



Leilehua High School
Home of the Mighty Mules

Student/Parent Handbook SY 21-22

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Leilehua High School

Home of the Mighty Mules **BELL SCHEDULE**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Passing 8:15 - 8:20	Passing 8:15 - 8:20	Passing 8:15 - 8:20	Passing 8:15 - 8:20	Passing 8:15 - 8:20
Opening 8:20 - 8:30	Opening 8:20 - 8:30	Opening 8:20 - 8:30	Opening 8:20 - 8:30	Opening 8:20 - 8:30
Period 1 8:30 - 9:45	Period 5 8:30 - 9:45	Period 1 8:30 - 9:45	Period 4 8:30 - 9:45	Period 1/5 8:30 - 9:45
Passing 9:45 - 9:55	Passing 9:45 - 9:55	Passing 9:45 - 9:55	Passing 9:45 - 9:55	Passing 9:45 - 9:55
Period 2 9:55 - 11:10	Period 6 9:55 - 11:10	Period 2 9:55 - 11:10	Period 5 9:55 - 11:10	Period 2/6 9:55 - 11:10
Recess / Passing 11:10 - 11:25	Recess / Passing 11:10 - 11:25	Recess / Passing 11:10 - 11:25	Recess / Passing 11:10 - 11:25	Recess / Passing 11:10 - 11:25
Period 3 11:25 - 12:40	Period 7 11:25 - 12:40	Period 3 11:25 - 12:40	Period 6 11:25 - 12:40	Period 3/7 11:25 - 12:40
Lunch / Passing 12:40 - 1:15	Lunch / Passing 12:40 - 1:15	Lunch 12:40 - 1:10	Lunch / Passing 12:40 - 1:15	Lunch / Passing 12:40 - 1:15
Period 4 1:15 - 2:30	Advisory 1:15 - 2:30	Teachers' Meetings 1:15 - 2:30	Period 7 1:15 - 2:30	Period 4/A 1:15 - 2:30

General Rules:

1. The front page, schedule page, and all hall passes of the planner **MUST** be filled out in INK immediately upon receipt.
2. No pages may be removed. If pages are removed, the student must replace the planner with a new one. (Replacement Cost is \$6.00)
3. **The planner CANNOT be used by others at any time.**
4. The hall pass must have FULL NAME of the student written in INK on each page.

**** Unauthorized or improper use of the planner will result in disciplinary action.**

**** If the planner is stolen, it must be reported immediately to Administration and will be dealt with on a case-by-case basis.**

Daily Use:

1. Fill out the pass date, time, and location
2. Wait until there is a break in class
3. Politely ask the teacher if you can go to the designated location.
4. All students **MUST** have written authorization to leave the class, for any **REASON**. Students without written authorization will be subject to administrative action.

**** The teacher reserves the right to decline students leaving class if there is no legitimate reason to or if it is an inappropriate time.**

**** Teachers CANNOT send a student to the counseling center. Students must go during non-instructional times to fill out the Student Request form in room HH103.**

**** Students without a properly signed planner and ID will not be permitted to enter the Library during class time.**

Alma Mater

Hail to Leilehua
Alma Mater Dear
Sing a Joyful Chorus
Sound It Far and Near
Rally 'Round Her Banner
We Will Never Fail
Leilehua Alma Mater
Hail! Hail! Hail!

HISTORY:

1924: Schofield High and Grammar School was built on the side of King Kalakaua's hunting ground where lehua trees flourished. The high school division was a branch of McKinley High School.

1926: Leilehua celebrates its first graduating class.

1928: Leilehua adopted its colors, green and gold – the green from the pineapple fields and the gold for its fruit, which surrounds our town of Wahiawa.

1929: Leilehua's first newspaper, the *Sentinel*, rolled off the press and still continues today.

1932: Leilehua adopted the MULE as its mascot, the symbol of the US Army and the mascot of West Point Academy.

1949: The Schofield and Leilehua High Schools were combined and built on its present 32-acre site.

Since its beginning in 1924, Leilehua has flourished and grown in size. Today it's comprised of a diverse student population of 1,700. Its programs, facilities, and staff provide the students with excellent opportunities for educational, social, and personal growth. In 1993, Leilehua was selected as a Nationally Recognized School of Excellence. In 2014, Leilehua earned the maximum six-year term of accreditation from the Western Association of Schools and Colleges. Leilehua continues with its award winning programs in JROTC (cyber patriots national winners), Marching Band, Scholastic Art and athletics.

Leilehua High School

Philosophy

We believe:

- All people can and want to succeed, and the key to unlocking this potential is self-esteem. We nurture self-esteem by respecting, listening and supporting individuals as well as providing opportunities for growth.
- Our practices and decisions must emphasize and result in improved student achievement and citizenship.
- Strong partnerships and collaboration among students, parents, staff, and community members will strengthen educational opportunities for our students.
- The success of our students is dependent on the quality of services we provide.
- Our school is dedicated to continuous improvement to more effectively meet the diverse needs of our students.
- Education must be relevant, integrated and meaningful so our students can meet the challenges of an ever-changing global society.

Our Vision

Students will lead fulfilling lives and contribute positively to society.

Mission

Students and staff promise to exemplify the Leilehua Way of
Leadership, Humility and Service.

We promise to provide rigorous curriculum and life experiences to
develop the whole child.

We promise to go above and beyond daily routines to nurture student success.

General Learner Outcomes (GLOs)

General Learner Outcomes are the essential overarching goals for all grade levels, from elementary through middle to high school for all of the academic disciplines. Every content standard, benchmark, and grade level performance indicator should support the learner's progress towards these outcomes because they enable learners to lead full, productive lives.

The GLOs do not exist in isolation but should be an integral part of the school culture as demonstrated in daily classroom assessment. They 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 product.
- **Effective Communicator -**
The ability to communicate effectively.
- **Effective and Ethical User of Technology -**
The ability to use a variety of technologies effectively and ethically.

School Directory

School Office.....305-3000

Principal	Mr. Jason Nakamoto
Class of 2025 Vice-Principal	Ms. Deyon Nagato
Class of 2024 Vice-Principal	Mr. Shawn Nakata
Class of 2023 Vice-Principal	Mr. Shane Nkamura
Class of 2022 Vice-Principal	Mrs. Shelley Ferrara
School Services Assistant	Ms. Mrs. Melody Kurisu
School Safety Security Officer	Mr. Kevin Corbett
SASA	Mrs. Jenna Furtado
Librarian	Ms. Jenny Yamamoto
Head Custodian	Mr. James Moore
Technology Coordinators	Mr. Nathan Higa
	Ms. Kristy Kaitoku

Registrar's Office.....305-3101

Ms. Dion Cabalce, Registrar

Athletic Department.....305-3143

Mr. Nolan Tokuda, Athletic Director
 Mrs. Angela Akagi, Assistant Athletic Director
 Mr. Nathan Higa, Assistant Athletic Director
 Mrs. Gayla Sasaki, Assistant Athletic Director

Counseling Department.....305-3070

Freshman Class of 2025-Mr. Chad Jicha & Mrs. Kimberly Townsend
 Sophomore Class of 2024-Ms. Jennifer Martin & Ms. Michelle Sales
 Junior Class of 2023-Ms. Erin Chow & Mrs. Lynn York
 Senior Class of 2022-Mrs. Carrine Higa & Mrs. Lois Lozano

College and Career Center.....305-3060

Ms. Judy Watanabe

Student Services Coordinator.....305-3073

Ms. Kristie Sasamura

School Based Behavioral Health Specialist.....305-3093

Mrs. Rebecca Miyahira & Mr. Joachin Kaaihue

Student Activities.....305-3033

Mrs. Darcy Yukumoto

Attendance.....305-3102

Agriculture Learning Center.....305-3089

Band Room.....305-3054

Cafeteria.....305-3112

Driver's Education.....305-3014

Health Room.....305-3100

Leilehua High School Student Association (LHSSA)

President	Khloe Antolin
Vice President	Jenesis Henry
Vice President	Zamarie Familia
Vice President	Obadiah Scroggins Jr.
Treasurer	Loren Owan
Corresponding Secretary	Samantha Limon
Recording Secretary	Cazandra Rufo
Historian	Isaia Tumanu
Student Activities Coordinator	Mrs. Darcy Yukumoto, rm 28

LHSSA is a planning group for activities that are offered to all Leilehua students. Listen to the bulletin or stop by room 28 if you would like to help.

Homecoming	ID Cards
School-wide Dances	Visitations
Student Talent Performances	Assemblies
Halloween Costume Contest	Winterball
Staff Appreciation	Purple up
Awards Convocation	Elections
Campus Beautification	Drug Free Traffic Safety Week
Student Association Meetings	Pre School Play Day

Class Boards

Class Boards plan for activities that are for their graduating class only. Class Boards meet in their advisor's room once a week. Stop by your advisor's room to find out how you can help.

Senior Class Board - Class of 2022

Advisor - Mr. Ronald Santos & Ms. Tanya Factora

Directors:

Hyunny Cha, Katelene Lagpacan, Marley Luther, Kyla Lopez, Leila Tsuchida

Junior Class Board - Class of 2023

Advisors - Mrs. Jackie Freitas & Mr. Alton Antonio

Directors:

Alliah Agsalda, Hannah Hayes, Maria Agelica Isnec, Anglika Langaman, Caitheen Pambid, Kailee-Lynn Sagon-Sumaoang, Lord Viz Sugui

Sophomore Class Board - Class of 2024

Advisor - Ms. Kimberly Ulep & Mr. Gavin Oki

Directors:

Alex Cabias Jr., Carlo Garcia, Ella Garcia, Kaila Comlat, Mataktivaha Kafoa, Thanisorn Na Ubon, Zoe Herrera

Freshmen Class Board - Class of 2025

Advisor – Ma. Heaven Medrano-Santiago & Ms. Lizchel Ugalde

Directors: TBD

General Information

Dues:

All Students are required to pay the following fees at the beginning of each year:

Student Government Dues - \$10.00
 Class Dues - \$8.00
 Graduation Dues for seniors only - \$25.00

All school-wide and class activities are supported with Student Government and Class Dues. Therefore, many activities (e.g. Winterball, proms, school dances, class socials, commencement) are restricted to those students who are current with ALL Student Government and Class Dues.

Student ID:

Every student will be issued one free ID at the beginning of the school year. The student ID must be used for identification purposes to borrow books and to purchase lunches. The ID is also required for participation and entrance to various activities.

NEW/REPLACEMENT ID CARDS: These are taken before school, during lunch and after school in room 28. There is no charge for new students. Replacement cards cost \$5.
ID Clip - \$0.25

Student Planner:

Available on request in room 28. One per student at no charge. If a student needs a replacement student planner the cost will be \$6.00.

Lunch Procedure:

Note: The Department is pleased to announce that all students at Hawaii's 257 public schools statewide will receive one free breakfast and one free lunch meal for the entirety of the 2021-2022 school year, thanks to a nationwide waiver from the U.S. Department of Agriculture (USDA).

If you have not purchased meal credits for this upcoming school year, no further action is required. If you wish to purchase additional meals or meal items, you will be charged accordingly.

Parents are highly encouraged to continue to submit their Free and Reduced Price Lunch Meal Benefits application online using EZMealApp mobile app or at EZMealApp.com, where applicable. Information derived from the applications directly impacts other school programs, such as bus transportation and Pandemic Electronic Benefit Transfer (P-EBT) food assistance.

Leilehua utilizes the Meal Tracker System, which allows students to use their school ID to purchase lunches. Each ID will have a personal barcode. Each time the school ID is scanned, the appropriate amount will be deducted from the student's account. No cash payments will be accepted in the breakfast and lunch lines. Students will not be able to pay for meals on a daily basis.

Breakfast–Student - \$1.20
 Reduced-price student - \$0.30
 Second, subsequent student, and Adult - \$2.40
 Lunch–Student - \$2.75
 Reduced-price student - \$0.40
 Second student entrée - \$2.00,
 Subsequent student and Adult - \$5.50

The suggested minimum deposit amounts are \$10 for full pay students and \$2 for reduced meal students. However, students are free to deposit more money into their account if they wish. Students who qualify for free lunch should deposit money into their accounts if they plan to purchase a second meal per day. Order forms and payments are accepted in a collection box located in the administration office. Payments may be dropped off during non-instructional time. All payments should be in a sealed envelope with the order form enclosed. Checks should be made out to Department of Education. A minimum \$25 fee will be assessed for all returned checks. Orders require a minimum of two workdays for processing.

Report Cards/Progress Reports:

Official report cards are mailed via US Postal Services the week following the end of each quarter. Midterm Progress Reports are distributed to students in advisory class



LEILEHUA HIGH SCHOOL QUALIFIES AS A TITLE 1 SCHOOL FOR SY 21-22!

Leilehua High School qualifies as a Title 1 school this year based on the number of our students that qualified for free/reduced lunch. As a Title 1 school, LHS is required to distribute to our families some documents as found on the following pages. These documents outline our parent involvement policies and requirements along with a protocol for addressing any concerns you may have regarding the school. Please take some time to familiarize yourself with these documents, as these are the agreements that the school is required to meet in partnership with all of our families.

Free/Reduced Lunch Applications *Don't wait...Apply ONLINE NOW*

IT'S EASIER! IT'S FASTER! BENEFITS RECEIVED SOONER!

 **WWW.EZMEALAPP.COM**

STUDENTS WITH FREE/REDUCED STATUS
MAY RECEIVE THE FOLLOWING:

- > **REDUCED SCHOOL BUS FARE**
- > **SAT/ACT/PSAT EXAM WAIVERS**
- > **COLLEGE APPLICATION WAIVERS**
- > **REDUCED AP EXAM FEES**
- > **RUNNING START SCHOLARSHIPS**



**YOU COULD SAVE UP TO \$750
BY SIMPLY QUALIFYING FOR
FREE/REDUCED LUNCH!!**

**BENEFITS ARE SUBJECT TO AVAILABILITY AND CHANGES

LEILEHUA HIGH SCHOOL

PARENT INVOLVEMENT POLICY

Leilehua High School believes that strong partnerships and collaboration among students, parents, staff and community members strengthen educational opportunities for our students. The pride of our school is reflected in the collaboration among these role groups to empower students to exercise the rights and responsibilities of citizenship. Furthermore, our school community promotes the growth of our students' attitudes, knowledge and skills so that they can contribute to and participate successfully in our global society. We strongly believe that all parents play an important and indispensable role in their child's growth and success.

PARENT/SCHOOL COMPACT

PARENT'S/GURADIAN'S AGREEMENT:

- Demonstrate the importance of serving as my child's most important role model in learning by reading and participating in educational experiences with my child
- Discuss with my child the importance of working hard and using all of the school's resources to reach their full potential
- Be sure my child attends school regularly and on time
- Monitor the progress of my child regularly and communicate any concerns involving my child and the school
- Provide a dedicated place and materials for my child to complete homework assignments
- Actively participate in parent workshops, conferences, meetings and school events whenever possible
- Show and teach respect for cultural differences
- Support the school and its discipline plan
- Know what the Common Core State Standards are, what standards are being worked on and help my child achieve them

SCHOOL'S AGREEMENT:

- Provide a safe and nurturing environment to encourage personal growth and promote sound values
- Implement a meaningful, rigorous, standards-based curriculum working towards the expected school wide learner results and school wide goals using all available resources
- Use instructional strategies and materials for different learning styles
- Provide the parents with a description and explanation of the curriculum
- Report student progress and provide timely feedback to parents
- Provide and actively engage in professional/personal development opportunities
- Communicate school events, content standards and other student-based information through bulletins, conferences, meetings, newsletters and Leilehua High School's website
- Provide co-curricular and extended learning opportunities that complement the instructional program

The following parties agree to the terms of the Parent/School Compact: Parent, Student, Teachers and Administration of Leilehua High School. Please look for your copy of the agreement to sign and return to the school in your opening day packet.



POLICY 101-14

FAMILY & COMMUNITY ENGAGEMENT/PARTNERSHIP

In setting expectations and creating a climate conducive to effective engagement/partnership implementation, the Board acknowledges the importance of administrative leadership at all levels, including its own. Therefore, the Board directs the Department to establish an organizational culture characterized by practices and programs that build and sustain positive engaged relationships with families and communities by:

- Building the capacity of staff and families to engage in partnerships;
- Aligning with school achievement goals and connecting families to the teaching and learning goals for the students;
- Taking a comprehensive and coordinated approach to family school engagement and community partnerships;
- Addressing family school engagement/partnership in strategic planning processes;
- Assigning formal responsibility, accountability and necessary authority for engagement/partnership implementation to appropriate staff at the State, Complex Area and School levels;
- Embracing the diverse cultures, languages, strengths and needs of all families;
- Providing adequate and appropriate time, resources and opportunities to include families in the design, implementation, evaluation and oversight of all relevant programs and services.
- Establishing statewide standards, administrative guidelines, associated metrics/indicators, timelines and reporting requirements that support the implementation, monitoring and evaluation of family and community engagement/partnerships based upon national evidence-based best practices including, but not limited to:

Standard 1: Welcoming all families into the school community – Families are active participants in the life of the school and feel welcomed, valued, and connected to each other, to school staff, and to what students are learning and doing in class.

Standard 2: Communicating effectively – Families and school staff engage in regular two-way, meaningful communication about student learning.

Standard 3: Supporting student success – Families and school staff continuously partner to support students' learning and healthy development both at home and at school, and have regular opportunities to strengthen their knowledge and skills to do so effectively.

Standard 4: Speaking up for every child – Families are empowered to be advocates for their own and other children, to ensure that students are treated fairly and have access to learning opportunities that will support their success.

Standard 5: Sharing power – Families and school staff are equal partners in decisions that affect children and families and together inform, influence, and create policies, practices and programs.

Standard 6: Engaging/Partnering with community – Families and school staff engage/partner with community members to connect students, families, and staff to expanded learning opportunities, community service, and civic participation.

Rationale: The Board of Education ("Board") recognizes that a child's growth and educational success are responsibilities and goals shared by the Department of Education ("Department"), communities, schools and families. It follows that achievement of these goals depends on the establishment of a broad array of informed partnerships among stakeholders that address the strengths and needs of all students.

[Approved: 06/16/2015 (as Board Policy 101.14); amended: 06/21/2016 (renumbered as Board Policy 101-14)]
Former policy 2403 history: approved 05/03/2001; revised 09/18/2003

Co-Curricular Activities

LHS offers a variety of co-curricular activities in which students may participate, including service and special interest clubs. By getting involved, students make new friends and learn valuable life-long skills. Visit the Student Activities Room (28), the Athletic Office (Gym), or for more information our Leilehua High School website: www.leilehua.k12.hi.us

Student Activities: 305-3033

Athletics: 305-3143

Student Government Opportunities

LHSSA Student Council
Executive and Class Boards
Legislative Shadowing
BOE Student Member
PTSO Student Member

See Room 28 for details
Class Councils
State Student Council
State Conference Planner
SCC Student Members

Chartered Clubs

Anime Club
Archery Club
Dungeons & Dragons
Creative (Drama) Club
E-Sport
FCCLA
Future Farmers of America
Hiking Club
K-Club

See Room 28 for details
Interact Team Club
Key Club
Los Amigos
Nakayoshi Kai
National Honors Society
Oceania Club
Speech & Debate
STEM/Math Club

Additional Organizations

Band
JROTC
Robotics

See Room 28 for details
Chorus
Halau Hula O Leilehua
Dance

Athletic Teams

See Gym Office for details

Baseball
Canoe Paddling
Football
Riflery
Soft Tennis
Track

Basketball
Cheerleading
Golf
Soccer
Swimming
Volleyball

Bowling
Cross Country
Judo
Softball
Tennis
Water Polo

Wrestling

*Students must meet BOE eligibility requirements in order to participate in co-curricular activities. Call the Athletic Director for try-out dates for specific sports.

High School Graduation Requirements & Commencement Policy

The purpose of high school graduation requirements is to establish rigorous standards of learning that will enable all public school students to meet the vision of a Hawaii public school graduate. All Hawaii public school graduates will:

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

Students who demonstrate proficiency in the Hawaii Content and Performance Standards and General Learner Outcomes in the required courses shall receive a high school diploma. Students who meet additional requirements established by the Board of Education shall receive a Board of Education Recognition Diploma. Proficiency shall be determined in accordance with established Department of Education procedures.

Commencement Exercises

Commencement exercises may be scheduled any time after the last day of school for seniors. The last day of school for seniors shall be set by the Department of Education. Commencement exercises are a privilege awarded to students who:

- 1) meet the requirements for a diploma or a certificate;
- 2) have fulfilled their financial obligations; and
- 3) satisfy other conditions that meet the standards of clarity, reasonableness, and justifiability, as established by the Department of Education.
- 4) have no Ch19 A/B offenses in 4th quarter.

STRIKE HI

Graduation Requirements

CLASS OF 2016 AND BEYOND

GRADE POINT AVERAGE

Cumulative Grade Point Average applies to all graduates

Cumulative: 3.0 to 3.5 - Honors Cumulative: 3.51 to 3.8 - Summa Cum Laude: 3.8 and above

Effective 2012-13 with the graduating Class of 2016.

A Hawaii High School Diploma shall be issued to students who meet these minimum course and credit requirements.

COURSE REQUIREMENTS*	HAWAII HIGH SCHOOL DIPLOMA
English Language Arts	4.0 credits including: - English Language Arts 1 (1.0 credit); and - English Language Arts 2 (1.0 credit); and - Expository Writing** (0.5 credit); and - English Language Arts basic electives (1.5 credits)
Social Studies	4.0 credits including: - US History and Government (1.0 credit); and - World History and Culture (1.0 credit); and - Modern History of Hawaii (0.5 credit); and - Participation in a Democracy (0.5 credit); and - Social Studies basic elective (1.0 credit)
Mathematics	3.0 credits including: - Algebra 1 (1.0 credit); and - Geometry (1.0 credit); and - Mathematics basic elective (1.0 credit)
Science	3.0 credits including: - Biology 1 (1.0 credit); and - Science basic electives (2.0 credits)
World Language, Fine Arts, or Career & Technical Education (CTE)/JROTC	2.0 credits in one of the specified programs of study
Physical Education	1.0 credit including: - Physical Education/Lifetime Fitness (0.5 credit); and - Physical Education basic elective (0.5 credit)
Health	0.5 credit include: - Health Today and Tomorrow (0.5 credit)
Personal Transition Plan	0.5 credit
Electives	6.0 credits
TOTAL	34.0 credits

HONORS RECOGNITION CERTIFICATE REQUIREMENTS

In addition to meeting the requirements for the Hawaii High School Diploma, students must attain a cumulative GPA of 3.0 or above to qualify for a honors recognition certificate in one or more of the honors described below.

ACADEMIC HONORS

4 credits of Math:
The four credits must include one credit for Algebra 2 and one credit beyond Algebra 2. The credit beyond Algebra 2 must be earned via the following courses or equivalent AP or IB or Running Start math courses: Algebra 3, Trigonometry, Analytic Geometry, Precalculus, Probability, Statistics, Introduction to College Mathematics, or Calculus.

AND

4 credits of Science:
Of the four credits, one credit must be in Biology 1 or equivalent IB Biology; or AP Biology courses.

AND

2 credits minimum must be from AP/IB/Running Start courses (equivalent to credits for two college courses).

World Language

Two credits in a single World Language. Credits must be taken in sequence with consecutive course numbers in the study of one language.

OR

Fine Arts

Two credits in a Fine Arts discipline which includes Visual Arts and Performing Arts. Credits do not need to be in a single discipline.

OR

Career and Technical Education (CTE): Two credits in a single career pathway program of study sequence.

OR

JROTC: Two consecutive JROTC courses fulfill CTE two credits for diploma requirements.

CTE HONORS

Completes program of study (2-3 courses in sequence plus a state-identified specific academic course requirement).
- Earn a B or better in each required program of study (coursework).
- Meet or exceed proficiency on performance-based assessments for corresponding program of study.

AND

Completes one of the following written assessments for the corresponding program of study.
- Earn at least 70% on each end-of-course assessment.
- Earn a nationally-recognized certificate.
- Earn a passing score on a Dual Credit Articulated Program of Study assessment.

STEM HONORS

4 credits of Math:
The four credits must include one credit for Algebra 2 and one credit beyond Algebra 2. The credit beyond Algebra 2 must be earned via the following courses or equivalent AP or IB or Running Start math courses: Algebra 3, Trigonometry, Analytic Geometry, Precalculus, Probability, Statistics, Introduction to College Mathematics, or Calculus.

AND

4 credits of Science:
Of the four credits, one credit must be in Biology 1 or equivalent IB Biology; or AP Biology courses.

Successful completion of a STEM Capstone Project in one of the approved ACCN courses.

*The DOE has courses for retesting and approved equivalent credit courses. **No equivalent course

- 1) meet the requirements for a diploma or certificate;
- 2) have fulfilled their financial obligations; and
- 3) meet other conditions, as established by the Department, which meet the standards of clarity, reasonableness, and justifiability.

*The DOE has a process for requesting and approving equivalent credit courses. **Or equivalent course.

Leilehua Library Learning Commons (The LLC)

leilehualibrary@weebly.com

CENTRALLY LOCATED ON CAMPUS, THE LIBRARY LEARNING COMMONS IS THE ONE STOP SHOP FOR TO SUPPORT ALL YOUR LEARNING. FIND INFORMATION DATABASES, THOUSANDS OF BOOKS IN PRINT AND ONLINE, TUTORING SERVICES, ACCESS THE STEAM PLAYGROUND TO LEARN, TRY OUT DIFFERENT FUN AND HANDS-ON LEARNING OPPORTUNITIES AND UTILIZE THE COMPUTER. IF YOU EVER NEED ANY HELP, DON'T HESITATE TO COME BY!

LLC Hours

Monday: 7:40 am to 3:00 pm

Tuesday: 7:40 am to 3:00 pm

Wednesday: 7:40 am to 1:10 pm

Thursday: 7:40 am to 3:00 pm

Friday: 7:40 am to 3:00 pm

Borrowing Books

Print books: School ID is required to borrow books for 2 weeks, 5 books at a time. You can search our collection and after logging in, put books on hold. Or come in and browse the collection.

eBooks: Borrow ebooks, audiobooks and interactive books on our website or download the SORA app. The log-in is your 10-digit student number.

Google Log-in

- *Username*
1st initial of first name.last name@mules.k12.hi.us
Sample: Mickey Mouse - m.mouse@mules.k12.hi.us
- *Password*
214+first initial+last initial+last 4 numbers of your student ID (the 10 digit one to get into AR)
Sample: 214mm1234

Need Google or Infinite Campus Help?

Go to bit.ly/Leilehuattechhelp and a tech teacher will be in contact with you.

Online Safety

- Create strong passwords using a combination of letters, numbers and symbols.
- Log out of your accounts on any public computers.
- Think before you post, once it's online you can't undo it.
- Respect other people online, avoid gossiping.
- If you or anyone you know is ever cyberbullied report it to <https://speaknowhido.com/>

- Never give out your personal information unless you know it is a trusted site.
- Don't assume that what people say online is true and never agree to meet up with someone nor share your location information.

Researching?

Visit leilehualibrary@weebly.com to access our DATABASES. These databases allow you to research safely and ensure the information is credible. Log-in information for all databases is:

Username: Leilehua

Password: Mules

General Online Search Tips

If you search the Internet, check for the accuracy of the information. There are many sites on the Internet that give inaccurate information. Look for clues that might validate the accuracy of the information. In addition, always check the following (taken from

http://guides.library.cornell.edu/evaluating_Web_pages):

- **Accuracy.** If your page lists the author and institution that published the page and provides a way of contacting him/her, and
- **Authority.** If your page lists the author credentials and its domain is preferred (.edu, .gov, .org, or .net), and
- **Objectivity.** If your page provides accurate information with limited advertising, and it is objective in presenting the information, and
- **Currency.** If your page is current and updated regularly (as stated on the page) and the links (if any) are also up-to-date, and
- **Coverage.** If you can view the information properly (not limited by fees, browser technology, or special software requirements), then you may have a Web page of research value.

Need Citation Help?

www.easybib.com OR <https://owl.english.purdue.edu/owl/>

Interested in 3D printing?

Visit Tinkercad.com and do the tutorial so that you can learn how to design. Then send your files to leilehualibrary@gmail.com be sure to include your name, the color of your print and if you have any questions.

School and Student Services

Bus Transportation: Public carriers make provisions for bus transportation from home to LHS and from LHS to home. Those that wish to ride the bus to a different destination must fill out the request for student to ride school bus form on a space available basis. All students who reside 1.5 miles or more from the school, within the district, may complete a bus transportation form available in the school office or from the bus company. Students who do not have a valid bus pass will NOT be able to ride the school bus.

Students who are on geographic exception will need to find their own transportation to and from school.

Cafeteria: Breakfast is served in the cafeteria from 7:45-8:15am. Sack lunches are sold during morning recess break. Hot lunches or salad can be purchased during the lunch period. Cafeteria Rules must be obeyed at all times:

- Courtesy is expected and required from students.
- Students wait their turns in line (NO CUTTING).
- Each student may purchase ONE meal at a time.
- Students will dispose of their lunch trash in a waste receptacle.
- Students will cooperate with the lunch monitors and supervisors on duty.
- Students also have the privilege of eating in areas other than the cafeteria. However, they are expected to dispose of their trash in the nearest receptacle.

Driver Education Program: leilehuadrived.weebly.com

Students who are 15½ years of age or older and under 19 years of age are eligible to enroll. Students must obtain their Hawaii driver's instructional permit before applying for our program (applications available in August and November). The course consists of 40 hours of classroom instruction with 6 hours of behind-the-wheel instruction and 6-12 hours of observation in a driver education car. There are 2 afterschool class sessions per school year - one starts in September and the other starts in January. A fee will be charged. Visit our program website for application procedures, program information, announcements, class session dates, documents, references to Hawaii state laws, etc.

Lost and Found: Students may check the Front office for lost articles. Found articles, including books, are to be turned in to front office as soon as possible. Textbooks will be immediately returned to the appropriate department chairperson. At the end of each semester, unclaimed items will be donated to a local charity. The school is not responsible for lost, stolen or unclaimed items. Students are reminded to secure and guard all belongings at all times. Do not leave bags and personal items unattended.

Parking: Students parking on *campus* is a privilege not a right. There are a limited number of students parking on campus. Students may apply for a parking pass in the school office with the following information: *copy of valid driver's license, *copy of current car registration, and *copy of current car insurance. The cost of a parking pass is \$10 with outstanding dues and \$5 with all fees paid and is good for ONE school year. The pass must be hung from the car's rear view mirror. All parking rules must be obeyed. Any student who violates parking regulations and/or Ch19 rules regulations regarding their vehicle may be subject to administrative action and/or revocation of parking privileges. The school is not responsible for any damages occurring to any vehicle parked on campus.

Free/Reduced Meals: A student whose family income falls within certain guidelines may apply for free/reduced meals. Applications are available from the school office and should be returned there for processing. You can also complete an online application at ezmealapp.com

Health Aide Services: The Health Room is located behind the Registrar's Office and is open throughout the school day. A student who needs medical attention must get his/her hall pass signed by his/her teacher, and then proceed to the Health Room. The Health Aide will determine whether or not to send a student home. If the Health Room for some reason is not open, students are directed to the front office. Feminine products are available for purchase for a small fee.

Phones: School phones are for official school business and are not readily available for student use. Any student who needs to use the phone for an important or emergency call may see his/her counselor for this purpose. Teachers will not release a student from class to use the phone unless an emergency is apparent. See cell phone use on page 25.

Fees: The following fees must be paid at the start of the school year.

Mandatory Fees	
Student Government Dues	\$10.00
Class Dues	\$8.00
Graduation Fee (Graduates only)	\$25.00
Optional Fees	
Athletic Pass	\$25.00
PTSO Membership	\$10.00
Yearbook	\$55.00
Parking-with fee payment	\$5.00
Parking-without fee payment	\$10.00

***If fees are not cleared by the end of the school year, it becomes an obligation. Students who have outstanding obligations will NOT be allowed to participate in school-sponsored activities. (ex. Athletics, Proms, Graduation, etc.)**

Off-Campus Pass: Any request to leave campus must be made in writing and submitted to the school office before the school day begins. Requests by a parent/legal guardian/adult and must include the following information: *student's legal name, *home telephone number, *phone number where the parent/guardian can be reached, *date/time for release, reason for release, *time student will return to school (if applicable). If no request is made before school begins, authorized parent or legal guardian must be present for release. The student is responsible for presenting his/her off campus pass to his/her teachers on the following school day. Students found off campus without a valid off-campus pass are subject to arrest for truancy.

Solicitation on Campus: Solicitation of funds or the sale of items for non-school related groups/activities is **not permitted on campus**. All school sponsored money-raising activities **must be approved by the principal** before the activities take place. Student distribution of literature and other materials during school hours must follow BOE Policy #4050.3 Publicity flyers; surveys and questionnaires must also be approved by the principal.

Textbooks & Equipment: Obligations for lost and damaged textbooks, library books, equipment and supplies shall be based on replacement cost of the item and shall be paid by the last day of the school year for underclassmen and no later than senior assessment week for seniors which only cash will be accepted and in which the financial obligation was incurred. A student who fails to make restitution as required under section 8-57-4 shall be prohibited from participating in any student activity.

Use of School Facilities: During non-school hours, use of classrooms or other school facilities requires approval from a school administrator and appropriate adult supervision. All other students must leave when the room or facility is locked up.

Visitors Pass: For our students' safety, visitors are not allowed on campus during the instructional days unless they are part of a sanctioned activity. LHS welcomes those visitors who have official business on campus. All guests and visitors must report to the school office before proceeding on to the campus. When business is completed, visitors/guests are expected to leave promptly. School assemblies are restricted to LHS students and staff due to limited seating and capacity requirements.

General School Rules

- Be kind to one another.
- Treat others as you want to be treated,
- Students will not be present at any illegal activity (see Chapter 19). Students found in the immediate proximity of such activities may be subject to disciplinary action. Students should report any illegal activity to an administrator or call Crime Stoppers Hotline at 955-8300 or *CRIME on your cell phone.
- Public physical displays of affection (PDA) are neither appropriate nor permitted.
- Students must move away from altercations. Students must not impede authorized personnel from intervening in any disputes. Students rushing to the scene of an altercation, **as well as students responsible for spreading rumors that lead to altercations**, may be subject to disciplinary action. Students are expected to utilize the Peer Mediation Program to resolve disputes and rumors. Students are NOT to approach another student to confirm any rumor nor to ask others to mediate.
- **STUDENT MUST POSSESS AN OFFICIAL PASS IF THEY LEAVE THEIR CLASSROOMS.**
- Students will not loiter in any off-limits areas, restrooms, or stairwells. Maps showing off-limits areas (which include the 2nd floor of buildings N & HH) are posted in classrooms.
- Students will refrain from boisterous behavior (yelling, wrestling, pushing/shoving, throwing objects or food pounding/sitting/standing on tables, etc.)
- Profanity or vulgar language or vulgar, gestures are prohibited.
- Campus parking is allowed only with a valid parking pass and only in authorized areas. Cars are not to be used as a “locker” or storage of daily items. *See an administrator for permission to go to access personal vehicle during the school day. Students may not move vehicles during the school day or loiter in or around vehicles. Reckless driving will result in forfeiture of parking privileges and disciplinary consequences.
- Bikes, skateboards, mopeds and scooters are prohibited in hallways and on lawns.
- Students will follow bus driver instructions, avoid auto lanes after exiting the bus, and use caution while waiting for buses, ensuring that a safe distance is maintained without crowding the area as the bus comes to a stop. Failure to follow the directions of the bus driver will result in disciplinary action that may include suspension from riding the bus for a Class A/B offense.
- Students may not give false demographic information (names, phone numbers, addresses, etc.) for any official document, including passes and emergency cards nor to any adult on campus.
- Plagiarism is a criminal act. Students shall not use information from the Internet, reference sources, or another person's work and claim this information as their own. In addition, cheating on classroom assignments will not be tolerated.
- Smoking, including e-cigarettes is not allowed on campus at any time, including athletic events. This is a 24-hour policy.
- There shall be no promotion or distribution of pornographic material or illegal substances.
- All head coverings, sunglasses and headphones will be removed upon entry to classrooms and gym.
- After arriving on campus, students may not leave without administrative permission.

Special Instructions for Avoiding Altercations: LHS maintains a zero tolerance policy on violence. Serious consequences will be administered to students who choose to violate the Chapter 19 and School Policies.

- Report ALL rumors of altercations and verbal threats to your vice principals and/or seek peer mediation in Room 104A.
- Do NOT approach another student to confirm any rumor of possible altercation or ask other students to mediate.
- If at all possible, students are expected to avoid altercations. Students are to back away from disputes and verbally inform the aggressor that he/she will not get involved in any confrontation.
- Students should not respond to verbal or physical harassment. Responding with similar aggression will not be tolerated and shall be subject to sanctions prescribed by Chapter 19 and LHS. Negative comments should NOT be communicated under any circumstances.
- Any claims of self-defense will be investigated. It should be noted, however, that in most cases where students are involved in altercations, both parties are usually held responsible. Students and parents should not assume that only the initial aggressor would be held liable.
- If an altercation arises, students are expected to cooperate fully with directions given by school personnel.

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

- Students must report promptly and directly to their designated seating areas.
- Students may not leave campus during the assembly time without appropriate documents. All students must remain seated throughout the assembly (except for the National Anthem, Posting of the colors and the Alma Mater). Headwear, sunglasses, and headphones must be removed upon entering the gym.
- Students will show respect and appreciation for the performers as well as the student committee who planned the assembly.
- An assembly is not officially over until the Alma Mater is sung.
- Students who misbehave will be referred for disciplinary action that may include exclusion from future events. Widespread misconduct will result in cancellation of future activities.

Contraband Items: The following items are not allowed on campus. If seen, the item will be confiscated and held for parent pick-up. No items will be returned to a student.

- Intoxicants
- ALL bandanas
- Gambling paraphernalia & apparel
- Scooters/"razors"
- Drug paraphernalia & apparel
- Pepper sprays
- Gang paraphernalia & apparel
- Needles, india ink
- Skateboards/Roller blades
- Laser pointers
- Pornographic materials
- Pacifiers
- Electronic devices with external speakers
- Matches/Lighters/Tobacco Products/electronic cigarettes
- Cups, coolers, containers from outside
- Clubs, sticks, chains studs, spikes or anything that may be construed as a weapon or overly large clothing, trench coat, which can conceal a weapon.
- Non-prescription novelty and designer contact lenses.
- Any other item detrimental to the health and safety of our students per the Honolulu Police Department.

Special Notes:

Students are expected to be appropriate and ethical users of technology.

Cell Phones are NOT to be used during instructional time unless approved by the instructor. Students caught using cell phones inappropriately during the school day will have them confiscated.

Students choosing to bring electronics (Cell phones, IPODs, MP3 players, CD, DVD players, etc.) to school, do so at their own risk. Administration will not be responsible for investigating lost or stolen items.

Dances: School dances or school-sponsored events that include dancing are permitted because of the social value for our students. However, students must demonstrate that they are indeed learning and practicing appropriate behavior for a social setting.

The following rules apply at these activities:

- For school dances and proms, a minimum # of tickets set by the group sponsoring the event must be sold in advance. Tickets will NOT be sold at the door. If the minimum is not reached by the end of the ticket sale period, the activity will be canceled and refunds will be issued.
- If outside guests are permitted, conditions will be outlined on the permission form for that activity.
- School dances are closed-door events. Doors will close by a designated time after which no one will be admitted in. All students must remain in the activity until the end time unless a parent calls for the student in person at the door.
- Administration may search any bag or bulky item that appears to be a safety concern.
- Students must display appropriate and legal behavior throughout the activity, including appropriate language and dance movements. Inappropriate behavior includes vulgar gestures, any part of the body on the dance floor other

than feet, partners riding each other, rubbing, revealing or bringing attention to private body parts. These students will also be subject to disciplinary consequences.

- Students must follow the dance dress code standards. Failure to do so will result in being sent home or being banned from all future dances for a one-year period.

Student Responsibilities

Conduct: All LHS students are expected to demonstrate pride in and loyalty to the school through their behavior. They are expected to treat other students and staff members with courtesy and respect. Therefore, students should be cognizant of their actions and manner of speech while on campus and at school-sponsored events that may occur off-campus. Profanity is absolutely prohibited. All school rules and Chapter 19 policies shall be in effect at all school activities both on and off campus. Students will adhere to all instructions and/or directions from school personnel. Official school personnel always wear a Leilehua ID badge.

Fire and Emergency Drills: Fire and emergency drills are held periodically. The alarm may be given by the fire bell or by an announcement over the CCTV system. A school emergency is indicated by a continuous ring of the school bell. This alarm is used for any urgent or dangerous situation that might occur on campus. All students will be instructed to their locations and procedures during the drill or emergency. Students are to move quietly, quickly and in an orderly manner to their designated areas. Loitering, unnecessary talking, and rowdiness will not be permitted. One long bell ring will represent the all-clear signal to return to normal classroom instruction.

Homework and Make-up Work: Homework is an integral part of a student's education. It is an extension of the formal instruction to help reinforce the student's learning. Homework shall be considered within the framework of the needs of the individual student in meeting program or course objectives. The ultimate aim in the accomplishment of homework shall be the student's acceptance of the responsibility for independent work outside the formal classroom. Students who miss classes are responsible for requesting and completing make-up work within the appropriate time period.

Additional Academic Assistance

Tutorial Instructional Program for Students: **TIPS provides an opportunity for Leilehua students to get homework assistance right after school from 2:45pm. – 4:00pm. Monday, Tuesday, Thursday, and Friday in the Library. All students attending TIPS must bring their current LHS student ID card.**

Students Maximizing Academic Resources and Tutorial Services: **SMARTS provides Leilehua students a place to study, access technology, and receive academic assistance from teachers. SMARTS is available on Monday - Thursday evenings from 6pm – 8pm in the Library. All students attending SMARTS must bring their current LHS Student ID card.**

Care of School Property: Students should have proper regard for school property. Destruction, defacing or theft will not be tolerated. Offenders will be subject to disciplinary action and will be made to pay for any damage or loss. In addition, each student should do his/her part in keeping our campus and buildings (including bathrooms) clean. All trash should be thrown into proper containers. Walls should be kept clean of graffiti.

Chapter 19 Rules and Regulations

LHS is committed to maximizing opportunities for student growth - academically, socially, emotionally and morally - to become productive citizens. To achieve this objective, the school's discipline plan seeks to:

- Preserve the proper educational climate by ensuring a safe, secure and orderly campus.
- Encourage students to engage in the learning process in a positive manner.
- Provide instruction and guidance to teach proper behavior and attitudes to create a positive environment for student achievement.
- Maintain proper student conduct throughout the school day and at all school-related activities.

All disciplinary measures will be enacted in accordance with Chapter 19, Student Misconduct, Discipline, School Searches and Seizures, Reporting Offenses, Police Interviews and Arrests, and Restitution for Vandalism and Negligence. Chapter 19 remains in effect for school-related activities occurring over the weekend or holiday.

Class A Offenses: Unlawful conduct

- Assault
- Burglary
- Dangerous instrument, or substance; (possession or use of)
- Dangerous weapons (possession or use of)
- Drug paraphernalia (possession or use of)
- Extortion
- Fighting
- Firearms (possession or use of)
- Homicide
- Illicit substances (possession, use, or sale of)
- Intoxicating substances (possession, use, or sale of)
- Property damage or vandalism
- Robbery
- Sexual offenses; or
- Terroristic threatening

Class B Offenses: Unlawful conduct

- Bullying
- Cyber bullying
- Disorderly conduct
- False Alarm
- Forgery
- Gambling
- Harassment
- Hazing
- Inappropriate or questionable uses, or both of internet materials or equipment, or both
- Theft
- Trespassing

Class C Offenses: Department-Prohibited conduct

- Abusive language
- Class Cutting
- Insubordination
- Laser pen/laser pointer (possession or use of)
- Leaving campus without consent
- Smoking or use of tobacco substances; or
- Truancy

Class D Offenses: School-Prohibited conduct

- Contraband (possession or use of)
- Minor problem behaviors; or
- Any other conduct as may be prescribed and prohibited by school rules. Individual school rules shall be published or made available for inspection at the school office and shall inform students, school staff, and parents of the prohibited conduct under class A through D of this section.

Disciplinary Action:

- | | |
|-----------------------|---|
| Class A & B Offenses: | <ul style="list-style-type: none"> a. Detention, or b. Crisis Suspension, or c. Suspension of 1-10 days, or d. Suspension of 11+ days, or e. Disciplinary transfer, or f. Dismissal |
| Class C & D Offenses: | <ul style="list-style-type: none"> A. Reprimand and warning, or B. Parent conference, or C. Referral to alternative educational |

- program, or
- D. Detention, or
- E. Crisis suspension
- F. Suspension of 1-10 days, or
- G. Suspension of 11+ days, or

Suspensions and Exclusions: A student on suspension will NOT be permitted on campus or to participate in any curricular or co-curricular activity throughout the suspension period. Refunds will NOT be issued for activities that the student will miss due to suspension. Suspensions and exclusions will be administered as deemed appropriate by the school's administration.

LHS STUDENT DRESS CODE POLICY & GUIDELINES

(As adopted by SCBM & Instructional Councils, May 1999)

I. Policy (adopted by SCBM Council, Sept. 10, 1998)

LHS shall provide an environment conducive to the physical, mental, social and emotional well being of all students. The school climate shall foster a safe, secure, and caring learning environment, which nurtures personal growth and promotes positive attitudes. The school shall prepare students to be productive, informed and responsible citizens capable of participating successfully in a global society.

Paramount to this effort is the expectation that students dress appropriately for the school setting. Dress deemed inappropriate or disruptive to school operations will not be tolerated. It is expected that students will dress as they would for a work setting. Students found to be dressed inappropriately, as determined by the school administration, may be asked to change or, if not possible, sent home.

II. Guidelines

While the school climate encourages individual creativity and student empowerment, the school also recognizes a need to guide students toward appropriate attire for different settings. E.g. work, school, proms, etc. The following guidelines will ensure that students are dressed properly for the school setting.

A. Inappropriate attire includes:

- Clothing showing pictures or messages promoting drugs, criminal activity, sexploitation, discrimination, profanity or violence.
- Clothing that exposes underwear, underwear worn as outerwear or lack of underwear.
- Clothing that is skin-tight or reveals back, midriff, cleavage, or buttocks.
- Strapless tops or tops with spaghetti straps will only be permitted for special functions. Not for use during the school day.
- Clothing or accessories with sharp points, studs or chains.

B. Footwear is required, preferably shoes or sandals.

C. Shorts, pants, and skirts must be worn on waist or hips.

- Pants should be of appropriate length (i.e. should not drag on ground).
- Shorts and skirts should be at least equal to the length of the wearer's longest finger while the individual is in a standing position and arms are extended downward to the sides.

D. Shirts and/or appropriate tops must be worn at all times.

E. Headgear (caps/hats, scarves, beanies, stocking caps, wave caps, etc.) sunglasses and headphones may not be worn in class or indoor activities.

F. Students who wear their athletic or program uniforms to school events or activities must still abide by the dress policy. If the uniform does not comply with the dress policy (e.g. too short, too tight, etc.), then the student may wear the attire for the necessary activity only (assembly, pep rally etc.)

III. Enforcement

All students are expected to adhere to Leilehua's dress policy. Monitoring will be done by all faculty and staff of LHS. Consequences for students who do not comply with policy are as follows:

- **First Infraction:** The student will be taken to the office and counseled. Student must change into appropriate clothing provided from home or school. The infraction will be placed into the student's record.

- Subsequent Violations: Subsequent violations shall be a Chapter 19, Class C offense for **insubordination**. The following disciplinary actions shall be administered as determined by the principal or designee (not necessarily progressive):
 - Reprimand and warning
 - Parent Conference
 - Detention
 - Suspension

Leilehua Complex Schools

Attendance Policy & Procedures

ABSENCES

All the secondary schools in the Leilehua Complex are following the same procedures. Schools will only excuse absences when a note is submitted within three days upon student's return to school. Absent notes must include the following: date note was written, student's full name, date(s) of absences, reason for absence(s), and parent/guardian legal signature. A doctor's note is required for students with five or more consecutive absences. Any student that will be out of school for 10 or more consecutive school days may be dis-enrolled from school and must re-enroll upon returning to school. Students who miss more than one-half of the period will be marked absent for that period.

Examples of excused absences include:

- Illness or injury of student (doctor's note necessary if over 3 days absent)
- Death in the family (immediate family members only)
- Quarantine (i.e. chicken pox, measles, etc.)
- Court appearances
- School-sponsored activities (i.e. student council/club related activity, school sports activities, field trips, etc.)
- Participation in an educational program organized and sponsored by a recognized institution of learning, for which approval has been given obtained (i.e. college visits)
- An emergency deemed legitimate by the Executive Director (i.e. severe weather, power outage, fire)
- Suspension from school.
- Special cases approved by the Principal (please contact school counselors for information regarding approval of special cases)

*Doctor appointments (i.e. physician, dentist, optometrist) should be made on weekends, early mornings (student returns to school before 11:00am) or after 11:00am on school days as much as possible to minimize loss of instruction.

Examples of unexcused absences include, but are not limited to:

- Babysitting siblings or caring for elderly family members
- Entertaining visitors/guests
- Family vacation/trips
- Transportation issues
- Competitions/performances (i.e. sports, cheerleading, hula, etc.)

TARDIES

Students are considered tardy upon reaching their classroom after the second bell or period tardy bell for secondary schools. Schools will only excuse tardies when a note is submitted for one of the following reasons: medical appointments with official note from doctor's office, delayed school bus or students with a late pass (secondary students). Unexcused tardies include, but are not limited to, the following reasons: overslept/late start, car trouble, missed/late city bus, ride was late, babysitting, personal business, eating breakfast or doing homework.

If students are tardy, parents are strongly encouraged to bring their child to school so further classroom instruction is not missed.

EARLY DISMISSAL

Early dismissal should not be used for matters of convenience (e.g. to avoid traffic, after a school assembly/performance). However, if it is necessary for your child to be released during the school day, the office will prepare an Authorized Student Pass.

The adult authorized to pick up the child (name of adult must be listed on Emergency Release Form) is to report to the office, complete an early Dismissal Form and sign a release at the time the child is picked up. The student is to meet parent/legal guardian or authorized adult in the office in the office at the requested time. A picture identification of the adult picking up the child will be requested. A child will not be permitted to leave the school unescorted. If a child leaves early and returns before the end of the school day, he/she is to report to the office for an admittance slip. Students who miss more that one-half of the period will be marked absent for that period.

POLICY

Hawaii State Statues require children between the ages of 6-18 to attend either a public or private school unless excused from school. The law places the responsibility for enforcing compulsory attendance within the Department of Education.

Procedures

Level 1: 5 absences - First notification, teacher will inform grade level counselor of absences/tardies. School staff will send a letter home to parent/guardian informing them of accumulated absences/tardies. Counselor may speak to student and/or parent/guardian regarding attendance and provide information on possible consequences and support.

Level 2: 8 absences - Second notification, teacher will inform grade level counselor of absences/tardies. School staff will send a second letter home to parent/guardian informing them of accumulated absences/tardies. Counselor and/or Administrator may schedule a meeting with parent/guardian and school staff to discuss students attendance/academic concerns. At the meeting, school staff will discuss possible interventions for improving attendance. Parent/guardian may be asked to participate in developing an Attendance Action Plan and/or approve counseling interventions. School Liaison Officer/School Social Worker will be notified of student's attendance.

Level 3: 10 absences - Third notification, teacher will inform grade level counselor of absences/tardies. Counselor, Administrator, and School Liaison Officer/School Social Worker may conduct a home visit. The team will reevaluate the student's Attendance Action Plan and make the necessary changes.

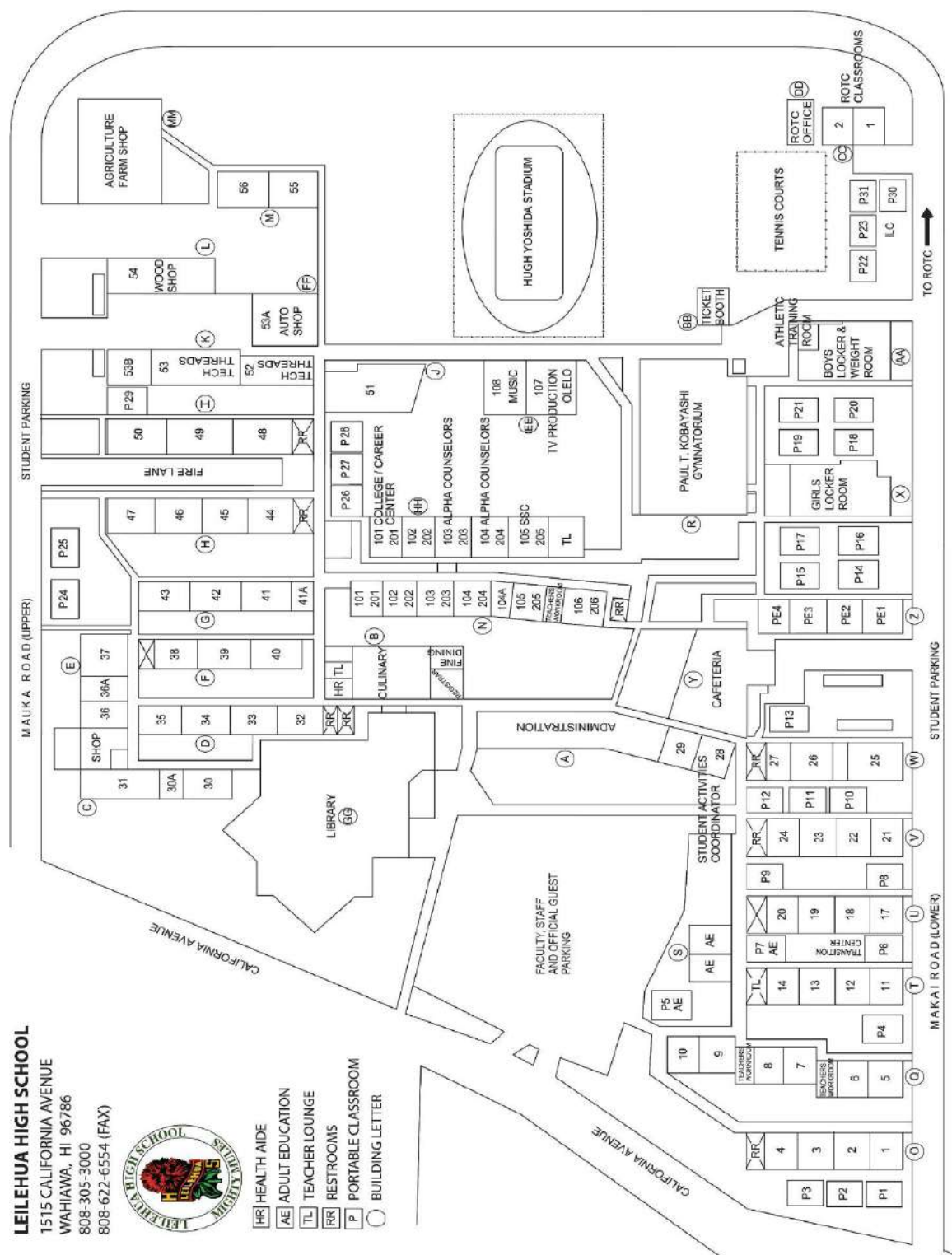
Level 4: After 10 or more absences - Possible petition for Education Neglect or Truancy will be filed with Family Court.

LEILEHUA HIGH SCHOOL

1515 CALIFORNIA AVENUE
 WAHIAWA, HI 96786
 808-305-3000
 808-622-6554 (FAX)



- HR HEALTH AIDE
- AE ADULT EDUCATION
- TL TEACHER LOUNGE
- RR RESTROOMS
- P PORTABLE CLASSROOM
- BUILDING LETTER



Continuous Notice

The Hawaii State Department of Education (HSDOE) and its schools do not discriminate on the basis of race, sex, age, color, national origin, religion, or disability in its programs and activities and provides equal access to designated youth groups, including the Boy Scouts. Please contact the following departments for more information.

Section 504 inquiries

Section 504 Education Specialist
Comprehensive Student Support System
Hawaii State Department of Education
475 22nd Avenue, Building 302, Room 204
Honolulu, Hawaii 96816
(808) 305-9787 or relay

Title VI, Title IX, ADA, and other inquiries

Director
Civil Rights Compliance Office
Hawaii State Department of Education
P.O. Box 2360
Honolulu, Hawaii 96804
(808) 586-3322 or relay



STATE OF HAWAII
DEPARTMENT OF EDUCATION
P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF THE SUPERINTENDENT

September 12, 2019

Dear Parent(s)/Legal Guardian(s):

The health and safety of all of our students remain a top priority. We care about your child and we know that there are numerous social pressures and misinformation about the devastating impact of tobacco and e-cigarette products. We want to work with you as parents to keep children away from these products. Please talk to your child about making healthy choices and about what the law states for their own protection. According to Act 206 (2018), Section 712-1258, Hawaii Revised Statutes it is unlawful for any student under the age of twenty-one to purchase or possess any tobacco product or electronic smoking device. An electronic smoking device is defined as any electronic product that can be used to aerosolize and deliver nicotine or other substances to the person inhaling from the device, including but not limited to an electronic cigarette, electronic cigar, electronic cigarillo, or electronic pipe, and any cartridge or other component of the device or related product.

In addition, any tobacco product or electronic smoking device found in a student's possession is a violation of Hawaii Administrative Rules Chapter 19, shall be seized by school administration, and forfeited to law enforcement. This is pursuant of Act 206 (HB 1895, HD1, SD1, CD1), Part II, Section 8(5) effective July 1, 2018.

Should you have further questions, talk to your school administration. At the state office, please contact Ms. Sheli Suzuki, Educational Specialist, Student Support Section, at (808) 305-9787 or via email, at sheli.suzuki@k12.hi.us.

Sincerely,

A handwritten signature in blue ink, appearing to read "Christina Kishimoto".

Dr. Christina M. Kishimoto
Superintendent

CMK:ss
Attachment