

SCHOOL HISTORY AND PROFILE

When schools were allowed to re-open during World War II, a McKinley Annex at Kaimuki Intermediate School enrolled sophomores and juniors residing in the area. The school day began at 12:20 P.m. and ended at 5:00 p.m. In September 1943, the McKinley Annex officially became Kaimuki High School. The student government was established along democratic lines and the student body adopted a cooperatively written constitution in 1944.

A site for the new high school was selected between Date Street and Kaimuki Avenue. Construction of two ten-classroom buildings and one shop was completed in March 1948. By September 1950, a total of 45 standard-sized classrooms, three shops and a cafeteria were available for use. The administration building was opened in October 1950, and Kelly Green and Light Gold were adopted as the school colors, changing from the original Blue and Silver.

From 1951 through 1953, additional buildings to house business education, agriculture, science, art, homemaking, mechanical drawing, publications, and girl's and boy's physical education were completed. The public address system was installed in 1953.

Because there was no auditorium, a grandstand to accommodate 1,554 students was erected in 1954. It was dismantled for safety reasons in 1973. The music building was completed during the summer of 1956. Playing courts for boys and girls were completed during the 1957-58 school year, and in 1961, the 50-meter Olympic-sized swimming pool was completed. A new auto mechanics shop was completed in 1962. On April 10, 1964, Kaimuki High School dedicated its new gymnasium, and an auditorium to accommodate 680 students was dedicated in 1979.

Kaimuki High School is one of the six public schools in the Honolulu District. It is a comprehensive four-year, co-educational high school accredited by the western Association of Secondary Schools and Colleges. Student enrollment is approximately 1,250 students. Kaimuki draws its students from Jarrett, Kaimuki, and Washington Middle Schools. Beginning in 1983, the school population included grade 9, and the Performing Arts Learning Center was added in 1987.

In 2003, Smaller Learning Communities were established as a part of the Kaimuki High School design efforts. To further increase personalization among teachers and students, a homeroom program was introduced in 2009.

HAWAII STATE DEPT. OF EDUCATION

Vision of the Public High School Graduate

- All public school graduates will:
- Realize their goals and aspirations
- Have attitudes, knowledge, and skills to contribute positively to and compete in a global society
- Exercise rights and responsibilities of citizenship
- Pursue higher education or careers without need for remediation.

General Learner Outcomes

These are the observable behaviors or evidence that a student has achieved a standards-based education. The GLOs are overarching goals for all students that are fostered daily in classroom activities and in a student's application of learning. There are six General Learner Outcomes:

- Ability to be responsible for one's own learning.
- Ability to be involved in complex thinking and problem solving.
- Ability to recognize and produce quality performances and quality products.
- Ability to communicate effectively.
- Ability to use a variety of technologies effectively and ethically.
- Ability to work well with others.

Student Priorities

- Achievement/Literacy
- Civic Responsibility
- Safety and Well-being

KAIMUKI HIGH SCHOOL

Mission Statement: To inspire, challenge, and equip our school community to join together in a life-long journey of learning and service to our society.

Vision: Kaimuki High School is a place where people are proud and successful. Our graduates are life-long learners and responsible contributors to our society.

Core Values

- High expectations
- Mutual respect
- Responsibility
- Trust

COMPREHENSIVE STUDENT SUPPORT SYSTEM

Our Comprehensive Student Support System's (CSSS) goal is to respond to the broad range of student needs by providing students with a comprehensive system of coordinated, integrated, and customized supports. These vital supports are accessible, timely, and strength-based so that all students can learn, meet high educational standards, and achieve in school. The supports are provided to students through an Array of Student Support Services, which is an inventory of programs and services designed to develop competent students. The focus of these programs and services is upon prevention efforts that support student success. Thus, our Comprehensive Student Support System is a system of care that seeks to provide the following critical elements of care:

- Personalized classroom climate and strategies
- Student connectedness
- Differentiated and purposeful instruction
- Early intervention and prevention
- Family participation
- Transition support
- Community outreach, volunteers, and partnership
- Crisis and emergency assistance

The KHS Counseling Staff (Grade level, Outreach, and Post-High/College counselors), a Student Services Coordinator, and the school registrar are also available to assist students.

SCHOOL POLICIES

The policies and procedures contained in this handbook are designed to establish a positive school climate to ensure a successful year at Kaimuki High School. This information has been carefully prepared to help you become an integral part of our school.

All teachers are eager to help you achieve your academic and personal goals and to prepare you for a successful adult life. Balance your studies with co-curricular activities. They are designed to help you enjoy your school life. Remember that your success is directly related to your efforts.

ADMISSION

Students attending Kaimuki High School must live within our district. Students not living within this district must receive a Geographic Exception.

WITHDRAWAL BEFORE END OF SCHOOL YEAR

- The school policy is in accordance with the Department of Education (DOE) regulation that regulates the school calendar.
- All requests for early release must be submitted in writing and submitted to the Vice-Principal and Registrar. These requests should be signed by a

parent or legal guardian, and presented at least one month prior to the withdrawal date.

- All requests will be reviewed on an individual basis.
- Leaving without approval will be counted as an unexcused absence.

CHANGE OF ADDRESS OR TELEPHONE NUMBER

Whenever there is a change in address and/or telephone number, the student should report such change to the counselor or to the Registrar's Office.

GRADUATION REQUIREMENTS

High school graduation requirements of the Hawaii public school, grades 9-12 include 25 credits for the Board of Education Recognition Diploma or 24 credits for the High School Diploma.

The Board of Education (BOE) Recognition Diploma with Honors is awarded to students with grade point averages of 3.0 and above who successfully complete course and other requirements. To students who meet the requirements, the BOE Recognition Diploma is awarded:

- Cum Laude with a Grade Point Average (GPA) of 3.0 to 3.5;
- Magna Cum Laude with a GPA of 3.5+ to 3.8; or
- Summa Cum Laude with a GPA of 3.8+ and above.

The High School Diploma shall be issued to students who have met all graduation requirements in the required courses by demonstrating proficiency in the Hawaii Content and Performance Standards and General Learner Outcomes.

The Certificate of Completion of an Individually Prescribed Program (IPP) shall be issued to a student with a disability who completes all the requirements set by the student's Individualized Education Program. (IEP).

COMMENCEMENT EXERCISES

Students shall be permitted to participate in commencement exercises if they:

- 1) meet the requirements for a diploma or 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 DOE

PROMOTION

Students must have earned the following total number of credits to be promoted to the next grade:

Grade 9 = 5 credits

Grade 10 = 11 credits

Grade 11 = 17 credits

GRADE INTERPRETATION

A = 4 points (Excellent) (Advanced Placement A = 5 points)
B = 3 points (Good)
C = 2 points (Fair)
D = 1 point (Poor)
F = 0 points (Fail)

HONOR ROLL

Students maintaining at least a 3.2 Grade Point Average for each quarter are eligible for the KHS Honor Roll.

ATTENDANCE REGULATIONS

All students are expected to attend school regularly and punctually.

Tardiness

- A student who is late to class should report to the Security Office to receive a pass for entry to class.
- Upon arrival to class, the student will be marked tardy.
- Students with numerous tardies will be referred to Saturday School with a parent/guardian. Saturday School will be held either at the Honolulu Police Department main station or at a designated location. Failure to attend Saturday School will result in suspension.

Absences

- A parent/guardian should call the Attendance Office to report a child's absence from school before 10:00 a.m. (733-4900, ext. 257).
- The school intends to phone the home of students who are absent each day.
- Teachers intend to contact parents/guardians of students with deficient attendance records.
- The school will determine if an absence is an excused or unexcused. (Student illness, death in the family, or family problems of an emergency nature will be considered excused absences.)
- Upon return to school from an absence, a student must present a note to each of his/her teachers for initialing. The note must include the student's name and grade, the date(s) of absence, an explanation for the absence, the parent/ guardian's signature, and a telephone number. The student should give the teacher-initialed note to his/her counselor at the end of the day.

HOMEWORK WHEN ABSENT FROM SCHOOL

- It is the responsibility of the student to request makeup work.
- Homework may be requested by calling the homework line at 733-4436 until 9:00 a.m.
- Students expected to be absent for three (3) or more days should contact their respective counselor.

PASSES

Students who leave the classroom during the instructional period must have a valid pass in his/her possession. Students who are without a pass will be referred to the vice-principal.

Off-Campus Passes

- Off-campus passes are necessary to leave the campus during the school day. Passes may be obtained in the school office. A written note signed by the parent/guardian should state the purpose, destination, and time the student is to be off campus.
- Passes from the Health Office are issued in cases of accident, injury, or chronic ailment.
- Students wishing to leave school for work on a regular basis must secure an off-campus pass initialed by the counselor and approved by the vice-principal.

TEXTBOOKS

Textbooks are issued in each class without charge to students. Students are responsible for the cost of the textbook if damaged, lost, or stolen.

STUDENT IDENTIFICATION CARDS

- Students are required to carry their Kaimuki High School identification cards at all times while at school or at school-sponsored events. ID cards are required to check out books from the library, purchase lunch, use the Internet, etc.
- In case of loss or theft, students may obtain a new ID card at the school office. A \$5.00 replacement fee will be charged. 9th Graders and students new to KHS may obtain their school ID cards at no cost.

DRESS CODE

While the school climate encourages individual creativity, the school also recognizes a need to guide students toward appropriate attire for different settings (e.g. work, school, prom, etc.). Students are to dress appropriately for the school setting. Attire deemed inappropriate or disruptive to school operations will not be tolerated. Students found to be dressed inappropriately as determined by the school administration may be sent home.

- Footwear is required, preferably shoes or sandals.
- Shirts and/or appropriate tops must be worn at all times.
- 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).
- Students who wear their athletic or program uniforms to school or school events/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.).

The following guidelines of inappropriate dress will ensure that students are dressed properly for the school setting:

Inappropriate dress

- Attire showing pictures of or messages promoting drugs, alcohol, tobacco, criminal activity, sexploitation, discrimination, obscenities, profanity or violence.
- Clothing that exposes underwear, underwear worn as outerwear, lack of underwear.
- Clothing that is skin-tight or reveals midriff, cleavage, or buttocks.
- Strapless tops or sleep wear (i.e. pajamas).
- Clothing or accessories with sharp points, studs or chains.
- Headgear (caps/hats, scarves, beanies, stocking caps, wave caps, etc.), sunglasses and headphones or earphones may not be worn in class or during indoor activities.

LIBRARY AND COMPUTER LABS

The library is open during the instructional day to students with teacher-issued passes but lunch and after school openings will vary. The Mac computer lab is open from 8:10 a.m. to 2:50 p.m. Academy lab hours are by appointment only. Passes are required during class time and the lunch period. Lunch passes for the library may be obtained from any teacher or from the library staff. Passes are not needed before or after school or during recess.

As a part of the Department of Education literacy program efforts and the mission of the school, Internet usage for educational purposes is available at Kaimuki High School. Students using the Internet must have parental/guardian approval and must be properly trained in the ethical use of the Internet. The use of school computers constitutes consent to network monitoring for approved content.

School Internet Usage

The Department of Education Internet services are designed for D.O.E. K-12 students and educators for educational purposes only. Students who use the Internet for school related activities must abide by Kaimuki High School's Acceptable Use Policy (AUP). The AUP is a set of guidelines that will be signed by the student, parent, and a sponsoring teacher. Properly certified students will have their student ID cards validated by library and/or computer lab staff. The ID card must be displayed whenever the Internet is being used.

It is **acceptable** to use the Internet on school provided computers only for school-related work and academic research during school hours.

It is **not acceptable** to use the Internet on school provided computers to:

- Visit WWW sites that contain sexually explicit messages, profanity, racism, and/or violence or promote illegal activities such as drug use, etc.
- Transmit or post information that contain any of the above content, or to harass, insult, or attack others through e-mail or on the web.

- Damage the school network system by creating or propagating viruses, overloading, spamming, hacking, trespassing others' accounts, files, and folders.
- Enter chat rooms, access personal e-mail, or play games.

Computer Usage Guidelines

- Treat school computers better than you would treat your own computer.
- Respect the rights of other users in the room; do not disrupt others at their activities or work.
- Food, candy, drinks, gum, etc. are not allowed in the computer lab, library, or at computers in the classrooms.
- Use school computers only for school-related activities.
- Respect other people's files on these computers. Do not change/copy/delete/read or access files that are not yours.
- Do not monopolize the computers.
- Do not install, remove, copy, distribute, or alter any software on school computers.

Consequences for Violations

Violators are subject to any one or all of the following consequences:

1. Verbal warning
2. Temporary loss of computer privileges
3. Permanent removal of computer privileges
4. Administrative Disciplinary Action
5. D.O.E. and State Disciplinary Action

CHAPTER 57

The Hawaii Administrative Rule called Chapter 57 concerning the "Restitution for Damaged and Lost Books, Equipment Supplies, and Outstanding Financial Obligations" was adopted by the Board of Education and approved by the Governor.

A student with outstanding school obligations shall be prohibited from participation in student activities such as playing on an athletic team and attending a school prom or banquet. If a student is financially unable to pay, the student may participate in a work program designed by the principal and agreed to by the students and parents or guardians.

CO-CURRICULAR ACTIVITIES

- Students participating in co-curricular activities must have a minimum cumulative 2.0 GPA, be passing all courses required for graduation, and have no outstanding financial obligations (see Chapter 57 above). Activities include but are not limited to athletic teams, pep squad, student government officers, and prom courts.

(Activities that are essential and significant parts of any particular course are not affected by this policy.)

- The grades earned during the grading period immediately preceding the activity will determine the GPA for eligibility to participate in co-curricular activities. (Use year grades from previous year for the 1st quarter; use 1st quarter grades for the 2nd quarter; use 1st semester grades for the 3rd quarter; use 3rd quarter grades for the 4th quarter.)

ASSEMBLIES

Student assemblies may be held in the gymnasium or in the auditorium. All students are expected to follow assembly procedures and rules. Students shall:

- show respect and courtesy to all speakers and performers; and
- sit in assigned areas and remain seated until the end of the assembly.

Food and drinks are not allowed in the gymnasium or in the auditorium.

PUBLICATIONS

- Ka Halia, the school annual, may be purchased throughout the year. Beginning on the first day of school.
- The Bulldog, the school newspaper, is published approximately once a month, and is distributed free of charge.

LOST AND FOUND ITEMS

Lost and found items should be returned to or retrieved from either the Security Office or the School Office.

CAFETERIA

The cafeteria provides students with hot meals and a supplementary program during the lunch period.

- Breakfast is served at 7:15 a.m. and must be consumed in the cafeteria.
- Students are to dispose of their own trays in the designated receptacles after completing their meals.
- The cafeteria uses the Accu-Scan Meal Tracker System. Students must have a school ID card that serves as the Meal Tracker card. The cafeteria will not accept cash for meal purchases.

HEALTH ROOM

All students entering the Health Room for health services must have a pass. If the Health Room is closed, students should report to the school office. Please note:

- Old wounds and injuries not sustained in school should be cared for at home. Health services not requiring immediate care should be handled after class time, during recess, or during lunch.
- Students feeling ill or requiring immediate care may be sent during class time.
- A student may be released from the school day with approval from parent, guardian, or other authorized adult.

VISITORS

All visitors must report to the school office, and if necessary, obtain a pass for his/her car to prevent it from being towed.

- Pets, children, and/or friends may not accompany KHS students to classes.
- Salesmen may not solicit business on school grounds during the school day.

VEHICLES ON CAMPUS

All student and staff vehicles parked on campus during the school day must be registered at the school office.

- A student must have a driver's license to operate a car, moped, and/or motorcycle.
- Student parking tags for cars, mopeds, and motorcycles must be purchased each year from the school office for \$3.00. A Vehicle Registration Form (parent signature required) must accompany the parking fee.
- Student vehicles must display a current parking tag on the windshield (hang from the rear view mirror) at all times. Vehicles without a parking tag may be towed and/or cited.
- Students may park their cars in Zone #2 only. All stalls marked yellow and spaces next to the curb are reserved for teachers and staff only.
- Mopeds and motorcycles must park in the designated area in the parking lot adjacent to the drainage ditch.

The parking policy and school maps are available in the school office.

Vehicle Registration

- Faculty, staff, and student vehicles parked on school grounds during the school day must display an official Kaimuki High School parking tag.
- Parking tags may be purchased for \$3.00 from the school office.
- Students must purchase a new decal each school year.
- Faculty/staff may continue to use previously purchased parking tags but must re-register when there is a vehicle change.

STUDENT CONDUCT

Board of Education Student Code of Conduct

- Regular Attendance – Students are to attend school regularly and to attend all classes.
- Punctuality – Students are expected to be on time for school and classes.
- Work Habits – Students are expected to be prepared for and to participate in each class to meet performance standards, to have the necessary class materials, to complete class work and homework accurately and on time, and to prepare for quizzes, tests and examinations.
- Respect for Self and Others – Students are expected to be honest, behave with dignity and treat others with respect and courtesy. Behavior

of the individual should not interfere with the rights of others. This includes the use of appropriate language, actions and attire. Students are expected not to harass others verbally and physically. Students are expected to come to school free from the influence of tobacco products, alcohol or drugs. Students are expected not to use or possess such substances.

- Respect for Authority – Students are expected to comply with all school rules and to obey all laws. Students are expected to respond in a respectful manner to all adults while under the jurisdiction of the school and while participating in school sponsored activities.
- Respect for Property – Students are expected to treat all property belonging to the school and to others with care.
- Freedom from Fear – Students are expected to contribute to a safe school environment free from fear. Acts of violence, weapons and contraband are never acceptable.

Kaimuki Student Conduct

Students must, at all times, abide by state and federal laws, D.O.E. regulations, and school rules.

- All students are responsible for their own behavior. Students should not disrupt activities and/or class work of other members in school.
- Students should not engage in any behavior detrimental to the welfare of Kaimuki High School, its student body, faculty and/or staff.
- Chapter 19 (distributed to students) and the Student Code of Conduct (posted in classrooms) will be enforced for infractions.
- Kaimuki High School is a closed campus; students are not permitted to leave the campus during school hours without permission.

Prohibited Student Conduct

The following prohibited conduct applies to all students during school hours, on school premises, or during department-supervised activities, on or off school property:

Class A and B Offenses: Unlawful conduct: Assault; burglary; Dangerous weapons, substances or instruments - possession or use of; Disorderly conduct; Drug paraphernalia - possession, use or sale of; Extortion, False alarm - rendering of; Firearms - possession or use of; Gambling; Harassment; Illicit drugs- possession, use, or sale of; Murder; Property damage; Robbery; Sexual offenses; Terroristic threatening; Theft; Trespassing.

Class C Offenses: Department prohibited conduct: Class cutting; Insubordination; Leaving campus without consent; Smoking - use of tobacco substances; Truancy, Laser pen/laser pointer - possession or use of.

Class D Offenses: School prohibited conduct: Being in off-limits areas (pay phone, second floors of all buildings during lunch, gym, outdoor courts; field, parking lot); Contraband - possession or use of (radios, tape/CD players, iPods, MP3s, electronic games, cellular phones, and pagers should not be visible or in operation during the instructional period and may be confiscated for at least one day); Traffic/Parking (reckless driving, speeding, parking without a pass, parking in areas not designated for students could result in loss of parking/access and/or police involvement.)

Penalties: Depending on the seriousness of the offense, one or more of the following may apply: Warning, parent conference, detention, suspension, dismissal, disciplinary transfer, police arrest, court referral.

Trespassing: Students must leave the school campus by 2:50 p.m. unless under the strict supervision of a teacher, advisor, or coach. Students must be supervised at all times while on school grounds.

CONFISCATION OF ITEMS

- Total ban on items specifically covered under Chapter 19 rules.
Class A = Dangerous weapons or instruments, drug paraphernalia, firearms, illicit substances.
Procedures outlined under Chapter 19 should be followed.

- Total ban on items covered implicitly under Chapter 19 rules.
Class D = Tobacco, lighters, and matches, roller blades, gang-related apparel (i.e. "rags").
These items should not be visible or in operation during instructional period.

Procedures:

- 1st Offense: Item will be confiscated and student can retrieve it from the Vice-Principal. (*Tobacco and related items will not be returned.*)
- 2nd Offense: Parent will be required to retrieve confiscable item from Vice-Principal.
- 3rd Offense: Parent will be notified. Disciplinary action will be taken and confiscable items will be returned at the end of the school year.

Other items that compromise the health, safety, and educational purpose of the school: iPods/electronic games/radios/cellular phones/etc. are banned during instructional day. These items should not be visible or in operation during the instructional period. If they are visible or in operation, confiscation procedure stated above will be followed.

Kaimuki HS Alma Mater

Here in fair Hawaii's islands,
There's a spot that ever calls,
Where in view of Diamond Crater,
Stand old Alma Mater's halls,
Where the trees lift high their branches,
To the whispering ocean breeze,
There, dear Kaimuki is calling,
To our hearts' fond memories