

Kea'au High School Opening Handbook 2020-2021 SY



Visit our Website @ keauhs.com

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STATE OF HAWAII
DEPARTMENT OF EDUCATION
KEA'AU HIGH SCHOOL
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(808) 313-3300

Aloha Students, Parents/Guardians and Community members,

As you all know this is going to be a very different start to our school year. We, as a school have adopted the A/B schedule with Wednesdays being an enrichment choice for our students. This means only half of our students will be on campus each day of the week depending on their last names unless there are special circumstances. We did this to make sure we could create classrooms that adhere to the social distancing of six feet apart. All classrooms are set up and ready to rock and roll. We have included our Health and Safety procedures for you all to see. I would ask your assistance in making sure your child has a mask and is encouraged to practice social distancing as the students have been separated ever since last March. We have faith in knowing we will keep everything safe as long as we all practice good sanitation and social distancing practices. Breakfast and lunch have also been spaced according to our social distancing requirements. We have offered, as you can see, all the different venues of education. We encourage you all to come with the Hybrid Face to Face and then home virtual learning. Here at the High School our students have to earn certain credits to be able to satisfy the BOE/DOE requirements to acquire a High School Diploma. Some of these credits right now are not offered on-line. We ask that you meet with your grade level counselor so we can walk you through the process and address your needs. You can go onto our website keaaus.com. Hit the link [What's New 20-21](#). Scroll down to the counselor section and sign up for a meeting. I appreciate your assistance with this. We want everyone to be successful and have guidance. Please remember that everywhere you go Masks are required. That is the same here at Kea'au High School to make sure all are safe. If your child forgets a mask we have a limited supply of disposable masks for them to access, but we will be calling to ask for your assistance in making sure they come with a mask. We have 4 fill stations on campus. Please have your child bring a reusable container to make sure they can access water. Kea'au High School promises to Care for your child, Feed your child, Love your child, keep your child safe and start everyday as a new day. Please assist us in doing this as safely as possible. This Handbook will hopefully answer some of your questions on what the school offers and is doing to keep everyone safe. I know with your assistance this year will be a great year for our students. Please call the school if you have any questions. (808) 313-3300.

Aloha
Dean Cevallos, Principal Kea'au High School

Learning Options

Hybrid Model:

Students who participate in the Hybrid Model will follow an A/B schedule based on last name. Students in Group A will attend school on Mondays and Thursdays, and will participate in online learning from home on Tuesday, Wednesday, and Friday. Group B will attend school on Tuesdays and Fridays, and will participate in online learning from home on Monday, Wednesday, and Thursday.

On campus Schedule for Hybrid Model:

Semester 1 Schedule		Semester 2 Schedule	
	Monday/Thursday GROUP A		Monday/Thursday GROUP A
	Tuesday/Friday GROUP B		Tuesday/Friday GROUP B
8:00-9:22	Period 2	8:00-9:22	Period 1
9:22-9:27	Passing	9:22-9:27	Passing
9:27-10:40	Period 4	9:27-10:40	Period 3
10:40-11:10	Recess	10:40-11:10	Recess
11:10-11:15	Passing	11:10-11:15	Passing
11:15-12:28	Period 6	11:15-12:28	Period 5
12:28-12:58	Lunch	12:28-12:58	Lunch
12:58-1:03	Passing	12:58-1:03	Passing
1:03-2:15	Period 8	1:03-2:15	Period 7
Group A: Last name A-K Group B: Last Name L-Z			

Distance Learning for Hybrid non Face to Face Model for Students:

[Schedule](#)

Distance Learning Acellus

Students who elect to participate in distance learning only will be enrolled in online courses through Kea'au High School's distance learning option, Acellus Learning. All course work will be entirely online, and students will be self-motivated to complete the coursework. A qualified teacher will be

assigned to monitor progress. Any student who elects to participate in distance learning will be required to do so for the entire semester.

Families who choose to have their child/ren learn entirely from home will follow the process detailed below:

Distance Learning Program Identification Process:

- Administrator or counselor receives a parent/guardian request for distance learning for a student.
- School team will be assembled to include an administrator, counselor, parent/guardian, student. Parent/guardian and student must attend this meeting.
- Meeting will consist of a data review to determine whether distance learning is a viable option for the student.
- If parent/guardian decides during the initial meeting that distance learning is no longer optimal, student will remain on a hybrid schedule to include on and off-campus learning opportunities.
- If parent/guardian decides distance learning is the optimal platform for learning, student will be assigned to a highly qualified teacher who will monitor the student's progress in online courses.

Distance Learning Program Outline: Students will need to have access to the internet to engage in distance learning through **Acellus**.

- Students will be issued a Chromebook for use while working from home
- 9th, 10th, and 11th grade students will be enrolled in a minimum of 6 courses - 4 core classes (English Language Arts, Math, Science, and Social Studies) and 2 electives.
- 12th grade students will be enrolled in the remaining courses required for graduation.
- No student will be enrolled in more than 4 courses per semester.

Support for Distance Learning Students:

- Students will be assigned to a highly qualified teacher who will monitor student progress weekly.
- The teacher will be available by appointment between the hours of 9:00am and 2:00pm. Students will be given contact information to set up appointments for assistance at the start of the distance learning program.

Technology Support for Distance Learning Students:

- Students will be issued a Chromebook for use while working from home if needed.
- For any technical difficulties or troubleshooting, please contact our technical support team at 313-3411 or email g-354-tech@k12.hi.us. Please note that our technical support team is responsible to provide support to the entire campus each day as well, therefore they may not always be available. Students will get a call/email back within 24 hours.

First Weeks of School

As you well know, the beginning of the school year is critical to ensure that our students start or continue their High School journey on the right foot and a positive note. The Department of Education has designated the first 4 weeks of school, August 17 through September 11th as distance learning. The week of August 17th has been designated as on campus days for students to come to campus, therefore the following will be our schedule for that week:

Monday, August 17, 2020 is designated as the on-campus orientation for our Freshmen Students ONLY from 8:00am-2:30pm pick up at lower bus ramp.

Tuesday, August 18, 2020 is designated as the first on-campus day for our Sophomore Students ONLY from 8:00am-2:30pm pick up at lower bus ramp..

Wednesday, August 19, 2020 is designated as the first on-campus day for our Junior Students ONLY from 8:00am-2:30pm pick up at lower bus ramp.

Thursday, August 20, 2020 is designated as the first on-campus day for our Senior Students ONLY from 8:00am-2:30pm pick up at lower bus ramp..

Distance Learning will begin on August 24th for all students. For this, students are expected to check into their virtual classes daily, following their schedule as though they would be on campus. Teachers will send out google classroom codes with instructions for how to log in to class sessions, and attendance will be taken through this format.

Wednesdays are designated for students who elect to access additional support from 8:00-10:30am, appointments are required. Parent meetings, Faculty meetings, Professional Development and ongoing preparation for instruction will take place for teachers on Wednesday as well.

During the first two weeks of school we will assess student learning needs, conduct reviews, introduction to courses and provide meal service.

- Beginning the school year with social distancing will affect all of our normal school routines. As a result, the Administration, Faculty and Staff will be training and implementing protocols and procedures to ensure a safe and productive learning environment for your child(ren).

Kea'au High School will continue to monitor announcements from the Hawaii Department of Education, the Governor's office and the Department of Health daily regarding and changes or impacts of COVID-19 on school programs and activities.

Parents and students are encouraged to check the Kea'au High School website and social media platforms for up-to-date information.

The Schoolwide Expected Behaviors and COVID-19 Awareness Matrix is a quick reference for our School Community to remember what is expected while on Keaa'u High School campus. When we practice these fundamental safeguards as recommended by the CDC and Hawaii State Department of Health, we greatly decrease the chances of unwanted spread of COVID-19 and other illnesses.

Schoolwide Expected Behaviors and COVID-19 Awareness

WHERE	RESPECT	RESPONSIBILITY	SAFETY
AT ALL TIMES	<ul style="list-style-type: none"> -Practice Physical Distancing -Use appropriate language and volume -Follow directions -Be kind and considerate to all adults and peers 	<ul style="list-style-type: none"> -Follow rules -Care for school and personal property -Be accountable for yourself, your behavior and your work 	<ul style="list-style-type: none"> -Masks are required -Wash hands frequently -Use materials and equipment correctly -Report any unsafe conditions
CLASSROOM	<ul style="list-style-type: none"> -Follow teachers policy and protocols -Wear mask/face shield 	<ul style="list-style-type: none"> -Be prepared for the lesson and participate 	<ul style="list-style-type: none"> -Maintain 6 ft. distance and wear your mask or PPE -Use hand sanitizer
WALKWAYS, STAIRS & ELEVATOR	<ul style="list-style-type: none"> -Be considerate to those transitioning through walkway -Keep Stairs clear - Stay to the right side 	<ul style="list-style-type: none"> -Elevator is off-limits unless authorized by school personnel for use 	<ul style="list-style-type: none"> -WALK to and from destinations stay to the right -Allow clear passage for others
CAFETERIA	<ul style="list-style-type: none"> -Keep 6' or more, mask on in while in line and sit in designated area -Report to overflow area (Gym) if necessary 	<ul style="list-style-type: none"> -Clean up after yourself -Dispose of food and trash correctly -Eat all food inside of the Cafeteria/Gym 	<ul style="list-style-type: none"> -Keep mask/face shield on while in Cafeteria unless you are eating -Exit Cafeteria promptly once finished eating
RESTROOMS	<ul style="list-style-type: none"> -Report any inappropriate activity in RR to an adult -Obtain teacher permission to use RR during class. -One person per RR 	<ul style="list-style-type: none"> -Wash hands with soap -Conserve RR supplies -Return to class promptly 	<ul style="list-style-type: none"> -Avoid loitering around RR areas -Use hand sanitizer upon re-entering classroom when available
RECESS AREAS	<ul style="list-style-type: none"> -Use physical distancing 6' or more 	<ul style="list-style-type: none"> -Safely engage in sports/ games authorized by school -Report to class at the first bell. Be on time and mask is required. 	<ul style="list-style-type: none"> -Use hand sanitizer when entering building/classroom when available -No horseplay or roughhousing.
COMMON AREAS (Library, Office, Health Room, Counselors, Offices)	<ul style="list-style-type: none"> -Practice physical distance -Use appropriate language/volume -Wait patiently 	<ul style="list-style-type: none"> -Obtain pass from teacher prior to entering Library, Office, Counselor or Health Room 	<ul style="list-style-type: none"> -Wash hands -Use hand sanitizer when entering buildings/classroom when available
BUS	<ul style="list-style-type: none"> -Sit in designated seat per Driver -Obey and Respect Driver -Respect other riders 	<ul style="list-style-type: none"> -Have your bus pass ready -Wear a mask 	<ul style="list-style-type: none"> -Remain seated while bus is moving -Practice physical distancing per Driver instructions

Technology

All students will be allowed to take home a computer and a charger. The TRUFF form will need to be filled out by both the parent and the student for the computers and chargers as well as for the use of the internet at school. We will be placing power strips in each class room to make sure all computers are able to be charged. Departments need to let the Tech personnel know what apps they would like to have on the computers.

Please note the Ethical Use of Technology and if there is abuse that privilege will be taken away which could impact their educational access and needs.

Health and Safety

Wear an Appropriate Face Covering or Mask

Adults/Staff:

- All adults are required to use an appropriate face covering or mask on campus, unless there is an underlying medical condition that prohibits the use of a mask. The face covering or mask must cover the user's mouth and nose.
- Staff are responsible to bring and properly maintain their own masks.

Students:

- Students are required to wear appropriate face coverings/masks on campus both inside and outside of classrooms and buildings. A possible exception for students wearing masks is when playing sports at recess, where masks may create dangerous situations by limiting visibility. Also, students with certain medical conditions may be exempt from wearing masks, as determined by the Principal on a case by case basis. **No Bandanas** are allowed to be worn as masks.
- Students are responsible to bring and maintain their own masks, students must not share or trade masks. The school will have disposable masks on hand for emergencies. Students will also be issued one cloth mask for School Year 2020-2021.
- Student masks and face coverings are expected to follow Kea'au High School dress code expectations, and not contain graphics or logos related to alcohol, drugs, gangs, violence, nudity, sex, etc. Also, **bandanas** are not to be exhibited on campus or used as face coverings.
- Students who refuse to use proper face coverings or masks will be subject to school discipline.

Practice Social/Physical Distancing

- Students and staff will maintain distance of at least 6 feet in situations involving face to face contact. All KHS classrooms have been modified to comply with CDC guidelines.
- Students will maintain a distance of at least 6 feet between their seats and/or group tables. All KHS classrooms have been modified to comply with CDC guidelines.
- Personal barriers have been installed around KHS in designated high use areas.

- Floor markers have been added to KHS buildings to maintain 6 foot distances in high use areas.
- An alternating school schedule and off campus educational options will be implemented in SY20-21 to limit the number of students on campus
- Social distancing will be incorporated into all school activities, drills, and procedures
- Students and staff should stay to the right (emulate traffic patterns) when walking through the KHS campus (ie building entrances/exits, hallways, sidewalks, and stairwells)

Eating and Drinking

- **Students must sit in the designated marked areas in the cafeteria and follow all the arrow directionals when entering and leaving the cafeteria.**

Practice and Promote Personal Hygiene

- Students and staff are expected to wash hands thoroughly with soap and water for at least 20 seconds, or use hand sanitizer multiple times per day. Students are expected to wash or sanitize their hands upon arrival to school, before & after meals, after restroom use, after coughing/sneezing, in between classes, and upon dismissal from school. Hand sanitizer will be available in every classroom, and hand sanitizer stations will be set up and maintained near entrances to KHS buildings. Also, KHS restrooms will be stocked and maintained with liquid soap for hand washing and personal hygiene. Students and staff are also encouraged to bring their own hand sanitizer to school as an added safety measure.
- KHS will promote personal hygiene (regular hand washing, coughing/sneezing into tissue or elbow, avoiding touching face, etc) with students and staff throughout the school year via staff training and classroom instruction.

Screening Students

Parents are asked to screen their students everyday before school. If a student exhibits any of the following symptoms, they should not be sent to school.

- Feverish or unusually warm (flushed cheeks), running a temperature
- Coughing or sneezing

- Shortness of breath, or difficulty breathing
- Headache/Stomach ache/Nausea
- Muscle pain/Unusual fatigue
- New loss of taste or smell

A student who exhibits any of these symptoms at school, will need to be picked up, and remain home for at least 24 hours, until the student is symptom free without the use of medications. School personnel will monitor students throughout the school day for these symptoms. Students suspected of having these symptoms will be sent to the school health aide for further screening. If the health aide determines a student exhibits these symptoms, the student will be transported to a separate area for parent pick up. To stop the spread of illness, students (and staff) must stay home if they are feeling sick.

CASES OF COVID-19

When a student or employee either tests positive for COVID-19 or has been identified as a close contact or household member to someone who has tested positive:

- The DOH will conduct an investigation, and those individuals involved will be directed to a 14-day home quarantine or isolation.
- The DOH will work with the school principal as the point person to share and coordinate Covid 19 case information.
- The DOH will send a letter to the principal with start and end dates of an individual's quarantine or isolation. The affected individuals will also receive a letter from the DOH notifying them once they have completed their quarantine or isolation.
- The principal will contact the Communications Branch to assist with communication to the school community if COVID-19 affects the school, as they have a template letter to ensure consistency of messaging.

Covid Task Force

Principal - Cevallos Head Custodian - Peralta EO for Custodial - McGuire
Athletic Trainers - Renteria/Malinowski Teacher - Anderson

Campus Operations

DAILY CLEANING OF FACILITIES PROTOCOL:

School facilities should be cleaned daily and high-touch areas, such as door knobs, light switches, counters, desks and chairs, railings, and water fountains, should be disinfected frequently throughout the day. Proper personal protective equipment (PPE), such as masks and disposable gloves, should be worn at all times during the preparation, cleaning, and disinfection of school facilities.

Each classroom will be provided with a bottle of hand sanitizer and a spray bottle filled with a disinfectant cleaner and paper towels.

- Bottles will be labeled by the classroom and must remain in the designated room.
- The custodial staff will be responsible for all refills needed.
- Teachers are asked to leave the bottles in a clear and visible location.
- Teachers are responsible for their classrooms bottles/sanitizer. They must report any missing item immediately.
- Custodians will replace the solution in spray bottles as recommended by the product vendor.
- In the event items need to be refilled prior to schedule, the teacher shall send a Custodial PPE request for refill. (Teacher's are not expected to refill items on their own)
- Special requests can be made through the Custodial PPE request for classrooms with specific needs beyond the normal classroom.

All classrooms will be disinfected by the custodial staff at the end of each school day. Disinfecting will consist of either a spray or fogger system. Areas such as restrooms will be disinfected between each class period, as often as time and personnel allows. Teachers will be provided supplies to spray their teacher and students desks if they so choose. Students may be encouraged to clean their desks with the supplies given to each room.

Each building will be provided with a hand sanitizer station at the main entrance. (*This is currently on order and awaiting arrival*). The custodial staff will be responsible for maintenance and monitoring of these units.

We are currently planning on using three types of disinfectants that are EPA and CDC approved. Each item is said to be effective for a 24 hr period after use. MSDS forms for each product will be housed in the Main Office and Head Custodian's office.

Husky 800 Neutralizing Disinfectant Cleaner

Husky 803 Sanitizer/Virucidal S/V Disinfectant

Fresh and Clean Disinfectant/Cleaner

Disposable face masks will be made available to students/teachers who do not have one. Teacher shall have them report to the Main Office to sign out and retrieve a mask. *(Same protocol as if a student did not have a uniform shirt shall be followed.)*

DAILY CLEANING OF TECHNOLOGY DEVICES:

To the greatest extent possible each student will be assigned a device for their personal use in school and at home for the school year. Devices that are loaned to students/staff for distance learning and telework should be cleaned upon return and reissuance to another person. For devices used throughout the day by multiple people, cleaning should occur between use by the next person.

- Speak to Tech personnel before attempting to clean any technology device.

REQUESTS FOR PPE SUPPLIES:

Requests for PPE will be filled to the highest standard achievable based on assessment of current and future PPE needs for individuals or groups of higher risk of exposure. All requests are subject to consideration of the overall response and needs and supply chain limitations. Please submit all requests on the Custodial PPE request form on the website.

AFTER HOURS/OTHER TRACING:

All after hours activities on campus will be monitored to assist in the contact tracing in the event of a positive COVID-19 case. Staff is asked to send an email/text to AD Iris McGuire immediately following any after hours activity on campus. After hours is considered anytime outside of a regular work day from 7:00am - 4:30pm. (ie: weekends, holidays, etc) You need to provide the following information: Name of parties present, start and end date/time on campus, areas of activity.

You must also notify AD McGuire for any one who is not a direct employee of KHS that may be on campus with you during the school work day. This includes, but is not limited to family members, vendors, guests, etc. These parties shall be the responsibility of the host employee while they are on campus. You need to provide the following information: Name of parties present, start and end date/time on campus, areas of activity.

STUDENT ACTIVITIES:

Student activities are an integral part of the curriculum and must be maintained by adhering to current health and safety requirements while practicing necessary social and physical distancing. Schools should continue to promote student voice, civic engagement and responsibility as aligned to our school design and model.

The safety and well-being of our students and staff is our utmost priority. Communication from all will assist in the continuous improvement of these protocols that are being implemented. Adjustments will be made as deemed necessary.

Special Education

We are looking forward to providing safe and appropriate educational environments for all our students under the IDEA umbrella. Our student case managers will be contacting parents to set up IEP meetings for the 2020-2021 School Year, in order to better serve the needs of our students. Any questions please contact Ms. McAnish at (808) 313-3371.

English Language Learners

Kea'au High School will provide for the English language development necessary to serve students who are identified as English Language Learners. Our ELL Teachers will be contacting parents to set up supports that will engage and assist in language acquisition.

Transportation

Once again we have qualified for the Community Eligibility Program (CEP) Federal Grant that allows our school and students to have one free breakfast and one free lunch as well as free transportation. Our buses will carry only 2 students per seat. All students are required to wear a mask to ride the bus and practice social distance practices. The same goes with all athletics transportation. All bus routes will be established as any normal school year and Wednesday will be a modified bus route starting with normal morning runs and buses home at 10:30 after they receive lunch. If you have any questions about your bus please call (808) 8974-6411

Clubs

Club activities will be determined by the Advisor and the club officers. Students interested in participating in a club should go to the school website, "Students - Clubs" and find a club listed. The Club Advisor will be listed next to the Club. Please contact the Advisor for more information.

Campus Activities

Due to the current pandemic situation we are faced with all on campus & in person activities have been suspended until further notice. The Associated Student Body (ASB) is working tirelessly to create engagement opportunities for all of our students. Please go and follow the different class Instagram accounts for more information or the school's Instagram account @khscougars99.

Athletics

It is essential to the physical and mental well-being of high school students across the State to return to physical activity and athletic participation. Athletics help promote a well-rounded student and can enhance their high school experience.

The COVID-19 pandemic presents high school athletics with a myriad of challenges. Decreasing potential exposure to respiratory droplets is the guiding principle behind social distancing and the use of face coverings. The well-being (both mental and physical) of our students, staff and community is our priority, We now have to re-imagine the norm and create an environment that is safe for all.

Together with the Hawaii State Dept of Education (HIDOE), and National Federation of High School NFHS) guidelines on the Return to Athletics models, we plan on utilizing the same four pillars to minimize the spread of COVID-19:

- Phase 1: Stabilization
 - Physical distancing and Reducing Density
- Phase 2: Re-Opening
 - Health Screening and Preventative Hygiene
- Phase 3: Long-term Recovery
 - Cleaning, sanitizing, and Disinfecting
- Phase 4: New Normal
 - Communications, Training and Coordination

Compliance with physical distancing guidelines will have a great impact on our athletic programs. Each sports program has been designated by probable risk. Special considerations are necessary to return to play.

RISKS:

- High Risk = Football, Wrestling, Judo, Competitive Cheer
- Medium Risk = Basketball, Volleyball, Baseball, Softball, Soccer, Water Polo, Tennis, Track & Field (field events & relays), Canoe Paddling
- Low Risk = Swimming & Diving, Cross Country, Sideline Cheer, Track (individual running events), Golf, Bowling & Air Riflery

CONSIDERATIONS:

- Health Screening and Preventative Hygiene = guidelines to help ensure the safety of our student-athletes
- Cleaning, Sanitizing and Disinfecting = increased cleaning and sanitation protocols for students, equipment, etc

- Communication, Training and Coordination = education and training for students, staff and parents regarding protocols and procedures.

We are currently exploring options to ensure the safe operation of our Athletic Program. Our goal is to return to Athletic competition once it is deemed safe. It will take the cooperation of all stakeholders to make this happen. We must adapt and embrace a new culture to high school athletics.

SCHOOL ACADEMIC OPTIONS = ATHLETICS:

Students will be allowed to participate in Athletics regardless of their academic option of choice. (Hybrid, Virtual) Students must remain engaged in their lessons and continue to meet all requirements for their academic classes. Attendance is required and will be monitored for continued participation. Academic Probation will still be monitored by the Athletic Office. Students will still be required to attend all practices/games/meets on days they are not scheduled to be on campus.

Grab-And-Go

As was mentioned above, the CEP Federal Grant allows us to give one free breakfast and one free lunch. We are also allowed to have any family come to the campus and pick up a free breakfast 7:30-8:00 AM at the cafeteria parking lot and one free lunch from 11:30 AM-12:00 PM in the cafeteria parking lot designated stalls. This is for the times your child is not attending the school. This includes Wednesdays. Please bring your student or their ID. Students at school also receive a Grab-And-Go at school for breakfast and lunch and we have the cafeteria spaced for proper social distancing.

Resources:

Administrators:

9th grade: Ms. Medeiros, Vice Principal

Phone: 313-3333

10th grade: Mr. McCarty, Vice Principal

Phone: 313-3412

11th grade: Mr. Jarvis, Vice Principal

Phone: 313-3390

12th grade: Mr. Cevallos, Principal

Phone: 313-3322

Ulupono: Ms. McGuire, Athletic Director/Admin

Phone: 313-3450

Counselors:

9th grade: Mr. Nakamura

Phone: 313-3433

10th grade: Mrs. Montgomery

Phone: 313-3440

11th grade: Mrs. Haraguchi

Phone: 313-3392

12th grade: Mrs. Chong

Phone: 313-3423

Ulupono: Mrs. Cabral

Phone: 313-3422

Student Services Coordinator: Mrs. Meyers Conol

Phone: 313-3403

Technology Support:

Ms. Kobayashi, Ms. Hoapili, Mr. Kobayashi

Phone: 313-3411

Email: g-354-tech@k12.hi.us