Happy Holidays!

With December upon us the end of the first semester is only a few short weeks away.

As I reflect on the good work we have all done so far this semester, I am cheered by the dedication to learning I see in the classrooms. We celebrated First Quarter student academic achievement by recognizing students on the Honor Roll and Principal's List. The actions of adults at Kalāheo are showing that "Every Student Matters". We are blessed with faculty members who step up to chaperone student events and field trips, who remain after school to tutor and assist students with their work, who volunteer to serve as Advisors to student clubs, and who are involved in helping our students and school in a myriad of other ways. Kalāheo students have been a positive force in and outside of the classrooms - just a few examples include the especially spirited Homecoming Week and football game; the Fall sports teams performed exceedingly well (and we look forward to Winter sports); and our Kalāheo team of students journeyed to Hiroshima, Japan to visit our sister high school in Otake and came back with renewed friendships and appreciation for our two schools' partnership forged across an ocean.

On behalf of our Kalāheo school community, I wish for everyone a safe and happy Winter Break and Holiday Season - and new opportunities in the coming New Year ☺.

Mahalo,
Mrs. Susan Hummel, Principal
The 2018-2019 Na Ho’okama a Pauahi Scholarship for Native Hawaii Students is now accepting applications. The application window is October 2, 2017 – February 15, 2018. This need based scholarship program requires many steps and documents to complete so START EARLY. Learn more at ksbe.edu/college.

The Pauahi Foundation Scholarship has over 100 funds for undergraduate students in a variety of fields. The application window is January 3 to February 15, 2018. Be sure to logon at www.ksbe.edu/college for more information.

The 2018-2019 Hawaii Community Foundation Scholarship application will open on November 15, 2017. There are more than 200 scholarships that you can apply for using the HCF application. Deadline to submit completed applications is January 31, 2018 at 4:00 pm HST. For more details, www.hawaiicommunityfoundation.org/students.

Advanced Placement (AP) Mandatory Student/Parent Meeting:

Save the date! Registration for SY 2018-2019 is coming in January! Students interested in taking an Advanced Placement (AP) course next year must attend (with one parent/legal guardian) the Mandatory AP Informational Meeting on Thursday, January 11, 2018 at 6:00 pm in the Kalaheo Gym. At the Informational Meeting, we will review the expectations and benefits of taking an AP course. AP Teachers will share what their course content covers and will be available after the meeting to answer questions. At the completion of the meeting, STUDENTS will be given an AP Pre-Enrollment Information Contract that needs to be submitted with their registration card in order to be placed into the course. If both the student AND parent/legal guardian do not attend the meeting, the student will not be registered into an AP course. Please make arrangements to attend.

Advanced Placement (AP) Exam 2018 Fee Collection:

Please plan ahead!!! Students taking an AP course in SY 2017-2018 will receive their AP Exam 2018 Fee Collection Letter and Bulletin from their AP teachers beginning January 29, 2018. Taking the AP Exam(s) is an expectation for each course. Scores of a 3+ can give students college credit or advanced placement in classes. Cost per AP exam will be $94.00. Students eligible for free/reduced lunch will qualify for a fee discount. You MUST be eligible for free/reduced lunch at the time payment. Deadline to pay for AP Exams is Wednesday, March 14, 2018. After March 14, a $55 late fee will be added.
**COLLEGE & CAREER CENTER NEWS**

**ACT Testing is Coming on February 27, 2018 for All 9th, 10th and 11th Graders:**

All 9th, 10th and 11th graders will be taking an ACT exam on Tuesday, February 27, 2018. This day is a special schedule dedicated to ACT testing. Kalaheo High School is paying for all the 9th and 10th graders to take an ACT exam for feedback on how to improve specific content areas as well as for ACT practice. The DOE is paying for all Juniors to take the ACT which can be used for college admissions. This is a SAVINGS of $62.50 for Juniors to test on a school day. We expect all students to take these exams seriously to receive accurate in information on their English, math, science, reading and writing skills. Students should plan to be on time (no later than 8:30 am) on Feb. 27th!

- **9th ACT Aspire ONLINE Summative Assessment - 9th graders must have their chromebook to test.**
- **10th Pre-ACT exam – 10th graders will be taking this on paper**
- **11th ACT exam – 11th graders will be taking an ACT exam that can be used for college admissions.**

*Parents – Please do not schedule any appointments for your child or release them from school early on this day.*

**ACT Prep Class:**

The PTSA will again subsidize the ACT prep class in Spring 2018. The course will cover English, math, reading, science and writing portions of the ACT. This ACT prep course is beneficial to Juniors because the course will be completed PRIOR TO the ACT exam administration on February 27, 2018. Cost of the course is $60.00. Checks payable to the Kalaheo PTSA. No refunds or make up class if absent. Deadline to pay for the course is Feb. 16, 2018.

**Dates:**
- Friday, Feb. 23, 2018 from 2:45-4:00 pm in the library
- Saturday, Feb. 24, 2018 from 9:30-11:30 am in the library
- Monday, Feb. 26, 2018 from 1:30-3:00 pm in the CCC, room H208.

**SAT and ACT Registration 2017-2018**

To register for either the ACT or SAT, students must create their “login” and “password” for each test. Students register online, paying with a credit card. When asked for the high school code, Kalaheo High School’s Code is 120143 for both tests. Students are encouraged to send their scores to four colleges for free at the time of registration. Scores released AFTER testing may incur a cost per each release.

**SAT: Reasoning Test & Subject Tests**  [www.collegeboard.org](http://www.collegeboard.org)

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<tr>
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<td>April 6, 2018</td>
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<td>June 2, 2018</td>
<td>May 3, 2018</td>
<td>May 23, 2018</td>
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**ACT Assessment**  [Website: www.actstudent.org](http://www.actstudent.org)

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<td>July 14, 2018</td>
<td>June 15, 2018</td>
<td>June 16-22, 2018</td>
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How Sick Is Too Sick for School?

In general, children are too sick to come to school when:

- They are contagious.
- Their symptoms are serious enough to prevent them from focusing on the tasks they need to do there.

Use this checklist to determine whether to keep your child home from school.

1. Does your child have a fever of 100° or higher?
2. Has your child vomited two or more times in a 24-hour period?
3. Does your child have diarrhea?
4. Are your child’s eyes crusty, bright red, and/or discharging yellow or green fluid (conjunctivitis/pink eye)?
5. If your child complains of a sore throat, is it accompanied by fever, headache, stomachache, or swollen glands?
6. If your child complains of a stomachache, is it accompanied by fever, vomiting, diarrhea, lethargy, sharp pain, and/or hard belly?
7. Does your child have a persistent, phlegmy cough?
8. Does your child have lice (white, translucent eggs the size of a pinpoint on the hair or insects on the scalp)?

If you answered yes to any of these questions, please keep your child home from school and consider seeking medical attention. Your child could have a serious or contagious illness. Keep your child home until he or she has been symptom free for at least 24 hours or until the doctor indicates that he or she can return to school.

If children have a cold, headache, or stomachache that is not accompanied by fever, vomiting, or diarrhea, they can probably come to school.

If children have a rash, it could be contagious. Please seek medical advice before allowing your child to come to school.

Earaches are not contagious. Children can come to school as long as they can concentrate on their work.

Once your child has been treated for lice, he or she can return to school.

To view the original chart, please visit Hawaii DOE at hawaiipublicschools.org or follow this link.

Follow HIDOE Wellness Nutrition Guidelines

Food Guidelines

- Be whole grain-rich
- First ingredients must be: whole grain, fruit, vegetable, dairy product, or protein food
- Be a combination food that contains of ≥ ¼ cup of fruit and/or vegetable

Calories
Snacks: ≤ 200 calories
Entrées: ≤ 350 calories
Salt:
Snacks: ≤ 220 mg
Entrées: ≤ 480 mg

Fat
Total Fat: ≤ 35% of total calories
Saturated Fat: ≤ 10% calories
Trans Fat: Zero grams
Sugar:
Snacks: ≤ 35% of total weight of item

Beverage Guidelines

Prohibited
- Soda, coffee, flavored tea, and sports drinks (even without sugar)
- Caffeine, artificial colors, and artificial flavors
- Drinks with more than 8 oz. servings other than plain water

Allowed
- Water
Plain, with or without carbonation
No portion size limit
- Unflavored 1% or fat free; flavored fat free; milk alternatives as permitted by NSLP
Less than or equal 22 grams of sugar per 8 oz. serving
- 100% F/V
Non-diluted, no added sweeteners, without carbonation
Diluted, no added sweeteners, with or without carbonation

Food and beverages provided [not sold] on campus meets HIDOE Wellness Nutrition Guidelines. Examples of where this applies are:
- Class celebrations
- Any food provided other than culinary arts classes

No food and beverage sold (outside of the school meals program) except for plain water, such as:
- School stores
- Vending machines (except for plain water)

Food (including beverage) is not used as a reward or punishment for students

Follow BOE Policy 103-7

Midnight to Start of school day
My school day begins at __ a.m.

Start of school day to End of school day when the bell rings
Food and beverage guidelines chart from above.

End of school day to 30 minutes after the bell rings
Refer to food and beverage guidelines chart from above.
Reminders & Announcements

Parking & Tickets

The NO PARKING signs on Iliaina St. from Ilipio St. to Kalaheo High School will be enforced by the Honolulu Police Department. The NO PARKING signs apply to both sides of the street.

Please read and abide by the signs. Failure to do so may result in a ticket or your vehicle being towed. Parking in this zone can only occur from 8:30am to 2:00pm.

When parking on the street, avoid blocking driveways, mailboxes and fire hydrants.

Students wanting to park on campus will need to apply for a parking permit. The permit application may be requested at the front office.

Please see a VP should you have any questions. Thank you.

Get Your Yearbook Before the Price Goes Up

All yearbooks must be purchased through the yearbook advisor, Mrs. Shaffer in M202. Please fill out this form and attach it to $50 cash or a $50 check written out to Kalaheo High School through December 21. All checks must have your address and phone number and your child's name on the 'memo' part of the check. You will get a receipt if you or your child drops it off in person to me. Or by request, I can leave your receipt in the office for you to pick up if you've left your payment and form in my box in the office.

Every year we sell out of yearbooks and the price goes up to $60 on December 22. Don't miss out on your child's record of their time in high school!

Thank you for your support of the Kalaheo Yearbook

Yearbook Order form:

Student Name___________________________________________________

Student Grade __________

$50 cash or check (written out to Kalaheo High School, with your child's name in the memo line of the check by 12/21. Checks must include address and phone number)

Parent contact phone number: _______________________________________

Please return form and payment to Mrs. Shaffer
**Fundraising Events**

**FUNDRAISER EVENT**

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**Raise Money for: Kalāheo PTSA**

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| Friday, January 5, 2018 10:00 AM - 9:00 PM | Panda Express at Hamakua & Aoloa 200 Hamakua Dr Kailua, Hi 96734 | In-store: Show paper or digital version of this flyer  
Online: Enter 236193 in the promo code box during online checkout. |

20% of event sales will be donated to Kalāheo PTSA

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**Kailua Intermediate School Needs Our Help**

If you have Box Tops you would like to donate to KIS please bring them to the office. Since High Schools are excluded from Box Top fundraising KIS has asked for our help in collecting them. This will help purchase teacher and student supplies and help support school activities.

Mahalo!
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<td>GOOD FRIDAY HOLIDAY</td>
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Message from our PTSA President - Susan Maher

Did you know the Kalaheo PTSA sponsors activities which include SAT Prep courses, purchasing equipment for classrooms, Staff Appreciation days, Make a Difference Day, Project Grad and PTSA Scholarships for college bound seniors? Without your donations we would not be able to provide these programs. We understand not everyone can give of their time, but please consider being a member of the PTSA for only $30. (Registration Form below)

**Perhaps, you enjoy volunteering for everything**, and would love to brag to your friends about your Mustang pride!

You are the type of person who would bring brownies to every PTSA meeting.

**Maybe, you aspire to help shape the future** of the Kalaheo PTSA by participating in our monthly PTSA meetings.

You may have heard a rumor that there are brownies at every meeting.

**It could be that, although you are incredibly busy**, you think you can find time to volunteer for one or two of the PTSA fundraising or staff appreciation events. It might even be fun, and you will likely earn the undying gratitude of the PTSA Board. You’ve heard that they have been known to share brownies with particularly peppy volunteers.

*Or, like many parents and teachers of high school students, you have no time to spare*, volunteering is totally out of the question, but you would still like to support the organization. Please join PTSA, just make sure to tell us to lose your number. Sadly, you may not ever get any brownies, but rest assured, your membership dues will be put to good use.

Whether you become volunteer of the year or plan to duck every time you hear the words “volunteers needed”, any contribution you make will be used to support great things at Kalaheo.

*Please consider joining by completing the form below and turning in to the PTSA box in the office.*

**Be sure to follow us on Facebook at KALAHEO PTSA**

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<tr>
<th>Student’s Name (last, first)</th>
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<tr>
<th>Membership Dues</th>
<th>$30</th>
<th>($9.25 goes to State PTSA)</th>
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<tr>
<td>Donation</td>
<td>+____</td>
<td>(Totally tax deductible!)</td>
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**TOTAL** | $____ | Please make check payable to Kalaheo PTSA |

We need you! Please consider helping us with:

- ____ PTSA Board or Committee
- ____ "Make A Difference Day" Date TBD
- ____ Food (Provide refreshments when needed)
- ____ Call me for anything!
Holiday Cheer...join us for the Holiday Fun Fair & Breakfast
Saturday, December 9th starting at 8:30 a.m., at Kalaheo Cafeteria.

Tickets on sale NOW!

Contact: mustangsaf@gmail.com

Come join us and cheer on the Mustangs....ACTIVITIES and EVENTS!!!

- December 2 – JV Girls TENNIS @ 2 p.m. at Kalaheo Tennis Courts
- December 9 – Kalaheo MAF Holiday Fun Fair and Breakfast
- December 9 – WRESTLING @ 2 p.m. at Kalaheo GYM
- December 16 – SOCCER @11 at Kailua High School
- December 23 – JV BASEBALL @11 at Kailua High School
- **December 29 – Girls BASKETBALL @ 5 p.m. at Kalaheo GYM
- January 6 – SWIMMING @1:15 p.m. at Kalani High School Pool
- January 20 – PADDLING @ 2 p.m. at Kehei Lagoon
- **January 27 – Boys BASKETBALL @ 5 p.m. at Kalaheo GYM
- March 10, 2018 – Annual Walk-a-Thon
- March 19 – 23, 2018 – Spring Break
- May 19, 2018 – Athletic Celebration Banquet (Lunch) at The Manoa Grand Ballroom

* Super SUPPORTER Events are designated dates where the MAF is encouraging EVERYONE to come out and support that team for that day by wearing your best and brightest blue and orange!

** Super SUPPORTER and Junior Mustang and Surf Rider Events!

NOTE: The above dates may be subject to change!

HOLIDAY FUN FAIR on Saturday, December 9, 2017 at Kalaheo Cafeteria!

This is our annual support our community event and our way of supporting those who are in need during the holidays. Please bring canned goods for the FOOD BANK OF HAWAII, and/or an unwrapped toy for TOYS for TOTS! Join us for a wonderful breakfast along with games and activities for the keiki. Loads of fun for the OHANA!!! You may purchase your tickets from any team or from MAF for $10 each. Please hurry...we are almost sold out!!!

SUPPLIES NEEDED, PLEASE KOKUA! We are asking for the following donation of items for the Holiday Fun Fair: glue, glue sticks, spray paint (any color), glitter, beads, Christmas and other stickers, colored sharpies, buttons, ribbon, yarn, colored string, and foam stickers. Please drop off in Mr. B's Office by December 1. THANK YOU!!!

Annual Walk-a-Thon!

Sign up envelopes will be distributed to teams in January 2018! This year, TEAMS will receive 50% of any donation that they acquire. Ask your friends and families to sponsor you! It’s only $20 to participate and half of that goes to a team of your choice!

Junior Mustangs and Junior Surf Riders Events!

Student who wear their Kailua-Kalaheo Complex elementary or intermediate official school t-shirt get in FREE! Great prizes to be won during half time for those elementary and intermediate students who attend! This season this will take place at both Girls and Boys Basketball games.
Student Senate Tackles Student Concerns

The Student Senate meets monthly to address student concerns brought up by students in advisory classes. Each year, the Student Senate gives students an opportunity to voice their concerns about various issues on campus. Addressing these concerns is a yearlong process that involves a survey, many discussions, prioritizing concerns, research, problem solving, and resolution writing. Participants gain a lot of insight about school policies and procedures.

The process begins with a survey that each advisory class gives input in. Senators representing each advisory class facilitate the survey and record all of the responses. Issue topics include school facilities, student achievement, student support, student activities and athletics, and other concerns. Survey responses are compiled and shared with Student Senators.

The Student Senate has been meeting to discuss the results of the survey. Issue groups identified important concerns that students list in the survey. The list is further narrowed down to three concerns for each of the five issue groups. Student Council leaders researched these prioritized concerns and reported back to the Student Senate on November 15.

After receiving comments and input from the student senators, the Student Council selected five concerns to focus on this school year: replacing water fountains, improving bathrooms, improving PE/athletic locker rooms and facilities, installing vending machines, and fair distribution of athletic funds. At the next Student Senate meeting on November 30, leaders with review research findings and facilitate a discussion to brainstorm possible actions and solutions. Student leaders will begin writing resolutions in January.

Students Want a Dance, But Not Enough to Make it Happen

Last school year, many students requested for school dances. The last school dance was a homecoming dance attended by about 80 students three years ago. Through surveys conducted by Student Council, more than half of students responded that they would attend a dance if it was planned. This year, Student Council attempted to plan a winter dance. The Spirit Committee planned a winter dance, securing the DJ, reserving the cafeteria, and planning the dinner and decorations. To ensure that students were still interested in the dance, the committee sent out a survey, asking all students to reply if they are going to the dance. If 150 students responded positively, the committee would follow up on the DJ contract and submit a deposit. Out of 176 responses, only 106 students committed to attending the dance. The committee will try again in the Spring.
ASK CALENDAR

DECEMBER 2017
1 Future Mustangs Day (for KIS 8th Graders)
   Talent Show Audition, Cafeteria @ 3:00pm
2 Senior Luau, Pagoda Hotel, 5-10pm
5 Organization of Clubs Meeting
   Library @ 3-4pm
8 Winter Pep Rally, Cafeteria @ Lunch
16 Lunch Bunch, Library @ Lunch
22 Winter Break Begins

JANUARY 2018
5 Teacher’s Work Day (no school for students)
6 Students Return to School
19 Windward District Student Council Meeting
24 Brown Bags to Stardom Assembly
   during Advisory
13 Organization of Clubs Meeting
   Library @ 3-4pm
26-27 Secondary Student Conference

Associated Students of Kalaeo High School
730 Iliaina St., Kailua, HI 96734, (808) 305-0253
email: kalaheomustangs@yahoo.com

Jared Estrada, President
Tia Vemon, 1st Vice President
Amber Kamaka, 2nd Vice President
ReAnna Johnson, Sec. Secretary
Chais Drodge, Cor. Secretary
Maria Damm, Treasurer
Mr. Richard Lau, Student Activities Coordinator

We wish you Happy Holidays and a Wonderful New Year

Student & Staff of the Month
November
Kelly Nitta
Carli Gardner

Student & Staff of the Month
December
Malia Clingingsmith
Edward Nakata

Nomination forms are available in the front office or in the Student Activities Center (C102).
Forms must be submitted by the 10th of each month by the nominator (student or staff).
KALAEHO MUSTANG TRACK

Track season is coming soon! Please come to the gym after school on Jan. 18th for a quick informational meeting about track. Preseason workouts will start Jan. 22nd from 4:00-5:30 p.m. for those not in a winter sport. The official start of Track Season is Feb. 5th. Make sure you have a current physical, concussion form done at least once this school year, and a consent form turned in so you can be cleared to start practicing and competing!

Whether track is your main sport or not, it can be a great way to improve your speed, quickness, muscle strength, and endurance for any sport!

Any Questions, call Coach Stan (808) 255-3942 or email rtkailua@yahoo.com

Please email me the best contact email for you and a parent so you can be kept updated on the latest track info.

Colby Otero – Boys State Cross Country Champion & 3rd in 3000 Meter Race at State Track Meet Last Year

CC Pollard - Competing in Long Jump at State Last Year

Mandatory Meeting

When: Thursday 12/14 @1:30 pm
Where: Kalaheo Gym
Who: All Varsity & JV boys interested in playing volleyball this season

Come and meet returning Head Coach Sivan Leoni and start to prepare for the upcoming season.

Please enter your information at www.KalaheoVolleyball.com
we will have a meeting for any girl or boy interested on joining the golf team on D202. be
Tuesday, February 13th

Varsity baseball is starting practice on January 29, 2018. There will be a varsity baseball meeting in the gym on January 11, 2018.

If interested in playing baseball, please contact Coach Jerry Bush at 479-8588. Thank you.

Cheer Commitment to School & Community
By Sherri Woodby

The Kalaheo High School cheerleaders are a group of highly devoted athletes who support their school, community, and most importantly, each other. The squad practices year-round, only taking off one month out of the entire year. The season runs from April through March, and the team practices into the summer. This summer, the team enjoyed a week of team bonding games at Cheer Camp. The girls and Denton practiced from 6:00 to 8:00, three days a week in the summer, and when school started, they practiced five days a week from 6:00 to 8:00.

This school year, the team set and achieved many accomplishments. To strengthen our skills and prepare for competition, we were able to hire our own private gymnastics coach. Next, we raised enough money to purchase our own mats and strips for those mats. Our new uniforms arrived in October, just in time for OIA competition. These uniforms will remain the property of Kalaheo High School. In October, we competed in OIA cheer competitions, and we also hosted the OIA Western Division Cheerleading Competition.

Our homecoming theme this year was “The Mustangs Strike Back.” We hyped up the students and faculty staff during Spirit Week by encouraging daily participation in Spirit Week activities and with a Homecoming Pep Rally. For the homecoming game half time show, the girls and Denton performed a routine featuring Storm Troopers and Darth Vader.

Kalaheo High School cheerleaders also support our community. We will serve service members meals during the holiday season. We also plan to visit a retirement home in Kaneohe to spread holiday cheer. We also have plans to go Christmas caroling.

In short, the Kalaheo High School cheerleaders are highly devoted athletes who support their school, the community, and most importantly, each other!
Kalaheo Boys & Girls Golf Team

Interested in Joining the Mustang Golf Team?

Our first meeting will be held:

Thursday, January 18
2:45 PM
Room D202

Beginners are welcome

Our first practice will be Tuesday, February 13th. For more information, please see Mr. Williams in room D202.

Mustang Bowling

The Kalaheo Bowling season ended with lots of strikes, spares and tough competition at the HHSAA 2017 Billy Tees Bowling State Championships in Kauai. Kalaheo was proudly represented individually by Elyse McCabe, Dylan Peters, Noah Maye and Jed Lutes as 4 of the top 200 bowlers in Hawaii. Kudos to our Kalaheo bowlers who did KHS proud with Dylan Peters placing SIXTH out of 100 bowlers in nine games. And that’s a lot of bowling!

A special thanks to Coach Greg Kekauoha and Team Mom Stephanie Maye and Team Tutu Patty May as well as all the parents, aunties, uncles, grandparents and the Mustang Athletic Foundation (MAF) supporters who came to cheer us on! MAHALO! And, most especially, thanks to the bowlers who made this a fun season and supported each other with encouragement, laughs and friendship.

It’s not too early to start thinking about joining our team for the 2018-2019 season ....... Pali Lanes and KBay are good places to start practicing. After all, who doesn’t have fun bowling?!!!!!!
Your Kalaheo Mustang Harriers ended their 2017 – 2018 season at the HHSAA Cross Country Championships held on October 28, 2017 at Island School on the isle of Kauai.

The boy’s team was led by the outstanding performance of senior Colby Otero who took the individual title by besting a field of 200 runners. He becomes Kalaheo’s 2nd state champion after Shawn Nixon captured back to back titles in 1992 and 1993. Colby was followed by Chase Eckenfels, JR., Thatcher Fernandez, SO., Kangsan Myers, SO., Micah Willweber, SO., Whittaker Wallace, SO., and Daven Ruggles, SO. The team was the top OIA team finishing 5th out of 19 teams. As the team is loaded with underclassmen, you can be assured they will be very competitive next season.

The girls were led by seniors Alyssa Robinson and Miyuu Handa and followed by Macy Carroll, SO., Grace Kathman, SO., Emily McLemore, SR., McKinsey Carroll, SR., and Grace Nastase, SO. They placed a very respectable 7th out of 16 teams. Looks like the Juniors will lead the way for the girls next year.

Overall, the season was very successful. There were many individual and team accomplishments. You can be assured that the program’s success will continue next season.

Mahalo,

Coach Peter
From the Registrar’s Clerk

Students & Parents: Are you moving or transferring to another school?

Yes? Allow at least two weeks for us to process a complete release packet for you. **Pick up a release packet at least two weeks before your last day from Mrs. Atwater at Student Services (courtyard window), have it signed by your parent/guardian, and turn it in no later than ONE WEEK BEFORE your last day of school.**

Mrs. Atwater will have your transfer records ready for you on your last day of school if you follow these simple steps.

Mahalo! (That's correct….. turn in the signed packet no later than one week BEFORE your last day.)

Students & Parents: Transcript Requests

The cost for a transcript request will be revised beginning Wednesday, 11/1/17. Both official and unofficial transcripts will be $2.00 per request. Official transcript requests that require additional forms will be $3.00 per request (ex: including the common application for college). Processing time for transcripts is 3-5 business days. Expedited/rush transcript requests will be $5.00 per request. Expedited requests received by 3 p.m. will be sent to the post office the next business day. Please plan accordingly.