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.”

Student and Parent Acknowledgement Form

Returning students and parents:

- Electronic signing of the Acknowledgement forms will be available through KS Connect (https://connect.ksbe.edu) between July 15 and August 12, 2016. Thereafter, only hard copies will be accepted.
- Acknowledgement forms are required in order to release middle and high school student class schedule prior to the start of school.
- Once logged into KS Connect, students and parents can access the Acknowledgments through the tab “Forms” on the left hand column of KS Connect. Acknowledgment forms will be signed electronically in the same manner that you signed the KS Tuition and Enrollment Contract.

For high school students that will be participating in sports: The Student and Parent Athletic Handbook will also be available through KS Connect. BOTH student and parent must sign the Acknowledgement form IF the high school student elects to participate in Athletics. If a high school student is not participating in high school sports, then there is no need to sign the acknowledgement for the Student and Parent Athletic Handbook.

This form must be returned for each of your children who attend KS Maui.
LEGACY OF KE ALIʻI PAUAHI

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

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

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

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

Kamehameha Schools currently operates K-12 campuses on Oʻahu, Maui and Hawaiʻi Island with a total enrollment of 5,400 keiki. It also operates 30 preschool sites enrolling 1,500 keiki. KS subsidizes a significant portion of the cost to educate each of its students. Although a modest annual tuition is charged, nearly 60 percent of preschool and K-12 families qualify for need-based financial aid.

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

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

School Website
Main Kamehameha Schools Maui page:  www.ksbe.edu/maui
Elementary School page:  www.ksbe.edu/maui/elementary
Middle School page:  www.ksbe.edu/maui/middle
High School page:  www.ksbe.edu/maui/high
K-12 Athletics page:  www.ksbe.edu/maui/athletics
Staff Directory page:  www.ksbe.edu/maui/directory

After Hours Emergencies ONLY ................................................................. 572-4260

Head of School  270 ‘A’apueo Parkway, Pukalani ............................ 572-3100
Office FAX ......................................................................................... 573-7062

Elementary School  275 ‘A’apueo Parkway, Pukalani ......................... 572-3300
Office FAX ......................................................................................... 572-3150
Absence Hotline ................................................................................. 572-3210

Middle School  281 ‘A’apueo Parkway, Pukalani ................................. 572-4200
Office FAX ......................................................................................... 572-4250
Absence Hotline ................................................................................. 572-4333

High School  270 ‘A’apueo Parkway, Pukalani ................................. 573-7000
Office FAX ......................................................................................... 573-7250
Absence Hotline ................................................................................. 573-7450

Athletics  270 ‘A’apueo Parkway, Pukalani ................................. 572-3110

Operations Division  260 ‘A’apueo Parkway, Pukalani ..................... 572-3245
Bus Service ......................................................................................... 572-3245
Entry Station / Security ........................................................................ 572-4260
FACTS Tuition Billing  Toll Free Dial 1 and Then .......................... 877-606-2586
Uniform – Mills Store  Toll Free Dial 1 and Then .......................... 866-645-5944

Other Campus Support Offices
Educational Support Services  275 ‘A’apueo Parkway, Pukalani
Admissions ......................................................................................... 572-3133
Applicant Service Center  Toll Free Dial 1 and Then .................... 800-842-4682, ext. 15300
Ho’oulu Hawaiian Data Center  Toll Free Dial 1 and Then .................. 800-842-4682, ext. 36228
Financial Aid and Scholarship Services  Toll Free Dial 1 and Then .................. 800-842-4682, ext. 48080

KS Regional Resource Center – Maui  210 ‘Imi Kala Street, Unit #203, Wailuku ................. 242-1891
Office FAX ......................................................................................... 242-0824
MISSION, VISION AND VALUES

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

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

Values
Kamehameha Schools is grounded in the Christian and Hawaiian values embraced by Pauahi. These core values are aloha (to have compassion and empathy); ‘imi na‘auao (to seek wisdom); mālama (to care for and protect); ‘ike pono (to know and do what is right); kuleana (to take responsibility); ho‘omau (to preserve and perpetuate); and ha‘aha‘a (to be humble).

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

- Strive for greatness – Kūlia i ka nu‘u
- Work with urgency and discipline – ‘Eleu ma ka hana me ke akahele pū
- Develop strong, effective, and accountable leadership – Kahukahu alaka‘ina
- Build strength – Ho‘oikaika mau
- Be innovative – ‘Imi hakuhia
- Be courageous – Kū i koa
- Be focused – Kia mana‘o
About Kamehameha Schools Maui

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

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

Our Kahua

_Ua lehulehu a manomano ka ‘ike a ka Hawai‘i._

(Great and numerous is the knowledge of the Hawaiians.)

— Mary Kawena Pukui

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

We believe a vibrant Lāhui Hawai‘i (Hawaiian people), steeped in ‘Ike Hawai‘i (ancestral wisdom) and rooted in ‘Ōlelo Hawai‘i (their mother tongue), will thrive in a living Nohona Hawai‘i (Hawaiian culture).

Since its founding, KS has become a symbol of educational excellence, graduating more than 25,000 young men and women. Like their benefactor, Kamehameha graduates are expected to care for their families, serve their communities, and apply their knowledge, skills and rich cultural heritage to enhance and benefit Hawai‘i and the larger world.
K-12 Educational Program

Overview

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

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

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

Kūlia i ka nuʻu (strive to reach the summit): Distinguished teaching, learning and leadership practice that is cultural; values and responds to the unique moʻolelo of Hawaiʻi; strengthens the aspirations of each learner; and values both professional learning opportunities and peer collaborations.

Ma ka hana ka ʻike (knowledge to be gained through work): Well-designed learning environments that support effective Hawaiian culture-based education (e.g., practices and content); provide for the interaction of diverse people and ideas; and promote the effective development of the whole learner (physically, mentally, emotionally, culturally and spiritually).

Ka ʻike a ka makua he hei na ke keiki (the knowledge of the parents is absorbed by the child): Engagement of families in the teaching and learning process in ways that their understanding and appreciation of the values, beliefs and principles that support a Hawaiian culture-based education are reinforced at home and in the communities in which they reside.

ʻO Hawaiʻi kuʻu kulāiwi (Hawaiʻi is my native land): Devotion to our native homeland, Hawaiʻi as expressed through acts of aloha ʻāina – Hawaiian patriotism, and engagement of learners of all ages in social, cultural and political experiences that foster love for and life-long allegiance to our Pae ʻĀina o Hawaiʻi (Hawaiian Homeland) and Hawaiian people.

Students are required to adhere to all curricular requirements of the Kamehameha Schools’ program, including but not limited to participation in Christian education and attendance at Chapel, Hawaiian cultural and languages studies, including oli and mele performance, and similar school activities. Pauahi’s vision to educate Hawaiian children in perpetuity has been realized on Maui throughout the last 20 years.

Working Exit Outcomes

The Working exit Outcomes (WEO) was created by a tri-campus committee of teachers and administrators. The WEO identifies desired student learning outcomes, and provides a framework for educational standards necessary to reach those outcomes, in a context that reflect and honors Hawaiian knowledge, perspectives, and cultural practices.
Christian Education Program

Pauahi recognized that one’s spiritual development is as important as academic achievement. Accordingly, Christian Education is an integral aspect of Kamehameha’s educational program. All students are expected to meet the requirements. Kamehameha Maui’s Chaplain leads the program.

Devotions are held each morning to assist students and faculty members experience the presence of Jesus Christ here at Kamehameha Schools and in their daily lives. This is a time of worship and inspiration to bring the Bible to life. Chapel devotions consist of monthly chapel services that include Bible scripture readings, prayers, singing and short thought-provoking meditations.

All students at Kamehameha Maui campus attend bi-monthly Christian Education classes throughout the year with specific themes for each grade level.

Academics at Kula Ha’aha’a (Elementary School)
Growing industrious Hawaiian leaders

The kukui nut stone lamp illuminates darkness with the light of knowledge. Symbolized by three ihoiho (kukui nut candlesticks) are The Father, Son and the Holy Ghost. Six kukui nut kernels on each ihoiho represent the Kamehameha Schools Maui K-5 grade levels. The poho kukui (stone vessel) in which the ihoiho are placed and the sand in which they stand illustrate the strong educational
foundation, connection to the ‘āina (land), and sense of who they are as Hawaiians that we wish for all our keiki.

The Elementary School is dedicated to developing growing industrious Hawaiian leaders as students who:
- Exceed academic expectations in all grade level content areas based on agreed upon standards.
- Know and practice Christian and Hawaiian values while embracing and honoring the differences of diverse cultures.
- Are creative, self-directed learners who are competent in collaboration, communication, digital literacy, critical thinking and problem solving.

Vision of the Excellent Reader
Students who graduate from KSM ES will be excellent readers who effectively use reading strategies to comprehend and respond critically to a variety of text for multiple purposes. As they actively engage in text, they learn to value their own experiences and the cultural perspectives of others.

Philosophy of Teaching and Learning
At KSM elementary we honor Ke Akua. With the Working Exit Outcomes as our foundation, we provide a nurturing environment where students are actively engaged in relevant learning. With literacy integrated in all areas, teachers provide differentiated lessons that meet the learning needs and styles of all students.

College and Career Focus
The KSM Elementary School offers a rigorous foundational curriculum aligned with college and career readiness benchmarks. KSM kumu and staff support haumāna throughout the process to best achieve college and career readiness objectives measured by the fall, winter, and spring test scores. Students are assigned to homeroom classes and rotate among a wide range of specialty class offerings. The homeroom and specialist courses offered at the elementary school are shared below:

<table>
<thead>
<tr>
<th>Homeroom</th>
<th>Specialist Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math</td>
<td>Art</td>
</tr>
<tr>
<td>Reading</td>
<td>Christian Education</td>
</tr>
<tr>
<td>Writing</td>
<td>Guidance</td>
</tr>
<tr>
<td>Social Studies</td>
<td>Hawaiian language &amp; culture</td>
</tr>
<tr>
<td>Daily Christian Devotions</td>
<td>Music</td>
</tr>
<tr>
<td></td>
<td>Physical Education</td>
</tr>
<tr>
<td></td>
<td>Science</td>
</tr>
<tr>
<td></td>
<td>Technology</td>
</tr>
</tbody>
</table>

- Haumāna have daily devotion and seven classes per day inclusive of four Homeroom classes and three specialist classes.
- Hawaiian language and culture is offered every other day and the remaining specialist classes are on a four-day rotation.
- Every grade level has a teaching assistant to provide small group instruction and grow college and career readiness levels.
- The Hololea program provides remedial and enrichment teaching for reading, writing and math for selected students.

Technology Program
Each elementary school student is issued an iPad Air 2 equipped with iOS 9.3 and wireless internet access anywhere on campus. They also have access to apps which provide practice in all of the core and specialist subjects. In class, students utilize these applications to complete projects, presentations and conduct research. All students have a school-based e-mail account and are expected to be responsible digital citizens. All
elementary school teachers are provided with **MacBook Pro laptop** as well as an **iPad Air 2**. They have all of the same software applications as the students. Teachers have additional software for classroom management and enhancing communication with families.

**Civic Engagement**
Student government offers leadership development opportunities. Haumāna in Grades 3-5 are eligible to vote. Grades 4 and 5 are eligible to run for an elected office. Elementary elected positions are President, Vice President, Sergeant of Arms, Secretary, Historian, and Class Representative.

**Extracurricular and Co-curricular Student Participation**
All students are encouraged to participate in a sport or belong to one of the clubs or academic teams at the elementary school. Approximately **24 percent** of our students participate on at least one sport or athletic team and **51 percent** participate in at least one club or academic team. Visit the KSM athletic website [www.ksbe.edu/maui/athletics](http://www.ksbe.edu/maui/athletics) for additional information.

<table>
<thead>
<tr>
<th>Sports and Athletic Teams</th>
<th>Afterschool Clubs and Academic Teams</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basketball</td>
<td>Broadcast</td>
</tr>
<tr>
<td>Cross Country</td>
<td>Bully Proof</td>
</tr>
<tr>
<td>Makahiki Games</td>
<td>Creative Writing</td>
</tr>
<tr>
<td>Volleyball</td>
<td>Hawaiian</td>
</tr>
<tr>
<td></td>
<td>Hip Hop</td>
</tr>
<tr>
<td></td>
<td>Math Matters</td>
</tr>
<tr>
<td></td>
<td>Master Gardener’s</td>
</tr>
<tr>
<td></td>
<td>Praise in Motion</td>
</tr>
<tr>
<td></td>
<td>Robotics</td>
</tr>
<tr>
<td></td>
<td>Ukulele</td>
</tr>
</tbody>
</table>

**Academics at Kula Waena (Middle School)**

*Emerging Hawaiian leaders equipped with 21st Century skills & grounded in Christian and Hawaiian values.*

The ‘ōʻō symbolizes the tilling of the soil to build a rich environment, a solid foundation during the Kamehameha Schools Maui Middle School exploratory years. The sun rises above Haleakalā as our kula sits on this hillside slope within our wahi pana (place) of ‘Aʻapueo. The kukui leaf embodies enlightenment for knowledge and growth. The piko (center) spiral backdrop balances whole child development of social, emotional, physical, intellectual and cognitive skills to enable lifelong success.

The middle school is dedicated to developing emerging Hawaiian leaders equipped with 21st century skills and grounded in Christian and Hawaiian values.

- **Leaders** confidently lead with righteousness, always grounded in Christian and Hawaiian values.
- **Learners** are self-directed in seeking new knowledge and critical and creative in their thinking.
- **Lāhui** collaborate and serve as a community contributor in a society that is diverse and ever changing.
**College and career focus**
The KSM Middle School offers a comprehensive world class college preparatory curriculum which includes assessments aligned with college and career readiness benchmarks. KSM Kumu and staff will support and guide haumāna through the process to best achieve college and career readiness objectives.

Students transition to block scheduling during their middle school years which means most of their classes are in 85-minute blocks. This allows more time for student collaboration, projects and hands-on activities to facilitate learning by doing, ma ka hana ka ‘ike. Electives are offered in 45-minute blocks. The core and elective courses offered at middle school are shared below:

<table>
<thead>
<tr>
<th>Years</th>
<th>Core</th>
<th>Electives</th>
<th>Rotation</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>English</td>
<td>Band</td>
<td>Guidance</td>
</tr>
<tr>
<td>3</td>
<td>Math</td>
<td>Choir</td>
<td>Christian education</td>
</tr>
<tr>
<td>3</td>
<td>Science</td>
<td>Hawaiian Chant and Dance</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Social Studies</td>
<td>Ukulele</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Physical Education &amp; Health</td>
<td>Mixed Media (Gr 7 &amp; 8)</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Hawaiian Language</td>
<td>Hiki Nō (Gr 7, invitation)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Technology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Art</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Advisory</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Grade six rotates through one elective each quarter to gain a broad exposure to offerings. Grade seven and grade eight haumāna register for the elective of their choice for the entire year. Intramural sports are offered once a month during the PE class, to help introduce haumāna to a wide range of athletic opportunities.

A 50% average of every middle school class achieves grade point average recognition:

- **Headmasters List 4.0 GPA** (108 students per class)
  - Grade 6: 5 students
  - Grade 7: 11 students
  - Grade 8: 5 students

- **Principal List 3.5-3.99 GPA** (108 students per class)
  - Grade 6: 45 students
  - Grade 7: 50 students
  - Grade 8: 50 students

**Advanced program offerings**
Advanced-level courses are offered for Math and English during the middle school years. Haumāna are selected based on test scores and teacher recommendation. Invitations to participate in these advanced programs are sent home and families are encouraged to take advantage of these offerings. **18 percent** of eighth-graders qualify for Honors and AP classes in ninth grade.

**College and career readiness**

*Naviance* is a computer program that helps students plan their educational path. In the middle school years, students complete inventories that help define their strengths and interests. They begin to look at colleges, and investigate careers. In high school, students use Naviance to develop a career plan, investigate colleges, and research scholarships. At KSM, students get a Naviance account, and complete a Learning Styles inventory and an interest inventory. We want our students to be familiar with Naviance before they enter high school.

**College and Career Awareness** is promoted during the middle school years. Haumāna prepare for college and career in guidance classes throughout their entire middle school years. Other activities include career presentations, and college visits (in-person and virtual).
**Athletic Academic Counselor** Students and families are provided with a dedicated counselor to assist them with connecting the student-athlete to the right program and college for them. KSM has successfully partnered with families to secure athletic and academic resources for up to 17 senior athletes in a given year. During the middle school years, families are exposed to the college recruitment process and creation of athletic profiles. Visit with or contact [Athletic Counselor Ulima Afoa](#) to start planning for your future.

**Servant Leadership** is a core element of the KSM Kula Waena experience. Grade levels participate with community service events and activities throughout the year. This involvement positions learners to lead and contribute to their communities, both locally and globally.

**Technology program**
Each middle school student is issued a [MacBook Air laptop](#) equipped with OSX El Capitan, Microsoft Office Suite, Apple iLife and iWork Suites and wireless internet access anywhere on campus. Students are expected to be proficient in a myriad of productivity and creative software applications. In class, students utilize these applications to complete papers, presentations and conduct research. All students have a school-based e-mail account and are expected to be responsible digital citizens. All middle school teachers are provided with MacBook Pro laptop. They have all of the same software applications as the students. Teachers have additional software for classroom management and enhancing communication with families.

**Civic engagement**
Student government offers leadership development for those interested. Every grade level elects a president, vice president, secretary and representative.

**Extracurricular and Co-curricular Student Participation**
All students are encouraged to participate in a sport or belong to one of the clubs or academic teams at the Middle School. Approximately **54 percent** of our students participate on at least one sport or athletic team and **23 percent** participate in at least one club, organization or academic team. Visit the KSM athletic website [www.ksbe.edu/maui/athletics](http://www.ksbe.edu/maui/athletics) for additional information.

<table>
<thead>
<tr>
<th>Sports and Athletic Teams</th>
<th>Club and Academic Teams</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basketball</td>
<td>Hiki Nō (invitation only)</td>
</tr>
<tr>
<td>Cross Country</td>
<td>Math Counts</td>
</tr>
<tr>
<td>Makahiki Games</td>
<td>Nā Kamalei a Pauahi</td>
</tr>
<tr>
<td>Track</td>
<td>Robotics</td>
</tr>
<tr>
<td>Volleyball</td>
<td>Yearbook</td>
</tr>
</tbody>
</table>

**Academics at Kula Kiʻekiʻe (High School)**

*Hawaiian leaders preparing for college and a global society*

The High School is dedicated to developing Hawaiian leaders preparing for college and a global society which includes:

- Students who take initiative and persevere towards a clear purpose and focus; they are resilient, resourceful and self-aware.
- Well rounded students who demonstrate problem solving skills and exceeds admission requirements to our state flagship post-secondary educational institution.
- Globally informed students who can confidently navigate and engage in other cultures and environments.
• Students who embody Christian Hawaiian values who are leaders in their community and demonstrate moral courage.

**College and Career Academy**
The KSM High School offers a comprehensive world class college preparatory curriculum which includes the study of Hawaiian culture and language, as well as character education and religious instruction. Academies provide broad information about a field such as arts, health care, finance, engineering, media, or natural resources. This theme is weaved into an academic curriculum that prepares students for admission to a four-year college or university. The KSM College and Career Academy offers students four academy options:

1. Information Technology
2. Business & Leadership
3. Arts & Communication
4. Science and Natural Resources

In addition to meeting all graduation requirements, students complete an endorsement in one or more of the academies. The academy endorsement certifies that a student has taken a prescribed course of study in a particular field. KSM Kumu and staff will support and guide you through the process to achieve your college and career readiness objectives.

**Advanced Program Offerings**
Advanced-level courses are worth the extra effort and college admissions views the completion of these courses positively. KSM offers and encourages students to take the following advanced courses:

- **English**: Honors English 9, Honors English 10
- **Science**: Honors Biology, Honors Chemistry, Photonics, AP Biology, AP Physics
- **Mathematics**: Pre-Calculus w/Trigonometry
- **World Language**: Hawaiian 3, Hawaiian 4, Honors Hawaiian 5, Japanese 3, Japanese 4, Spanish 3, Spanish 4
- **Academy**: Digital Video Production II, Journalism II

**College and Career Readiness**

**College dual credit**
Students have the opportunity to earn both high school and college credits through a partnership between KSM and the University of Hawai‘i Maui College. Strongly motivated and academically qualified juniors and seniors that successfully pass the placement exam may enroll. Classes are held on the Kamehameha Schools Maui campus and are taught by UH Maui College faculty. The UH Maui course cost is covered by Kamehameha.

- MATH115 Statistics
- MATH 205 Calculus
- ENG100 Expository Writing
- PSY100 General Psychology
- SOC100 General Sociology

**Naviance**
is a comprehensive K-12 college and career readiness online program that enables self-discovery, career exploration, academic planning, and college preparation for KSM students. Naviance is available for student and parent use. It is a one stop shop to research college and careers.
**Ka ‘imi Internships**

Students are introduced into career specific skills culminating into an internship the summer following their junior year.

**Hō‘ike Nui Senior Project**

is a research paper and product designed by the student demonstrating in-depth understanding of a particular area of concentration. Junior seminar teachers will guide the student through the research development and the Hō‘ike Nui research paper will be the focus of the second semester. Academy advisors will oversee the development of the product.

**College tests and preparation**

are facilitated and paid for by KSM for the Grade 10 PSAT and Grade 11 SAT

**Post-high scholarships**

The 2016 senior class received more than $1 million for post-high education.

**College Visits and Family Workshops**

Students and families are exposed to a variety of colleges during the annual college visit week. Admissions officers meet with students and share more about the varied college experiences and offerings.

**Athletic Academic Counselor**

Students and families are provided with a dedicated counselor to assist them with connecting the student-athlete to the right program and college for them. KSM has helped secure aid through athletics or academics for as many as 17 student-athletes in one year. Visit with or contact Athletic Counselor Ulima Afoa to start planning for your future.

**College Counselor**

Students and families are provided with a dedicated college counselor who will support and guide them through the process so that you can achieve their college and career readiness objectives. KSM has averaged **84 percent** of graduates enrolling in college the fall immediately after High School.

**Servant Leadership**

is a core element of the KS Maui experience. 60 hours of community service is a graduation requirement and positions learners to lead and contribute to their communities, both locally and globally.

**Technology Program**

Each high school student is given an Apple laptop equipped with OS X 10.11 El Capitan, the Microsoft Office Suite, Adobe productivity tools, the Apple iLife and iWork Suites, and wireless internet access anywhere on campus. In addition, many teachers and students use the KS sponsored Google Domain to access and submit work daily. Students are expected to be proficient in word processing and in using the Internet. In class, students utilize the various Microsoft Office, Apple, and/or Google Suite applications, to communicate, complete papers, collaborate, create multimedia presentations, and conduct research. All students have a school-based e-mail account and are expected to follow Netiquette guidelines. All high school teachers are provided with a MacBook Pro laptop containing the same software programs as students along with additional communication, monitoring, and grading software programs.

**Civic engagement**

Students can hone their leadership skills by serving as a student government representative. Each Kamehameha student is represented in student government in two ways. First, as a member of the Associated Students of Kamehameha Schools (ASKS) and, secondly, as a member of a graduating class.
Extracurricular and co-curricular student participation
All students are encouraged to participate in a sport or belong to one of the clubs or academic teams on campus. Approximately 77 percent of our students participate on at least one sport or athletic team and 66 percent participate in at least one club or academic team. Visit the KSM athletic website www.ksbe.edu/maui/athletics for additional information visit the academic section of the high school website www.ksbe.edu/maui/high.

Advanced schooling
The Class of 2015 was comprised of 118 students, of which 94 percent enrolled in a post-high institution. 62 percent are attending four-year colleges or universities and 32 percent are attending two-year colleges or technical schools. Three percent enlisted in the military, 3 percent will join the work force, and 1 percent entered an apprenticeship program. The list of colleges, universities and technical schools that our graduates have attended over the last four years or will attend this academic year are available at the academic section of the high school website www.ksbe.edu/maui/high.

Spiritual theme for 2016-17

Piha i ka Lokomaikaʻi
Filled with Grace

Have you figured out what God requires of you in this life? Or what your ‘ohana needs of you? Or what our Lāhui desires from you? Our spiritual theme for this school year has a template for your success. In the continuum of our spiritual themes, we have been encouraged to drink of the Living water (2012-2013, “Inu I Ka Wai Ola”) which brings refreshment and a new life. That new life (2013-2014, “Ke Ola Hou”) produces good fruit which promotes industrious living (2014-2015, “E Maikaʻi a Paʻahana”) that then brings about the opportunities to bear good fruit (2015-2016, “E Hoʻohua Mai i Ka Hua Maikaʻi”)! We as Kamehameha Schools are bearing good fruit and this year we are being encouraged to get a bit deeper in our bearing of good fruit.

“O people, the LORD has told you what is good, and this is what he requires of you: to do what is right, to love mercy, and to walk humbly with your God.” Micah 6:8 (NLT)
We are being encouraged to step out of our comfort zone and reach for the higher fruit on the tree. Bearing good fruit may have been doing something that was easy to do, like reaching for the mango that was only 3 feet from the ground. Ke Aliʻi Pauahi was the kind of leader that followed Jesus’ lead to reach for the impossible so that when it was accomplished, the glory would be given to Christ. We could be tempted to think that we accomplished a task without giving an ounce of recognition for the One who set us on the path for success. An Aliʻi that is lokomaikaʻi would know he has been given great power and authority yet uses it wisely and humbly. This year we are being given the action steps “to do”, “to love” and “to walk”. We might think those are easy, but the words that follow demand a deeper commitment. As a result, we are directed to do what is fair and just to our neighbor, we are instructed to be compassionate and loyal in our love for others and finally, we are to reflect more on God than ourselves. Be the servant leader that God designed us to be and Ke Aliʻi Pauahi modeled for us to be at Kamehameha Schools. Be the one that is full of grace – Piha i ka Lokomaikaʻi, and more importantly live in that grace. We ask God to help us this school year as we reach for the higher fruit and make deeper commitments in following this template of Godly success.

Absences, Leaves and Tardiness

‘Aʻole ‘ulu e loa’a i ka pōkole o ka lou.

Breadfruit cannot be reached when the picking stick is too short.
(There is little chance for success without proper preparation.)

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

Regular Attendance

All enrolled students shall attend school unless otherwise excused.
Regular attendance is the responsibility of the student and his/her parents(s).
Students shall not be absent from class unless absolutely necessary.
Absences for reason other than illness or emergency situations are strongly discouraged.

Excused Absences

Regular attendance is necessary for student success and absence should be avoided whenever possible unless attendance is prevented by an illness or emergency. Students and parents are responsible for maintaining academic progress during absences from school. Excused absences for students shall include only the following:

- Student illness or injury (three or more consecutive days require doctor’s certification).
- Death (or life-threatening situation) in the immediate family.
- Funeral or bereavement leave will be excused at administrative discretion.
- A specific, uncontrollable and unpredictable event that prohibits the student from attending school (such as an automobile accident, road closure, etc.), as subsequently authorized by the principal.
When an absence occurs, the appropriate procedure is as follows:

- Call the Absence hotline and report the child’s name, grade level and reason for illness before 10:00 a.m.
- In the event that a student is absent for three (3) or more consecutive days due to illness or injury, student must report to the health room with a note from the doctor stating the following:
  1. The nature of the illness and subsequent treatment
  2. Directions to the School Nurse for follow-up medical attention, if needed
  3. Timeline for full participation in school activities
- Students returning to school with medical restrictions of any kind must report to the health room to be readmitted by the School Nurse regardless of the number of days absent.
- If your child contracts a communicable disease (i.e. chicken pox, pink eye, strep throat) a doctor’s clearance note must be presented to the school nurse before your child may return to school.

Make-Up Work for Excused Absences
Parents may request homework or make-up class work when their child is expected to be out of school for more than one day due to illness or injury (or other excused absences as listed). Parents may request when reporting the absence on the Attendance Hotline. Homework may be picked up by parents, relatives or siblings at the school office between 2:45 p.m. – 4:15 p.m.

Special Absences Known in Advance
If absence from school is absolutely necessary for reasons other than illness or injury, bereavement, or a specific uncontrollable event, parents must submit a written request to the school office as far in advance as possible.

Absences for reasons other than illness or injury, bereavement, or a specific uncontrollable event may be excused at the discretion of the Principal, or designee, upon a showing of good cause.

High School only
A three-day allowance (for student’s high school career) may be granted for college visitations provided that a request written by parent and supporting documentation be submitted two weeks in advance of the visit. Student must be in good academic and conduct standing. The same documentation must be submitted to ES and/or MS divisions for sibling dismissals to be considered. Absences will be excused upon administrative review and approval.

Special absences may be granted for Enrichment Activities (cultural, athletic, and post-secondary). The procedure is the same as college visitations.

Unexcused Absences
Examples of Excused and Unexcused Absences

<table>
<thead>
<tr>
<th>Excused absences</th>
<th>Unexcused absences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illness or injury</td>
<td>Absences not confirmed by a phone call or written note from parent</td>
</tr>
<tr>
<td>Emergency medical appointment</td>
<td>Unapproved non-emergency medical/dental appointments</td>
</tr>
<tr>
<td>Death or life-threatening situation in immediate family</td>
<td>Unauthorized specific event absence(s)</td>
</tr>
<tr>
<td>Specific event absence(s) subsequently authorized by the principal</td>
<td>Non-school activity during the school day</td>
</tr>
<tr>
<td>Educational testing recommended by counselor /</td>
<td>Time spent waiting for a KS counselor without an</td>
</tr>
</tbody>
</table>
Elementary and Middle School Credit and Make-Up Work
As determined by staff, students are able to make up some work or tests missed during unexcused absences so learning can be appropriately assessed. Teachers will not be required to prepare homework or other assignments in advance for unexcused absences. Upon return to School, students will have three (3) days (or as deemed appropriate by teacher) to make-up work due to an excused absence.

High School Credit and Make-Up Work
Students may not receive credit for assignments missed due to unexcused absence. Teachers will not be expected to prepare homework or other assignments in advance for unexcused absences. Upon return to School, students will have (3) three days to make-up work missed due to an excused absence.

Early Dismissal
If a child must leave school before classes are dismissed at 2:30 p.m., parents must notify the student’s teacher and the school office, in writing in advance. Parents report to the school office to meet their child and sign them out for the day.

Tardiness
Students are expected to be punctual, which means they must be in their classrooms ready to learn when classes begin. School starts at 7:45 a.m. Students who arrive after 7:45 a.m. must report to the office to obtain an admittance slip before going to class. Students tardy to class will be sent to the office by the teacher. After a third tardy to school, teachers will make a referral to the Vice Principal. Two (2) unexcused tardies equal one (1) unexcused absence.

Examples of Excused and Unexcused Tardy

<table>
<thead>
<tr>
<th>Excused Tardy</th>
<th>Unexcused Tardy</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Medical Appointment due to illness or injury</td>
<td>□ Traffic, Car Trouble or missed bus</td>
</tr>
<tr>
<td>□ Emergency medical appointment</td>
<td>□ Unapproved non-emergency medical/dental appointments</td>
</tr>
<tr>
<td>□ Emergency situation in immediate family</td>
<td>□ Overslept</td>
</tr>
<tr>
<td>□ Specific event tardy authorized by the principal</td>
<td>□ Non-school activity during the school day</td>
</tr>
<tr>
<td>□ Educational or personal testing recommended by counselor / teacher</td>
<td>□ Time spent waiting for a counselor without an appointment</td>
</tr>
<tr>
<td>□ Approved college visit on or off campus.</td>
<td>□ Arriving late to class or a KSM required activity</td>
</tr>
</tbody>
</table>

Excessive Absences
Elementary School
Chronic absence or tardiness is certain to affect student performance at school. Accordingly, the following procedures will take place for excessive student absence:
• A student’s total unexcused absence from school may not exceed four days per trimester, or twelve days in a school year. (Note that two tardies equals one unexcused absence.)
• When a student exceeds four absences in any one trimester, the student will be placed on attendance probation.
• If the student exceeds four unexcused absences in the next trimester (during the probation period), then the principal will arrange for a meeting with the parent/guardian to consider the student’s continued enrollment in KS Maui.

Middle and High School
A student’s total number of absences, both excused and unexcused, should not exceed six per semester. If total number exceeds 6, principal will contact parent/legal guardian for a conference. School administrators will review excessive absences on an individual basis. Consequences for excessive absences may include one, or a series of, the following:
• Meeting with student’s parent(s)/legal guardian(s),
• Detention,
• Not earning credit for the semester in which the excessive absences occurred,
• Attendance probation; and/or
• Release from Kamehameha Schools.

Although attendance probation is generally determined by the number of unexcused absences, the principal MAY also contact the parent/guardian of any student with an excessive number of excused absences in order to determine the nature of the illness or injury that keeps preventing the child from attending school. The school nurse may also be involved to assist in identifying ways to improve the student’s overall attendance at school.

Leaves
Students who need to leave Kamehameha to address special needs or concerns may be granted leaves of absence. Parents must submit a written request to the principal prior to the leave and be available for a leave conference. Examples of such leave include those to address:
• Educational and personal leaves
• Learning difficulties for which a student might benefit from enrolling in an alternative school or therapeutic program
• Medical conditions including serious illness (e.g., cancer, major surgery)
• Family problems or illness that require the student to be closer to home
• Physical or mental health conditions for which a change in school is recommended to support a student’s progress in therapy, and
• Family relocation for military or employment reasons on a limited-time basis.

Student Exchange and Enrichment Leaves
Students participating in an educational exchange or enrichment experience at an out-of-state school may be granted a leave of absence, generally for one year.

Returning to School
Conditions for a student’s return to school are established at the time of the leave and are communicated to the student and parents in writing following the leave conference.

Student Dress Code and Appearance

All students are required to wear approved school uniforms on a daily basis and must meet the dress and appearance standards for each school campus (elementary, middle or high). Students are also expected to
abide by appearance guidelines with respect to length and color of hair, tattoos, jewelry, etc. We ask parents to be responsible for monitoring their children’s appearance on a daily basis.

Parents will be notified of any violations to the dress code. Students with repeat violations or extreme appearance may be subject to disciplinary action. All questionable dress code violators will be sent to the office for administrative decision. Results may include but not be limited to:

- Exchange uniform
- Issue warning
- Send home / item brought to school

**Purchasing Uniforms**

Mills, Inc. is the EXCLUSIVE UNIFORM VENDOR for the Kamehameha Schools. You may go online to purchase your students uniforms throughout the school year at [http://www.millswear.com](http://www.millswear.com) or call in a phone order: 1-866-645-5944 (toll free.) Special orders may require up to 12 weeks.

**Uniform Exchange and Recycling Program**

A limited supply of gently-used uniforms in good condition are available for a small fee from the Parent Teacher Student ‘Ohana. The PTSO holds quarterly Recycled Uniform Opportunities and these dates are shared in the Campus Daily Bulletins. Gently used uniforms may be dropped off at any campus office during the year. Parents are encouraged to make donations of school uniform items that their son or daughter grows outgrows to the school recycling project. Parents are encouraged to take advantage of this program to reduce the cost of school uniforms.

**Appearance guidelines**

Following are the dress guidelines enforced on campus. *Mills is the exclusive vendor for KS Uniforms inclusive of tops, bottoms, dress whites, and high school aloha wear.

<table>
<thead>
<tr>
<th>DAILY EXPECTATIONS</th>
<th>Nā Kāne</th>
<th>Nā Wāhine</th>
</tr>
</thead>
</table>
| *Shirts*            | HS: Royal blue, navy, white, sky blue polos or poly-wicking navy polo with KS logo on chest. KS Aloha shirt.  
                      ES & MS: Royal blue, white, sky blue polos or poly-wicking royal blue polo with KS logo on chest (no navy)  
                      Must be tucked in. Undershirts must be plain white or matching in color. Long sleeve shirts are not allowed under or over shirts.  
                      HS: Royal blue, navy, white, sky blue polos or poly-wicking navy polo with KS logo on chest.  
                      ES & MS: Royal blue, white, sky blue polos or poly-wicking royal blue polo with KS logo on chest (no navy)  
                      Must be tucked in. Undergarments, including bikini top strings, should not be visible.  
                      Undershirts must be plain white or matching in color. Long sleeve shirts are not allowed under or over shirts. |
| *Shorts*            | HS: navy or khaki. Length must end at the knee.  
                      ES & MS: navy only  
                      HS: navy or khaki. Bermuda style only. Length must end at the knee.  
                      ES & MS: navy only |
| *Slacks*            | HS: navy or khaki.  
                      ES & MS: navy only  
                      HS: navy or khaki. |
<table>
<thead>
<tr>
<th>Skirts</th>
<th>ES &amp; MS: navy only</th>
<th>ES &amp; MS: navy only</th>
</tr>
</thead>
<tbody>
<tr>
<td>*N/A</td>
<td>Navy, 4-pleat. Length must end at the knee.</td>
<td></td>
</tr>
</tbody>
</table>

| Dresses  | N/A                | HS: Kāhealani Aloha print dress with sleeves. Length must end at the knee. Undergarments, including bikini top strings, should not be visible. |

<table>
<thead>
<tr>
<th>Outerwear</th>
<th>School colors only: navy, gray or white and KS logo only</th>
<th>ES: same as above plus no logo/plain outerwear allowed in school colors</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Outerwear may be purchased at the Ke Kū’ono school store, with the PTSO uniform recycling program, at Ho’olaule’a, with the Kapālama bookstore, or with the two Maui based vendors:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Hawaiian Ink accepts orders twice a year in April, delivery before school starts and in October, delivery in December. This vendor has extra hoodies available for purchase outside of these two times. Please contact them directly to check availability. Phone: 357-3012</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Royal Hawaiian Shirt Works sells KSM outerwear for $20 each and is located at 1733 Wili Pa Loop in Wailuku (across the street from Sam Sato’s), hours are Monday-Friday, 8 a.m. to 4 p.m. Phone: 242-5888</td>
<td></td>
</tr>
</tbody>
</table>

| Belts     | Solid in material, design and color: blue, black, gray, white or brown. | Solid in material, design and color: blue, black, gray, white or brown. |

| Shoes     | Athletic type. Predominantly blue, black, brown, gray or white in color with non-marking soles. No neon colors. Must have shoelaces in blue, black, gray, brown or white – to match shoes. | Athletic type. Predominantly blue, black, brown, gray or white in color with non-marking soles. No neon colors. Must have shoelaces in blue, black, gray, brown or white – to match shoes. |

| Socks     | Matching pair in solid blue, white, brown or black. | Matching pair in solid blue, white, brown or black. |

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### GROOMING EXPECTATIONS

**HS = High School; MS = Middle School; ES = Elementary School**

<table>
<thead>
<tr>
<th></th>
<th>Nā Kāne</th>
<th>Nā Wähine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hair</td>
<td>Clean, neatly groomed. Back length above shirt collar. Sideburns above bottom of earlobe. Bangs above eyebrows. Non-conventional coloring and haircuts (i.e. tails, Faux Hawks, uneven cuts across the back or sides, razor patterns, shaved or partially shaved heads). Faces should be clean shaven.</td>
<td>Clean, neatly groomed and out of the face. No unconventional coloring and haircuts. Allowable hair ornaments include: clips, hair claws, rubber bands, hair picks and plain headbands (maximum 2” width).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Jewelry</th>
<th>No body piercing. Worn at student’s own risk.</th>
<th>No body piercing. Worn at student’s own risk.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>HS: One necklace and one watch in good taste.</td>
<td>HS: One necklace, one watch, one bracelet, and one pair of stud earrings no wider ¼” in width located in earlobe, all in good taste.</td>
</tr>
<tr>
<td></td>
<td>ES &amp; MS: One watch</td>
<td>ES &amp; MS: One watch and one pair stud earrings</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Makeup/ Nail Polish</th>
<th>No makeup. No nail polish.</th>
<th>HS: Subtle, natural-looking makeup only. Clear or natural nail polish only. French tip manicures that replicate the natural nail color allowed.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>MS: Natural makeup, nail polish not allowed</td>
</tr>
</tbody>
</table>

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- 26 -
<table>
<thead>
<tr>
<th></th>
<th>ES: No makeup or nail polish</th>
</tr>
</thead>
<tbody>
<tr>
<td>Headwear (including sunglasses)</td>
<td>Not allowed unless requested for fieldtrip</td>
</tr>
<tr>
<td>Tattoos</td>
<td>No visible tattoos.</td>
</tr>
</tbody>
</table>

**SPECIAL EVENTS EXPECTATIONS**  
(HS = High School; MS = Middle School; ES = Elementary School)

<table>
<thead>
<tr>
<th></th>
<th>Nā Kāne</th>
<th>Nā Wāhine</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapel</td>
<td>Long navy pants</td>
<td>Navy skirt</td>
<td></td>
</tr>
<tr>
<td></td>
<td>White polo shirt</td>
<td>White polo shirt</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No jewelry</td>
<td>No jewelry</td>
<td></td>
</tr>
<tr>
<td></td>
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<tr>
<td></td>
<td>Plain white undershirt only.</td>
<td>White dress shoes or sandals with back strap and heel of one-inch or less.</td>
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<tr>
<td></td>
<td>Uniform white, pleated dress pants without cuffs.</td>
<td></td>
<td>Class ring only.</td>
</tr>
<tr>
<td></td>
<td>White belt.</td>
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<tr>
<td></td>
<td>White dress shoes (no open-weave or athletic shoes).</td>
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<tr>
<td></td>
<td>White, full-length dress socks.</td>
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<tr>
<td></td>
<td>Blue sash.</td>
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<td></td>
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<tr>
<td></td>
<td>Class ring only.</td>
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</tbody>
</table>

Field Trips

|                              | MS: Grade level school issued t-shirts or school uniform | MS: Grade level school issued t-shirts or school uniform |                              |
|                              | ES: school uniform or as directed by Kumu | ES: school uniform or as directed by Kumu |                              |

ES Aloha Dress Attire

|                              | Uniform bottoms, walking shorts, (no surf shorts), or jeans, with aloha shirt or similar style collared dress shirt (without superheroes, words/logos, etc.) shoes, socks. | Uniform bottoms, Capri pants, walking shorts or jeans (no skinny jeans) with aloha print top with sleeves (no tanks, spaghetti straps, or short tops), aloha print dress with sleeves or muʻumuʻu with sleeves (no tanks, or spaghetti straps), socks and shoes. On PE days, bring change of clothes if wearing a dress or muʻumuʻu. |

MS Casual Dress Attire

|                              | Collared shirt with sleeves                      | Blouses with sleeves and conservative neckline |
|                              | Slacks, jeans or walking shorts                   | • No midriff/cropped tops                     |
|                              |                                                 | • No halter tops                              |
|                              |                                                 | • Slacks, jeans, capris, or walking shorts    |
|                              |                                                 | • Inseams must be at least 6 inches           |
|                              |                                                 | • Low-cut bottoms may be use; however tops must be long enough to tuck in or stay below the waistline when seated |

Athletic shoes and socks  
Sandals/Crocs with back straps  
Uniforms tops or bottoms may not be mixed with casual dress attire  
Logos and prints on all clothing must be appropriate in an educational setting

MS PE

|                              | All middle school students are issued two sets of PE uniforms – T shirt and shorts. PE uniforms are ordered |                              |                              |
Uniforms

before summer for all students and maybe picked up at Royal Hawaiian Shirt Works, Inc., 1733 Wili Pa Loop, B-1, Wailuku Mill Yard between July 1 – August 31. PE uniform labeling instructions will be given during the PE class.

Grade 8

Eighth graders are issued one aloha shirt per student, to wear on Fridays. Lost or stolen shirts cannot be replaced.

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Day-to-Day Student Life

School Day

The school day runs from 7:45 a.m. until 2:30 p.m. Regular attendance is one of the most important factors leading toward school success for children. Parents are responsible for ensuring that their children are at school and on time every day. Most campuses begin their day with oli at 7:40 a.m.

Morning Drop-off

Supervision is provided on campus beginning at 7:00 a.m. Parents should not bring students to school before 7:00 a.m. Parents who provide daily transportation need to pick up and drop off students in the designated campus areas:

- Elementary School: Pa‘iea Administration building
- Middle School: Keanolani Administration building
- High School: Paki and Konia or Keōpūolani Hale

Parents who need to conduct school business on campus should park in designated parking stalls and not along the building curbside. It is suggested that parents plan their morning so that they will be able to drop off their child no later than 7:40 a.m.

Afternoon Pick-up

After school pick-up is at the same campus designated drop off areas. It is important that your student is picked up on a timely manner.

- Elementary: Pick up between 2:30 p.m. and 2:45 p.m. Students who are NOT picked up by 2:45 p.m., may be required to enroll in the after-school program.
- Middle School: Pick up between 2:30 p.m. and 3:00 p.m.
- High School: Pick up from 2:30 p.m.

Students may occasionally be asked to stay after school for special help. If a child is asked to remain longer than a few minutes, the teacher will notify parents in advance to make appropriate arrangements.

After-School Program

Each school has a unique set of After-School Program offerings.

- Kama‘aina Kids services the elementary and middle afterschool programs from 2:30 p.m. to 5:30 p.m. Visit the KS Maui website www.ksbe.edu/maui and review the information available within the Forms/Resources section to learn more about the program, get contact information, and an application.

- Elementary School: All students are encouraged to participate in a sport or belong to one of the clubs or academic teams at the elementary school. Please visit the academic page on the school website www.ksbe.edu/maui or www.ksbe.edu/maui/athletics to learn more about what’s offered or call the school office.
• Middle School: All students are encouraged to participate in a sport or belong to one of the clubs or academic teams at the middle school. Please visit the academic page on the school website www.ksbe.edu/maui or www.ksbe.edu/maui/athletics to learn more about what’s offered or call the school office. The after school program is called Ke Kahua. Students who plan on staying after school must sign up for Ke Kahua during morning or lunch recess. Students stay after school for the following reasons:
  > To participate in IMSL sports, competition group, or club
  > To receive extra help; or to fulfill academic probation requirements.

Families who wish to utilize our partnership with Maui Economic Opportunity, Inc. (MEO) and Boys and Girls Club for bus transportation pick up after school to a Boys and Girls Club location are encouraged to call the school counselors at 573-7233 or 572-4213.

• High School: All students are encouraged to participate in a sport or belong to one of the clubs or academic teams at the high school. Please visit the academic page on the school website www.ksbe.edu/maui or www.ksbe.edu/maui/athletics to learn more about what’s offered or call the school office.

Walking Off Campus
Students are allowed to walk on and off campus using only ʻAʻapueo Parkway, our main entry roadway, between 7:00 a.m.-7:40 a.m. and 2:30 p.m.-6:00 p.m. Students who wish to walk on and off campus must first get a permission form (Parent Acknowledgement of Guidelines for Students Walking On and Off Campus) from the school office or school website www.ksbe.edu/maui in the Forms/Resources section, return the form with parent/legal guardian signature(s), and wait for a picture identification card to be issued. Student must present this identification card to the guard at the entry station to enter or leave the campus. Please allow at least a week for issuance of the identification card. Students are not allowed to leave campus without prior consent as explained above. Students may not walk off campus during school hours.

Off-limit Areas on Campus
To ensure the safety of all students and to protect school and student property, certain campus areas are designated off-limits. Students are not allowed in the following campus areas:

<table>
<thead>
<tr>
<th>During school hours</th>
<th>At all times</th>
</tr>
</thead>
<tbody>
<tr>
<td>On other campuses. Elementary not allowed at Middle or High, Middle not allowed at</td>
<td>Areas where construction or renovation is in progress</td>
</tr>
<tr>
<td>Elementary or High, and High not allowed at Elementary and Middle School campuses</td>
<td>Forest/gulch areas</td>
</tr>
<tr>
<td>Keōpūolani Hale</td>
<td>Physical Plant area</td>
</tr>
<tr>
<td>Parking lots and student cars</td>
<td>Any area where construction or renovation is in progress</td>
</tr>
<tr>
<td>Tennis courts</td>
<td>Access roads</td>
</tr>
<tr>
<td>Basketball courts</td>
<td>Any other areas identified and communicated by faculty and/or staff</td>
</tr>
<tr>
<td>Areas located behind buildings</td>
<td></td>
</tr>
<tr>
<td>Pāki/Konia and Middle School Bus stop</td>
<td></td>
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</tbody>
</table>

Meals and Snacks
Kamehameha Schools strives to provide students with meals that are healthy and nutritionally balanced. Students are expected to follow certain guidelines when in the dining hall. Students should take only as much
food as they will be able to eat. Second helpings are allowed but only if a student has completely finished their first serving. No additional helpings are allowed beyond “seconds.” Students should be seated at a table when eating. Students are expected to clear their table area when finished, placing rubbish in the proper receptacle and putting cups in the tray return area.

**Morning Snack**
Students are provided with a morning snack. This snack is not intended as a substitute for breakfast. It is important that your child have breakfast each day before coming to school in order to function properly during the morning.

**Lunch**
All students are served a lunch prepared in the schools’ kitchen and are encouraged to try a taste/bite of each menu item to promote healthy eating habits. Home lunch is not allowed, except when requested by a teacher for fieldtrips.

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

**Lost and Found**
In order to identify lost items easily, your child’s name should be clearly marked on all personal belongings brought to school, such as: jackets, sweaters, shoes, swimwear and towels. Lost and Found areas are located at:

- The Pai‘ea Learning Center and at the Nāmāhana dining hall
- In front of the Keanolani Learning Center
- High School office

**Birthdays**
Birthday parties, treats, cake and ice cream, balloons, flowers and /or leis are not allowed. Distribution of invitations for out of school parties is discouraged. Delivery of balloons, flowers, limousine pick-ups at school and special recognition tokens are not allowed.

**Lockers**
Middle and High school students are assigned lockers. Students must provide their own lock (silver & black Master Lock preferred) and should keep lockers neat at all times. Students are discouraged from sharing lockers with each other. Bags, purses, backpacks and laptops should never be left unattended. PE lockers are assigned in the gym locker rooms. Students must provide their own lock. Towels, PE uniforms and other personal items should be taken home regularly to be washed.

**Admission to Athletic Events**
Each Kamehameha high school student is allowed admission to all regular Kamehameha Maui Interscholastic League athletic events when he or she presents a current Kamehameha ID card at the entry gate. All other students must pay the entry fee.
**Kapu Items**

For the general welfare of the entire student body and to promote a positive learning environment, the following items are not allowed at school:

- Toys, hand held video games, or play equipment (footballs, baseballs, hacky sacks, etc.), except at the request of teachers or principal.
- Radios, tape recorders, CD/DVD/MP3 players, digital recorders, or cameras (except at the request of teachers).
- Flammable Materials – lighters, matches, fireworks, poppers
- Gum, candy, soda, chips, and other snacks or sugary treats.
- Unnecessary money: If students need money to make a purchase after school, they should give the money to their teacher for safekeeping as soon as they arrive at school. Please note the school will not be responsible for loss or theft of kapu items.
- Weapons or any other objects that can cause injury.
- Flammable materials - matches, fireworks, poppers.
- Modes of Transportation – bikes, skateboards, scooters, Heelys, Razors, skates

**Electronic Equipment/Cellular Phones**

Students are discouraged from bringing iPods, MP3 players, hand-held videogames and other electronic equipment to school. If a student chooses to bring any of these items to school they assume all risk and liability. Kamehameha Schools will not be responsible for replacing lost, stolen or damaged items. If a student’s use of these items interferes with the learning environment, the item will be confiscated and held for pick-up by parents.

Cellular phones have become prevalent as safety/security measures and for communication by families. While on campus students shall:

- Switch cell phones to the off or vibrate position upon entering campus, during class and school activity time as well as during the after school program’s study halls.
- ONLY use cell phones to check messages and make short calls during the morning snack time, after being released from lunch table, or while waiting for after school pickup.
- Student will ask permission to use the cell phone while in plain view of adult supervisors. Social calls are highly discouraged.
- Not use cell phones, including other functions (i.e. camera) in restrooms or shower/locker rooms and other unsupervised areas.
- Not use phone features/accessories such as camera and video camera, video player and music player, while on campus. These features/accessories are considered kapu items and should not be used except at the request or approval of a teacher.
- If cell phones are used during an inappropriate time or place they will be confiscated, labeled with the student’s name, date, home phone number and brought to the office the same day.
- Students may use school phones to make necessary telephone calls during the school day. Please be advised that parents should return calls only if they have the extension number from which the call was made.
- Chronic misuse of cell phones and portable media devices during school hours may lead to disciplinary action.

**Learning Centers**

There are three learning centers on campus which are generally open from 7:30 a.m. to 3:30 p.m. The Middle and High School offer extended hours until 4:00 p.m. except on Fridays. Middle school extended hours are limited to those who signed up for Ke Kahua afterschool program. Students are encouraged to borrow books...
from the Learning Center on a regular and frequent basis. Books are to be returned in a timely manner or students will be charged a late fee or replacement fee.

- Paiea Learning Center (Elementary School)
- Keanolani Learning Center (Middle School)
- Charles Reed Bishop Learning Center (High School)

Parent-Teacher-Student Organization (PTSO)
The Kamehameha Parent-Teacher-Student Organization (PTSO) is a non-profit organization comprised of Kamehameha Schools’ parents, teachers, students, administrators and staff. Its objectives are to:

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

Three division-level councils (Elementary, Middle and High) are chartered to discuss programs, activities and concerns relating to their respective grade levels. Parent representatives from each grade level interact with the school administrators and staff to provide feedback on educational, social and facility-related issues.

The PTSO Board of Directors includes a President, Vice President, Secretary, Treasurer, at large or grade-level directors and the Schools’ Principal. The board establishes policies, provides oversight to chartered committees and determines programs to sponsor.

The PTSO raises funds through membership dues and fundraising projects such as its annual Ho’olaule’a. All proceeds are used to provide enrichment grants for students in grades K-12 and to host programs and projects not funded by the school. The PTSO assists the schools in many ways. Serving as chaperones on various school outings, providing coordination for the campus book fair and spearheading a uniform exchange are just some of the activities supported by the PTSO.

The Maui Campus PTSO welcomes your membership and support throughout the school year. Come join us and make a difference for our children and their school. For more information, contact Lokelani Patrick, Parent/Community Coordinator via email at kapatric@ksbe.edu or via phone at 572-3203.

School Store – Ke Kūʻono
The school store is located on the high school campus and operated by high school students as part of a high school class. KS approved outerwear is available for purchase. Store hours are 2:30 p.m. to 3:30 p.m. and is subject to change; closed during school breaks, holidays and summer months.

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

1. Our kula is Ke Aliʻi Pauahi’s home; a place of honor, respect, and pride.
2. Pauahi established her legacy of education for Hawaiian youth in perpetuity.
3. Pauahi demonstrated that strong, meaningful relationships help to maintain pono, a sense of balance, rightness. Maintaining balance is a discipline that affects thoughts, words and behaviors expressed within our family and home.
4. Pauahi’s influence and spirit of hoʻokipa attracted people of all walks of life who sought her company and felt loved and welcomed in her home regardless of their station. Likewise, we strive to express that spirit of graciousness and love in our Home Hoʻonaʻauao today.

5. Pauahi was viewed by people as a model of perfection. We strive to emulate her character and bearing in our daily actions as poʻo, alakaʻi, kumu, limahana, haumāna and ‘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.

Students are expected to uphold and be responsible for maintaining these values both in and out of the classroom.

Student Discipline

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.

Hōʻihi/Respect - Showing regard for the worth of God, self, others, property and the environment/ʻāina. To be humble and considerate towards others. Hōʻihi aku hōʻihi mai – to give and receive respect.

Kuleana/Responsibility - The active side of respect: showing humility; taking care of self, others and the environment; making a positive impact on the community. Noʻu iho ke kuleana – the responsibility is mine.

Pono/Honesty, Integrity - Courage to stand up for what is right, true and good; doing what you say you will do. ‘Imi naʻau pono – to seek what is right, true and good. ‘Oiaʻiʻo – truthful in what you say; truthful in what you do.

A Commitment to Appropriate Conduct

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

We believe in...

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

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

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

In order to help fulfill Ke Ali‘i Pauahi’s vision of having our students work towards being “good and industrious” men and women, the Kamehameha Schools is committed to 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 Commitment to Appropriate Conduct at Kamehameha Schools is intended to help students control both their emotions and their behaviors, as well as to learn what is, and what is not, acceptable behavior.

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

The KS Commitment to Appropriate Conduct process is designed to model and teach students to take personal responsibility for their actions and to respect the rights of others. The process applies to 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 each incident.

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

**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
• School counseling
• Outside counseling
• Extended restriction of school issued computer or electronic device usage
• Suspension
• Conduct probation
• Impact on grade
• Restitution
• Behavioral contracts
• In school restriction
• Restriction from school events/activities

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

**Infractions** – Examples include, but are not limited to:
• Serious acts of defiance, insubordination, physical assault, or threatening a staff member or student
• Being present where drugs or alcohol are being used, or evidence of use exists
• Misuse of school electronic devices, including computers
• Inappropriate public display of affection
• Sexual misconduct
• Use or possession of any nicotine or tobacco product and use or possession of electronic cigarette
• Minor Theft
• Vandalism, graffiti, computer hacking, and/or other forms of destruction of property
• Gambling & betting

**Possible Consequences** – (Depending on the severity and/or frequency of infraction):
• Continue more stringent Level 1 and/or 2 consequences
• Repossession of school property/equipment
• School Counseling
• Outside Counseling (at parent expense)
• Drug/Alcohol assessment/counseling
• Financial restitution
• On campus work assignment
• Community service
• Suspension
• In School Restriction
• Restriction from school events/activities
• Release from school
LEVEL 4
Level 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
- 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.

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

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

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

- The presentation of new information regarding the situation that was not available during the original investigation
- A potential lapse or error in applying the school’s procedures applicable to the situation based upon the school’s discipline process

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

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

**Pu’uhonua**

Students who admit to a Vice Principal or Counselor that they experiment or regularly abuse alcohol or drugs BEFORE the student has been interviewed in an investigation will be given an opportunity to remain at KS without being released. This offer 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.

**Intervention process**

Kamehameha Schools makes every effort to meet the academic, behavioral, social and emotional needs of its students. If your child is struggling in school, our faculty and staff will intervene and work with you to find the best way to fulfill those needs. KS has developed a progressive five-level system to provide parents with a general framework for our intervention process. The process moves from the simplest, most direct teacher-student interventions to more complex interventions which may include your child’s counselor and school administrators.
**Level 1: Teacher or Classroom Intervention**
A staff member or a parent identifies a problem. Classroom teachers will manage the problem with the assistance from appropriate staff and/or parents.

**Level 2: Grade Level Counselor Intervention**
If a student requires regular supplemental support through services provided within the school setting, the student is moved to Level II and the counselor manages concerns with assistance of support team. Parents are kept closely involved.

**Level 3: Extended Intervention**
If the problem is not solved at Level 2, your child’s counselor will continue to manage the case with the assistance of an outside agency. The purpose of this action is for further diagnosis and evaluation, and to assure that we make the best use of all appropriate resources within and outside of the school setting. Parents are kept closely involved.

**Level 4: Probation**
At this level, students are placed on academic, attendance or behavior probation. The management plan is updated for the student by hi/her support team and parents are kept closely involved.

**Level 5: Administrative Intervention**
If the concerns are not solved at levels 3 and 4, a recommendation is made by the KS Maui principal (ES, MS, Grades 9/10 or Academies) to the Head of School for dis-enrollment or educational placement for special needs.

**TECHNOLOGY ACCEPTABLE USE**

*Electronic Communication with Students, Parents and Guardians*
In order to promote KS’ goal of increasing sustainability through reduction in paperwork, KS will communicate with students, parents and guardians electronically using one or more of the following approved electronic tools via the KS Systems and Web-based Applications (collectively “KS System”):

- **Kamehameha Schools Maui web site:** The school’s web site can be found at: www.ksbe.edu/maui. The site features a wellspring of useful information including the student and parent handbook, the course catalog, summer reading lists, a faculty contact list, and the daily bulletin.
- **The Daily Bulletin** is available at each school’s home page. Students and parents are expected to check the bulletin daily for important updates and/or announcements.
  - [www.ksbe.edu/maui/elementary](http://www.ksbe.edu/maui/elementary)
  - [www.ksbe.edu/maui/middle](http://www.ksbe.edu/maui/middle)
  - [www.ksbe.edu/maui/high](http://www.ksbe.edu/maui/high)
- **Email** is frequently used to share updates and important information.
- **KS Connect:** KS Connect ([http://connect.ksbe.edu/](http://connect.ksbe.edu/)) is a web-based system used to monitor student grades, track student progress, register for the upcoming school year, access school information and facilitate communication between students, teachers and parents. Once students are issued email accounts they will be given access to KS Connect. Parents will receive information when their child enters school either during orientation or in the mail.

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

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

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

**Guidelines for the proper use of KS Mobile Devices**

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

- The mobile devices are the legal property of Kamehameha Schools. Student’s right of possession and use is limited to and conditional upon his/her full and complete compliance with the Student Technology Acceptable Use Agreement.
- Use of KS devices and systems for personal use should be kept to a minimum. Ask a teacher or computer lab resource person if you have questions or concerns about use of your assigned device.
- Report any mechanical problems with your assigned device or software to a teacher or computer lab resource person and they will work to resolve the problem.
- Take steps to backup school work data according to instructions set out by KS teachers.
• Students may not purchase online music, apps or software with their mobile devices without prior approval to do so by their teacher.
• Only assigned school software may be used on KS devices.
• Use of KS devices for entertainment purposes such as playing interactive games or watching YouTube, TV shows or DVD movies is not permitted.
• Conducting unauthorized commercial activity of any kind is prohibited.
• Do not connect unauthorized equipment to any KS system or alter KS equipment to perform unauthorized activities.
• Removing software that has been installed by KS is prohibited.
• Students are permitted to use a variety of approved web tools on their devices for educational purposes under teacher supervision.
• Store KS devices with care by using a proper case or tote bag to protect the device.
• Keep equipment surfaces clean by keeping them free of markings, ink or decorative stickers.
• Students must have their name on power supply cords, removable cards and carrying bags.
• Keep food and liquids away from your device.
• Protect your devices and peripheral equipment from theft or loss.
• Maintain all identifier markings or stickers placed on the devices by KS support staff.
• Do not allow others to use your device.
• Ensure your device is fully charged every day.
• Students will sign a Student Mobile Device Agreement that sets forth requirements involved with the program including specific equipment care and maintenance.
• If a device is damaged or is in need of repair, KS may elect to replace the device and provide the student with a loaner. However, the use of a loaner device is not guaranteed.
• Parents assume all financial responsibility for any device or loaner in their child’s possession that is damaged as a result of abuse, neglect, loss or theft. Families are required to repair or replace the device or loaner at its current value, including warranties and other related accessories.
• When making print copies from a KS device, students are required to:
  o Follow all printing instructions.
  o 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.
  o 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.
  o Chronic misuse of cell phones and mobile devices during school hours may lead to disciplinary consequences as set forth in this Handbook.

**Guidelines for the proper use of the KS System**

When using the KS System you must observe the following practices:
• Properly manage your assigned KS student account within the KS system
• Students and parents are assigned a KS email account to receive and send official communication through the KS Network.
• New students will be issued accounts within the first month of school. Returning students will continue to use KS accounts already established.
• Limit the use of the KS system for educational purposes only.
• Do not use any school email account for non-school related activities.
• Always protect the privacy of your account by using only your assigned User ID and keeping passwords private and confidential.
• Never give others your email account information or use or attempt to obtain user names and passwords of other individuals under any circumstances.
• Actively organize and manage your account by checking KS email accounts daily, respond in a timely manner and regularly delete old emails.
• Do not use KS devices and/or email accounts to register and/or access social networks (Facebook, Twitter, Instagram, etc.) and abide by federal laws of sites that restricts use to individuals ages 13 years and older.
• Do not use images relating to weapons, pornographic material, inappropriate language, alcohol, drugs, gang-related symbols, sounds or pictures as part of your student account.
• Do not use inappropriate media as wallpaper on 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 Web sites and try to pass them off as your own. This is plagiarism, and it will not be tolerated within KS.
• Students should not receive promotional email, subscribe to automatic listservs, or send chain letters.
• Never give out personal information online – including full name, telephone number, address and social security number.
• Steer clear of Internet sites that promote gambling, illegal drugs, alcohol consumption, violence or socially harmful activities.
• Do not visit chat rooms or other sites where people may misrepresent themselves and try to gain your confidence in order to do harm.
• Under no circumstances should you meet with someone you chatted with online without first notifying your parents, counselors or teachers.
• Do not share photos, lifestyle and other personal information on social media sites.
• KS devices may not be used to update personal Web spaces unless it is done in connection with KS educational activities.
• Do not respond to email messages from unknown senders unless the subject of the email is related to KS educational activities.
• Do not participate in chain mail or other group mail activities where email addresses may be passed on beyond your knowledge.
• Learn more about Web and email etiquette safety from your teacher and KS program personnel.

Use the KS System in a manner that does not harm the KS Network
• Do not alter KS system configurations used to provide KS firewall protections that protect users against viruses, malware and spyware threats.
• Be considerate when using shared computer resources. Do not keep informational resources from others, impair access to systems for others or maliciously alter or delete shared information.
• Respect online material created by others. Do not copy or distribute that material if it appears to be copyrighted and never use the materials directly without properly citing sources. If you have questions about copyrights or the proper citing of sources, ask a teacher.
• Do not use the KS system to harm others, alter other people’s materials, or misrepresent your identity.
Obey Copyright and Trademark Laws
- Students are expected to follow all KS copyright policies and procedures. For a complete copy of these policies and procedures, please contact any KS staff.
- Do not transmit, transfer, upload or post content that is protected by U.S. copyright or trademark law onto a KS device or the KS system without written permission of the copyright/trademark owner and KS.
- Remember to properly cite and credit all research and information obtained from the internet.
- Do not make unauthorized and/or inappropriate copies of text, photos, audio files or videos found on KS devices or the KS system.
- Do not copy or download licensed software programs to your device, or give or sell copies of software to others without written permission of the copyright owner unless the original software is clearly identified as shareware or in the public domain.

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

No warranty of service or accuracy/integrity of content of the KS System
- KS makes no warranty for the service that it is providing.
- KS is not responsible for the accuracy or integrity of content that system users obtain via the KS System, especially if the information comes from open Internet sites or is provided by individuals not formally representing KS positions. Users are urged to use the information from the system at your own risk.
- KS assumes no liability for the actions of users of the KS System. This includes loss of data due to delays, non-deliveries, misdeliveries or service interruptions.

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 (7) days a week. To contact the campus security office, call 573-7238 or 572-4260.

Security at the Entry Station
Campus access is strictly controlled at the Entry Station between the hours of 8:00 a.m. – 2:00 p.m. and 10:00 p.m. – 5:00 a.m. on school days. Entry will be allowed only to those who have made prior arrangements with the appropriate school office personnel. All visitors, including parents, must call their school office prior to arriving on campus for clearance. Parents who must come on campus between the hours of 8:00 a.m. – 2:00 p.m. to pick up their child for a doctor’s appointment, because of an early release, to drop off something a child forgot, etc. must contact the appropriate school office, who will inform the entry station of your arrival. Campus security will arrange for a visitor pass to be waiting for external vendors and off campus guests at the main gate upon presentation of a photo ID. Unannounced visitors will be subject to delay or may be turned away, so please plan accordingly.

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

**Reporting School Infractions & Unlawful Activity**
For more information about how to report a school infraction, including any incident of discrimination, harassment, intimidation, bullying, hazing, or violence, please contact the Principal or designated school administrator’s office.

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

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

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

- **Online:** [www.hiikuahelpline.ethicspoint.com](http://www.hiikuahelpline.ethicspoint.com)
- **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.

**Visitors and Volunteers**
Upon arrival on campus, ALL visitors - including parents, relatives and caregivers must report to the school office, sign in, and obtain a visitor’s pass before going to a classroom or anywhere else on campus. All visitors are expected to follow school rules to ensure that visits do not disrupt the learning environment or endanger the safety of students or staff. Upon KS’ request, at the end of the visit, visitors must report back to the unit office, sign out and return the visitor’s pass.

KS depends on parents, relatives and community volunteers to enhance its curriculum and to make such things as field trips and special activities possible. 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 available at the principal’s office. Volunteers must also have a TB test on file and authorize a criminal history record check annually before working directly with the children. This information is kept in a confidential file in the principal’s or his/her designee’s office. Upon arrival on campus, volunteers must report to the school administrator authorized to supervise the volunteer. At the end of the field trip, special activity, program, or service, at KS’ request.
volunteers should return to the authorized school administrator’s office to sign out, unless alternate arrangements have been made.

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

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

**Securing Valuables**
To help safeguard valuable items students, parents, and visitors are encouraged to lock all doors and windows before leaving a facility, lock car doors, and never leave valuables in exposed and/or unsecured areas. KS shall not be responsible or liable for lost or stolen items, including but not limited to, cash, cell phones, electronic devises, and school approved fundraisers, etc.

**Right to Search**
Kamehameha Schools is a private educational institution responsible for the safety of its students and faculty members. KS reserves the right to search student lockers, dormitory living quarters, 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 is required to treat all matters with confidentiality, only revealing information to those who have a genuine need to know about the specific matter.

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

**Changes in Your Child’s Custodial Status**
It is the policy of Kamehameha Schools to remain a neutral party in parental disputes concerning the care or custody of their child. Likewise, it is also the obligation of parents and legal guardian to notify KS in the event there is a legal change in their children’s custodial status. Please forward any court orders, decrees, power of attorneys that affect your child’s legal status to the respective unit 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: KPOA – 93.5 FM and KNUI – 99.9 FM.
- Telephone Calls – In order to keep lines open for emergencies and calls to the outside, please do not call the school office for information during an emergency. Information will be shared via radio announcement as indicated above.

Evacuation of Students
If students must be evacuated, school personnel will ensure that students are moved to a safe location. School personnel will notify parents to pick up students at the school campus to take them to an alternative location if necessary.

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 at the campus, and parents will be notified of procedures for picking up students at the schools.

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 main school office where your child is enrolled.

Health Services
The Mālama Ola Health Services Department (HSD) provides healthcare services to students. 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. All health rooms are staffed by a Registered Nurse who may be supported by a Medical Assistant.
Parents/guardians are required to complete a Medical Treatment Agreement and Release prior to the start of the school year. While Kamehameha Schools provides healthcare services for the students, final and complete responsibility for the health of the student rests with the parents/guardians of the student. Costs incurred by outside referrals and treatments are also the responsibility of parents/guardians. Kamehameha Schools does not assume responsibility for treating any student who appears to be under the influence of any drug, chemical, alcohol, or any other intoxicating or mood-altering substance; however, it reserves the right to administer emergency treatment in connection with any physical disability or accident resulting from the above influence.

**Hours of Service**
The HSD provides health services to KSM students Monday through Friday from 7:30 a.m. to 3:30 pm at the following locations:

- High School Health Room: Located at Pauahilani Building Room 41. 573-7073
- Middle School Health Room: Located at Keanolani Building Room 11. 572-4221
- Elementary Health Room: Located at the Pai’ea Administrative Building. 572-3222

There is no charge for students to be seen at the health room, although there may be a charge for supplies.

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.

Our HSD provides clinical assessments, first aid, and initial urgent/emergency care, as defined below:

- 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.

In the event of a serious medical emergency, KS will be responsible for arranging transportation for emergency care. If a student is referred to an outside physician or facility by the health room, a referral letter 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 restriction form is acceptable. A signed referral letter or physician’s restriction form is required when the student returns to school.

**Returning after Illness or Injury**
All students returning to school after an absence for illness or injury must readmit through the health room if:

- The absence is for three or more days; or
- The absence is for less than three days and
  - The student saw a healthcare provider during that period; or
  - The student has any medical restrictions requiring an off activity pass.
- The student returns to school with medical restrictions of any kind regardless of the number of days absent.

A healthcare provider’s note is required for any absence of more than three days.

*Medication Administration*
For any medication prescribed by a healthcare provider that a student will have on campus, a completed Request for Administration of Medication (RAM) form must be submitted to the health room. If the healthcare provider indicates on the RAM form that the student can self-administer the medication, then the student may be allowed to keep the medication, subject to concurrence by the Medical Director or his designee. However, the health room must possess and dispense any controlled medication/substance even if the student is able to self-administer. If the RAM form does not indicate that a student can self-administer the medication, then it will be dispensed by the health room. All prescribed medications should be in their original pharmacy container with the necessary information – student name, medication name, physician’s name, plus dosage and frequency. KS is not responsible for reminding students to take or report for their medication.

Information on the Health Services Department and related forms may be found in the Forms/Resources section of the school website www.ksbe.edu/maui

Contacting Parents
In cases of emergency or if a child needs to be picked up from school, the health room staff will attempt to call one of the child’s parents. 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. Further treatment by a private physician or an emergency room is at the discretion of parents.

Students will be sent home from school if their condition prevents them from returning to class or participating in a school-related activity. Conditions such as, but not limited to:

- A temperature of 100°F or above. Students must be fever-free for 24 hours without medication (Tylenol, Motrin, etc.) before returning to school.
- Vomiting or diarrhea

**IMPORTANT: Please notify the school office immediately of a change of address or phone number.**

Health Records
The HSD maintains a health record on each student. The health record contains emergency contact, health insurance and immunization information, as well as a chronological account of each visit to the health room. Parents are responsible for immediately informing the health room of changes in student health record information immediately by calling the designated health room.

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

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

Transportation
Kamehameha Schools provides bus transportation to enrolled students living in outlying areas. The Director of Operations is responsible for implementing bus transportation, in consultation and coordination with the principal or applicable school administrator(s). Current bus sites are located in Lāhainā, Kihei, and Central Maui. For information on bus services, contact the Operations Office at 572-3245.
Parents must apply for bus transportation for their children before the start of school. Bus transportation is an additional charge (not included in the basic tuition fee). Parents can apply for either one-way or round-trip service.

**Application and Fees**

Bus transportation applications are mailed home to all parents. Applications were to be completed and returned to the Operations Office no later June 10, 2016. The annual bus transportation fees for the 2016-2017 school year are listed below. **Bus fees are non-refundable once the school year begins.**

<table>
<thead>
<tr>
<th></th>
<th>By June 10, 2016</th>
<th>After June 10, 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Round Trip</td>
<td>$1,250 per student</td>
<td>$1,350 per student</td>
</tr>
<tr>
<td>One-Way</td>
<td>$625 per student</td>
<td>$675 per student</td>
</tr>
</tbody>
</table>

*includes $100 late fee per student for round trip and $50 late fee per student for one-way.

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

**Student Pick-up From Bus Sites**

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

Students must be picked up from all bus sites within 15 minutes after the buses depart. There are many safety concerns with leaving students waiting unsupervised at bus sites for an extended period of time. Please do your part by picking up your child within 15 minutes of the bus’ departure. For safety reasons, students must remain at the bus site until they are picked up. The elementary school offers an after-school program with a bus that drops off at the Kahului Shopping Center at approximately 5:00 p.m. Contact the Elementary School office for more information about the after school program.

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

<table>
<thead>
<tr>
<th>Bus Site</th>
<th>Morning Departure</th>
<th>Afternoon Return</th>
<th>All students must be picked up by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lāhainā Aquatic Center</td>
<td>6:35 a.m.</td>
<td>3:45 p.m.</td>
<td>4:10 p.m.</td>
</tr>
<tr>
<td>Kihei Community Center</td>
<td>6:50 a.m.</td>
<td>3:30 p.m.</td>
<td>3:50 p.m.</td>
</tr>
<tr>
<td>Wailuku War Memorial Stadium</td>
<td>7:00 a.m.</td>
<td>3:20 p.m.</td>
<td>3:45 p.m.</td>
</tr>
<tr>
<td>Kahului Shopping Center</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– 2:30 p.m. bus</td>
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<td></td>
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<tr>
<td>– 4:30 p.m. bus</td>
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<tr>
<td></td>
<td></td>
<td>3:10 p.m.</td>
<td>3:30 p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5:00 p.m.</td>
<td>5:30 p.m.</td>
</tr>
</tbody>
</table>
Above schedule is subject to change. Buses will depart on time. Parents will be responsible for bringing their child to school if they miss the bus.

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

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

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

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

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

While on the bus students shall:
- Keep heads and/or hands inside the bus at all time. No outside yelling or obscene gestures will be tolerated.
- Refrain from loud talking, laughing or creating unnecessary confusion, which may divert the driver’s attention and may result in an accident.
- Treat bus equipment as valuable furniture. Students will be held financial accountable for vandalism.
- Never tamper with the bus or any of the equipment.
- Keep all books, packages, coats and other objects out of the aisles.
- Remain in the bus in case of a road emergency unless directed to do otherwise by the bus driver.
- Not throw anything out of the bus window.
- Remain properly seated while the bus is in motion. No standing or sitting on the bus floor.
- Refrain from fighting, or engaging in other behavior that would endanger the health and safety of self or others
- Not eat or drink on the bus.
- Obey all instructions from the bus driver.
After leaving the bus students shall:
• Cross at nearby crosswalks or intersections. Do not cross directly in front of or behind the bus. If there are no crosswalks or intersections nearby, students shall look both left and right to see that there are no vehicles approaching before crossing. Avoid crossing at curves or hills.
• Observe the following crossing procedure when crossing the street with the assistance of a school bus driver:
  • Walk 12 feet in front of the bus and check to see if the alternating red lamps on the top portion of the school bus are flashing. If they are, look at the driver and wait for him/her to give you the signal to cross.
  • If the red lamps are not flashing, do not cross. Notify the driver if the red warning lamps are not working and ask for the driver’s assistance to cross the street.
• Students are not permitted to leave the bus at locations other than designated bus stops unless advanced authorization has been given by school officials.

**Bus Assignments**
Students may be assigned to ride designated buses at specified times and locations. Students may not bring guests or friends on the bus unless permission is granted by the principal or applicable school administrator. Please do not make this request to the bus driver unless it is an emergency situation as there are students on the wait list in most of our rural/outlying areas.
Special written request will be reviewed on a case-by-case basis by the KS 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 turned in to the school office.

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

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

**Emergency Procedures for Bus Transportation to and from School**
In the event of a road closure or other emergencies that may affect bus transportation, the following procedures will be implemented:

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

Afternoon Transport
Affected bus riders will be kept together in one location on campus, until further notice, if the road does not re-open by 1:30 p.m. Any remaining students will be sent home on the bus once the road re-opens and traffic has time to subside.

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

The elementary, middle, and high school offices will be notified that the students will be kept on campus and asked to assign someone to escort these students to the selected location and provide supervision. Students kept on campus will be supervised. Food and beverages will be provided for students expected to be kept on campus for an extended time. Parents are encouraged to plan alternative transportation for their child in case the road remains closed for a long period of time.

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

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

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

Business Matters

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

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

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

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

Expenses covered by financial aid:
- Tuition
- Meals
- Fees
- Eligible bus transportation

Expenses NOT covered by financial aid are as follows:
- Tutoring
- Medical expenses
- Uniforms (P.E. and school uniforms)
- Music lessons
- Other supplemental costs (e.g. AP exam fees, physical education, photography lab fees, scuba fees, etc.)

Students receiving KS financial aid may apply for assistance for these supplemental costs through the principal’s office on each campus. Please consult with the principal on your campus to determine options available.

How to apply for financial aid: Financial aid applications and application guidebooks can be accessed online at [www.ksbe.edu/finaid](http://www.ksbe.edu/finaid). To receive an application packet by mail, call the KS Applicant Services Center at 808-534-8080 (O‘ahu). Neighbor island applicants may call toll-free at 800-842-4682, press #9 then extension 48040.

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

If your child is invited to enroll at KS after July 1, 2016, you will have up to 45 days after the date on your admissions invitation letter to apply for KS financial aid. Late invitees must attach their invitation letter to their applications for full award consideration.

**Student Records and Directory Information**
Parent/student access to student records. Parents and students are allowed:
- To inspect, review and obtain copies of the student’s education record.
• To request that others review the student’s education record (except where Kamehameha is required or authorized to allow others to review the record without your permission). Requests should be made in writing to the principal or his/her designee.
• To obtain copies of Kamehameha’s policies and procedures concerning parent/student access to education records. Requests should be made at the principal’s office.

Generally, information such as phone numbers and addresses will not be released to outside parties who call the school. Instead, the name of the caller and any message will be taken. The school will then contact the student and/or parents, who may then decide if they wish to contact the caller. Directory information may include:
• Student’s name and address
• Telephone number
• Date and place of birth
• Activities, clubs and sports
• Weight and height for athletic team purposes
• Dates of school attendance
• Degrees and awards received
• Most recent and previous education institution attended
• Other similar information

Use of the Name “Kamehameha Schools” and the I Mua Warrior Logo
The name “Kamehameha Schools” and the I Mua Warrior logo (shown below) are used and protected as trademarks, service marks, and trade names under federal and state law. They are valuable intellectual property of KS and it is important to protect them and use them properly.

For this reason, the use of these marks in connection with the sale of any products or any commercial activity, or any use of these marks that implies sponsorship or endorsement by KS of any activity (even a non-commercial activity) requires the written approval of KS. To learn more about these requirements, please contact the Head of School Office at 572-3100.

Fundraising for Student Activities
Proceeds from student fundraising help to enrich the educational experiences of our students. All fundraising efforts must FIRST be approved by a designated school administrator and adhere to KS’ policy on student fundraising. The policy includes guidelines for the selection of fundraising activities, security requirements for proceeds and the sale of perishable food items.

Fundraising activities are limited to specific school-related goals and objectives. For details on student fundraising, contact your child’s School Office.

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

Elementary School Information for Grades K-5

Classroom Assignments
Children are grouped heterogeneously into self-contained classrooms. Homeroom teachers then group children flexibly in order to best meet their instructional needs.

In the summer following each school year, grade-level teachers develop recommended class groupings for the following school year. In general, classes are mixed from year to year so children get to know others at their grade level. Initial lists are considered drafts and are reviewed by counselors, other staff, and administrators prior to final administrative approval and distribution to parents.

Parent requests for specific teachers are not accepted. However, a parent may request a particular learning environment for a child, based on what is known about how that child learns and responds (e.g.-needs firmness or structure or needs nurturing/confidence-building). Requests should be made in writing to the principal via the child’s teacher by the first week of May. While no guarantees can be made, such information will be considered in the process.

Homework
Homework is generally assigned by homeroom teachers. The primary purpose of homework is to help students establish a sense of responsibility, become independent learners, reinforce skills already covered in school, and complete daily assignments.

Students may also need practice at home to memorize the words to various oli or songs for special events such as Founder’s Day. In order to achieve this purpose, a cooperative effort between school and home is encouraged.

Examples of assignments include:

- Completion of daily work
- Reinforcement of specific skills
- Project or research work
- Recreational reading
- Writing
- Sharing/discussion of experience

For best results, parents should provide:

- A quiet place free from distractions such as TV
- Proper homework supplies
- A scheduled time for homework
- Interest and support

Student Progress Reports
Grades help our teachers communicate your child’s level of achievement in school. Helping students succeed at school is an important goal for all faculty and staff. Students are evaluated three times yearly, in November, February and May, to report their academic and social progress.

Parents and students will be notified at the mid-point of each trimester when a student’s performance does not meet grade level expectations. A Notice of Concern form will be completed and sent home. Through parent, teacher and counselor conferencing, other efforts will also be made to work with parents to find successful
strategies to help students improve. The following descriptions of grades are embraced at the elementary school:

Academic achievement

4 = Indicates that the student exceeds expectations at the present grade level.
3 = Indicates the student is proficient at the present grade level.
2 = Indicates the student is developing the skills being assessed.
1 = Indicates the student needs improvement on the skills being assessed.
0 = Indicates the student is having serious difficulties in achieving basic grade level skills.

Effort, pono and learner qualities

3 = The student almost always exhibits the behavior indicated.
2 = The student sometimes exhibits the behavior indicated.
1 = The student infrequently exhibits the behavior indicated.

Academic Probation

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

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

Academic probation can take place at the end of any trimester. It is designed as a trial period during which a student is given a chance to improve study skills and work habits in order to show reasonable improvement on school assignments, projects and tests. In general, academic probation is a last resort that is used after other interventions have been attempted which have not successfully resulted in an acceptable level of student effort or performance at meeting grade level expectations.

In the elementary school, there are two levels of academic probation: initial and final.

Initial Academic Probation

Students may be placed on initial academic probation at the end of any single trimester in which the student receives the following marks on his/her report card:

For students in grades K-5 based on grades for “achievement:”
- Two or more Ds in any academic subject or four or more 1’s in any academic subject, including those taught by homeroom or specialist teachers.
- One or more Fs in any academic subject or two or more 0’s in any academic subject, including those taught by homeroom or specialist teachers.

When a student is on initial academic probation, a conference will be arranged with the student’s parents/guardians and his/her homeroom teacher and counselor. Other specialist teachers may also be involved. In addition, the principal may also be involved with the conference, especially if other factors (such as behavior at school) may appear to be influencing the student’s grades. It will be the decision of the parent/guardian as to whether or not the student is included in this conference.

At the conference, the student’s most recent report card will be reviewed, and specific areas of concern with student performance will be identified. (Note: Previous report cards, or other work samples or materials may
also be considered at this conference.) Teachers will share their professional judgment as to the causes for the
student’s lack of acceptable progress, and will present a range of suggestions designed to assist parents in
helping their son or daughter develop sounder study skills and improve work habits at home and at school.

Students and their parents/guardians are expected to implement the suggestions that are offered. An ongoing
assessment of student performance will be conducted over the next trimester by the student’s teachers, with
the understanding and hope that the student’s progress at school will improve.

Initial academic probation lasts for one trimester, after which time one of the two following steps will take
place:
- If student performance has improved (as evidenced by a reduction in the number of Ds and/or Fs from the
  previous report card), then the student will no longer be on initial academic probation.
- If student performance has not improved (as evidenced by grades on the next trimester report card - see
details below), then the student shall be placed on final academic probation.

**Final Academic Probation**
Students may be placed on final academic probation at the end of the second consecutive trimester* in which
the student receives the following marks on his/her report card:

For students in grades K-5 based on grades for “achievement:”
- Two or more Ds in any academic subject or four or more 1’s in any academic subject, including those taught
  by homeroom or specialist teachers.
- One or more Fs in any academic subject or two or more 0’s in any academic subject, including those taught
  by homeroom or specialist teachers.

*NOTE: Consecutive trimesters may include the 3rd trimester in the spring of one school year followed by the
first trimester of the subsequent school year. (For example, the last trimester of 2nd grade and the first
trimester of 3rd grade, etc.)

When a student is placed on final academic probation, a conference will be arranged with the student’s
parents/guardians, his/her homeroom teacher and counselor, and the principal. Other specialist teachers may
also be involved. It will be the decision of the parent/guardian as to whether or not the student is included in
this conference.

At the conference, the student’s work over the past two trimesters will be reviewed. Faculty and staff will share
their professional judgment as to the causes for the student’s continued lack of acceptable progress, and will
present a range of suggestions designed to assist parents in helping their son or daughter develop sounder study
skills and improve work habits at home and at school.

An academic performance contract will be developed, with a description of specific activities the student is
expected to perform in order to improve performance at school. The contract will also include specific
consequences for failure to meet agreed-upon expectations. In situations where there is inadequate student
effort or parental support, a recommendation may be made to the Head of School that may result in release
from Kamehameha Schools.

**Questions and Concerns**
Communication between parents and the school is a key component of academic success. In order to most
effectively address your questions and concerns about your child’s education, the following process is
suggested:
1. If the issue concerns your child’s learning, approach his or her teacher first. You may also contact your
child’s grade-level counselor.
2. If the concern or question is not resolved satisfactorily, please contact the school’s guidance counselor.
3. If resolution is still not achieved, please request that the principal become involved.
4. If resolution is still not achieved, please take the matter up with the Kamehameha Schools Head of School.

Recess Guidelines
Students are given a morning recess of approximately fifteen minutes at which time a nutritious snack is also served in the Nāmāhana lunchroom. They are also given a recess either before or after they are served lunch. At both recess times, all students are expected to abide by the following playground rules:

- Students should not play in the covered courtyard areas next to classroom buildings.
- Students may be assigned to a specific area in which to play on certain days.
- Absolutely no roughness or physical contact is allowed during any game.
- Flag football is not allowed unless directly supervised by a teacher.
- No running or no tag on rubber mat around playground structure.
- No jumping off and/or standing on high areas of playground structure.
- No hanging upside down by the knees on the monkey bars.
- Students are not to go beyond the grade 3 and 4 classrooms.
- Students should use the bathrooms and drinking fountains by the music room.
- No piggy backs, carrying, tackling, or wrestling.
- No gymnastics-cartwheels, back-flips, pyramids, etc.
- No playing on or rolling down the hill.
- No standing on the top of the bars.
- Slide down with feet first only.
- Lining up and dismissal:
  - 1st whistle = All students FREEZE
  - 2nd whistle = All students LINE-UP at basketball court.
  - Students will be dismissed by grade level.
  - Students are to stay together as a class and walk to their next class in an orderly manner.

Middle School Information for Grades 6-8
The School Day (Regular Bell Schedule)
There are other bell schedules used to accommodate various activities such as chapel or dances.

<table>
<thead>
<tr>
<th>Time</th>
<th>Period</th>
<th>Grade 6</th>
<th>Grade 7</th>
<th>Grade 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:40-7:50</td>
<td></td>
<td>Morning Protocol - 'ōli</td>
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<td></td>
</tr>
<tr>
<td>7:50-9:15</td>
<td>1</td>
<td>One of the following:</td>
<td>PE/Health or Math</td>
<td>One of the following:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• English</td>
<td></td>
<td>• English</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Hawaiian language</td>
<td></td>
<td>• Hawaiian language</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• technology</td>
<td></td>
<td>• art</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• science</td>
<td></td>
<td>• science</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• social studies</td>
<td></td>
<td>• social studies</td>
</tr>
<tr>
<td>9:15-9:25</td>
<td></td>
<td>Morning Recess and Snack</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:25-10:50</td>
<td>2</td>
<td>One of the following:</td>
<td>One of the following:</td>
<td>PE/Health or Math</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• English</td>
<td>• English</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Hawaiian language</td>
<td>• Hawaiian language</td>
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<td></td>
<td></td>
<td>• technology</td>
<td>• technology</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>• science</td>
<td>• science</td>
<td></td>
</tr>
</tbody>
</table>
There are three lunch periods with each grade having its own designated time to eat. Celebrations, acknowledgments, announcements and Ke Kahua signups are conducted during grade lunches. Included in the lunch period is lunch recess. Periods 3, 4, and 5 are 45 minutes long and students are either at lunch, advisory, or elective classes.

Advisory classes meet daily throughout the year with a faculty advisor assigned to a group of 18-22 students. This is the nucleus of the ‘ohana that provides academic and emotional support for students.

Monthly chapel services are observed, usually on the 2nd Wednesday of each month. Worship services are led by the school kahu and Christian Education teacher. Time is set aside during advisory classes for daily devotions. The Christian Education teacher teaches two lessons a month. Lessons incorporate Bible studies, Christian holy days and Hawaiian/Christian values. Christian education classes are taught during the grade level advisory class.

**Counseling Services**

Students have the same school counselor throughout the three years in middle school. This looping provides the opportunity to develop positive relationships between the school and home. The kula waena school counseling team also conducts two guidance classes each month. Lessons revolve around academic, college/career and social/emotional topics that are specific to the grade levels and age appropriate. Guidance classes are taught during the grade level advisory classes. Counselors also provide small group and individual support for students as needed. The team meets regularly with grade level and math teams offering support for students and teachers.

**Course Registration Elective Classes**

Registration for elective classes for students entering grades seven and eight is held in the spring. Students register for their elective classes using KS Connect on a first-come-first-serve basis. Communication prior to the registration enrollment dates will be distributed in a timely manner.

**Course Grades**

Grades help our teachers communicate the skills and knowledge students have learned in relation to course objectives. Teachers’ individual grading practices are outlined in their course summaries. Parents and students who have questions about how the evaluation of a course will occur, should ask teachers for clarity. Report cards are issued at the end of each quarter to communicate academic progress.
The following letter grades are embraced throughout the middle school:

<table>
<thead>
<tr>
<th>LETTER GRADE</th>
<th>REGULAR COURSE</th>
<th>RANGE IN PERCENTAGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>93-100%</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>90-92%</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>87-89%</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>83-86%</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>80-82%</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>77-79%</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>73-76%</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
<td>70-72%</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
<td>67-69%</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>63-66%</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
<td>60-62%</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>0-59%</td>
</tr>
</tbody>
</table>

Report Cards
Report cards are mailed at the end of each quarter/semester. Copies of student report cards are also kept in the counseling and middle school administration offices. Teachers assign letter grades for each course to indicate student progress. They may also provide additional information on student attitude and progress through report card comments and direct communication with parents.

Other marks are sometimes used to clarify a student’s status in a course. These marks include:

- I: Incomplete
- P: Pass
- NC: No Credit

Incompletes
An Incomplete Grade (I) is issued to a student who has not completed course or class assignments during a grading period due to extenuating circumstances. Incomplete grades and a timeline for making up missed assignments are approved by the campus principal or a designee. Incomplete grades are not issued as final or year-end course or class grades.

Grade Point Average
Grades are calculated by adding earning grade points and dividing it by the number of classes the student had for that marking period. Semester grade point averages are reflected on student report cards. They are used to determine Head of School’s list and principal’s list.

Progress Reports
Teachers may submit progress reports to parents/guardians at any time during the course of the school year. Reports are usually issued when students:
- Receive a D or F grade
- Fail to complete assignments
- Receive low test scores
Leader and Learner Report

Every middle school student receives a Leader and Learner Report at the end of each semester for five subject areas; English, Science, Hawaiian Language, PE/Health and Math. The report provides a numerical rating for six leader and learner values in each subject:

Rating
1- Kupu (rarely)
2- Liko (sometimes)
3- Pua (usually)
4- Hua (consistently)

Values
- **Kuleana** (responsibility) – comes to class prepared, on time, with materials and completed work; takes initiative and stays on task; knows expectations and follows them; produces original and quality work
- **Ho’omau** (perseverance)- strives for improvement by setting goals; demonstrates tenacity; tries various approaches/methods
- **Ike Pono** (righteousness) – follows school rules; respects self, others, and surroundings; demonstrates moral and ethical behavior; stand up for what is right
- **Aloha/Pilina** (love/relationships) – forms healthy relationships; demonstrates Christian values; cooperates and encourages others; manages conflict effectively
- **Mālama** (to care for) – works well with others; critiques/communicates kindly and respectfully; cares for self, others and surroundings; helps others in need
- ‘**Imi Na’au’ao** (seek knowledge) – takes positive risks; accesses resources when needed, asks for help; asks relevant and thoughtful questions; stays engaged and focused

Grade Promotion

In order to be promoted to the next grade level, students must maintain satisfactory grades in all classes. Students who receive a D in a single core class (English, math, science or social studies) for two or more quarters must attend summer school and may be required to successfully complete a credit recovery course in order to be promoted. Make-up courses will be determined by the principal. Students who fail two or more classes in a school year may be released from Kamehameha Schools.

Academic Probation

Students are placed on academic probation if they receive a grade F, two or more grade Ds, or if their GPA falls below 2.0 during a given quarter. They remain on probation until the next grading period and are required to attend Ke Kahua after school tutoring program until the next grading period. Students on academic probation are not permitted to represent the school in extra-curricular activities and honorary positions.

Parents and students can monitor academic progress through the following means:
- **Student Progress Report** – posted regularly on KS Connect. Progress reports for students who have grades of C- and below and whose parents who do not have internet access will be mailed home.
- **Notice of Concern** – submitted by teachers to the principal, counselors and parents concerning poor academic performance such as failure to complete assignments or low test scores.
- **Report Cards** – report cards are mailed home at the end of each quarter grading period.
# High School Information for Grades 9-12

## Graduation Requirements

The following graduation requirements are designed to help students develop fundamental skills and acquire knowledge which will contribute to his or her success in society. Students are expected to enroll in a full program each semester, thereby earning at least eight credits per year.

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Courses Required</th>
<th>Credits</th>
<th>Credits Required</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English</strong></td>
<td>English 9, English 10, English 11, English 12 or ENG 100 Expository Writing</td>
<td>1.0</td>
<td>4.0</td>
</tr>
<tr>
<td><strong>Communication</strong></td>
<td>Speech Communication</td>
<td>0.5</td>
<td>0.5</td>
</tr>
<tr>
<td><strong>Math</strong></td>
<td>Algebra I, Geometry, Algebra 2 *, Pre-calculus with Trigonometry, MATH 115 Statistics</td>
<td>1.0, 1.0, 1.0, 1.0, 1.0</td>
<td>3.0</td>
</tr>
<tr>
<td><strong>Science</strong></td>
<td>Biology or Honors Biology, Chemistry or Honors Chemistry, *Select a third science course from: Agriscience/Aquascience; Environmental Science; Human Anatomy &amp; Physiology; Intro to Biotech; Issues in Medicine; Marine Biology; Physics, AP Biology, AP Physics</td>
<td>1.0, 1.0, 1.0</td>
<td>3.0</td>
</tr>
<tr>
<td><strong>Social Studies</strong></td>
<td>Hawaiian Culture, US History, World History, Hawaiian History</td>
<td>1.0, 1.0, 1.0</td>
<td>4.0</td>
</tr>
<tr>
<td><strong>World Language</strong></td>
<td>Hawaiian 1 - required for all Freshmen and new incoming students, Must complete two consecutive years of a selected language: Hawaiian; Japanese; Spanish, Recommendation: check college admission requirements to ensure the language selected will satisfy college admission minimum requirements.</td>
<td>1.0, 1.0</td>
<td>2.0</td>
</tr>
<tr>
<td><strong>Health</strong></td>
<td>Personal Health</td>
<td>0.5</td>
<td>0.5</td>
</tr>
<tr>
<td><strong>Physical Education</strong></td>
<td>Physical Education 9, Physical Education 10</td>
<td>0.5, 0.5</td>
<td>1.0</td>
</tr>
</tbody>
</table>

- **- 61 -**
Courses that satisfy requirement:
Art History & Criticism; Art Studio; Concert Band; Chorus; Digital Photography; Guitar; Piano; ‘Ukulele
OR select two (2) 0.5 credit courses from the following:
Hana No‘eau; Hula; Theatre

*Some courses have a prerequisite, see course description.

Papa Kākoʻo
Seminar
Must be taken fall (0.5 credits) and spring (0.5 credits) semesters for all students grades 9-12.

Academy
Requirements
Complete three (3) endorsement credits from a selected Academy
Complete two (2) academy enhancement elective credits

Non-credit
Requirements
Swimming/Running Proficiency, Christian Education, Community Service/Service Learning,
Guidance, Kaʻimi-Internship, Höʻike Nui, Special Events—ʻAha Mele, Founderʻs Day

<table>
<thead>
<tr>
<th>Fine Arts</th>
<th>Courses that satisfy requirement:</th>
<th>1.0</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Art History &amp; Criticism; Art Studio; Concert Band; Chorus; Digital Photography; Guitar; Piano; ‘Ukulele</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>OR select two (2) 0.5 credit courses from the following:</td>
<td>0.5</td>
</tr>
<tr>
<td></td>
<td>Hana Noʻeau; Hula; Theatre</td>
<td>0.5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Papa Kākoʻo Seminar</th>
<th>Must be taken fall (0.5 credits) and spring (0.5 credits) semesters for all students grades 9-12.</th>
<th>1.0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academy Requirements</td>
<td>Complete three (3) endorsement credits from a selected Academy</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td>Complete two (2) academy enhancement elective credits</td>
<td>2.0</td>
</tr>
<tr>
<td>Non-credit Requirements</td>
<td>Swimming/Running Proficiency, Christian Education, Community Service/Service Learning, Guidance, Kaʻimi-Internship, Höʻike Nui, Special Events—ʻAha Mele, Founderʻs Day</td>
<td>5.0</td>
</tr>
</tbody>
</table>

Total Credits Required | 28.0

Non-Credit Graduation Requirements
In addition to the academic graduation requirements, all Kamehameha Schools Maui students must complete the following non-credit graduation requirements and participate in the school designated special events.

Christian Education Program
Christian Education is an integral aspect of Kamehameha’s educational program. All students are expected to meet the requirements. Devotions are held each morning to assist students and faculty members experience the presence of Jesus Christ here at Kamehameha Schools and in their daily lives. This is a time of worship and inspiration to bring the Bible to life. Chapel devotions consist of monthly chapel services that include Bible scripture readings, prayers, singing and short thought-provoking meditations. Christian Education Class - All students at Kamehameha Maui campus attend bi-monthly Christian Education classes throughout the year with specific themes for each grade level.

Clubs/Athletics
All students must participate in a sport or belong to one of the many clubs on campus. A list of available clubs is with the Student Activities Coordinator.

Community Service/Service Learning
All Kamehameha students are required to complete a minimum of 60 hours of community service.

Guidance Education Program
Guidance classes are taught in grades 9-12. Sessions are conducted to assist students in their personal and social growth and to prepare them for college or other post high school careers. Guidance lessons take students from an awareness/knowledge level to the application and practice stage as they demonstrate their understanding.
Kaʻimi—Internship
Students complete a minimum 40 hour internship that relates to their selected career academy. Internships provide students with an opportunity to explore and validate their career interests in a real work environment. Although the internship and Hōʻike Nui topics do not have to relate, students are encouraged to explore and discuss possible connections between internship and Hōʻike Nui with KSM’s Career Liaison (Internship Coordinator) and their Hōʻike Nui advisor. Students may intern during one of the intersessions in their junior year and should aim to complete interning by the summer before their senior year.

Hōʻike Nui
All seniors are required to design, research, and present a Hōʻike Nui project. The focus of this project is selected by the student and should demonstrate an in-depth understanding of a particular area of interest which is aligned to their academy. Organization, researching and presentation skills will be sharpened throughout the project. The heart of Hōʻike Nui is to make connections between what is taught in school and a real-life situation that a student feels passionate about. It is also about taking service learning beyond the walls of Kamehameha Maui and giving back to their community.

Swimming/Running Proficiency
All Kamehameha students will demonstrate proficiency in swimming and running.

Special Events

Founder’s Day
Celebrated on December 19th, this is a celebration to remember and honor the birthday of Princess Bernice Pauahi Bishop, founder of the Kamehameha Schools. This campus event involves the entire student body.

ʻAha Mele Song Festival
Every spring, the high school students participate in the Kamehameha Schools Maui ʻAha Mele Song Festival. Students share their gifts of voice and song by class and gender in a non-competitive performance.

Request to Waive Graduation Requirement
Requests to waive graduation requirements due to special circumstances, such as a medical challenge, may be submitted through a campus counselor to be presented to the school administration. All requests will be considered by the KS Credit Waiver Committee headed by the vice principal. Committee recommendations are submitted to the principal for review and final action.

A Kamehameha Schools diploma signifies that a student has completed all requirements in this section and maintained a satisfactory record. It also means that a student has paid all fees, completed all detention, and any other graduation check-out requirements. Students who do not meet all graduation requirements will not receive a diploma and will not be allowed to participate in baccalaureate and commencement ceremonies.

Course Registration
Each spring, students work with teachers and counselors to select courses for the next school year. Parents may view the course recommendations through the school’s online information system, KS Connect. Course registration information is sent to parents by mail. Parents are expected to work with their children to register for classes via KS Connect.
**KS Connect:** KS Connect is a Web-based system that allows students, parents and teachers to share information including student grades, homework assignments, report card information, and school transcripts.

The system is also used for course registration for the upcoming school year. To be able to access KS Connect, you must include your e-mail address on the KS Student Information Form. Once your account is established, you can view the information, day or night, at [http://connect.ksbe.edu](http://connect.ksbe.edu). Parents who do not include their e-mail addresses will receive information via the U.S. Postal Service.

**Course Catalog:** A course catalog is available for students and parents to reference at the school’s website [www.ksbe.edu/maui](http://www.ksbe.edu/maui) in the Forms/Resources section.

**Core Course Requirement:** Core courses – English, math, science, social studies, speech and languages – must be taken during designated school years.

**Requests for Course Changes:** Course changes are discouraged. However, if a change is recommended by counselors and teachers, a student’s schedule may be modified with administrative approval. Generally, all schedule changes must be processed before the end of the first week of each semester.

Students and parents are encouraged to do the following to prepare for online registration:

- Read through the course catalog to familiarize yourself with the course offerings and graduation requirements.
- Ask questions, discuss your career and educational goals with your parents/guardians, teachers, counselor or academy advisor to create a course of study.
- Utilize the Graduation Requirements Course Planning Guide.
- During the assigned time frame (for specified grade level students):
  - Register for your selected courses.
  - Finalize your course requests.
  - Print your Preliminary Course Requests.
  - Have your parent/guardian sign it.
- Reminders:
  - Students must register for eight (8) credits per year.
  - If you are selecting a 0.5 credit class, you will need to select two (2) of them.

**Study and Activity Periods**

Students who need help with their school work can make arrangements for study-help sessions with their teachers.

**Extracurricular Activities**

Club and school committee meetings, rehearsals, student government activities and dances are communicated through the daily bulletin on the school website.

**Field Trips**

Students will have opportunities to extend their learning beyond the classroom walls by attending field trips. Information/permission sheets will be circulated prior to the activity.

When a field trip is planned, students are responsible for obtaining permission to attend from teachers whose classes will be missed. Classroom teachers have the right to refuse permission for a student to miss classes to attend a field trip. If a student cannot go on a field trip, he or she must report to regularly scheduled classes or to the office during the field trip teacher’s class period.
When a field trip is planned and a student obtains clearance to attend, he or she must go on the trip. Students are responsible for promptly making up all work missed in other classes. If a student is scheduled for more than one field trip for the same time on a given day, he/she must inform the office of the field trip he/she plans to attend.

White polo and navy bottom uniform items must be worn during field trips unless special permission has been granted to the group by the vice principal. Although casual attire may be permitted for the field trip, students must change into school uniform when they return to campus. Parents authorize field trips and other activities taken during the school day when they sign the Student Directory Information form.

**Graduation Events**

*Mauna Ala*
Seniors travel to Oʻahu to visit Mauna Ala, the final resting place of Princess Bernice Pauahi Bishop, the founder of the Kamehameha Schools. In a moving ceremony before the tomb of the Kamehamehas, the seniors pray, sing traditional songs, and recite the ‘Statement of Appreciation.’

Following the ceremony the seniors join in a tri-campus senior ceremony and lunch at Kaʻiwakiloumoku, the campus Hawaiian Cultural Center. The combined group then travel to Kawaiahaʻo Church for a final ceremony in the historic venue where Hawaiʻi kings and queens worshipped.

The annual Tri-Campus Senior Gathering brings together three campuses for a meaningful day where the beneficiaries of Princess Pauahi’s vision had the opportunity to reflect upon her generosity and to think about how they may live their lives in such a way to make her proud.

*Baccalaureate*
Baccalaureate, a chapel service for graduating seniors, has been a Kamehameha tradition since the school’s first graduating class in 1891. The service is held at Keōpūolani Hale.

*Headmaster’s Tea*
Following the Baccalaureate service, the Headmaster hosts a reception for the seniors and their family to enjoy fellowship with one another.

*Commencement*
This event for graduating seniors is held in Kaʻulaheanuiokamoku, the High School gymnasium. Diplomas are awarded to seniors who have completed all Kamehameha graduation requirements.

**Course Grades**
Grades help our teachers communicate the skills and knowledge students have learned in relation to course objectives. Teachers’ individual grading practices are outlined in their course summaries. Parents and students who have questions about how the evaluation of a course will occur, should ask teachers for clarity. Report cards are issued at the end of each quarter to communicate academic progress.

The following letter grades are embraced throughout the high school:

<table>
<thead>
<tr>
<th>LETTER GRADE</th>
<th>REGULAR COURSE</th>
<th>RANGE IN PERCENTAGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>93-100%</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>90-92%</td>
</tr>
</tbody>
</table>
### Report Cards

Report cards may also be viewed via KS Connect. For parents who have not established a KS Connect account, report cards are mailed at the end of each quarter/semester. Copies of student report cards are also kept in the counseling and high school administration offices. Teachers assign letter grades for each course to indicate student progress. They may also provide additional information on student attitude and progress through report card comments and direct communication with parents.

Other marks are sometimes used to clarify a student’s status in a course. These marks include:

<table>
<thead>
<tr>
<th>Mark</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
</tr>
<tr>
<td>NC</td>
<td>No Credit</td>
</tr>
<tr>
<td>W</td>
<td>Credit Waiver</td>
</tr>
<tr>
<td>MW</td>
<td>Medical Waiver</td>
</tr>
<tr>
<td>WM</td>
<td>Withdraw Medical</td>
</tr>
<tr>
<td>ME</td>
<td>Medical Exempt (PE)</td>
</tr>
<tr>
<td>MR</td>
<td>Medical Repeat (PE)</td>
</tr>
<tr>
<td>WD</td>
<td>Withdraw NC</td>
</tr>
<tr>
<td>WF</td>
<td>Withdraw Fail</td>
</tr>
<tr>
<td>WP</td>
<td>Withdraw Pass</td>
</tr>
</tbody>
</table>

### Incompletes

An Incomplete Grade (I) is issued to a student who has not completed course or class assignments during a grading period due to extenuating circumstances. Incomplete grades and a timeline for making up missed assignments are approved by the campus principal or a designee. Incomplete grades are not issued as final or year-end course or class grades.

### F, W, or NC Grades

Students who receive the grades F, W, or NC in their report cards may be required to make up a course during summer school in order to move to the next grade level. Exceptions require administrative approval. All summer school grades are reported to the student records office and cannot be removed from a student’s Kamehameha Schools transcript.

### Grade Point Average (GPA)

Grades are calculated by adding earning grade points and dividing it by the number of classes the student had for that marking period. Semester grade point averages are reflected on student report cards. They are used to determine Head of School’s list and principal’s list.

### Head of School’s List and the Principal’s List

Students are placed on the principal’s list if they complete a full course load with a semester GPA of 3.50 to 3.99. They are placed on the Head of School’s list if they achieve a semester GPA of 4.00.
Progress Reports
Teachers may submit progress reports to parents/guardians at any time during the course of the school year. Reports are usually issued when students:
- Receive a D or F grade
- Fail to complete assignments
- Receive low test scores
- Exhibit behaviors that are not conducive to learning

Grade Level Promotion
Students must maintain satisfactory grades in all classes in order to be promoted to the next grade level. Those who receive a grade F in a single core class (English, math, science, or social studies) for two or more quarters, must attend our credit recovery program during the summer and earn a grade C or better in order to be promoted. Credit recovery courses will be determined by the school administration. Students who fail two or more core classes in a school year will be released from Kamehameha Schools.

Academic Probation
Students are placed on academic probation if they receive a grade F, two or more grade Ds, or if their GPA falls below 2.0 during a given grade period.

The following policies are in place for students on academic probation:
- Students on academic probation will be required to attend study hall during the next quarter.
- Students who remain on academic probation from one quarter to another are evaluated to review progress that has been made. Teachers will report on the student’s participation in study help and completion of assignments.
- Students who continue to have academic difficulties and who show little evidence of trying to improve may be asked to leave Kamehameha Schools.
- Students who have one F grade or two or more D grades may not represent the school in athletic events or co-curricular activities. See “Student activity ineligibility” information.

Identification Cards
Student identification cards are issued to all high school students and are required for admission to all school-sponsored events including athletic competitions. If an ID is lost or stolen, a new one may be obtained at the Pauahilani Student Center during lunch periods. A $10 fee will be charged for the replacement. If a lost card is found after a replacement has been made, present both the lost and replacement cards to the Pauahilani Student Center staff. The replacement card will be collected and a $10 credit will be processed. The deadline to return extra ID cards to receive credit is the last day of the school year. ID cards that are defaced or changed in any way must be replaced.

Student Government
Students can hone their leadership skills by serving as a student government representative. Each Kamehameha student is represented in student government in two ways. First, as a member of the Associated Students of Kamehameha Schools (ASKS) and, secondly, as a member of a graduating class.

Each student pays annual ASKS and class dues which are included in tuition and fees. These dues are deposited in the ASKS and class treasury accounts and are used for student-related activities such as dances and assemblies. The student council appropriates these funds.

Students seeking to run for student government offices must:
- Be in good for conduct and academic standing
> Maintain a cumulative GPA of 2.0 or higher
> Approval from the school’s student activities coordinator or class advisor

Applications for student offices are available from the Student Activities Office. If a student leader in office is placed on conduct or academic probation, he or she will lose student government voting privileges.

**Special-Interest Clubs**
The high school offers a variety of clubs, each led by an advisor and united under a club charter. All clubs must be sanctioned by the Associated Students of Kamehameha Schools (ASKS) before they may use school facilities.

Clubs meet during lunch or after school on different days of the week. Students may join more than one club if they can meet the attendance and participation requirements of each group. Clubs may be added or deleted depending upon interest. Students are informed about how to join clubs through the school’s daily bulletin.

**Dances**
Grade-level classes sponsor dances open to Kamehameha high school students only. Students should arrive at a dance on time. Students are checked in at the door as they arrive and may not leave until they are checked out by a parent/guardian or designee. High school personnel will provide student supervision up to 30 minutes after the conclusion of the dance. Appropriate attire is expected. Spiked or wooden heels are not permitted.

**Athletics**
The Kamehameha Schools Athletic Program offers everything from canoe paddling to cheerleading, for a total of nearly 18 student sports. The interscholastic program strives to promote the development of a students’ highest potential by providing students with a vast range of opportunities to practice good sportsmanship, and to appreciate the benefits of discipline though training, team work and commitment. For more information on our athletic program, visit [www.ksbe.edu/maui/athletics](http://www.ksbe.edu/maui/athletics) or call 572-3110.

**Student Activity Ineligibility**
Students who represent Kamehameha must be in good standing. Those who are on conduct or academic probation are NOT eligible to participate in the following:

- Curricular activities – Those directly relating to classes, clubs, and school sponsored events
- Extra-curricular activities – Those occurring after school hours, often sponsored and organized by outside agencies and/or groups. (i.e. athletics)

**Ineligibility Due to Conduct Probation**
Students who are on conduct probation for misbehavior are not eligible to represent the school in the above activities for a minimum of two weeks. The dates and duration of the ineligibility period are determined by the vice principal.

**Ineligibility Due to Academic Probation**
Students with a grade F or two or more grade Ds on a quarterly report card are not eligible to represent the school in the above activities for a minimum of two weeks. This includes students who are declared ineligible and are unable to clear the deficient grade because they are no longer in the course.

The following guidelines are in place:
- Students who are ineligible may continue to practice with their teams or groups during the ineligible period.
- Students can regain their eligibility status by improving their grades for the subsequent grade check (see dates which follow).
- For the fourth quarter, the ineligible status will be in effect for the following school year.
Students who do not complete assignments and/or whose grades are unsatisfactory are expected to attend teacher office hour until assignments are in and/or grades have improved. Saturday school will be required of students who continue to show lack of progress due to missing/incomplete assignments.

Academic Ineligibility Dates 2016-2017
Students who are on academic probation may be cleared to participate in student activities provided they are receiving grades of C- or better and their overall GPA is 2.0 or higher. If a student who is on academic probation is cleared to participate, but within that same marking period his or her grades fall below a 2.0 or a C-, he/she will again be ineligible.

Please note that the ineligibility period is during the quarter following the quarter in which the grades were received. Administrative clearance to resume participation in student activities does not remove the student from conduct or academic probation.

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Grade Check/Eligibility Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Quarter Eligibility Begins August 1</td>
<td>(Determined by Quarter 4 / SY 2014-15 Grades)</td>
</tr>
<tr>
<td>15-Aug</td>
<td>29-Aug</td>
</tr>
<tr>
<td>1st Quarter Eligibility Ends October 6</td>
<td></td>
</tr>
<tr>
<td>2nd Quarter Eligibility Begins October 19</td>
<td>(Determined by 1st Quarter Grades)</td>
</tr>
<tr>
<td>31-Oct</td>
<td>14-Nov</td>
</tr>
<tr>
<td>2nd Quarter Eligibility Ends December 22</td>
<td></td>
</tr>
<tr>
<td>3rd Quarter Eligibility Begins January 9</td>
<td>(Determined by 2nd Quarter Grades)</td>
</tr>
<tr>
<td>23-Jan</td>
<td>6-Feb</td>
</tr>
<tr>
<td>3rd Quarter Eligibility Ends March 15</td>
<td></td>
</tr>
<tr>
<td>4th Quarter Eligibility Begins March 29</td>
<td>(Determined by 3rd Quarter Grades)</td>
</tr>
<tr>
<td>10-Apr</td>
<td>24-Apr</td>
</tr>
</tbody>
</table>

Counseling Services and Resources
The counseling program exists to help students understand and accept themselves, make decisions, develop educational and career plans, and resolve special concerns they have as individuals. There are four grade level counselors. Kamehameha Schools’ counselors serve teachers, students, and parents in four major areas:

1. Counseling – to prevent as well as to reduce student problems through advising students on appropriate course selections, monitoring their activities and progress, discussing student problems with teachers, working with students to help them realize and meet their school responsibilities, and assisting with college financial aid and application and admission.

2. Guidance Classes – to ensure that all students receive appropriate, timely and consistent information, counselors teach mandatory guidance classes at all grade levels.
The guidance curriculum at the 9th and 10th grade level primarily concentrates on adolescent development and growth. Guidance topics address self-esteem and motivation, goal setting, values clarification, coping with stress, communication skills, peer relationships, appreciating diversity, and decision-making. Students also receive guidance on four-year academic planning, understanding aptitude and achievement test results, and careers and the local/national job market.

3. The 11th and 12th grade curriculum focuses more on post-high school planning. Topics include planning for the future, choosing a college, college and career resources available to students, resumes and recommendations, summer options (work, school, volunteer, etc.), financial aid, and entrance test registration.

4. Communication with faculty and family – counseling staffers share their expertise with faculty members to help manage learning and behavioral issues and keep the line of communication open with families to follow through on these issues.

Release of Information to Colleges
As part of the college application process, counselors may be asked to release information to post-high institutions and scholarship organizations regarding student performance and behavior. This may include answering questions regarding academics, conduct, and/or disciplinary issues. When specifically asked, Kamehameha counselors will do what is pono and respond to such requests truthfully. Our expectation is that our students will do the same.

In addition, students may request that counselors, teachers, coaches, or administrators submit letters of recommendation to these organizations to give insight into their academic achievement and character. All statements, opinions, assessments, and other information provided by faculty or staff members are considered confidential.

If you do not wish KS faculty and staff members to release information, respond to questions, and/or issue letters of recommendation regarding your child, you must notify your son or daughter’s senior counselor in writing, by September 15. Please note that the counselors will be unable to process any college applications on your child’s behalf should you ask to withhold the information.

Kamehameha Schools abides by the National Association for College Admission Counseling’s Statement of Principles of Good Practice, a copy of which is available in the high school college counselor’s office.

Recreational facilities include:
- Ka‘ulaheanuiokamoku Fitness Center
- Kahekili Gymnasium
- Pi’ilani Swimming Pool
- Tennis courts
- Basketball courts

Students are welcomed to use all recreational facilities during posted hours when they are not being used by athletic teams or when they are not in use for athletic competition or instructions purposes. Hours of operation, rules and regulations are posted at each facility.
School Songs

Sons of Hawai‘i
Composed by: William B. Olson and Theodore Richards

Be strong and ally ye,
Oh sons of Hawai‘i
And nobly stand together hand in hand
All dangers defy ye,
Oh sons of Hawai‘i
And bravely serve your own, your fatherland.

Refrain:
Ring, ring, Kalihi ring,
Swell the echo of our song.
Ray, ray, ray, ray, ray, rah,
Ray, ray, Kamehameha,
Let hills and valleys loud our song prolong.

Be firm and deny ye,
Oh sons of Hawai‘i
Allurements that your race will overwhelm.
Be true and rely ye,
Oh sons of Hawai‘i,
On God, the prop and pillar of your realm.

I mua Kamehameha
Written and Composed by Charles E. King
Copyright 1928 Charles E. King Music Co.

I mua, Kamehameha ē
Forward Kamehameha

A lanakila ‘oe
Until you have gained the victory

Paio, paio like mau
Go forward, strive, strive in unity

I ola kou inoa.
That your name may live

Ka wā nei hō‘ike a’e ‘oe
Go forward

‘A ‘ohe lua ou.
This is the time for you to reveal

E lawe lilo ka ha‘aheo
That there is none to compare with you

No Kamehameha ē.
Take the victory with pride for Kamehameha
School Calendar 2016-17

![Calendar Image]
I/We acknowledge that I/we have received a copy of the 2016-2017 Student and Parent Handbook and I/we have read, fully understand and support the Handbook.

I/We understand that Kamehameha has a strong interest in the character development of its students and that observance of school rules and standards for conduct and attire is considered part of character development.

I/We understand that I/we am expected to fully support all school rules and policies while my/our child is attending Kamehameha even if I/we have a difference of opinion regarding the rules and standards.

I/We understand I/we am expected to maintain a respectful relationship at all times with my/our child’s teachers, counselors, coaches, staff and administrators so that programs or concerns can be resolved to best support my/our child’s learning.

I/We understand that compliance with the rules and policies contained in the Handbook is a requirement for continued enrollment and that my/our child’s failure to follow the rules and policies may result in disciplinary action, up to and including release from Kamehameha.

This form must be returned for each of your children who attend KS Maui.
KAMEHAMEHA SCHOOLS®

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Chief Executive Office
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Kamehameha Schools Maui

Administration
Poʻo Kula Kūikawā (Interim Head of School)
Kaleo Pahukula

High School
Jay-R Kaawa, Grades 11/12 Academies Poʻo Kumu (Principal)
Lance Cagasan, Grades 9/10 Poʻo Kumu (Principal)
Leo Delatori, Hope Poʻo Kumu (Vice Principal)

Middle School
Lois Nishikawa, Poʻo Kumu (Principal)
B. Kamuela Binkie, Hope Poʻo Kumu (Vice Principal)

Elementary School
Kula Gaughen-Haili, Interim Poʻo Kumu (Principal)
tbd, Interim Hope Poʻo Kumu (Vice Principal)

Campus Operations
Danny Mynar, Director of Operations