

Mules

**LEILEHUA HIGH
SCHOOL**

**HOME OF THE MIGHTY MULES
1515 CALIFORNIA AVE**

**FACULTY
HANDBOOK**

Principal's Message

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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 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.

At Leilehua, we are:

- Prompt, honest, responsible, and have integrity
- Neat, clean, and appropriately dressed
- Courteous and polite without use of obscene and profane language
- Resourceful by seeking help through proper channels when needed
- Respectful of students' confidentiality and dignity
- Respectful of departmental and personal property
- Good role models for students--in speech and in manner
- Resourceful professionals who use department and school resources, including the internet, for relevant instructional tasks
- Professionals who exemplify
- Adults who exercise good judgment to responsibly manage the behavior of students
- Caring individuals who develop rapport, respond to students' needs, communicate effectively with students and parents.

1. Follow school and department procedures
2. Provide for the health and safety of students

3. Comply with applicable laws, DOE rules and procedures and BOE policies
4. Maintain effective and positive classroom control
5. Provide effective instruction
6. Exemplify professionalism of teaching
7. Exhibit adaptability and flexibility
8. Communicate effectively

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 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.



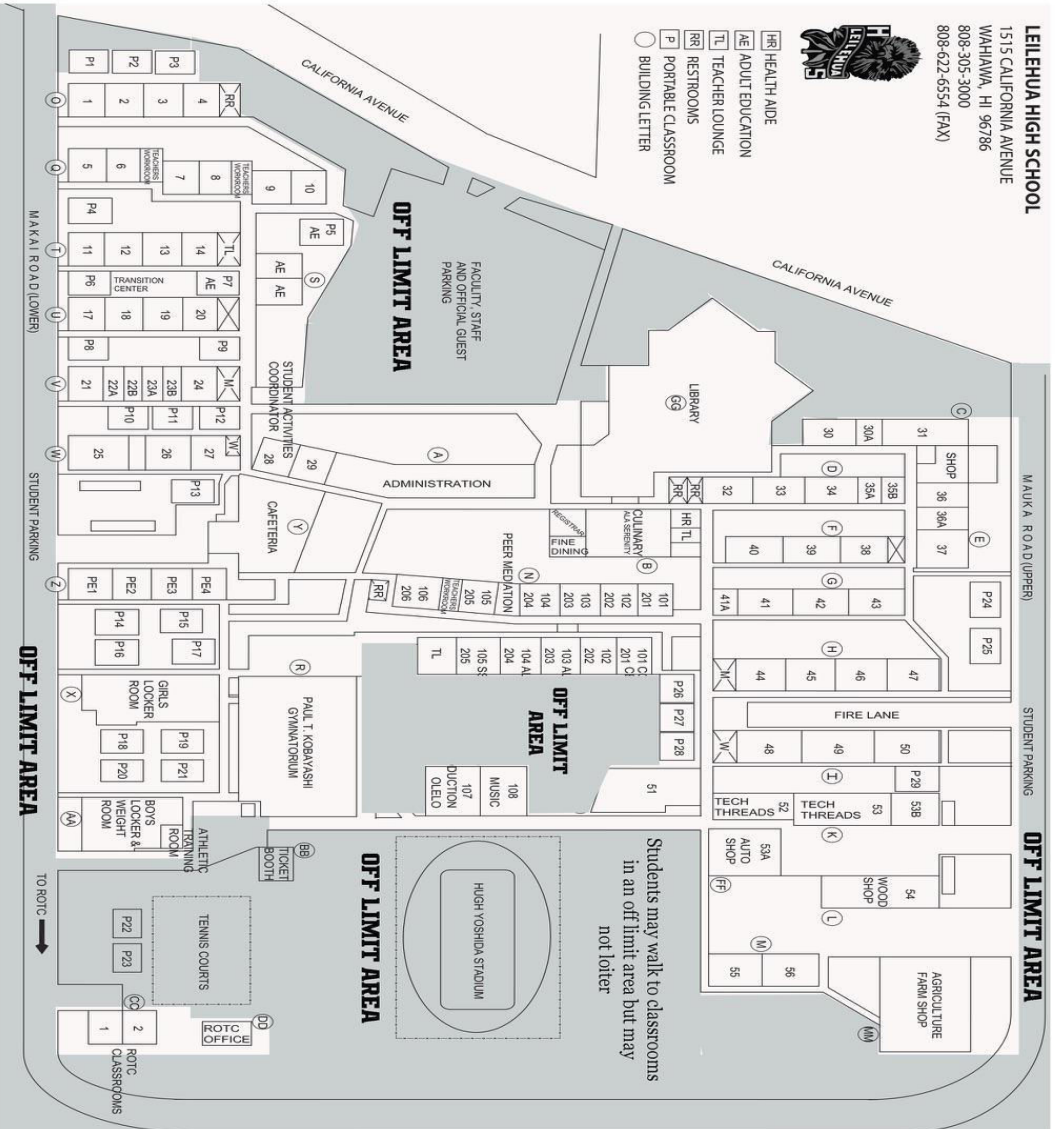
Leilehua High School

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 - 3:15	Period 7 1:15 - 2:30	Period 4/SH 1:15 - 2:30

Study Hall: rotating periods

Off Limit Areas



Students may walk to classrooms in an off limit area but may not loiter

Students are not allowed to go to their cars during school hours

School Directory

School Office: 305-3000

Principal	Mr. Jason Nakamoto
Freshman Vice-Principal	Mr. Kerry Kawamura
Sophomore Vice-Principal	Mrs. Jen Okuma
Junior Vice-Principal	Mrs. Geri Martin
Senior Vice-Principal	Mr. Jonathan Fukumoto
Operations Vice-Principal	Mr. Shane Nakamura
SASA	Mrs. Patricia Wong
Librarian	Ms. Jenny Yamamoto
School Services Assistant	Mrs. Melody Kurisu
Head Custodian	Mr. Leonard Keao
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. Gayla Sasaki, Assistant Athletic Director

Mr. Nathan Higa, Assistant Athletic Director

Counseling Department: 305-3070

Freshman – Mrs. Darilyn Tonaki-Ige & Mrs. Lynn York

Sophomore- Mrs. Carrine Higa & Ms. Lorelei Castillo

Junior- Mr. Chad Jicha & Mrs. Kimberly Townsend

Senior- Ms. Jennifer Martin & Ms. Judy Watanabe

College and Career Center: 305-3060

Ms. Michele Sales

Attendance: 305-3102

Student Services Coordinator: 305-3073

Ms. Kristie Sasamura & Mrs. Shari Villaruz

School Based Behavioral Health Specialist: 305-3093

Mrs. Rebecca Miyahira & Mr. Joachin Kaaihue

School Social Worker: 305-3083

Mrs. Arlene Ogura

Student Activities Coordinator: 305-3033

Mrs. Darcy Yukumoto

Agriculture Learning Center: 305-3089

Band Room: 305-3054

Cafeteria: 305-3112

Health Room: 305-3100

Leilehua High School Student Association (LHSSA)

ADVISOR: Mrs. Darcy Yukumoto – Student Activities Coordinator

President: Christmel Ugalde

Vice-President: Josue Loera
Jordyn Agni

Corresponding Sec:	Giana Araki
Recording Sec:	Khloe Antolin
Treasurer:	Esterlyn Filisi
Historian:	Ty Yukumoto
	Jenesis Henry

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.

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 2020-Seniors

Advisors: Mr. Kaleb Togashi and Ms. Gina Saneishi

Directors:

Janelle Mae Duca, Atlas Emwalu, Kristel Charisse Lopez, Megan Okuma, Brescialin Victor

The Class of 2021-Juniors

Advisors: Mr. James Cabralda and Ms. Kristie Sasamura

Directors:

Makana Baker, Kayla Cacatian, Leilani Kanagawa, Ziarlyn Parentilla, BJ Ramel, Jaedence Candee Uagalino

The Class of 2022-Sophomores

Advisors: Ms. Tanya Factora and Mr. Ronald Santos

Directors:

Irena Bailey, Hyunni Cha, Katelene Lagpacan, Samantha Limon, Gillian Lokan, Lync Richardson, Alexis Westlund

The Class of 2023 Freshmen

Advisors: Ms. Jackie Tichepco and Mr. Elton Antonio

Directors:

Janessa Blue, Trista Greife, Tatiana Nena, Sarah Lynn Ponce, Simona Ruiz, Lorelei Starling, Alyssa Utrera, Brakiyah Brown, Breyanna Franklin, Heaven Golladay-Watkins, Sam Magaoa

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.

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

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

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

See Room 28 for details

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

Chartered Clubs

See Room 28 for details

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

Additional Organizations

See Room 28 for details

Band	JROTC	Robotics	Chorus	Halau Hula O Leilehua
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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	

*Students must meet BOE eligibility requirements in order to participate in co-curricular activities. Call 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.

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	24.0 credits

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

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.

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.

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.

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 Hawaii State Department of Education. Students shall be permitted to participate in commencement if they:

- 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.

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 resubmit another application. 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. 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.

Driver Education Program: leilehuadrived.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 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 is a limited amount of student parking stalls on campus. Students may apply for a parking pass in the administration 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 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 ask permission to use a school phone. See cell phone use on page 26.

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	\$50.00/\$60.00
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

Counseling and disciplinary consequences will be administered for violation of rules and policies that take effect after the printing of this planner, including those mandated by the 2012 Legislative session, Governor of Hawaii, BOE or DOE.

- 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 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 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.
- Students must carry their student planner at all times. No pages may be removed. Students may not use someone else's planner.
- 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.

- Electronic Cigarettes
- 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 may have their phones confiscated.

Students choosing to bring personal devices 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 Tuesday and 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:
- 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:
- 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 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 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. 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 absence(s), 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 tardiness 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 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.

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 - 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 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

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

SCHOOL-WIDE POSITIVE BEHAVIOR SUPPORT MATRIX

	ALL	CLASSROOMS LIBRARY COMPUTER LAB	CAFETERIA	COMMON AREAS	RESTROOM	ASSEMBLY	COMMUNITY
LEADERSHIP	<ul style="list-style-type: none"> - Come to school regularly and on time - Take care of your belongings - Make good choices - Have a positive attitude - Show self-control 	<ul style="list-style-type: none"> - Be prepared - Stay focused on the teacher - Produce quality work - Complete assignments on time 	<ul style="list-style-type: none"> - ID out are ready for scanning - Meals purchased only by bearer of ID - Deposits made 2 days prior to zero - Refrain from cell phone use in line 	<ul style="list-style-type: none"> - Go straight to your destination 	<ul style="list-style-type: none"> - Use toilet and sink properly - Flush the toilet - Wash hands with soap 	<ul style="list-style-type: none"> - Stay focused on the speaker or performance 	<ul style="list-style-type: none"> - Complete all homework
HUMILITY	<ul style="list-style-type: none"> - Be kind to others - Show appreciation - Use appropriate language - Adhere to the dress code 	<ul style="list-style-type: none"> - Practice ART: Attention, Respect & Time - Use proper language and appropriate volume 	<ul style="list-style-type: none"> - Good table manners - Use my conversational voice 	<ul style="list-style-type: none"> - Refrain from public displays of affection - Use proper language and appropriate volume - Be aware of others around - Personal space 	<ul style="list-style-type: none"> - Take care of property - Conserve water - Respect privacy of others 	<ul style="list-style-type: none"> - Look, listen & learn - Applaud appropriately 	<ul style="list-style-type: none"> - Share with others - Cooperate and help others
SERVICE	<ul style="list-style-type: none"> - Follow all rules 	<ul style="list-style-type: none"> - Keep your work area clean - Pick up after yourself... use the trash can! 	<ul style="list-style-type: none"> - Enter line appropriately - Throw trash into receptacles 	<ul style="list-style-type: none"> - Keep areas clean - Pick up trash 	<ul style="list-style-type: none"> - Keep floor dry and clean - Report messes 	<ul style="list-style-type: none"> - Enter and leave in an orderly manner 	<ul style="list-style-type: none"> - Follow family rules

Mules



Leilehua High School

Student Behavior Management

Referral to ADMINISTRATORS	<p>Administrator will investigate/verify incident with suspect/victim (s)/witness(es), determine progressive disciplinary action [detention/parent conference/suspension/etc.], notify parent, and document contact.</p> <ol style="list-style-type: none"> 1. Documented and consistent disregard for expectations set for all Leilehua Students (PBS Matrix) 2. Class A and B Offenses: Unlawful conduct; assault, burglary, dangerous weapons, drug paraphernalia fighting, sexual offenses, threatening, bullying, cyber bullying, disorderly conduct forgery, gambling, harassment, theft, etc.
Referral to COUNSELORS	<p>Counselor will investigate/verify incident, counsel, create behavior improvement plan, notify parent, document contact, or refer to the administrator if the inappropriate behavior requires disciplinary action.</p> <ol style="list-style-type: none"> 1. Continuous disregard for expectations set for all Leilehua Students (PBS Matrix) 2. Attendance: 3 or more unexcused absences 3. Academic concerns; sudden drop in grades, etc. 4. Bullying/Teasing 5. Excessive peer relations / social interactions issues 6. Continuous display of negative attitude, lack of motivation 7. Health concern (sleeping, eating, abuse, etc.) 8. Family crisis situations (death, divorce, separation, jail, etc.) 9. Threatening safety of self 10. Sudden changes in behavior/patterns
TEACHER Managed Behaviors	<p>Teacher will investigate incident, counsel, provide a warning or determine the appropriate discipline/consequence, notify parent, and document contact.</p> <ol style="list-style-type: none"> 1. Disregard for expectations set for all Leilehua Students (PBS Matrix) 2. Violation of classroom rules 3. Unprepared for class 4. Academic concerns: unsatisfactory progress, etc. 5. Inappropriate language 6. Inattentiveness 7. Disruptions 8. Peer relations / social interactions issues 9. Attendance; tardies and absences 10. Dress Code

<< Faculty and staff must submit MANDATED REPORTER CHECKLIST FOR SUSPECTED CHILD ABUSE AND NEGLECT (Form DHS 1516) to Child Welfare Services. >>

Annual Comprehensive Evaluations for SY2019-2020

The HIDOE has committed to improving and differentiating the EES as referenced in the [Superintendent's Memo](#).

School Year 2019-2020		Differentiated Comprehensive Evaluations				
		On-Cycle				Off-Cycle
		Emergency Hire / Probationary 0-2	Probationary 3-4	Probationary 5-6 / Tenured On-Cycle	Marginal / Extended Probation	Tenured Off-Cycle
		<ul style="list-style-type: none"> No SATEP Probationary semester 0-2 at start of SY19-20 	<ul style="list-style-type: none"> Probationary semester 3-4 at start of SY19-20 	<ul style="list-style-type: none"> Probationary semester 5-6 at start of SY19-20 Tenured last SSN 2 & 4 and last rating Effective or higher; or no rating 	<ul style="list-style-type: none"> Last rating less than Effective Probationary semester 7+ at start of SY19-20 	<ul style="list-style-type: none"> Tenured Last SSN 0-1, 3, & 5-9 and last rating Effective or higher
Teacher Practice	Core Professionalism	Domain 4 evidence & reflection on student survey and MGP results No IPDP	Domain 4 evidence & reflection on student survey and MGP results No IPDP	Domain 4 evidence & reflection on student survey and MGP results No IPDP	Domain 4 evidence & reflection on student survey and MGP results PDPDP	Reflection on student survey and MGP results (not rated)* IPDP (not rated)*
	Observation** -or- Working Portfolio	Two or more formal observations (one per semester), or a WP for NCT**	Two or more formal observations (one per semester), or a WP for NCT**	One or more formal observations, or a WP for NCT	Two or more formal observations (one per semester), or a WP for NCT**	Not required or rated*
Student Growth	SSP -or- SSIO	One SSP or SSIO SSP Rubric #1***	One SSP or SSIO SSP Rubric #2***	One SSP or SSIO SSP Rubric #3***	One SSP or SSIO SSP Rubric #1, 2 or 3***	Not required or rated*
Final Rating		New rating received	New rating received	New rating received	New rating received	Rating carried over from prior year
* At the evaluator's discretion, teachers will continue to set learning objectives, engage in data team processes, participate in walkthroughs and implement best practices as part of school improvement processes. Such efforts shall not be rated for Off-Cycle teachers and documentation is not required.						
** Teachers hired during the second semester shall complete a minimum of one formal classroom observations, or a working portfolio for NCT.						
*** Refer to differentiated SSP rubrics on pg. 35 for scoring based on HIDOE teacher experience level and tenure status.						
Teachers who begin the school year On-Cycle will stay On-Cycle for the duration of the school year and will receive a new final rating.						

September	
9/6	1 st Sem. SSP/SSIO Evaluators approve 1 st Sem. SSP/SSIO in PDE ³ <ul style="list-style-type: none"> 9/19-12/6: Teachers implement SSP/SSIO Secondary teachers who only teach quarter-long classes must collaborate with their evaluators to determine the following deadlines: approval, mid-term, data collection, and end-of-term rating

October		
10/4	<ul style="list-style-type: none"> • WP (for NCTs as applicable) • CP • IPDP • Year Long • SSP/SSIO 	<p>Beginning Conferences completed</p> <ul style="list-style-type: none"> • Evaluators & NCTs collaborate & agree upon 5 components for WP • Evaluators share CP expectations • Teachers share IPDP with evaluators <p>Evaluators approve year-long SSP/SSIO in PDE³</p> <ul style="list-style-type: none"> • 10/14-4/24: Teachers implement SSP/SSIO plan
November		
11/1	1 st Sem. SSP/SSIO	Evaluators approve mid-term 1st sem. SSP/SSIO in PDE ³
December		
12/6	<ul style="list-style-type: none"> • 1st Sem. SSP/SSIO • Observations 	<ul style="list-style-type: none"> • Teachers end data collection/implementation of 1st sem. SSP/SSIO • 1st Sem. observations completed
12/9-1/7	<ul style="list-style-type: none"> • 1st Sem. SSP/SSIO 	Evaluators conduct 1 st sem. SSP/SSIO ending conferences
January		
1/7 or second day after return from Winter Break	<ul style="list-style-type: none"> • 1st Sem. SSP/SSIO • Observations 	<ul style="list-style-type: none"> • Evaluators finalize 1st sem. SSP/SSIO end-of-term rating in PDE³ • Evaluators finalize 1st Sem. observations ratings in PDE³
1/17	Year Long SSP/SSIO	Evaluators approve mid-term year-long SSP/SSIO in PDE ³
February		
2/7	2 nd Sem. SSP/SSIO	<p>Evaluators approve 2nd sem. SSP/SSIO in PDE³</p> <ul style="list-style-type: none"> • 2/11-4/24: Teachers implement SSP/SSIO

March		
3/6	2 nd Sem. SSP/SSIO	Evaluators approve mid-term 2 nd sem. SSP/SSIO in PDE ³
April		
4/24	<ul style="list-style-type: none"> • 2nd Sem. Obs • WP • CP • IPDP/PDPDP • 2nd Sem. or Year-long SSP/SSIO • Student Perception Survey & HGM Reflections 	<ul style="list-style-type: none"> • 2nd Sem. observations completed • Teachers stop data collection/implementation for WP, CP, IPDP/PDPDP, year-long or 2nd sem. SSP/SSIO <ul style="list-style-type: none"> ○ Teachers should prepare for the final evaluation conference as applicable

May		
4/27-5/15	<ul style="list-style-type: none"> • Observations/WP • SSP/SSIO • CP • IPDP/PDPDP • Student Perception Survey & HGM Reflections (as applicable) 	<ul style="list-style-type: none"> • Evaluators complete all ending conferences within this time frame; especially for teachers rated less than Effective. <ul style="list-style-type: none"> ○ Evaluators finalize and lock all relevant components in PDE³, including the Summary Tab where evaluator & teacher should e-sign and date to acknowledge the final effectiveness rating for SY 2019-2020. ○ For teachers that receive a less than Effective final rating, the principal must review and discuss the final effectiveness rating no later than 5/15.

Advisory and Study Hall Procedures

Advisory: Designated/Required Periods:

- NO STUDENT MOVEMENT
- Teachers shall implement Advisory lesson

Study Hall:

ALL Teachers/Advisors shall follow the Study Hall procedures (issuing of passes). This includes the use of study hall for events such as band/chorus/hula practices, meetings, college/career opportunities, etc. Do not send an email with the list of students.

Students may use Study Hall for:

- Making up a test, quiz, assignments, etc.
- Extra tutoring assistance
- Attending LHSSA Student Council Meeting
- Attending Aloha Ambassador Meeting
- Attending College/Career opportunities
- Attending Technology workshop opportunities
- Library use (request pass from Library)

Study Hall rules:

- Students decide what to work on during the period.
- Students must remain in the class for the entire period. Students are not to return to their original class even if they have completed their work.
- Students must obtain proper signatures BEFORE the Study Hall period.
- Students will behave properly and be respectful of others that are studying or doing work.

Study Hall procedures:

1. Student requests a Study Hall pass from the teacher they would like to see. This must be done BEFORE Study Hall period.
2. Student takes pass to their scheduled teacher to get his/her permission and signature. This must be done BEFORE Study Hall period. Scheduled teacher has the right to refuse student leaving their class.
3. Student reports DIRECTLY to the requested Study Hall teacher when the Study Hall bell rings.
4. Student remains in the class for the entire period.
5. Requesting teacher will notify scheduled teacher of student's attendance (via returned pass in box and/or email)

Assembly Advisory Periods:

- Students shall report to their Advisory class.
- Teachers shall take attendance and ESCORT their students to the Gym. Please DO NOT drop off and leave.
- Teachers shall report to their assigned area in the Gym and monitor student behavior.
- Teachers/Advisors of groups/clubs/classes participating in the assembly that require the students to report early to the Gym may send out an email to all teachers with the list of students.