

Kūlanihāko'i High School

2023 - 2024 Student and Parent Handbook

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School Information

Address

901 Piilani Highway
Kihei, Hawaii 96753

Phone

Main - 808-727-6770
Registrar- 808-727-6710

2023-2024 School Directory

Last Name	First Name	Phone	Position/ Department
Alejandro	Lisa	727 - 6753	Hawaii Keiki Health Technician
Arndt	David	727 - 6736	Physical Education / Health
Blair	Rachael	727 - 6750	Athletic Director
Canche	Jeenna	727 - 6705	English Learner Coordinator/ World Languages
Church	Joan	727 - 6707	Social Studies
Comilang	Nicole	727 - 6712	School Resource Officer
Findeisen	Fern	727 - 6700	School Administration Services Aassistant
Fitzpatrick	John	727 - 6813	Science
Geddes	Vanessa	727 - 6710	Registrar
Goossens-Larsen	James	727 - 6730	Vice Principal
Haag	China	727 - 6724	Special Education
Haas	Katrina	727 - 6741	Counselor
Hale	Zach	727 - 6735	Fine Arts / Music
Hollifield	Roxana	727 - 6713	Student Support
Landfair	Jimmy	727 - 6771	Fine Arts / Music
Lott	Lauren	727 - 6801	Curriculum Coordinator
Lovell	Carter	727 - 6706	Physical Education / Health
Martinez	Melinda	727 - 6724	Special Education
Maxwell	Halle	727 - 6752	Principal
Menor	Niel	727 - 6742	Cafeteria Cook
Mitchell	Kenneth	727 - 6725	Social Studies
Morrison	Lisa	727 - 6723	Student Activites Director- M, W, F
Morrison	Lisa	727 - 6773	Math- T, W, Th
Murphy	Sara	727 - 6708	Response to Intervention/ English



Myrick	Ollie	727 - 6704	Special Education
Perry	Chris	727 - 6714	Career Technical Education Coordinator / CTE
Ranchez	Mark	727 - 6726	English
Reiss	Gary	727 - 6721	Counselor
Shim	Brandon	727 - 6742	Cafeteria Manager
Silifaiva	Michael	727 - 6742	Cafeteria Baker
Smoot	Shere-Khan	727 - 6709	Science
Stallbaumer	Leigh	727- 6817	EL Teacher
Stewart	Jeanie	727 - 6751	Student Success/ Computer Science/ Math
Tate	Jenna	727 - 6733	Technology Coordinator
Toyoshima	Lance	727 - 6760	Behavioral Health Services
Valdez	Amanda	727 - 6753	Nurse
Watanabe	Jared	727 - 6829	Student Success/ Math

2023 - 2024 Bell Schedules

Monday/Thursday		
Period	Start	End
Opening	8:25	8:30
AM Period	8:30	9:20
Passing	9:20	9:25
Period 1	9:25	10:45
Recess	10:45	11:00
Passing	11:00	11:05
Period 2	11:05	12:25
Lunch	12:25	12:55
Passing	12:55	1:00
Period 3	1:00	2:20
Passing	2:20	2:25
PM Period	2:25	3:15

Tuesday/ Friday		
Period	Start	End
Opening	8:25	8:30
AM Period	8:30	9:20
Passing	9:20	9:25
Period 4	9:25	10:45
Recess	10:45	11:00
Passing	11:00	11:05
Period 5	11:05	12:25
Lunch	12:25	12:55
Passing	12:55	1:00
Period 6	1:00	2:20
Passing	2:20	2:25
PM Period	2:25	3:15

Wednesday (Early Release)		
Period	Start	End Time
Opening	8:25	8:30
Period 1	8:30	9:10
Passing	9:10	9:15
Period 2	9:15	9:55
Recess	9:55	10:10
Passing	10:10	10:15
Period 3	10:15	10:55
Passing	10:55	11:00
Period 4	11:00	11:40
Lunch	11:40	12:10
Passing	12:10	12:15
Period 5	12:15	12:55
Passing	12:55	1:00
Period 6	1:00	1:40
Closing	1:40	1:45



Technology Responsible Use Guidelines

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, 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, networks, 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>.

School Lunch Program

Free and Reduced Price Lunch Program

The National School Lunch Program is a federally assisted meal program in public and nonprofit private schools and residential childcare institutions. It provides children with nutritionally balanced, low-cost, or free lunches each school day. The program is administered locally by the Department's School Food Services Branch.

Online application

The Department's School Food Services Branch uses EZMealApp, a website that allows families to submit applications for Free and Reduced-Price Meal Benefits online. The online program will walk parents and guardians through an easy step-by-step application process. Schools will continue to forward eligibility notifications to households.



Meal prices

BREAKFAST	
Secondary student (9-12)	\$1.10
Reduced-price student	\$0.30
Second and subsequent student	\$2.40
Adult	\$2.40
LUNCH	
Secondary student (9-12)	\$2.75
Reduced-price student	\$0.40
Second student entrée	\$2.00
Second and subsequent student	\$5.50
Adult	\$5.50

Birthday, Other Celebrations, Food Deliveries and Food Allergies

Balloons, cakes, candy, silly string, flowers, food deliver, etc. cause many distractions and are NOT allowed on campus or on the bus. These items are disruptive in the classroom and are a safety concern. If they are delivered or brought to school, items will be kept in the office until the end of the school day. This policy helps to ensure that instructional time is protected and that all students are treated equally.

Classroom parties/celebrations may be held at individual teacher discretion. When planning snacks for these classroom parties/celebrations, state law requires that no home-cooked food be distributed to students during school hours. This practice is intended to protect students from the spread of communicable diseases. For all other activities during the school day that include food for students, the Hawaii Nutrition



Standards must be followed. For more detailed information on the state nutrition standards, please refer to www.hawaiipublicschools.org. or www.hcnp.hawaii.gov

The health and safety of our students is always a top priority for our school. There may be several students who have severe allergies to specific foods, which are potentially life-threatening. These students cannot eat, and sometimes not even touch, foods or food products containing the allergen that causes them to react. All students should be cautious of posted signs throughout campus and within classrooms to keep students with allergies safe at all times. These areas are restricted from any foods containing peanuts/tree nuts.

Health Services & Requirements

Emergency Cards

All students shall complete and return an emergency card to the Health Room. Please be sure to update records, including emergency contacts, on the school's records. Please be sure to notify the School Health Aid of any medical conditions, especially allergies. If a student is ill and going home for the day, the Student Health Aid will call the parent/ guardian for pick-up. The School Health Aid will notify the school registrar of the student's updated attendance.

Latex Free School

No latex balloons, school supplies, or any other supplies (i.e. gloves) that contain latex are allowed on campus due to student and staff allergies.

Identification Cards

All students will be required to take a school picture for identification. All students will be issued one ID card at no charge. Lost or stolen IDs will be replaced with a charge of \$5.00. Students will be required to wear or carry their IDs at all times during school hours. **Student ID cards must not be defaced and must be worn or carried at all times for safety reasons.** Student IDs are used on campus for daily meal purchases.



Textbooks, Athletic Uniforms, Equipment, & Devices

Each student is responsible for all books and equipment issued to him/ her by the school or classroom teacher. If books or items are lost, stolen, or damaged, the student must pay the full replacement cost of the item(s). Any obligations should be cleared during the current school year in order to participate in school activities. Obligations still outstanding at the end of the senior year may result in the withholding of a student's diploma and/ or the privilege of participating in graduation exercises. Seniors must clear all obligations before graduation. For more information please visit the [Board of Education website](#).

Technology

 **Kūlanihāko'i Device Loaner Agreement**

 **Device Repair Form - KHS.docx**

Student Activities

All student activities need prior admin approval.

Student Learning

Course Syllabus

All students shall receive a course syllabus from each teacher. The syllabus outlines the course curriculum and classroom expectations for behavior.

Classroom expectations shall be discussed and explained in each classroom at the beginning of each school semester and will be supervised and enforced by the classroom teacher. Students violating classroom rules shall be referred to the administration.

Student General Learner Outcomes (GLOs)

General Learner Outcomes (GLOs) are the overarching goals of standards-based learning for all students in all grade levels. Observable behaviors, which are demonstrated in daily classroom activities, are evidence of



GLOs. Student effort, work habits, and behavior are important and they must be evaluated separately from academic performance in the content areas (per Board of Education Policy 4501: Assessing/Grading Student Performance).

The GLOs should be an integral part of the school culture as the GLOs do not exist in isolation.

The six GLO's 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)

Hawai'i DOE Subject Standards

English Language Arts

- Read the standards: [VIEW](#)
- Overview, instructional shifts: [VIEW](#)
- Family resources: [VIEW](#)

Mathematics

- Read the standards: [VIEW](#)
- Overview, instructional shifts: [VIEW](#)
- Family resources: [VIEW](#)

Science

- Read the standards: [VIEW](#)



- Information about STEM (Science, Technology, Engineering & Math) in our schools: [VIEW](#)
- Parent guides to NGSS: [Grades 9-12](#)

Computer Science

- Read the standards: [VIEW](#)
- Learn more about CS for HI: [VIEW](#)

Social Studies

- [Introduction](#)
 - [History of the Hawaiian Kingdom](#)
 - [Modern History of Hawai'i](#)
 - [Participation in a Democracy](#)
 - [United States History and Government](#)
 - [World History and Culture](#)

Career and Technical Education

- Read the standards: [VIEW](#)
- CTE program overview: [VIEW](#)
- Connect to Careers, a Coalition for Hawaii's Economic Future: [VIEW](#)

Fine Arts

- Read the standards: [VIEW](#)
- Resources, partners: [VIEW](#)

Health Education

- Read the standards: [VIEW](#)
- Health Education program overview: [VIEW](#)
- Programs for health, nutrition and wellness: [VIEW](#)

Physical Education

- Read the standards: [VIEW](#)
- Physical Education program overview: [VIEW](#)

World Languages

- Read the standards: [VIEW](#)



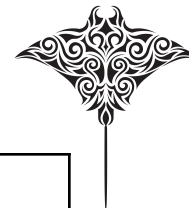
Advanced Placement (AP) Courses

The SP curriculum, administered by The College Board, consists of standardized high school courses that are roughly equivalent to undergraduate college courses. After completing an AP class, students typically take the AP exam in that subject, which can earn them credits and accelerated placement in college.

Students who enroll in an AP course cannot drop the course.

Graduation Requirements

Course Requirements	Hawai'i High School Diploma
<u>English</u>	4.0 credits including: <ul style="list-style-type: none">• English Language Arts 1 (1.0)• English Language Arts 2 (1.0)• Expository Writing (<i>Or equivalent course</i>) (0.5)• ELA Basic electives (1.5 s)
<u>Social Studies</u>	4.0 credits including: <ul style="list-style-type: none">• U.S. History and Government (1.0)• World History and Culture (1.0)• Modern History of Hawai'i (0.5)• Participation in a Democracy (0.5)• Social Studies basic elective (1.0)
<u>Mathematics</u>	3.0 credits including: <ul style="list-style-type: none">• Algebra 1 (1.0); and• Geometry (1.0); and• Mathematics basic elective (1.0)
<u>Science</u>	3.0 credits including: <ul style="list-style-type: none">• Biology 1 (1.0); and• Science basic electives (2.0 s)
<u>World Language, Fine Arts,</u>	2.0 credits in one of the specified programs of study:



<u>or Career & Technical Education</u> (CTE)/JROTC	<ol style="list-style-type: none">1. Two credits in a single World Language. Credits must be taken in sequence with consecutive course numbers in the study of one language.2. Two credits in a Fine Arts discipline: Visual Arts, Music, Drama or Dance. Credits do not need to be in a single discipline.3. <u>CTE</u>: Two credits need to be in a single <u>career pathway program of study</u> sequence. <u>JROTC</u>: Two consecutive JROTC courses fulfill CTE two credits for diploma requirements.
<u>Physical Education</u>	1.0 credit including: <ul style="list-style-type: none">• Physical Education Lifetime Fitness (0.5);• Physical Education basic elective (0.5)
<u>Health</u>	0.5 credit: Health Today & Tomorrow
<u>Personal Transition Plan</u>	0.5 credit
Electives	6.0 credits
Total	24.0 credits

Personal Transition Plan (PTP)

A requirement for all high school graduates, the Personal Transition Plan (PTP) is each student's plan of action to transition from high school to college and careers. Student, parent and school personnel have a shared responsibility in the development and execution of the PTP during high school. The elements are:

- goal attainment
- identification of available resources
- evidence to support the plan of action taken
- self-evaluation component



Guidelines: Understanding that each high school is provided the latitude to implement the PTP for each student, the following guidelines were developed:

- A PTP should be initiated as each student enters into high school.
- The PTP should be reviewed periodically by the student, school staff member, and parent to ensure that the student is meeting the elements of the PTP.

As a guide, these Career Technical Education Model benchmarks were developed for students by grade levels:

9th Grade:

- Evaluate potential career choices in relation to personal interests, strengths and values
- Assess the compensation, lifestyle, and other benefits associated with careers of interest
- Develop individual education and career goals
- Develop career portfolio that documents evidence of progress toward the attainment of personal, educational, and career goals

10th Grade:

- Evaluate potential career choices in relation to personal interests, strengths, and values
- Assess the compensation, lifestyle, and other benefits associated with careers of interest
- Analyze individual education and career goals
- Assess career portfolio that documents evidence of progress toward the attainment of personal, educational, and career goals

11th Grade:

- Evaluate potential career choices in relation to personal interests, strengths, and values
- Assess the compensation, lifestyle, and other benefits associated with careers of interest
- Analyze individual education and career goals



- Analyze the demographic, geographic, and technological trends that affect work opportunities
- Assess career portfolio that documents evidence of progress toward the attainment of personal, educational, and career goals
- Prepare for the job interview process

12th Grade:

- Finalize Personal Statement*
- Complete Career Portfolio*
- Complete Professional Resume*
- Complete Post Secondary Plan*
- Exposure to various entrance tests (post-secondary, work, etc.)
(*Required)

Awarding of Credit: 0.50 credit shall be issued at the end of the first semester of the terminal year and noted on the student's official transcript as either credit or no credit for meeting the elements of the PTP.

Promotion

Each student must earn a minimum number of credits to be prompted:

- From 9 to 10 students need a minimum of **5.0 credits**
- From 10 to 11 students need a minimum of **11.0 credits**
- From grade 11 to 12 students need a minimum of **17.0 credits**

Honor Roll and Principal's List

Students on the Principal's List and Honor roll are determined at the end of each quarter using the quarter's grades only. To qualify for the honor Roll, a student must be enrolled in a minimum of four classes (four credits) and earn a minimum grade point average (GPA) of 3.5 with no grades of "D", "I", "U", or "N". Students with a minimum Gpa of 4.0 with no grades of "D", "I", "U", or "N", and enrolled in a minimum of four classes shall be considered for Principal's List



Certificate of Completion

For students with an IEP and unable to complete the diploma requirements, the Certificate of Completion of an Individually Prescribed Program (IPP), is available, as written in the IEP. A certificate does not constitute graduation from high school. However, DOE special education certified students meeting the requirements of a Certificate of Completion may participate in graduation ceremonies.

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 Running Start math courses: Algebra 3, Trigonometry, Analytic Geometry, Precalculus, Probability, Statistics, Introduction to College Mathematics, Calculus, AP Calculus, AP Computer Science A, AP Computer Science Principles, IB Math Studies, or IB Math Standard Level 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).

CTE Honors:

- Completes two courses in a program of study.
- 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

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 Running Start math courses: Algebra 3, Trigonometry, Analytic Geometry, Precalculus, Probability, Statistics, Introduction to College Mathematics, Calculus, AP Calculus, AP Computer Science A, AP Computer Science Principles, IB Math Studies, or IB Math Standard Level 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.

Seal of Biliteracy

The Hawaii State Board of Education established a Seal of Biliteracy to be awarded upon graduation to students who demonstrate a high proficiency in both of the state's two official languages (English and Hawaiian) OR either of the state's two official languages and at least one additional language, including American Sign Language. [Learn more.](#)

Grade Point Average

This cumulative grade point average applies to all graduates. Learn more about how GPAs are calculated [here](#).

- 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

Graduating seniors will be declared valedictorian if the following criteria are met:

- GPA of 4.0; and
- Earned and met the requirements of one of the Honor Recognition Certificates.

Valedictorians will be named after the third quarter.

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 a certificate;
2. have fulfilled their financial obligations; and
3. meet other conditions, established by the Department of Education, which meet the standards of clarity, reasonableness, and justifiability.

Grading and Parent Communication

Infinite Campus

Parents/ guardians can view their student's attendance on Infinite Campus. To do so, parents/ guardians will need to request an activation code by logging in to the Infinite Campus website. Parents/ guardians need their student's 10-digit student ID number which is located on the student's school schedule. Upon receiving the request, the school's Portal Manager will issue an access code to the parent. Students who need their accounts activated or who need their passwords reset can see the Portal Manager after school for assistance.

Jupiter Grades

Our school will be using the Jupiter Grades web-app throughout the year to help keep you informed about your student's progress. You may login anytime to check your child's current grades, homework, missing assignments, test scores,



and to contact teachers. We will also use the messaging system to share announcements and important information.

Temporary passwords are issued through the school and are sent to the parent/guardian email address on file. Please contact our school office at 808-727-6700 if you have not received your temporary password. You may access your Jupiter account at: <https://login.jupitered.com/login/?89783>

Reports to Parents

Report cards are sent to parents/ guardians four times a year at the end of each quarter. Parents should call their student's counselor if they fail to receive any reports or if they would like to schedule a conference. The faculty and staff of Kūlanihāko'i High School are committed to providing students with the support they need to succeed and encourage parents/ guardians to contact their student's counselor if there are any questions or concerns.

Attendance Procedures and Policies

The following procedure is based on the premise that students need to attend school daily and be in class on time to receive the optimum benefits of school. Unexcused and/or excessive absences and tardies prevent effective teaching and maximum learning.

Definitions

- **“Enrolled”** means that the student has been accepted into the public school system. Students need not enroll annually.
- **“Absent”** means that the student is not physically present in school for at least half the school day or is absent from a class for at least half the period from the ending of the tardy bell, except if the student is on an authorized school activity. For purposes of school reporting, students are either present or absent. Teachers may maintain records of excused absences for purposes of make-up work.
- **“Present”** means the student is physically present in school or in a scheduled class for at least half of the school day or class period.



- **“Tardy”** means that the student reports to class after the starting time designated by the school.
- **“Truant”** means the student is absent from school without authorization from the principal or designee.

Guidelines for Determining Absences Excused or Unexcused

“Excused” absences include:

1. Illness- Notification from parent/guardian notification is required. If the student is ill for three or more consecutive days, notification from parent/guardian must be accompanied by a doctor’s note.
2. Funeral services- Notification from parent/guardian notification is required and/or a copy of the funeral program.
3. Doctor/Dentist appointment- Doctor/Dentist note is required
4. Family Court- A note from Family Court is required
5. Authorized school activity – School related activities include, but are not limited to activities such as:
 - a. Counselor or administrator appointment
 - b. Treatment in the health room
 - c. Assigned detention or in-school suspension (Behavior Modification Center, BMC)
 - d. Student government related activities
 - e. KHS athletics
 - f. Field trips
 - g. Early college programs (admissions, etc.)

“Unexcused” absences include, but are not limited to:

1. Non-school sponsored activities or trips not approved by school administration
2. Family vacations outside of the normally scheduled school break that are not approved by school administration

Required Notification from Parent/Guardian

Parents/guardians should contact the attendance office calling 727-6711 before 9:30 AM with the information below to notify the school of a student’s absence;

- Student’s legal first and last name
- Grade level



- Date(s) of absence
- Reason for absence
- Phone number(s) where parent/guardian can be reached

Handwritten notices, doctor's notes, and other documentation should be submitted to the attendance office within 3 days of returning to school.

Guidelines for Determining Tardies

"Excused" tardies include:

- Funeral services- Notification from parent/guardian notification is required and/or a copy of the funeral program.
- Doctor/Dentist appointment- Doctor/Dentist note is required
- Family Court- A note from Family Court is required
- Student detained by an administrator or counselor- A note from person who detained student is required
- Delayed school bus/ road closures- Attendance office will be advised
- Inclement weather- Attendance office will be advised

All other reasons must be reviewed by an administrator before a tardy is excused.

"Unexcused" tardies include, but are not limited to:

- Oversleeping
- Having car trouble
- Missing the bus
- Babysitting
- Dealing with "personal business"

Guidelines for Determining Truancy

If the student is truant habitually (more than 10 unexcused absences) a written notice of the truancy will be mailed to the student's parent(s)/guardian(s). A referral to Family Court may be initiated to investigate the cause of truancy and the need for family services. See Hawaii Revised Statutes 302A-1132, 302A-1135, and 302A-1136.

Notifications from KHS

Daily calls are generated to parents when a student misses one or more classes. When a student accumulates 5 unexcused absences, a phone



call will be made by the school counselor. After 10 or more unexcused absences, a letter will be sent to the parent/guardian.

Consequences

Students who accumulate excess unexcused absences may be ineligible to participate in school activities, as determined by administration. Students with excess unexcused absences and/or tardies may be required to attend mandatory study hall to recover valuable study time missed.

Homework Procedure for Excused Absences

If a student is absent for three or more consecutive days, the parent/guardian may request homework by calling the student's counselor. A 24-hour notice is needed for teachers when a homework request is made. Parents may pick up the homework at the front office after the end of school on the second day following the request. Parents/guardians may call the office to confirm that there are assignments for the student before going to the school.

Extended Absences

Parents must notify the school in writing as soon as plans for any extended absences due to family vacations, youth camps, and/or sports competition events have been made. The school administration has the discretion to determine if the absences will be excused or unexcused if student academics are adversely affected and/or if attendance is a concern and will notify the parents. The parents should meet with the school administration to discuss the educational arrangements.

Registration & Schedules

Hawaii Revised Statutes 302A-1132 require all children ages six (6) to eighteen (18) to attend a public or private school unless excluded or exempted from attendance.

Geographic Exception Request

Under Hawaii laws, all students attending public school are required to attend the school in the geographic area in which they reside. However, permission to attend another school may be granted by the school. A



student who lives outside of Kihei/Wailea may submit a [Geographic Exception Request Form](#) to their current public school. If the student is attending a private school or is from out of state, the GE Request Form shall be submitted to next year's school within the geographic area where the student resides.

The GE Request Form shall be provided to KHS after the current/home school signs section 2 of the form. Once the GE Request is approved or denied, the requestor will be notified of the status. See page 2 of the link provided above for detailed instructions. If approved, the enrollment process can begin.

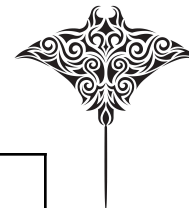
Withdrawing from the Current School

1. State your intent to withdraw your child from the current school of attendance.
2. If your child is at a Hawaii Public School, you will complete a Request for Release Form which initiates the withdrawal process.
3. The current school may provide you with a release packet with copies of the last report card, transcript, health records, and a Certificate of Release to provide to KHS when enrolling.

Enrollment Requirements

Printed enrollment packets are available upon request. See below for requirements. You can view the documents by clicking on the links.

Name Verification Birth certificate or passport	Request for Records Form
Legal Parent/Guardian Photo ID POA or legal guardianship documents if applicable	Student Services Form
Proof of Current Residential Address (Rental/lease agreement, mortgage doc., utility bill, or if doubling up, a * notarized statement)	Home Language Survey If from non-Hawaii DOE school. Link to language list .
Release Packet from Previous School w/ copies of report card, transcript, health records, & IEP or 504 if	TB Clearance within the last 12 months if from out of state



applicable,	
Enrollment Form	Physical Exam Recent within the last 12 months if from out of state OR if requirements not fulfilled for grade 7.
MV1 Questionnaire	Immunization Records Up-to-date. See schedule .

**For enrollments after the school year begins, the following are also required: [Publication Release Form](#), [Technology Responsible Use Form](#), and [Emergency Card](#). These forms will be given to all students in the opening week of school.*

After gathering and completing all required enrollment documents, please make an appointment with the school registrar by calling (808)727-6710 or emailing vanessa.geddes@k12.hi.us. Once enrollment is complete, the prior school is notified and they will send cumulative school records to KHS.

Course Requests/ Registration

Review [The 2023-2024 KHS Course Catalog](#) to learn more about graduation course requirements, recognitions, promotions, and courses we plan to offer along with their descriptions. To request desired courses, complete and submit the [Grade 9](#) OR [Grade 10](#) registration worksheet.

Schedule Changes

Schedule changes will be permitted ONLY in the following cases:

- Duplication of courses
- Courses needed for graduation
- Summer school course taken and passed
- Early admission to UHMC or employment (verification and principal approval required)
- Last day to change schedules are
 - Two (2) weeks into Quarter 1 for Semester/Year course(s)
 - Two (2) weeks into Quarter 3 for 2nd semester course(s).



- A student requesting to alter their schedules should see their assigned school counselor for the purpose of ensuring credits and graduation requirements are being met and post-secondary goals are supported.

Student Transfer

A student withdrawing from KHS must obtain a "Request for Release" from the Registrar's office. The completed form must be returned to the Registrar's office at least one week prior to the student's last day. The student will receive a clearance form that must be signed by his/ her teachers and other staff members. All books and/ or equipment must be returned and financial obligations cleared. A release packet will be given to the parent to take to the new school.

Transcript Requests

Official and unofficial transcripts of a student's school record may be obtained at the Registrar's office. The student's legal guardian must complete and sign each separate transcript request form (if student is under age 18), including the name and address of the receiving organization or person.

Demographic Information

If the information regarding your student(s) needs to be updated, please inform the school by filling out a "Student Information Update Form" so the school can maintain accurate files. If the parent/ student has moved, proof of residence documents will be required. Forms may be picked up from the Registrar's office or main office.

Geographic Exceptions

Under Hawaii's laws, students are required to attend the school in the district in which their parents or legal guardians reside. Geographic exceptions will be considered in accordance with the Board of Education



Policy 4155. To obtain a geographic exception, parents or legal guardians must complete a Geographic Exception Request form and contact the administration of the school in which they would like to enroll their student. This form may be obtained from any school and must be submitted between January 1st and March 1st for the following school year.

Restorative Practices

Restorative Practices, or RP, is a framework rooted in relationship building and rebuilding, designed to create a culture of equity and belonging that rethinks how we view conflict and results in healing and learning. Kūlanihāko'i High School embraces Restorative Practices ensuring that all, including those who have been harmed, will have their needs and experiences recognized and acted upon, thus creating a supportive climate of empowerment for all.

Classroom Community Circles

Circles can be used to build a sense of belonging and trusting relationships, strengthen communication skills, and support equity of voice. Circles can also be used as a way to introduce academic content, access students' background knowledge, and collectively set goals for learning. In both cases, circles build community

Peer Meditation

Peer mediation is a voluntary process in which a student trained as a neutral third party helps other students in conflict get clear about their concerns, better understand one another, and come to a mutual agreement about how they want to handle their issues. Using conflict resolution skills and the peer mediation process, students can begin to see conflict as an opportunity for growth and learning, rather than something that fuels anger, frustration or even violence.



Restorative Justice Circles

A restorative circle is an approach to repairing harm that has been done within a community. Participants in a restorative circle are encouraged to be open and honest about their perspectives regarding a conflict, how they have been harmed, and how they think others might have been harmed. Participants also work together to come up with ways to fix the harm that was done and restore relationships. People external to the group who support someone in the group may also be included.

Restorative Circles is a space for the community to gather as a response to wrongdoing or conflict. The community impacted discusses what happened, the impact it has on the community, and what is needed to make things right.

Common examples include microaggressions that are witnessed in a classroom or conflicts as a result of miscommunication between members of a group.

Restorative circles give every participant an opportunity to speak and be heard.

Student Conduct

Students at Kūlanihāko'i High School are required to comply with federal, state, and county statutes. Department of Education (DOE) policies and regulations, and school rules and directives. Students who infringe upon the rights of others and whose conduct violates established rules and regulations will be referred to administration.

[Student Bill of Rights and Responsibilities](#)

[Student Code of Conduct](#)

[Non-Discrimination Notice](#)

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 the school principal, Halle Maxwell Halle.Maxwell@k12.hi.us if you have any questions regarding non-discrimination policies at Kūlanihāko'i High School.

Cafeteria Expectations

- Cutting in line is prohibited and is defined as
 - a student getting in front of others already in line, and
 - student asking another person in line to buy their lunch.
- Not paying for food taken from the cafeteria prohibited
- Students shall remove all food, plates, napkins, milk cartons, and cutlery from seating areas.
- Students shall dispose of waste in proper containers.
- Students are not allowed to use another student's ID card.
- School meals may be eaten outdoors provided areas are kept clean of litter.
- No horseplay or disruption to the lunch service shall be tolerated.

School Restrooms

Students should refrain from loitering in restrooms. Any student noticing suspicious objects or behaviors within the restrooms shall notify their teacher, security, or administration immediately. Staff restrooms are considered off-limits to students. For any special considerations, please see a school administrator.

School Passes

In order to leave class a student must have their student ID card and hall pass. Both the student and teacher must get permission from the receiving teacher BEFORE the student can be sent to that teacher.



Students who leave campus during school hours must have a **Permission to Leave Campus** (PLC) pass from the office, health room, registrar, or administration. Any request to leave campus must be made in writing and submitted to the Registrar's office before the school day begins. Request must be signed by a parent or guardian and must include the following information:

- Students legal name
- Home telephone number
- Phone number where guardian can be reached
- Date/ time for release
- Reason for release
- Time the student will return to school (if applicable)

Students found off campus without a valid off-campus pass are subject to truancy. Students 18 years of age or older must see an administrator when requesting a PLC pass.

Prohibited Student Conduct/ Class Offenses

The following prohibited conduct applies to all students in the public school system, on campus, or other department premises, on department transportation, or during a department-sponsored activity or event on or off school property

Class A Offenses

- A. Assault
- B. Bullying
- C. Burglary
- D. Cyberbullying
- E. Dangerous instrument, or substance; possession or use of
- F. Dangerous weapons; possession, or use of
- G. Drug paraphernalia; possession, use, or sale of
- H. Extortion
- I. Fighting
- J. Firearms; possession or use of



- K. Harassment
- L. Homicide
- M. Illicit drugs; possession, use, or sale of
- N. Intoxicating substances; possession, use, or sale of
- O. Property damage or vandalism
- P. Robbery
- Q. Sexual assault
- R. Sexual exploitation
- S. Sexual harassment
- T. Stalking
- U. Terroristic threatening

Class B Offenses

- A. Discrimination
- B. Disorderly conduct
- C. False alarm
- D. Forgery
- E. Gambling
- F. Hazing
- G. Inappropriate or questionable uses, or both of internet materials or equipment, or both
- H. Retaliation
- I. Theft
- J. Trespassing

Class C Offenses

- A. Abusive language
- B. Class cutting
- C. Insubordination
- D. Laser pen/laser pointer; possession or use of
- E. Leaving campus without consent



- F. Smoking or use of tobacco substances
- G. Truancy

Class D Offenses

- A. Contraband; possession or use of
- B. Minor problem behaviors
- C. Other school rules.

Anti-Bullying

The Department of Education and KHS will not tolerate bullying behavior.

Bullying is defined as inappropriate behavior, either direct or indirect, whether verbal, physical, psychological, or otherwise, conducted by one or more persons against another or others, which is repeated over time. It is noted that isolated or one-time incidents of intentionally inappropriate behavior may not fall within the definition of bullying; however, it may still be considered inappropriate and subject to corrective action.

Firearms

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 event 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.

Weapons, Substances, and Drugs

Any student who possesses, sells, or uses a dangerous weapon, switchblade knife or any improperly used knife, intoxicating substance(s), or illicit drug(s) while attending school may be excluded from attending school for up to ninety-two school days.



Any student who reasonably appears to be under the influence of, have consumed or used intoxicating substance(s) or illicit drug(s) prior to attending school or attending department-supervised activities held on campus, or other department of education premises, on department of education transportation, or during a department of education sponsored activity or event on or off school property may be excluded from attending school for up to ninety-two school days and the school shall administer a substance use screening tool to determine whether there is a need for the student to be referred for a substance abuse assessment pursuant to section 302A-1134.6(f), Hawaii Revised Statutes.

Discipline

Disciplinary action shall be taken for all class offenses in accordance with procedures established under Chapter 19. Disciplinary action options may include the following:

1. Correction and conference with student
2. Detention
3. Crisis removal
4. Individualized instruction related to student's problem behaviors
5. In-school suspension
6. Interim alternative education setting
7. Loss of privileges
8. Parent conferences
9. Time in office
10. Suspension of one to ten school days
11. Suspension of eleven or more school days
12. Saturday school
13. Disciplinary transfer
14. Referral to alternative education programs
15. Dismissal
16. Restitution



The principal or designee can approve suspensions of one to ten school days. The complex area superintendent shall approve suspensions exceeding ten school days. In exercising this discretion and determining disciplinary actions, the principal or designee shall consider, the nature and severity of the offense, the impact of the offense on others, the age of the offender, and if the offender is a repeat offender.

If the student is excluded from attending school, the principal or designee shall ensure that alternate educational activities or other appropriate student support assistance shall be provided and that the student is referred for appropriate intervention or treatment services, or both, as determined by the principal or designee in consultation with the appropriate school staff or in accordance with the Hawaii administrative rules for students with disabilities, if applicable.

More information about

- Student misconduct
- School searches and seizures
- Reporting offenses
- Police interviews and arrests
- Restitution for Vandalism
- Complaint Procedure and Investigation of Discrimination
- Harassment (including sexual harassment)
- Bullying and/ or retaliation

Please refer to Chapter 19

Student Parking

All vehicles parked on campus must have a current valid student parking pass that is visible at all times. Students are to park only in the designated student parking lot. Students must not block any car, stall, or roadway or drive through, or impede the flow of traffic.



Application

Each student will be allowed to apply for only one pass for the school year.

Students must provide the following along with the application:

1. Proof of driver's license
2. Valid insurance card
3. Vehicle registration

Passes can be transferred from one vehicle to another provided the vehicle is owned by a family member and it has been registered with the office prior to any transferring.

Students must follow all rules:

1. Speed limit on campus is 5 mph to ensure student and staff safety
2. No parking in staff parking, handicapped parking, or along the fire lane and service roads
3. Vehicles must be parked within the marked stalls in the direction of traffic to prevent accidents. Drivers must obey the traffic routing in the parking lot, especially the on way traffic flow patterns.
4. Students are not to loiter in their cars upon arriving on campus. **The parking lot is an out-of-bounds area during the school day to ensure that cars are not vandalized.**
5. Students must operate their vehicles in a safe manner.
6. Students leaving campus without permission using vehicles parked on campus may have their parking privileges suspended and/or revoked.
7. Drivers of vehicles may only transport other students authorized to leave campus.
8. All vehicles parked on the school campus may be subject to search in accordance with Chapter 19 misconduct offenses.

Offenses may result in one or more of the following:

- 1) Reprimand and warning documented



- 2) parents/ guardians notified of violation
- 3) Parking privileges temporarily suspended
- 4) Vehicle towed at the expense of the registered owner
- 5) Parking privileges revoked for the school year
- 6) Police report and/ or arrest for any serious violations of the Hawaii Traffic Code.

Dress Code

The Kūlanihākoʻi High School dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes, or increase marginalization or oppression of any group based on race, gender, ethnicity, religion, sexual orientation, household income, gender identity or cultural observance. Our guiding values for this policy are:

- All students should be able to dress comfortably for school without fear of or actual unnecessary discipline or body shaming.
- All students and faculty & staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing/self-expression.
- Teachers can focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
- Students should not face unnecessary barriers to school attendance.
- Reasons for conflict and inconsistent discipline should be minimized whenever possible.

Goals of a Student Dress Code

Our student dress code should accomplish several goals:

- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as science, art or PE.
- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear clothing that expresses their self-identified gender.



- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing with images or language depicting or advocating violence or the use of alcohol or drugs.
- Ensure that all students are treated equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, body type/size, religion, and personal style.

Dress Code Policy

KHS expects that all students will dress in a way that is appropriate for the school day or for any school-sponsored event. The dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities, such as graduation ceremonies, dances, field trips, and prom. Student dress choices should respect the school's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). Kūlanihāko'i High School is responsible for seeing that student attire does not interfere with the health or safety of any student, and that student attire does not contribute to a hostile or intimidating atmosphere for any student.

Basic Principle: Certain body parts must be covered for all students all the time. Clothes must be worn in a way such that genitals, buttocks, and nipples are covered with opaque material. Cleavage should not have coverage requirements. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

Students Must Wear*

- Shirt (with fabric in the front, back, and on the sides under the arms), AND
- Bottom, AND



- Footwear.

*High-school courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering students' bodies or promoting culturally-specific attire.

Students May Wear

- Hats, including religious headwear. Hats must allow the face to be visible to faculty & staff, and not interfere with the line of sight of any student or faculty & staff.
- Hoodie sweatshirts (overhead is allowed but face and ears must be visible to faculty & staff upon request).
- Sunglasses outdoors. Indoors, sunglasses must be removed upon request.
- Fitted pants, sweatpants, shorts, skirt, dress, including leggings, yoga pants and "skinny jeans".
- Midriff-baring shirts.
- Pajamas (not lingerie, that's an undergarment).
- Ripped jeans, as long as underwear is not exposed.
- Tank tops, including spaghetti straps, halter tops, and strapless ("tube") tops.
- Visible waistbands or straps on undergarments worn under other clothing as long as the apparel does not violate the shirt definition above.
- Athletic attire.
- Clothing with commercial or athletic logos.
- Slippers, sandals, shoes; activity-specific shoe requirements are permitted (for sports and CTE, for example).

Students Cannot Wear

- Violent language or images.



- Images or language depicting drugs or alcohol (or any illegal item or activity) or the use of the same.
- Hate speech, profanity, pornography.
- Clothing, including gang identifiers, that threatens the health or safety of any student or faculty & staff.
- Images or language that creates a hostile or intimidating environment based on any protected class.
- Visible underwear. Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed).
- Swimsuits
- Accessories that could be considered dangerous or could be used as a weapon.
- Helmets or headgear that obscures the face, except as a religious observance or as a personal protective equipment (PPE).

Dress Code Enforcement

To ensure effective and equitable enforcement of the dress code, school faculty & staff shall enforce the dress code consistently using the requirements below.

- Students will only be removed from spaces or classrooms as a result of a dress code violation as outlined in Section II.
- Faculty & staff may refer students with questionable attire to administration.
- Students will be asked to put on their own on-site clothing, if available, or can opt to wear a school top/bottom to be dressed more to code.
- Students shall not be disproportionately affected by dress code enforcement because of racial identity, sex assigned by birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.
- The dress code will be clearly conveyed on the school website and available in print.



- Student athletic apparel will be defined by safety and competitive performance standards.
- Students should not be shamed or required to display their body in front of others (students, parents, or faculty & staff) in school. “Shaming” includes but is not limited to:
 - kneeling or bending over to check attire fit;
 - measuring straps or skirt length;
 - asking students to account for their attire in the classroom or in front of others;
 - calling out students in spaces or in classrooms about perceived dress code violations in front of others; in particular, directing students to correct sagged pants that do not expose the entire undergarment, or confronting students about visible bra straps, since visible waistbands and straps on undergarments are permitted; and
 - accusing students of “distracting” other students with their clothing.

Personal Electronic Policy

Personal Electronics include, but are not limited to, smartphones, smartwatches, cell phones, gaming devices, iPods, and music players).

- Personal electronics are permitted:
 - Before school
 - Passing period
 - Recess
 - Lunch
 - After school
- Students will keep personal electronics **in their bag during class periods** unless permission is given by the teacher to use personal electronics during class time.
- Personal electronics are considered personal property. Students may bring personal electronics to school, but assume full responsibility for lost, stolen, or damaged property.
- Students will keep personal electronics **silent at all times.**



- Students will disable all notifications of any transmitting personal device (smartphone, smartwatch, cell phone, etc.)
- iPads are considered property of the school and should be used for their intended academic purpose. They are loaned to an assigned user and that user assumes responsibility for that device.
- Students using any device(s) **will not** take, record, or post pictures/videos/ voice recordings of students or the teacher without permission from the individual(s).
- Ear accessories (headphones, airpods, etc). **must be removed upon request.**
- Portable speakers are **not permitted** for use at any time on Kūlanihāko'i campus, busses, events, field trips, etc. and will be confiscated by school staff if used in these areas.
- Students will abide by all DOE policies included in the [Technology Responsible Use Guidelines](#) and [Chapter 19](#).

Violation Procedure

- A policy violation will result in the **confiscation of personal electronic(s)** by a staff member and the personal electronic(s) will be **turned into the main office**. Students will be able to reclaim their personal electronics from the main at the end of the school day.
- The third violation of this policy will result in the **loss of all personal electronic privileges during the school day**. Students will be required to turn their personal electronics into the office in the morning and may pick it up at the end of the day.
- If a student is **misusing their school issued device**, the student will **lose the privilege of having a device**. Teachers will provide paper and pencil assignments for a student until they are able to earn their device privileges back.
- Students may earn their personal electronic privileges back by **behaving appropriately and respectfully in all environments, participating in Restorative Circles, and meeting administrative requirements**.



School Safety and Emergency Procedures

Text-A-Tip

Text-A-Tip is a program that allows students and teachers to report with 100% confidentiality, unlawful, dangerous, and unsafe activities. The number is **(408) 695-3859**. The purpose of this program is to encourage a culture of learning and safety for ALL of our students. Text a tip when you see fighting, bullying, theft, harassment, vapes, drugs, alcohol, or insubordination.

SPEAK NOW

The [Speak Now HIDOE app](#) provides another means for students to report bullying incidents digitally and anonymously if they choose. Speak Now HIDOE can be downloaded from the App Store (Apple devices) or Google Play (Android devices).

Emergency Information for Families

Emergencies are a stressful time, but parents and caregivers should be assured that school staff is prepared through regular and updated drills. Parents and caregivers can help by doing the following:

- Be prepared for an emergency
 - Ensure that your child's emergency contact information is accurate and current.
 - Become familiar with your school's emergency plan and parent/guardian reunification procedures in the event of a school evacuation.
 - Take time to prepare with your children your family's emergency plan. The Federal Emergency Management Agency (FEMA) has valuable resources online here: <http://ready.gov/kids>.
- In case of a school emergency: Although your first reaction would be to call or rush to your child's school, please follow these tips:



- DO NOT call or rush to your child's school. Phone lines and staff are needed for emergency response efforts.
- DO NOT phone your child. Staff and students are discouraged from using cell phone communication for safety reasons.
- Tune in to local TV/Radio stations for official school news alerts.
- Rely only on official communication from school or public safety officials.
- Listen for official information regarding reunification with your child. Students will be released ONLY to parents/guardians who are documented as emergency contacts and who present a picture ID such as a driver's license, military ID or passport.
- Check the Department website and Twitter feed for emergency updates.



HOLD! Announcement

Hold is called when non-threatening situations are in the hallway outside of a classroom.

1. The PA will announce twice: **“Hold in your room or area. Clear the halls”**
2. The announcement will include the impacted area(s) and necessary actions to take.

Students

- Clear the hallways and remain in their area or room until the “All Clear” is announced
- Do business as usual

Adults and Staff

- Close and lock the door
- Account for students and adults
- Do business as usual

3. Remain in HOLD! until the PA announces twice: **“The Hold is released. All Clear”**

It is unlikely that a HOLD! will be called for the entire campus, so it is important that you listen closely for the impacted area(s).

- If you are in an area that is not impacted, you do not need to HOLD! Simply carry on.
- If you are in an impacted area, you HOLD!, which means you STAY PUT.
- If you are in a hallway of an impacted area, go into the nearest classroom to HOLD!

EXAMPLES OF HOLD CONDITIONS

- An altercation in a hallway;
- A medical issue that needs attention;
- Unfinished maintenance operation in a common area during class changes.



SECURE

Get inside Lock Outside Doors

SECURE! Announcement

Secure is called when there is a threat or hazard outside of the building.

1. The PA will announce twice: **“Secure! Get inside, Lock outside doors”**

Students

- Return to inside of building
- Do business as usual

Adults and Staff

- Close and lock the door
- Account for students and adults
- Do business as usual

2. Remain in **SECURE!** until the PA announces twice: **“The SECURE is released. All Clear”**

EXAMPLES OF SECURE CONDITIONS

- An unknown or unauthorized person on the grounds
- Dangerous animal on or near the grounds
- Criminal activity in the area
- Planned police activity in the neighborhood



LOCKDOWN

Locks, Lights, Out of Sight

LOCKDOWN! Announcement

Lockdown is called when there is a threat or hazard inside the building.

1. The PA will announce twice: **“Lockdown! Locks, Lights, Out of Sight”**
2. Students and staff will proceed to the nearest classroom or facility (if not already in the classroom).

Students

- Move away from sight
- Maintain silence
- Do not open the door

Adults and Staff

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend

EXAMPLES OF LOCKDOWN CONDITIONS

- Dangerous animal within a school building
- Intruder
- An angry or violent parent or student
- Report of a weapon
- Active assailant



EVACUATE

A Location may also be provided

EVACUATE! Announcement

Evacuate Is called when there is a need to move people from one location to another.

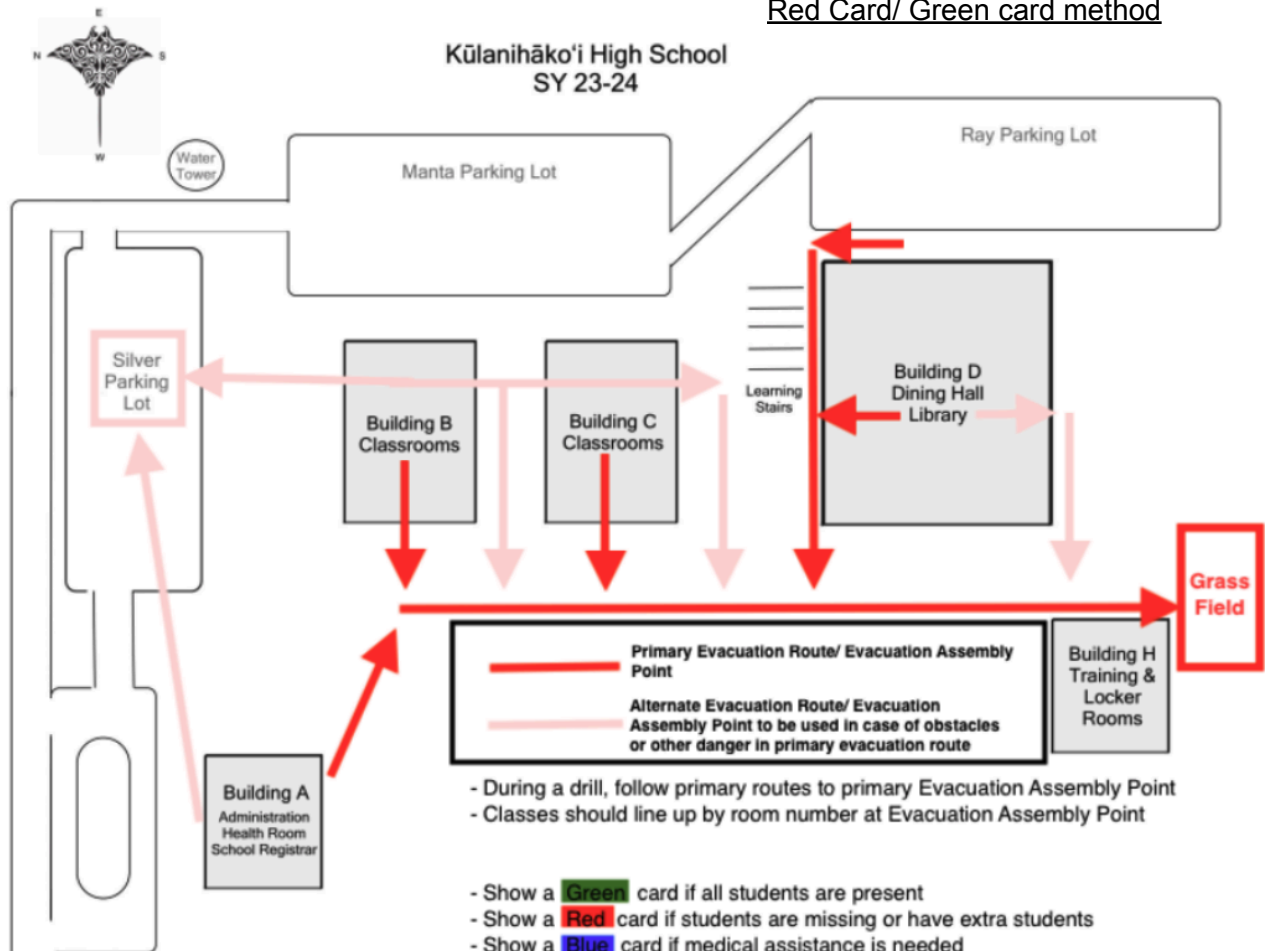
1. The PA will announce twice: **“Evacuate! To (location)”**

Students

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and Staff

- Bring roll sheet and Emergency Backpack (unless instructed to bring anything them, dependent on reason for evacuation).
- Lead students to Evacuation Assembly Point
- Account for students and adults
- Report injuries or problems using Red Card/ Green card method





SHELTER

State the Hazard and Safety Strategy

SHELTER! Announcement

SHELTER! is called when specific protective actions are needed based on a threat or hazard

1. Assess the situation and inform administration of the type of hazard.
 - a. Hazards might include
 - Tornado
 - Hazmat
 - Earthquake
2. The PA will announce twice: **“Shelter! For a (hazard). Using (hazard) safety strategy”**

Students

- Appropriate Hazards and Safety Strategies

Adults and staff

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red/ Green Card method

3. Shelter in Place

- a. Walk quickly to your shelter location (see map attached).
- b. Look directly outside your shelter entrance and bring inside anyone who needs shelter. DO NOT LEAVE SHELTER.
- c. Close windows.
- d. Use appropriate safety strategy: Tornado, Hazmat, Earthquake



NUCLEAR DETONATION: Guidance Summary For Coordinated Public Messaging






HAWAII STATE DEPARTMENT of DEFENSE

Hawaii Emergency Management Agency

GUIDANCE SUMMARY for COORDINATED PUBLIC MESSAGING Nuclear Detonation

Revised: 27 JUN 2017.4

Triggers	Mnemonic	Immediate Action	Rationale
Sirens sound <i>Attack-Warning</i> signal		<ol style="list-style-type: none">1. <u>If you are indoors</u>, stay indoors well away from windows.2. <u>If you are outdoors</u>, seek immediate shelter in a building preferably a concrete structure such as a commercial building or parking structure.3. <u>If you are driving</u>, pull safely to the side of the road and stop. If a shelter is very close, shelter in that structure. If not, remain in your vehicle and lay on the floor.	<ul style="list-style-type: none">• Surviving the immediate effects of a nuclear detonation (blast, shock, thermal radiation, initial nuclear radiation) requires sheltering in resistant structures• You may have only minutes to take protective action – take immediate action without delay• There are no designated blast or fallout shelters in Hawaii
Emergency Alert System (EAS) advisory Wireless Emergency Alert (WEA) system advisory		<ol style="list-style-type: none">1. Remain sheltered until you are told it is safe to leave or two weeks (14 days) have passed, whichever comes first.2. You may be advised that it is safe to leave your shelter for short periods of time to locate food, water and medical care.3. Electrical, water and other utilities may be severely disrupted or unavailable.	<ul style="list-style-type: none">• Following the detonation, sheltering from radioactive fallout for up to 14 days is critically important• Public may need to briefly leave their shelters to locate essential supplies and equipment• Emergency Management will assess residual radiation levels and advise when sheltering can be discontinued
Brilliant white light (flash) is observed		<ol style="list-style-type: none">1. Listen to local AM-FM radio stations for official information.2. Cell phone, television, radio and internet services will be severely disrupted or unavailable.3. Small portable walkie-talkies may give you communication with nearby shelters.	<ul style="list-style-type: none">• Local AM-FM broadcast radio is most survivable and may be useful in advising the public post-detonation• Other communication technologies may be damaged by weapons effects such as EMP¹• FRS² and GMRS radios are widely available in the community and may be useful in keeping people in communication with one another

¹ EMP = Electromagnetic Pulse

² FRS = Family Radio Service (unlicensed); GMRS = General Mobile Radio Service (licensed)