KAMEHAMEHA SCHOOLS®
MAUI CAMPUS

HĀLAU 'O KAPIKOHĀNAIĀMĀLAMA

Student Parent Handbook 2018

Statement on the Handbook

This handbook provides parents and students with information regarding Kamehameha's policies and services. This handbook supersedes any prior handbooks. The statements and policies in this handbook do not represent any kind of contract between parents and Kamehameha, nor do they create or confer any legal rights. Kamehameha needs to be flexible in order to keep pace with changing laws and requirements affecting and applicable to the goals and operations of Kamehameha. Because of that, this handbook may be modified, suspended or revoked at any time without notice and without taking into consideration custom or prior practices. Parents are encouraged to consult with the schools' administration if they have any questions about this handbook, need an update, or need further information about a specific policy or rule discussed in this handbook. Parents are expected to be familiar with all information contained in the handbook.

NOTE: References to "parents" throughout this guidebook should be understood to mean "parents and legal guardians."

Agreement to Enrollment Form

The Agreement to Enrollment form lets us know that you have read, fully understand, and support the information contained in the 2018 handbook. Please read and e-sign the form in KS Connect no later than **Friday, April 27, 2018**. Hard copies may be obtained, signed and returned to the Hālau 'o Kapikohānaiāmālama Office.

This form must be returned for each of your children who attend Hālau 'o Kapikohānaiāmālama.

Admissions and Enrollment Agreement

LEGACY OF KE ALIʻI PAUAHI

Ke Aliʻi Bernice Pauahi Bishop was the great-granddaughter and last direct royal descendant of Kamehameha I. During her lifetime, she witnessed a rapid decline of the Hawaiian population. With that decline came a loss of Hawaiian language, religion, customs and most of all…spirit.

Despite the dire condition of her homeland and its people, Pauahi envisioned a brighter future for Hawaiians. With the support of her husband Charles Reed Bishop, Ke Aliʻi Pauahi articulated her vision in her last will and testament. She placed more than 375,000 acres of inherited Kamehameha lands in a perpetual endowment with one purpose: to create schools to improve the capability and well-being of Hawaiians.

In 1887, three years after her death, Ke Aliʻi Pauahi's vision became reality with the opening of the Kamehameha School for Boys. Seven years later, the Kamehameha Schools for Girls was established. In the years that followed, students acquired the skills and knowledge necessary to weather the changes brought about by western civilization, helping Hawaiians find their place in the new society.

Today, Kamehameha Schools is the largest private landowner in the state of Hawaiʻi. Income generated from its residential, commercial and resort leases, as well as diverse investments fund the schools' educational programs and services.

Kamehameha Schools currently operates K-12 campuses on Oʻahu, Maui and Hawaiʻi Island with a total enrollment of 5,400 keiki. It also operates 29 preschool sites enrolling 1,500 keiki. KS subsidizes a significant portion of the cost to educate each of its students. Although a modest annual tuition is charged, nearly 60 percent of preschool and K-12 families qualify for need-based financial aid.

In addition to its preschool and K-12 programs, KS also serves thousands of additional learners by providing educational opportunities through summer enrichment programs, community education programs, financial aid and post-high scholarships.

Christian and Native Hawaiian cultural values and practices and service learning are integral to KS programs both on campus and in the community. It is the policy of Kamehameha Schools to give preference to applicants of Hawaiian ancestry to the extent permitted by law.

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SCHOOL CONTACT INFORMATION

Follow campus happenings on Twitter, Facebook and Instagram

School Website

Main Kamehameha Schools Maui page:	www.ksbe.edu/maui
Summer School page:	www.ksbe.edu/maui/summer
Staff Directory page:	www.ksbe.edu/maui/directory

After Hours Emergencies ONLY		572-4260
Hālau ʻo Kapikohānaiāmālama	270 ʻAʻapueo Parkway, Pukalani	573-7037
Office FAX		573-7062
Head of School	270 ʻAʻapueo Parkway, Pukalani	572-3100
Office FAX		573-7062
Elementary School	275 ʻAʻapueo Parkway, Pukalani	572-3300
Office FAX		572-3150
Middle School	281 ʻAʻapueo Parkway, Pukalani	572-4200
Office FAX		572-4250
High School	270 ʻAʻapueo Parkway, Pukalani	573-7000
Office FAX		573-7250
Operations Division	260 ʻAʻapueo Parkway, Pukalani	572-3245
Bus Service		572-3245
Entry Station / Security		572-4260
FACTS Tuition Billing	Toll Free Dial 1 and Then	877-606-2586

<u>Other Campus Support Offices</u>

Educational Support Services	275 ʻAʻapueo Parkway, Pukalani	
Admissions		572-3133
Applicant Service Center	Toll Free Dial 1 and Then	800-842-4682, ext. 15300
Hoʻoulu Hawaiian Data Center	Toll Free Dial 1 and Then	800-842-4682, ext. 36228
Financial Aid and Scholarship Services	Toll Free Dial 1 and Then	800-842-4682, ext. 48080
KS Regional Resource Center – Maui	210 ʻImi Kala Street, Unit #203, Wailuku	242-1891
Office FAX		242-0824

About Kamehameha Schools Maui

Founded in 1883 by Princess Bernice Pauahi Bishop, great-granddaughter of Kamehameha the Great, Kamehameha Schools (KS) exists to advance the well-being of Native Hawaiians by providing high quality educational opportunities. KS is an organization committed to educational excellence and high levels of achievement through distinguished teaching and rigorous learning which leads to world class educational outcomes, and the renewed vibrancy of Hawaiʻi's indigenous people and their lifelong success in the 21st century.

Established in 1996, Kamehameha Schools Maui (KSM) is one of three K-12 campuses in the Kamehameha Schools Educational System. KSM enrolls over 1,000 K-12 students on a well-equipped, 180-acre campus located in Pukalani. Grounded in its Hawaiian and Christian values and committed to the revitalization and perpetuation of Hawaiian culture, the school offers a comprehensive college preparatory curriculum which includes the study of Hawaiian culture and language, as well as character education and religious instruction. KS Maui is an impressive learning community with a well-defined vision and the physical, financial, and human resources necessary to realize an ambitious agenda of continuous improvement and student success.

Our Kahua

> *Ua lehulehu a manomano ka ʻikena a ka Hawaiʻi.*
> *(Great and numerous is the knowledge of the Hawaiians.)*
> *— Mary Kawena Pukui*

Established in the wisdom of our kūpuna, and embracing the uniqueness of each learner, Kamehameha Schools Hawaiian culture-based education serves to strengthen the capability and well-being of Native Hawaiian learners. With Hawaiian and Christian values as our foundation, students learn through and about Hawaiian culture to acquire a broad range of Hawaiian perspectives and world knowledge. KS prepares learners to lead successful and fulfilling lives, while they engage and compete in ways that contribute to our Lāhui and enrich humankind.

We believe a vibrant Lāhui Hawaiʻi (Hawaiian people), steeped in ʻIke Hawaiʻi (ancestral wisdom) and rooted in ʻŌlelo Hawaiʻi (their mother tongue), will thrive in a living Nohona Hawaiʻi (Hawaiian culture).

Since its founding, KS has become a symbol of educational excellence, graduating more than 25,000 young men and women. Like their benefactor, Kamehameha graduates are expected to care for their families, serve their communities, and apply their knowledge, skills and rich cultural heritage to enhance and benefit Hawaiʻi and the larger world.

MISSION, VISION AND VALUES

Mission

Kamehameha Schools' mission is to fulfill Pauahi's desire to create educational opportunities in perpetuity to improve the capability and well-being of people of Hawaiian ancestry.

Vision

Within a generation of 25 years, we see a thriving Lāhui where our learners achieve postsecondary educational success, enabling good life and career choices. We also envision that our learners will be grounded in Christian and Hawaiian values and will be leaders who contribute to their communities, both locally and globally.

Values

Kamehameha Schools is grounded in the Christian and Hawaiian values embraced by Pauahi. These core values are aloha (to have compassion and empathy); ʻimi naʻauao (to seek wisdom); mālama (to care for and protect); ʻike pono (to know and do what is right); kuleana (to take responsibility); hoʻomau (to preserve and perpetuate); and haʻahaʻa (to be humble).

Guiding Attitudes and Practices

We will emphasize mission-critical attitudes and practices necessary to take Kamehameha Schools forward boldly and aggressively toward higher goals. From the lives of Pauahi and her great-grandfather Kamehameha, we find inspiration in the ways they met new challenges during times of change. The following attitudes and practice are essential for our learners and our organization to succeed in an increasingly competitive world:

- Strive for greatness – Kūlia i ka nuʻu
- Work with urgency and discipline – ʻEleu ma ka hana me ke akahele pū
- Develop strong, effective, and accountable leadership – Kahukahu alakaʻina
- Build strength – Hoʻoikaika mau
- Be innovative – ʻImi hakuhia
- Be courageous – Kū i koa
- Be focused – Kia manaʻo

K-12 Educational Program

Overview

Kamehameha Schools envisions by 2040 a thriving Lāhui in which learners achieve postsecondary educational success that enables good life and career choices, and positions them to lead and contribute to their communities, both locally and globally.

Accredited by the Western Association of Schools and Colleges and the Hawaiʻi Association of Independent Schools Association (HAIS), Kamehameha Schools leads the nation in the number of National Board Certified teachers at an independent school. Twenty-eight of those educators are located on KS' Maui campus.

Cultural principles of Hawaiian Identity serve as a foundation for all we do at KS. KSM promotes the practice and perpetuation of Hawaiian worldviews, culture and ʻōlelo through:

> **Kūlia i ka nuʻu** (strive to reach the summit): Distinguished teaching, learning and leadership practice that is cultural; values and responds to the unique moʻolelo of Hawaiʻi; strengthens the aspirations of each learner; and values both professional learning opportunities and peer collaborations.
>
> **Ma ka hana ka ʻike** (knowledge to be gained through work): Well-designed learning environments that support effective Hawaiian culture-based education (e.g., practices and content); provide for the interaction of diverse people and ideas; and promote the effective development of the whole learner (physically, mentally, emotionally, culturally and spiritually).
>
> **Ka ʻike a ka makua he hei na ke keiki** (the knowledge of the parents is absorbed by the child): Engagement of families in the teaching and learning process in ways that their understanding and appreciation of the values, beliefs and principles that support a Hawaiian culture-based education are reinforced at home and in the communities in which they reside.
>
> **ʻO Hawaiʻi kuʻu kulāiwi** (Hawaiʻi is my native land): Devotion to our native homeland, Hawaiʻi as expressed through acts of aloha ʻāina – Hawaiian patriotism, and engagement of learners of all ages in social, cultural and political experiences that foster love for and life-long allegiance to our Pae ʻĀina o Hawaiʻi (Hawaiian Homeland) and Hawaiian people.

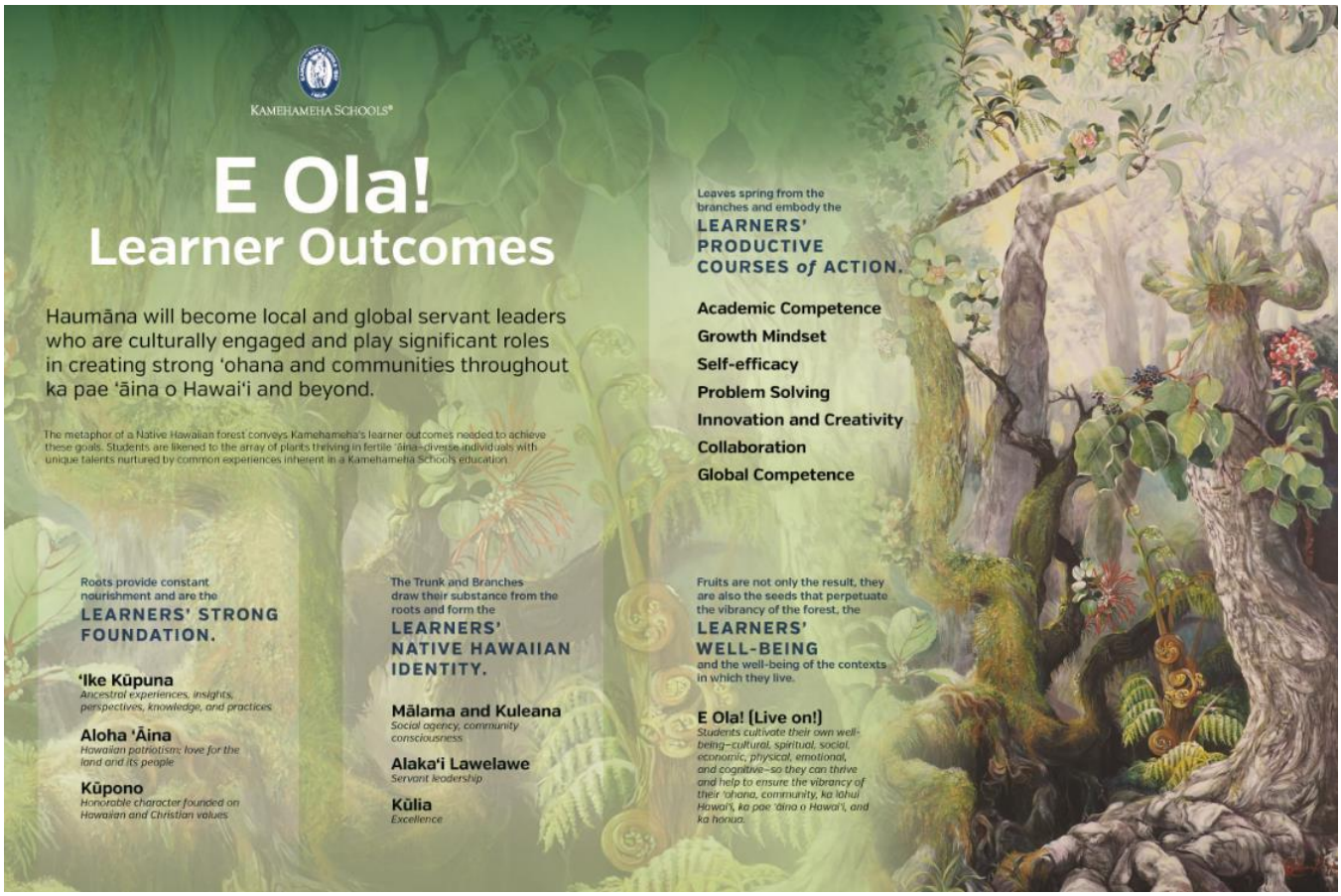
Students are required to adhere to all curricular requirements of the Kamehameha Schools' program, including but not limited to participation in Christian education and attendance at Chapel, Hawaiian cultural and languages studies, including oli and mele performance, and similar school activities. Pauahi's vision to educate Hawaiian children in perpetuity has been realized on Maui throughout the last 21 years.

E Ola

Learner Outcomes at Kamehameha

Kamehameha Schools is committed to provide a world-class, Hawaiian culture-based education that not only engages students and ʻohana in a culturally-rich, personalized journey, but also encompasses academic competence, growth-mindset, self-efficacy, creativity, inventiveness, good character, Hawaiian identity, Christian values and 21st century skills that will enable learners to thrive and become leaders for their local and global communities.

To help explain long-term learner outcomes that are important to KS educators, we use a metaphor of a Hawaiian native forest. In such a forest, our students are like the strong koa trees—diverse individuals with unique talents nurtured by common features and expectations of the KS educational experience:



Kamehameha's educational leaders have identified four key tactics that are the unifying focus for the tri-campus system. These tactics will guide KS to becoming a world-class, Hawaiian-based education system:

Student-Centered Learning: Refocus learning through student-centered, culturally rich experiences and opportunities inspired by student's' unique interests and talents. Each student will be prepared to meet their highest potential through diverse academic, athletic, artistic, and co-curricular programs and by leveraging media, technology, community partners, and Kanaeokana, the network of Native Hawaiian

schools. Student-centered learning will include personalized learning, a career and college mindset, and student health, safety, and well-being.

Empower Educators: Empower educators to employ nurturing and dynamic teaching methods that motivate learners to attain world-class outcomes. KS will recruit, develop, and retain world-class educators who are empowered to produce rigorous, relevant, and relationship-rich Hawaiian culture-based education learning environments. Empowered educators demonstrate distinguished teaching and engage in professional development to inspire higher learning and performance results for students.

Elevate Standards: Elevate standards by adopting a world-class curriculum and by setting student achievement benchmarks and global standards via world-class, Hawaiian culture-based education. Use discipline-specific standards of excellence to provide the highest-quality educational programs designed to prepare every graduate to be ready for post-secondary success and career opportunities. Elevating standards includes a shared commitment to world-class, Hawaiian culture-based education, developing and applying student growth outcomes, and advancing Christian values and Hawaiian culture.

Redefine Systems and Learning Environments: Redefine systems and learning environments in a way that establishes leadership, faculty, and staff accountability toward achieving high-level student outcomes. Education output and learner outcomes will be the primary kuleana of tri-campus education leaders and faculty. Accordingly, decision-making authority will be as close to the teacher and learner as possible. Redefining systems and learning environments includes refining a governance model, improving student learning, and participating in Kanaeokana, the network of Native Hawaiian schools.

Christian Education Program

Pauahi recognized that one's spiritual development is as important as academic achievement. Accordingly, Christian Education is an integral aspect of Kamehameha's educational program. All students are expected to meet the requirements. Kamehameha Maui's Chaplain leads the program. Devotions are held each morning to assist students and faculty members experience the presence of Jesus Christ here at Kamehameha Schools and in their daily lives. This is a time of worship and inspiration to bring the Bible to life. Chapel devotions consist of monthly chapel services that include Bible scripture readings, prayers, singing and short thought-provoking meditations.

Hālau ʻO Kapikohānaiāmālama Program

Hālau ʻO Kapikohānaiāmālama is Kamehameha Schools Maui's summer school program. Translated as the life source that feeds and nourishes, Hālau ʻO Kapikohānaiāmālama focuses on empowering and nurturing learners through rigorous and relevant experiences that are ʻāina based, ʻōiwi STEAM (science, technology, engineering, arts and math) focused and culturally connected that will allow learners to grow and expand the skills they will need as contributors to our lāhui in the 21st century.

Hālau ʻO Kapikohānaiāmālama is a four-week, full day program that is open to students entering grades 3-12 in the summer of 2018. Class sizes are limited to ensure optimal teacher-to-student ratios.

Coursework is designed to engage learners in topics and inquiry relevant to current issues, technology, food, sovereignty and ʻāina consciousness. Students will examine inquiry-based themes, formulate driving and need to know questions, gain background knowledge, take Huakaʻi to deepen understanding and complete individual and group projects that will share information, understanding and data that will benefit our community and island families.

Summer School Schedule

- June 18 –July 13, 2018
- Holiday: Wednesday, July 4, 2018

INFORMATION FOR PARENTS

Supporting your child's education

Your role as a parent

Your love, encouragement, and belief in your child's ability to learn can make a world of difference in your child's academic success. Our school will help your child achieve his or her highest potential by providing a setting for formal learning – classrooms, staff, materials, equipment, facilities and other students – and by facilitating active, meaningful learning experiences. Supporting your child will assure that he or she gets the most out of this educational experience. To help this happen we hold you to the following expectations:

Enforce school rules

Help your child understand and follow the rules contained in this handbook, and support the school when consequences are invoked for violation of the rules.

Support regular attendance

Make sure that your child is in school on time every school day, unless attendance is prevented by an illness, injury, or emergency.

Take an active interest in your child's learning

Know what your child is studying, and talk about what is happening in school. Provide a time and place for quiet study time for completion of homework.

Monitor your child's progress

Study informal notes, interim reports and report cards. Discuss them with your child. If you have any questions, contact your child's teacher, counselor, or administrator to discuss your concerns or to schedule a conference.

Communicate

Open communication between parents and school professionals is essential to a child's academic achievement and overall well-being. Contact a teacher, counselor, or administrator as soon as a problem arises to discuss your concerns or to schedule a conference.

Keep informed

Participate in workshops, attend meetings, and read handbooks, letters, and other correspondence from the school.

Support school activities

Show support for your child's involvement by volunteering to assist with activities or by simply ensuring safe transportation for your child to and from school activities.

Enforce dress code

Enforcement of the dress code begins at home. Please ensure your child leaves home in proper school attire.

Parent/Student Access to Education Records

Parents and students are allowed:

- To inspect, review, and obtain copies of their own education record.
- To request that others review the student's education record (except where Kamehameha is required or authorized to allow others to review the record without your permission). Requests should be made in writing to the summer school unit coordinator or his/her designee.
- To obtain copies of Kamehameha's policies and procedures concerning parent/student access to educational records requests should be made to the summer school unit coordinator's office.

Directory information

Generally, information such as phone numbers and addresses will not be released to outside parties who call the school. Instead, the name of the caller and any message will be taken, and the school will contact the student and/or parents, who may then decide if they wish to contact the caller.

"Directory Information" may include:

- Student's name
- Address
- Telephone number
- Date and place of birth
- Dates of school attendance
- Degrees and awards received
- Most recent and previous educational institution attended
- And other similar information

Electronic Communication with Students, Parents and Guardians

In order to promote KS' goal of increasing sustainability through reduction in paperwork, KS will communicate with students, parents and guardians electronically using one or more of the following approved electronic tools via the KS Systems and Web-based Applications (collectively "KS System"):

- Kamehameha Schools Maui web site: The school's web site can be found at: www.ksbe.edu/maui. The site features a wellspring of useful information including the student and parent handbook, the course catalog, summer reading lists, a faculty contact list, and the daily bulletin.
- The Daily Bulletin is available at the summer school home page www.ksbe.edu/summer and also emailed to the address on file. Students and parents are expected to check the bulletin daily for important updates and/or announcements.
- Email is frequently used to share updates and important information.

We ask that those parents/legal guardians who do not have access to the electronic tools listed above to contact the office so that the same information may be sent to them via U.S. mail.

Community Resource Centers

Kamehameha Schools Resource Centers (KSRC) provide information and support for school activities in their respective communities. Students or parents needing information or material about school programs, activities, admissions, counseling, conferences, or community education services may call these individuals:

Kamehameha Schools Resource Center – Maui
Brandi Ferguson, Manager
210 'Imi Kālā St., # 203
Wailuku, HI 96793
Phone (808) 242-0824
Fax (808) 242-0824
Email rcmaui@ksbe.edu

Kamehameha Schools Resource Center – Moloka'i
Frances "Maka" Cobb-Adams, Manager
Kulana 'Ō'iwi Complex
612 Maunaloa Highway Bldg. B
Kalama'ula, HI 98748
Phone (808) 553-3673
Fax (808) 553-9801
Email rcmolokai@ksbe.edu

Kamehameha Schools Resource Center – East Hawai'i
Noelani Ho'opai, Manager
Hilo Iron Works
1266 Kamehameha Ave A5-A6
Hilo, HI 96720
Phone (808) 982-0851
Fax (808) 961-6134
Email rcehawaii@ksbe.edu

Kamehameha Schools Resource Center –West Hawai'i
Lehua Kaulukukui, Manager
Eloise Haake, Coordinator
78-6831 Ali'i Drive, Suite 429
Kailua-Kona, HI 96740
Phone (808) 322-5400
Cell (808) 987-6008
Fax (808) 322-5437
Email rcwhawaii@ksbe.edu

Kamehameha Schools Resource Centers – O'ahu
Applicant Services Center
Jason Doi, Manager
567 S. King St., Ste 102
Honolulu, HI 96813
Phone (808) 423-6228
Email asc@ksbe.edu

Day Mau, Coordinator
Windward Mall – M01 (2nd level)
Phone (808) 235-2329
Email rckoolau@ksbe.edu

KS Community Learning Center at Nanakuli
Kini Pihana, Coordinator
89-101 Farrington Highway
Nanakuli, HI 96792
Phone (808) 668-1517
Email rcnanakuli@ksbe.edu

Kamehameha Schools Resource Center – Kaua'i
Caroline Victorino, Manager
Dee Ann Rapozo, Coordinator
3170-A Jerves Street
Lihu'e, HI 96766
Phone (808) 245-8070
Fax (808) 246-4617
Email rckauai@ksbe.edu

STUDENT INFORMATION

Student Attendance

The Hālau ʻO Kapikohānaiāmālama program has a strict attendance policy. Daily attendance is critical to master course materials and truly benefit from a rigorous and dynamic summer learning experience.

Excused absences include student illness or injury or serious and/or difficult circumstances (i.e. funeral or serious family illness). Absences due to family trips and vacations, games and/or athletic tournaments are considered unexcused. Excessive absences will lead to disciplinary action that may include a No Pass for the course. Consequences for students with more than three (3) unexcused absences in the 2018 summer program will result in your child being given a lower priority during registration for the following summer. This may result in your child's inability to register for any 2019 summer program classes.

Reporting Absences

Parents/legal guardians must call the respective Hālau ʻO Kapikohānaiāmālama office by 8:30 am each day a student is absent. If a call is not received, the absence is considered unexcused.

Returning to School After Absence

All students must readmit (check-in) through the office with a note from a parent/legal guardian indicating the reason for the absence. Students who are absent two (2) or more days due to illness or injury will need to readmit through the Health Room before checking in with the summer program division office and will be required to submit a healthcare provider's note. All doctor/medical notes should include information about the illness, direction for follow-up, and any directions for activities.

Tardiness

A student who arrives after the start time for school or after the beginning time of any class period is tardy. Students who are late to the first class of the day are to report to their summer program division office for a tardy slip. Students not seated at the warning bell at the start of class will be considered tardy. Generally, tardiness is considered unexcused. Students arriving after the beginning of school need to bring a note or ask a parent/legal guardian to call the Hālau ʻO Kapikohānaiāmālama office. Excessive tardiness will lead to disciplinary action.

BEFORE AND AFTER SCHOOL

Hours & Attendance

The school day begins at 8:00 am and ends at 3:00pm.

Morning Drop-Off

The school has a designated drop off time and place for students. Parents who provide daily transportation may pick up and drop off students at each campus. Parents who need to conduct school business on campus should park in designated parking stalls and not along the building curbside. It is

suggested that parents plan their morning so that they will be able to drop off their child no later than 7:55 a.m.

Supervision on campus begins at 7:15 am. To avoid a lengthy school day that may hinder your child's educational progress, please refrain from dropping your child off prior to 7:15 am. Students who come to school too early often experience fatigue during classes.

Afternoon Pick-Up

After school pick-up is at the same campus designated drop off areas. It is important that your student is picked up on a timely manner. Pick up is between 3:00 p.m. and 3:30 p.m.

Inter-Campus Access

Students who attend a KS program and meet up with a sibling or parent who is a KS employee on a different part of campus must let their kumu and the Hālau 'O Kapikohānaiāmālama summer program division offices know.

Illness in School

If illness should occur during the school day, the teacher will issue the student a pass and be directed to the Health Room.

STUDENT CONDUCT

Campus Dining Policy

Good manners, or etiquette, are the expectations for students in the dining hall. It is knowing what to do and when to do it. Etiquette means treating others with courtesy and respect. In a dining situation, etiquette refers to table manners and knowing what is appropriate and inappropriate. Mealtime is sharing of thoughts as well as the sharing of food. There are many different styles and customs when it comes to dining etiquette. To avoid confusion and embarrassment, individuals in a common dining situation should practice the same style. This style is outlined below:

In the Dining Hall

Before Lunch

- Pule will be said in the classroom before entering the dining hall.
- Book bags will be left in the classroom or in a designated area.

In the Lunch Line

- Enter quietly.
- Conversations at the table should be spoken with a quiet indoor voice.
- Students will serve themselves selecting a balanced meal including milk; students who have restricted diets are requested to bring a note stating the dietary restrictions to the Hālau 'O Kapikohānaiāmālama office prior to the start of the program.

- Take portions of food you will eat.
- Take what you are certain you can eat to avoid waste.

Dining Environment

Expectations regarding student behavior in the dining hall during lunch are not different than what parents expect of their children at home:

- All students are expected to listen quietly and attentively to lunch announcements.
- You can usually go back for more food if you are still hungry.
- If you spill or drop something, it is your responsibility to clean it up. Find a dining hall staff member to get necessary clean-up equipment.
- Student behavior should reflect and be appropriate for a dining hall.
- Hurrying or running anywhere in the dining hall, dish room, or kitchen is prohibited.
- Students need approval from the dining hall supervisor before leaving for any reason.

Lunch Dismissal

- You will be dismissed from your table when everyone is finished eating, and/or when you've officially been excused.
- When dismissed, stand, push in your chair, and quietly exit the dining hall.
- Students should stay within the established boundaries.

Lunch is served in the dining hall each day and no student may be absent from lunch without permission. Do not bring outside food or drink into the dining hall during lunch. Do not take food out of the dining room unless given permission by the summer program division coordinator or dining hall supervisor. Any exceptions shall be cleared with the summer program division coordinator.

Students with dietary restrictions are required to notify the Hālau 'O Kapikohānaiāmālama office prior to the start of the program.

Outside Food and Beverages:

Outside food and beverages are not allowed during the summer program. This includes, but is not limited to items brought to school for special occasions/events such as birthday celebrations, field trips, and other student activities. Outside food and beverages will be confiscated and appropriately disposed of.

Learning Center Guidelines

The school libraries are dedicated to helping Kamehameha Schools' (KS) students pursue school related work and reading for pleasure. The following will apply:

- All food and drink, including gum, seeds, and candy, are prohibited.
- Cell phone use is prohibited.
- All school rules and appropriate school behavior will apply.
- Sharing of headsets is prohibited.
- Headsets cannot be plugged into the computer, unless it is for class and prior permission must be obtained.
- Earphones plugged into external devices may be used only during free time (before school, during lunch, and after school).

- Game playing is prohibited on computers.
- Ask permission before printing in colors; drafts should be done in black and white.
- Only the final product for class should be printed in color.
- Replacement costs for materials defaced, mutilated, damaged or lost will be charged to the person responsible.
- Rules on student behavior, as outlined in the Discipline section of this handbook, including consequences, will apply in the Learning Centers; this includes Internet Policies established by the campus.

Scheduling use of the Learning Center depends on availability. Classroom visits scheduled by teachers are given priority.

Technology Acceptable Use

Use of KS Mobile Devices and the KS Systems

KS assigns students at selected grade levels appropriate mobile devices (such as a laptop computer or an iPad) and allows students the use of its internet, intranet and email system to support education related communication and research. Students may access the systems through the KS Network. The use of these KS owned mobile devices, KS Systems and its support facilities is a privilege and not a right, and students must abide by the guidelines discussed below when using their issued devices on KS Systems. Mobile devices are returned at the end of class daily, unless KS has approved summer time use of the device. KS re-images its mobile devices for the new school year. KS will remove all non-approved apps, software and content (including music, photos, videos, etc.) from each device. Inappropriate care and use will result in disciplinary section of this Handbook. You may view a detailed version of the guidelines online at *http://connect.ksbe.edu* for external access or at *http://itd.ksbe.edu/responsible* internally.

Guidelines for the Proper Use of KS Mobile Devices

KS expects students to practice good digital citizenship that includes assuming personal responsibility for their assigned device. Each student has the kuleana or responsibility for caring for their device as if it were their own. Students are responsible for knowing the whereabouts of their device at all times. Devices that are left unattended with be taken to the summer program office and a search conducted to determine its user identity. When using KS mobile devices, please remember to observe the following practices:

- The mobile devices are the legal property of Kamehameha Schools.
- Use of KS devices and systems for personal use should be kept to a minimum. Ask a teacher or computer lab resource person if you have questions or concerns about use of your assigned device.
- Report any mechanical problems with your assigned device or software to a teacher or computer lab resource person and they will work to resolve the problem.
- Take steps to backup school work data according to instructions set out by KS teachers.
- Students may not purchase online music, apps or software with their mobile devices without prior approval to do so by the teacher.
- Only assigned school software may be used on KS devices.
- Use of KS devices for entertainment purposes such as playing interactive games or watching YouTube, TV shows or DVD movies is not permitted.

- Conducting unauthorized commercial activity of any kind is prohibited.
- Do not connect unauthorized equipment to any KS system or alter KS equipment to perform unauthorized activities.
- Removing software that has been installed by KS is prohibited.
- Students are permitted to use a variety of approved web tools on their devices for educational purposes under teacher supervision. To view a list of these approved web tools visit: *http://blogs.ksbe.edu/hesipad/web-tools/*.
- Store KS devices with care by using a proper case or tote bag to protect the device.
- Do not remove or tamper with any KS identification tags.
- Keep device surfaces clean by keeping them free of markings, ink or decorative stickers.
- Students must have their name on power supply cords, removable cards and carrying bags.
- Keep food and liquids away from your device.
- Protect you devices and peripheral equipment from theft or loss.
- Maintain all identifier markings or stickers placed on the device by KS support staff.
- Do not allow others to use your device.
- Ensure your device is fully charged every day.
- If your device is damaged or is in need of repair, KS may elect to replace the device and provide the student with a loaner. However, the use of a loaner device is not guaranteed.
- A laptop or mobile devise that is taken away or inoperable does not excuse a student from completing assignments or projects.
- Parents assure all financial responsibility for any device or loaner in their child's possession that is damaged as a result of abuse, neglect, theft, or loss. Families are required to repair or replace the device or loaner at its current value, including warranties and other related accessories.
- When making print copies from a KS device, students are required to:
- Follow all printing instructions.
- Print all assignments in black and white, unless given approval to print in color by their teacher.
- KS does not provide technical support for printing at home.
- Do not clean your devices' internet browser history.
- Really Simple Syndication (RSS) feeds may only be used with teacher permission.
- Students who bring their own personal electronic mobile devices to school shall assume the risk and liability for devices that are damaged, lost, or stolen.
- If student's use of these items interfere with the learning environment, then the item will be confiscated and returned to parents at the program office.
- Chronic misuse of cell phones and mobile devices during school hours may lead to disciplinary consequences as set forth in this Handbook.

Guidelines for the Proper Use of the KS Systems

When using KS Systems you must observe the following practices:

- Properly manage your assigned KS student account within the KS system.
- Students and parents are assigned a KS email account to receive and send official communication through the KS network.

- New students will be issues accounts within the first week of school. Returning students will continue to use KS accounts already established.
- Students should limit the use of any KS system for educational purposes only.
- Students must not use their school email account for non-school related activities.
- Students should always protect the privacy of their account by using only their assigned user ID and keeping their passwords private and confidential.
- Students should never give others their email account information or attempt to obtain user names and passwords of other individuals under any circumstances.
- Students should actively organize and manage their accounts by checking their KS email accounts daily, respond in a timely manner and regularly delete old emails.
- Do not use KS devices and/or email accounts to register and/or access social networks (Facebook, Twitter, Instagram, etc.) and abide by federal laws of sites that restrict use to individuals ages 13 and older.
- Students should not use images relating to weapons, pornographic materials, inappropriate language, alcohol, drugs, gang related symbols, sounds or pictures as part of your student account.
- Students should not use inappropriate media as wallpaper on their devices.
- Parents should check their email accounts at least every three days. Parents without email address will receive like information via the U.S. Postal Service.
- Students are able to access their email from home via *http://www.outlook.com/imua/ksbe.edu*.
- Students are responsible for saving, organizing and manipulating their files according to teacher instructions.
- KS reserves the right to conduct random periodic inspections to enforce the 1:1 expectations and guidelines as explained in this Handbook.

Be Civil and Courteous When Communicating via the KS System

- Use appropriate language in all system communications and content created. Do not use any KS system to transmit or receive obscene, threatening, offensive, sexually explicit, defamatory or harassing materials/communications, or other language that denigrates any individual or group, as well as anything that is illegal or unethical.
- Do not “borrow” online materials from other students or Web sites and try to pass them off as your own. This is plagiarism, and it will not be tolerated within KS.
- Students should not receive promotional email, subscribe to automatic listservs, or send chain letters.
- Never give out personal information online – including full name, telephone number, address and social security number.
- Steer clear of internet sites that promote gambling, illegal drugs, alcohol consumption, violence or socially harmful activities.
- Do not visit chat rooms or other sites where people may misrepresent themselves and try to gain your confidence in order to do harm.
- Under no circumstances should you meet with someone you chatted with online without first notifying your parents, counselors or teachers.
- Do not share photos, lifestyle and other personal information on social media site.

- KS devices may not be used to update personal Web spaces unless it is done in connection with KS educational activities.
- Do not respond to email messages from unknown senders unless the subject of the email is related to KS educational activities.
- Do not participate in chain mail or other group mail activities where email addresses may be passed on beyond your knowledge.
- Learn more about Web and email etiquette safety from your teacher and KS program personnel.

STUDENT DRESS AND APPEARANCE

We believe that the learning environment is affected by the way students appear when they are on campus. Neat clothing and good hygiene are the standards for Kamehameha students.

Parents/legal guardians are responsible for seeing that their children's attire conforms to the dress standards outlined below. Students must be in uniform from arrival on campus until the end of school.

Consequences

- Students arriving at school in attire other than the school uniform or changing clothes during the school day (other than PE requirements) shall be referred to the summer division office until the uniform standard is satisfied.
- Students in uniform, but in violation of the dress code, shall be issued a Uniform Reminder.
- After the third Uniform Reminder, the student shall be contacted by the summer school division coordinator.
- The summer division administrator determines the final decisions concerning dress code matters.
- Continued noncompliance with the dress code shall be considered insubordination (please refer to section on Student Discipline).

Student Dress Code

Uniform

Students in the Hālau 'O Kapikohānaiāmālama program are required to wear the current program t-shirt. Each student will receive two (2) complimentary t-shirts. Program t-shirts may not be altered in any way.

Long pants or shorts. Students must wear full-length pants, jeans, or shorts appropriate for an educational setting. Shorts should not be short and five (5) inches from above the knee.

Dress or skirts. Girls' dresses or skirts should not be short and five (5) inches from above the knee.

Shoes. Athletic style footwear is required; slippers are not allowed. Footwear must be clean with no lights or rolling devices. Footwear must be worn as the design intends. Shoes made for laces must be laced and tied neatly.

Socks. Socks must be visible.

Inappropriate attire includes:

- Faded, dirty, tattered or ripped clothing
- Pants or shorts worn below the waist
- Baggy or excessively large pants or shirts
- Gang-related clothing or accessories or clothing which depict drugs, sex, tobacco, alcohol, profanity, and/or violence or clothing otherwise deemed inappropriate.
- **Tattoos must not be visible during school hours.**

Makeup

Students may wear natural looking makeup. Makeup is not permitted in the elementary school. Nail polish (except clear), hair glitter, adhesive adornments, and visible temporary tattoos are not permitted.

Jewelry

Minimal jewelry is allowed.

- Single necklace
- Simple appropriate pendant
- Single bracelet
- Single ring
- Single pair of earrings, stud earring only; no hoops or dangling earrings allowed

Jewelry considered inappropriate includes:

- Inappropriate symbols
- Dog-like and tribal collars
- Visible body piercing (other than ears for girls)
- Gangster chains
- Earrings for boys
- Sunglasses

The school will not be responsible for lost or damaged jewelry.

Hairstyling

Unnatural hair color is inappropriate. There should be no variation in hair color and absolutely no symbols, names, numbers, letters, designs, uneven cuts across back or side, razor patterns, shaved or partly shaved heads, so as not to draw attention to the hair. Hats, visors, and bandanas are not allowed. Dyed or bleached hair or highlights, if any, should be within the range of a student's natural colored hair.

Boys:

- Appearance should be clean, neatly groomed, and styled in a manner appropriate in an education setting.
- For those with longer hair, length and bulk of hair should be pulled back and should not appear ragged or unkempt.

Girls:

- Hair should be kept neat and worn in an appropriate style.

Miscellaneous Clothing Requirements

Additional Dress Requirements
For field trips or other special days, the dress code may include shorts, t-shirts, and alternative footwear as designated by the teacher. The Hālau ʻO Kapikohānaiāmālama summer program t-shirt should be worn unless the student's teacher indicates otherwise.

Label Clothing
Label all clothing with student's first initial and last name to prevent loss of clothing items.

Lost and Found
There is a lost and found in the Hālau ʻO Kapikohānaiāmālama main office. In order to identify lost items easily, student's names should be clearly marked on anything brought to school. At the end of the summer session, unclaimed items will be donated.

ACADEMIC POLICIES

Homework Policy

The purpose of homework is to help students establish a sense of responsibility, become more independent learners, reinforce skills, and complete daily assignments. In order to achieve these purposes, a cooperative effort between school and home is encouraged.

Some samples of assignments which might be given:

- Completion of daily work
- Reinforcement of specific skills
- Project or research work
- Recreational reading
- Creative writing
- Sharing/discussion of experiences

For best results, parents should provide:

- A quiet place free from distractions, such as TV
- A regular time to complete homework
- Supplies to do homework

Missing assignments

Students will earn a zero (0) in the gradebook and parent/guardian will be notified.

Work not meeting standards

Work may be redone at teacher's discretion.

Report Cards

Report Cards are submitted following the completion of the respective session. Teachers are required to complete and submit grades to the Hālau 'O Kapikohānaiāmālama summer program main office for recordkeeping. In-house deadlines are set for submitting grades.

Report cards list the student name, assessment, course, period (if applicable), and teacher. Teacher's comments may be reflected on this report.

Elementary School: Students in grades K–5 will receive a final student progress report.

Middle School: Students in grades 6–8 will receive a final student progress report card with Pass or No Pass as an evaluation of their work.

High School: Students in grades 9 through 12 will receive a final report card with letter grades A–F for credited courses and Pass or No Pass for non-credit courses as an evaluation of their work. A copy of the student's credit level grades will be sent to the school that the student will attend in July/August 2018, as designated on the registration form, unless otherwise requested.

All report cards are mailed directly home to the parents/guardians by July 31, 2018. Copies of student report cards are also kept in the Hālau 'o Kapikohānaiāmālama central office.

All Hālau 'o Kapikohānaiāmālama summer school grades are reported to the student records office and cannot be removed from a student's Kamehameha Schools' transcript.

Students with Disabilities

The Americans with Disabilities Act, as amended, prohibits discrimination against individuals with physical or psychological disabilities. It is the policy of KS to make its programs, services, and activities accessible to a qualified person with a disability, unless there is a fundamental alteration in the nature of the program or service, undue hardship, or the student poses a direct threat to himself or herself, or to others. A "qualified person with a disability" refers to an individual with a disability who is otherwise qualified to participate in any given school program or activity.

Student Expectations

Home Ho`ona`auao

"Kū Kilakila ʻo Kamehameha"

1. Our kula is Ke Ali`i Pauahi's home; a place of honor, respect, and pride.
2. Pauahi established her legacy of education for Hawaiian youth in perpetuity.
3. Pauahi demonstrated that strong, meaningful relationships help to maintain pono, a sense of balance, rightness. Maintaining balance is a discipline that affects thoughts, words and behaviors expressed within our family and home.
4. Pauahi's influence and spirit of hoʻokipa attracted people of all walks of life who sought her company and felt loved and welcomed in her home regardless of their station. Likewise, we strive to express that spirit of graciousness and love in our Home Hoʻonaʻauao today.
5. Pauahi was viewed by people as a model of perfection. We strive to emulate her character and bearing in our daily actions as poʻo, alakaʻi, kumu, limahana, haumāna and ʻohana.

Each of us represents the unique heritage of our individual families and the pride of our respective communities. The richness of this diversity is brought together in a unified way as we live, learn and grow as an ʻohana here in Pauahi's home. Her love of God, reverence for her great- grandfather Kamehameha ʻEkahi, and devotion to her Lāhui are timeless virtues that resonate in our kula today.

To ensure a loving, safe and inspiring environment for optimum learning and teaching, while maintaining the level of honor and esteem due Ke Aliʻi Pauahi , we commit ourselves to a disciplinary process that centers on reflection, focuses on growth, promotes learning, and leads to positive behavioral change.

Student Discipline

<u>Ka Loina Lawena Pono</u>

Ke mahalo nei au i Ke Aliʻi Pauahi no kona lokomaikaʻi.
I lālā kūpono o ka ʻohana o Kamehameha, e höʻihi ana au i ke Akua, koʻu poʻe kūpuna, koʻu ʻohana a me ke Kaia ulu i ka Hana pono.

<u>A Commitment to Appropriate Conduct</u>

I am grateful to Princess Pauahi for her generosity.
As a steadfast member of the Kamehameha family,
I will honor God, my ancestors,
my family and the community with righteous actions

Kamehameha Schools is committed to provide a safe and healthy environment where students can live and learn productively and effectively. It is, therefore, the policy of the School to hold each student responsible for his/her own behavior. The discipline system used at Kamehameha Schools is intended to help students control both their emotions and their behaviors, as well as to learn what is, and what is not, acceptable behavior.

Student Behavior

To protect the quality and safety of Kamehameha's learning environment for all members of the campus community, consequences will be applied when students choose not to honor and accept their kuleana as a member of our Home Ho`ona`auao. KS has a process in place to help identify student behaviors that may be detrimental to the health and safety of themselves, Kamehameha people, and property.

The KS disciplinary process is designed to model and teach students to take personal responsibility for their actions and to respect the rights of others. The process applies to behavior in classrooms, on campus, at school-sponsored events, or at non-school sponsored events. Disciplinary problems occur for a variety of reasons and in varying degrees of frequency and severity, so there are FIVE levels to the KS disciplinary process.

Level 2, 3, 4 and 5 behaviors require investigation. The nature and scope of the investigation depends on the frequency and/or severity of each incident. Students may be placed on administrative leave during the investigation and will be given an opportunity to explain their views before disciplinary action is taken. Efforts will be made to contact parents/guardians concerning serious issues and to protect the confidentiality of all parties. If the disciplinary consequence involves conduct probation and/or release, that information will be communicated to parents first verbally and then with a written, follow-up letter.

Kamehameha Schools campuses may include additional infractions as appropriate to maintain a safe and orderly learning environment. Additional or alternative disciplinary consequences may be applied. In all cases, KS has the sole discretion to determine the appropriate level of discipline for each incident. Only disciplinary actions which may result in a student's release may be appealed to the Head of School.

LEVEL 1

Level one discipline addresses behavior that disrupts the school community.

Infractions – Examples include, but are not limited to:

- Failure to follow established rules
- Disobeying authority
- Dishonesty
- Excessive tardiness
- Inappropriate language and gestures (profanity, swearing)
- Dress code violation
- Misuse of school property
- Being in an off-limits area
- Misuse of cell phones and portable media devices (iPods, MP3 players, hand-held videogames, etc.)
- Unauthorized card playing
- Refusal to show student I.D. card

Possible Consequences – (Depending on the severity and/or frequency of infraction):

- Verbal warning
- Written reprimand
- Time-out
- In school restriction
- Detention
- Repair/replacement of items misused or broken
- Written incident report
- Restriction of school electronic devices, including computers

LEVEL 2

Level two discipline addresses behaviors which have not responded to Level 1 intervention, and/or whose frequency or seriousness disrupts the social, nurturing, and/or learning environment.

Infractions – Examples include, but are not limited to:

- Unmodified Level 1 behavior
- Consistent failure to obey school rules
- Disrespect towards adults or students – defiance, insubordination, and other forms of disruptive conduct
- Cheating and/or plagiarism, or other forms of academic dishonesty
- Forgery
- Public display of affection
- Inappropriate conduct off campus when part of a school-related activity
- Unauthorized use of or possession of school property, equipment, and materials
- Damage to property due to negligence
- Destruction or damage of other students' work or materials

Possible consequences – (Depending on the severity and/or frequency of infraction):

- Continue more stringent Level 1 consequences
- Detention
- School counseling
- Outside counseling
- Extended restriction of school issued computer or electronic device usage
- Suspension
- Conduct probation
- Impact on grade
- Restitution
- Behavioral contracts
- In school restriction
- Restriction from school events/activities

LEVEL 3

Level 3 discipline addresses behaviors which have not responded to either Level 1 or 2 intervention, that pose a direct threat to self and others, destruction of property, discredits or defames a student, staff, or the school, or otherwise poses a direct threat to other students or adults at the school.

Infractions – Examples include, but are not limited to:

- Serious acts of defiance, insubordination, physical assault, or threatening a staff member or student
- Being present where drugs or alcohol are being used, or evidence of use exists
- Misuse of school electronic devices, including computers.
- Inappropriate public display of affection
- Sexual misconduct
- Use or possession of any nicotine or tobacco product and use or possession of electronic cigarette
- Minor Theft
- Vandalism, graffiti, computer hacking, and/or other forms of destruction of property
- Gambling & betting

Possible Consequences – (Depending on the severity and/or frequency of infraction):

- Continue more stringent Level 1 and/or 2 consequences
- Repossession of school property/equipment
- School Counseling
- Outside Counseling (at parent expense)
- Drug/Alcohol assessment/counseling
- Financial restitution
- On campus work assignment
- Community service
- Suspension
- In School Restriction
- Restriction from school events/activities
- Release from school

LEVEL 4

Level four disciplines addresses behaviors, which have not responded to either Level 1, 2 or 3 intervention, results in violence to self or others, or seriously affects the school environment. If circumstances warrant, the incident may be reported to local law enforcement officials.

Infractions – Examples include, but are not limited to:

- Fighting
- Possession and/or use of alcohol and/or illicit drugs on campus or at school activities
- Intermediate theft
- Possession of drug paraphernalia
- Chronic absences
- Serious misuse of school electronic devices Including computers
- Refusal to cooperate with drug and/or alcohol testing
- Harassment, discrimination, intimidation, bullying, and/or hazing
- Tampering with or misuse of fire alarm and/or other safety/emergency equipment
- Extortion
- Serious sexual misconduct

Possible Consequences – (Depending on the severity and/or frequency of infraction):

- Continue more stringent Level 1, 2 and/or 3 consequences
- Alcohol and/or drug testing

LEVEL 5

Level 5 discipline addresses behaviors, which have not responded to Level 1 through four intervention, or that may result in serious physical or emotional harm and/or serious property damage.

Infractions – Examples include, but are not limited to:

- Arson
- Serious Assault
- Bomb Threat
- Burglary
- Possession, Threat or Use of a Dangerous
- Instrument or Weapon
- Sale or Distribution of Alcohol and/or Illicit
- Drugs
- Serious Sexual Offenses
- Terroristic Threatening
- Major Theft

Possible Consequences: - (Depending on the severity and/or frequency of infraction):

- Continue more stringent Level 1, 2, 3 and/or 4 consequences

Level 5 infractions will be reported to appropriate government authorities including but not limited to Child Welfare Services and the police. KS reserves the right, at its sole discretion and in appropriate circumstances, to report other infractions to appropriate government authorities.

Pu‘uhonua

Students who admit to a Kumu, Counselor, or Summer School Unit Coordinator that they experiment or regularly abuse alcohol or drugs BEFORE the student has been interviewed in an investigation will be given an opportunity to remain at KS without being released. This offer of will be honored, provided that the student fulfills all of the conditions established by KS, including completion of any treatment or counseling program (at the family’s expense) in order to remain at school. This offer of asylum/sanctuary will be extended only once – all similar subsequent infractions will be subject to the preceding disciplinary sections set forth in this Handbook.

Out-of-school and off-campus behavior

Certain activities, even outside of school hours or off school property, may result in loss of school privileges and other disciplinary action up to and including release from Kamehameha. Students may be subject to discipline for behavior which is, or may be, disruptive of the educational process, interferes with the work of the school, is contrary to the mission of the school, impinges on the rights of other students, employees, or members of the school community, or has a direct or immediate effect on the discipline or general welfare of the school, even if such conduct takes place off campus, during non-school hours or on breaks from school. Such conduct will be evaluated at the sole discretion of KS, and KS reserves the right to modify the regular disciplinary process as may be deemed necessary under the circumstances. Some examples of such outside conduct which may have disciplinary ramifications at school include any violation of law; underage purchase, use or possession of alcohol or a controlled substance; cyberbullying or other use or misuse of computers, or computer websites (personal, at home or at school), which do, or could, impact the welfare of any member of the school community or the reputation or functioning of the school.

Appealing a disciplinary decision

Only disciplinary decisions by the Unit Coordinator that result in a release may be appealed to the Summer School and Intersession Coordinator. All other disciplinary decisions by the principal or his/her designee that result in consequences less than that standard may not be appealed. Once a decision has been made by the Unit Coordinator or his/her designee, it will usually be first communicated to the parent/guardian, verbally, then with a written follow-up letter. Once the written decision to release a student has been communicated, the parent has three days to appeal the decision to the Summer School and Intersession Coordinator in writing.

Appeals must be based on one or more of the following specific factors:

- The presentation of new information regarding the situation that was not available during the original investigation

- A potential lapse or error in applying the school's procedures applicable to the situation based upon the school's discipline process

Once the written appeal has been received, the Summer School and Intersession Coordinator will review the information gathered by the Unit Coordinator (or designee). If the Summer School and Intersession Coordinator determines that there are sufficient grounds for the appeal, a time will be scheduled for the Head of School to meet with parent/guardian(s) and the student, and if deemed necessary by the Summer School and Intersession Coordinator, with the Unit Coordinator. If there are insufficient grounds for the appeal, the Summer School and Intersession Coordinator will notify the parent(s) in writing.

After the scheduled meeting, the Summer School and Intersession Coordinator will render a final decision of the appeal in writing to the parent/guardian(s) and Unit Coordinator within a reasonable time. The decision by the Summer School and Intersession Coordinator is final and not reviewable.

Safety and Security

Kamehameha Schools is committed to providing a safe, secure, and orderly environment for students, faculty, staff, and visitors at KS campuses and other educational sites. KS maintains security on its K-12 campuses, 24 hours a day, seven days a week. To contact the campus security office, call (808) 5724260.

Security at the Main Gate

Campus access is strictly controlled between 7:45 am-2:00 pm and between 5:30 pm-5:00 am. To contact the Main Gate, call (808) 572-4260. This number should be called for after hour, weekend, and emergency calls.

Traffic Regulations

While on campus, all drivers are responsible to observe all posted speed, stop, and other traffic requirements and to follow the directions of campus security personnel.

`Ohana Drop-Off and Pick-up

There are designated drop-off and pick-up sites (bus ramps) located at the elementary, middle, and high school levels of the campus. Curbside stopping and/or parking is not allowed when a school bus is attempting to pull in or out of a bus ramp site. In addition, parents are reminded to use available crosswalks on campus.

Walking Off Campus

Students are allowed to walk on and off campus using only 'A'apueo Parkway, our main entry roadway, between 7:00 a.m.-7:50 a.m. and 3:00 p.m.-4:00 p.m. Students who wish to walk on and off campus must first get a permission form (Parent Acknowledgement of Guidelines for Students Walking On and

Off Campus) from the school office or school website www.ksbe.edu/maui in the Forms/Resources section, return the form with parent/legal guardian signature(s), and drop off with Security. Security will check their records for an approved permission form each time a student walks off campus. Students are not allowed to leave campus without prior consent as explained above. Students may not walk off campus during school hours.

Fire Lanes

Access onto designated fire lanes located near or behind school buildings is prohibited, unless authorized or directed to do so by a KS Security Officer.

Policy on Discrimination, Harassment, Intimidation, Bullying, Hazing or Violence & Reporting School Infractions & Unlawful Activity

KS is committed to providing a learning environment free from all types of discrimination, harassment, intimidation, bullying, hazing or violence that would interfere with a student's ability to learn and enjoy his or her educational experience. All school infractions, including any incident of discrimination, harassment, intimidation, bullying, hazing or violence, should be reported immediately to the summer program division administrator's office to permit KS to take appropriate action. KS will investigate and handle such reports in accordance with its policies and procedures. Student suspect(s) will be given the opportunity to explain their views. KS may take disciplinary action, up to and including suspension or release, as determined by KS in its sole discretion. If the infraction is serious and circumstances so warrant, KS may report the incident to local law enforcement officials. A detailed list of infractions and disciplinary actions can be found in the "Student Discipline" section of the Handbook. For more information about how to report a school infraction, including any incident of discrimination, harassment, intimidation, bullying, hazing, or violence, please contact the summer program division administrator's office.

If you witness non-students engaging in unlawful or suspicious activities such as theft, arson or dug-use, please report it immediately to KS faculty, staff members or campus security. In cases of emergency, contact local law enforcement, fire, and/or emergency services officials.

Hiʻikua helpline

The Hiʻikua Helpline is a confidential helpline that provides students with an alternative way to report any concerns or ask questions that affect the health, safety and/or well-being of any student (e.g., harassment, intimidation, bullying, sexual harassment, violence or threats of violence, suicidal thoughts or actions, drug or alcohol use). While reporters are encouraged to identify themselves in order for KS to ensure efficient attention to any concern or issue, anonymous reports are accepted and investigated to the fullest extent possible. The Helpline is not intended to replace traditional reporting methods should students or families feel comfortable doing so.

The Helpline is administered by an independent third party to maintain confidentiality and is available 24 hours a day, 365 days per year. To access the Hiʻikua Helpline:

- Online: www.hiikuahelpline.ethicspoint.com or www.ksbe.edu/hiikua
- Toll free: 1-844-284-2640

Kamehameha Schools does not tolerate retaliation against anyone who in good faith, reports a concern. It is a violation to knowingly report false allegations. A student or staff member who is found to report a false allegation may be subject to disciplinary action.

Off-limit Areas of Campus

To ensure the safety of all students and to protect school and student property, certain campus areas are designated off-limits. Students are not allowed in the following areas during the regular school day:

- Areas where construction is in progress, including buildings undergoing renovation
- Parking lots
- Forest areas
- Physical plant area
- Other division campuses without permission
- Athletic facilities, unless being used for school functions
- Classroom lanai areas & restrooms during class, except with permission
- Unsupervised areas
- Any other area designated by staff

Visitors and Volunteers

Upon arrival on campus, ALL visitors – including parents, relatives and caregivers – must report to the summer program division office, sign in, and obtain a visitor's pass before going to a classroom or anywhere else on campus. All visitors are expected to follow school rules to ensure that visits do not disrupt the learning environment or endanger the safety of students or staff. Therefore, we request that visitations be scheduled in advance with your child's classroom teacher.

KS depends greatly on parents, relatives and community volunteers to enhance its curriculum and to make such things as huaka'i (field trips) and special activities possible. School faculty or staff will share opportunities to volunteer as the need arises. In order to provide the safest environment for students and volunteers, KS requires every volunteer who will be in direct contact with students for an extended period, and/or on a regular basis, to complete a volunteer information form annually. Forms are available at the summer program division coordinator's office.

Volunteers must also have a TB test on file and authorize a criminal history record check annually before working directly with the children. This information is kept in a confidential file in the Hālau 'O Kapikohānaiāmālama program main office. Upon arrival on campus, volunteers must report to the division office to sign in and obtain a visitor's pass. At the end of the huaka'i, special activity, program or service, volunteers should return to the authorized school office to sign out and return to the visitor's pass, unless alternate arrangements have been made.

Kamehameha facilities are smoke-and drug-free environments. All visitors and volunteers are expected to adhere to this policy. Smoking, drinking, or use of any illegal substance is prohibited on school property (including parking lots, bus ramps, and KS vehicles and/or rental buses), at huaka`i locations. Any person under the influence of drugs or alcohol shall not be permitted on school property or at school-sponsored events.

In all cases, Kamehameha reserves the right to refuse to allow visitors or volunteers, including parents, relatives, or caregivers, to participate in its programs and services if, in the opinion of the administrator, there exists a reasonable belief that the visitor or volunteer may pose a risk to the health, safety or welfare of the students.

Securing Valuables

To help safeguard valuable items, students, parents, and visitors are encouraged to lock all doors and windows before leaving a facility, lock car doors, and never leave valuables in exposed and/or unsecured areas.

Kapu Items

For the general welfare of the entire student body and to promote a positive learning environment, the following items are not allowed at school. Doing so may subject the student to disciplinary action:

- Knives, firearms (toys or real) or other objects that may cause injury
- Flammable materials such as lighters, matches, fireworks, poppers
- Mopeds, bicycles, skateboards, scooters, Heelys, Razors, or skates
- Toys, hand-held video games, or play equipment (unless prior approval is obtained)
- Electronic media devices including: iPods, radios, DVD and CD players, or cameras except at the request of the teachers
- Unnecessary sums of money
- Gum, candy, soda

Cell Phones

Cellular phones have become prevalent as a safety/security measure for families. These may not be turned on or used during the school day and must be securely stored. The school will not be held responsible for loss or theft of cell phones. If a student is using a cell phone during school hours (7:45 am-3:00 pm) without permission from the teacher, the teacher/adult will confiscate the phone. The phone will be returned to the student at the end of the day or at the end of the next day if the phone was removed after the dismissal bell.

Chronic abuse of cell phone usage will be reported to the summer program division office and may lead to disciplinary action. (Please refer to the “Student Discipline” section, Level 1.)

Right to Search

Kamehameha Schools is a private educational institution responsible for the safety of its students and faculty members. As such, KS reserves the right to search student lockers, cars, persons and personal possessions if there is a reasonable suspicion that a student is in possession of contraband items or has violated school rules or criminal laws. Searches may include drug and alcohol testing and/or the seizure of contraband items that may injure students or others. Kamehameha Schools strives to ensure that searches and/or seizures be justified at their inception and reasonably related in scope to the circumstances that justified the initial search and/or seizure.

Reporting Child Abuse and/or Neglect

KS complies with the Child Abuse Law, the Child Protective Act, and Domestic Abuse Protective Orders. To the extent permitted by these laws, KS strives to balance the rights of students with the rights of parents and family members.

In compliance with the Child Abuse Law, KS administrators, faculty and staff are required to report any suspected child abuse or neglect they believe has occurred or is at substantial risk of occurring to the Department of Human Services (DHS) or the police. Staff are required to treat all matters with confidentiality, only revealing information to those who have a genuine need to know about the specific matter.

Under the law, if a child is being investigated for possible abuse or neglect, DHS or the police can interview the child without parental consent or presence. KS may attempt to notify the parents before the agency or police interview the child, but parental consent IS NOT REQUIRED. If, however, DHS or the police want to interview a child during an investigation concerning another child, parental consent IS REQUIRED before any interview can take place.

Changes in Your Child's Custodial Status

It is the policy of Kamehameha Schools to remain a neutral party in parental disputes concerning the care or custody of their child. Likewise, it is also the obligation of parents and legal guardian to notify KS in the event there is a legal change in their children's custodial status. Please forward any court orders, decrees, power of attorneys that affect your child's legal status to the respective office of KS. In the absence of any legal documentation, KS follows the guidelines developed through statutory law and court decisions. A copy of the legal document establishing parental authority is also retained in the student's record.

KS staff verifies the identification and the legal documents granting a change in custody for anyone claiming to be a foster or permanent custodian, a Guardian Ad Litem, or a representative of Child Welfare Services or a similar agency if these people seek information about a student or try to instruct staff in matters which conflict with the rights of the last-known legal guardian.

It is KS' general policy to inform parents if their child is receiving special awards or recognition for academics, athletics, attendance, citizenship, etc. However, if a child has been placed under foster custody, parents are only informed if such notification is approved by the agency with foster custody.

Island-wide Emergencies

Kamehameha Schools has a campus-wide emergency response plan designed to provide administrators, faculty and staff with a guide for emergencies. The goals of the plan are to:

- Ensure the safety and security of students, staff and visitors
- Minimize disruption of academic programs and business operations
- Minimize property losses
- Assist the community in time of emergency

KS' emergency operations plan is activated any time a CIVIL DEFENSE WARNING is issued. In such a case, parents can obtain information about school or their children in the following ways:

Radio: Announcements about school closure or evacuation will be broadcast over the local radio stations.

Telephone calls: In the event of an emergency, every effort will be made to keep parents informed via our automated messenger service. Urgent phone calls may be made to the main gate at (808) 572-4260.

Evacuation of students: If students must be evacuated, school personnel will ensure that students are moved to a safe location.

In case of local or national emergencies, students will be transported to bus stop sites AT NORMAL DROP-OFF TIMES only if transportation is deemed safe. Otherwise, students will remain in their designated evacuation center on the Maui Campus. In such cases, parents are asked to listen to local radio stations or call the emergency hotline for information.

Family emergency plans: All families should have their own emergency plans. Parents should review those plans regularly with their children.

If you have questions about the KS emergency response plan, call the security office at (808) 572-4260.

Student Health

Health Services

The Mālama Ola Health Services Department (HSD) is responsible for performing the medical clearance for all students. In addition, the HSD is available to provide healthcare services to students located on a KS campus. Health rooms on a KS campus are staffed by a Registered Nurse who may be supported by a Medical Assistant.

Parents/guardians are required to complete a Medical Treatment Agreement and Release prior to the start of the Program year. While Kamehameha Schools may provide healthcare services for its students, final and complete responsibility for the health of the student rests with the parents/guardians of the student. Costs incurred by outside referrals and treatments are also the responsibility of parents/guardians. Kamehameha Schools does not assume responsibility for treating any student who appears to be under the influence of any drug, chemical, alcohol, or any other intoxicating or mood altering substance; however, it reserves the right to administer emergency treatment in connection with any physical disability or accident resulting from the above influence.

The HSD provides clinical assessments, first aid, and initial urgent/emergency care, as defined below. There is no charge for students to be seen by HSD staff, although there may be a charge for supplies.

- Clinical assessment is an evaluation by a licensed healthcare provider that includes taking a pertinent history and physical examination to determine the health problem.
- First aid is the provision of healthcare for minor conditions identified through the clinical assessment. The nurses follow treatment protocol as approved by the Kamehameha Schools' Medical Director.
- Initial care for urgent/emergent conditions is the provision of available healthcare services to help stabilize the serious condition until more definitive care can be received at a setting that can provide a higher level of care.

In the event of a serious medical emergency, KS will be responsible for arranging transportation for emergency care. If a student is assessed to need care at an outside physician or facility, a Medical Evaluation form will be provided to parents to be completed by the physician or facility. If the student does not have a referral letter, a private physician's written clearance with restrictions as applicable is acceptable. A signed referral letter or physician's written clearance is required when the student returns to the Program. The parent/guardian(s) is responsible for the cost of any medical services not provided by KS medical staff.

KS is not responsible for reminding students to take or report for their medication. Kamehameha Schools is not responsible for any medications that a student self-administers. Students will be responsible for ensuring that they keep the medication available at school or on any activity and take the medication as prescribed. If a student shares a self-administered medication with another student, the medication shared will immediately be confiscated, the student's privilege of self-administration will be revoked, and the student may face other disciplinary measures. However, students are not permitted to self-administer any controlled medications (e.g. narcotics or common ADHD medications); these medications will need to be administered by KS medical staff or their designee.

A copy of the Request for Administration of Medication (RAM) form was made available with each student's application or re-enrollment packet. A completed RAM form must be submitted for each prescribed medication that KS medical staff or their designee will administer.

Contacting parents

In cases of emergency, KS staff will first call 911 then as soon as possible, will call the parent/guardian(s) and, if unavailable, will then call the emergency contact.

Students will be sent home from the program if they have any of the following:

- A temperature of 100.4°F or above. Students must be fever free for 24 hours without medication (e.g. Tylenol, Motrin, etc.) before returning.
- Any illness or injury that prevents full participation or could pose a risk to another student's health.

In the event of illness or injury during the program, students should inform program staff when the illness or injury occurs. For injuries, a KS Injury Form is completed by a supervising program staff member.

Hours of Service

The health room is open Monday through Friday from 7:00 a.m. to 3:00 p.m.

Health Records

The HSD maintains a health record on each student. Please report any changes to your child's health immediately by calling the health room at 572-4221.

Kamehameha Schools retains all student health records for a minimum of seven years beyond majority. Student health records are considered confidential with information disclosed externally to authorized individuals and healthcare providers, and information is shared internally when there is a legitimate educational impact.

Student Accident Insurance

Kamehameha Schools provides limited accident insurance for students for accidental injuries incurred during participation in school functions, activities or trips. This insurance provides accident coverage in conjunction with parents' personal medical insurance or serves as primary insurance for those who are uninsured. Kamehameha Schools requires students to be insured if they wish to participate in athletics.

Transportation

Kamehameha Schools provides bus transportation to and from its campus for students living in South Maui, West Maui, and Central Maui. All requests for service or change of service are authorized by the KS Operations Department.

BUS SERVICE	FEE
Morning only	$50
Afternoon only	$50
Roundtrip Bus	$100

Cost for transportation is subject to change.

Bus seating capacity is limited, and no route changes, alterations, or courtesy stops are allowed.

The deadline to change your requested bus route or cancel bus service with full refund is June 1, 2018. After that date, parents will need to make alternate arrangements on their own.

Bus Sites

Bus Site	Morning Departure	Afternoon Return	All students must be picked up by:	Midday Departure (High School Only)	Midday Return (High School Only)	All students must be picked up by:
Lāhainā Aquatic Center	6:35a.m.	4:15 p.m.	4:40 p.m.	N/A	N/A	N/A
Kīhei Community Center	6:50 a.m.	4:00 p.m.	4:25 p.m.	N/A	N/A	N/A
Wailuku War Memorial Stadium	7:00 a.m.	3:50 p.m.	4:15 p.m.	10:45 a.m.	12:05 p.m.	12:20 p.m.

Above schedule is subject to change. Buses will depart on time. Parents will be responsible for bringing their child to school if they miss the bus.

Bus seat awards will accompany conditional enrollment letters mailed to applicants in early April. Bus transportation for waitlisted students who are later offered a program seat is not guaranteed and may not be available on desired routes.

Bus seating capacity is limited, and route pick up and drop off times are approximate. No route changes, alterations, or courtesy stops are allowed. The Transportation department reserves the right to cancel or change bus route times and locations dependent upon rider enrollment. Parents are responsible for retrieving students in a timely manner after daily close of program.

Financial assistance for bus service is available for qualified students. Priority is given to students who have met the application deadline. All remaining spaces will be awarded on a first-come-first-served basis. Students not selected may be placed on a waiting list for duration of the program. Families participating in the bus program will receive a confirmation letter, schedule, and other necessary information prior to the start of school or transportation service start date. Students and their parents shall notify the Operations Office if they decide to discontinue bus transportation prior to the expiration of the program session so that KS may award transportation to the next available applicant on the waiting list.

Student Pick-up From Bus Sites

Parents are asked for their kōkua at bus pick-up and drop-off points. Parents should drop off and pick up their children in a timely manner as KS will not be responsible for students who are left unattended at designated bus stops. In addition, parents are reminded not to litter, or cause hazardous conditions for children or buses by participating in unsafe vehicular or pedestrian actions at bus stops.

Students must be picked up from all bus sites within 15 minutes after the buses depart. There are many safety concerns with leaving students waiting unsupervised at bus sites for an extended period of time.

Please do your part by picking up your child within 15 minutes of the bus's departure. For safety reasons, students must remain at the bus site until they are picked up.

A notice will be sent to the parents of students that are reported waiting at the bus sites after the recommended pick up times listed below. This notice will include a warning that student pick-up must take place in a timely manner each day of school. After three warnings, students will be suspended from riding the bus. Two suspensions may result in termination from the bus program. Other violations may result in suspension or termination of bus privileges in which the length and severity will be determined by the summer unit coordinator on a case-by-case basis.

Transportation Plan Changes

If a child typically rides the bus, but will be transported home by another means for a special reason, parents must notify the school office. Notification by a child alone is not sufficient. Prior notification in writing is best, but in an emergency a phone call by 11:00 a.m. is also satisfactory. If parental notification is not received, transportation arrangements for a child may not be changed.

Bus Passenger Rules and Code of Conduct

Bus transportation is a privilege and all riders are expected to follow school rules, exhibit good manners and show respect for others. Failure to comply may result in suspension from bus use, or loss of transportation privileges altogether. Everything a child carries on to the bus must be held on his/her lap, as seats may not be available for books or bags. Only students with a valid bus pass may ride the bus.

While riding in KS buses and/or vehicles, students are under the direct supervision of the bus driver. The driver is responsible for enforcing and reporting any infractions of Kamehameha's School Bus Passenger Code to school administrators. If faculty and/or staff are riding the bus, they shall assist the driver with the supervision of students.

All students and passengers riding school buses, including faculty, staff and guests, shall abide by the school bus passenger code noted below:

Before boarding the bus students shall:

- Use the restroom. The bus will not make restroom stops en route.
- Be on time at the designated school bus stop to help keep the bus on schedule.
- While waiting for the bus, students shall stay off the road and refrain from horseplay or other boisterous conduct that could pose a danger to the health and safety of students or to others.
- Wait until the bus comes to a complete stop before attempting to board the bus. Students shall line up in single-file manner and not rush to board the bus.
- Where there are no sidewalks or paths, walk to the side of the road facing traffic to get to the bus stop.
- Use the handrail and watch their step when boarding the bus.

While on the bus students shall:

- Keep heads and/or hands inside the bus at all time. No outside yelling or obscene gestures will be tolerated.

- Refrain from loud talking, laughing or creating unnecessary confusion, which may divert the driver's attention and may result in an accident.
- Treat bus equipment as valuable furniture. Students will be held financial accountable for vandalism.
- Never tamper with the bus or any of the equipment.
- Keep all books, packages, coats and other objects out of the aisles.
- Remain in the bus in case of a road emergency unless directed to do otherwise by the bus driver.
- Not throw anything out of the bus window.
- Remain properly seated while the bus is in motion. No standing or sitting on the bus floor.
- Refrain from fighting, or engaging in other behavior that would endanger the health and safety of self or others
- Not eat or drink on the bus.
- Obey all instructions from the bus driver.

After leaving the bus students shall:

- Cross at nearby crosswalks or intersections. Do not cross directly in front of or behind the bus. If there are no crosswalks or intersections nearby, students shall look both left and right to see that there are no vehicles approaching before crossing. Avoid crossing at curves or hills.
- Observe the following crossing procedure when crossing the street with the assistance of a school bus driver:
- Walk 12 feet in front of the bus and check to see if the alternating red lamps on the top portion of the school bus are flashing. If they are, look at the driver and wait for him/her to give you the signal to cross.
- If the red lamps are not flashing, do not cross. Notify the driver if the red warning lamps are not working and ask for the driver's assistance to cross the street.
- Students are not permitted to leave the bus at locations other than designated bus stops unless advanced authorization has been given by school officials.

Bus Assignments

Students may be assigned to ride designated buses at specified times and locations.

Students may not bring guests or friends on the bus unless permission is granted by the applicable school administrator. Please do not make this request to the bus driver unless it is an emergency situation as there may be students on the waitlist.

Special written requests will be reviewed on a case-by-case basis by the KS transportation manager.

The driver may assign students a seat on the bus, if necessary.

Lost and Found Items

Any lost and found items left on the bus will be turned in to the school office.

Corrective Action

KS will take corrective action against passengers who violate the School Bus Passenger Code, up to and including forfeiture of bus privileges. Bus drivers will send a Student Notice of Concern for students who misbehave to the school Summer school unit coordinator. School administrators may terminate a student's bus service if the student continues to misbehave.

In Case of Emergency

In the event of an emergency, the driver shall stop at the nearest safe location to make reasonable efforts for self-protection and protection of passengers.

Emergency Procedures for Bus Transportation to and from School

In the event of a road closure or other emergencies that may affect bus transportation, the following procedures will be implemented:

Parents will be asked to:

1. Make arrangements with family or friends in the Central or Upcountry areas to pick up their children in the event that they are unable to pick them up. Parents are highly encouraged to have his/her child picked up from school within two hours of the announcement.
2. Make sure that parent contact information is always current, especially telephone and cell phone contact numbers.
3. Listen to local radio and news stations for updates on road closures and other emergencies, especially if transportation to school in the morning will be affected. The bus may be held up en route to the bus site or students may be stuck in traffic en route to school after the bus pick up.
4. Talk to their child about what their plan is in case there is a road closure or emergency. Review the emergency plan; be ready for changes due to unforeseen circumstances.

Morning Transport

The bus may be held up en route to the bus site or students may be stuck in traffic en route to school after the bus pick up. The Operations Office will keep in contact with the bus service provider and contact the main campus offices with an estimated time of arrival to school. Parents may decide to consider keeping their children out of school if the emergency is due to extreme weather conditions.

Afternoon Transport

Affected bus riders will be kept together in one location on campus, until further notice, if the road does not re-open by 3:00 p.m. Any remaining students will be sent home on the bus once the road re-opens and traffic has time to subside.

Parents of students who ride the bus will be contacted in the event road closures and/or inclement weather precludes bus transportation services. Parents will be notified when roadways are clear and buses are ready to resume services. In the event that roadways are not scheduled to be reopened, KS Maui will provide accommodations for students to sleep on campus overnight.

The school office will be notified that the students will be kept on campus and asked to assign someone to escort these students to the selected location and provide supervision. Students kept on campus will be supervised. Food and beverages will be provided for students expected to be kept on campus for an

extended time. Parents are encouraged to plan alternative transportation for their child in case the road remains closed for a long period of time.

Transportation to and from Huaka'i

Kamehameha provides limited bus transportation to and from huaka`i for its students, staff, and chaperones. Transportation for huaka`i is arranged solely by Hālau 'O Kapikohānaiāmālama summer program, and may consist of KS school buses, no-school bus vehicles or approved rental vehicles as KS deems prudent and/or necessary. Students are expected to follow and observe the Kamehameha's School Buss Passenger Code of Conduct, as set forth in the Bus Transportation section of the Student & Parent Handbook, while being transported to and from all huaka`i.

Permission for alternative transportation and to leave the group

As a general rule, students are required to ride in KS approved vehicles and travel as a class with their teachers and classmates and are not permitted to leave the group or travel separately to and from huaka`i locations unless prior approval is obtained from KS in writing. Parents/legal guardians shall obtain the Division Administrator's approval before the huaka`i by completing and submitting a written request, using the KS Permission for Alternative Transportation or Permission to Leave the Group forms, to the Division Office. Forms are available upon request at each Division Office. Permission for alternative transportation is NOT routinely granted unless there is an emergency or unusual circumstances exist. Permission to leave the group is granted by the respective Division Administrator on a case by case basis.

Driving & parking on campus

Parking on campus is a privilege. Students are not allowed to drive or park on campus during the school day unless they have obtained a Kamehameha student parking decal or a one-day student parking pass. Student parking is restricted to designated parking areas on the campus.

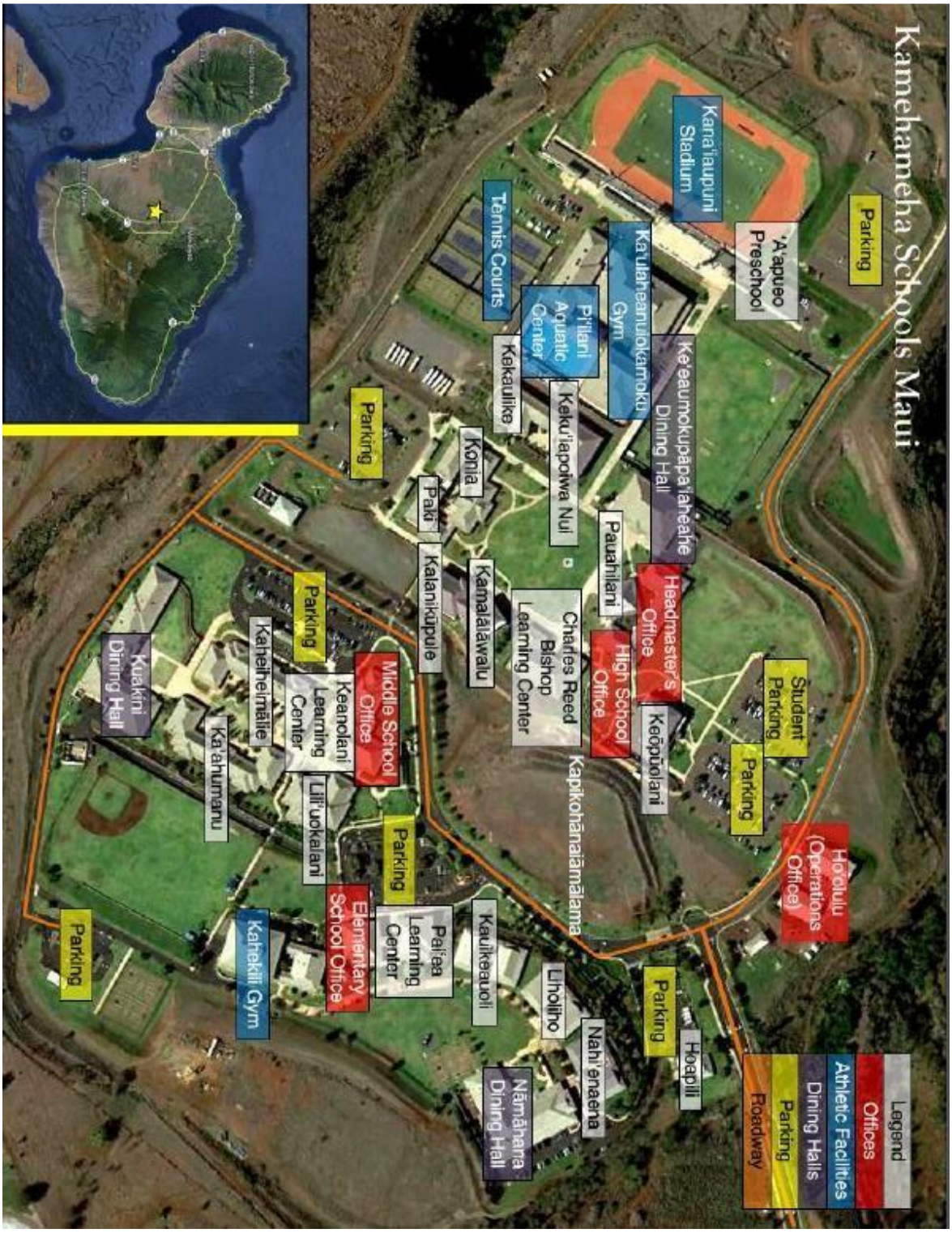
Parking application

Student drivers must complete a Student Parking Application available at the High School Office or school website www.ksbe.edu/maui in the Forms and Resources section. A valid driver's license and proof of insurance are required. Students who are granted parking decals are responsible for obeying the rules and regulations for driving and parking on campus printed on the back of the application form.

There are two types of student parking passes you may apply for:

1. Temporary Pass – This is on an as need, emergency basis only. Application must be completed and on file in the school office before parking. Examples of need or emergency would include student having to leave campus for an appointment, missing the bus or parent off-island and student does not have a ride.
2. Permanent Pass–Student drives and parks car on campus on a daily basis.

School Map


Kamehameha Schools Maui
Kana'iaupuni Stadium
Parking
'A'apueo Preschool
Tennis Courts
Ka'ulaheanuiokamoku Gym
Pi'ilani Aquatic Center
Ke'eaumokupāpa'iaheahe Dining Hall
Kekaulike
Keku'iapoiwa Nui
Parking
Konia
Paki
Pauahilani
Headmaster's Office
Kalanikūpule
Kamalālāwalu
Charles Reed Bishop Learning Center
High School Office
Student Parking
Parking
Kaheiheimālie
Middle School Office
Keanolani Learning Center
Kuakini Dining Hall
Ka'ahumanu
Lili'uokalani
Parking
Keōpūolani
Kapikohānaiāmālama
Ho'olulu (Operations Office)
Elementary School Office
Pai'ea Learning Center
Kauikeauoli
Kahekili Gym
Parking
Liholiho
Parking
Nahi'enaena
Hoapili
Nāmāhana Dining Hall
Legend
Offices
Athletic Facilities
Dining Halls
Parking
Roadway

School Songs

Sons of Hawai‘i

Composed by: William B. Olson and Theodore Richards

Be strong and ally ye,

Oh sons of Hawai‘i

And nobly stand together hand in hand

All dangers defy ye,

Oh sons of Hawai‘i

And bravely serve your own, your fatherland.

Refrain:

Ring, ring, Kalihi ring,

Swell the echo of our song.

Ray, ray, ray, ray, ray, rah,

Ray, ray, Kamehameha,

Let hills and valleys loud our song prolong.

Be firm and deny ye,

Oh sons of Hawai‘i

Allurements that your race will overwhelm.

Be true and rely ye,

Oh sons of Hawai‘i,

On God, the prop and pillar of your realm.

I mua Kamehameha
Written and Composed by Charles E. King

Copyright 1928 Charles E. King Music Co.

I mua, Kamehameha ē	Forward Kamehameha
A lanakila ʻoe	Until you have gained the victory
Paio, paio like mau	Go forward, strive, strive in unity
I ola kou inoa.	That your name may live
Ka wā nei hōʻike aʻe ʻoe	Go forward
ʻA ʻohe lua ou.	This is the time for you to reveal
E lawe lilo ka haʻaheo	That there is none to compare with you
No Kamehameha ē.	Take the victory with pride for Kamehameha

BOARD OF TRUSTEES

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Kamehameha Schools Maui

Administration

Poʻo Kula (Head of School)

Dr. Scott Parker

Hālau ʻ O Kapikohānaiāmālama

Kaimana Estrella, Coordinator Summer and Intercession

Kanoelehua Kamalii-Ligsay, Learning Designer and Facilitator

Campus Operations

Danny Mynar, Director of Operations