

LEILEHUA HIGH SCHOOL

Home of the Mighty Mules 1515 California Ave Wahiawa, Hi 96786

STUDENT/PARENT
HANDBOOK
SY 23-24

Table of Contents

About Leilehua: Ala Mater, History, Philosophy, Vision, Mission General Learner Outcomes School Directory	Page 3-4 5
LHSSA & Class Boards	6
General Information, Fees, ID, Lunch Procedure	7
Co-Curricular Activities	8
Graduation Requirements & Commencement Policy	9
Library Information	10-11
 School & Student Services Bus Transportation, Cafeteria, Driver Education, Lost & Found Parking, Health Aide Services, Phones Off Campus Pass, Soliciting on Campus, Textbook & Equipment, Use of Facilities, Visitors Pass 	11-13
 General School Rules Special Instructions for Avoiding Altercations Assemblies, Contraband Items, Dances 	13-15
Student Responsibilities Conduct, Fire & Emergency Drills, Homework & Make-up Work, Additional Academic Assistance, Care of School Property	15-16
Chapter 19 Rules and Regulations	16-17
Student Dress Code Policy & Guidelines	17-18
Attendance Policy & Procedures	19-20
School Bell Schedule	21
School Map	22
School Calendar	23-24
Parent Involvement Policy	25

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 *Sentine*l, 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 2008, 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, Peer Mediation program, 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 toward 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 products.

• Effective Communicator -

The ability to communicate effectively.

Effective and Ethical User of Technology -

The ability to use a variety of technologies effectively and ethically.

School Directory School Office: 305-3000

Principal Jason Nakamoto
Freshman Vice-Principal Tamra Nakai
Sophomore Vice-Principal Shelley Ferrara

Junior Vice-Principal Akenese Atonio-Figueroa

Senior Vice-Principal Shawn Nakata
SASA Jenna Furtado
Librarian Jenny Yamamoto
Head Custodian Robert Reveesman
Technology Coordinators Nathan Higa

Kristy Kaitoku

Registrar's Office: 305-3101Dion Cabalce, Registrar

Athletic Department: 305-3143

Nolan Tokuda, Athletic Director

Gayla Sasaki, Assistant Athletic Director Nathan Higa, Assistant Athletic Director Angel Akagi, Assistant Athletic Director

Counseling Department: 305-3070

Freshman – Lynn York and Jason Kawaguchi Sophomore- Angel Decierdo and Tani Stalcup Junior- Chad Jicha and Kimberly Townsend Senior- Erin Chow and Michele Sales

College and Career Center: 305-3060

Rociomarie Alano Lorelei Castillo

Attendance: 305-3102

Student Services Coordinator: 305-3073

Kristie Sasamura

School-Based Behavioral Health Specialist: 305-3093

Rebecca Miyahira & Sasha Keawe

Student Activities Coordinator: 305-3033

Jay Dee Flojo

Agriculture Learning Center: 305-3089

Band Room: 305-3054 Cafeteria: 305-3112 Health Room: 305-3100

Leilehua High School Student Association (LHSSA)

ADVISOR: Jay Dee Flojo – Student Activities Coordinator

President: Charina Gamboa
Vice-President: Landalyn Davis
Corresponding Sec: Jean Weilbacher
Treasurer: Cailee Sarsona
Historian: Trishelle Dalindin

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 Culture Celebration Week 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.

The Class of 2024-Seniors

Advisors: Bryson Sevilla

Directors: Ella Garcia, Shaelyn Carvalho, Idalys Rodriguez, Kayla Rosales

The Class of 2025-Juniors

Advisors: Heaven Medrano-Santiago and Lizchel Ugalde

Directors: Jaden Bartolome, Ezykiel Sugui, Leah Bautista, Ashley Claire Laguitan

The Class of 2026-Sophomores

Advisors: Lambrina Caracol

Directors: Ariana Bolanos, Alana Gozontagalog, Liam Cabrera, Gabriel Javier, Fatima Belford

The Class of 2027 Freshmen

Advisors: tbd

Directors: Charlyn Fajota, Hannah Galvadores, Ronin Kimball, Yurel Villa

General Information

Fees:

The following fees must be paid at the start of the school year. All school-wide and class activities are supported by 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.

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/\$65.00			
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 <u>NOT</u> be allowed to participate in school-sponsored activities. (ex. Athletics, Proms, Graduation, etc.)

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.

Lunch Procedure:

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 accounts 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 the Department of Education. A minimum \$25 fee will be assessed for all returned checks. Orders require a minimum of two workdays for processing.

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**

Cafeteria: Breakfast is served in the cafeteria from 7:45-8:15 am. Cafeteria Rules must be obeyed at all times:

- Courtesy is expected and required from students.
- Students wait their turn in line (NO CUTTING).
- 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.

Report Cards/Progress Reports:

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

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

Student Government Opportunities

See Room 28 for details

LHSSA Student Council	Class Councils	Executive and Class Boards
State Student Council	Legislative Shadowing	State Conference Planner
BOE Student Member	SCC Student Members	PTSO Student Member

Chartered Clubs

See Room 28 for details

Key Club	Oceania Club	Los Amigos	GSA
Leo Club	Inspire Club	Archery Club	Nakayoshi Kai
National Honors Society	Future Farmers of America	Best Buddies	Hiking Club
STEM Club	Dungeons & Dragons	Speech and Debate	FCCLA

Additional Organizations

See Room 28 for details

Band JROTC Robotics Chorus Halau Hula O Leilehua

Athletic Teams

See Gym Office for details

Baseball	Basketball	Bowling	Volleyball	Swimming
Canoe Paddling	Cheerleading	Cross Country	Water Polo	Tennis
Football	Golf	Judo	Wrestling	
Riflery	Soccer	Soft Tennis	Track	

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:

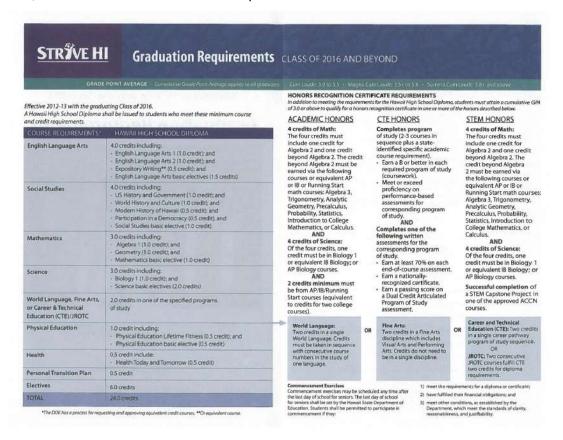
- Realize their individual goals and aspirations;
- Possess the attitudes, knowledge, and skills necessary to contribute positively and compete in a global society;
- Exercise the rights and responsibilities of citizenship; and
- Pursue post-secondary education and/or careers without need for remediation.

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.
- have no Ch19 A/B offenses in 4th quarter



Library Information

(http://leilehualibrary.weebly.com/)

Library hours are posted throughout the library. Students who use the library during class hours are required to have their current school ID and a hall pass from a teacher. Regular books are loaned for two weeks; encyclopedia and the latest magazines may be checked out for one day. Students may borrow up to 5 items with a current school ID. Students are welcome to use the library reading, research and class assignments.

LHS Information databases available through the Internet

How do I access?

- 1. Log on to the internet-type the LHS Library address
 - (http://leilehualibrary.weebly.com/)
- 2. Once there locate "Information Sources" on the top drop down bar. Click on it and select "Information Databases and links."
- 3. Scroll down and select one of the databases:
 - a. OPAC- catalog to find books in LHS Library
 - b. EBSCO current events-primary sources, magazines, newspapers, etc.
 - c. World Book Online basic information
 - d. Encyclopedia Britannica more basic information
 - e. Opposing Viewpoints pro and con current issues
 - f. Biography in Context biographies of famous people
 - g. Culturegrams information about countries
 - h. Issues & Controversies current hot topics
 - i. Modern World History Online information for all your history projects
 - j. Honolulu Star Advertiser database: http://search.proquest.com/?accountid=1007

At the login screen the user name is <leilehua> and password <mules> please note at some websites do not need user names.

- 4. In the search box type <topic> or the last name of a person
- 5. Choose an article to open and look at the options. You might be able to send the document to yourself and not have to look up the information again.
- 6. Don't forget to take down bibliographic information for your works cited or works consulted page. Some databases have the MLA citation done and you just have to cut and paste it in to your works cited.

RESEARCH STEPS FOR A SUCCESSFUL PROJECT!

The Purpose of Research

Research assignments provides students an opportunity to engage in independent learning and to develop their information gathering skills. Using the Research Model below provides students a framework and process to complete their research.

The 10 Steps of Research - guaranteed to help you earn a good grade!

- 1. Select a Topic.
- 2. Identify the final product.
- 3. Get an overview of the topic.
- 4. Narrow your topic.
- 5. Develop a thesis statement/have questions to answer.
- 6. Find sources of information.
- 7. Evaluate information/take notes/create a bibliography.
- 8. Organize the information.
- 9. Create/present the final product.
- 10. Evaluate the product/evaluate the process.

CREATING A WORKS CITED PAGE (Bibliography)

General Bibliography Format

Respecting the copyright of others is very important (more information on using copyrighted works for educational purposes can be found at: http://www.copyright.gov/help/faq/faq-fairuse.html). For more information, refer to the latest MLA Handbook, or ask the librarian if you need help. You may also find a citation creator useful, such as easybib.com.

Book - One Author

Author's Last name, First name. Title of book, including subtitles. Edition. City of publication: Publishing Company, Year of Publication.

Book - Two or more Authors

First Author's Last name, First name, Second Author's First name (then) last name, Third Author's First name (then) last name. Title of book, including subtitles. City of publication: Publishing Company, Year of Publication.

Magazine

Author's Last name, First name. "Title of article." Name of magazine Day Month Year: pages.

Encyclopedia (Book)

Author's Last Name, First Name. (if any) "Title of article." Name of Encyclopedia. Edition. Year.

Newspaper (Print Version)

Writer's Last name, First name. "Title of article." *Name of newspaper* Day Month Year: Section-Page number

Internet

Author's last name, First name (if any). "Page Title ". Title of article. Date published or last updated. Organization. Date accessed <URL>

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.

Driver Education Program: leilehuadrivered.weebly.com

Students 15 ½ years of age and older who have a Hawaii instructional permit are eligible to participate. Our after-school driver education classes are held 2 times each school year – August and January. The program consists of 37 hours of classroom instruction and 6-12 hours of behind-the-wheel driving instruction. A fee will be charged. Visit our program website for application procedures, program information, announcements, class session dates, documents, references to Hawaii laws, etc.

Lost and Found: Students may check the Front Office for lost articles. Found articles, including books, are to be turned in to the 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 rearview 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.

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 obtain a 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 ask permission to use a school phone. See cell phone use on page 26.

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 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, an authorized parent or legal guardian must be present for the 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 the 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 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 onto 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 NOT to approach another student to confirm any rumor nor to ask others to mediate.
- STUDENTS MUST POSSESS AN OFFICIAL PASS IF THEY LEAVE THEIR CLASSROOMS TO DRINK WATER OR GO TO THE RESTROOM.
- 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 vehicles 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 the 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 Chapter 19 and School Policies.

- Report ALL rumors of altercations and verbal threats to your vice principals.
- Do NOT approach another student to confirm any rumor of a 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.

<u>Assemblies:</u> School Assemblies allow students to receive and communicate information from and to the entire student body, recognize the 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 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 the cancellation of future activities.

<u>Contraband Items:</u> The following items are not allowed on campus. If seen, the item will be confiscated and held for parent pick-up. Exceptions are tobacco products or electronic smoking devices which are confiscated by the school and forfeited to law enforcement. No items will be returned to a student.

- Tobacco product or electronic smoking device
- Intoxicants
- ALL bandanas
- Gambling paraphernalia & apparel
- Drug paraphernalia & apparel
- Pepper sprays
- Gang paraphernalia & apparel
- Needles, india ink
- Laser pointers
- Pornographic materials
- Matches/Lighters/Tobacco Products/electronic cigarettes
- 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 may have their phones confiscated. Students choosing to bring personal devices to school do so at their own risk. The 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 to 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 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 2:45 pm. – 4:00 pm. 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

Tuesday and Thursday evenings from 6 pm - 8 pm 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
- Cyberbullying
- 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: a. Detention, or

b. Crisis Suspension, or

c. Suspension of 1-10 days, ord. Suspension of 11+ days, or

e. Disciplinary transfer, or

f. Dismissal

Class C & D Offenses: 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

<u>Suspensions and Exclusions</u>: A student on suspension will NOT be permitted on campus AND may not 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 the waist or hips.
 - Pants should be of appropriate length (i.e. should not drag on the 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 Counseling Center and counseled. Students 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 <u>three days</u> upon the student's return to school. Absent notes must include the following: date note was written, student's full name, date(s) of absence(s), reason for absence(s), and parent/guardian legal signature. A doctor's note is required for students with over three 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 the 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)

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. Leilehua High School will only excuse a tardy when a note is submitted for one of the following reasons: medical appointments with an official note from a 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, the 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 to minimize missed instruction.

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 (the name of an adult must be listed on the 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 the 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 than one-half of the period will be marked absent for that period.

POLICY

Hawaii State Statutes 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.

PROCEDURE

Level 1: 5 absences - First notification, the 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. The counselor may speak to student and/or parent/guardian regarding attendance and provide information on possible consequences and support.

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

Level 2: 8 absences - Second notification, the 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 the student's attendance.

Level 3: 10 absences - Third notification, the teacher will inform grade level counselor of absences/tardies. The 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 - A Family Court petition for Education Neglect or Truancy may be filed.

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 provide 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

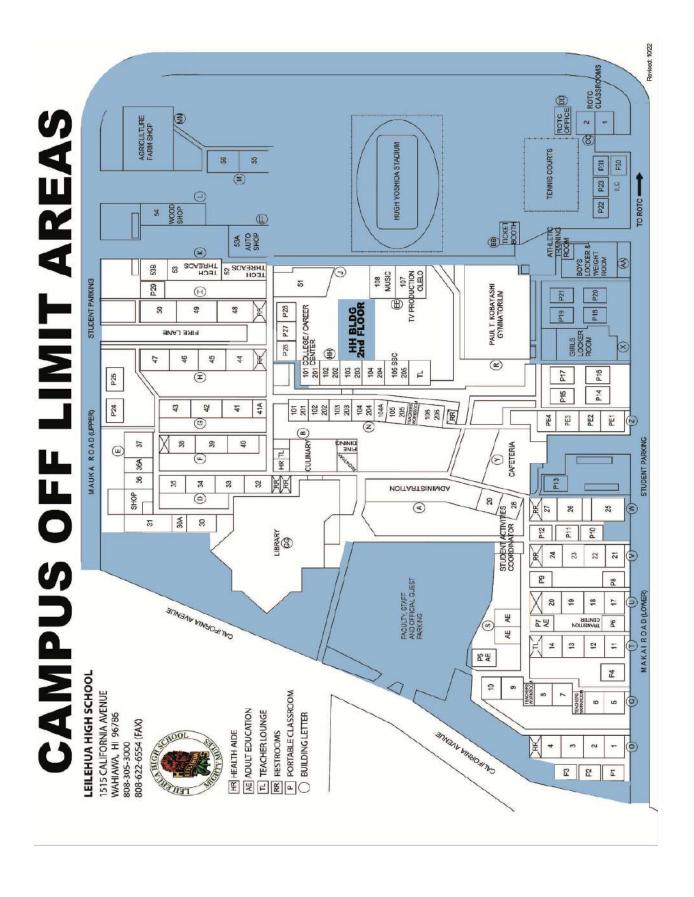
Title VI, Title IX, ADA, and other inquiries Director Civil Rights Compliance Office Hawaii State Department of Education P.O. Box 2360 Honolulu, Hawaii 96804 (808) 586-3322

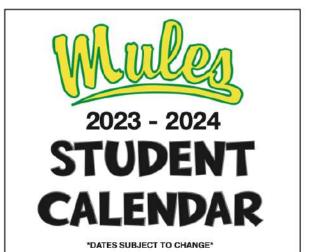


Leilehua High School Home of the Mighty Mules

BELL SCHEDULE

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





AUGUST 2023 MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY						
	ADMIN DAY	2 ADMIN DAY	TEACHER WORK DAY	TEACHER WORK DAY		
Freshmen & New Upperclassmen Orientation	ALL STUDENT'S FIRST DAY	9	10 - Ready	11 1234 - Ready		
14 - IReady - HC Nominations - SSC [4p] / PTSO [5p]	15 - iReady - HC Norrinations	16 - Ready Make Up - HC Nominations	17 - Ready Make Up - HC Nominations	18 HOLIDAY Statehood Day		
21 - Driver Ed app evailable	22 WELDOME BACK ASSEMBLY - Driver Ed app available	23 - Driver Ed app available	24 - Club Rush - Driver Ed app available	25 1234 - Club Rush - Driver Ed app available		
28 - Club Flush - Driver Ed app due @3pm	29	30 SENIOR LOCK IN	31			

	S	EPTEMBER :	2023		
MONDAY	TUESDAY	WEDNESDAY	THURSDAY		RIDAY
				1	1234
4 HOLIDAY Labor Day	5	6	7	8	1234
11	12	13	14	15	567A
- SSC [4p] / PTSO [5p]	19	20	21	22	567A
10	19	20	21	22	
25	26	27	28	29	567A
HC	MEC	OMINO:	G WE		me vs. Nanakul

MONDAY	O	CTOBER 20	023 THURSDAY	FRIDAY
² 12	3 3 4	4 56	5 7 MU	6 MU
9	10	11 BF	12 译[A]	13
16 Professional Development Day -SSC[4p]/PTSD[5p]	17	18	19	20 1234 21: Fall Fest
23	24 ASSEMBLY	25	26	27 1234
30	31			

MOI	NDAY	NC TUESDAY	VEMBER 20	023 THURSDAY	FRIDAY
			- Senior Parent/Contract Night (A-R), @8pm Library	2 - Senior Parent/Contract Night (L-Z), @6pm, Library	3 567A
6	12	7 34		9 7A	10 HOLIDAY Veteran's Day 11: SAI
13 - Middle sc - Driver Ed available - SSC [4p]		14 4567 - Middle school visit - Driver Ed apps eveilable	15 - Driver Ed apps available INIGHT	16 • Driver Ed apps available	17 1234 - Driver Ed apps available
20 - Driver Ed @3pm	aops due	21 Adv: Reg Card Collection	22		24 IDAY sgiving
27		28 Adv. Reg Card Collection	29	30	

	DE	CEMBER 2	023	
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1 4567
4	5 Adv: Reg Card Collection	6	7	8 567A WINTER ASSENBLY
11	12 Adv: Reg Card Collection	13	14	9. sat 15 3 4
-55C [4p] / PTSO [5p 18 5 6	19 7 1	20 2 MU	21 MU	22
25	26	27	28	29
			BRE	

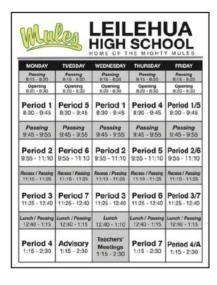
MONDAY	TUESDAY	JANUARY 20 WEDNESDAY	24 THURSDAY	F	RIDAY
1	2	3	4	5 Te	acher rk Day
8 Teacher Professional Development Day	9	10	11	12	1234
15 HOLIDAY MLK Jr. Day	16 - Adv: Report Card Conference	17	18	19	1234
22 - SSC [4p] / FTSO [5p]	23	24	25	26	1234
29	30	31			

HOUSE		EBRUARY 20			FIIDAY
MONDAY	TUESDAY	WEDNESDAY	1	2	567A
5 - Senior Parenti Contract Night (A-K) 96pm, Library	6 - Senior Parent/ Contract Night (L-Z) @6pm, Library	7	8	9	1234
12 Teacher Institute Day	13	14 1234	15	16	123
19 HOLIDAY President's Day	20	21	22	23	1234
26	27 SENIOR SNEAK AWAY (testative)	28	29		

MONDAY	TUESDAY	MARCH 202 WEDNESDAY	24 THURSDAY	FRIDAY
				1 567A
4	5	6	7	8 1234
11-ssc (4p)/ pTS0 [5p] 56	12 7 1	13 2 3	14 4 MU	15 16: SAI
18 SF	19 PRID	20	21 BRE	22 23. dr Pron
25	26 HOLIDAY Prince Kuhio Day	27	28	29 HOLIDAY Good Friday

MONDAY	TUESDAY	APRIL 2024 WEDNESDAY THURSDAY FRID			
1	2	3	4	5	567A
8 - SSC [4p] / PTSO [5p]	9 ACT DAY (JUNIORS ON CAMPUS ONLY)	10	11	12	1 2 3 4 13: Sr Prom
15	16	17	18	19	567A
22	23	24	25	26	1234
29 - Boys Song Practice	30 - Girls Song Practice - Adv: MQ Conferencing				-

MONDAY	TUESDAY	MAY 2024 WEDNESDAY	THURSDAY	FRIDAY	
		1	2 - Boys Song Practice	3 567A - Girls Song Practice 4: SAT	
6 -AP: USGov& Politics, Barn -AP: Art Hist, 12pm -AP: Chemistry, 12pm - Boys Song Practice	7 - AP. Human Geography 8am - AP. Statistics, 12pm - Girls Song Practice	8 - AP: EngLit & Comp. 8am - AP: Comp Sci A, 12pm - Girls Song Practice Awards Cenvocation	9 - AP: Env Sci, 8am - AP: Psychology, 12pm - Boys Song Practice	10 1234 - AP: US History, Barn - AP: Sparish LL & Cul, 12pm - Girls Song Practice	
13 - AP: Calculus, 8am - Mass Song Practice - SSC [4p] / PTSO [5p]	14 -AP-Eng Lang & Comp, Barn -AP-Physics C-Moch, 12pm -AP-Physics C-Buc & Mog.2pm - Mass Song Practice	15 123 - AP: World Hist Mod, 8am - AP: Comp Sci Prin, 12pm - Mass Song Practice		AP: Physics 1: Alg Bod Bom -AP: Physics 1: Alg Bod Bom -AP: Physics 2: Alg Bod, 12pm -Pd 5: Mass Song Practice	
20 - Senior Assessment Make Up	21 - Marching Practice	- Marching Practice	23 - Marching Practice	24 GRADUATION 7 1	
27 HOLIDAY Memorial Day	28 2 3	29 4 5	30 -ASYAB 6 MU	31 - Last day for teachers	



Rev: 7/23

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.

