort of the individual, family, his/her team, the Konawaena Athletic Program and Konawaena High School. Being a representative of Konawaena High School is a great responsibility.

Fall Sports	Winter Sports	Spring Sports
Air Rifery • Boys & Girls	Basketball • Boys & Girls	Baseball
Bowling • Boys & Girls	Canoe Paddling • Boys & Girls	Golf • Boys & Girls
Cheerleading	Soccer • Boys & Girls	Judo • Boys & Girls
Cross Country • Boys & Girls	Swimming & diving • Boys & Girls	Softball
Football	Wrestling • Boys & Girls	Tennis • Boys & Girls
Volleyball • Girls		Track & Field • Boys & Girls
		Volleyball • Boys
		Water Polo • Girls

BIIF Athletic Admissions:

Regular season tickets are as follows:

BIIF REGULAR SEASON					
Admission charges are required for Cheerleading, Wrestling and Judo (BIIF revenue)					
For all others listed, it is at the discretion of the host school.					
Students who purchase a \$20 BIIF ACTIVITY CARD (BAC) will be allowed in to all HOME games for FREE, but will have to pay \$1 at AWAY games.					
SPORT	ADULTS	HS STUDENTS w/BAC	HS STUDENTS w/NO BAC (home)	Grades 1-8	Senior Citizens
FOOTBALL	\$7.00	Free	\$7.00	\$2.00	\$3.00
Stand-Alone JV FB	\$6.00	Free	\$6.00	\$2.00	\$2.00
VOLLEYBALL	\$5.00	Free	\$5.00	\$2.00	\$3.00
*CHEERLEADING	\$3.00	Free	\$3.00	\$2.00	\$2.00
BASKETBALL	\$6.00	Free	\$6.00	\$2.00	\$3.00
Stand-Alone Game	\$5.00	Free	\$5.00	\$2.00	\$3.00
*WRESTLING	\$4.00	Free	\$4.00	\$2.00	\$2.00
SWIMMING	n/a	n/a	n/a	n/a	n/a
SOCCER	\$5.00	Free	\$5.00	\$2.00	\$2.00
Stand-Alone Game	\$4.00	Free	\$4.00	\$2.00	\$2.00
BASEBALL	\$4.00	Free	\$4.00	\$2.00	\$2.00
SOFTBALL	\$4.00	Free	\$4.00	\$2.00	\$2.00
*JUDO	\$4.00	Free	\$4.00	\$2.00	\$2.00
WATER POLO	n/a	n/a	n/a	n/a	n/a
TRACK	\$3.00	Free	\$3.00	\$2.00	\$2.00

ATTENDANCE

Per the state compulsory attendance policy, students are required to attend and remain in school. Students, who continually have unexcused absences, may be denied make-up work from their teachers. They may also not be allowed to attend certain school functions (prom, winterball, etc.) and may be referred to Family Court.

Parents must send a written note (doctor's or otherwise) for an absence to be excused. Telephone calls will not be accepted.

Teachers, administrators and school staff shall make every effort to work with the students and their parents or guardians to provide the appropriate educational services and support.

BUS TRANSPORTATION

Transportation to and from school is available to all Konawaena High students who live outside a 1.5 mile radius from the school. Request for exemption from the minimum qualifying distance rule for reasons of health and safety is available at the Vice Principal's office. Bus information (route numbers, pick up and drop off points, bus passes, eligibility, etc.) are available at the Vice Principal's office. Students who receive geographical exceptions are responsible for their own transportation but may ride the bus on a limited or space available basis (Form CS101 must be completed and approved before riding).

Students must present a bus pass to the driver each day for entry; therefore, the West Hawaii Student Transportation Services Branch will issue a permanent bus pass to each student. When a bus pass is lost or misplaced students must notify the VP clerk to receive a temporary bus pass. A \$5.00 charge will be assessed for each replacement card.

To ensure the safety of all students who utilize bus services, the driver of the bus has direct authority over the bus and all its passengers. Students are expected to behave and obey the requests of the driver. Failure to do so may result in the student losing their bus privileges.

CAFETERIA

The cafeteria is located mauka of the main office. It provides nutritious meals for the school and meets the nutrition standards specified by USDA. It tries to provide meals in the most economical and efficient manner. Breakfast is \$1.10 and mid morning (wiki) served at recess or lunch is \$2.75. When a student purchases both, a wiki and lunch, the additional meal is \$5.50. Also, a student may purchase only the entrée at the cost of \$2.00 with no limit after the purchase of the first meal.

This institution is an equal opportunity provide

ALL FOOD PURCHASED OR RECEIVED IN THE CAFETERIA MUST BE CONSUMED IN THE CAFETERIA. An exception may be approved on a limited basis if the teacher submits a request to the Vice Principal indicating the purpose, time, and date of the lunch meeting, etc. Arrangements must be made in advance.

CHANGE OF ADDRESS OR TELEPHONE

Parents are responsible to keep all address and/or telephone number updated in order to receive calls, report cards and/or any school information regarding their student. All changes should be reported to the grade level counselor or to the registrar's office.

CHECK-IN/CHECK-OUT PROCEDURE

Students who arrive at school after the first scheduled class begins must sign in at the Vice principal's Office. If a student finds it necessary to leave the school they must have a parent or guardian sign them out at the VP's office. Failure to sign-out will reflect an absence from school and may lead to disciplinary action against the student, a possible Family Court action and/or no credit for the class (es).

COLLEGE AND CAREER CENTER

The College and Career Center is located in F-219 in the main building. Staff is in charge of arranging college visits, organizing student attendance at the Career College Fair, announcing, copying and disseminating scholarship forms and assisting with college applications and financial aid forms. The Center has college guides, brochures and handbooks, Occupational Handbooks, testing guides and military information.

COUNSELORS OFFICE

A comprehensive counseling program for students is provided in grades nine through twelve. Our counselors specifically provide services to meet the needs of assigned students; consult with teachers, staff and parents to enhance effectiveness in helping students and to provide support to other high school educational programs.

Counselors will guide individuals and groups of students through the development of educational and career plans, counsel individuals and small groups of students with problems, consult with teachers, staff and parents regarding the developmental needs of students, refer students with problems to appropriate program specialists or community agencies, participate in, coordinate and conduct activities that contribute to the effective operation of the counseling program and school and participate in and facilitate the intervention team process.

The counseling center is located in G-121 in the main building.

IMPORTANT TESTING INFORMATION

Test	Test Date	Reg. Deadline
SAT	August 25, 2018	July 27, 2018
	October 6, 2018	Sept. 7, 2018
	November 3, 2018	Oct. 5, 2018
	December 1, 2018	Nov. 2, 2018
	March 9, 2019	Feb. 8, 2019
	May 4, 2019	Apr. 5, 2019
	June 1, 2019	May 3, 2019
ACT	September 8, 2018	Aug. 3, 2018
	October 27, 2018	Sept. 21, 2018
	December 8, 2018	Nov. 2, 2018
	February 9, 2019	Jan. 4, 2019
	April 13, 2019	Mar. 8, 2019
	June 9, 2019	May 3, 2019
	July 13, 2019	June 14, 2019
AP Exam	May 6, 2019 8am	US Government
	May 6, 2019 12pm	Environmental Science
	May 7, 2019 12pm	Japanese
	May 7, 2019 12pm	Physics 1
	May 8, 2019 8am	English Literature
	May 9, 2019 8am	Chemistry
	May 10, 2019 8am	US History
	May 10, 2019 12pm	Computer Science
	May 10, 2019 8pm	Art Studio
	May 13, 2019 8am	Biology
	May 14, 2019 8am	Calculus
May 15, 2019 8am	English Language	
May 16, 2019 12pm	Statistics	

See your grade level counselor for more information about test dates and registration deadlines.

DISCIPLINE PLAN

Konawaena High School is committed to providing all students with a safe and positive learning environment. In order to achieve this, all members of our school community are expected to adhere to the Positive Behavior Support (PBS) school-wide behavior expectations.

The General Learner Outcomes are the basis of our PBS system. Students are recognized by teachers and staff by displaying these behaviors. Weekly drawings for prizes (school merchandise or other) are held to award those students. The six GLOs are:

- 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 demonstrate critical 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)

Parents' Role:

The primary responsibility for the behavior of any child lies with parents. Parents shall:

1. Be supportive of the school's efforts to create and maintain a positive learning environment.
2. Play an active role in the education of their children.
3. Reinforce disciplinary measures taken by the school.
4. Comply with the school's attendance policy by informing the school when their children are absent.
5. Attend requested conferences regarding discipline.

Students' Role:

Students shall respect the right of other students to learn and the right of teachers to teach. Students shall adhere to the rules of the school as defined by the KHS Discipline Plan. To this end, students shall:

1. Be on time and attend all classes.
2. Respect staff members and refrain from acts of insubordination.
3. Model positive behaviors and interactions.

Teachers' Role:

Teacher shall counsel and discipline students under their supervision as outlined in the Teachers' "Working Guidelines on Duties and Responsibilities of Teachers Relating to Student Behavior and Discipline." As part of their responsibilities, teachers shall:

1. Explain, discuss and review classroom and school rules with students.
2. Exemplify responsible, professional behavior.
3. Become familiar with and comply with the Department of Education rules, policies and regulations related to student behavior and teacher/student responsibilities; become familiar with Article XII—Student Discipline (Sections A, B, C and D) from the HSTA/State of Hawaii contract.
4. Become familiar with and comply with requirements of Chapter 19.
5. Intervene whenever a fight and/or any other type of disturbance threaten the well-being of a student (provided that such an act does not jeopardize the safety of the teacher.) The teacher could use one or more of the following measures to intervene in a disturbance:
 - a. Order the participants to stop immediately.
 - b. Summon help from administration or security.
 - c. Establish identities of the participants.
 - d. Swiftly disperse all onlookers.
 - e. Come to aid of other staff members.

Counselors' Role:

Counselors help students in a one-to-one or small group setting. As part of their responsibilities, counselors shall:

1. Develop skills and attitudes for responsible student behavior.
2. Assist in communication among students, parents and educators.
3. Refer students to appropriate support personnel or agencies.

Administrator's Role:

The administrators are the disciplinary officers of the school. They will follow the "Administrator's role on student misconduct, discipline and reporting Officer." As part of their responsibilities, administrators shall:

1. Support the teacher's efforts in the disciplinary process when receiving a referral by following the consequences for misbehavior established in the discipline plan.
2. Be consistent in their administering of discipline. Consistency is defined as keeping within the range of options set forth in the discipline plan, including issuing progressively stiffer consequences for repeated infractions of the same offense.

3. Consult with the authors of the referrals before administering discipline in those cases where administrators deviate from the range of options in the discipline plan because of extenuating circumstances.
4. Act upon disciplinary matters in a timely manner, both in the issuing of discipline and in rendering the disposition of the case to the author of the referral.
5. Provide students with due process.
6. Maintain a visible profile on campus.

School Security Attendants' Role:

The primary role of security aides is to assure a safe and orderly campus. As part of their responsibilities, security aides shall:

1. Check students for passes during class time, while patrolling the halls and school campus.
2. Warn students against infractions and, when necessary, escort them to the office for disciplinary action.
3. Treat students with respect and fairness.
4. Come to the aid of staff members when necessary.
5. Intervene in fights or other disturbances, including ordering participants to stop, establishing identities, dispersing onlookers and taking offenders to the office for disciplinary measures.

DISCIPLINARY OFFENSES (Please refer to DOE Chapter 19)

Key additions to Chapter 19:

- **Bullying**” means any written, verbal, graphic, or physical act that a student or group of students exhibits toward other particular student(s) and the behavior causes mental or physical harm to the other student(s); and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).
- **“Crisis Removal”** means 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 from undue disruption.
- **“Cyberbullying”** means electronically transmitted acts, i.e., internet, cell phone, personal digital assistance(PDA) or wireless hand-held device that a student has exhibited toward another student or employee of the department which causes mental or physical harm to the other student(s) or school personnel and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment.
- **“Fighting”** means instigating or provoking physical contact involving anger or hostility. It includes but is not limited to:
 - Engaging in mutual physical contact involving anger or hostility;
 - Teasing, harassing, threatening, or intimidating others resulting in physical contact involving anger or hostility;
 - Retaliating physically for teasing, harassing, threatening, or intimidating behavior; verbally inciting
 - Physically supporting a fight by one’s presence and encouragement
- **“Forgery”** means:
 - (A) A student signing a name other than the student’s own on a document or
 - (B) The illegal production or reproduction of materials such as fundraising or sports events tickets.
- **“Inappropriate or Questionable Uses , or both, of Internet Materials & Equipment”** means when a student is in violation of the Internet Access Policy, the department’s Internet Access Regulations, and the Network Support Services Acceptable User Guideline’s.

- **“Intoxicating Substance Use”** means the use of any substance, which causes disturbance of normal physical or mental functioning including but not limited to alcohol.
- **“Smoking” or “use of tobacco”** means possession, use, sale or distribution of tobacco products, e-cigarettes, mods, or vaping on campus, or other department of education premises, on department of education transportation, or during a department of education sponsored activity or event on or off school property.

For all offenses involving substance (possession, use, or sale of), a student will be held accountable to Act 205 – 2006 State Legislature. Alcohol, drugs, controlled substances will be subject to a screening, substance abuse students assessment, counseling and/or treatment depending on the severity of the situation. **All students will be subject to a 45 day suspension** but may be considered for an early return provision when conditions are met.

- Serious discipline (dismissal) will be recommended for cases of false alarm rendering, bomb threats and possession/use of a weapon or dangerous instrument.
- Serious discipline (dismissal) will be recommended in cases where a contraband article under School Prohibited Conduct is actually used (e.g. setting off pepper spray or mace).
- Students under the influence (drunk, disorderly, etc.) of drugs, alcohol, or other illicit/illegal substance will be disciplined per Act 51.
- Students who commit “property damage” as part of a senior prank will not be allowed to walk at graduation
- Act 148 (State version of Federal Gun Free School Act of 1994) will result in exclusion of student from school for a calendar year.
- Serious discipline (dismissal) may be recommended in cases of assault and/or terroristic threatening of any teacher or staff member.
- “Vaping” or use of e-cigarettes is considered smoking. **ANY CONFISCATED E-CIGARETTES/MODS WILL NOT BE RETURNED.**

DRESS STANDARD

(revised 7/9/2013)

Students are expected to dress in a manner appropriate to the school environment. Clothing may not detract from or interfere with the learning process or atmosphere. It is implemented to prepare students for adult life following high school. The intent of the dress standard is to promote an environment that reflects the standards in the work place. It is a standard that most employers would expect from their employees.

Dress Code: ALL...

- Clothing which exposes the midriff is not allowed.
- Footwear must be worn at all times.
- Students may not have designs that pertain to gangs, fire arms, drugs, alcohol, tobacco, sex, or profanity. These apply to all forms of body wear.
- Transparent or translucent body wear is not allowed to cover apparel in violation of dress standard.
- Caps, hats, or any head covering is subject to the individual teacher's classroom rules.
- Sunglasses are not allowed during class time.
- Trench coats are not allowed.
- Students are not allowed to be in possession of chains with links larger than one-fourth inch.

The School Administration will use discretion in determining the inappropriateness of any other articles not listed above.

BOYS:

- Tank tops are allowed under the following conditions: No white undershirt tank tops; the arm holes must not be oversized or revealing; for female students, the tank top must cover any undergarment.
- Sagging pants are not allowed. Pants must be worn so as not to reveal any undergarments.
- Underwear may not be exposed.

GIRLS:

- Halter, tube and bathing suit tops or any strapless garment is not allowed.
- Any shirt or blouse that is low-cut or revealing is not allowed.
- Shorts, skirts, or skorts that reveal most of the thigh or possibly the bottom of the undergarment may not be worn.

DUES AND FEES

Required:	Grade 9	Grade 10	Grade 11	Grade 12
Class Dues	\$8.00	\$8.00	\$8.00	\$8.00
Student Government Dues	\$10.00	\$10.00	\$10.00	\$10.00
Optional				
Activity Card	\$20.00	Yearbook		\$50.00
Lockers	\$2.00			

ELECTRONIC DEVICES

A school wide ban on cell phones and other personal listening devices is in effect during class time; unless given permission by the teacher and used for educational purposes. Parents may leave emergency messages for their children during class time by calling the school office. Upon a cell phone/electronic device infraction, teachers will have Ziploc bags to collect the item, and then have security take up the confiscated item up to the VP's office. Parents will have to pick up the phones/electronic devices from the VP office. Student will inform their parents to do this. If a student does not relinquish the contraband items to the teacher, a referral for insubordination will be submitted from administrative action. Electronic devices are often stolen, so please take appropriate precautions if brought to school.

FUNDRAISING

All school fundraising projects, both on and off campus, must have administrative approval prior to the activity. This includes all extra-curricular, sports, and non-sports activities. Sales of food items on campus must not compete with the school lunch program, and are restricted to after school only.

Sale of food for personal reasons is prohibited.

HALLWAY SECURITY

An official hall pass will be used allowing a student to leave the classroom quietly during instructional time. **No student will be allowed to leave the room without an official pass.** The pass must be properly filled out

indicating the student's name, the time the student left the classroom, the date, the destination or reason the student is being allowed to leave the classroom, the teacher's name printed legibly, and the teacher's signature. Only one student per hall pass is allowed. Students found in the hallway without a valid pass will be escorted back to the classroom. Noncompliance may produce negative consequences.

HEALTH ROOM

The health room is located downstairs in the S-Building (in the faculty lounge). The health room aide takes care of sick or injured students and staff. Parents of students who remain in the health room for an extended period of time will be asked to pick the student up. The aide gives medication to students by doctor approval during school hours, updates shot records and sends notes home to parents about new student's health requirements. A daily record of students referred to the health room is given to the Principal's office.

LIBRARY

The library is part of the school's instructional program and supports, implements and enriches the school curriculum by providing access to both print and non-print resources. The library has a circulating book collection, a reference book collection, and daily receives the West Hawaii Today. Many magazines and videos are also available.

School wide ID cards are issued by the Business office when a student first enters Konawaena High. The first card is free and good until graduation. Replacement cards cost \$1.00 each. The card must be used when checking out all materials. Students are allowed to check out up to six books at a time for a two week period but may not check out books if any overdue books are listed on their record. Obligation notices are sent home 8 times a year with progress and grade reports.

Library hours are 8 a.m. to 3 p.m., Monday through Friday. Students can use the library before school, during recess and lunch and after school for studying and reading. During class time, students are required to have a printed pass from their teacher stating why they have been sent to the library. Students are expected to stay on the task assigned to them and, if unable to, are asked to return to their classrooms. The library is used by the whole community and must be respected for the community resource it is. All groups are welcome to sign up for library use on a first come, first serve basis.

LOCKERS

Lockers are the property of the school and are assigned to students for their convenience. They are subject to search by the school administration at any time. The lockers can be found throughout the campus and can be rented in the main office at a cost of \$2.00 for a large locker.

LOST AND FOUND

The Vice Principal's clerk maintains lost and found articles in the Vice Principal's office. Students may inquire there for lost items. Items found by a student or staff member should be turned into the Vice Principal's office.

OFF-CAMPUS PASSES

Konawaena High School is a closed campus. Students are required to obtain passes from the Vice-Principal's office for permission to leave campus during the school day. Students must present to the Vice Principal's Clerk a written note signed by the parent/guardian stating the purpose, location and time of the request. Passes from the health room are issued in cases of accident or injury.

Students wishing to leave early for work or other activities on a regular basis must request a Form 4160 from counselors. The form must be signed by a parent/guardian and include verifying information about the reason for the request. A conference with the Principal is required before the request is acted upon.

PARKING LOTS

There are 2 parking lots at Konawaena for all day use. One is located above (mauka of) the gym and is for teacher, staff, and visitor use only. The other is located below (makai of) the gym and is only for students with parking permits. Only registered students may park at Konawaena High School, and a valid parking sticker must be displayed in the lower left corner of the car windshield at all times. Students who park in unauthorized areas or do not have their cars officially registered with the Vice Principal's office will have their cars towed. Students who violate parking policies may also lose their school driving privileges and have their vehicle towed. **Students are also reminded that all parking lots are off-limits during school hours.** Upon arriving at school, students are required to immediately depart their vehicles and leave the parking lot. Konawaena High School is not an open campus.

Students and cars are not allowed to leave campus without permission anytime during the school day, including wiki and lunch.

When registering their vehicle with the Vice Principal's office, student will be required to show a valid current vehicle registration, safety check, insurance, valid driver's license, and \$5.00. Driving on campus is a privilege and students are expected to operate their vehicle in a safe and orderly manner, obey all speed limits, and state laws and regulations. Failure to obey all school policies and regulations, including discipline and attendance policies could also result in a loss of campus driving privileges.

SCHEDULE CHANGES

Schedule changes will be allowed only during the first two weeks of the semester.

All students will start the semester with a full schedule. There will be no part-time students unless the student and the parent sign a contract guaranteeing the student has transportation and must leave campus immediately after their last class.

Classes will be scheduled consecutively without "holes" in schedules. Those students with breaks in their schedules will be assigned an appropriate class. Teacher Assistant class can be assigned with approval; however, no credit will be issued

Schedule Change Process:

- Student makes appointment to meet with counselor
- Student takes schedule change form home for parent signature.
- Student requests need approval from both add and drop teachers. (Teachers are reminded not to add or drop student until they get final approval form.)
- Student then takes form to administrator for approval. Note: Counselor must attach form indicating transcript check, parental contact, reason for change, and change to be made.
- If approved, administrator gives form to registrar for input into the school data system.
- Registrar forwards copy of approved/disapprove form to counselor and add/drop teachers.

Acceptable Reasons for a Schedule Change:

- The student has been placed in the wrong math or language arts class and both the receiving and releasing teachers agree to the change (should be made within the first two weeks of the semester).
- The student has already taken the course.
- The student is a senior and needs another course for graduation.
- The student received a failing grade from the teacher in a previous class.
- Special Circumstance: For example, IEP team indicates diploma to certificate program change, core team indicates change of placement to ALC, CSAP. Administrator or designee will initiate change.

STUDENT OBLIGATIONS

Any student who wishes to participate in co-curricular activities must clear obligations by returning or paying for the item(s), such as textbooks, library books, uniforms, etc. before being allowed the privilege of participating. All textbooks must be returned in the year they are issued. If books are not returned, students are obligated to pay for them. Co-curricular activities include everything outside of the regular academic programs including: graduation ceremony, sports, student government (KSG and Class), dances, proms, clubs, organizations, courts, yearbook signing parties and any other student activities.

SURVEILLANCE CAMERAS

In order to provide a safe and secure school environment, activities on this campus may be monitored by video surveillance cameras. Individuals' privacy is of our utmost concern. Konawaena High School follows these guidelines:

- 1) Cameras are situated only in areas that are considered public places where there is no expectation of privacy-school entrances, hallways and cafeterias, the exterior of buildings, school parking lots, playing fields and other open areas of campus.
- 2) Cameras are not installed in any place where students, staff or visitors may have a reasonable expectation of privacy, such as classrooms, offices, teacher workrooms, restrooms, locker rooms or other designated dressing rooms.
- 3) Cameras are not positioned so that they are capable of recording off-campus activities.

- 4) Recordings will be erased or written over within ten(10) calendar days of the recording unless an incident is recorded that may involve a violation of law or Chapter 8-19, Hawaii Administrative Rules (“Student Misconduct, Discipline, School Searches and Seizures, Reporting Offenses, Police Interviews”).

Should you have any questions or concerns regarding the use of surveillance cameras, please call the school office and ask to speak to administration.

TEXTBOOK POLICY

Students are required to present a current school ID and complete and sign a contract for each textbook borrowed. On the contract, previous damage to textbooks is identified, noted, and confirmed by the student. All books checked out are entered as an obligation on the student’s record until returned. Fines are assessed for damage to books. Per state law, all existing student obligations must be cleared *before* books can be checked out. Each student is entitled to a book under any circumstances; however, obligations must be addressed and signed off on by an administrator to allow the process to proceed. Obligations may not be carried from year to year, but must be dealt with by the end of each school year. By state law, Section 8-57-5, students may not participate in any student activities “unless their obligations are met”.

VISITORS

1. All visitors must obtain a visitor pass at the Main Office.
2. Visitors should also register their vehicle at the Main Office so the vehicle will not be towed.
3. Visitors are permitted to park in the visitor parking stalls in front of the Main Office or in the parking lot above the gym.
4. Konawaena students are not permitted to have pets, children or outside friends on campus during the regular school day.

DELIVERIES: In order to keep a safe and secure campus, any deliveries of homework, backpacks, lunch that students’ need, etc., must be dropped off at the VP office.

NO RESTAURANT FOOD DELIVERIES ARE ALLOWED ON CAMPUS

IMPORTANT SCHOOL CALENDAR DATES

Quarter 1

August 6	Freshmen Orientation
August 7	All students report
August 17	Statehood Day
September 3	Labor Day
September 4	Planning/Collaboration Day
October 5	Quarter 1 ends
October 8 - 12	Fall Break

Quarter 2

October 15	All students report
November 6	Election Day
November 12	Veteran's Day
November 22-23	Thanksgiving Day Holiday
December 21	Quarter 2/Semester 1 ends
December 22	Winter Break starts

Quarter 3

January 7	Teacher Work Day (no students)
January 8	All students report
January 21	Dr. Martin Luther King Day
January 22	Planning/Collaboration Day
February 12	Teacher Institute (no students)
February 18	Presidents' Day
March 15	Quarter 3 ends
March 18 - 22	Spring Break

Quarter 4

March 25	All students report
March 26	Kuhio Day
April 19	Good Friday
May 25	Graduation
May 27	Memorial Day
May 31	Last day of Students-Qtr 4/Semester 2 ends
June 3	Last day for Teachers