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Kamehameha Schools Hawai`i
Kula Ha`aha`a (Elementary School)
16-714 Volcano Road, Kea`au, HI 96749
Office hours: 7:00 a.m. to 3:30 p.m., M-F

Principal
- Ka’ulu Gapero 982-0207 kagapero@ksbe.edu
- Rose Naboa (Administrative Coordinator) 982-0208 ronaboa@ksbe.edu

Vice Principal
- Waianuhea Paleka 982-0251 rhpaleka@ksbe.edu
- Kanoe Awong (Administrative Assistant) 982-0201 laawong@ksbe.edu

Curriculum and Assessment Coordinator
- Mai Rutherford 982-0245 maruther@ksbe.edu

Elementary School Office
- Messages & general information 982-0200
- ATTENDANCE line (24 hr.) 982-0220
- Fax 982-0210

Counselors
- Tim Kudo 982-0235 tikudo@ksbe.edu
- Tracy Kåneakua 982-0267 trkaneak@ksbe.edu

`Ohana & Student Activities
- Nikki Iwata (Coordinator) 982-0268 niiwata@ksbe.edu

Malama Ola Health Services
- Carl DeLeon (Registered Nurse) 982-0411
- Julie Riveira (Medical Assistant) 982-0211

Transportation
- Ray Iyo (Coordinator) 982-0026 raiyo@ksbe.edu
- Emergency cell 217-1437
- Maile Kuikahi (Fiscal & Transportation Clerk) 982-0701 makuikah@ksbe.edu

Security Main Gate (24 hr. contact) 982-0149

Charles Reed Bishop Learning Center
- Kanani DeSa (K-3 Librarian) 982-0495 shdesa@ksbe.edu
- Nikki Petner (Librarian Assistant) 982-0484 nipetner@ksbe.edu

Admissions 982-0100 admissions@ksbe.edu

Financial Aid Department 982-0100 finaid@ksbe.edu

Applicant Services Center (for general questions) 1-800-842-4682

Tuition and Fees
- Peter Fuchs (Fiscal Administrator) 982-0038 pefuchs@ksbe.edu
- Fax 982-0010

PTO School Store Information Line 982-0678
Kama`aina Kids After-School Program 982-0256

For more information on Kamehameha Schools campuses and programs, visit the KS website at www.ksbe.edu.
**STUDENT DAYS**

**STUDENTS**: August 2 - May 20 (173 days)

1st Trimester: 52 days
2nd Trimester: 62.5 days
3rd Trimester: 58.5 days

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**Vacation / Holiday - No School**
- July 9: First day for Faculty, Hth Aide, Lib. Asst and EAs; Faculty In-Service/Faculty Work Day - No School;
- Service Awards 7:30 am

**K-12 Faculty In-Service - No School**
- July 30: Faculty In-Service - No School
- Aug. 2: FIRST DAY OF SCHOOL

**K-5 Faculty In-Service - No School**
- Aug. 7: Faculty In-Service - No School
- Sept. 6: K-12 In-Service - No School
- Oct. 14: K-5 Faculty In-Service - No School
- Nov. 15: Student Led Conferences
- Dec. 19: Founder's Day - Students released at 11:15 am
- Jan. 20: Martin Luther King, Jr. Day Holiday
- Mar. 26: Prince Kūhiō Day Holiday
- May 2: May Day - Students released at 11:15 am

**Faculty Work Day - No School**
- Aug. 1: Faculty Work Day - No School
- Aug. 23: Kula Haʻahaʻa Open House, 5:30 pm
- Oct. 24: Founder's Day - Students released at 11:15 am
- May 1: May Day - Students released at 11:15 am

**Early Release 11:30 am Dismissal**
- Oct. 7 - Nov. 8: Fall Break - No School
- Mar. 16 - Mar. 20: Spring Break
- Apr. 20: ’Ōiwi Edge Expo - No School
KAMEHAMEHA SCHOOLS-HAWAI‘I CAMPUS (ELEMENTARY)
SIX DAY CYCLE FOR ACADEMIC YEAR 2019-2020

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**FIRST TRIMESTER ENDS OCT 24**

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<td>OCT 7-11 Fall Break</td>
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<td>OCT 14 Faculty In-Service</td>
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<td>OCT 25 Faculty Workday</td>
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<td>NOV 11 Veteran’s Day Holiday</td>
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<td>NOV 28-29 Thanksgiving Break</td>
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5/21/19
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 1,600 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 as well as 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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Welina mai ke aloha e nā ‘ohana o Kamehameha Hawai‘i,

Welcome to Kamehameha Schools Hawai‘i! We hope that you come to see Kamehameha as the outstanding school we believe it to be, not only because of our dedicated alaka‘i, kumu, and hoa kumu but also because of the support, communication, and dedication of our haumāna and mākua. Ours is a healthy and safe learning environment, filled with opportunities and programs for your child to learn and be grounded in Christian and Hawaiian values and to develop as ʻōiwi Hawai‘i leaders, capable of achieving excellence in a fast changing world.

Challenges will come up throughout the school year, but know that there is a system of support to help haumāna overcome and grow from each challenge. Po‘o kumu, kumu, and hoa kumu are dedicated to making a positive difference in your keiki or ʻōpio’s life. As mākua, you play a critical role in this process, and we welcome your active involvement as our partner in your son’s or daughter’s education.

This handbook was created to provide you with basic information about the Kamehameha community, our values and goals, as well as the logistics of school life. We hope this guide will be helpful and in conjunction with our campus website (www.ksbe.edu/hawaii), and various bulletins that we send to all ‘ohana, it will answer most of your questions. Please know that you can always call or e-mail us for further assistance.

The noble and worthy goal of Kamehameha Schools’ mission to improve the capability and well-being of Hawaiians through education guides the curriculum, policies, and community values described in this handbook. At Kamehameha Schools Hawai‘i, we are inspired by our past. Our moʻokūʻauhau gives us our unique identity and empowers us with ancestral knowledge to meet a rapidly changing and incredibly challenging world with strength, agility, and courage. That identity is ʻŌiwi Edge.

Your visits, suggestions, and questions are always welcome and we look forward to partnering with you and your keiki and ʻōpio over the next school year!

Me ke aloha nuʻukia e,

M. Kāhealani Naeʻole-Wong
Ke aloha nui iā kākou āpau e ka ‘ohana Kula Haʻahaʻa,

Welcome to the 2019-2020 school year! Our time together this year will undoubtedly move very quickly given the exciting program that we have planned for our learners. We know that your presence, energy, and unique spirit as ‘ohana will help to enrich our learning environment and hope that you will consider partnering with us throughout the year in support of our learners.

The E Ola! Learner Outcomes articulate agreements that all Kamehameha campuses and preschools hold in common, to provide for equitable and rigorous learning experiences for all haumāna across all campuses. A shared, campus-wide ‘Ōiwi Edge focus provides us the avenue for reaching these outcomes as highly skilled and adaptive ‘ōiwi Hawai‘i leaders. Our faculty and staff here at the kula haʻahaʻa dedicate themselves to ensuring the social emotional, and academic well-being and growth of each haumāna, in accordance with E Ola!. In partnership with our ‘ohana, kaiāulu and K-12 community, we will advance these efforts through stimulating and engaging learning experiences that appropriately challenge and inspire each keiki within our community of learners to kūlia i ka nuʻu – to strive to his or her individual and their collective potential as ‘ōiwi leaders. As we alu like to ‘auamo our shared kuleana, our young kānaka will further develop a mindset of commitment to ‘imi naʻauao, and the betterment of our local and global communities, through servant leadership, scholarship, and aloha.

We are humbled that you have entrusted us with your keiki and accept our kuleana as co-facilitators of learning me ke aloha. You are an integral part of Kamehameha, he ‘ohana nō kākou. E pili kākou as ‘ohana in service to our keiki for there is much work ahead. ‘Aʻohe hana nui ke alu ‘ia – no task is too large when done together!

‘O Wau iho nō me ka haʻahaʻa,

na Kumu Gapero
Poʻo Kumu – Kula Haʻahaʻa, Kamehameha Schools Hawaiʻi
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 handbook should be understood to mean “parents and legal guardians.”
OUR 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.

OUR VISION

Kamehameha Schools is a dynamic and nurturing learning community committed to educational excellence. We assist people of Hawaiian ancestry to achieve their highest potential as “good and industrious men and women.” We do so by contributing to their development as people who are:

- Grounded in spiritual and Christian values;
- Intellectually, emotionally and socially self-reliant;
- Resourceful, resilient, life-long learners;
- Equipped with the skills they need to succeed in endeavors of their choosing;
- Responsible, ethical, contributing members of their multi-cultural and diverse communities, and
- Prepared to practice and perpetuate the Hawaiian values and traditions of Ke Aliʻi Pauahi.

Each Kamehameha Schools’ campus is a kula Hawaiʻi – a Hawaiian school – where all leaders, staff and students are committed to educational excellence through strong teaching and meaningful learning that supports the renewed vibrancy of Hawaiʻi’s indigenous people and their life-long success in the 21st century world. This commitment to high levels of achievement is established on the belief that a vibrant Hawaiian people (Lāhui Hawaiʻi), engaged in rigorous learning experiences, steeped in ancestral knowledge and understanding (ʻIke Hawaiʻi) and rooted in their mother tongue (ʻŌlelo Hawaiʻi), will continue to thrive in a living culture (Nohona Hawaiʻi) enabling them to compete globally in ways that contribute to and enrich humankind.

This renewed vibrancy requires educational opportunities that advance the social, cultural, economic and political status of Native Hawaiians in their own homeland and in the world. These mission-centered outcomes require diverse educational expertise and background, and a significant, sustained commitment of programmatic, human and financial resources. Guided by the vision of Ke Aliʻi Pauahi, Kamehameha Schools dedicates itself to achieving these outcomes to ensure a dynamic future for Native Hawaiians.

OUR VALUES

Great was Pauahi’s love for God and the Hawaiian people, whom she served. Because she valued the pursuit of knowledge, she believed that education would be the key to their well-being. Pauahi was blessed with much worldly wealth and understood that this blessing was accompanied by profound responsibility. Therefore, it is fitting for the Kamehameha Schools’ ohana, called upon to carry her legacy forward, to humbly do so through good thoughts and deeds that reflect the values of stewardship in her will.
Kamehameha Schools is grounded in the Christian and Hawaiian values embraced by Ke Ali‘i Pauahi. *Aloha*, love and respect for the Lord, our natural world, and one another, is our foundation. ‘*Imi na ‘auao*, the quest for knowledge and enlightenment, is essential for an educational institution such as Kamehameha. *Mālama*, caring for one another and all aspects of Pauahi’s legacy, will enable our institution to flourish. ‘*Ike pono* urges us to integrate our intellect and our intuition. *Kuleana* denotes the responsibilities, which accompany our blessings. Let us *ho‘omau*, persevere, with *haʻahaʻa*, humility, in all that we do.
OUR PHILOSOPHY OF EDUCATION

‘O ke kahua ma mua, ma hope ke kūkulu.
The foundation comes first and then the building.

The belief statements of our Philosophy of Education are inspired by the example of our beloved Princess Pauahi and are based on sound educational principles. The philosophy provides the foundation upon which Kamehameha Schools builds its educational practices.

We believe that Kamehameha Schools as a Hawaiian institution and its learners have a responsibility to practice and perpetuate ‘Ike Hawai‘i as a source of strength and resilience for the future.

Therefore Kamehameha Schools will:
• foster pride in the Hawaiian culture, language, history and traditions that serve as its foundation.
• integrate ‘Ike Hawai‘i into its educational programs and services.
• provide the necessary learning opportunities, resources and training to deepen the understanding of ‘Ike Hawai‘i.
• strengthen the relationship and the responsibility of its learners to the ‘āina, its resources and traditions.

We believe that every learner possesses a unique combination of talents, abilities, interests and needs and that each is able to achieve higher levels of excellence.

Therefore, Kamehameha Schools will:
• acknowledge the uniqueness of each learner.
• assist each learner in achieving core understandings and skills.
• offer enrichment opportunities to encourage each learner to develop individual talents and interests.
• strive to be available and affordable to encourage broad participation of the learning community.

We believe that the earliest years of a child’s life are the most critical to development and set the stage for future learning.

Therefore, Kamehameha Schools will assist by providing early childhood educational services that support families as the primary educators of their children.

We believe that positive and nurturing relationships are an essential foundation of learning.
Therefore:
- all members of the Kamehameha community that includes learners, staff, families and alumni are role models and will demonstrate attitudes and behaviors consistent with Hawaiian and Christian values.
- all will develop and support positive connections and interactions with learners.

We believe that all learners create meaning by building on prior knowledge, actively using their learning in personally relevant ways and contributing positively to the global community.

Therefore, Kamehameha Schools program will:
- support the learning process through a diverse and integrated curriculum and a range of services that are enhanced by the use of relevant technologies, real-life connections, and authentic experiences.
- encourage learners to use their learning in service to their ‘ohana, the community and the world.

We believe that the quality of instruction is enhanced by collaboration, professional development and the application of research based practices.

Therefore, Kamehameha Schools will:
- provide time and resources for professional development and collaboration.
- support and engage in research and evaluation activities to improve the quality and effectiveness of education.
- extend professional development opportunities to its learning communities.

Each member of the learning community will commit to ongoing professional development and collaboration to optimize learner success.

We believe that education is enhanced by involvement of the learner and all members of the learner’s community.

Therefore, Kamehameha Schools programs will:
- provide opportunities for learners to share in and assume greater responsibility for their own development.
- promote the active involvement of families.
- encourage open communication and seek input from those impacted.

We believe that the effectiveness of our institution in meeting its mission is enhanced by collaboration and partnerships.

Therefore, Kamehameha Schools will:
- recognize and encourage the good works of other programs and institutions.
- contribute to building a network of services to meet the life-long educational needs of Hawaiians.
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:

• 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.

• Encourage reading
  Reading increases your child’s capacity to learn. For this reason, many teachers require independent reading as a major part of each day’s 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.

• Attend parent conferences
  Parent conferences are held twice a year, and your attendance is required.

• Attend student functions
  Show support for your child and his or her classmates by attending student performances, school open house, and class meetings.

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

• Enforce school regulations
  Help your child understand and follow school rules. Reading and discussing the Student and Parent Handbook with your child may prevent many problems and misunderstandings.

• Communicate
  Contact a teacher, counselor, or administrator as soon as a problem arises.

• Monitor your child’s iPad use
  iPads may be sent home for educational purposes. As with all digital devices, monitoring the amount of screen time and appropriate use is recommended.
Parent conferences
Parent conferences are an important means of communication between the school and home. Conferences for all children are held twice a year. Additional parent conferences may be arranged at any time at the request of the school or the parents.

If you are unable to attend your scheduled conference, you must reschedule the conference time with your child’s teacher. You are also responsible for attending scheduled evening meetings and open houses to become informed partners in your child’s education.

School support opportunities
There are opportunities available for organized parent involvement that will contribute to the success of our schools and students.

Parent & Teacher `Ohana (PTO)
The Kamehameha Schools Parent & Teacher `Ohana is comprised of volunteer parents, teachers and administrators. Its objectives are to:

- Support the academic and social activities of the school
- Bring together parents, legal guardians, teachers, administrators and staff
- Encourage and endorse projects to expand the educational enrichment opportunities beyond those offered by the school

The Board of Directors includes a president, vice president, secretary, treasurer, grade level representatives and the school’s po`o kula. The board establishes policies, provides oversight to chartered committees and determines programs to sponsor. The PTO aids the school in many ways: by serving as liaisons for grade level activities, operating the school store, coordinating a uniform exchange, and providing enrichment grants and a scholarship fund. The major event supported by parents, teachers, staff and students is the annual Ho`olaule`a.

The Hawai`i campus PTO welcomes your support throughout the school year. Come and make a difference for our children and our school. The board meets once a month and also holds two `Ohana Nights (membership meetings) per year. For more information contact Nikki Iwata, our `Ohana and Student Activities Coordinator, at 982-0268 or visit the PTO website at: www.kshpto.org

Fundraising for student activities
Proceeds from student fundraising (including PTO fundraising) help to enrich the educational and athletic experiences of our students. All fundraising efforts must be approved and adhere to KS policy on student fundraising if the fundraiser is conducted on a KS campus. The policy includes guidelines for the selection of fundraising activities, security requirements for proceeds & the sale of perishable food items.

Alumni Relations
For more information visit: http://www.pauahi.org/ksalumni or contact Dancine K. B. Takahashi, Director of Alumni Relations, Advancement Office at (808) 534-8283 or via email at Dancine@Pauahi.org or datakaha@ksbe.edu.
Use of the name “Kamehameha Schools” and the Imua Warrior logo
The name “Kamehameha Schools” and the Imua Warrior logo (shown below) are used and protected as trademarks, service marks, and tradenames under federal and state law. They are valuable intellectual property of KS and it is important to protect them and use them properly. For this reason, the use of these marks in connection with the sale of any products or any commercial activity, or any use of these marks that implies sponsorship or endorsement by KS of any activity (even a non-commercial activity) requires the written approval of KS. To learn more about these requirements, please contact Nikki Iwata, our `Ohana Student Activities Coordinator at (808) 982-0268.
COMMUNITY RESOURCE CENTERS

Kamehameha Schools Resource Centers

Kamehameha Schools Regional 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 – East Hawai‘i
Noelani Ho’opai, Manager
Patricia “Kapi” Kenoi-Chin, Coordinator
16-545 Old Volcano Road | Ke‘a‘au Hi 96749
Phone: 982-0851 | Fax: 961-6134
Email: ksrc@ksbe.edu

Kamehameha Schools Resource Center – West Hawai‘i
Lehua Kaulukukui, Manager
Eloise Haake, Coordinator
Keauhou Shopping Center, Phase II
78-6831 Ali‘i Drive, Suite 429 | Kailua-Kona, Hi 96740
Phone: 322-5400 | Fax: 322-5437
Email: ksrc@ksbe.edu

Kamehameha Schools Resource Center – Maui
Brandi Ferguson, Manager
175 N. Market Street | Wailuku, HI 96793
Phone: 242-1891 | Fax: 242-0824
Email: ksrc@ksbe.edu

Kamehameha Schools Resource Center – Moloka‘i
Frances “Maka” Cobb-Adams, Manager
Kulana ʻOiwi Complex
612 Maunaloa Highway, Bldg. B | Kalama‘ula, Hi 96748
Phone: 553-3673 | Fax: 553-9801
Email: ksrc@ksbe.edu

Kamehameha Schools Resource Centers – O‘ahu
Jason Doi, Manager
Kawaiahaʻo Plaza
567 S. King St. Suite 102 | Honolulu, Hi 96813
Phone: 541-5300 | Fax: 523-6286
Email: ksrc@ksbe.edu

Day Mau, Support Services Coordinator
Windward Mall – 2nd Level (Macy’s Wing)
46-056 Kamehameha Hwy, M-01 | Kaneohe, Hi 96744
Phone: 235-2329
Email: ksrc@ksbe.edu

Kini Pihana, Coordinator
Community Learning Center at Mā‘ili
87-790 Kulukau St., Wai‘anae Hi 96792
Phone: 843-9648 (direct) | Fax: 843-9649
Email: ksrc@ksbe.edu

Kamehameha Schools Resource Center – Kaua‘i
Bricen Moritsugu, Manager
Dee Ann Rapozo, Coordinator
KS Community Hale
3201 Akahi Street | Lihu‘e, Hi 96766
Phone: 245-8070 | Fax: 246-4617
Email: ksrc@ksbe.edu
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 ho`okipa 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 Ho`ona`auao 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 po`o, alaka`i, kumu, limahana, haumana and ‘ohana.

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 ‘ohana here in Pauahi’s home. Her love of God, reverence for her great-grandfather Kamehameha ‘Ekahi, 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 Ali`i Pauahi, we commit ourselves to a mindset that centers on reflection, focuses on growth, promotes learning, and leads to positive outcomes for all our students, faculty, staff, parents, and community. Students are expected to uphold and be responsible for maintaining these values both in and out of the classroom.

**School-wide behavioral expectations**

Kamehameha Schools’ disciplinary policies are grounded in the belief that self-discipline is the mark of maturity and positive character development. Therefore, it is important that all students behave in accordance with the core ethical values that guide the Kamehameha community. By adopting the following values, students help make Kamehameha a great place to learn and prosper.

Mālama/Caring – Nurturing: understanding the feelings and needs of others. The ability to show compassion and to be genuinely concerned for the well-being of others. Mālama kekahi i kekahi – to care for one another.

Hō`ihi/Respect - Showing regard for the worth of God, self, others, property and the environment/ʻāina. To be humble and considerate towards others. Hō`ihi aku hō`ihi mai – to give and receive respect.
Kuleana/Responsibility - The active side of respect: showing humility; taking care of self, others and the environment; making a positive impact on the community. Noʻu iho ke kuleana – the responsibility is mine.

Pono/Honesty, Integrity - Courage to stand up for what is right, true and good; doing what you say you will do. ʻImi naʻau pono – to seek what is right, true and good. ʻOiaʻiʻo – truthful in what you say; truthful in what you do.
Kamehameha Schools is committed to provide a world-class, Hawaiian culture-based education that not only engages students and ‘ohana 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 students’ 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.
OUR EDUCATIONAL PROGRAM

The mission of KS Hawai`i Kula Ha`aha`a is grounded in the Hawaiian culture and Christian values embraced by our beloved founder Bernice Pauahi Bishop. We educate children of Hawaiian ancestry to become good and industrious men and women in spirit, mind and body and to use their talents and abilities to contribute positively to the world.

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 culture and language studies (ʻōlelo, oli, mele, hula), Concerts, May Day and attendance at Founder’s Day.

**Classes**

Children are grouped heterogeneously into self-contained classrooms. Homeroom teachers then group children flexibly in order to best meet their instructional needs. The elementary school follows a six-day cycle on Monday, Tuesday, Thursday and Friday. On Wednesdays, our schedule provides opportunities for integrated ʻāina/project based learning. Once the year begins, you will be able to follow your child’s class cycle by referring to the Six Day Cycle schedule located at the beginning of this handbook.

**Teachers**

The students’ homeroom program is enriched by specials teachers of art, Hawaiian language and culture, music, physical education/health, and science/STEAM. In addition, students receive Christian education, guidance, and library skills instruction. Resource teachers work with children who require support in language arts or math, either in small-group or individual settings.

**Field trips**

Students will have an opportunity to extend their learning beyond the classroom walls by attending grade-level and/or individual-class field trips. An informational sheet will be circulated to students and parents prior to the planned field trip activity. Regular school uniforms should be worn unless otherwise specified.

**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 him 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.

**Homework**

We are working to make sure that our homework is purposeful and meaningful. Your child’s teacher will communicate his/her expectations at the beginning of the year through various communications with you and will be available at open house to clarify any expectations. A cooperative effort of school and home is encouraged.
Examples of assignments may include:
- Completion of daily work
- Reinforcement of specific skills
- Project or research work
- Recreational reading
- Writing
- Sharing/discussion of experience

For best results, parents should provide:
- A quiet place free from distractions such as TV
- A scheduled time for homework
- Proper homework supplies
- Interest and support

The following are approximate daily time allotments for homework. These may vary, as specific assignments are at the discretion of teachers. We are sensitive to the fact that our students face a long school day, especially if commuting, and have limited time for other non-school activities with friends and family.

Including nightly reading, the following are time allotments for homework:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Time Allotment</th>
</tr>
</thead>
<tbody>
<tr>
<td>K-1</td>
<td>10-20 minutes</td>
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<tr>
<td>2nd</td>
<td>20-30 minutes</td>
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<tr>
<td>3rd</td>
<td>30-40 minutes</td>
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<tr>
<td>4th</td>
<td>40-50 minutes</td>
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<tr>
<td>5th</td>
<td>50-60 minutes</td>
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**Student progress reports**

Grades help our teachers communicate your child’s level of achievement in school. Report cards are issued at the end of each trimester to communicate academic, social and behavioral progress.

Grades K-3 utilize the following progress report descriptors:

EM = Emerging: Your child is beginning to develop the targeted skills/behaviors and needs teacher assistance most of the time.
PR = Progressing: Your child is in the process of learning and applying targeted skills/behaviors. He/she is making steady growth on the development continuum towards understanding of concepts.
CD = Consistently Demonstrating: Your child is independently applying and utilizing targeted skills/behaviors. On a regular basis he/she is showing continued understanding of concepts.

Grades 4-5 report progress using the following letter grades and skill achievement ratings:

**Achievement**
E= EXCELLENT: consistent quality in demonstration of understanding of concepts and skills.
G= GOOD: nearly consistent in demonstration of understanding of concepts and skills.
S= SATISFACTORY: meets expectations in demonstration of understanding of concepts and skills, does what is expected, and doesn't go beyond.
M = MINIMAL: demonstrates minimal understanding of concepts and skills and work is partial and incomplete.
U = UNSATISFACTORY: does not demonstrate understanding of concepts and skills. Work is incomplete, messy, indicates no effort, and improvement is needed in attitude.

Skill Achievement Ratings
+ = Exceeds expectations
✓ = Meets expectations
– = Below expectations

The grading scales may be used individually or in combination for daily work and trimester grades. Some assignments and assessments may also receive letter grades. Progress reports may be sent home throughout the school year for special subjects and interim reporting.

**Academic probation**
Students performing at unsatisfactory or marginal levels, at grades 4-5, despite interventions by the school, will be placed on academic probation. The purpose of academic probation is to encourage students to regain a satisfactory academic standing and for parents and the school to renew their joint commitment in this process.

A student is placed on probation if, at the end of a trimester, that student has earned two or more M’s (Minimal Achievement) or one or more U’s (Unsatisfactory Achievement) in language arts, mathematics, Science or social studies. Academic probation runs for one full trimester. The length of attendance and conduct probations vary depending on the circumstance. While on academic probation, students are expected to take full advantage of extra help. Students may not be eligible for participation in school organizations, clubs or extracurricular activities while on academic probation.

During the two-year period from grades 4 through 5, a student on academic probation for three (3) trimesters will be subject to release from KS Hawai‘i Elementary. School administration may find that extenuating circumstances, beyond the student’s control, are causing his/her academic deficiencies. In these rare cases, students may be allowed to remain at the school.

**Multi-Tiered System of Supports (MTSS), our learning intervention process**
Through a whole child approach, Kamehameha Schools makes every effort to meet the academic, behavioral, social and emotional needs of its students. If your child is struggling in school, our faculty and staff will intervene and work with you to find the best way to fulfill those needs.

Kamehameha Schools has developed a progressive Multi-Tiered System of Supports (MTSS) to provide parents with a general framework for our process to provide supports to students to help them be successful. The process moves from the simplest teacher-student interventions to more complex supports coordinated through a Student Success Team (SST), which is a multi-disciplinary team, led by a school administrator.

**Tier 1: Core Supports provided to ALL students**
KS provides all students with a safe and nurturing learning environment.
With a focus on student-centered learning, teachers provide personalized instruction as needed for each and every student to be successful.

**Tier 2: KS supports provided to SOME students**
Students who are identified as needing additional supports are reviewed by the SST to develop a Student Success Plan.

Parents are kept closely involved.

**Tier 3: Community Supports provided to FEW students**
As part of a Student Success Plan, the SST, in partnership with ʻohana, recommends and helps to coordinate supports in the community beyond what KS can provide.

If the student’s needs cannot be adequately addressed with Tier 3 and lower supports, a recommendation is made by the Kamehameha School’s Administrator to the Poʻo Kula for disenrollment.

**Questions & concerns**
Communication between parents and the school is a key component of academic success. In order to most effectively address your questions and concerns about your child’s education, the following process is suggested:

1. If the issue concerns your child’s learning, approach his or her teacher first. You may also contact your child’s counselor.
2. If the concern or question is not resolved satisfactorily, please contact the principal.
3. If a resolution is still not achieved, please request that the principal take the matter up with the Kamehameha Schools poʻo kula.

When in doubt, please call the school main office at 982-0200 with your question or concern. The office staff will find the appropriate person to help you. Contact information can be found on the inside front cover of the handbook.

**Counseling services**
Two counselors offer a variety of counseling and guidance services to students and families. They are:

Tim Kudo 982-0235
Tracy Kāneakua 982-0267
BEFORE & AFTER SCHOOL

School hours & attendance
The school day begins at 7:45 a.m. and ends at 2:40 p.m. (M, T, Th, Fr), except on Wednesdays when school ends at 1:40 p.m. It is recommended that students arrive between 7:15 and 7:30 a.m. so that they will have ample time to prepare for the school day. Regular attendance is one of the most important factors leading toward school success for children. Parents are responsible for ensuring that their children are at school and on time every day.

Morning drop-off
The school has a designated drop-off time and place for students. To ensure punctuality and safety, please observe the following morning drop-off schedule whenever possible:

- 7:00 a.m. – 7:40 a.m.  K-5    Elementary School Bus Ramp

Supervision is provided for children on campus beginning at 7:00 a.m. Children who come to school too early often experience fatigue during classes. Students may choose to eat a well-balanced breakfast in the dining hall from 7:00-7:30 a.m.

Afternoon pick-up
Children who are not enrolled in extracurricular activities after school are required to leave campus by 3:10 p.m. (M, T, Th, F), except on Wednesdays when pick-up must be by 2:10 p.m. To ensure punctuality and safety, please observe the following afternoon pick-up schedule whenever possible:

- 2:40 p.m. – 3:10 p.m.  K-5    Elementary Bus Ramp
- 1:40 p.m. – 2:10 p.m.  (Wednesdays)

It is recommended that working parents enroll their child in the campus’ Kamaʻāina Kids afterschool program. Any child not picked up by designated pick up times will be automatically enrolled. The daily drop in rate ($10) is due at the time of pick up.

Inter-campus access & required pass
Students who attend a KS program and meet up with a KSH sibling OR parent who is a KS employee must obtain an inter-campus pass. Forms are available through the elementary office.

The inter-campus pass is issued under the following SPECIFIC conditions:

KS Program
- Student must be officially enrolled in a KS program.
- Student must be in the designated KS program area under the direct supervision of the teacher/coach.
- Student must be picked up within 15 minutes of the program end time.

Employee’s Child
- Employee must escort student to the designated area.
• If employee is unable to escort the student, student is allowed to walk to the middle school to meet employee at the designated area OR ride the hitchhiker bus available ONLY to the high school.
• Student must be in direct supervision of employee at all times.
• Student must also be in the employee’s designated area.

After-school care
If you are unable to pick your child up by 3:10 p.m. you must enroll your child in the campus’ Kama‘āina Kids after-school program. The program operates out of the Hā‘eamahi Dining Hall (Mon-Thurs) and Keaka Playcourt (Fri) and offers study time, planned activities and play time from 2:40 – 5:30 p.m. (M, T, Th, F) and 1:40 – 5:30 p.m. (Wed). The cost is not covered by school tuition or financial aid. Call Kama‘āina Kids at 1-888-345-4374 for enrollment information.

In addition, special after school programs are offered by the school throughout the year such as Holomua, Keiki Choir, Nā Lei o Kaiona hula, Robotics, etc. Students experiencing academic, conduct, or attendance concerns may not be eligible to participate in after-school programs.

• Please pick up your child within 10 minutes after a school-sponsored activity ends. Any child not picked up by the designated pick up times will be automatically enrolled in the Kama‘āina Kids after-school program. The daily drop in rate ($10) is due at the time of pick up.
• Use the Elementary School Bus Ramp for active loading and unloading only.

Lost students
If your child does not arrive where and/or when expected from school, call the elementary school office at 982-0200 immediately. If the office is closed, call the school main gate at 982-0149. School personnel will assist in locating your child.
ABSENCES, LEAVES & TARDINESS

Attendance Philosophy

ʻAʻole ʻulu e loaʻa i ka pōkole o ka lou.
Breadfruit cannot be reached when the picking stick is too short.
(There is little chance for success without proper preparation.)

Our vision is to prepare our haumāna to achieve their highest potential as good and industrious men and women. Therefore, Kamehameha Schools staff believes that students should be in school, every school day to prepare themselves for the opportunities and challenges offered by the 21st century.

Research shows that few factors within students’ and families’ control are more closely associated with academic success than school attendance. Students need to be present in school to benefit from the teachers instruction, and from interaction and exchange of ideas with peers. Excessive absences affect the culture of the classroom, where the goal of faculty is to build a vibrant community of learners. Absence procedures are defined as follows:

Absences due to illness or injury

Phone Call
Please call the elementary school office attendance line at 982-0220 before 8:00 a.m. on the day of the absence and for each additional day your child is absent. Be prepared to give your child’s name, grade, and reason for absence. Please let the office staff know if you anticipate an extended absence.

Returning to school
On return, your child shall deliver to the school office a signed note from a parent or legal guardian stating the reason for the absence.

All students returning to school after an absence for illness or injury must readmit through the health room. All students are required to submit a note from his/her healthcare provider if:

- The absence is for four or more school days; or
- The absence is for less than four school days, and
  - The student saw a healthcare provider during that period, or
  - The student has any new medical restrictions.

If a student was evaluated by a healthcare provider, regardless of the length of absence, he/she must report to the health room. If the student does not have a completed Request for Medical Evaluation, or a similar form, that indicates any restrictions, a physician's medical excuse note is acceptable provided it contains the same information. One of these is required for re-admittance to school.

If a student's illness/injury requires restriction of school activities, he/she is to report to the health room so that this restriction can be noted on the proper forms, regardless of the length of the absence.
**Off-campus pass**
If it is necessary for a student to leave campus during the school day, he or she shall submit a parent note to the school office and obtain an off-campus pass. If your child leaves before 11:00 a.m. it will be counted as an absence. State law requires students who leave campus during the school day to have a pass from a school administrator. If questioned by a law enforcement officer, the student is required to show their pass immediately.

**Communicable diseases**
If your child contracts a communicable disease (e.g., chicken pox, pink eye, strep throat) a doctor’s clearance note must be presented to the medical services staff at the health room before your child may return to school.

**Medical appointments**
Non-emergency medical/dental appointments should be scheduled on weekdays during non-school hours or on weekends. A written note to the school administrator is required if a student must be excused during school hours.

**Family vacations**
Extended student absences can have a negative impact on student academic progress. For this reason, we strongly encourage families to plan trips during regular school vacation periods. The school calendar is designed to allow several long breaks that are conducive to travel.

**Absences Eligible to be Excused**
Students in good standing (not experiencing academic, conduct or attendance concerns) may be eligible for up to three (3) excused days per year for participation in non-school related activities (e.g., extracurricular trip, participation in organized sports, performances, funeral of a close relative, etc.). Requests for excused absence days should be made for special situations only, and shall not be used to extend regular student vacation periods. These days may not be transferred to the following school year.

Eligibility for excused absences is determined using all of the following criteria:
- Student shall be in good academic standing (students having academic difficulty and those on academic probation are not eligible);
- Student shall not be on attendance, academic or conduct probation and have no unexcused absences for the previous and current semesters;
- School Leave Eligibility Form must be completed and turned into the office at least ten (10) school days prior to absence (the form can be found in the appendix, picked up at our office or found on our blog: [http://blogs.ksbe.edu/hes](http://blogs.ksbe.edu/hes));
- All faculty members who work with the student must acknowledge the School Leave Eligibility Form;
- Final approval will be granted by the school administrator.

Student and parent(s)/ are responsible for arranging make-up work with teachers. Teachers may require a student to arrive early or stay late beyond the normal school day to complete make-up work.

If an approved trip extends beyond three (3) days, or if the student does not get approval for the trip, days absent will be considered unexcused and any requests for the following year may not be
approved. Excessive unexcused absences may lead to a student being placed on attendance probation or released from school.

<table>
<thead>
<tr>
<th>Excused absences</th>
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</thead>
<tbody>
<tr>
<td>• Illness or injury</td>
</tr>
<tr>
<td>• Emergency medical appointment</td>
</tr>
<tr>
<td>• Death or life-threatening situation involving close family member</td>
</tr>
<tr>
<td>• Specific event as authorized by the school administrator</td>
</tr>
<tr>
<td>• Educational testing recommended by counselor/teacher</td>
</tr>
<tr>
<td>• Unique family circumstances warranting absence and coordinated with school administration</td>
</tr>
</tbody>
</table>

**Make-up work**

**Excused absence**
- Homework must be requested by 9 a.m. and picked up at the school office by 3:30 p.m. Parents may make prior arrangements for a sibling or friend to bring work home.
- Homework not picked up for two consecutive requests will result in the loss of the privilege of requesting homework when absent.
- Parents may also request homework assignments through e-mail.
- If absence is for one day only, homework can be retrieved the next day.

**Unexcused absence**
- Teachers need not prepare homework or other assignments for unexcused absences.

**Participation in school events**
Students must attend classes for at least half-day in order to participate in any extra or co-curricular activities (sports, academic competition, concerts, and other student activities) scheduled for that day or evening. **For activities occurring on the weekend/holidays/non-instructional days, students must be in school the Friday or school day prior.**

**Leaves of absence**
Students who need to leave Kamehameha Schools to address special needs or concerns may be granted leaves of absence. Parents must submit a written request to the school administrator prior to the leave and be available for a leave conference.

**Educational & personal leaves**
Examples of such leave include those to address:
- Learning difficulties for which a student might benefit from enrolling in an alternative school or therapeutic program
- Medical conditions including serious illness (e.g., cancer, major surgery)
- Family problems or illness that require the student to be closer to home
- Physical or mental health conditions for which a change in school is recommended to support a student’s progress in therapy, and
- Family relocation for military or employment reasons on a limited-time basis.
Returning to school
Conditions for a student’s return to school are established at the time of the leave and are communicated to the student and parents in writing following the leave conference.

Tardiness
Students are expected to be punctual and must be in their classrooms ready to learn when classes begin. School starts at 7:45 a.m. Students who arrive after 7:45 a.m. must report to the office to obtain an admittance slip before going to class. Generally, tardiness is unexcused. Students who anticipate being tardy must bring a note to the school office or have a parent or guardian call the school's attendance line.

Excessive absence or tardiness
Excessive absences or tardiness, whether due to illness or other reasons, can have a detrimental effect on a child’s educational progress. In cases of excessive, illness-related absences, the school may contact parents for a conference. The following guidelines apply to excessive absences and tardiness:

Excessive Absences
- At 5 excused or unexcused absences in a trimester
  The student may receive an attendance letter.
- At 7 excused or unexcused absences in a trimester (or at 12 per year)
  The student may be placed on attendance probation and school administrator may contact parents to arrange a parent-school conference in order to discuss specific guidelines designed to help support the student’s regular attendance.
- At 21 excused or unexcused absences in a year
  The school administrator may contact parents and arrange a parent-school conference to consider the student’s continued enrollment at Kamehameha Schools Hawai‘i.

Excessive Tardies
- At 4 tardies in a trimester
  The parent may receive an attendance letter.
- At 7 tardies in a trimester
  The parent may be contacted via phone.
- At 10 tardies in a trimester (or at 12 per year)
  The student may receive additional disciplinary consequences and may be placed on attendance probation. As part of attendance probation, student/parents will be required to attend a parent-school conference in order to discuss specific guidelines designed to help support the student’s regular on-time arrival to school.

Attendance Probation
- When a student is placed on attendance probation, the following criteria will be applied:
  o The student will receive Level 4 disciplinary action (see page 32)
  o Individual attendance/tardy contracts will be formulated and the school administrator will determine the length of the student’s attendance probation period;
- All student absences during the probationary period require a medical note that states:
  o Nature of the illness
  o Treatment
  o Directions for follow-up
Directions for activities (i.e. physical education participation):

- A school administrator will review the student’s attendance record at the end of the year, and further actions, if any, will be discussed with parents;
- Students who make improvements may be removed from probationary status.

DAY-TO-DAY STUDENT LIFE

Dress code & appearance

All students are required to wear uniforms on a daily basis and must meet the dress and appearance standards outlined below. Your child’s teacher or the school office will notify you of any exceptions to the dress code. Parents will be notified of dress code violations. Students must be in uniform from arrival on campus until the end of school.

Please check that your child’s uniform is properly worn: Shirts must be tucked in and belts must be worn with shorts or slacks (exception: belts optional for grade K).

BOY’S dress and appearance requirements

Uniform Options
Only school issued uniform attire is acceptable:

1. Shorts - navy blue
2. Pants – navy blue
3. Shirts – sky blue (Lands’ End “blue”), royal blue (Lands’ End “cobalt”) and white in polo style
4. Shoes – athletic, white, black, royal blue, navy blue or gray
5. Socks – athletic, white, black, royal blue, navy blue or gray
   Must be worn and visible – crew length or shorter
6. Belts – navy blue or black - any style (grades 1-5)
   Solid belt with no grommets or studs. Belt buckle may be “logo” style.

Special events attire
On special days of the year, such as Founder’s Day, All School Convocations, and Ekalesia boys should wear the following clothing combination:

- Pants – long, navy blue
- Shirt – white polo
- Athletic shoes, white socks & belt

Aloha attire
Aloha wear may be worn on designated days. In addition to the standard dress code, the following applies:

- Aloha shirts with dress pants, shorts. If shirt is tucked in a belt must be worn.
- Uniform shoes. No rubber slippers.
Outerwear
Approved outerwear includes jackets, sweaters or pullover sweatshirts and must be in white, gray, black, royal or navy blue. Outerwear is to be plain or with approved Kamehameha logo and must be in above mentioned colors. No denim.

Hair
Hair shall be clean and neatly groomed. Hair should not touch the top of the shirt collar, fall below the eyebrows, or fall below the bottom of the earlobe. Unconventional haircuts and hair coloring in a color other than the child’s natural hair color are not allowed.

Earrings are not allowed.

GIRL’S dress and appearance requirements

Uniform Options
Only school issued uniform attire is acceptable:

1. Skirt – navy blue, pleated
2. Jumper – navy blue
3. Shorts – navy blue
4. Skort – navy blue
5. Pants – navy blue
6. Shirts – sky blue (Lands’ End “blue”), royal blue (Lands’ End “cobalt”) and white in polo style
7. Shoes – athletic, white, black, royal blue, navy blue or gray
8. Socks – athletic, white, black, royal blue, navy blue or gray
   Must be worn and visible – crew length or shorter
9. Belts – navy blue or black, any style, if belt loops (grades 1-5)
   Solid belt with no grommets or studs. Belt buckle may be “logo” style.

Note: Shorts, skort, or skirt length must not be shorter than 2 inches above the knee while standing.

Special event attire
On special days of the year, such as Founder’s Day, All School Convocations and Ekalesia girls should wear the following clothing combination:
- Skirt – navy blue, pleated
- Shirt – white polo
- Athletic shoes, white socks
- NOTE: Except for watches, no jewelry – including earrings, is to be worn for Founder’s Day, Charles Reed Bishop Day or special events. Ribbons, flower, hair decorations are not permitted.

Aloha attire
Aloha wear may be worn on designated days. In addition to the standard dress code, the following applies:
- Aloha attire is island wear, the same as May Day attire
- Pants and shorts must be tailored (tailored jeans are acceptable)
- No spaghetti straps or halter tops (straps must be two inches wide or more)
• No tight-fitting dresses
• Shorts, skirt or skort length must not be shorter than 2 inches above the knee while standing
• Sandals or shoes are permitted and heels should not exceed 1 ½ inches. Sandals must have a back strap.

Outerwear
Approved outer wear includes windbreaker jackets, cardigan sweaters or pullover sweatshirts and must be in white, black, gray, royal or navy blue. Outerwear is to be plain or with approved Kamehameha logo and must be in above mentioned colors. No denim.

Hair
Hair shall be kept clean and neatly groomed. Unconventional haircuts and hair coloring in a color other than the child’s natural hair color are not allowed. Hair should be kept out of the eyes.

Earrings, jewelry, make-up
To avoid injury, no dangling earrings are allowed. Wearing of other distracting or expensive jewelry is also not allowed. Make-up, colored nail polish and false nails are not allowed.

Additional dress requirements for boys and girls

Field trips etc.
For field trips or other special days, the dress code may include shorts, t-shirts, and alternative footwear. T-shirts must present a positive, non-controversial message. Regular uniforms should be worn unless the child's teacher indicates otherwise.

Spare clothing
All kindergarten and 1st grade students must keep a complete change of non-uniform clothing at school to be used in case of an emergency. Students should bring these clothes in a plastic bag on the first day of school. It is recommended that kindergarten students wear Velcro or zipper-fastened shoes until they are taught to tie shoe laces on their own.

IMPORTANT: Please write your child’s name on the inside of all garments to make it easier for you to claim them if they are lost.

Purchasing uniforms/uniform exchange
All new uniforms and special events attire must be bought from Lands’ End Inc. There are no exceptions. You may purchase uniforms at the O‘ahu store that is operational year round, or the Maui and Hilo seasonal stores. Dates and locations are yet to be determined. Purchases may also be made online. For business hours and other details, please visit www.landsend.com or your respective campus website.

All uniform orders are placed through Lands’ End and must be paid for by cash, check or credit card. Uniform orders can be made throughout the year. For more information, call 1-800-469-2222. Uniforms may also be ordered online at www.landsend.com (Hawaii Campus School Code #900181413)
Gently used uniforms can be purchased at the PTO school store located at the high school Pai‘ea stadium. For details on PTO school store hours, please call the school store information line at 982-0678, or Nikki Iwata, our ‘Ohana and Student Activities Coordinator, at 982-0268.

Meals & snacks

Breakfast
All students should eat a healthy breakfast before attending school. The school provides a breakfast program in Há‘eamahi Dining Hall every morning from 7:00 to 7:30 a.m.

Snack
Students are offered a snack (morning-grades K-2; afternoon-grades 3-5). It is important that your child have breakfast each day in order to function properly during the morning.

Lunch
Kamehameha Schools strives to provide students with meals that are healthy and nutritionally balanced. All students are served a lunch prepared in the schools’ kitchen and are encouraged to taste each menu item to promote healthy eating habits and develop an adventurous attitude towards food. Students may choose to drink milk or water.

Special diets
Students who have restricted diets are requested to bring a note from their physician stating their dietary restrictions. Monthly lunch menus are available on our website. Those on a very limited list of foods may need to bring part of their lunch from home to supplement what they can eat from the school menu.

Birthdays
Our school makes the time to celebrate every child’s birthday once a month during lunch. Your child will be recognized during his or her birthday month with all other celebrants. Birthday cake is served. Requests for birthday parties in the past have significantly impacted instructional time and therefore we ask that you please DO NOT bring food to school for your child’s birthday including cake, cupcakes or ice cream. Delivery of balloons, flowers, and other gifts is also not permitted.

We ask that you consider donating a “birthday book” or board game to the classroom in honor of your child’s birthday. Please contact your child’s teacher for additional suggestions. Requests for birthday celebrations with food items are not allowed. We recommend party invitations be distributed outside of school. Instead, please consider celebrating your child’s birthday by having lunch with your child at school or by providing small note tablets or pencils for classmates.

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:

- Toys, hand held video games, personal hand held mobile devices or play equipment (footballs, baseballs, hacky sacs, etc.) except at the request of the teachers
- Gum, candy, soda
- Unnecessary money
• Weapons (real or imitation) or other objects that may cause injury
• Flammable materials - matches, fireworks, poppers

If students need money to make a purchase after school, they should give the money to their teacher for safekeeping as soon as they arrive at school. Money for items being sold by the school is always collected before 8:00 a.m. so that children will not have to be responsible for it during the day. Please note: the school will not be responsible for loss or theft of kapu items.

**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 (7:00 a.m. – 3:10 p.m.) 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 school office and may lead to disciplinary action. (Please refer to the “Student Discipline” section, Level 1) Cell phone will be confiscated and held for pick-up by parents.

**Lost & found**
There is a lost and found area in the elementary school office. In order to identify lost items easily, your child’s name should be clearly marked on all personal belongings that are brought to school. Several times during the year, unclaimed items are donated to the PTO school store uniform exchange program and/or other charities.

**Book charges**
A fee of five cents per day is charged on all overdue library books not to exceed the original cost of the book. Students are charged the replacement cost of textbooks or library books checked out to them if books are lost.
A Commitment to Appropriate Conduct

Mōhala i ka wai ka maka o nā pua.
*Untold by the water are the faces of the flowers*
Flowers thrive where there is water as thriving people are found where living conditions are good.

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

The Kamehameha Schools believes in a positive, progressive approach to discipline by which the kuleana, ho‘oulu, and appreciation of the student is facilitated through critical reflection. By way of this approach students are handled with compassion as we seek to restore mind, body, and spirit.

We believe in…
- Discipline as an opportunity to learn, grow, and reflect
- A progressive approach to consequences taking into account frequency and severity
- Consequences that reflect compassion to individual circumstances and situations
- A process that uses bests practice as a guide, with past practices in mind
- Maintaining an amnesty program which is discipline free for students with counseling and intervention supports
- Involvement of grade level/outreach counselors and vice principals in conversations
- Appropriate student intervention services as needed
- Family engagement in process
- A multitier approach for student support

**Ka Loina Lawena Pono**

Ke mahalo nei au i Ke Ali‘i Pauahi no kona lokomika‘i.
I lālā kūpono o ka ‘ohana o Kamehameha, e hō‘ihi ana au i ke Akua, ko‘u po‘e kūpuna, ko‘u ‘ohana a me ke kaiaulu i ka hana pono.

**A Commitment to Appropriate Conduct**

*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.*

In order to help fulfill Ke Ali‘i Pauahi’s vision of having our students work towards being “good and industrious” men and women, the Kamehameha Schools is committed to 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 Commitment to Appropriate Conduct 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.
Citizenship 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 Kamehameha people and property.

The KS Commitment to Appropriate Conduct 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 misbehavior in classrooms, on campus, at school-sponsored events, or at non-school sponsored events. Inappropriate conduct occurs for a variety of reasons and in varying degrees of frequency and severity, so there are FIVE levels to address this type of behavior.

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.

KS campuses may include additional or alternative consequences to maintain a safe and orderly learning environment. 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.

Conduct Probation:
Students committing serious infractions may be placed on conduct probation. Students on conduct probation are cautioned that any violation of an infraction while on conduct probation will result in additional disciplinary consequences and may include release from school. Students on conduct probation may not participate in school organizations, clubs, or extra curricular activities.

LEVEL 1
Level 1 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 2 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
• Loss of participation in co-curricular activities
• School counseling
• Outside counseling
• Extended restriction of school issued computer or electronic device usage
• Suspension
• Conduct probation
• Impact on grade
• Restitution
• Behavioral contracts

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
• 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
• Financial restitution
• On campus work assignment
• Community service
- Repossession of school property/equipment
- Release from school

**Level 4**

*Level 4 discipline addresses behaviors which have not responded to either Level 1, 2 or 3 intervention, results in violence to self or others, or seriously impacts 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 or electronic smoking device
- 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 4 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 Vice Principal, or Counselor 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 principal that result in a release may be appealed to the Head of School. 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 principal 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 ten working days to appeal the decision to the Head of School 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 Head of School will review the information gathered by the principal (or designee). If the Head of School 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 Head of School, with the principal. If there are insufficient grounds for the appeal, the Head of School will notify the parent(s) in writing.
After the scheduled meeting, the Head of School will render a final decision of the appeal in writing to the parent/guardian(s) and principal within a reasonable time. The decision by the Head of School is final and not reviewable.
SAFETY & 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 982-0149.

Campus access procedures

- Access to the campus will be strictly controlled between 7:45 am – 2:00 pm and between 5:30 pm – 5:00 am.
- Parent facility pass applications will be distributed via mail or can be obtained at the security office.
- All vehicles must have a facility pass and all occupants may be required to show a valid photo ID.
- The facility pass must be affixed to the front windshield rear view mirror and visible to the officer at the main gate upon entry.
- Upon arrival, all visitors should report to the designated campus office.
- Visitors will be issued a visitor pass which must be worn for the duration of their visit. Prior to departure, visitors should check out at the office.

The main gate is equipped with video monitoring equipment. All entry and exit from the campus is monitored through electronic surveillance for the protection of faculty, staff, students, and parents.

Policy on discrimination, harassment, intimidation, bullying, hazing or violence & Reporting school infractions and 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 Principal or designated school 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 Principal or designated school administrator’s office.

If you witness non-students engaging in unlawful or suspicious activities such as theft, arson or drug-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](http://www.hiikuahelpline.ethicspoint.com) or [www.ksbe.edu/hiikua](http://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 on 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:
1. Areas where construction is in progress, including buildings undergoing renovation
2. Parking lots
3. Middle and high school campuses
4. Forest areas
5. Any other area designated by staff
6. Athletic facilities, unless being used for school functions
7. Unsupervised areas

**Visitors and volunteers**
Upon arrival on campus, ALL visitors - including parents, relatives and caregivers - must report to the 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. Upon KS’ request at the end of the visit, visitors must report back to the unit office, sign out and return the visitor’s pass.

KS depends greatly on parents, relatives and community volunteers to enhance its curriculum and to make such things as 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 school 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 elementary office. Upon arrival on campus, volunteers must report to the school office to sign in and obtain a visitor’s pass. At the end of the field trip, special activity, program or service, volunteers should return to the authorized school office to sign out, 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 school-sponsored events, and at field trip 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.

**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 &/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 is 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’s 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 following local radio stations: **KIPA 620AM, KPUA 670AM, KWXX 94.7 FM**

**Telephone calls:** In the event of an emergency, we request parents stand by for automated messaging from our school messenger system. You may try to call in but there is a possibility phone lines will be busy. We will make every effort to keep parents informed through our messaging system. It is therefore very important that your contact information in our student database is accurate. Urgent phone calls may be made to the main gate at 982-0149.

**Evacuation of students:** If students must be evacuated, school personnel will ensure that students are moved to a safe location. The following are evacuation centers by grade level:

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Evacuation Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grades K-5</td>
<td>Hä`aeamahi Dining Hall</td>
</tr>
</tbody>
</table>

-38-
Grades 6-8  
La`amea Gym

Grades 9-12  
Koai`a Gym

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 Hawai`i campus. In such cases, parents are asked to listen to local radio stations or call the emergency hotline for information. There may be events where we try to evacuate students early (e.g. Tsunami) – in these rare cases parents will be notified by school messenger and students will have the option to remain on campus if need be.

**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 982-0063.
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 basic healthcare services to students. Health rooms on a KS K-12 campus are staffed by a Registered Nurse who may be supported by a Medical Assistant. The Medical Director, a board-certified physician, oversees the care provided by the nurses.

The HSD does not replace your child’s primary care provider or patient-centered medical home, but it becomes part of your child’s healthcare team or medical neighborhood. The HSD provides primary care services for acute conditions and can assist with disease management. Students who are assessed to require more healthcare than can be provided on campus are referred to receive healthcare in the community.

HSD staff provides clinical assessments, first aid, and initial urgent/emergency care, as defined below. There is no charge for students to be seen at a health room, 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 protocols 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.

Parents/guardians are required to complete a Medical Treatment Agreement and Release prior to the start of the school year. While Kamehameha Schools provides healthcare services for the student, 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.

Contacting Parents/Guardians
In the event of a serious medical emergency, KS will be responsible for arranging transportation for emergency care. In emergency care situations, the preferred method of transportation is through the use of Emergency Medical Services (EMS). During transport, KS will make every effort to accompany the student to the emergency room. The parent/guardian is expected to join the student at the emergency room in a timely manner. 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.

IMPORTANT: Please ensure that your contact information and that of your emergency contact is kept current.
If a child needs to be picked up from school for a non-emergent reason, the health room staff will attempt to first call the parent/guardian(s) and then the emergency contact. Students are expected to be picked up in a timely manner. Failure to timely pick-up the child may result in a delay in the child’s ability to return once healthy. All students are required to have an additional on-island adult emergency contact designated to authorize medical care when a parent is unable to be contacted. Students will be sent home from school for 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 to school.
- Any illness or injury that prevents participation or could pose a risk to another student’s health.

If a student is assessed to need care at an outside physician or facility by the health room, a Medical Evaluation form will be provided to parents by the health room to be completed by the physician or facility. If the student does not have a referral letter, a private physician’s written clearance with noted restrictions as applicable is acceptable. A signed referral letter or physician’s written clearance is required when the student returns to school.

**Medication Administration**

HSD staff or their designee will administer prescribed medication if requested by a student’s parent/guardian. The medication must be in its original packaging and not be expired, and a completed Request for Administration of Medication (RAM) form must be submitted for each prescribed medication that KS medical staff or their designee will administer. The RAM form can be downloaded at: [http://blogs.ksbe.edu/malamaola/](http://blogs.ksbe.edu/malamaola/). The parent/guardian can determine if their child can safely self-administer a medication. 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 HSD staff or their designee.

Kamehameha Schools is not responsible for any medications that a student self-administers. KS is not responsible for reminding students to take or report for their medication, and 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.

**Hours of service**

The campus health rooms are typically open for walk-in visits Monday through Friday from 7:30 a.m. to 3:30 pm. Students should make every effort to visit the health room before school begins, during free periods, or after school in order to minimize missed class time. Students will be seen in the order they sign-in. There will be no priority given to grade levels. All students will be seen on a first-come, first-served basis unless the nature of the illness or injury requires immediate care. Health room contact information is as follows:

- **Elementary and Middle School Health Room**: Located at Pauahi Lani Nui Administration building (Phone: 982-0411 or 982-0211; fax 966-5908)
- **High School Health Room**: Located at the High School Administration building (Phone: 982-0611; fax 982-0612)
Returning after illness or injury
All students returning to school after an absence for illness or injury must readmit through the Health Room. All students are required to submit a note from his/her healthcare provider if:

- The absence is for four or more school days; or
- The absence is for less than four school days and
  - The student saw a healthcare provider during that period; or
  - The student has any new medical restrictions.

If a student was evaluated by a healthcare provider, regardless of the length of absence, he/she shall report to the health room. If the student does not have a completed Request for Medical Evaluation form, or a similar form, that indicates any restrictions, a private physician's medical excuse note is acceptable provided it contains the same information. One of these is required for re-admittance to school.

If a student's illness/injury requires restriction of school activities, he/she is to report to the health room so that this restriction can be noted, regardless of the length of the absence.

Behavior Health Services
The Mālama Ola Behavioral Health (BH) Department is responsible for the well-being of students through mental health services and whole child care coordination. The Behavioral Health staff are available to provide crisis risk assessments, depression risk screenings, mental health counseling, as well as assist students and their caregivers in the coordination of outpatient mental health services for students.

Each Kamehameha Schools K-12 campus has BH Specialists who operate under the licensure of a BH Supervisor. The Mālama Ola Medical Director, who is a board-certified physician oversees the care provided by the Behavioral Health Department (BHD). The BHD does not replace your child/family’s mental health provider, but it becomes part of your child’s healthcare team. Students who are assessed to require a higher level of care than can be provided on campus are referred to receive mental health services in the community.

Students can access BH services by contacting a BH staff. They can also be referred by kumu, School Counselors, Administrators, friends, and ‘ohana. Depression screening occurs in the middle school and high school health rooms, and nurses may also refer students.

Students in crisis are assessed by BH staff for safety. If there are safety concerns, a student may be evaluated by a contracted psychiatrist or sent to the ER. Parents are contacted if BH staff have a safety concern after assessing a student.

Behavioral Health Re-admit
A student in crisis must be cleared to return to school, and boarding if applicable, by a licensed mental health provider. If a student is assessed to need a higher level of care by a community provider, a Behavioral Health Re-admit checklist and Re-admit form will be provided to parents by the BH staff. The Re-admit form must be completed by a licensed mental health provider. Upon receipt of a completed Re-admit form clearing a student to return to school, the BH staff will schedule a Re-admit meeting which is required prior to the student’s returning to school.
Hours of Service
BH staff are typically available from 7:30-3:30 for behavioral health related services. Boarding BH staff are typically available between 9:00-5:00 and are on-call for crisis after hours. BH staff contact information is as follows:

- Kapālama Campus:
  - Elementary
    - Keawe Kalama 842-8717
  - Middle School
    - Udella Auyoung 842-8120
    - Corinne Matsumoto 843-3470
  - High School
    - Nate Beralas 842-8335
    - Mina Casey-Pang 842-8933
    - Samantha Landry-Smith 842-8251
    - Robert Sepulveda 842-8583
  - Boarding
    - Charmae Kwan 842-8955
    - Maile Mundon 842-8141
  - Behavioral Health Supervisor
    - Marisa Lloyd 842-8063

- Maui Campus:
  - K-12
    - Kim Dolan 572-3239
    - Melissa Stewart-Rodrigues 572-4254
  - Behavioral Health Supervisor
    - Anu Getgen 573-7236

- Hawai‘i Campus:
  - K-12
    - Leinaʻala Launiu 982-0203
  - Behavioral Health Supervisor
    - Tracey Wise 982-0781

Health records
The HSD maintains a health record on each student. The health record contains information as provided to the HSD regarding medical conditions, medications, and allergies, as well as health insurance and immunization information. BH clinical notes are sensitive and may not be shared in order to preserve confidentiality and privacy. However, information may be disclosed externally to authorized individuals such as healthcare providers, and may be shared internally when there is a legitimate educational impact or safety concern. Parents are responsible for immediately informing the Health Room of changes to the student health record information by contacting the student’s health room at 982-0411. The health record also contains a chronological account of each visit to a health room.
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.
BUS TRANSPORTATION

Kamehameha Schools provides bus transportation to and from its campus to students living in outlying areas. Authorization for bus transportation and all requests for bus service, changes in bus service and applications for bus service are handled by the KS Hawai‘i Transportation Department. Available routes are listed under the Transportation Tab and on the online bus application found at the KS Hawai‘i Transportation Department home page located at: http://kshtransportation.weebly.com.

Bussing is also provided for students on a limited basis for school-related events such as field trips, athletic, and other KS-sponsored events and activities. Transportation for school-related events are coordinated by the Education Divisions and Athletics department and may consist of school buses, non-school bus vehicles or approved rental vehicles as KS deems prudent and/or necessary. Students are expected to follow and observe the Kamehameha Schools Bus Passenger Code of Conduct while being transported to and from school-related events.

Application and Fees
The application for bus service is available online, through the Transportation website located at: http://kshtransportation.weebly.com.

Applications received within the application period, will be processed on a first-come, first-served basis. Applications received after the deadline date may be placed on a waitlist and filled as seats become available. The bus service ANNUAL SERVICE FEE is NON-REFUNDABLE.

Bus Pass
Students will be issued a bus pass for the school year. The bus pass is a RFID (radio frequency ID) that provides information to the transportation department to monitor ridership in a safe and non-intrusive way. Students must scan their RFID bus pass when entering/exiting their bus.

Replacement Bus Pass
Bus passes that are lost, stolen or damaged may be replaced by requesting a replacement bus pass through the KS Transportation Department. A replacement pass may be obtained by:

- written note delivered to the Transportation Office
- email sent to: raiyo@ksbe.edu; or makaikah@ksbe.edu

Requests made before 10:00 a.m. will be processed the same day. Requests received after 10:00 a.m. will not be processed until the next business day. The Transportation Office will process the request and notify the student and/or parent of completion.

A bus pass will no longer scan when the RFID wire inside the card becomes damaged. Damage occurs when the card is cracked, bent, broken or otherwise altered (cut, hole-punched, etc.). If the bus pass no longer scans or is defective without any physical damage, the bus pass should be returned to the Transportation Office for a free replacement. All damaged bus passes must be returned to the Transportation Office. If a damaged pass cannot be returned (thrown away, etc.), procedures for lost/stolen passes will apply.

There is a $10.00 replacement fee (cash or check payable to: “Kamehameha Schools”) for lost, stolen or physically damaged cards (bent, cracked, etc.) due upon receipt of the replacement pass.
**Drop-off & 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, please walk and drive in a safe manner while at or near bus stops.

**One-to-One release at drop-off**

- **Afternoon pick-up for Pāhoa (Route 4), Wong Stadium (Route 5) and Prince Kūhio Plaza (Route 7) bus stops & One-to-One Release**
  
  To further ensure the safety of our elementary school passengers at bus stop sites located in or around heavily populated areas, bus drivers follow a “one-to-one” release procedure. This means, bus drivers will release students from the bus after visual contact is made with the child’s parent, adult ‘ohana member, or in some instances, an older sibling with a valid driver’s license outside the bus door. Students will not be allowed to walk unescorted to and/or from the school bus.

  The One-to-One Release procedure applies to elementary students who ride the following bus routes in the afternoon:
  - Pāhoa
  - Wong Stadium
  - Prince Kūhio Plaza

  A student will not be allowed off the school bus if no one is present at the bus stop to meet the child. The student will be returned to the campus and placed in the Kama`aina Kids after-school program. A $10 drop-in fee will be due when you pick your child up from the program.

- **Afternoon pick-up for Waimea (Route 1), Honoka’a (Route 2) and Ka’ū (Route 3) bus stops**
  
  A student will not be allowed off the school bus if no one is present at the bus stop to meet the child. The student will remain on the bus while the bus driver continues the route. You will be responsible to meet the bus at the next bus stop to pick up your child.

**Changes in Bus Service**

**Canceling bus service**

The bus fee is non-refundable once bus service is used, except in limited circumstances with documented reasons which must be reviewed and approved by campus administration. If for any reason you decide to cancel bus transportation, notify the transportation department, in writing (mail, email).

**Temporary change in plans**

If your child normally rides the bus but will be transported home by another means for a special reason, parents may be required to notify the respective school office. Notification by a student alone is not sufficient. If notice is not received from the parent, the student will be put on their assigned bus.

**Bus Passenger Code**

While riding Kamehameha Schools’ buses and/or vehicles, students are under the direct supervision of the driver. All students riding in school buses that are equipped with seat belts are
required to securely fasten their seat belt while the bus is in motion. Students in need should ask
the bus driver for assistance. Students will not be allowed to lay down on any open bus seats. The
driver shall be responsible for enforcing and reporting any infractions of the 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.

- Bus Passes ARE NOT TRANSFERABLE.
- Students giving their passes for others to board will be removed from the bus roster and
  privileges may be revoked.
- Unauthorized use of a bus pass will result in disciplinary action.
- Disciplinary action will be the responsibility of the student’s administrators.

All students and passengers riding school buses, including faculty, staff, and guests, shall abide by
the school bus passenger code noted below. Failure to comply may result in suspension or loss of
bus privileges:

1. Before boarding the bus students shall:
   a. Use the restroom. The bus will not make restroom stops en route.
   b. Be on time at the designated school bus stop to help keep the bus on schedule.
   c. 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.
   d. Wait until the bus comes to a complete stop before attempting to board the bus.
      Students shall line up in a single-file manner and not rush to board the bus.
   e. Where there are no sidewalks or paths, walk to the side of the road facing traffic to
      get to the bus stop.
   f. Use the handrail and watch their step when boarding the bus.
   g. Balloons are not allowed on the bus.

2. While on the bus students shall:
   a. Keep heads and/or hands inside the bus at all time. No outside yelling or obscene
      gestures will be tolerated.
   b. Refrain from loud talking, laughing, or creating unnecessary confusion, which may
      divert the driver’s attention and may result in an accident.
   c. Treat bus equipment as valuable furniture. Vandalism to seats, windows, etc.
      SHALL BE PAID FOR BY THE OFFENDER.
   d. Never tamper with the bus or any of the equipment.
   e. Keep all books, packages, coats, and other objects out of the aisles.
   f. Remain in the bus in case of a road emergency, unless directed to do otherwise by
      the bus driver.
   g. Not throw ANYTHING out of the bus window.
   h. Remain properly seated while the bus is in motion with seat belts on. NO
      STANDING OR SITTING ON THE BUS FLOOR.
   i. Refrain from fighting, or engaging in other behavior that would endanger the health
      and safety of self or others.
   j. DO NOT EAT OR DRINK on the bus.
   k. Obey all instructions from the bus driver.

3. After leaving the bus students shall:
   a. 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.

b. Observe the following crossing procedure when crossing the street with the assistance of a bus driver:
   i. 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.
   ii. 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 DESIGNED BUS STOPS unless advanced authorization has been given by school officials.

4. Notice of Use of Video and Audio Recording Devices on Buses
   For the safety of the passengers and driver, buses utilized by Kamehameha Schools have video cameras installed with audio capability that allows for the recording of oral communications in the interior of the buses.

5. Bus assignments:
   a. Students may be assigned to ride designated buses at specified times and locations.
   b. Students may not bring GUESTS OR FRIENDS on the bus unless permission is granted by the principal or applicable school administrator.
   c. Special written request will be reviewed on a case-by-case basis by the transportation manager.
   d. The driver may assign students seats on the bus, if necessary.

6. Lost and found items
   Any lost and found items left on the bus will be kept on the bus until the student reports lost or found items to the driver or the transportation office. Unclaimed items will be donated to a thrift shop or discarded. Unclaimed mobile devices (cell phone, tablets) will be taken to a cell phone carrier as a last effort to return it to its owner.

7. Corrective Action
   KS will take corrective action against passengers who violate the School Bus Passenger Code. Bus drivers will send a Student Notice of Concern (SNC) form for students who misbehave to the Transportation Office or vice principal. Consequences can range from a warning to a suspension of bus service for the entire school year.

8. 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.

**Parent Consequences**
The following list of infractions and consequences directly apply to Parents:

- Continuously late / delaying departure
- Blocking / stopping bus from departure
- Dropping off or picking up in an unsafe manner
- Obscene gestures and/or language
- Unauthorized entry onto a school bus
Violations by parents will not be tolerated. However, consequences can easily be avoided by following these practices:

- Be at the bus stop 10-15 minutes before the departure time
- If you are late to the stop, drive your child into KS Campus
- Do not confront drivers in any way. Any issues should be immediately reported to the Transportation Department directly.
- Please drive safely and use caution when dropping off or picking up your child at bus stops.

Consequences for these infractions can range from a SNC / warning to suspension of bus service for the entire school year.

Please note that Transportation does not administer or determine consequences regarding Parent issues. Transportation’s role is to report activity/issues to the unit offices of the parent’s student bus rider involved for disposition.

Additional information concerning bus transportation may be found at http://kshtransportation.weebly.com
BUSINESS MATTERS

Tuition & fees
It has been a long-standing policy of Kamehameha Schools that parents support their child’s education by bearing a portion of the cost of that education. The charge for tuition and fees for students enrolled in full-time Kamehameha Schools educational programs continues to constitute a small percentage of the overall per-pupil cost to provide the educational program. At most private schools, families cover 70 to 90 percent of the per-pupil cost of the program through the tuition and fees that they pay. At Kamehameha, families are asked to cover only about 50 percent of educational costs due to a tuition subsidy provided by KS. Families with demonstrated need may apply for KS financial aid to cover the remainder of the costs.

Payment of bills
Information on where to send payments was included with your Enrollment Agreement. All payments must be kept current. Students whose accounts are not paid in full by March 1 of each school year may not be enrolled for the next school year. Their places will be offered to new applicants unless arrangements are made with the campus fiscal administrator for later payment.

Prorated payment of fees if student is released
If a student is released during the school year, the financial responsibility for tuition and meal charges will be prorated up to the last day that the student attends school. Student fees will not be refunded, reduced or waived. Any refunds or adjustments will be made within 60 days of such release.

Financial aid
Through the legacy of Ke Ali`i Pauahi, Kamehameha Schools is able to provide financial assistance to families who lack adequate resources to support their children’s education. KS provides financial aid to families who have clearly demonstrated financial need, giving priority to families on public assistance. Awards may be full or partial, and families must reapply every year.

Expenses covered by financial aid:
- Tuition
- Fees
- Meals
- Eligible bus/inter-island air transportation

Expenses NOT covered by financial aid are as follows:
- Tutoring
- Medical expenses
- Uniforms (P.E. and school uniforms)
- Music lessons
- After school care programs
- Other supplemental costs (e.g. AP exam fees, physical education events, photography lab fees, scuba fees, etc.)
Students receiving KS financial aid may apply for assistance for these supplemental costs through the principal’s office on each campus. Please consult with the principal on your campus to determine options available.

**How to apply for financial aid:**
Financial aid applications and application guidebooks can be accessed online at [www.ksbe.edu/finaid](http://www.ksbe.edu/finaid). To receive an application packet by mail, call the KS Applicant Services Center at 808-534-8080 or 808-541-5300. Neighbor island applicants may call toll-free at 800-842-4682, press 2.

**September 30th** – Last day to complete an application to be considered for a FULL financial aid award

If your child is invited to enroll at KS after July 1, you will have up to 45 days after the date on your admissions invitation letter to apply for KS financial aid. Late invitees must attach their invitation letter to their applications for full award consideration.

**Financial aid for summer school**
Not all students receiving KS financial aid during the 2019-2020 school year will be eligible for financial aid if attending KS 2019 Summer School. Should this occur, KS notifies parents in mid-January regarding their child’s eligibility for summer school financial aid. Students DO NOT need to complete a summer school financial aid application if they are currently receiving financial aid for the 2018-2019 school year.

**Student records & information**

**Parent/student access to student records**
Parents and students are allowed:

- To inspect, review and obtain copies of the student’s 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 principal, or his/her designee.
- To obtain copies of Kamehameha’s policies and procedures concerning parent/student access to education records. Requests should be made at the principal'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. The school will then 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
• Activities
• Clubs and sports
• Weight and height for athletic team purposes
• Dates of school attendance
• Degrees and awards received
• Most recent and previous education institution attended
• Other similar information

**IMPORTANT:** Please notify the elementary school office in writing IMMEDIATELY, if your home address or phone numbers change – including home, business and cell phone numbers.
TECHNOLOGY ACCEPTABLE USE

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”):

- **Teacher’s email**: Teacher’s email addresses can be found on the KS Hawaii Elementary School’s Web site at [http://blogs.ksbe.edu/hes/](http://blogs.ksbe.edu/hes/). Click on the teacher’s name under “Class Blogs” or “Specialists Blogs” on the site’s home page.

- **KS Connect**: KS Connect ([http://connect.ksbe.edu/](http://connect.ksbe.edu/)) is a web-based system used to track student progress, register for the upcoming school year, view school announcements, access school information and facilitate communication between students, teachers and parents. KS Connect will send an email to parents when their account is available for use. Parents will receive information when their child enters KS Hawaii Elementary School either during orientation or in the mail.

- **KS Hawaii Elementary School Web site**: The KS Hawaii Elementary School’s Web site can be found at: [http://blogs.ksbe.edu/hes/](http://blogs.ksbe.edu/hes/). The site features a wellspring of useful information including the student and parent handbook, the course catalog, summer reading lists and each teacher’s blog site.

We ask that those parents/legal guardians who do not have access to the electronic tools listed above to contact their child(ren)’s grade level unit office so that the same information may be sent to them via U.S. mail.

**Use of KS Mobile Devices and the KS System**

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 systems to support education-related communication and research. Students may access the systems through the KS Network. The use of these KS owned mobile devices, the KS System 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 the KS System. Mobile devices are returned at the end of the school year, unless KS has approved summer time use of the device. Upon return, 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 action, as set forth in the disciplinary section of this Handbook. You may view a detailed version of the guidelines online at [http://connect.ksbe.edu/](http://connect.ksbe.edu/).

**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 will be taken to the Vice Principal’s 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. Student’s right of possession and use is limited to and conditional upon his/her full and complete compliance with the Student Technology Acceptable Use Agreement.

• 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 their 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.

• Keep equipment 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 your devices and peripheral equipment from theft or loss.

• Maintain all identifier markings or stickers placed on the devices by KS support staff.

• Do not allow others to use your device.

• Ensure your device is fully charged every day.

• Students will sign a Student Mobile Device Agreement that sets forth requirements involved with the program including specific equipment care and maintenance.

• If a 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.

• Parents assume all financial responsibility for any device or loaner in their child’s possession that is damaged as a result of abuse, neglect, loss or theft. 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 clear 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 all risk and liability for devices that are damaged, lost, or stolen.
  - If a student’s use of these items interferes with the learning environment, the item will be confiscated and returned to parents at the unit 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 System**

When using the KS System 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 issued accounts within the first month of school. Returning students will continue to use KS accounts already established.
- Limit the use of the KS system for educational purposes only.
- Do not use any school email account for non-school related activities.
- Always protect the privacy of your account by using only your assigned User ID and keeping passwords private and confidential.
- Never give others your email account information or use or attempt to obtain user names and passwords of other individuals under any circumstances.
- Actively organize and manage your account by checking 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 restricts use to individuals ages 13 years and older.
- Do not use images relating to weapons, pornographic material, inappropriate language, alcohol, drugs, gang-related symbols, sounds or pictures as part of your student account.
- Do not use inappropriate media as wallpaper on your device.
• Parents should check their email accounts at least every three days. Parents without email
  addresses will receive like information via the U.S. Postal Service.

• Students are able to access their email from home via

• 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 creation. 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 do anything that is illegal or unethical.

• Do not “borrow” online material 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 lists, 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 sites.

• 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.

Use the KS System in a manner that does not harm the KS Network

• Do not alter KS system configurations used to provide KS firewall protections that
protect users against viruses, malware and spyware threats.

- Be considerate when using shared computer resources. Do not keep informational resources from others, impair access to systems for others or maliciously alter or delete shared information.
- Respect online material created by others. Do not copy or distribute that material if it appears to be copyrighted and never use the materials directly without properly citing sources. If you have questions about copyrights or the proper citing of sources, ask a teacher.
- Do not use the KS system to harm others, alter other people’s materials, or misrepresent your identity.

Obey Copyright and Trademark Laws

- Students are expected to follow all KS copyright policies and procedures. For a complete copy of these policies and procedures, please contact any KS staff.
- Do not transmit, transfer, upload or post content that is protected by U.S. copyright or trademark law onto a KS device or the KS system without written permission of the copyright/trademark owner and KS.
- Remember to properly cite and credit all research and information obtained from the internet.
- Do not make unauthorized and/or inappropriate copies of text, photos, audio files or videos found on KS devices or the KS system.
- Do not copy or download licensed software programs to your device, or give or sell copies of software to others without written permission of the copyright owner unless the original software is clearly identified as shareware or in the public domain.

Disclaimer of Content transmitted over the KS Network

- No confidentiality or privacy in Content
- All KS systems, including its email system, may be monitored by authorized school officials from time to time for educational purposes, and therefore there is no guarantee that the content provided over the system is in anyway deemed private or confidential. System users may not claim copyright ownership rights over this content.

No warranty of service or accuracy/integrity of content of the KS System

- KS makes no warranty for the service that it is providing.
- KS is not responsible for the accuracy or integrity of content that system users obtain via the KS System, especially if the information comes from open Internet sites or is provided by individuals not formally representing KS positions. Users are urged to use the information from the system at your own risk.

KS assumes no liability for the actions of users of the KS System. This includes loss of data due to delays, non-deliveries, misdeliveries or service interruptions.
School Leave Eligibility Form

Extended student absences can have a negative impact on student academic progress. The school calendar is designed to allow several long throughout the school year. Requests for excused absence days should be made for special situations only, and shall not be used to extend regular student vacation periods. If an approved leave extends beyond three (3) days, or if the student does not get approval for the leave, days absent will be considered unexcused and any requests for the following year may not be approved. Excessive unexcused absences may lead to a student being placed on attendance probation or released from school.

Student: __________________________  Grade: ________

Teacher: __________________________  Request Leave From: ________ to ________

# of Days Absent: ________

Purpose:

________________________________________________________________________

________________________________________________________________________

Parent(s) signature: ___________________________________________  Date: __________________

*PARENTS: Please complete above portion and return to office at least two (2) weeks prior to leave date

Teacher signatures: Please initial next to your respective class to indicate notification of the child’s upcoming absence.

( classroom teacher portion must be completed and returned to the office within five days of receipt of form)

1. ______ Classroom Teacher  2. ______ Music  3. ______ Art

4. ______ Hawaiian Language  5. ______ Christian Ed  6. ______ PE/Health

7. ______ Science  8. ______ Counselor  9. ______ Library

Please note any concerns you may have regarding the student’s upcoming absence:

________________________________________________________________________

________________________________________________________________________

Administrator’s Signature: __________________________  Date: __________________

__________ Approved  _____________ Denied

Parent contacted ________________ (date)

FOR OFFICE USE ONLY
Completed Form Submitted

Date ______________ Initial __________

Attendance Summary Attached yes __ no __
Elementary School Buildings
Kekāna'oa — K-2 Classroom Building
Hanai Father of Bernice Pauahi Bishop

Kina'u — Grade 3-5 Classroom/Specialty Building

Keaka — K-5 Covered Playcourt
Trusted Guardian of young Kamehameha

Middle School Buildings
Kamakā'īmoku — Grades 6-8 Classroom Building
Paternal Grandmother of Kamehameha

Ke'e'auokulei Nui — Grades 6-8 Specialty Classroom Building
Paternal Grandfather of Kamehameha

Kekelakekeuokalani — Grades 6-8 Classroom Building
Maternal Grandmother of Kamehameha

La'a'amea — Grades 6-8 Gymnasium
Teacher of Kekāna'oa, who trained Kamehameha

K-B Buildings
Pauahi Lani Nui — K-8 Administration Building
Honorary Title of Bernice Pauahi Bishop

Charles Reed Bishop Learning Center — K-8 Library/Learning Center
Husband of Bernice Pauahi Bishop

Ha'a'eamahalei — Dining Hall and K-B Music Center

High School Buildings
Hale Kākulu — Hawaiian Culture Outdoor Classroom
Kākulu by definition is the person who balls the water from the wa'a. This person keeps the wa'a aloof and moving forward in the right direction.

Kanāhāo'a — High School Mā'a-Carden
Another name for Ke Ali'i Waihine Ke'e'auokulei

Ke Ali'i Bernice Pauahi Bishop — Administration Building
Founder and Benefactress of Kamehameha Schools

Keawe — High School Dining Facility
Grandfather of Kamehameha

Kekāri'apo'iwā — High School Library/Media Center
Mother of Kamehameha

Pā'ī — High School Classroom
Father of Bernice Pauahi Bishop

Konia — High School Classroom
Mother of Bernice Pauahi Bishop

Keoua — High School Science Classroom
Father of Kamehameha

Kamakā'ēheha — High School Music Building
Another Name for Lī'i'auokalani, Hanai sister of Bernice Pauahi Bishop

Ka'olei'oku — High School Art/Vocational Tech/Specialty Building
Grandfather of Bernice Pauahi Bishop

Kūna Ka'a — Bus Drop Off/Pick up
Translates to "Vehicle Stopping Place"

Ko'ai — High School PE Locker/Gymnasium
Senior Instructor of Kekāna'oa in Warfare

Athletic Facilities
Nae'ole — Swimming Pool Facility
Guardian to Kamehameha

Kamehameha Pa'e'a — Football/Track/Soccer Complex
Childhood Name of Kamehameha

Kame'elakaukau — Baseball Field
Uncle of Kamehameha

Kamanawa — Softball Field
Uncle of Kamehameha

Operations Building
Hale Kahua Ola — Operations Physical Plant Building
Translates to "House of the Living Foundation"

Hale Mālama Kahua — Grounds Facility
Translates to "Ground Caring Facility"

Integrated Facility
William Charles Lumalilo Center — Integrated Chapel/Performing Arts Building

Roads & Drive
Na'a'auo Road — Na'a'auo: enlightenment, wisdom, education and knowledge.
Suggesting the Main Road entering campus, students will embrace the quest for knowledge and wisdom upon arrival. It is a reminder that their education is a gift from Ke Ali'i Pauahi and that they should be grateful.

Ohia Lehua Drive — Lehua is the flower or the 'ohia tree; the island flower of Hawai'i.
The drive is adorned with 'ohia lehua trees which were planted by Middle School students.

Al'ikoa Road — Koa, a prized wood in Hawaiian culture, has several meanings such as brave, bold, fearless and courageous. Al'i'i refers to royalty and honor to Pauahi. The road to high school strives to instill these qualities among students.

Lanakila Road — Lanakila: victory, triumph, win and to overcome. Named in recognition of our athletes as they cross this road on their way between the stadium and complex and pool.

Lanes
Olo Lane — Hawaiian hawk signifying royalty.

Mamoa Lane — Extinct black Hawaiian honey creeper. It's yellow feathers were used in fine feather work.

Pau Lane — Scarlet Hawaiian honey creeper whose feathers were used extensively in feather work.

Pueo Lane — Hawaiian short-eared owl.

Apapane Lane — A Hawaiian honey creeper with a crimson body with black wings and tail.

Amakihili Lane — A group of small endemic honey creepers abundant on Hawai'i, Maui and Kaua'i, whose green and yellow feathers were used in feather capes.

Elepaio Lane — A species of flycatcher with subspecies on Hawai'i, Kaua'i and O'ahu.

Pa'ia Lane — An endangered gray, yellow and white Hawaiian honey creeper endemic to the island of Hawai'i. Its bill is especially suitable for opening māmānane tree pods.

O'o Lane — An extinct black honey eater, endemic to the island of Hawai'i, with a yellow feather tuft under each wing. Its feathers were used in various feather works.

Nēnē Lane — A protected rare Hawaiian goose found on Hawai'i and Maui uplands.

Ka'upu Lane — Layson albatross found on all islands.

Loops
Liko Loop — Refers to the newly opened leaf bud of a plant.

Māhālā Loop — To unfold as a flower, blooming.

Pua Loop — A flower, blossom, to bloom.
Sons of Hawaiʻi
Composed by: William B. Olson and Theodore Richards

Be strong and ally ye,
Oh sons of Hawaiʻi
And nobly stand together hand in hand
All dangers defy ye,
Oh sons of Hawaiʻi
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 Hawaiʻi
Allurements that your race will overwhelm.
Be true and rely ye,
Oh sons of Hawaiʻi,
On God, the prop and pillar of your realm.
Imua Kamehameha
Written and Composed by Charles E. King
Copyright 1928 Charles E. King Music Co.

Imua, Kamehameha ē
Forward Kamehameha

A lanakila ‘oe
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 ‘oe
Go forward

ʻA ‘ohe 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
KAMEHAMEHA SCHOOLS®
HAWAI‘I

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