

## **Annual Notice of Non-Discrimination and Anti-Harassment Statement**

The Hawaii State Department of Education (Department) does not discriminate on the basis of race, color, national origin, ancestry, sex, gender identity, gender expression, sexual orientation, age, disability, and religion. This requirement extends to all of the Department's programs and activities, including employment and admissions as applicable. If you have difficulty understanding English, you have the right to receive language assistance at no cost to you. Please contact your school's principal for more information.

For the Department high schools that offer Career and Technical Education (CTE) Programs of Study in arts and communications, business, health services, industrial and engineering technology, natural resources, and public and human services, there are no admission criteria. Department high schools will take steps to assure that the lack of English language skills will not be a barrier to admission and participation in CTE programs and will provide equal access to designated youth groups.

The Department does not tolerate acts of harassment on the basis of race, color, national origin, ancestry, sex, gender identity, gender expression, sexual orientation, age, disability, and religion. Any student who believes that he or she has been subjected to harassment on the basis of race, color, national origin, ancestry, sex, gender identity, gender expression, sexual orientation, age, disability, and religion is encouraged to report such harassment. Students and parents may report allegations of discrimination or harassment to the school's administrator or to the Department's Civil Rights Compliance Branch at the address listed below.

The Department is committed to conducting prompt investigations. Support, including counseling and educational resources, will be available to students who are harassed as well as to students found to have engaged in acts of harassment on the basis of race, color, national origin, ancestry, sex, gender identity, gender expression, sexual orientation, age, disability, and religion. Students found to have engaged in harassment may be disciplined up to and including suspension if circumstances warrant. Students, parents, and Department staff should work together to prevent harassment on the basis of race, color, national origin, ancestry, sex, gender identity, gender expression, sexual orientation, age, disability, and religion.

The Department will not tolerate retaliation for reporting discrimination and/or harassment on the basis of race, color, national origin, ancestry, sex, gender identity, gender expression, sexual orientation, age, disability, and religion, and will take steps to protect those who wish to report the discrimination or harassment.

Please direct inquiries regarding HIDOE nondiscrimination policies to:

Beth Schimmelfennig, Director	Civil Rights Compliance Branch
Rhonda Wong, Compliance	Hawaii State Department of Education
Aaron Oandasan, Title VI	P.O. Box 2360
Nicole Isa-Iijima, Title IX	Honolulu, Hawaii 96804
Krysti Sukita, ADA/504	(808) 586-3322 or relay
	info@crco.k12.hi.us

Inquiries concerning discrimination and/or harassment may also be referred to the Office for Civil Rights, United States Department of Education.

**NOTICE AND REQUEST FOR ACCOMMODATIONS**

If you are an individual with a disability, please contact the following personnel to make arrangements for reasonable modifications and accessibility to school events at least **10 days** in advance to the event you wish to attend. Reasonable efforts will be made to accommodate your request.

For Kalani SCHOOL events, please contact: 305-0500

For Kalani ATHLETICS events, please contact: 305-0652  
Athletics Director- Greg Van Cantfort

Or you may call the office at: 305-0500

**ANNUAL NOTIFICATION OF PRIVACY RIGHTS**

“Annual Notification of Privacy Rights” “Know your privacy rights as they apply to 1) student record information; 2) directory information; 3) surveys and other information collection; and 4) military recruitment information. For more information on your privacy rights, the laws that protect them, and how to exercise your rights, contact your school administrator or visit <http://ferpa.k12.hi.us>.

**CONTINUOUS NOTICE OF NON-DISCRIMINATION**

The Hawaii State Department of Education (HIDOE) and its schools do not discriminate on the basis of race, color, national origin, ancestry, sex, gender identity, gender expression, sexual orientation, age, disability, and religion. Please direct inquiries regarding HIDOE nondiscrimination policies as follows:

Beth Schimmelfennig, Director	Civil Rights Compliance Branch
Rhonda Wong, Compliance	Hawaii State Department of Education
Aaron Oandasan, Title VI	P.O. Box 2360
Nicole Isa-Iijima, Title IX	Honolulu, Hawaii 96804
Krysti Sukita, ADA/504	(808) 586-3322 or relay
	<a href="mailto:info@crco.k12.hi.us">info@crco.k12.hi.us</a>



# Kalani High School

2025-2026

## **Principal**

Mr. Mitchell Otani

## **Vice Principals**

Mrs. Keileen Isono

Mrs. Ann Nakasone

Mr. Patrick Nishi

## **Athletics Director**

Mr. Gregory Van Cantfort

## **This planner belongs to:**

Name \_\_\_\_\_

Grade \_\_\_\_\_

4680 Kalanianaʻole Hwy • Honolulu, HI 96821 • Phone: (808) 305-0500  
Fax: (808) 377-2483 • Website: <http://kalanihighschool.org>

# TABLE OF CONTENTS

Mission and Vision.....	5
Alma Mater.....	6
School Directory.....	7
Student Course Schedule.....	8
School & Student Services.....	9
School Fees.....	11
Student ID.....	12
Meal Purchase Procedure.....	13
Attendance Procedures/Responsibilities.....	15
Student Code of Conduct.....	20
Small Learning Communities .....	21
Student Discipline Plan.....	23
Dress Code.....	27
Electronic Gear Policy.....	28
Contraband Items.....	30
Technology Guidelines.....	31
Artificial Intelligence Guidelines.....	37
Graduation Requirements.....	40
Athletic Program Information.....	42
Banquets & Proms.....	44
Prom Dress Code.....	45
Off Limits/School Map.....	46

# **MISSION AND VISION**

## **MISSION**

We at Kalani High School create opportunities to discover our passions, purpose, and personal pursuits.

## **VISION**

Character. Compassion. Community.

## **GENERAL LEARNER OUTCOMES**

Successful Kalani students are:

- Self-Directed Learners
- Community Contributors
- Complex Thinkers and Problem Solvers
- Quality Producers
- Effective Communicators
- Effective and Ethical Users of Technology

## ALMA MATER

Where the trade winds from the ocean  
Whisper softly through the valley,  
Mighty pillars of Kalani  
Will forever stand.

Where the trade winds from the ocean  
Whisper softly through the valley,  
Proudly wave Kalani's banner  
Over all the land.

Rising for thy glory  
Rising in thy honor,  
Our spirit pledged will e'er be true  
For loyalty and love will leave us never

Onward 'tis the faith that leads us  
Towards the goals that stand before us,  
Forward then, Kalani High  
All praise to thee!

# SCHOOL DIRECTORY

<b>SCHOOL OFFICE</b> .....	305-0500
Principal- Mitchell Otani	
Vice Principal- Keileen Isono	
Vice Principal- Ann Nakasone	
Vice Principal- Patrick Nishi	
SASA- Dana-Joy Hayashi	
Health Aide- Mary Erickson-Nartatez	
Librarian- Daphne Miyashiro	
<b>COUNSELORS</b> .....	305-0500
Class of 2029- Tracie Uemura	
Class of 2028- Kacy Sumikawa	
Class of 2027- Jennifer Ladao	
Class of 2026- Taysha Muranaka	
Outreach Counselors- Trent Fish, Lindsey Nogami	
College Counselors- Lianne Asato, Lisa Hayashi	
Dual Credit Coordinator- Mike Zane	
<b>REGISTRAR OFFICE</b> .....	305-0508
Registrar- Sandra Yoshida	
<b>ATHLETICS DEPARTMENT</b> .....	305-0652
Athletics Director- Greg Van Cantfort	
<b>STUDENT SERVICES COORDINATORS</b> .....	305-0500
Roanne Yagi, Jill Yamauchi	
<b>STUDENT ACTIVITIES COORDINATOR</b> .....	305-0653
Rei Akasaki	
<b>SCHOOL FOOD SERVICES MANAGER</b> .....	305-0519
Brenda Nagasawa	

# STUDENT'S 2025-2026 SCHEDULE

## Semester 1

<b>Period</b>	<b>Subject</b>	<b>Teacher</b>	<b>Room</b>
Advisory	XXXXXXXXXXXXXXXX		
1			
2			
3			
4			
5			
6			
7			

## Semester 2

<b>Period</b>	<b>Subject</b>	<b>Teacher</b>	<b>Room</b>
Advisory	XXXXXXXXXXXXXXXX		
1			
2			
3			
4			
5			
6			
7			

# **SCHOOL & STUDENT SERVICES**

## **CAFETERIA**

Meals Served:

Breakfast meals will be served in the morning and at mid-morning recess.

Lunch meals and alternate meals will be served during the lunch period.

Cafeteria rules must be obeyed at all times:

1. Courtesy is expected and required from students.
2. Students will wait their turn in line (i.e. NO CUTTING)
3. Students will dispose of trash in the waste receptacles provided.
4. Students will cooperate with the meal monitors and supervisors on duty.
5. If you forget your ID, you must go to the office during early morning or morning recess for a temporary ID (three per school year).

Food and drink deliveries from drive-ins and restaurants via Uber, Door Dash, Bite Squad, Pizza Hut, etc are prohibited because of the DOE Wellness Policy. Parents may drop off lunch for their child(ren) at the office.

## **FREE/REDUCED MEALS/BUS TRANSPORTATION**

A student whose family income falls within certain guidelines may apply for free/reduced meals/transportation. Applications are available online or in the school office. Applications must be renewed every school year.

## **HEALTH AIDE SERVICES**

The health room is located in the B-Building (next to B-13) 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 proceed to the health room. The health aide will determine whether or not to send a student home. A Hawaii Keiki Nurse (Room B22A) provides access to school nursing services, if a consent form is received.

## **LIBRARY**

The library is open from 7:30 AM on school days. Students who use the library during class hours are required to have a hall pass signed by a teacher. Regular circulating books are loaned for three weeks and may be renewed. Books in special demand may be placed on reserve upon a teacher's request. Students may borrow up to five items after presenting a valid ID. Students are welcome to use the library for free reading and class assignments. Students who display improper behavior may have their library privileges restricted.

## **PARKING**

Student parking on campus is a privilege, not a right. There is limited student parking on campus around the track. Students may apply for a parking pass in the school office. The cost of a parking pass is \$5.00 and is good for one (1) school year. The decal must be placed on the rear bumper of the car. All parking rules must be obeyed. Any student who violates parking regulations 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.

Replacement passes will be processed at a cost of \$5.00.

Mopeds must also be registered with the front office. Bicycles must be locked to the bicycle racks in front of the school.

## **DRIVER EDUCATION PROGRAM**

Driver training classes are available year round for students. A fee of \$10.00 is charged. The program consists of 38 hours of class work and seven (7) hours of driver training behind the wheel. Information is available on Kalani website; application for the class can be picked up in the main office. You will be notified of acceptance. Permit is required. Minimum age to get a permit is 15 ½ years old.

## **VISITOR PASS**

For our students' safety, visitors are not allowed on campus during the school day unless they are approved to be a part of a sanctioned activity. Report to the school office before proceeding on to the campus. When business is completed, visitors are expected to leave promptly.

## SCHOOL FEES

### Required School Fees:

Student Government (KAS) and Class Dues	\$18.00
Graduation Fee (grade 12 only)	\$130.00

### Optional Fees:

Student Athletic Card	\$25.00
<i>Valid for student admission to Kalani home and away games. Not valid for Interleague games.</i>	
Student Planner	\$5.00
Yearbook*	\$70.00
<i>* Yearbooks ordered after December 31, 2025, will be \$75.00</i>	
Student Parking	\$5.00

Please make checks payable to Kalani High School.

**The Department of Education shall assess and collect a service charge of \$25.00 for any dishonored (bad) check in accordance with Chapter 40-35.5 H.R.S. (Effective 7-2-07)**

## **STUDENT ID**

All students are required to have a current Kalani ID to purchase meals, attend special events, and present to authority when asked. Kalani IDs are the property of the school and each student is allowed one. The following require students to show their ID:

- Purchasing Meals
- Borrowing Library Books
- Participation in Class Events
- Purchasing Prom Bids
- Yearbook Distribution
- Athletic Events with Student Athletic Card

Misuse of the ID, such as marking or changing the physical appearance of the card, may result in confiscation and a student charge of \$10.00 for loss or damage.

# MEAL PURCHASE PROCEDURE

Our goal is to ensure each child gets at least two nutritional meals (breakfast and lunch) every school day.

## MAKING DEPOSITS

- Minimum deposit is \$20.00
  - In office: Cash (no change will be given) or check (payable to Kalani High School) before school, during morning recess, and after school
  - Online deposit: create an account at [www.EZSchoolPay.com](http://www.EZSchoolPay.com).
  - Parents are encouraged to make deposits on a weekly basis. Please keep track of your child's account to be sure that they have breakfast/lunch money available. The school will provide receipts for meal payment deposits, and provide reminders about negative meal balances.

## PURCHASING MEALS

- Present ID card or scan finger to purchase all school meals and food items.
  - IDs are issued at Schedule Pickup Day
  - Biometric scanning enrollment is done on the first day of school for all incoming freshmen.
- If ID card is forgotten, student must go to the office to get a temporary meal card (good for that date only).
- Purchase price is automatically deducted from student account when using ID or Biometric Scanning.
- Borrowing and/or lending ID cards is not allowed. The first meal is subsidized by the Federal Government, therefore, students are encouraged to purchase their own meal.

	<b>1<sup>st</sup> Meal</b>	<b>Reduced</b>	<b>2<sup>nd</sup> Meal</b>
Student Breakfast	\$1.10	\$0.30	\$2.40
Student Lunch	\$2.75	\$0.40	\$5.50
Ala Carte Entree	\$2.00	\$2.00	\$2.00
Extra Milk	\$0.90		
Water	\$1.35		
<i>Prices subject to change</i>			

## BIOMETRIC SCANNING

Kalani High School has implemented a biometric identification system using a finger scanner, which scans certain unique points of the finger to identify each student. If parent/guardian does not want child to participate in this system, the school must be notified annually in writing.

## REPLACING A LOST, STOLEN, OR DAMAGED CARD

- ID cards are the property of Kalani High School.
- A replacement card will be issued with a new ID number for \$10.00 replacement fee. The student will not be able to use the old card once a new card is made.

## FREE/REDUCED STUDENT APPLICATIONS

- All students must reapply every year for new eligibility status
- Student eligibility status is confidential and not identified on the student ID
- Students with eligibility are entitled to one breakfast and one lunch per day
- Students must deposit money at the beginning of the school year to purchase second meals, extra milk, juice, or water until eligibility is confirmed. Second meals or extras are charged at full price as they are not reimbursed by the US Federal Government.

## END OF YEAR BALANCES

- Students leaving Kalani High School must bring their balance down to zero.
- Returning students will retain their balance in their accounts for the following school year.

**The Department of Education shall assess and collect a service charge of \$25.00 for any dishonored (bad) check in accordance with Chapter 40-35.5 H.R.S. (Effective 7-2-07)**

*This Institution is an Equal Opportunity Provider*

# ATTENDANCE GUIDELINES RESPONSIBILITIES & PROCEDURES

## RATIONALE

In order for students at Kalani High School to receive the maximum benefits of the varied experiences available, they must be present in the classroom on a regular and consistent basis. Kalani students are expected to be Self-Directed Learners and possess the attitudes, knowledge, and skills necessary to contribute positively and compete in a global society. It is the responsibility of the student and his/her parents/guardians for regular attendance with feedback and assistance from the school.

## AREAS OF RESPONSIBILITY

**Attending school is the primary responsibility of the student and parents/guardians.** 302A-1135 H.R.S. provides that a parent or guardian who does not enforce the child's regular school attendance may be guilty of a petty misdemeanor. The penalty for a petty misdemeanor is a fine of up to \$1,000 (H.R.S. 706-640) or jail time up to thirty (30) days (H.R.S. 706-663).

### Student Responsibilities

- Be responsible for choices made regarding school attendance—attend classes on time.
- Always inform the teacher when coming in late. Provide the teacher with hardcopy excuse note from school personnel (ie. Administration, Counselor, Teacher).
- Prior to an absence or immediately upon return (within 2 days), bring a written notice of excused absence to the office OR have a parent/guardian call in by 8:30 am on the day of absence.
- See teacher on the day of return to class for work missed, seek assistance if needed, and turn in make-up work in a timely manner.
- Get staff approvals for all school-sanctioned activities in a timely manner.

### Parent Responsibilities

- Review the Kalani High School Attendance Guidelines with your child.
- Update all phone numbers and addresses for school records, including home, work, and emergency numbers.
- Provide written notification to the school for excused absences prior to the absences or immediately upon return (within 2 days) OR call in on day of absence by 8:30 am.
- Periodically check the Infinite Campus parent portal for updates on your child's attendance.
- Work with the school to support your child's regular attendance.

**Written Notification of absences should include:**

- Date note was written
- Child's legal first and last name as listed on school records
- Grade
- Date of tardy/absence
- Reason for tardy/absence
- Phone number(s) where parent/guardian can be reached
- Parent/guardian's signature

**Teacher Responsibilities**

- Review the Kalani High School Attendance Guidelines with every class to reinforce its importance and for consistency.
- Be in the classroom and begin all classes on time.
- Keep accurate attendance for each class of the day. Students are NOT to take attendance.
  - Mark students absent if they are not present at the time of taking roll.
  - If a student comes in up to half the period late, mark the student tardy.
  - If a student comes in more than half the period late, leave the student's attendance mark as absent.

**For approved school activities (ASA) such as field trips and athletic events:**

- If it is already entered into the system for a student as ASA, leave it as is.
- If not already in the system, mark the student Absent (the office staff will change it to ASA).
- If marked as ASA and a student shows up, leave it as is. The office staff will change it after receiving the confirmation list from the teacher responsible for the event. The class teacher can email the office if they want, to be sure it gets changed.

If a student comes in with a school-generated call slip such as those from counselors, administration, health room, Teen Care, etc.:

- Mark student as present.
- Input absences/tardies into Infinite Campus by the end of each period (except PE will input by end of the day).
- Counsel students who are having attendance problems.
- Contact the student's parent/guardian and document the conversation when attendance is affecting a student's academics.

- Each quarter, contact the student's parent by phone at least once between the 1<sup>st</sup> and 4<sup>th</sup> absences. If no valid phone number is available, refer to counselor. (Rationale: Teachers should contact the parent personally by phone in addition to the automated call to ensure that the parent gets the message and to strengthen the relationship between teacher and parent.) Document the conversation.
- Each quarter, contact the student's parent/guardian by mail or phone at 5 absences. (Rationale: To be in accordance with the state attendance policy which requires a phone call or mailed notification on the 5<sup>th</sup> absence.) Document the conversation.
- Refer to counselors at the 5<sup>th</sup> absence.
- Provide make-up work for students with excused absences/tardies OR not penalize students for work missed during excused absences/tardies.
- Avoid detaining students at the end of the period as much as possible. Give a signed note to the next teacher if the student is detained.
- Give timely notification of class field trips. A list of attendees is due to the attendance office and all teachers at least 2 days prior to the field trip. A list of all non-attendees is due to attendance office and all teachers immediately after the field trip. Avoid scheduling field trips during the last two weeks of each quarter.

#### Counselor Responsibilities

- Review the Kalani High School Attendance Guidelines with all new students and their parents/guardians as they register into Kalani. Give them a copy of the guidelines.
- Assist parents who need help accessing the Infinite Campus parent portal.
- Counsel students with attendance problems upon receipt of notification and referrals.
- Schedule conferences as requested or as necessary.
- At 10 consecutive unexcused absences, follow state procedure for missing students (use form). Process family court petitions when appropriate.
- Caution seniors about absences that occur during the last weeks of the semester in light of cumulative GPAs and transcripts requested by post-secondary institutions.
- Keep all attendance documents on file with student records.

#### Attendance Clerk Responsibilities

- Receive written notices and phone calls from parents/guardians.

- Keep all written notices on file for possible future verification purposes.
- Change any unexcused absence/tardy to an excused absence/tardy when written notice is provided or parent calls by 8:30 am on the day of absence.
- Input attendance for Approved School-Related Activities (ASAs).

#### Administration Responsibilities

- At the start of each school year, inform students, parents, and teachers of the school's attendance guidelines and procedures in writing.
- Assist security as necessary in guiding students to class.
- Act as liaisons as necessary between the school, Family Court, HPD, parent/guardian, students, and counselors.
- Keep communication lines open among all role groups.
- Apply Chapter 19 Rules when necessary.
- Collect data for future evaluation of the Attendance Guidelines.

HAWAII STATE COMPULSORY SCHOOL ATTENDANCE LAW: 302 A-1136, Enforcement, H.R.S., places the responsibility for enforcing compulsory attendance with the Department of Education (DOE). Towards this end, agreements have been developed with all departments with the state regarding truant students. Students who are chronic absentees may be referred to Family Court. Pursuant to H.R.S. 571-11(2), Family Court can place a child under jurisdiction for truancy if the child is not attending school or is not receiving the educational services required by law.

#### COMPONENTS

An absence/tardy is EXCUSED if:

- Student presents a signed, written explanation for absence/tardy provided by parent, doctor, or dentist within 2 days upon student's return to school OR
- Parent/Guardian calls the attendance clerk with an explanation of the absence/tardy by 8:30 am on the day of absence/tardy.

#### Notification Process

- Daily absence (excused or unexcused) notifications are made via automated phone call to home phone number on school records.
- A student's attendance record and academic grade checks can be viewed online by signing in to the Infinite Campus parent portal.
- If absences are affecting academic progress, teachers will notify parents and counselor.
- **Each quarter:** Teacher will call and talk to parent at least once between the 1<sup>st</sup> and 4<sup>th</sup> absences.
- **Each quarter:** Teacher will mail or phone home at 5 absences.

- Excessive absences- A petition may be submitted to Family Court.

#### Requesting Work for Excused Absences

- If a student is absent for **3 or more consecutive days**, the student or parent/guardian may request missed work by calling the main office.
- A courtesy 24-hour notice is needed for teachers when a work request is made. Work may be picked up at the **front office from 2:30-4pm of the day following the request.** (Call to confirm that there are assignments before coming to school).
- It is the responsibility of the Kalani student or parent/guardian to request make-up work for excused absences/tardies.
- Assignments for some teachers may also be accessible online.
- **MAKE-UP WORK MAY NOT BE PROVIDED FOR UNEXCUSED TARDIES OR UNEXCUSED ABSENCES.**

#### Request for Early Release

- Students who must leave school during school hours must present a letter signed by a parent/guardian with a contact phone number, time of release, and purpose of request. All notes will be verified prior to issuance of a Student Pass. Letters should be submitted one day before the scheduled release. In the event of a last minute appointment, letters need to be submitted by the parent.
- **Parents requesting immediate release must come to the office with a signed letter.** Student will be located and report to the office.
- Student Passes allow a student to exit the classroom and campus with the least amount of disruption to fellow students. When a student returns to campus, s/he should have a doctor's note, if applicable. The Student Pass should be taken to the teacher of each missed class to sign. Upon completion, it should be returned to the office.

#### Student Release Due to Illness or Injury

- Students experiencing illness or pain due to injury must report to Health Room. The health aide will call parent/guardian to determine if the student requires early release. Health aide will issue a Student Pass upon request. Parent/Guardian should report to office to meet their child for pick up.

#### Tardies

- Consequences for unexcused tardies will be determined according to teacher discretion. Consequences may include detention, parent notification, keeping students in after school, or other actions.

# STUDENT CODE OF CONDUCT

The student Code of Conduct was approved by the Board of Education on February 2, 1995. It is a statement on the qualities that make for good scholarship and citizenship. Students are expected to become familiar with the code and adhere to its provisions.

## Regular Attendance

Students are expected to attend school regularly and attend all classes.

## Punctuality

Students are expected to be on time for school and to classes.

## Work Habits

Students are expected to be prepared for and to participate in each class, to meet performance standards, to have necessary class materials, to do 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 dignity. Behavior of the individual should not interfere with the rights of others. This includes the proper use of language, actions, and attire. Students are expected to come to school free from the influence of tobacco, drugs, and/or alcohol. Students are expected not to use or possess such substances.

## Respect for Authority

Students are expected to comply with all school rules and obey all laws. Students are expected to respond in a respectful manner to all adults while under jurisdiction of the school and while participating in school activities.

## Respect for Property

Students are expected to treat all properties of school and of 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 not tolerated.

# SMALL LEARNING COMMUNITIES

## Freshmen House Overview

A **Small Learning Community** (SLC) creates smaller, autonomous groups of students and teachers within the larger school setting. We call these groups, the houses. At Kalani High School, the Freshmen Houses help to support you with the transition from middle to high school. Our purpose is to provide you with the necessary skills and guidance to tackle the challenges of high school successfully. We create a more personalized learning environment to better meet your needs. Each house will share the same core teachers and student members. Within your small learning community, you are more likely to form relationships that connect you to Kalani High School and teachers who are better able to identify and respond to your needs and interests.

### House Goals

**Goal #1: Community:** Build a sense of community by cultivating trusting and supportive relationships between faculty, students, administration, and parents.

**Goal #2: Academic Rigor and Relevance:** Collaboratively develop consistent, rigorous and relevant instruction in order to foster self-directed learners who successfully transition to sophomore year and beyond

**Goal #3: Lifelong Learning:** Promote and perpetuate a culture of lifelong learning and instill an appreciation for the value and application of knowledge inside and outside the classroom.

### House/Grade Level/School Pride

An important feature of the Freshmen Houses is supporting the development of school spirit. Students will be provided opportunities to build their identities as members of a House, grade level, and members of the greater Kalani High School community. Throughout the year, students will participate in activities that will help foster these relationships.

### House Themes

In order to make learning more meaningful and relevant, Houses will adopt common semester themes during both years. The themes are:

**Semester 1: Identity and Relationships**

**Semester 2: Perspective and Impact**

English, Social Studies, Math and Science teachers will make connections to these themes throughout their content area curriculum.

## **Attendance Policy**

All House teachers will adhere to the KHS Attendance Policy as detailed in the student planner. In addition, all House teachers will adhere to the following Attendance Expectations:

- It is the student's responsibility to obtain work missed before or upon his/her return to school.
- A student with an unexcused absence must still make up work; however, the work made up will be considered late.
- Students who have accumulated one or more unexcused tardies or absences will be make up the time during his/her unstructured time.

## **Late Work**

Late work is considered to be any assignment turned in after the teacher-specified deadline. Students are limited to FOUR late assignments per class in Semester 1 and TWO late assignments in semester 2- free of any late deduction. Teachers will NOT accept late assignments without submitting a late work request form and receiving an email confirmation from parents. All makeup assignments must be completed one week prior to the end of the quarter.

## **Absences**

- If a student misses school, he/she must have a signed note by a parent or doctor turned into the attendance clerk in order for that absence to be excused.
- It is the student's responsibility to see the teacher outside of class time for make-up work.
- A test, quiz, or assignment may be made up without penalty to the grade with an excused absence.
- Students with an excused absence have 48 hours upon return to turn in-make up all work missed. After 48 hours, the late work policy applies.

## **Extra Credit**

No extra credit opportunities will be given.

## **Letter Grades**

Based on the Common Core State Standards, HCPS III and NGSS, students will receive a course letter grade that is determined by the following percentages:

A	90-100%
B	80-89%
C	70-79%
D	55-69%
F	0-54%

# STUDENT DISCIPLINE PLAN

Our Student Discipline Plan identifies and describes the range of consequences for unacceptable student behavior as described in Chapter 19; Section 8-19-6 Prohibited Student Conduct; Penalties. All Department of Education and School Rules are in effect from the time the student arrives on campus until the time he/she leaves the school grounds. The rules are also in effect at all school-related activities, on and off campus during the day and/or evenings. For each alleged violation, due process is administered. A reasonable effort is made to inform parents/guardians of infractions and consequences, following investigation by the administrator. Parental cooperation in encouraging students to redirect their behaviors to more positive and constructive purposes comprises an important part in the school's efforts to maintain an orderly campus. Student discipline is a SHARED RESPONSIBILITY.

## *Notes:*

1. Class A and Class B offenses may result in ineligibility of the violator to participate in co-curricular activities. The violator is suspended from participation upon allegation until investigation is completed. These offenses are identified in the plan.
2. Serious Discipline includes dismissal, disciplinary transfer to another school, placement in an alternative school setting, or crisis suspension exceeding ten (10) school days.

This Discipline Plan serves as a GUIDE for disciplinary consequences resulting from rule violations. Final dispositions for disciplinary consequences are made on a case-by-case basis by the administration upon investigation and determination of frequency and/or other extenuating circumstances.

## **DAMAGE TO SCHOOL PROPERTY**

Any student found to be responsible for an act of vandalism against any public school building, facility, or grounds must make restitution in any manner, including monetary restitution, by the student or student's parents/guardians. "Vandalism" shall include, but not be limited to, mischievous or malicious destruction of property, such as graffiti, excessive litter and damage to books, supplies, equipment, windows, lockers, doors, or furnishings.

## **OFFENSES AND CONSEQUENCES**

Reference: CHAPTER 19- Student Misconduct, Discipline and Reporting Offenses

## **FIREARM VIOLATIONS**

Any student who possesses a firearm shall be dismissed from school for not less than one calendar year period. The possession or use of a firearm is prohibited on campus, or other department of education premises, on department of education transportation, or during a department of education sponsored activity or even on or off school property except for participation in athletic teams, clubs and/or Junior Reserve Officer Training Corp (JROTC) shooting sports programs and marksmanship training, education, and competitions.

## **TYPE OF MISCONDUCT**

<b>Type of Misconduct</b>
<p>Other <b>Class A</b> offenses</p> <ul style="list-style-type: none"><li>• Assault</li><li>• Bullying</li><li>• Burglary</li><li>• Cyberbullying</li><li>• Dangerous instrument or substance (possession or use of)</li><li>• Dangerous weapons (possession or use of)</li><li>• Drug paraphernalia (possession, use, or sale of)</li><li>• Extortion</li><li>• Fighting</li><li>• Firearms (possession or use of)</li><li>• Harassment</li><li>• Homicide</li><li>• Illicit drugs (possession or use of)</li><li>• Intoxicating substances (possession, use, or sale of)</li><li>• Property damage or vandalism</li><li>• Robbery</li><li>• Sexual offenses</li><li>• Stalking</li><li>• Terroristic threatening</li></ul>

### **Type of Misconduct**

**Class B** offenses: (Prescribed by State Law) Policy and Parent Notification Required:

- Disorderly conduct
- False alarm
- Forgery
- Gambling
- Hazing
- Inappropriate or questionable uses, or both, of internet materials or equipment, or both
- Retaliation
- Theft
- Trespassing

**Class C** offenses:

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

**Class D** offenses:

- Contraband (possession or use of)
- Minor problem behaviors
  - Defiance/disrespect/non-compliance
  - Dress code violation
  - Inappropriate language
  - Physical contact
  - Property misuse
  - Tardy
- Other school rules

## **DISCIPLINARY ACTION**

Disciplinary action options may include the following:

- Correction and conference with student
- Detention
- Crisis removal
- Individualized instruction related to student's problem behaviors
- In-school suspension
- Interim alternate education setting
- Loss of privileges
- Parent conferences
- Time in office
- Kalani CARE (Consequence in an appropriate, respectful, environment)
- Suspension of one to ten school days
- Suspension of eleven or more school days
- Saturday school
- Disciplinary transfer
- Referral to alternative education programs
- Dismissal
- Restitution

Students shall be counseled in addition to any disciplinary action taken

# DRESS CODE

Students will come to school clean and well-groomed in appropriate clothing to promote a positive learning environment. Administrators will discipline any student whose clothing is deemed inappropriate based on the following guidelines:

- Prohibited Items:
  - Articles of clothing, jewelry, and accessories that contain any reference to drugs, sex, alcohol, profanity, pornography, and gangs, whether explicit or implicit
  - Hats, caps, visors, and sunglasses from being worn in the classroom.
  - See-through clothing.
- Footwear must be worn.
- A shirt must always be worn. An undershirt for males is not considered an appropriate shirt.
- Buttocks are to be covered with appropriate clothing of adequate length and size.
- Clothes must cover underwear.
- Belly buttons shall always be covered.

# ELECTRONIC GEAR POLICY

## **Impact Statement**

To ensure the continued educational excellence of Kalani High School's in-class environments, the following policy and regulations regarding electronic gear will be enforced while students remain on campus throughout the school day.

## **Definitions**

"Administrator" means any Kalani High School administrator including the principal, vice-principal, and/or any proxy deemed necessary by a relevant principal or vice-principal.

"Electronic Gear" means any device or devices that utilize electricity to properly function.

"Instructional Hours" means the regular hours of Kalani High School designated as periods of learning as defined by the Bell Schedule and School Calendar.

"School day" means the entirety of the hours that the school is open and providing of relevant academic services.

"Teacher" includes any faculty member that finds a student, or students, placed under their immediate care for any duration of time during the school day.

## **Policy**

All electronic gear, not owned by the DOE, may not be used during instructional hours unless explicitly permitted by the teacher. This permission must be given verbally, in writing, through established classroom procedures, and/or through IEP/504/Health-related services/acknowledgements provided and recognized by the DOE. By bringing any electronic device onto campus, the student, their guardian(s), and the electronic gear's owner agrees to indemnify and hold harmless Kalani High School and its faculty in the event the electronic gear becomes damaged, lost, missing, and/or stolen. All students have the option of leaving their electronic gear and other valuables at home as relevant educational materials will be provided by Kalani High School.

## **Regulations**

Any electronic gear that is seen, heard, or otherwise observed being used without prior approval by a teacher and its associated owner/user will be subject to the following penalties per offense:

- 1<sup>st</sup> Offense: Device will be confiscated by the teacher and returned to the student at the end of class.
- 2<sup>nd</sup> Offense: Device will be confiscated by the teacher, given to an administrator and returned to the student or guardian at the end of

the school day. Depending on the severity of the offense in question, the teacher may:

- Submit a referral to the administrator on record and/or notify the guardian via email, phone call, and/or any other necessary means of communication.
- 3<sup>rd</sup> and Subsequent Offense(s): Device will be confiscated by the teacher and given to an administrator. The administrator will contact the student's guardian(s) regarding the offense. For the 3<sup>rd</sup> offense and on, depending on the severity of the offense in question:
  - The guardian must be physically present for the electronic gear to be returned to the student or guardian at the end of the school day
  - The student in question will no longer be allowed to use any electronic gear not owned by the DOE on school campus.

As determined by the administrator.

### **Enforcement**

Enforcement of this policy will be conducted by all faculty members affiliated with Kalani High School, as necessary to their respective roles.

## **CONTRABAND ITEMS**

Electronic Cigarettes, footballs, volleyballs, permanent markers, lighters, cards, or any item(s) that is deemed as a distraction on campus and in the classroom at the discretion of school personnel.

### **SKATEBOARDS**

A student may register for a skateboard locker. Skateboard registration information and rules are available in the front office.

- Skateboards will be confiscated if seen on the school campus
- 1<sup>st</sup> Offense: Parent must come and see a Vice Principal to pick up skateboard.
- 2<sup>nd</sup> Offense: Skateboard will be held to the end of the year. Owners can pickup at the start of summer vacation.

### **IMPORTANT NOTE**

Failure to give up item(s) as directed by the teacher, security or adult staff in charge will result in a referral for insubordination which may lead to a suspension.

### **ANY ITEM THAT IS CONFISCATED**

- 1<sup>st</sup> Offense: Kept by the teacher and returned to the student at the end of the school day. Parent will be notified.
- 2<sup>nd</sup> Offense: Given to an administrator and returned to the student at the end of the school day. Teacher will submit a referral to Vice Principal to be on record. Parent will be notified.
- 3<sup>rd</sup> Offense: Admin to call parent and item returned to parent.

All students should leave their electronic gear and valuables at home. The school will not be responsible for any lost, stolen, damaged, or missing items.

### **KALANI HIGH SCHOOL- CLOSED CAMPUS DURING SCHOOL HOURS**

No student is allowed to leave campus without authorization and consent by parents and administration. All students leaving campus need an off-campus pass from the health room, office, or counselor.

# **TECHNOLOGY RESPONSIBLE USE GUIDELINES**

*(for digital devices, network, and internet services owned and leased by the Hawaii State Department of Education for its students)*

## **1. Introduction**

The Hawaii State Department of Education (HIDOE) is committed to guiding students in their use of technology as a tool to support their achievement and encourages their use of HIDOE-owned or leased digital devices, network, and internet services for educational programs within the framework of its responsible use guidelines. Parents and legal guardians (hereafter collectively referred to as “parent” or “parents”), with their child, should review the guidelines and sign the Technology Responsible Use Form (“TRUF”), which should be returned to the child’s school by a date as specified by the school but not later than 30 days from date of distribution to the student. The signed forms constitute an understanding and an agreement to abide by all rules, regulations, and guidelines relating to the use of HIDOE-owned or leased digital devices, network, and internet services, which may be modified or expanded as needed by HIDOE. The most recent version of these guidelines is available at <http://bit.ly/FERPAHI>.

## **2. Using technology is a responsibility and opportunity for our students**

The use of HIDOE-owned or leased digital devices, network, and internet services is a privilege, not a right. The duty to educate students about responsible and appropriate use of the Internet and digital devices is shared by parents, teachers, and schools. It is the responsibility of students and parents to ensure that HIDOE-owned or leased digital devices, network, and internet services are used in accordance with these responsible use guidelines.

## **3. Monitoring for student safety**

Devices and accounts accessing HIDOE Internet and Networks are the property of HIDOE. HIDOE monitors and reserves the right to monitor all such devices, networks, and internet activities by students. Students shall have no expectation of privacy in their use of HIDOE-owned digital devices, network, and internet services, including email and stored files. HIDOE at its discretion will alert appropriate law enforcement authorities of suspected illegal activity involving the use of the digital devices and network and internet services, and it is not required to obtain student or parent consent for such reporting. HIDOE reserves the right to review and remove any student’s files and records used on HIDOE devices and accounts to maintain the integrity of the network, to repair a HIDOE digital device, investigate a violation of these guidelines, and to ensure that the digital device is being used responsibly.

## **4. Consequences of violations**

When a student violates any part of these guidelines, all applicable laws and administrative rules shall apply, including but not limited to,

Hawaii Administrative Rules (HAR), Title 8, Chapter 19, entitled “Student Misconduct, Discipline, School Searches and Seizures, Reporting Offenses, Police Interviews and Arrests, and Restitution for Vandalism.” Those can be viewed here (<http://bit.ly/HARChapter19>) or you can obtain a copy at your school. HIDOE shall determine the appropriate disciplinary action for any prohibited student conduct. HIDOE reserves the right without notice to freeze and delete an account that is engaging in activities that violate HIDOE's policy. HIDOE reserves the right to disconnect any device that is the source of spamming, malicious or suspicious activities without notice until the machine in violation is cleaned or fixed.

5. Online Educational Services

Students may be given assignments through online educational services, such as Google Apps for Education, Microsoft Office 365, and Blackboard. Access to these sites is monitored by HODOE in order to provide a safe and secure learning environment for students. After obtaining parent consent, HODOE may create student email addresses, login credentials (e.g., usernames and passwords), and/or online profiles to allow students to access certain sites/services; however, these addresses, credentials, and profiles will only be used for purpose of school assignments. A list of online educational services used by the school will be posted on the school’s website or provided by the school upon request.

6. Guidelines for general use and care of HODOE-owned or leased digital devices.

- a. Students will only use digital devices provided by HODOE for school-related activities.
- b. Students may only use electronic devices in the classroom authorized by the teacher.
- c. An assigned HODOE digital device may be used only by the assigned student. The assigned student shall not allow others to use the device.
- d. The HODOE/State and manufacturer’s identification tags will not be tampered with or removed. No other stickers, ink, or any decorative items may be added to a student’s assigned equipment (such as, but not limited to, the device, batteries, cords, and chargers).
- e. Students will maintain the privacy and security of their usernames and passwords for the digital device and installed software and applications. Never share your username and password(s) with anyone (even best friends) other than your parents or guardian. i) In the event the student has forgotten their username or password, contact the teacher for assistance. ii) If the

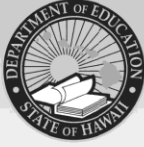
student's username or password has been locked or inadvertently shared with others, contact the teacher for assistance. The teacher may need to seek technical support.

- f. HIDOE assumes no responsibility for any unauthorized charges made by students on HIDOE devices, internet services, and/or network included but not limited to credit card charges, long distance phone charges, equipment and line costs, or for any illegal use such as copyright violations.
  - g. Reporting damaged/lost devices, viruses, and other issues
    - Students and their parents are personally responsible for the proper care, use, and handling of the assigned device and for knowing where it is at all times. Students are responsible for promptly taking damaged, broken, or non-working devices to the designated school personnel for repair. The parents of a student who is found responsible for the loss, destruction, breakage, or damage of school equipment (such as, but not limited to, the device, batteries, cords, and chargers) will be required to pay for the replacement equipment per HAR, Title 8, Chapter 57, entitled "Restitution for Damaged and Lost Books, Equipment, Supplies, and Outstanding Financial Obligations." View Chapter 57 here (<http://bit.ly/HAR8Chapter57>) or ask for a copy at your school. Replacement or repair cost depends on the severity of the damage.
    - If a student's device is lost or stolen, the student and/or parent are responsible for obtaining a police report within 24 hours of discovery of the loss/theft, immediately providing the school with documentation of the report, and cooperating fully with any subsequent investigation.
    - Students are requested to report any weaknesses/compromises in HIDOE's computer security, and any incidents of possible misuse or violation of this agreement to the proper authorities (teachers, principals, or vice principals).
    - Students and parents shall address all concerns regarding the use of the technology to the supervising teacher(s) and/or the school administrative staff.
7. Guidelines for appropriate and ethical use of HIDOE Internet and Network Services

- a. Students will use HIDOE's internet and network services for educational purposes only. HIDOE may bar access by students to certain material which is not deemed educational. Students are forbidden from circumventing security measures on school or remote computers and the HIDOE network.
- b. Use of the HIDOE network system in a manner that encumbers system and network resources to the point that usage causes interference with others' services is prohibited.
- c. Students shall always cooperate with requests from teachers and other school administrators for information about the students' computing activities.
- d. Protection of student personal information
  - Personal user accounts will not be used for instructional or educational purposes. Students will use a separate account(s) for school/educational purposes and maintain the privacy and security of their usernames and passwords for all internet, network, social media, and online/cloud services (such as, but not limited to, Google Apps for Education and Edmodo).
  - HIDOE-assigned user accounts inactive for three or more months (i.e. no logins or file uploads) will be deleted as they pose a security risk and tie up valuable system resources.
  - Students will not reveal his/her full name, home address or telephone number, or the personal information of others on the internet without permission from a supervising teacher. Students are not to meet people they have contacted through the internet without parent permission.
  - Students are responsible for their account(s). Students should make appropriate use of the system and network-provided protection features and take precautions against others obtaining access to their computer resources. Individual password security is the responsibility of each user.
  - Students shall not use another user's account or password without proper authorization from their supervising teacher, other HIDOE administrator, or the system administrator.
  - HIDOE makes no warranties of any kind, whether expressed or implied, regarding the use of HIDOE owned or leased digital devices, Network, Internet, or the accuracy, correctness, completeness, or reliability of any information, files, or software. HIDOE will not be responsible for

- damages for any of the foregoing, including loss of data, non-deliveries, or service interruptions, whether caused by its negligence, user errors or omissions, or other defects. Use of any information obtained via the internet is at the user's own risk.
- If a student believes that their user account and password has been compromised they should immediately contact their teacher or school administrator.
8. Unauthorized Uses of the Internet or HIDOE Digital Device
- a. Obscenity and harassment
    - Students will not use the Internet for illegal, unethical, or obscene purposes. Students are to inform their supervising teacher if they access information or messages that are inappropriate or make them uncomfortable in any way. Use of the HIDOE network to post, send, or retrieve pornographic material, inappropriate text or graphic files, or files that could damage the network (i.e., files containing malware, worms, viruses) are prohibited.
    - Students will not harass other users by sending unsolicited, commercial, annoying, obscene, libelous, offensive or threatening messages (such as, but not limited to, email, social network postings, and direct messages), or use any form of electronic media to harass another person or group (i.e., cyberbullying). Students are to report any conduct they feel can be defined as harassment to a teacher or school administrator immediately.
    - Sending or receiving unlawful information via electronic communications, using electronic communications illegal in ways that violate local, state, federal or international laws or statutes are prohibited.
  - b. Copyright laws and plagiarism
    - Students will not plagiarize or download unauthorized copyrighted or licensed material. HIDOE is not responsible or liable for materials in violation of copyright laws. Users are responsible for the content of their postings and obtaining all necessary permissions or licenses for any material used.
    - Students will not duplicate or distribute unauthorized copyrighted or licensed materials.

- c. Downloading, accessing, or copying materials for non-educational purposes
  - Students will not download or install any software, apps, movies, or games onto the digital devices, or change system configurations.
  - Students shall not make copies of system configuration files for their own unauthorized personal use or to provide to other people/users.
- d. Commercial and political business
  - Students will not use the internet to access or disseminate “for profit” or commercial business material. No personal money-making activity may be conducted using HIDOE computing and networking resources.
  - The HIDOE network and computing resources shall not be used for political lobbying or outside interests not related to HIDOE’s business.
- e. Device and network security
  - Students shall not attempt to hack or otherwise breach security of any HIDOE-owned or leased digital devices, HIDOE servers, or any other user’s account.
  - Students shall not download, install or run security programs or utilities which reveal weaknesses in and/or bypass the security of a system. Students will not attempt to circumvent or uninstall monitoring software from HIDOE-owned or leased devices. For example, the students shall not run password cracking programs on any of HIDOE’s computer systems or install rootkits which bypass system security.
- f. Use of the HIDOE network or a HIDOE digital device for any unlawful purpose is prohibited.



# ARTIFICIAL INTELLIGENCE (AI) GUIDANCE for Student Use

Artificial intelligence (AI) is rapidly changing how we learn and create. AI tools can be powerful resources for students, offering new ways to explore ideas, conduct research, and express creativity. Students may use digital programs, including AI tools, as learning resources, if they have a signed Technology Responsible Use Form (TRUF) and the program has been approved by the school. These guidelines are designed to help you use AI responsibly and ethically in your education.

## Responsible AI Use

### Evaluating AI Output



Never rely solely on AI-generated content. Always review and critically assess outputs from AI tools before submission or dissemination to ensure accuracy and originality. Check facts, look for logical errors, and consider whether the tone and style are appropriate for the task. These are often known as AI hallucinations.

### AI and Responsibilities



Use AI tools safely and responsibly. Make sure you understand and follow school and department rules (like those in Chapter 19). This means you should never use AI for illegal activities, to create inappropriate content, or to harm others. Misuse of AI could result in disciplinary action.

### Bias & Misinformation



Be aware that AI-generated content may possess biases or inaccuracies because of the data it was trained on. Always verify results from AI tools using trusted sources, such as your teacher, librarian, reputable organizations, or primary sources, before using the content in academic work.

### Transparency



Any use of AI to aid assignments, projects, or research must be declared. Transparency is important for ethical reasons, to ensure you get proper credit for your own work, and to allow teachers to accurately assess your learning.

*The recommendations outlined in this document will be updated based on ongoing research and development in the field of artificial intelligence.*

Hawaii State Department of Education | January 2025

## Ethical Use of AI

### Assessments



AI tools may be used as a tutor or studying assistant to prepare for assessments, such as exams or quizzes by generating practice questions or summarizing complex topics. It should not be used in the context of completing exams or quizzes unless explicitly stated. It's important to develop your own understanding and not rely on AI to do the work for you.

### Assignments



Always check with your teacher for guidance on the acceptable use of AI on assignments, including any limitations. Teachers may have varying expectations for different assignments. If you are unsure, it's always best to ask.

### Citing AI Content



It is important to do your own work and avoid submitting AI-generated content as your own. Any AI-generated content used in assignments must be appropriately cited; its use must be disclosed and explained. Refer to the HIDOE AI Website for citation guidelines for proper formatting.

[MLA Style - Generative AI](#) | [APA Style - ChatGPT](#) | [Chicago Style - Generative AI](#)

### Plagiarism



Using AI to generate answers or complete assignments without proper citation is plagiarism. Remember the principles of responsible AI use and avoid any actions that violate academic integrity. To avoid plagiarism, be transparent about your use of AI and cite any AI-generated content appropriately.

## Privacy and AI

### Data Collection



Parents, guardians, and students will be informed of any data collection initiatives involving AI, and consent will be sought when applicable.

### Personal Information



Protect your privacy. Avoid sharing sensitive personal information like your full name, address, phone number, or school details with AI tools. If you have any questions, ask a teacher or parent. Protecting your information helps prevent identity theft and maintains your privacy.

### Third-Party AI Tools

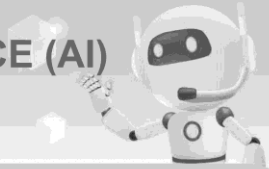


Only use authorized AI tools approved by the school. A list of approved services is available on the school website or by request. The school approves certain AI tools to ensure they are safe, protect your privacy, and are appropriate for your age.

*The recommendations outlined in this document will be updated based on ongoing research and development in the field of artificial intelligence.*

Hawaii State Department of Education | January 2025

# ARTIFICIAL INTELLIGENCE (AI) GUIDANCE for students



1

## APPROVAL

To use AI for schoolwork, you'll need your teacher's approval. Ask them for guidance, they want to help you succeed!

2

## PRIVATE/PERSONAL INFORMATION

Never share private information with AI. This includes information such as your full name, address, phone number or anything else that could be used to identify you.

3

## BIAS AND MISINFORMATION

Remember, AI isn't always right! AI can make mistakes and may even reflect biases in the data it was trained on. Work with your teacher or librarian to find trustworthy sources and check if the information is accurate.

4

## SAFETY

Use AI responsibly and ethically. AI is a powerful tool and should be used to create positive and truthful content. Avoid using AI to generate harmful or false information.

5

## TRANSPARENCY / CITATION

Any use of AI to aid assignments, projects, or research must be declared. If you use AI-generated content in your work, credit the tool used and never represent AI-generated material as your original work.

Consistent with our mission to provide a quality education for all students, the Hawaii Department of Education embraces the opportunities of Artificial Intelligence (AI) technologies, and seeks to prepare students for a world where such tools will be commonplace. However, it may not always be clear how or when these technologies can be used to assist with classroom assignments and homework. The above guidelines will help students and educators determine when it is appropriate and inappropriate to use AI in HIDOE schools. Provided they have obtained parental consent via the Department's Technology Responsible Use Form (TRUF).



The recommendations outlined in this document will be updated based on ongoing research and development in the field of artificial intelligence.

Hawaii State Department of Education | January 2025

# GRADUATION REQUIREMENTS

<b>Course Requirements</b>	<b>High School Diploma</b>
English	4.0 credits including: <ul style="list-style-type: none"> <li>• English Language Arts 1 (1 credit); and</li> <li>• English Language Arts 2 (1 credit); and</li> <li>• Expository Writing (0.5 credit); and</li> <li>• English Language Arts basic electives (1.5 credits)</li> </ul>
Social Studies	4.0 credits including: <ul style="list-style-type: none"> <li>• U.S. History and Government (1 credit); and</li> <li>• World History and Culture (1 credit); and</li> <li>• Modern History of Hawaii (0.5 credit); and</li> <li>• Participation in a Democracy (0.5 credit); and</li> <li>• Social Studies basic elective (1.0 credit)</li> </ul>
Mathematics	3.0 credits including: <ul style="list-style-type: none"> <li>• Algebra 1 (1.0 credit); and</li> <li>• Geometry (1.0 credit); and</li> <li>• Mathematics basic elective (1.0 credit)</li> </ul>
Sciences	3.0 credits including: <ul style="list-style-type: none"> <li>• Biology 1 (1.0 credit); and</li> <li>• Science basic electives (2.0 credits)</li> </ul>
Physical Education	1.0 credit
Health	0.5 credit
Personal Transition Plan	0.5 credit
World Language Fine Arts Career & Technical Education	2.0 credits in one of the specified program of study (1) 2 credits in a single World Language. Credits must be taken in sequence with consecutive course numbers in the study of one language. (2) 2 credits in a Fine Arts discipline: Visual Arts, Music, Drama or Dance. Credits do not need to be in a single discipline (3) CTE: 2 credits need to be in a single career pathway program of study sequence.
Electives	6.0 credits
Total	24.0 credits

**For specific details on Honor Recognition visit  
[www.hawaiipublicschools.org](http://www.hawaiipublicschools.org)**

## **HIGH SCHOOL DIPLOMA**

A Hawaii High School Diploma shall be issued to students who meet the above minimum course and credit requirements (Board of Education Policy 4540, 10/4/2011).

## **GRADE POINT AVERAGE**

The cumulative grade point average applies to all graduates who meet requirements for high school diploma.

- Cum Laude with a GPA of 3.0 to 3.5
- Magna Cum Laude with a GPA of 3.5+ to 3.8
- Summa Cum Laude with a GPA of 3.8+ and above

## **VALEDICTORIAN DESIGNATION**

The valedictorian criteria have been approved by the Hawaii High School Principal Forum. Effective for the Class of 2016 and beyond, graduating seniors will be declared valedictorian if the following criteria are met:

- GPA of 4.0 and above
- Earned and met the requirements of one of the Honor Recognition Certificates
- Valedictorians will be named after the 3<sup>rd</sup> quarter of senior year.

## **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:

- Meet the requirements for a diploma or a certificate
- Have fulfilled their financial obligations
- Meet other conditions, established by the Department of Education which meet the standards of clarity, reasonableness, and justifiability

# ATHLETIC PROGRAM INFORMATION

For further information visit [www.kalaniathletics.com](http://www.kalaniathletics.com)

## PHILOSOPHY

Athletics is an extension and an integral part of the school's educational process. It plays an important role in character building and the development of moral and social values. It is a mechanism for students to excel in areas of physical and athletic talents and provide for a wholesome educational experience that will nurture the mind and body.

The philosophy of Kalani High School Athletics is to develop character and the physical and mental skills that contribute to the development of a well-rounded student-athlete. Athletics provides opportunities to experience success and to develop a positive attitude. A Kalani High School student-athlete displays school pride and loyalty through conduct and performance on both on and off the field/court/mat.

Interscholastic athletics demands a sense of purpose from the student-athlete. Participation in athletics is a privilege, not a right, and each student-athlete must be motivated to exert genuine effort in his/her endeavors.

## OBJECTIVES

Participation in athletics at Kalani High School shall provide the student-athlete with opportunities for:

- Physical, mental and emotional growth and development
- Acquisition and development of special skills in the sports of each student-athlete's choice
- Team play with the development of such commitments as loyalty, cooperation, fair play, and other desirable social traits

## REQUIREMENTS FOR PARTICIPATION

The following needs to be completed PRIOR to tryouts:

- FIRST STEP: Register child at [kalaniathletics.com](http://kalaniathletics.com)
- Athletic Physical Exam
- Consent and Assumption of Risk Form
- DOE Policy 57- Outstanding Obligation Clearance
- One-time Payment of ASET Fee - \$80.00 (upon selection to a team)

## SPORT OFFERINGS

<b>Fall Sports</b>	<b>Level</b>
Air Riflery	Varsity
Bowling	Varsity
Cheerleading	Varsity/JV
Cross Country	Varsity/JV
Football	Varsity/JV
Girls Softball	JV
Girls Volleyball	Varsity/JV/White
Soft Tennis	Varsity

<b>Winter Sports</b>	<b>Level</b>
Baseball	JV
Boys Basketball	Varsity/JV
Boys Soccer	Varsity/JV
Girls Basketball	Varsity/JV
Girls Soccer	Varsity/JV
Girls Tennis	JV
Paddling	Varsity/JV/Mix
Swimming	Varsity/JV
Wrestling	Varsity/JV

<b>Spring Sports</b>	<b>Level</b>
Baseball	Varsity
Boys Volleyball	Varsity/JV
Girls Flag Football	Varsity
Girls Water Polo	Varsity
Golf	Varsity
Judo	Varsity
Softball	Varsity
Tennis	Varsity
Track	Varsity/JV

## ATTENDANCE

Student-athletes absent from school may not participate in practice, games, or matches on the day(s) of absence.

## **BANQUETS AND PROMS**

- All school rules apply.
- Must clear all outstanding obligations in order to purchase ticket or bid.
- Must be a bona fide member of the class to purchase ticket or bid.
- Any Kalani student participating must present a school ID at the time of purchase.
- Checks made payable to Kalani High School.
- All participants must have a permission form in order to participate.
- All students who attend high school must have parental signature on permission form.
- When entering event, ALL participants, including outside guests, must present a picture ID.
- If no picture ID is presented at the event site, student will not be allowed in the event (Security/safety reasons).
- Outside guest must be in high school and/or not older than 20 years of age.
- Kalani High School reserves the right to deny entrance if participant(s) are not dressed appropriately.
- No bags allowed in the ballroom.
- All participants are required to wear a wristband.
- No props allowed for picture-taking.
- No changing into different clothes for picture-taking.
- Kalani High School reserves the right to deny poses for picture-taking.
- Students attending banquets will not be allowed to leave earlier than 10:00PM.
- All proms and school dances end at 10:00PM.

## **DANCE**

- All school rules apply.
- Picture ID required.
- No bags allowed in dance.
- No re-entry.
- Cash only for dance tickets.
- All participants are required to wear a wristband at all times.
- Must wear footwear at all times.
- Must be fully clothed at all times.

# PROM DRESS CODE

## Option 1

- **Formal Attire: Suit or Tuxedos with dress shoes.**
- **Semi-Formal Attire: Collared shirt with dress pants and dress shoes.**
- No shorts, jeans, t-shirts, slippers, tennis shoes, or bare feet allowed.
- No costumes.
- No head wrapping that may be taken for gang wear.
- No baseball caps or hats.
- Ethnic formals allowed.

## Option 2

- **Formal Attire: Long-dress**
- **Semi-Formal Attire: Long dress or short dress not shorter than mid-thigh.**
- No back plunges past your waist when sitting down.
- No front plunges that expose cleavage.
- No mid-riff showing.
- No long side slits to hips.
- No shorts, jeans, t-shirts, slippers, blouses, tennis shoes, or bare feet allowed.
- No costumes.
- Formal muumuu and ethnic formals allowed.

## NOT ALLOWED

- Hats
- Sunglasses

