

WELCOME TO OLOMANA SCHOOL



HOME OF THE RAZORBACKS

42-522 KALANIANAOLE HWY.

KAILUA, HI 96734

(808)307-1600

<https://www.olomanaschoolhi.k12.hi.us/>

STUDENT
HANDBOOK
2023-2024

Notice of Language Assistance

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.

(Traditional Chinese / 繁體中文) 如果您理解英語有困難，您有權得到免費的語言幫助。請聯繫您的學校校長以獲得更多信息。

(Simplified Chinese / 简体中文) 如果您理解英语有困难，您有权得到免费的语言帮助。
请联系您的学校校长以获得更多信息。

(Japanese / 日本語) 英語の理解に困難を覚える方は、無料で言語支援を受ける権利があります。詳細につきましては学校長にお問合わせください。

(Hawaiian / ‘Ōlelo Hawai‘i) Ina pilikia oe i ka hoomaopopo i ka olelo Pelekania, he kuleana no kou e lawelaweia oe i ke kokua olelo me ka uku ole. E hui kuka me ke poo kumu o kou kula no kekahi ike hou aku.

(Korean / 한국어) 영어를 이해하는데 어려움이 있는 경우, 무료로 통역 지원을 받을 권리가 있습니다.
더 자세한 정보는 학교장에게 연락하십시오.

(Chuukese / Kapasen Chuuk) Ika epwe weires ngonuk omw weweiti fóós un Merika, mi wor omw pwúung omw kopwe angei aninnisin aweween fóós esapw kame. Kose mochen kékkééri ewe meinapen ewe sukkun (Principal) ren tichikin pworausan.

(Ilokano / Ilokano) Nu narigat mo a maawatan ti Ingles, karbengam nga umawat ti tulong ti lenggwahe ket awan bayad na dayta a serbisyo. Para ti kanayonan nga impormasyon, mabalin a kontakem ti prinsipal ti eskwelaan yo maipanggep iti dayta a serbisyo.

(Samoan / Gagana Samoa) Afai e faigatā ona ē malamalama i le Igilisi, e i ai lau aiā e maua ai le fesoasoani tau gagana e aunoa ma se tipe e te totogi ina. Fa'amolemole fa'afeso'ota'i le pule o lau aoga mo nisi fa'amatalaga.

(Tongan / Lea faka-Tonga) Kapau ‘oku faingata'a ke mahino kiate koe ‘a e lea faka-Papalangi, ‘oku ‘i ai ho’o totonu ke ke ma’u ha tokoni fakatonulea ‘ikai totongi. Kataki ‘o fetu’utaki ki he puleako ki ha toe fakaikiiki ange.

(Tagalog / Tagalog) Kung nahihiapan kang intindihin ang Ingles, karapatan mong makatanggap ng tulong para sa lenggwahe at libre ang serbisyon ito. Para sa karagdagang impormasyon, maari mong kontakin ang prinsipal ng iyong paaralan tungkol sa serbisyon ito.

(Cebuano / Sugboanon) Kon kamo adunay kalisud sa pagsabut sa Iningles, naa moy katungod sa pagdawat sa tabang sa pinulongan nga walay gasto kaninyo. Palihog kontaka ang prinsipal sa inyong eskwelahan alang sa dugang nga impormasyon.

(Vietnamese / Tiếng Việt) Nếu quý vị thấy khó khăn trong việc hiểu tiếng Anh, quý vị có quyền nhận được sự hỗ trợ ngôn ngữ miễn phí. Vui lòng liên hệ hiệu trưởng của trường quý vị để biết thêm thông tin.

(Spanish / Español) Si tiene dificultad para entender Inglés, tiene derecho a recibir asistencia lingüística sin costo alguno para usted. Comuníquese con el director de su escuela para obtener más información.

(Marshallese / Kajin Majōl) Elaññe ejabwe am melele kajin Pālle, ewōr am jimwe ñan jibañ ko ikijien ukok ilo ejelok wōnen. Jouj im kōjjelāik lok principle eo an jikuul eo am ñan melele ko rellap lok.

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 Department nondiscrimination policies to:

Civil Rights Compliance Branch Hawaii State Department of Education P.O. Box 2360 Honolulu, Hawaii 96804 (808) 784-6325 or relay CRCB@k12.hi.us	Beth Schimmelfennig, Director Rhonda Wong, Compliance Aaron Oandasan, Title VI Toby Yamashiro, Title VII Nicole Isa-Iijima, Title IX Krysti Sukita, ADA/504
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Inquiries concerning discrimination and/or harassment may also be referred to the Office for Civil Rights, United States Department of Education.



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VISION STATEMENT

Providing an excellent alternative education that engages and challenges all students to succeed

MISSION STATEMENT

To produce productive citizens by promoting positive values and strengthening academic success

PRINCIPAL'S MESSAGE

Welcome to Olomana School, where our goal is to help you focus on your individual needs and support your effort to be successful in school. We believe that all students are capable of learning and that they should be able to know what is needed to graduate from high school in order to move forward into a positive adult life.

Olomana School is not just a place for students to make-up credits, but also a place for you to set goals and develop as individuals. Our students prepare for academic rigor through curriculum aligned to the Common Core Standards as well as preparation for vocational trades, community colleges, and universities. There are counselors and teachers here with skills and a passion to help students achieve any productive goal they desire. Although parents and family members should be the major key to helping students succeed, we here at Olomana will do everything we can to help all students work toward attaining their goals.

It is our expectation that everyone on campus will treat one another with courtesy and respect. Disrespectful behaviors and obscene language hurt both the givers and the receivers, and never help solve any problems. If you have a problem with a staff member or another student, please see an adult on campus to help you work it out. A counselor or an administrator is always at school and will make time to talk with you.

Olomana School is a loving, safe, and positive place for learning. Bullying, harassment, and fighting, with fists, posturing, and, or words, will not be tolerated. Support and help to resolve conflicts are readily available. Students who are not able to resolve conflicts peacefully will need to meet with the principal to look at alternative options for learning.

Please feel free to see me if you have concerns or comments you would like to share. When I am on campus, my door is always open to students.

Have a positive, productive year of learning!

Olomana School

2023 - 2024 School-Parent Compact

This Compact outlines how parents/guardians, school staff and students will share the responsibility for improved student academic achievement, and the means by which the school and parents/guardians will build and develop a partnership to help students achieve the state standards.

Parent's/Guardian's Agreement

I want my child to achieve and I will encourage him/her by doing the following:

- *See that my child attends school regularly and on time;*
- *Communicate regularly with my child's teachers;*
- *Attend all conferences/meetings for my child;*
- *Volunteer in my child's classroom when possible;*
- *Encourage and be aware of my child's learning;*
- *Provide positive use of extra-curricular time; and*
- *Participate in decisions related to the education of my child*

Student's Agreement

It is important that I do my best and I will do the following:

- *Attend school on time with a positive attitude about learning;*
- *Complete daily homework during study time;*
- *Return all assignments on time; and*
- *Follow classroom and school rules.*

Faculty's Agreement

It is important that students achieve and I will do the following:

- *Provide high quality curriculum and instruction;*
- *Provide a supportive and effective learning environment that enables students to meet the state standards;*
- *Use appropriate teaching strategies and materials for different learning styles;*
- *Provide a positive classroom environment;*
- *Provide frequent reports to parents on their child's progress;*
- *Ensure regular two-way, meaningful communication with family members; and*
- *Provide an effective and supportive learning environment.*

Principal's Agreement

I support this compact and I will do the following:

- *Provide a supportive environment that allows for communications between student, parent, and teacher;*
- *Ensure teachers have high quality curriculum that meets the needs of all students;*
- *Provide a plan for Schoolwide Parent-teacher conferences; and*
- *Ensure that parents have reasonable access to staff with opportunities to volunteer/observe.*



School Staff Contact Information

Main Office
Attendance
808-307-1600

Principal
Stacey Oshio
stacey.oshio@k12.hi.us
808-307-1611

Vice-Principal
John Secreto
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808-307-1612

SASA
Dallas Adaro
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808-307-1610

SSC
Kelli Taniguchi
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Special Education
Department Head
Nicholas Johns
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808-307-1600

Registrar
Ama Silva
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808-307-1613

Health Aid
Corrie Hamilton-Lumley
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808-307-1621

Counselor
Sheri Dennis
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808-307-1622

Counselor
Carol Badua
carol_ann.badua@k12.hi.us
808-307-1630

Counselor
Karine DeLima
karine.de_lima@k12.hi.us
808-307-1623

Website
<https://www.olomanaschoolhi.k12.hi.us/>

Infinite Campus
<https://hawaii.infinitecampus.org/campus/portal/hawaii.jsp>

Olomana School

2023-2024 Official School Calendar

OYC Bell Schedule		
TIME	MON	TUES
8:00-8:45	Period 1	Period 2
8:48-9:33	Period 2	Period 3
9:33-9:48	Recess	Recess
9:51-10:36	Period 3	Period 4
10:39-11:24	Period 4	Period 1
11:24-11:54	Lunch	Lunch
11:57-12:42	Period 5	Period 5
12:45-1:30	Period 6	Period 6
1:33-2:18	Period 7	Period 7
2:18-3:00	Admin Time	Study Hall

TIME	WED	THURS
8:00-8:45	Period 3	Period 4
8:48-9:33	Period 4	Period 1
9:33-9:48	Recess	Recess
9:51-10:36	Period 1	Period 2
10:39-11:24	Period 2	Period 3
11:24-11:54	Lunch	Lunch
11:57-12:42	Period 5	Period 5
12:45-1:30	Period 6	Period 6
1:33-2:18	Period 7	Period 7
2:18-3:00	Admin Time	Study Hall

TIME	FRI
8:00-8:45	Period 8
8:48-9:33	
9:33-9:48	Recess
9:51-10:36	Period 8 (continued)
10:39-11:24	
11:24-11:54	Lunch
11:57-12:42	Teacher Prep
12:45-1:30	
1:33-2:18	
2:18-3:00	Admin Time

	Su	M	T	W	Th	F	Sa	
July 2023	23	24	25	26	27	28	29	1st Semester
August	30	31	1	2	3	4	5	August 1- August 4: Teacher Work Days (no students)
	6	7	8	9	10	11	12	August 7: Planning/Collaboration Day (no students)
	13	14	15	16	17	18	19	August 8: Waiver Day #1 (no students)
	20	21	22	23	24	25	26	August 9: Students' First Day
	27	28	29	30	31	1	2	August 18: Statehood Day
September	3	4	5	6	7	8	9	September 4: Labor Day
	10	11	12	13	14	15	16	September 13: Waiver Day #2 (no students)
October	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	October 9-13: Fall Break
	31	1	2	3	4	5	6	
November	5	6	7	8	9	10	11	November 10: Veterans Day (obs.)
	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	November 23: Thanksgiving
December	26	27	28	29	30	1	2	November 24: School Holiday
	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	December 22-January 4: Winter Break
	17	18	19	20	21	22	23	December 25: Christmas
January 2024	24	25	26	27	28	29	30	2nd Semester
	31	1	2	3	4	5	6	January 1: New Year's Day
	7	8	9	10	11	12	13	January 5: Teacher Work Day (no students)
	12	15	16	17	18	19	20	January 8: Planning/Collaboration Day (no students)
	21	22	23	24	25	26	27	January 15: Dr. Martin Luther King Jr. Day
February	28	29	30	31	1	2	3	
	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	February 12: Teacher Institute Day (no students)
	18	19	20	21	22	23	24	February 19: Presidents' Day
March	25	26	27	28	29	1	2	
	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	
April	17	18	19	20	21	22	23	March 18-22: Spring Break
	24	25	26	27	28	29	30	March 26: Kuhio Day (observed)
	31	1	2	3	4	5	6	March 29: Good Friday
	7	8	9	10	11	12	13	
	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	April 22: Waiver Day #3 (no students)
May	28	29	30	1	2	3	4	
	5	6	7	8	9	10	11	May 23: Olomana School Graduation
	12	13	14	15	16	17	18	May 27: Memorial Day
	19	20	21	22	23	24	25	May 30: Last Day for Students & 2nd Semester Ends
	26	27	28	29	30	31	1	May 31: Last Day for Teachers
June	2	3	4	5	6	7	8	

Official State Holidays: 2023-2024 School Year

Statehood Day:	August 18, 2023	New Year's Day:	January 1, 2024
Labor Day:	September 4, 2023	Dr. Martin Luther King Jr. Day:	January 15, 2024
Veterans Day(obs.):	November 10, 2023	Presidents' Day:	February 19, 2024
Thanksgiving Day:	November 23, 2023	Prince Jonah Kuhio Kalanianaole Day	March 26, 2024
Christmas Day:	December 25, 2023	Good Friday:	March 29, 2024
		Memorial Day:	May 27, 2024

OYC Bell Schedule- School Year 2023-24

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00-8:45 (45 minutes)	PERIOD 1	PERIOD 2	PERIOD 3	PERIOD 4	PERIOD 8
8:48-9:33 (45 minutes)	PERIOD 2	PERIOD 3	PERIOD 4	PERIOD 1	
9:33-9:48 (15 minutes)	RECESS	RECESS	RECESS	RECESS	RECESS
9:51-10:36 (45 minutes)	PERIOD 3	PERIOD 4	PERIOD 1	PERIOD 2	PERIOD 8 (Continued)
10:39-11:24 (45 minutes)	PERIOD 4	PERIOD 1	PERIOD 2	PERIOD 3	
11:24-11:54 (30 minutes)	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
11:57-12:42 (45 minutes)	PERIOD 5	PERIOD 5	PERIOD 5	PERIOD 5	Teacher Prep Time
12:45-1:30 (45 minutes)	PERIOD 6	PERIOD 6	PERIOD 6	PERIOD 6	Admin Time
1:33-2:18 (45 minutes)	PERIOD 7	PERIOD 7	PERIOD 7	PERIOD 7	
2:18-3:00 (42 minutes)	Admin Time	Study Hall (Admin Time as Needed)	Admin Time	Study Hall (Admin Time as Needed)	

Health Screening

Parent and Student Responsibilities

- Parents are responsible for completing a wellness check for their child each morning at home to determine if the student should attend school or not. This wellness check includes the following observations:
 - Feverish (a temperature of 100F or higher): if able, use a thermometer to take child's temperature
 - Chills
 - Coughing
 - Shortness of breath or difficulty breathing
 - Fatigue (tiredness, weakness)
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting (stomach ache)
 - Diarrhea
- If any of these symptoms are present, inform the office and **DO NOT SEND** the child to school.

If a Student Becomes Ill at School

Olomana will follow HIDOE/ DOH guidelines.

- When a student exhibits signs or symptoms of injury or illness **other than** respiratory illness at school, the teacher must call the School Health Assistant (SHA) so they can conduct a health assessment and provide aid.
 - If no SHA is on duty, the student will be sent to the designated staff member.
- When a student **is exhibiting** signs or symptoms of **respiratory illness**, the teacher is to call SHA with students information. The teacher will then direct the student to walk to the designated assessment area.
 - The SHA will conduct a health assessment and determine if the student needs to be in the isolation area or receive aid in the health room.
 - The SHA will inform an assigned employee to prepare PPE and any needed equipment to supervise the student until authorized parents are able to pick up the student or parent authorization is received for the student to drive themselves home, if applicable.
 - Students will not be allowed to wait in the main office or any other high traffic areas. They will be required to remain in the isolation station at the Administration building.



Infinite Campus Parent Portal Access Information

Aloha Parents/Guardians,

The Hawaii State Department of Education student information system, Infinite Campus, will provide parents with the ability to view their school child(ren)'s academic information through the Campus Parent portal. Logging into this web-based system will permit you to view the following real-time information about your child, depending on your school's settings: Attendance, Grades, Class Schedules, and Assignments.

EXISTING ACCOUNTS: Go to <https://hawaii.infinitecampus.org/campus/portal/hawaii.jsp> or <https://olomanaschoolhi.k12.hi.us>

NEW USERS: To create a **username** and **password** for the portal, please follow the steps below:

1. Go to <https://hawaii.infinitecampus.org/campus/portal/hawaii.jsp> or <https://olomanaschoolhi.k12.hi.us>
2. Click on the “Campus Parent” button
3. Click on “New User?”
4. **Enter your unique activation key and click submit: (Please contact school registrar for activation key.)**
5. After clicking on **Submit**, you will be asked to create a **Username and Password**. Please write these down and keep it in a secure place.
6. Select a Username and Password
 - a. Enter a **Username**. Use an alphanumeric (both letters and numbers) username.
 - b. Enter a **Password** that meets the Password Strength requirement of 100%.
 - c. Re-enter the Password in the **Verify Password** field.
7. Click the **Submit** button, then the **Back to Login** link
8. Sign in using your new **Parent Username** and **Password**
9. You will be prompted with: “You are required to set an account security email.”
 - a. Enter a **New Account Security Email**
 - b. **Confirm New Account Security Email** by re-entering it
 - c. **Enter Password** you created in step 6b
 - d. Click **Save**

Note: Once your account is created, you will be able to access all of your school children under one login, no matter what DOE public school they attend.

After creating a Username and Password, in addition to using a web browser, the portal can also be accessed via mobile app for any Apple iOS or Android device. Search for “Campus Parent” to download to your mobile device. Once you have downloaded and opened the mobile app, type in Hawaii in the District Name and select Hawaii in the State drop down and click Search District. Click on Hawaii Department of Education and then type in the username and password you just created and click Log In.

If you have any questions regarding the Campus Parent portal, please contact us at 808 307-1600.

Sincerely,
Ama Silva
Portal Administrator
Olomana School

Attendance

Under the Hawaii Revised Statutes Compulsory School Attendance Law (Section: 302-1132), all school age children must attend either a public or private school unless exempted. School age children are children who will be at least six (6) years old and who will not be eighteen years old by January 1, of any school year. This section states that any parent or guardian having the responsibility for the care of the child must ensure that the child attends school unless exempted by law.

Olo mana Attendance Guidelines:

1. As an alternative school, regular attendance is emphasized and is necessary to achieve academic, career, and social success.
2. Parents or Guardians are responsible to contact the school when a student is absent from school.
3. School Attendance Notification:
 - Students' assigned counselor will be conducting weekly phone calls and/or emails to parents/guardians for students who are reported absent.
 - Parents please review your child's attendance through the Infinite Campus parent portal and quarterly progress reports (every 5 weeks) and address any concerns with your child.
 - Parents please make every effort to consult with your child's teacher through phone calls, emails, and scheduled conferences.
4. Students who come to school late need to:
 - Report to the Front Office to check in and get a tardy pass for class.
 - Students who arrive after 11:00 am are considered absent for the full day.
5. Excused Absence
 - Medical or Dental related reasons, injury, illness, quarantine (i.e. covid, chicken pox, measles, etc.). A verifiable note must be provided by a doctor or dentist for 5 or more consecutive days of absence.
 - Death in the family.
 - Court appointment (Probation Officer or Court Official can provide a written note).
 - All excused absences are determined by the assigned counselor.
 - A parent or guardian needs to provide the following information in writing to request for an excused absence:
 - a. Student's name
 - b. Date of absence
 - c. Reason for absence
 - d. Parent or guardian's signature
 - e. Contact phone number

Attendance

6. Make-up Work:

- Upon approval of an excused absence, it is the student's responsibility to request make-up work for the days missed. Students are expected to complete excused make-up work within 2 weeks.
- Teachers are required to provide school work upon a student's request for an excused absence.
- Make-up work requested for an unexcused absence will be given at the teachers discretion.

7. Incentive for school attendance: Olomana School Store

- Students earn (2) points every day for coming to school on time.
- Students earn (1) point every day for coming to school tardy.
- If a student attends school everyday for the entire week and is ON TIME, for the entire week, they will earn one (1) bonus point.
- Points are accumulated on a monthly basis and students are able to use these points to buy drinks and snacks from the store. The store will be open once a month.

8. HPD Truancy report will be filed for any student who leaves campus without school or parent permission

9. Procedures for leaving campus before the end of the school day for all students

INCLUDING 18+ year old students.

Olomana School's Administration and Staff believe that all students need a support team to be successful in school. The support team can include school staff, student, parent/guardian and others.

- A Parent or Guardian must call the school office personnel to notify the staff of their permission to release their child from school. School staff will verify the caller using Infinite Campus and/or the emergency card.
- If the caller is not verifiable, office staff should ask the Vice Principal or School Counselor to look into the authenticity of the caller.
- If the authenticity of the caller cannot be verified, students will be notified and informed regarding which adults are able to call to release them.
- If a student escalates, the Vice Principal and/or the security team will utilize the time out method as per all escalations on campus. If the Vice Principal determines that the escalated student will be sent home, they will make contact with the parent or guardian and get consent prior to the student leaving campus.
- If a student is an unattended youth (not having a parent or a guardian) they can release themselves from school with their counselor's permission.

Graduation Requirements

GRADE POINT AVERAGE — Cumulative Grade Point Average applies to all graduates: Cum Laude: 3.0 to 3.5 | Magna Cum Laude: 3.5+ to 3.8 | Summa Cum Laude: 3.8+ and above

A Hawai'i High School Diploma shall be issued to students who meet these minimum course and credit requirements.

COURSE REQUIREMENTS*	HAWAII HIGH SCHOOL DIPLOMA
English	4.0 credits including: • English Language Arts 1 (1.0 credit); and • English Language Arts 2 (1.0 credit); and • Expository Writing** (0.5 credit); and • ELA Basic electives (1.5 credits)
Social Studies	4.0 credits including: • U.S. History and Government (1.0 credit), and • World History and Culture (1.0 credit); and • Modern History of Hawai'i (0.5 credit); and • Participation in a Democracy (0.5 credit); and • Social Studies basic elective (1.0 credit)
Mathematics	3.0 credits including: • Algebra 1 (1.0 credit); and • Geometry (1.0 credit); and • Mathematics basic elective (1.0 credit)
Science	3.0 credits including: • Biology 1 (1.0 credit); and • Science basic electives (2.0 credits)
World Language, Fine Arts, or Career & Technical Education (CTE)/JROTC	2.0 credits in one of the specified programs of study
Physical Education	1.0 credit including: • Physical Education Lifetime Fitness (0.5 credit); • Physical Education basic elective (0.5 credit)
Health	0.5 credit: Health Today & Tomorrow
Personal Transition Plan	0.5 credit
Electives	6.0 credits
TOTAL	24.0 credits

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

** Or equivalent course.

HONORS RECOGNITION CERTIFICATE REQUIREMENTS

In addition to meeting the requirements for the Hawai'i High School Diploma, the following must be met with a cumulative GPA of 3.0 or above for a honors recognition certificate in one or more of the following:

ACADEMIC HONORS

Four 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

Four credits of science: Of the four credits, one credit must be in Biology 1 or equivalent IB Biology, or AP Biology courses

AND

Two credits minimum from AP/IB /Running Start courses (equivalent to credits for two college courses).

World Language: Two credits in a single World Language. Credits must be taken in sequence with consecutive course numbers in the study of one language.

OR

Fine Arts: Two credits in a Fine Arts discipline which includes Visual Arts and Performing Arts. Credits do not need to be in a single discipline.

OR

Career and Technical Education (CTE): Two credits in a single career pathway program of study sequence, OR
JROTC: Two consecutive JROTC courses fulfill two CTE credits for diploma requirements.

COMMENCEMENT EXERCISES

Students shall be permitted to participate in commencement if they:

- 1) meet the requirements for a diploma or certificate;
- 2) have fulfilled their financial obligations; and
- 3) meet other conditions, as established by the Department, which meet the standards of clarity, reasonableness and justifiability.

SEAL OF BILITERACY

Established by the Hawai'i State Board of Education 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.

Please visit bit.ly/HISeal for the eligibility criteria and additional information.

Student, Faculty, and Staff Behavior Expectations

	In Classroom Settings	On Campus	In the Community while doing School Business	With Our Peers and Family
Responsibility	<p>Attend class on time and be ready to learn.</p> <p>Follow all classroom rules.</p> <p>Be engaged in your learning and complete all assignments.</p>	<p>Follow all school rules which include mask wearing and dress code.</p> <p>Keep our campus neat and clean.</p> <p>Report safety concerns to the appropriate staff members.</p>	<p>Keep the worksite neat and clean.</p> <p>Report to work on time.</p> <p>Comply with the expectations of the worksite.</p> <p>Be a positive representative of Olomana school.</p>	<p>Be a caring and contributing member to your family and community.</p> <p>Communicate your feelings and concerns appropriately to others.</p> <p>Do well in school and demonstrate respectful behaviors.</p>
Respect	<p>Show kindness to others and accept their feelings and moods.</p> <p>Be considerate to others.</p> <p>Use language that is considerate and non-judgmental.</p>	<p>Keep our campus neat and clean.</p> <p>Use appropriate language, tone, and volume.</p> <p>Be considerate and show Aloha to others.</p>	<p>Use socially and culturally acceptable language and behaviors.</p> <p>Show appreciation for the opportunity and show consideration to people and places.</p>	<p>Use language that is non-judgmental.</p> <p>Be kind and considerate.</p>
Relationship	<p>Support peers' learning through praise and encouragement.</p> <p>Use teamwork to achieve goals.</p> <p>Consider the opinions of others.</p>	<p>Be helpful to others.</p> <p>Accept guidance from others.</p> <p>Demonstrate kindness and consideration.</p> <p>Accept others without judgement.</p>	<p>Appreciate the expertise of our community partners.</p> <p>Be genuine.</p> <p>Appreciate the opportunity to learn from others.</p>	<p>Be helpful and supportive to others.</p> <p>Be kind to and appreciate each other.</p> <p>Consider the perspectives of others.</p>

De-Escalation/Time-out Procedure

Purpose: When classroom management and intervention strategies are unsuccessful and the student's behavior is excessively disruptive, becomes a safety issue, or the student walks out of class.

Procedure:

1. The student can be removed from class by administration, security, or other staff for a time-out to allow for de-escalation with or without counseling (*time to be determined by student needs*). If a student walks out of class, the teacher alerts security, administration or other staff for intervention.
2. Intervention options:
 - a. The student will be counseled and may return to class with appropriate behavior. A staff member may sit in class to ensure an appropriate transition to class (*amount of time to be determined by student needs*).
 - b. Call home. An available administrator, dean or counselor will assist the student to call home and explain that he/she does not want to be in class and wants to go home.
 - Excessive permission by parents to allow students to go home will be reported to and addressed by the principal.
 - If we are unable to reach parents and/or permission to go home is NOT granted, staff will implement option A and students return to class with appropriate behavior.
 - c. If a student becomes disruptive a 2nd time, administration will look into suspension or alternatives to suspension. Alternatives to suspension include:
 - Time-out
 - In-school suspension
 - Loss of privileges
 - Counseling service
 - Written apology or mediation
 - Home / school behavioral plan
 - Behavior monitoring

Student Code of Conduct

1. Dress Code Expectations

- Shirts (with fabric in the front, back, and on the sides under the arms) must be worn at all times
- Undergarments should NOT be visible (including bikini tops, sports bras, briefs)
- Clothes with opaque material must cover genitals, buttocks, and nipples
- Footwear must be worn
- Do NOT wear clothing that uses words or images that promote violence, alcohol, drugs, hate, pornography, profanity, gang affiliations, other illegal items, or that which is offensive to a protected class.

Dress Code: If you are in violation:

- a. You will change into acceptable attire immediately.
- b. If an acceptable change of clothes is not available on campus, you will be required to call someone to bring you a change of clothes immediately.
- c. If the aforementioned is not possible, you will be required to go home after parental permission is obtained. It is understood that you will return to school the same day in appropriate attire.
- d. Disciplinary action may be taken if dress code violations continue.
- e. Missed work will be your responsibility. If you miss instructional time due to a dress code violation(s), you must take the initiative to obtain and complete any and all assignments and make up work for the class(es) missed.

2. Prohibited item(s) brought on campus will be confiscated and may or may not be returned at the school representative's judgment. This may include returning the prohibited item(s) at the end of the school year. Failure to comply with this school expectation will lead to disciplinary action.

Prohibited items (a non-exhaustive list):

- **E Bikes with pedals/Electric Scooters:** All electric bikes with NO pedals or any electric scooters or battery powered skateboards are not allowed on HYCF grounds.
- Tobacco products
- Electronic vape devices
- Skateboards
- Dark sunglasses
- Alcohol, drugs, and drug paraphernalia
- Any weapons, knives, guns (subject to school dismissal for one year)
- **In addition, the following are NOT to be brought to school:**
 1. Young children.
 2. Animals.

Student Code of Conduct

3. Cell Phone use

- Students are allowed to carry cell phones in school.
- Students are allowed to use cell phones outside of class time.
- Teachers may give students permission to use their cellphones in class if it offers value or pertains to the lesson, however students must adhere to their teacher's classroom policy.

Cell phone use: If you are in violation:

- a. **First Offense:** If a student is observed using his/her cell phone without permission, they will be asked to put the phone away.
- b. **Second Offense:** The student will give the cell phone to the teacher until the end of class, and a referral will be sent to administration.
- c. **Third Offense:** The cell phone will be sent to administration. Administration will determine when the phone will be returned. No phone will be held past the end of the school day.

4. Food items:

- In order to comply with the State Department of Health Food Safety regulations and the Federal Free and Reduced Lunch Program, NO food items are allowed to be delivered to students during the school day.
- Students are allowed to bring lunch from home; however, all food should be eaten during recess or lunch periods, and never during class time.
- **Food Allergies:** Please notify your school counselor if your child has a food allergy. The school can help create a safety plan for your child. Parents should also teach their children how to manage their food allergy. This may mean learning how to recognize when they are having symptoms, knowing how to wash their hands properly, or other steps to take to prevent allergic reactions.

Food items: If you are in violation:

- a. Any violation of this policy will result in confiscation of the food items.

5. Deliveries of Other non-school related items: flowers or balloons

- Flowers, balloons, or any other non-school related items should not be delivered during the school day. These deliveries cause a disruption to classroom instruction.

Chapter 19 Highlights

SEXUAL HARASSMENT

Sexual harassment is against the law. It includes all unwanted, uninvited and non-reciprocal sexual attention as well as the creation of an intimidating, hostile, or offensive school or work environment. A hostile environment can include:

1. Sexually suggestive looks or gestures; or
2. Sexual jokes, pictures or teasing; or
3. Pressure for dates or sex; or
4. Sexually demeaning comments; or
5. Deliberate touching, cornering, or pinching, "pantsing"; or
6. Attempts to kiss or fondle; or
7. Threats, demands or suggestions that favors will be granted in exchange for sex or tolerance of sexual advances.

For counseling and assistance in resolving matters of this nature, contact a counselor, vice principal or the principal.

WEAPONS AND DANGEROUS INSTRUMENTS

It is a violation for any person to carry any firearm, dangerous weapon, or other object capable of producing bodily harm onto school premises, school-provided transportation, or other facilities being used for school activities. Examples of such items include, but are not limited to any firearm, any type of knife, including pocket knives and Exacto knives, or any improperly used knife, or any air gun, including any air pistol or air rifle designed to propel a BB or pellet, or any disabling device such as stun guns; or any personal protective spray devices such as pepper spray; or any object which looks like a weapons, such as a toy, water, or "dummy" gun, knife, or grenade; or any laser pen or pointer.

CLASS D OFFENSES

Any other conduct as may be prescribed and prohibited by the school administrator including, but not limited to the following:

- I. Unauthorized use of the school telephone;
- II. Disruptive behavior;
- III. Loitering;
- IV. Littering;
- V. Cheating on assignments;
- VI. Purchase of soft drinks during class time;
- VII. Rock throwing.



Property & Program Overview

WARNING: No Trespassing- Violation is a Misdemeanor (H.R.S. 353-11.5)

I. Hawaii Youth Correctional Facility- Hale Pe‘a & Hale Mua

- A. The Hawaii Youth Correctional Facility (HYCF) works closely with the courts and the Office of Youth Services to ensure that any commitment to the HYCF is a “last resort” – after all community-based services have been exhausted. Identification of community-based programs as alternatives to incarceration is ongoing.

To better coordinate the State’s abilities and efforts to provide services, the HYCF continues building partnerships with various public agencies, including the DHS, DOE, DOH, Family Court, county agencies including law enforcement agencies, and non-profit agencies. A multi-disciplinary team, composed of the DOE, DOH, HYCF, Contract Service Providers, youth and parents, is involved in development of the at-risk youths’ Case/Reentry Plan and reintegration back into their community. HYCF continues to provide an Aftercare/Reentry Program through the Parole Section for youth transitioning out of the HYCF and returning to their families/communities.

II. RYSE- Hale ‘Āpuakea

- A. Residential Youth Services and Empowerment (RYSE), a 501(c)(3) operates an access center where Hawaii's street youth are assessed and referred to appropriate support services. Youth in the target range of 18-24 have access to a safe temporary living space specifically designed to address their unique needs. The access center offers coordinated programs and services to build a path towards reintegration into mainstream society.

III. Kinai ‘Eha- Hale ‘Eleu

- A. Kinai ‘Eha aims to provide an alternative education option to ‘ōpio that are in need of and seeking purpose, personal empowerment, education, Hawaiian cultural identity and connection, workforce training in construction and the trades, community service and leadership.

We believe in identifying and building upon the strengths of the ‘ōpio, connecting them to the larger lāhui and ultimately developing their individual level of self-sufficiency.

Through Hawaiian culture-based education and trauma informed approaches we have laid a kāhua that develops the two most critical success elements of the program: Pu’uhonua & ‘Ohana.

IV. Ho‘ola Na Pua- Hale Lanipōlaua

- A. We serve an Island-wide and National Need through Health, Education, Advocacy, and Reintegration. Our volunteers work tirelessly, networking and collaborating with political figures, the justice system, social services, faith-based communities, state licensing institutions, foundations, health care professionals, and other community members in Hawaii who share our mission to improve the lives of these underage victims. We are an active member of the Hawaii Coalition Against Human Trafficking Task Force.

Regulations Relating to HYCF's Lease Agreement with OYC

Please adhere to the following entry requirements to Olomana School to ensure compliance with the lease agreement authorizing the operators of the Olomana Youth Center on the grounds of the **Hawaii Youth Correctional Facility (HYCF)**.

A. Vehicle Registration

1. All vehicles including mopeds and other motorized vehicles must be duly registered with the school.
2. Copies of students' and parents' valid driver's license, vehicle registration, and no-fault insurance must be submitted. Evidence of renewal is required whenever any of the documents expire.

B. Entry to Campus

1. Only authorized personnel are permitted on campus. Students are to carry their Olomana School I.D. card daily.
2. Entry to the grounds before 7:30 a.m. is prohibited.
3. No auto is permitted to enter campus before 1:30 p.m. to pick up students.
4. Visitors must report to the office immediately upon arrival.
5. No one is permitted by the Youth Facility Administrator.
6. Any person who knowingly violates the above rules and applicable local traffic ordinance shall be denied entry. The state law relating to trespass shall take effect at applicable.

C. Traffic Violations

A person commits a traffic violation if he/she:

1. Brings or operates a vehicle which has not been properly registered.
2. Disregards posted speed limits or operates a vehicle in a reckless manner.
3. Permits the use of abuse of any vehicle during school.
4. Remains in the vehicle during school hours.
5. Drives a vehicle off campus without appropriate authorization.
6. Transports students off campus without appropriate authorization.
7. Parks his/her vehicle in an unauthorized area.

D. Consequences:

Any person cited for any traffic violation shall be subject to the following consequences and/or applicable Chapter 19 consequences:

1. 1st Violation: Vehicular exclusion for one week.
2. 2nd Violation: Vehicular exclusion for one month.
3. 3rd Violation: Revocation of privilege to bring any vehicle onto the premises.

Visitors on Campus

All visitors must report to the office before going to any other area on campus. Visitors who fail to do so will be considered to be trespassing.

1. No visitors will be permitted to interrupt a teacher or student during class time. In an emergency, the teacher or student may be called to the office.
2. Adult visitors who have official business with students will need to receive clearance to enter the campus. Military recruiters and others not connected with the courts or the Department of Human Services should call ahead to schedule an appointment with the appropriate counselor. In most cases the student's parents are to be notified prior to the appointment. Exceptions to this are described in DOE guidelines and must be cleared through an administrator.
3. No transcript or confidential information is to be released to anyone other than the student's parents, legal guardian, or to someone authorized by them. Directory information or information which is considered available to the general public may be released – e.g., confirmation of enrollment or graduation.

Visitors without an appointment may be asked to return at a later, scheduled date. Anyone requesting an exception shall be referred to an administrator.

FIRE EVACUATION PLAN

