



Kamehameha Schools®

KAUUWELA

2021

KAMEHAMEHA SCHOOLS HAWAII'I

STUDENT & PARENT HANDBOOK



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HEAD OF SCHOOL MESSAGE

Ka Mana‘o o ke Po‘o Kula

Ho‘omoe wai kāhi ke kāo‘o.

Let all travel together like water flowing in one direction.

Welina mai ke aloha e nā ‘ohana o Kauwela 2021,

Welcome to Kauwela 2021 at Kamehameha Hawai‘i! Kamehameha is an outstanding school 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 makua. This healthy and safe learning environment will provide tremendous opportunities here to help your child learn and be grounded in Christian and Hawaiian values and to develop as ‘ōiwi Hawai‘i leaders—conscious of the past, adaptive in current times, and leading in to tomorrow.

We believe that every student should be challenged and supported throughout his or her educational career. Po‘o kumu, kumu, and hoa kumu are dedicated to making a positive difference in your keiki or ‘ōpio’s life. It is important that you know that we believe we are partners with you in this journey, and we welcome your active involvement in your son’s or daughter’s education.

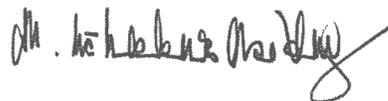
This Student & Parent Handbook has been created for you as a resource that will provide you with basic information about the Kamehameha community, our values and goals, as well as the logistics of school life. We hope you will find it helpful and that, in conjunction with the school website

(http://www.ksbe.edu/campus_education/campuses/hawaii_campus/) and the various communication that we send to all ‘ohana, it will answer most of your questions. Please know that you can always call or email us for further assistance.

The Kamehameha School’s mission to improve the capability and well-being of Hawaiians through education is a noble and worthy goal that guides the curriculum, policies, and community values described in this handbook. It is our focus and desire to create and innovate this generation for what’s to come in their time as alaka‘i for their generation and beyond.

Your contacts, suggestions, and questions are always welcome. I look forward to working closely with you and your keiki and ‘ōpio!

Me ke aloha ‘imi na‘auao ē,



M. Kāhealani Nae‘ole-Wong
Po‘o Kula (Head of School)

CONTACT INFORMATION

Please call the respective Kauwela 2021 division office to report student absences, tardiness, early pick-ups, or changes in afternoon transportation.

SUMMER PROGRAM DIVISION OFFICE	LOCATION	PHONE NUMBER	PROGRAM ADMINISTRATOR	OFFICE HOURS
GRADES K-5	Charles Reed Bishop Learning Center Conference Room 1406	Division Office (808) 982-0771	Mr. S. Kaleo Kaleohano	June 17–July 15, 2021 Monday thru Friday 7:00 am–4:00 pm <i>Closed on the following holiday:</i> Monday, July 5, 2021 Independence Day
	Pauahi Lani Nui Room 1031	Health Room (808) 982-0211		
GRADES 6–8	Kekelakekeuokalani Room 1106	Division Office (808) 982-0472		
	Pauahi Lani Nui Room 1031	Health Room (808) 982-0211		
GRADES 9-12	Ka'ōleiokū Room 2743	Division Office (808) 982-0774	Ms. Alana Cabatu	
	Ke Ali'i Bernice Pauahi Bishop Administration Bldg Room 19130	Health Room (808) 982-0611		

Kauwela Office

Open year round

Monday thru Friday

7:30 am–4:00 pm

PHONE: (808) 982-0033

FAX: (808) 982-0105

EMAIL: kauwela@ksbe.edu

Transportation Office

Open year round

Monday thru Friday

7:30 am–3:30 pm

PHONE: (808) 982-0026

or (808) 982-0701

EMERGENCY CELL: (808) 217-1437

EMAIL: raiyo@ksbe.edu

Security Main Gate

(24 hour contact)

PHONE: (808) 982-0149

Kamehameha

Schools Hawai'i

16-714 Volcano Road

Kea'au, Hawai'i 96749

PHONE: (808) 982-0000

<http://hawaii.ksbe.edu/summer>

Legacy of Ke Ali'i Pauahi



Ke Ali'i 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, the princess envisioned a brighter future for Hawaiians. With the support of her husband Charles Reed Bishop, Princess 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, Princess 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 Hawai'i. 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 O'ahu, Maui and Hawai'i 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.



KAMEHAMEHA SCHOOLS®

STATEMENT ON THE HANDBOOK

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

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

The Kauwela 2021 Summer Program Enrollment Agreement will be available to you online upon invitation to the program. Please refer to your invitation letter for details. This agreement lets us know that you have read, fully understand, and support the information contained in the Kauwela 2021 Summer Program Student & Parent Handbook.

As of the publication date of this handbook, KS has safety protocols in place to protect the health and safety of its students and campus learning environments. These protocols are updated according to recommendations from leading health organizations, and guidance from state and county officials based on the current conditions in our communities. Safety protocols can be found at: https://www.ksbe.edu/back_to_school/our_approach_to_health_and_safety/

About Kamehameha Schools

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 Ali'i Pauahi.

Each Kamehameha Schools' campus is a kula Hawai'i — 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 Hawai'i'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 Hawai'i), engaged in rigorous learning

experiences, steeped in ancestral knowledge and understanding ('Ike Hawai'i) and rooted in their mother tongue ('Ōlelo Hawai'i), will continue to thrive in a living culture (Nohona Hawai'i) enabling them to compete globally in ways that contribute to and enrich humankind (as envisioned in the E Ola! Learner Outcomes on page 8).

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 Ali'i 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 *ha'aha'a*, 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.



KAMEHAMEHA SCHOOLS HAWAII

Vision of the Po`o Kula

(Ianuali 3, 2013)

Kamehameha Schools Hawai'i is a dynamic and nurturing, K-12 educational environment where haumāna learn Hawaiian worldviews, various global perspectives and 21st century skills which prepare them to thrive, lead successful and fulfilling lives, and engage and compete in ways that contribute to and enrich humankind.

E Ola! Learner Outcomes at Kamehameha

E Ola! (*Live On!*)

Learner Outcomes at Kamehameha

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:

E Ola! Learner Outcomes

Haumāna will become local and global servant leaders who are culturally engaged and play significant roles in creating strong 'ohana and communities throughout ka pae 'āina o Hawai'i and beyond.

The metaphor of a Native Hawaiian forest conveys Kamehameha's learner outcomes needed to achieve these goals. Students are likened to the array of plants thriving in fertile 'āina—diverse individuals with unique talents nurtured by common experiences inherent in a Kamehameha Schools education.

Roots provide constant nourishment and are the LEARNERS' STRONG FOUNDATION.

- 'Ike Kūpuna**
Ancestral experiences, insights, perspectives, knowledge, and practices
- Aloha 'Āina**
Hawaiian patriotism: love for the land and its people
- Kūpono**
Honorable character founded on Hawaiian and Christian values

The Trunk and Branches draw their substance from the roots and form the LEARNERS' NATIVE HAWAIIAN IDENTITY.

- Mālama and Kuleana**
Social agency, community consciousness
- Alaka'i Lawelawe**
Servant leadership
- Kūlia**
Excellence

Leaves spring from the branches and embody the LEARNERS' PRODUCTIVE COURSES of ACTION.

- Academic Competence**
- Growth Mindset**
- Self-efficacy**
- Problem Solving**
- Innovation and Creativity**
- Collaboration**
- Global Competence**

Fruits are not only the result, they are also the seeds that perpetuate the vibrancy of the forest, the LEARNERS' WELL-BEING and the well-being of the contexts in which they live.

- E Ola! (Live on!)**
Students cultivate their own well-being—cultural, spiritual, social, economic, physical, emotional, and cognitive—so they can thrive and help to ensure the vibrancy of their 'āina, community, ka lōhi Hawai'i, ka pae 'āina o Hawai'i, and ka honua.

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

Student-Centered Learning: Refocus learning through student-centered, culturally rich experiences and opportunities inspired by student’s unique interests and talents. Each student will be prepared to meet their highest potential through diverse academic, athletic, artistic, and co-curricular programs and by leveraging media, technology, community partners, and Kanaeokana, the network of Native Hawaiian schools. Student-centered learning will include personalized learning, a career and college mindset, and student health, safety, and well-being.

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

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

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

Information for Parents

SUPPORTING YOUR CHILD'S EDUCATION

Your role as a parent

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

Enforce school rules

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

Support regular attendance

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

Take an active interest in your child's learning

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

Monitor your child's progress

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

Communicate

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

Keep informed

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

Support school activities

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

Enforce dress code

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

PARENT/STUDENT ACCESS TO EDUCATION RECORDS

Parents and students are allowed:

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

Directory Information

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

“Directory Information” may include:

- Student’s name
- Address
- Telephone number
- Date and place of birth
- Dates of school attendance
- Degrees and awards received
- Most recent and previous education institution attended
- Other similar information

KAMEHAMEHA SCHOOLS RESOURCE CENTERS

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

Kamehameha Schools Resource Center – East Hawai‘i

Caroline Victorino, Manager
16-545 Old Volcano Road
Kea‘au, HI 96749
PHONE: (808) 982-0581
FAX: (808) 961-6134
EMAIL: ksrc@ksbe.edu

Kamehameha Schools Resource Center–West Hawai‘i

Caroline Victorino, Manager
Eloise Haake, Coordinator
78-6831 Ali‘i Drive, Suite 429
Kailua-Kona, HI 96740
PHONE: (808) 322-5400
FAX: (808) 322-1865
EMAIL: ksrc@ksbe.edu

Kamehameha Schools Resource Center–Maui

Brandi Ferguson, Manager
175 North Market Street Wailuku, HI 96793
PHONE: (808) 242-1891
FAX: (808) 242-0824
EMAIL: ksrc@ksbe.edu

Kamehameha Schools Resource Center–Moloka‘i

**Frances “Maka” Cobb-Adams,
Manager**
612 Maunaloa Highway Bldg. B
Kalama‘ula, HI 96748
PHONE: (808) 553-3673
FAX: (808) 553-9801
EMAIL: ksrc@ksbe.edu

Kamehameha Schools Resource Centers – Honolulu, O‘ahu

Jason Doi, Manager
567 S. King Street,
Suite102
Honolulu, HI 96813
PHONE: (808) 534-8080
EMAIL: ksrc@ksbe.edu

Mā‘ili Resource Center

Kini Pihana, Coordinator
Community Learning Center at
Mā‘ili87-790 Kulauku Street
Waianae, HI 96792
PHONE: (808) 843-9650
EMAIL: rcnanakuli@ksbe.edu

Ko‘olau Resource Center

Day Mau, Coordinator
Windward Mall–M01 (2nd
Level)45-056 Kamehameha
Hwy
Kāne‘ohe, HI 96744
PHONE: (808) 235-2329
EMAIL: ksrc@ksbe.edu

Kamehameha Schools Resource Center–Kaua‘i

Bricen Moritsugu, Manager
VACANT, Coordinator
Kamehameha Schools
Community Hale3201 Akahi
Street
Līhu‘e, HI 96766
PHONE: (808) 245-8070
FAX: (808) 245-2848
EMAIL: ksrc@ksbe.edu

Student Information

STUDENT ATTENDANCE

The Kauwela 2021 summer program has a strict attendance policy. Daily attendance is critical to truly benefit from a rigorous and dynamic summer learning experience. Excused absences include student illness or injury or serious and/or difficult circumstances (i.e. funeral or serious family illness). Absences due to family trips and vacations, games and/or athletic tournaments are discouraged and considered unexcused. Special consideration will be made due to COVID-19 related absences.

Grades 1–8

Excessive absences will lead to disciplinary action which may include a No Pass for the course. Consequences for students with more than three (3) unexcused absences in the 2021 summer program may result in your child being given a lower priority during registration for the following summer or your child's inability to register for any 2022 summer program classes.

Grades 9-12

Students who miss (1) day for a 2-week session or (2) days for the 4-week session may be released from the on-line or face-to-face summer program. In addition, (2) tardies is equivalent to an absence. Special consideration will be made due to COVID related absences.

Reporting Absences

Parents/legal guardians must call the respective Kauwela 2021 summer program division office by 8:30 am each day a student is absent.

If a call is not received, the absence is considered unexcused.

Returning to School After Absence

All students must readmit (check-in) through the office with a note from a parent/legal guardian indicating the reason for absence. Students who are absent one (1) or more school days due to illness or injury will readmit through the Health Room before checking in at the summer program division office and will be required to provide a medical note. All doctor/medical notes should include information about the illness, treatment, direction for follow-up, and any directions for activities.

School Hours

The Kauwela 2021 summer program hours are shown below:

Division	Time
Kula Ha'aha'a	8:00 am–2:45 pm
Kula Waena	8:00 am–2:50 pm
Kula Ki'eki'e	8:00 am–3:00 pm

Tardiness

A student who arrives after the start time for school or after the beginning time of any class period is tardy. Students who are late to the first class of the day are to report to their summer program division office for a tardy slip. Students not in their designated place at the warning bell at the start of class will be considered tardy. Generally, tardiness is unexcused. Students arriving after the beginning of school need to bring a note or ask a parent or legal guardian to call the respective Kauwela 2021 summer program division office. Excessive tardiness will lead to disciplinary action.

BEFORE & AFTER SCHOOL

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:

GRADE	TIME	LOCATION
1-5	7:15 am–7:30 am	Liko Bus Ramp
6-8	7:15 am–7:30 am	La'amea Gym
9-12	7:15 am–7:30 am	Pai'ea Parking Lot



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

Afternoon Pick-up

To ensure punctuality and safety, please observe the following afternoon pick-up schedule whenever possible:

GRADE	TIME	LOCATION
1-5	2:45 pm–3:00 pm	Liko Bus Ramp
6-8	2:50 pm–3:05 pm	La’amea Gym
9-12	3:00 pm–3:15 pm	Pai’ea Parking Lot

Students should be picked up by the time designated above. Students who are not picked up by these designated times must be signed out by an adult authorized and on file with their respective Kauwela 2021 program division office.

Inter-campus Access & Required Pass

Students who attend a KS program and meet up with a sibling or parent who is a KS employee on a different part of campus must obtain an inter-campus pass. Forms are available through each of the Kauwela 2021 summer program division offices.

Illness in school

If illness should occur during the school day, the teacher will issue the student a pass to the summer program division office. The student will receive a pass and be directed to the Health Room.

Transportation Changes

If a child typically rides the bus, but will be transported home by another means for a special reason, parents must notify the respective summer program division office. Notification by a child alone is not sufficient. Prior notification in writing is best, but in an emergency, a phone call by 11:00 am is also satisfactory. If parental notification is not received, the child will be placed on his or her assigned bus.

Student Conduct

Le'ale'a ka 'ōlelo i ka pohu aku o loko.

Conversation is pleasant when the inside is calm.

Talk is pleasant when hunger is satisfied.

—Kawena Pukui. *Ōlelo No'eau.*

CAMPUS MEALS GUIDELINES

Good manners, or etiquette is what is expected of students while in their designated eating area. Meal time is intended to be enjoyable, both in food and company. Appropriate table manners, as well as, mutual respect for others is essential in ensuring that meal time is pleasant and fulfilling. The guidelines outlined below describe what will be the expectation each day:

A prepacked breakfast, lunch and a morning snack will be provided daily.

Before Lunch

- Pule will be held in each classroom before proceeding to the designated meal area.

While at Lunch

- Students are required to eat lunch daily and may not be absent from lunch without obtaining prior permission.
- Students should take what will be eaten and avoid waste.
- Conversations at the tables should be conducted at a reasonable, appropriate volume.



RESTRICTED DIETS: Students with dietary restrictions are required to notify the Kauwela 2021 main office prior to the start of the program.

Outside Food and Beverages:

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

LEARNING CENTER GUIDELINES

The Charles Reed Bishop and Keku'iapoiwa Learning Centers are exploratory learning spaces dedicated to helping Kamehameha Schools' (KS) students pursue educational and enriching activities. All school rules and appropriate school behavior will apply. Additionally:

- All food and drink, including gum, seeds, and candy are prohibited.
- Cell phone use is prohibited.
- Sharing of headsets is prohibited.
- Headsets cannot be plugged into the computer, unless it is for a class and prior permission must be obtained.
- Earphones plugged into external devices may be used only during free time (before school, during lunch, and after school).
- Game playing is prohibited on computers.
- Ask permission before printing in color; drafts should be done in black and white.
- Only the final product for class should be printed in color.
- Replacement costs for materials defaced, mutilated, damaged or lost will be charged to the person responsible.
- Rules on student behavior, as outlined in the Expectation section of this handbook, including consequences, will apply in the Learning Centers; this includes Internet Policies established by the campus.

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

TECHNOLOGY ACCEPTABLE USE

Use of KS Mobile Devices and the KS 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, KS System and its support facilities is a privilege and not a right. Students must abide by the guidelines discussed below when using their issued devices on KS Systems. Mobile devices are returned at the end of the class daily, unless KS has approved summer time use of the device. After the program ends, 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>.

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 summer program office, and a search will be 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 who 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: <https://sites.google.com/ksbe.edu/hpk/home>
- Store KS devices with care by using a proper case or tote bag to protect the device.
- Keep device surfaces clean by keeping them free of markings, ink or decorative stickers.
- Students must have their names 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.
- If your device is damaged or is in need of repair, KS may elect to replace the device and provide the student with a loaner. However, the use of a loaner device is not guaranteed.
- A laptop or mobile device that is taken away or inoperable does not excuse a student from completing assignments or projects.
- 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.
- Students should limit the use of any KS system for educational purposes only.
- Students must not use their school email account for non-school related activities.
- Student should always protect the privacy of their accounts by using only their assigned User ID and keeping their passwords private and confidential.
- Students should never give others their email account information or use or attempt to obtain user names and passwords of other individuals under any circumstances.
- Students should actively organize and manage their accounts by checking their KS email accounts daily, respond in a timely manner and regularly delete old emails.
- Do not use KS devices and/or email accounts to register and/or access social networks (Facebook, Twitter, Instagram, etc.) and abide by federal laws of sites that restricts use to individuals ages 13 years and older.

Guidelines for the proper use of the KS Systems

When using KS Systems you must observe the following practices:

- Properly manage your assigned KS student account within the KS system.
- Students and parents are assigned a KS email account to receive and send official communication through the KS Network.
- New students will be issued accounts within the first week of school. Returning students will continue to use KS accounts already established.

- Students should not use images relating to weapons, pornographic material, inappropriate language, alcohol, drugs, gang-related symbols, sounds or pictures as part of their student accounts.
- Students should not use inappropriate media as wallpaper on their devices.
- Parents should check their email accounts at least every three days. Parents without email addresses will receive like information via the U.S. Postal Service.
- Students are able to access their email from home via <http://www.outlook.com/imua.ksbe.edu>.
- Students are responsible for saving, organizing and manipulating their files according to teacher instructions.
- KS reserves the right to conduct random periodic inspections to enforce the 1:1 expectations and guidelines as explained in this Handbook.

Be Civil and Courteous When Communicating via the KS System

- Use appropriate language in all system communications and content 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 websites and try to pass them off as your own. This is plagiarism, and it will not be tolerated within KS.
- Students should not receive promotional email, subscribe to automatic listservs, or send chain letters.
- Never give out personal information online – including full name, telephone number, address and social security number.
- Steer clear of Internet sites that promote gambling, illegal drugs, alcohol consumption, violence or socially harmful activities.
- Do not visit chat rooms or other sites where people may misrepresent themselves and try to gain your confidence in order to do harm.
- Under no circumstances should you meet with someone you chatted with online without first notifying your parents, counselors or teachers.
- Do not share photos, lifestyle and other personal information on social media 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 any 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 any 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 any 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.

Media production

Students engaged in school media programs should include the following statement in all media produced:

The views described herein are the views of the author, and do not represent the views or opinions of Kamehameha Schools, nor is there any approval or authorization of this material, express or implied, by the Kamehameha Schools.

1:1 Student Laptops

KSH students authorized to use their laptops and accessories during the summer program shall comply at all times with their school year Student Technology Acceptable Use Policy. Laptops are the legal property of KS. Failure to comply may terminate rights of possession effective immediately and a KSH administrator may repossess the property. KSH reserves the right to conduct random periodic checks to enforce the 1:1 guidelines.

ON-LINE CLASSES

- Students should be well prepared for class each day.
- Students should have their computers charged up prior to the start of each session.
- Students should be prepared for class with completed assignments.
- Students should be present at the beginning of each session unless approved by administrator.



STUDENT DRESS AND APPEARANCE

Neat clothing and good hygiene are the standards for all Kamehameha students.

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

Uniform

Students in the Kauwela 2021 summer program are required to wear the current program t-shirt whether on campus or while participating in an on-line course. Each student will receive two (2) complimentary t-shirts. Program t-shirts may not be altered in any way.

Consequences:

- Students arriving on campus in attire other than the program uniform or changing clothes during the school day (other than program requirements) shall be referred to the summer program division office until the uniform standard is satisfied.

- Students in uniform, but in violation of the dress code, shall be referred to the summer program division office until parents can be contacted.
- The summer program division administrator determines the final decision concerning dress code matters.
- Continued noncompliance with the dress code shall be considered insubordination (please refer to section on Appropriate Conduct , pages 26-27).

STUDENT DRESS CODE

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

Dress or skirts. Girls' dresses or skirts should not be shorter than five (5) inches from above the knee. Shoulder straps should be at least one (1) inch wide.



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

Socks. Socks must be visible.

Inappropriate attire includes:

- Faded, dirty, tattered or ripped clothing
- Pants or shorts worn below the waist
- Baggy or excessively large pants or shirts
- Gang-related clothing or accessories or clothing which depict drugs, sex, tobacco, alcohol, profanity, and/or violence or clothing otherwise deemed inappropriate.

Tattoos must not be visible during school hours.

Makeup

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

Jewelry

Minimal jewelry is allowed.

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

Jewelry considered inappropriate includes:

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

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

Hair styling

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

Boys:

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

Girls:

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

Miscellaneous Clothing Requirements

Additional Dress Requirements

For field trips or other special days, the dress code may include shorts, t-shirts, and alternative footwear as designated by the teacher. The Kauwela 2021 summer program t-shirt should be worn unless the student's teacher indicates otherwise.

Label Clothing (Grades 1-8)

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

Lost and Found

There is a lost and found area in the Kauwela 2021 main office. In order to identify lost items easily, student's names should be clearly marked on anything brought to school. At the end of the summer session, unclaimed items will be donated.



ACADEMIC POLICIES

Homework Policy

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

Some examples of assignments which might be given:

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

For best results, parents should provide:

- A quiet place free from distractions, such as TV
- A regular time to complete homework
- Interest and support in student's homework
- Supplies to do homework

Work not meeting standards

Work may be redone at teacher's discretion.

Grades 1-8

Missing Assignments

Students will earn a zero (0) in the gradebook and parents and guardians will be notified

Progress Reports

Students may receive a final student progress report depending on the course. All progress reports are kept on file in the Kauwela 2021 main office for record keeping.

Grades 9-12

Report Cards

Report cards, if applicable, are submitted following the completion of the respective session. Any grades or progress reports completed are submitted to the Kauwela 2021 main office for record keeping.

Students will receive a final report card with letter grade A-F for credited courses as an evaluation of their work. Grades of D or below will be reviewed by KSH HS administration and its impact on repeating the course during the regular school year and possible impact on Academic Probation.

A copy of the student's credit level grades will be sent to the school that the student will attend in July/August 2021, as designated on the registration form, unless otherwise requested.

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

All report cards are mailed directly home to the parents/guardians by July 31, 2021.

All Kauwela 2021 summer program grades are reported to the student records office and cannot be removed from a student's Kamehameha Schools transcript.



Students with Disabilities

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

Student Expectations

Home Ho‘ona‘auao

“Kū Kilakila ‘o Kamehameha”

1. Our kula is Ke Ali‘i Pauahi’s home; a place of honor, respect, and pride.
2. Pauahi established her legacy of education for Hawaiian youth in perpetuity.
3. Pauahi demonstrated that strong, meaningful relationships help to maintain pono, a sense of balance, rightness. Maintaining balance is a discipline that affects thoughts, words and behaviors expressed within our family and home.
4. Pauahi’s influence and spirit of 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, haumāna 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/‘āina. 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. No‘u 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. ‘Imi na‘au pono – to seek what is right, true and good. ‘Oia‘i‘o – truthful in what you say; truthful in what you do.

A Commitment to Appropriate Conduct

Mohala i ka wa ka maka o nā pua.

*Unfolded 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.*

—Kawena Pukui. *Ōlelo No’eau.*

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 best practice as a guide, with past practices in mind
- Maintain 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

STUDENT EXPECTATIONS

Ka Loina
Lawena Pono *A Commitment to
Appropriate Conduct*

Ke mahalo nei au i
Ke Ali’i Pauahi no
kona lokomaika’i. *I am grateful to
Princess Pauahi for
her generosity.*

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. *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 fulfill Ke Ali’i Pauahi’s vision of having our students work towards being “good and industrious” men and woman, the Kamehameha Schools is committed to provide a safe and healthy environment where students can live and learn productively and effectively. It is, therefore, the policy of the School to hold each student responsible for his/her own behavior. The discipline system used at Kamehameha Schools is intended to help students control both their emotions and their behaviors, as well as to learn what is, and what is not acceptable behavior.



Citizenship Behaviors

To protect the quality and safety of Kamehameha’s learning environment for all members of the campus community, consequences will be applied when a student chooses 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 behavior that may be detrimental to the health and safety of themselves, Kamehameha people and property.

The KS Commitment to Appropriate Conduct process is designed to model and teach children to take personal responsibility for their actions and to respect the rights of others. The process applies to behavior in classrooms, on campus, at school-sponsored events, or at non-school sponsored events. 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 the incident.

Kamehameha Schools campuses may include additional or alternative disciplinary 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.

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
- Detention
- 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
- In school restriction
- Restriction from school events/activities

LEVEL 3

Level 3 discipline addresses behaviors which have not responded 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 others 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
- Repossession of school property/equipment
- School Counseling
- Outside Counseling (at parent expense)
- Drug/Alcohol assessment/counseling
- Financial restitution
- On campus work assignment
- Community service
- Suspension
- In School Restriction
- Restriction from school events/activities
- Release from school



LEVEL 4

Level 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 the summer program administrator 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 asylum/sanctuary 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 summer program po'o kumu that result in a release may be appealed to the head of school. All other disciplinary decisions by the summer program po'o kumu or his/her designee that result in consequences less than that standard may not be appealed. Once a decision has been made by the po'o kumu or his/her designee, it will usually be first communicated to the parent/guardian, verbally, then with a written follow-up letter. Once the written decision to release a student has been communicated, the parent has three 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 or designee will review the information gathered by the po'o kumu (or designee). If it is determined that there are sufficient grounds for the appeal, a time will be scheduled for the head of school/designee to meet with parent/guardian(s) and the student, and if deemed necessary by the head of school/designee, with the po'o kumu. If there are insufficient grounds for the appeal, the parent(s) will be notified in writing.

After the scheduled meeting, the head of school/designee will render a final decision of the appeal in writing to the parent/guardian(s) and po'o kumu within a reasonable time. The decision by the head of school/designee is final and not reviewable.

Safety and Security

Kamehameha Schools is committed to providing a safe, secure, and orderly environment for students, faculty, staff, and visitors at KS campuses and other educational sites. KS maintains security on its K-12 campuses, 24 hours a day, seven days a week. To contact the campus security office, call (808) 982-0063.

Security at the Main Gate

Campus access is strictly controlled between 7:45 am–2:00 pm and between 5:30 pm–5:00 am.

To contact the Main Gate, call (808) 982-0149. This number should be called after hours, on weekends, and for emergency calls. The main gate is equipped with video monitoring equipment. All entry to and exit from the campus is monitored through electronic surveillance for the protection of faculty, staff, students, and parents.

Traffic Regulations

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

‘Ohana Drop-Off and Pick-up

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

For summer program elementary students only: To further insure your child’s safety after school, Kauwela 2021 has a “one-on-one” release program for grades K-5. Your child will be released by the bus ramp supervisor ONLY when your pick-up vehicle displays the Kauwela 2021 vehicle decal provided in your program packet. Vehicles without the proper pick-up decal and/or students who are not picked up by 3:00 pm must have an authorized adult sign-out the student at the respective summer program division office. The authorized adult must be listed on the student’s records on file in order for the student to be released.

Fire Lanes

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

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

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

If you witness non-students engaging in unlawful or suspicious activities such as theft, arson or 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.

Hi’ikua Helpline

The Hi’ikua Helpline is a confidential helpline that provides students, parents and staff 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 Hi'ikua Helpline:

- Online: www.hiikuahelpline.ethicspoint.com
- Toll free: 1-844-284-2640

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

Off-limit Areas of Campus

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

- Areas where construction is in

progress, including buildings undergoing renovation

- Parking lots and student cars
- Forest areas
- Physical plant area
- Other division campuses without an inter-campus pass
- Athletic facilities, unless being used for school functions
- Classroom lanai areas & restrooms during class, except with permission
- Unsupervised areas
- Any other area designated by staff

Skateboarding/Rollerblading

The traffic on campus makes any kind of skating on campus unsafe. Students are not to bring skateboards or rollerblades.

Visitors and Volunteers

Upon arrival on campus, ALL visitors—including parents, relatives and caregivers—must report to the summer program division office, sign in, and obtain a visitor's pass before going to a classroom or





anywhere else on campus. All visitors are expected to follow school health and safety rules to ensure that visits do not disrupt the learning environment or endanger the safety of students or staff. Therefore, we request that visitations be scheduled in advance with your child's classroom teacher.

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

Before working directly with the students, volunteers may be required to complete the following:

- An annual criminal history record check. This information is kept in a confidential file in the Kauwela 2021 main office.
- annual KS volunteer training certification

Upon arrival on campus, volunteers must report to the summer program division office to sign in and obtain a visitor's pass. At the end of the huaka'i, special activity, program or service, volunteers should return to the authorized summer program division office to sign out and return the visitor's pass, unless alternate arrangements have been made.

Kamehameha facilities are smoke, vape 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 huaka'i locations. Any person under the influence of drugs or alcohol shall not be permitted on school property or at school-sponsored events.

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

Securing Valuables

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

Kapu Items

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

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

Cell Phones

Cellular phones have become prevalent as a safety/security measure for families. These may not be turned on or used during the school day and must be securely stored. The school will not be held responsible for loss or theft of cell phones. If a student is using a cell phone during school hours, 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.

Student drivers should not use a cell phone while operating a vehicle on campus unless a hands-free (i.e. Bluetooth®) device is in use.

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

Right to Search

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

Reporting Child Abuse and/or Neglect

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

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

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

Changes in Your Child's Custodial Status

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

copy of the legal document establishing parental authority is also retained in the student's record.

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

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

Island-wide Emergencies

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

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

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

Radio: Announcements about school closure or evacuation will be broadcast over the following local radio stations: KIPA 1060AM, KPUA 670AM, KWXX 94-7FM, KKBG 97.9 and KAPA 100.3AM.

Telephone calls: In the event of an emergency, every effort will be made to keep parents informed via our automated messenger service. Urgent phone calls may be made to the main gate at (808) 982-0149.



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

Grades K-5 Hā'aeamahi Dining Hall

Grades 6-8 La'amea Gym

Grades 9-12 Koai'a Gym

Transportation: 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 (808) 982-0063.

Student Health

Health Services

The 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. All 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, the Health Services Manager and a Nurse Practitioner oversee 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 Program. 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.

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

IMPORTANT: Please ensure that you and your emergency contact's contact information 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. 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, and the medication must be in its original packaging and not expired. If the prescribed medication, dose, or frequency changes prior to the start of school or during the school year, please submit an updated RAM.

The parent/guardian can determine if their child can safely self-administer a medication. However, **controlled medications (i.e. narcotics and certain ADHD medication) as well as CBD oil are not permitted to be possessed by students.** 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 open for walk-in visits Monday through Friday during the regular school day, and generally 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 are located at Pauahi Lani Nui Administration building; 982-0211 or 982-0411; fax: 966-5908
- High School Health Room is located at the High School Administration building; 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 healthroom so that this restriction can be noted, regardless of the length of the absence.

Behavioral Health Services

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

Each Kamehameha Schools K-12 campus has BH Specialists who operate under the licensure of a BH Supervisor. The Medical Director, who is a board-certified physician oversees the care provided by the BH Department. The BH Department 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 any BH staff member. They can also be referred by kumu, School Counselors, Administrators, friends, and 'ohana. Depression screening occurs in health rooms, and nurses may also refer students.

Students in crisis are assessed by BHS 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 BHS have a safety concern after assessing a student.

Behavioral Health Medical Leave and Readmission

A student placed on medical leave for a behavioral health concern or who received crisis services from a community mental health professional must be cleared to return to school 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 Readmission Checklist and Form will be provided to parents by the BHS. The form must be completed by a licensed mental health provider. Upon receipt of a completed form clearing a student to return to school, BHS will schedule the required Behavioral Health Readmission meeting with School Administration prior to the student's return to school.

Hours of Service

BHS are typically available from 7:30-3:30 for behavioral health related services. BHS contact information is as follows:

- K-12
 - Leina'ala Launiu 982-0203
 - Naauao Vivas 987-3331

- Behavioral Health Supervisor
 - Tracey Wise 982-0781

Health Records

An electronic health record is maintained for each student and contains information as provided regarding medical conditions, medications, and allergies, as well as health insurance and immunization information. Parents are responsible for immediately informing the health room of changes to their child's health record or other medical information by contacting the student's health room at 982-0211 or 982-0611.

Health services and behavioral health services provided to students are also documented in the health record. Behavioral health clinical notes are sensitive and may not be shared in order to preserve confidentiality and privacy. Health records or their content 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.

Kamehameha Schools retains all student health records for a minimum of seven years beyond majority.

Student Accident Insurance

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

Transportation

Kamehameha Schools provides bus transportation to and from its campus. All requests for service or change of service are authorized by the KS Transportation Department. Cost for transportation is subject to change. Bus seating capacity is limited, and no route changes, alterations, or courtesy stops are allowed. The deadline to change your requested bus route or cancel bus service with full refund is May 31,

2021. After that date, parents will need to make alternate arrangements on their own. Bus seat award letters and bus passes will be included during Packet Pick up. By June 1, 2021, bus seat awards will be posted online at: <http://kshtransportation.weebly.com>. Please call the KS Transportation Department at (808) 982-0026 or (808) 982-0701 for more information.

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

*Cost for transportation is subject to change.

Canceling Bus Service

If for any reason you decide to cancel bus transportation, notify the Kauwela 2021 office or transportation department, in writing (mail, email).

If a parent decides to withdraw a student from bus service, the KS Transportation Department must be notified in writing, and the student's bus pass must be returned.

Drop-off and 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.

Bus Pass

Students will be issued *Kauwela 2021* Radio- frequency identification (RFID) bus passes for the program. Each student is required to either scan his/her RFID bus pass or show the bus pass to the driver when boarding/exiting the bus. Each bus pass is labeled with the student's name, grade, and bus route. Students must scan their RFID bus pass when entering/exiting their bus. Use of RFID passes from previous programs may result in termination of bus service.

- 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.

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 makuikah@ksbe.edu.

Requests made before 10:00 am will be processed the same day. Requests made after 10:00 am 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.

K-5 One-to-One Release at Drop-off

To further ensure the safety of your child, our elementary school has a "one-to-one" release policy for the following bus routes:

- Pāhoa
- Wong Stadium
- Prince Kūhiō Plaza

Bus drivers will not let students off the bus until a parent or authorized adult is present at the bus door. If no one is there to meet the elementary keiki, he or she will be returned to the campus after completing the assigned route.

Changes in Plans

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

Bus Passenger Code of Conduct

While riding in KS buses and/or vehicles, students are under the direct supervision of the bus driver. 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.

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.

Before boarding the bus, students shall:

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

While on the bus, students shall:

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

After leaving the bus, students shall:

- Cross at nearby crosswalks or intersections.
- DO NOT CROSS DIRECTLY IN FRONT OF OR BEHIND THE BUS. If there are no crosswalks or intersections nearby, students shall look both left and right to see that there are no vehicles approaching before crossing. Avoid crossing at curves or hills.
- Observe the following crossing procedure when crossing the street with the assistance of a school bus driver:
 - Walk 12 feet in front of the bus and check to see if the alternating red lamps on the top portion of the school bus are flashing. If so, look at the driver and wait for him/her to give you the signal to cross.
 - IF THE RED LAMPS ARE NOT FLASHING, DONOT CROSS. Notify the driver if the red warning lamps are not working and ask for the driver's assistance to cross the street.
 - Students are not permitted to leave the bus at locations other than DESIGNATED BUS STOPS.

Notice of use of video and audio recording devices on buses

For the safety of the passengers and drivers, 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.

Bus assignments

- Students may be assigned to ride designated buses at specified times and locations.
- Students may not bring GUESTS OR FRIENDS on the bus.
- Special written request will be reviewed on a case-by-case basis by the transportation manager.
- The driver may assign students seats on the bus, if necessary.

Lost and found items

Any lost and found items left on the bus will be taken to the transportation office. Unclaimed items will be taken 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 the item to its owner.

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 for students who misbehave to the Transportation Office or Summer Program Administrator. KS may terminate a student's bus service if the behavior continues.

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

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.

Student Drivers

All drivers are expected to obey speed limits and all traffic signage and markings while driving on campus. Parking on campus is a privilege. Students are not allowed to drive or park on campus during the school day, unless they have obtained a KS student parking tags or a one-day student parking pass. Student parking is restricted to designated parking areas on the campus.

If any student is suspected of being under the influence of any impairing substances, they will not be permitted to operate a vehicle. They will be detained on campus until a parent or other designated adult would be able to provide them with safe transportation to depart campus.



Parking Application

All student drivers must complete a Student Parking Application available at the high school office. There is a \$5 fee to register two vehicles for parking. Students who are granted parking tags are responsible for obeying the rules and regulations for driving and parking on campus printed on the back of the application form. Students will also be issued a Kamehameha Student Driving Manual upon approval of their application.

One-Day Parking Pass

One-day student parking passes may be purchased for \$1 at the high school office from 7:30 a.m. to 3:30 p.m. Passes should be obtained at least a day before they are needed. Requests will be granted on a first-come, first-served basis. Guidelines for one-day passes will be provided when the pass is issued.

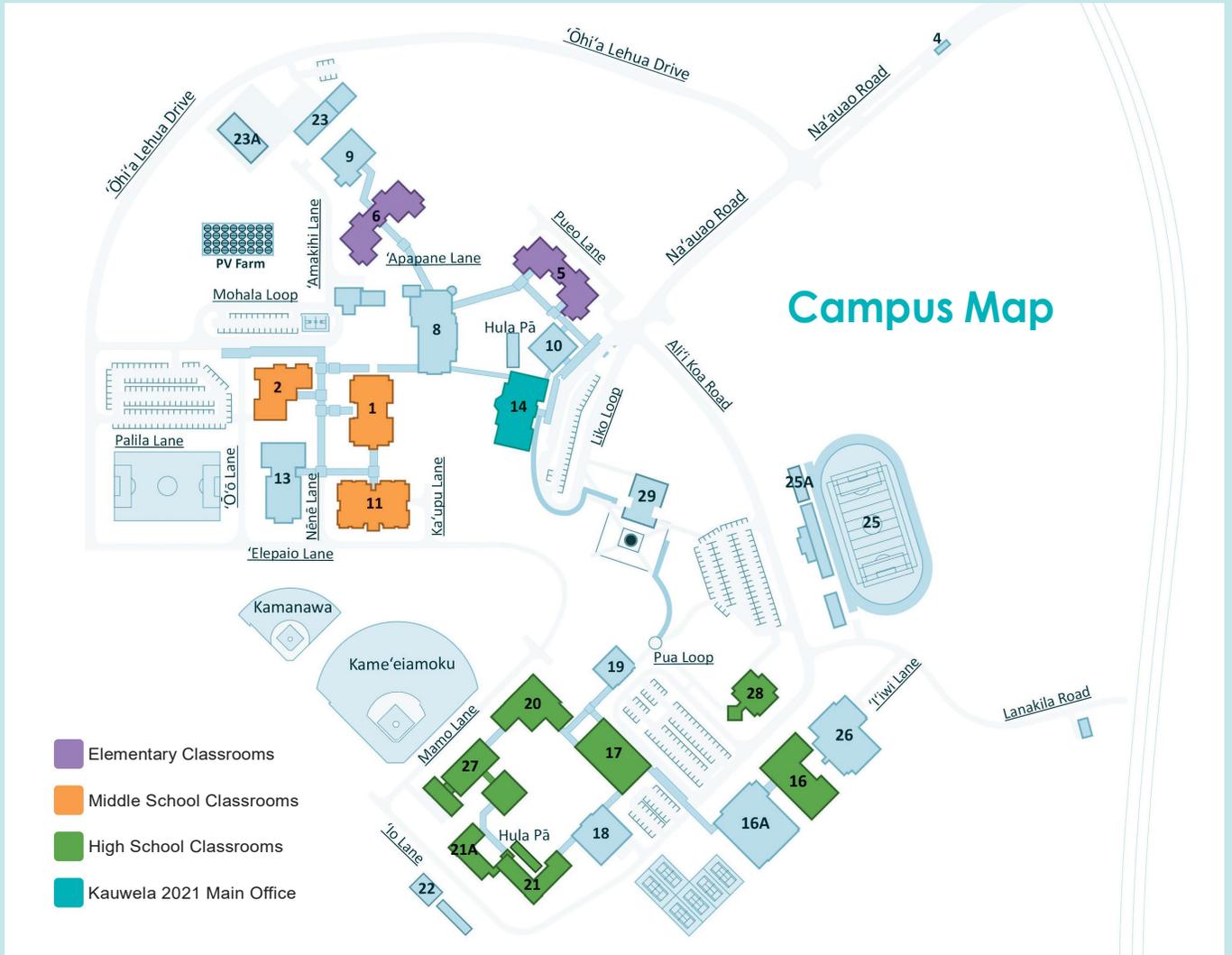
TRANSPORTATION TO AND FROM HUAKA'I

Kamehameha provides bus transportation to and from huaka'i for its students, staff, and chaperones. Transportation for huaka'i is arranged solely by Kauwela 2021, and may consist of KS school buses, non-school bus vehicles or approved rental vehicles as KS deems prudent and/or necessary. While being transported to and from all huaka'i, students are expected to follow and observe the Kamehameha's School Bus Passenger Code, as set forth in the Bus Transportation section of this Student & Parent Handbook.

PERMISSION FOR ALTERNATIVE TRANSPORTATION AND TO LEAVE THE GROUP

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





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| <ul style="list-style-type: none"> 1 Kamāka'imoku: Administration Office and Classrooms 2 Ke'eaumoku Nui: Classrooms 4 Hale Ho'omalū: Main Gate 5 Kekūanāō'a: Classrooms 6 Kīna'u: Classrooms 8 Hā'aeamahi: Dining Hall 9 Keaka: Covered Playcourt 10 Pauahi Lani Nui: Administration Office 11 Kekelakekeuokalani: Classrooms 13 La'amea: Gymnasium 14 Charles Reed Bishop Learning Center Hālau Kupukupu Main Office 16A Koai'a: Gymnasium 16 Koai'a: Physical Education Classrooms and Lockers 17 Keku'iapoiwa Learning Center 18 Keawe: Dining Hall | <ul style="list-style-type: none"> 19 Ke Ali'i Bernice Pauahi Bishop: Administration Building 20 Keōua: Classrooms 21 Pākī: Classrooms 21A Konia: Classrooms 22 Hale Kākulu: Māla (Garden) Classroom 23 Hale Mālama Kahua: Physical Plant 23A Hale Kahua Ola: Grounds 25 Pai'ea: Football/Track/Soccer Complex 25A PTO Bookstore: Education Supplies, uniforms 26 Nae'ole: Swimming Pool Facility 27 Ka'ōleikū: Vocational Arts Building and Classrooms 28 Kamaka'eha: Classrooms 29 William Charles Lunalilo Center: Chapel/Performing Arts Kame'eiamoku: Baseball Field Kamanawa: Softball Field ☐ Parking |
|--|--|

Kamehameha Schools Hawai'i Administration

M. Kāhealani Nae'ole-Wong, Po'o Kula

Scott DeSa, Hope Po'o Kula

Lisanne Kekuewa, Po'o Kumu, Kauwela 2021

S. Kaleo Kaleohano, Program Administrator, Kauwela 2021 Grades K-8

Alana Cabatu, Program Administrator, Kauwela 2021 Grades 9-12

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John Komeiji, VP of Legal Services and General Counsel

Lauren S. Nahme, VP of Strategy and Innovation

Wai'ale'ale Sarsona, VP Hi'ialo Group

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