

*Konawaena  
High School*



Student Handbook 2016 - 2017  
81-1043 Konawaena School Road  
Kealahou, Hawaii 96750

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**School Website [konawaenahs.org](http://konawaenahs.org)**

*Welcome Wildcats!*

*On behalf of the faculty and staff of Konawaena High School, I extend support and encouragement for a successful school year.*

*Take the time to review the information here and share it with your parents/guardians. Contact a teacher or administrator if you have any questions about the contents of this handbook.*

*Again, welcome and have a great 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

Home of the Wildcats

**Achievement, Character, Success for Life**

## **Our Mission**

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

## **Our Vision**

Our graduates will be:

- 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.

## **2016 - 2017 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 in Fine Arts, Languages, Or Career & Tech Ed	2 credits
		Electives (unspecified)	6 credits

25 credits for the **ACADEMIC HONORS CERTIFICATE** (includes 4 credits of Math, 4 credits of Science, Expository Writing and pass the ADP Algebra II end-of-course exam with a score of 300 or higher or 22 on ACT Math or 510 on SAT Math). Also, 2 Running Start or AP classes, minimum. If you have any questions regarding these graduation requirements, please see your school counselor.

Also available – **CTE HONORS CERTIFICATE** and **STEM HONORS CERTIFICATE**. See website for more information.

# ATHLETICS

## General Statement:

The Konawaena High School athletic program is an integral part of our total education program. It 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, team, the athletic program and our school. Being a representative of Konawaena High School is a great responsibility.

## Start/Try-Out Dates:

- |                               |                              |
|-------------------------------|------------------------------|
| * Baseball – January          | * Rifle/Air – August         |
| * Boys Basketball – November  | * Soccer – November          |
| * Girls Basketball – November | * Softball – January         |
| * Bowling – August            | * Swimming – November        |
| * Canoe Paddling-November     | * Tennis – January           |
| * Cross Country – August      | * Track – February           |
| * Football – July             | * Boys Volleyball – February |
| * Golf – March                | * Girls Volleyball – August  |
| * Judo – February             | * Water Polo – February      |
|                               | * Wrestling – November       |

## BIIF Athletic Admissions:

Regular season tickets are as follows:

Football:	Students gr. 1-8 (\$1)	Adults	(\$6)
Volleyball:	Students gr. 1-8 (\$1)	Adults	(\$4)
Boys Basketball:	Students gr. 1-8 (\$1)	Adults	(\$5)
Girls Basketball:	Students gr. 1-8 (\$1)	Adults	(\$5)
Soccer:	Students gr. 1-8 (\$1)	Adults	(\$3)
Wrestling/Judo:	Students gr. 1-8 (\$1)	Adults	(\$4)
Baseball/Softball:	No charge		
Senior Citizens			(\$2)

BIIF Activity card - \$20. Students with activity cards are allowed to go into all sports **home** games **free**. These students must pay \$1.00 to enter each away game. Activity Cards do not apply to BIIF playoffs.

## **ATTENDANCE**

**Attendance Compulsory, Exceptions Revised Statutes**, requires a child who is six years of age and not yet eighteen on January 1<sup>st</sup> of any school year, to attend either a public or private school unless excused from school. Enforcement, HRS, places the responsibility for enforcing compulsory attendance in accordance with the plans and policies of the Department of Education with the student, father or mother, guardian, or person having charge of the child who persists in being absent from school may be referred and summoned to court. Exception from compulsory attendance is permitted only under specified conditions listed in HRS and Chapter 12, Hawaii Administrative Rules. In consonance with the statutory requirements relating to education, the Department of Education's Vision for Hawaii Public School is, "Hawaii's schools will be safe, nurturing, learning environments where all students achieve high academic standards, attain skills necessary to reach their goals and meet their potential, and are contributing members of society." 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. (Form ST27 must be approved before riding). 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.

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**

Changes in address and/or telephone number, 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**

<b>Test</b>	<b>Test Date</b>	<b>Reg. Deadline</b>
SAT	October 1, 2016	Sept. 2, 2016
	November 5, 2016	Oct. 7, 2016
	December 3, 2016	Nov. 4, 2016
	January 21, 2017	Dec. 23, 2016
	March 11, 2017	Feb. 10, 2017
	May 6, 2017	Apr. 7, 2017
	June 3, 2017	May 5, 2017

ACT	September 10, 2016	Aug. 5, 2016
	October 22, 2016	Sept. 16, 2016
	December 10, 2016	Nov. 4, 2016
	February 11, 2017	Jan. 13, 2017
	April 8, 2017	Mar. 3, 2017
	June 10, 2017	May 5, 2017

**AP Exam**                      **Assigned date for individual subjects is found online –**

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.

### **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.

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.

## **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.

Once again, if the Konawaena High School Mission of: “Achievement, Character and Success for Life” is to be accomplished, we must work together.

### **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:	Gr 9	Gr 10	Gr 11	Gr 12
Class dues	\$ 8	\$ 8	\$ 8	\$ 8
Student Government dues	\$10	\$10	\$10	\$10

Optional fees are:

Activity Card	\$20.00
Lockers	\$ 2.00
Yearbook	\$50.00

**ELECTRONIC DEVICES**

A classroom ban on cell phones, iPods and other personal listening devices is in effect during class time; unless given permission by the teacher and used for educational purposes. Although this is not a total ban, if there is abuse to this policy, a total ban may be pursued. 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 \$1.00 for a small locker and \$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, cars are not allowed to leave campus without permission.

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 a Teacher Assistant period. 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 1	Freshmen orientation
August 2	All students report
August 19	Statehood Day
September 5	Labor Day
September 6	Planning/Collaboration Day
October 7	Quarter 1 ends
October 10 - 14	Fall Break

## **Quarter 2**

October 17	All students report
November 7	Planning/Collaboration Day
November 8	Election Day
November 11	Veterans' Day
November 24-25	Thanksgiving Day Holiday
December 21	Quarter 2/Semester 1 ends
December 22	Winter Break starts

## **Quarter 3**

January 6	Teacher Work Day (no students)
January 9	All students report
January 16	Dr. Martin Luther King Day
February 16	Teacher Institute Day (no students)
February 20	Presidents' Day
March 17	Quarter 3 ends
March 20-24	Spring Break

## **Quarter 4**

March 27	Kuhio Day
March 28	All students report
April 14	Good Friday
May 20	Graduation
May 26	Last day for students
	Quarter 4/Semester 2 ends
May 29	Memorial Day

