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

Despite the dire condition of her homeland and its people, Pauahi envisioned a brighter future for Hawaiians. With the support of her husband Charles Reed Bishop, Ke Ali‘i 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 Ali‘i Pauahi’s vision became reality with the opening of the Kamehameha School for Boys. Seven years later, the Kamehameha Schools for Girls was established. In the years that followed, students acquired the skills and knowledge necessary to weather the changes brought about by western civilization, helping Hawaiians find their place in the new society.

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

Kamehameha Schools currently operates K-12 campuses on O‘ahu, Maui and Hawai‘i Island with a total enrollment of 5,400 keiki. It also operates 29 preschool sites enrolling 1,500 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.
# Table of Contents

- **Statement on the Handbook** ................................................................. 2
- **Legacy of Ke Aliʻi Pauahi** ................................................................. 3
- **Table of Contents** .................................................................................. 4
- **School Contact Information** ............................................................... 7
- **Mission, Vision and Values** .................................................................. 8
- **About Kamehameha Schools Maui** ...................................................... 9
- **K-12 Educational Program** .................................................................... 10
- **Academics at Ke Kula Haʻahaʻa (Elementary School)** ......................... 13
- **Academics at Ke Kula Waena (Middle School)** .................................... 15
- **Academics at Ke Kula Kiʻekiʻe (High School)** ..................................... 18
- **Absences, Leaves and Tardiness** .......................................................... 21
- **Student Dress Code and Appearance** ................................................ 25
  - Purchasing Uniforms ............................................................................. 25
  - Uniform Exchange and Recycling Program ........................................ 25
  - Appearance guidelines .......................................................................... 26
- **Day-to-Day Student Life** ..................................................................... 29
  - KSM Schedule ..................................................................................... 29
  - Meals and Snacks ................................................................................ 30
  - Student Life ........................................................................................ 30
  - Students with Disabilities ..................................................................... 32
  - Kapu Items .......................................................................................... 32
  - Electronic Equipment/Cellular Phones ................................................. 32
  - Parent-Teacher-Student ‘Ohana (PTSO) ................................................. 33
- **A Commitment to Appropriate Conduct** ............................................. 34
  - Citizenship Behaviors .......................................................................... 35
  - Out-of-school and off-campus behavior .............................................. 37
  - Appealing a disciplinary decision ......................................................... 38
- **Puʻuhonua** .......................................................................................... 39
- **KS System and KS Technology Acceptable Use** .................................. 40
- **Safety and Security** ............................................................................. 45
High School Information for Grades 9-12

Graduation Requirements

Course Registration

Graduation Events

Course Grades

Student Life

Counseling Services and Resources

KSM Athletics

Athletics Mission Statement

League and Association Affiliations

Supporting KS Athletics

Role of the Student Athlete

Role of the Parent

Role of the Coach

Role of the KS Athletic Community

Our Athletic Program

Day to Day Student Athlete Life

Practice Sessions and Schedules

Dress Code and Appearance

Absences, Leaves, Tardiness

Student Athlete Life

Athletic Health Services

Athletic Training Services

Injury/Illness Education

Student Accident Insurance

Services and Resources

Uniforms, Lockers, Equipment, and Facilities

Strength and Conditioning

Transportation and Team Travel

School Map

School Songs
## School Contact Information

<table>
<thead>
<tr>
<th>School Contact Information</th>
<th>Other Campus Support Offices</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ke Kula Haʻahaʻa (Elementary School)</strong></td>
<td><strong>Educational Support Services</strong></td>
</tr>
<tr>
<td>572-3300</td>
<td>275 ‘A’apueo Parkway, Pukalani</td>
</tr>
<tr>
<td>Absence Hotline............572-3210</td>
<td><strong>Admissions</strong></td>
</tr>
<tr>
<td>Office FAX..................572-3150</td>
<td>572-3133</td>
</tr>
<tr>
<td>275 ‘A’apueo Parkway, Pukalani</td>
<td>Office FAX..................573-7001</td>
</tr>
<tr>
<td><strong>Ke Kula Waena (Middle School)</strong></td>
<td><strong>Applicant Service Center</strong></td>
</tr>
<tr>
<td>572-4200</td>
<td>Toll Free Dial 1-800-842-4682, ext. 15300</td>
</tr>
<tr>
<td>Absence Hotline............572-4333</td>
<td><strong>Ho’oulu Hawaiian Data Center</strong></td>
</tr>
<tr>
<td>Office FAX..................572-4250</td>
<td>Toll Free Dial 1-800-842-4682, ext. 36228</td>
</tr>
<tr>
<td>281 ‘A’apueo Parkway, Pukalani</td>
<td><strong>Financial Aid and Scholarship Services</strong></td>
</tr>
<tr>
<td><strong>Ke Kula Kiʻekiʻe (High School)</strong></td>
<td>Toll Free Dial 1-800-842-4682, ext. 48080</td>
</tr>
<tr>
<td>573-7000</td>
<td><strong>KS Regional Resource Center – Maui</strong></td>
</tr>
<tr>
<td>Absence Hotline............573-7450</td>
<td>242-1891</td>
</tr>
<tr>
<td>Office FAX..................573-7250</td>
<td>Office FAX..................242-0824</td>
</tr>
<tr>
<td>270 ‘A’apueo Parkway, Pukalani</td>
<td>175 N. Market St. Wailuku</td>
</tr>
<tr>
<td><strong>Athletics</strong></td>
<td><strong>Follow campus happenings on</strong></td>
</tr>
<tr>
<td>573-7217</td>
<td>Twitter, Facebook and Instagram</td>
</tr>
<tr>
<td>Office FAX..................573-7022</td>
<td>Kamehameha Schools Maui webpage:</td>
</tr>
<tr>
<td>270 ‘A’apueo Parkway, Pukalani</td>
<td><a href="http://www.ksbe.edu/maui">www.ksbe.edu/maui</a></td>
</tr>
<tr>
<td><strong>Hālau ‘O Kapikohānaiāmālama</strong></td>
<td>Elementary School webpage:</td>
</tr>
<tr>
<td>573-7037</td>
<td><a href="http://www.ksbe.edu/maui/elementary">www.ksbe.edu/maui/elementary</a></td>
</tr>
<tr>
<td>Office FAX..................573-7062</td>
<td>Middle School webpage:</td>
</tr>
<tr>
<td>270 ‘A’apueo Parkway, Pukalani</td>
<td><a href="http://www.ksbe.edu/maui/middle">www.ksbe.edu/maui/middle</a></td>
</tr>
<tr>
<td><strong>Ke Poʻo Kula (Head of School)</strong></td>
<td>High School webpage:</td>
</tr>
<tr>
<td>572-3100</td>
<td><a href="http://www.ksbe.edu/maui/high">www.ksbe.edu/maui/high</a></td>
</tr>
<tr>
<td>Office FAX..................573-7062</td>
<td>Summer School webpage:</td>
</tr>
<tr>
<td>270 ‘A’apueo Parkway, Pukalani</td>
<td><a href="http://www.ksbe.edu/maui/summer">www.ksbe.edu/maui/summer</a></td>
</tr>
<tr>
<td><strong>Operations Division</strong></td>
<td>K-12 Athletics webpage:</td>
</tr>
<tr>
<td>260 ‘A’apueo Parkway, Pukalani</td>
<td><a href="http://www.ksbe.edu/maui/athletics">www.ksbe.edu/maui/athletics</a></td>
</tr>
<tr>
<td><strong>Bus Service</strong></td>
<td>Staff Directory webpage:</td>
</tr>
<tr>
<td>572-3245</td>
<td><a href="http://www.ksbe.edu/maui/directory">www.ksbe.edu/maui/directory</a></td>
</tr>
<tr>
<td><strong>FACTS Tuition Billing</strong></td>
<td></td>
</tr>
<tr>
<td>Toll Free Dial 1-866-441-4637</td>
<td></td>
</tr>
<tr>
<td><strong>After Hours Emergencies ONLY</strong></td>
<td></td>
</tr>
<tr>
<td>Entry Station/Security</td>
<td></td>
</tr>
<tr>
<td>572-4260</td>
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</tr>
</tbody>
</table>
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. KSM is an impressive learning community with a well-defined vision and the physical, financial, and human resources necessary to realize an ambitious agenda of continuous improvement and student success.

Our Kahua

_Ua lehulehu a manomano ka ʻikena a ka Hawaiʻi._

_Great and numerous is the knowledge of the Hawaiians._

_Mary Kawena Pukui_

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

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

Since its founding, KS has become a symbol of educational excellence, graduating more than 25,000 young men and women. Like their benefactor, KS graduates are expected to care for their families, serve their communities, and apply their knowledge, skills and rich cultural heritage to enhance and benefit Hawaiʻi and the larger world.
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 Hawai‘i Association of Independent Schools Association, Kamehameha Schools leads the nation in the number of National Board Certified teachers at an independent school.

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 ‘ōlelo 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 22 years.
E Ola!
Learner Outcomes at Kamehameha

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

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

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

**Student-Centered Learning**: Refocus learning through student-centered, culturally rich experiences and opportunities inspired by students’ unique interests and talents. Each student will be prepared to meet their highest potential through diverse academic, athletic, artistic, and co-curricular programs and by leveraging media, technology, community partners, and Kanaeokana, the network of Native Hawaiian schools. Student-centered learning will include personalized learning, a career and college mindset, and student health, safety, and well-being.
Empower Educators: Empower educators to employ nurturing and dynamic teaching methods that motivate learners to attain world-class outcomes. KS will recruit, develop, and retain world-class educators who are empowered to produce rigorous, relevant, and relationship-rich Hawaiian culture-based education learning environments. Empowered educators demonstrate distinguished teaching and engage in professional development to inspire higher learning and performance results for students.

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

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

Christian Education Program

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

Devotions are held each morning to assist students and faculty members experience the presence of Jesus Christ here at KS 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 KSM attend bi-monthly Christian Education classes throughout the year with specific themes for each grade level.
Academics at Ke Kula Haʻahaʻa (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, The 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 ʻāina (land), and sense of who they are as Hawaiians that we wish for all of our keiki.

Ke Kula Haʻahaʻa 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 Ke Kula Haʻahaʻa 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:** We honor Ke Akua. With the E Ola learner 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 Curriculum**

Ke Kula Haʻahaʻa offers a rigorous foundational curriculum that align with college and career readiness benchmarks. KSM faculty and staff support students to achieve college and career readiness objectives measured by the fall, winter, and spring test scores. Students are assigned to homeroom classes and rotate specialist classes.

The homeroom and specialist courses offered 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>Learning Innovation Center</td>
</tr>
<tr>
<td>Social Studies</td>
<td>Hawaiian Language &amp; Culture</td>
</tr>
<tr>
<td>Daily Christian Devotions</td>
<td>Guidance</td>
</tr>
<tr>
<td></td>
<td>Music</td>
</tr>
<tr>
<td></td>
<td>Physical Education</td>
</tr>
<tr>
<td></td>
<td>Science Technology</td>
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<td></td>
<td>Science</td>
</tr>
</tbody>
</table>

- Students have daily devotion and are challenged each day through the Homeroom curriculum and three specialist classes each day.
- Hawaiian language, culture and science are offered every other day and the remaining specialist classes are on a four-day rotation.
• Teaching assistants are available in homeroom classes to provide additional instructional support and grow college and career readiness levels.
• The Holomua program provides targeted intervention support for selected students in literacy.

Technology Program
Each elementary school student is issued an iPad 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 and follow the KS System and Technology Acceptable Use guidelines found in this Handbook. All elementary school teachers are provided with a MacBook Pro laptop as well as an iPad. They have all of the same software applications as the students. Teachers have additional software for classroom management, data, research, planning and enhancing communication with families.

Civic Engagement
In support of our vision of growing industrious Hawaiian leaders, the elementary school believes that all students need opportunities to be leaders and use inclusive practices to make that happen. All students in grades 3-5 get an opportunity to serve on a Hui Ho’okele leadership committee throughout the school year. Students work alongside our Student Activities staff to plan and run school events, spirit weeks, and holiday celebrations.

Co-curricular and Extracurricular Student Participation
Each Wednesday, students participate in our Pō’akolū Ho’oulu co-curricular program. Students in grades K – 1 have extra learning opportunities with specials teachers, while our older students in grades 2 – 5 get to choose learning activities that extend beyond the normal school curriculum. Classes that have been offered to students in grades 2 - 5 have included but are not limited to:

- Electric circuits makerspace
- Lei making
- Fishing
- Wake Up Warriors morning broadcast
- Yearbook staff
- Garden club
- Video production
- Chess
- ‘Ukulele

Students are encouraged to participate in an after school activity such as playing a sport or belonging to one of the clubs or academic teams. 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](#) for additional information.

<table>
<thead>
<tr>
<th>Sports and Athletic Teams</th>
<th>Clubs and Academic Teams</th>
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<tbody>
<tr>
<td>Basketball</td>
<td>Art Club</td>
</tr>
<tr>
<td>Cross Country</td>
<td>Cooking</td>
</tr>
<tr>
<td>Makahiki Games</td>
<td>Hui Kupono</td>
</tr>
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<td></td>
<td>21st Century Hawaiian Club</td>
</tr>
<tr>
<td>Volleyball</td>
<td>Hui Kukui Club</td>
</tr>
<tr>
<td>Cheer</td>
<td>Praise in Motion</td>
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<tr>
<td>Track</td>
<td>Robotics</td>
</tr>
<tr>
<td></td>
<td>Sewing</td>
</tr>
</tbody>
</table>
Academics at Ke 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 ‘A’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.

Ke Kula Waena is dedicated to develop:

- **Leaders** equipped with 21st century skills and 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 curriculum

Ke Kula Waena offers a comprehensive world class college preparatory curriculum which includes assessments that align with college and career readiness benchmarks. KSM faculty and staff support and guide students toward achieving these college and career readiness objectives.

Ke Kula Waena grade level teams include two math teachers, two English teachers, and one teacher each for science, social studies and Hawaiian language. Each seven-teacher team meets regularly to discuss student progress and needs, to plan interdisciplinary units, and to coordinate social activities.

All Ke Kula Waena courses are 60 minutes in length which allows for student collaboration, projects and hands on activities that facilitate learning by doing. 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>Offered trimester</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>English</td>
<td>Band</td>
<td>PE</td>
</tr>
<tr>
<td>3</td>
<td>Math</td>
<td>Hawaiian Chant &amp; Dance</td>
<td>Fitness</td>
</tr>
<tr>
<td>3</td>
<td>Science</td>
<td>‘Ukulele</td>
<td>Health</td>
</tr>
<tr>
<td>3</td>
<td>Social Studies</td>
<td>Visual arts</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Hawaiian Language</td>
<td>Video Technology</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Coding</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Christian Education</td>
<td></td>
</tr>
</tbody>
</table>

An introductory wheel for sixth graders give students the opportunity to explore an elective course for a quarter. Sixth graders have a mandatory quarter of Christian education and select three other electives (band, ‘ukulele, visual arts, or video technology).
Seventh and eighth grade students select two year-long elective courses. Students in these upper grades develop their skills and often showcase their work through concerts, exhibits and competitions.

Throughout the year for a trimester (approximately 12 weeks), students participate in either health, fitness or physical education classes. The healthy lifestyles trimester courses teaches students the components of being healthy and instill healthy habits for a lifetime.

The guidance program taught by school counselors includes content in interpersonal relationships, socio-emotional development, and non-academic behavioral skills in conjunction with grade level content.

**Advanced program offerings**
Advanced-level courses are offered for math and English. Students are invited to enroll in these courses; teachers may also recommend students. Students 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 an online college and career readiness platform that helps students plan their educational path. Students complete inventories that help define their strengths and interests, begin to look at colleges, and investigate careers.

*College and Career Awareness* is promoted during the middle school years. Students prepare for college and career in guidance classes. Other activities include career presentations and college visits (in-person and virtual).

*Athletic Academic Counselor* assists students and families with connecting the student-athlete to the right program and college. KSM has secured 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. Contact KSM Athletic Counselor to start planning for your future.

**Servant Leadership**
Servant Leadership is a core element of ke Kula Waena experience. Grade levels participate with community service events and activities. 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, iWork Suites and wireless internet access anywhere on campus. Students are expected to be proficient in various 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 and follow the KS System and Technology Acceptable Use guidelines found in this Handbook. 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.

At the start of each year, students review laptop protocols that include internet safety and laptop care. Before students are allowed to take their laptops home, students and parents need to successfully complete training modules. Students also have the opportunity to turn in laptops during breaks.

Civic engagement
Student government offers leadership development for those interested. Every grade level elects a president, vice president, secretary and representative. The officers are responsible for planning school wide activities, leading community service opportunities and hosting guests on campus.

Co-curricular and Extracurricular Student Participation
All students are encouraged to participate in a sport or belong to one of the clubs or academic teams. 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.

<table>
<thead>
<tr>
<th>Sports and Athletic Teams</th>
<th>Clubs and Academic Teams</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ IMSL Basketball</td>
<td>▪ Hiki Nō <em>(invitation only)</em></td>
</tr>
<tr>
<td>▪ Menehune Basketball</td>
<td>▪ MathCounts</td>
</tr>
<tr>
<td>▪ Cross Country Track</td>
<td>▪ History Day</td>
</tr>
<tr>
<td>▪ Volleyball</td>
<td>▪ Nā Kamalei a Pauahi</td>
</tr>
<tr>
<td>▪ Football</td>
<td>▪ Girls Who Code</td>
</tr>
<tr>
<td></td>
<td>▪ Robotics</td>
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<tr>
<td></td>
<td>▪ Yearbook</td>
</tr>
<tr>
<td></td>
<td>▪ Wrestling</td>
</tr>
<tr>
<td></td>
<td>▪ Makahiki Games</td>
</tr>
<tr>
<td></td>
<td>▪ Track &amp; Field</td>
</tr>
<tr>
<td></td>
<td>▪ Tennis</td>
</tr>
<tr>
<td></td>
<td>▪ Cheerleading</td>
</tr>
</tbody>
</table>
Academics at Ke Kula Kiʻekiʻe (High School)

Hawaiian leaders preparing for college and a global society

Ke Kula Kiʻekiʻe 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

Ke Kula Kiʻekiʻe 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. It allows students to prepare for admission to a four-year college or university. The KSM College and Career Academy offers students four academy options:

- Information Technology/Engineering
- Business
- Arts and Communication
- 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.

Advanced Program Offerings

College admissions views the completion of advanced-level courses positively:

- **English:** Honors 9, Honors 10, Honors 11
- **Science:** Honors Biology, Honors Chemistry, Photonics, AP Biology, AP Physics
- **Mathematics:** Pre-Calculus w/Trigonometry, AP Calculus
- **World Language:** Hawaiian 3, Hawaiian 4, Honors Hawaiian 5, Japanese 3, Japanese 4, Spanish 3, Spanish 4
- **Academy:** Digital Video Production II, Journalism II, AP Studio Art: 2-D Design, AP Studio, Art: 3-D Design

College and Career Readiness

**Ke poʻolua dual credit program:** Students have the opportunity to earn both high school and college credits through a partnership between KSM, the University of Hawaiʻi Maui College (UHMC) and Hawaiʻi Pacific University (HPU). Strongly motivated and academically qualified juniors and seniors that
successfully pass the placement exam may enroll. Classes are held on the KSM campus and are taught by UHMC faculties and KS adjunct instructors. The cost is covered by KS.

- MATH 115 Statistics
- MATH 205 Calculus I
- ENG 100 Expository Writing
- PSY 100 Survey of General Psychology
- SOC 100 Survey of General Sociology
- ICS 101 Digital Tools for the Information World
- ICS 110 Intro to Computer Programming
- ICS 171 Intro to Computer Security
- ICS 184 Intro to Networking
- COM 2000 Public Speaking

Certificate of competency in cyber security is available to high school students through UHMC. The required courses for the certificate include ICS 101, ICS 110, ICS 184, and ICS 171.

Naviance Family Connection College and Career planning tool: Students will be introduced to the online college and career readiness platform that help connect academic achievement to post-secondary goals. Students can plan for their futures by discovering their individual strengths and learning styles and explore college and career options. KS will make available information contained in student records (including but not limited to, college and career planning information, planning activities, test scores, survey responses, test prep, e-transcripts, e-letters of recommendation, and National Student Clearinghouse data) to Naviance for the sole purpose of assisting the student with college and career planning, and for distribution to colleges, universities, or other institutions as designated the parent/guardian. The information shared by KS with Naviance will not be distributed to third parties without first obtaining parent/guardian’s consent. KS may use the data collected by Naviance for the purpose of internal reporting and statistical use.

Additional KS approved counseling tools: KS recognizes that advances in technology will create new and innovative college and career counseling tools. KS may pilot and/or implement these counseling tools into its program(s). KS may use the data collected by these tools for the purpose of internal reporting and statistical use.

Ka ‘Imi internships: Students are introduced into career specific skills ending into an internship the summer following their junior year.

Hō‘ike Nui senior project is a research paper and product designed by the student to demonstrate in-depth understanding of a particular area of concentration. Junior seminar teachers will guide the student through the research development. 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, Grade 11 SAT, and Grade 12 ACT.

Post-high scholarships: The 2018 senior class received more than $4.6 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 assists students and families with connecting the student athlete to the right program and college. KSM has helped secure resources through athletics or academics for as many as 17 student athletes in a given year. Contact KSM Athletic Counselor to start planning for your future.

Counselors: Students and families are provided with a dedicated counselor who will support and guide them through their high school and college preparation process. KSM has averaged 85 percent of graduates enrolling in college the fall immediately after high school.

Servant Leadership
Is a core element of the KSM experience. 60 hours of community service is a graduation requirement and it positions learners to lead and contribute to their communities, both locally and globally.

Technology Program
Each high school student is issued an Apple laptop equipped with OS X 10.11 El Capitan, the Microsoft Office Suite, Adobe productivity tools, the Apple iLife, 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 these 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 be responsible digital citizens, follow Netiquette guidelines and the KS System and Technology Acceptable Use guidelines found in this Handbook. 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.

Co-curricular and Extracurricular student participation
All students are encouraged to participate in a sport or belong to one of the clubs or academic teams. 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 and/or the high school website academy section for a list of clubs and academic teams.

Advanced schooling
The Class of 2018 was comprised of 114 students, of which 97 percent enrolled in a post-high institution. 67 percent are attending four-year colleges or universities and 30 percent are attending two-year colleges or technical schools. One percent enlisted in the military and two percent will join the workforce. The graduates list of colleges, universities and technical schools is available at the academic section of the high school website.
Absences, Leaves and Tardiness

ʻAʻole ʻulu e loaʻa i ka pōkole o ka lou.

*Breadfruit cannot be reached when the picking stick is too short.*

*(There is little chance for success without proper preparation.)*

Students should be in school every day to prepare themselves for the opportunities and challenges. Regular attendance is one of the most important factors leading toward school success for children. 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 parents. Students shall not be absent from class unless absolutely necessary.

**Excused Absences**

Absences for reasons other than illness or emergency situations are strongly discouraged. Students and parents are responsible for maintaining academic progress during absences from school.

When an absence occurs, call the Absence Hotline and report the child’s name, grade level and reason for illness before 10:00 a.m.

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

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

A healthcare provider’s note is required for any absence of more than four or more days, and for an absence of less than four days if a healthcare provider was seen.

**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.
Absence Examples

Excused Absences:
- Personal illness
- Medical, dental, or mental health appointment
- Serious illness in the student’s immediate family
- A death in the student’s immediate family or of a relative
- Emergency conditions such as fire, flood, or storm
- Unique family circumstances warranting absence and coordinated with school administration

Unexcused Absences:
- Absences not confirmed by a phone call or written note from parent
- Cutting class or a required activity
- Truancy

College Visits (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 standing for academic and conduct. In the event, ES and/or MS siblings are traveling with their high school sibling, 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.

Credit and Make-Up Work
Elementary and Middle School
Students are able to make up work or tests missed during absences. If feasible, teachers will prepare assignments in advance for an absence or the student may coordinate the completion of their missed assignments upon return. Together, the students and teacher will determine the appropriate numbers of days needed to make-up work due to an absence. Parents may request make up work when reporting the absence on the Absence Hotline. Homework may be picked up by parents, relatives or siblings at the school office after school until 4:00 p.m.

High School
Unexcused absence: Students may not receive credit for assignments missed. Teachers will not be expected to prepare homework or other assignments in advance.
Excused absence: Upon return to School, students will have three days to make-up work missed.

Early Dismissal
If a child must leave school before classes are dismissed at the end of the school day, parents must notify the school office and the student’s teacher, in writing in advance. Parents report to the school office to meet their child and sign them out for the day.
Any changes to the early dismissal, parents must contact the school office who will relay that message to the student’s teacher.
Tardiness
Students are expected to be punctual, which means they must be in their classrooms ready to learn when classes begin. School starts at 8:15 a.m. Students who arrive after the start time 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.

Excessive Absences or Tardies
Elementary School
Chronic absence or tardiness is certain to affect student performance at school. The elementary school has a proactive process to monitor student attendance with a goal of addressing emerging attendance concerns before attendance becomes problematic and impacts student performance. 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.
- When a student has four absences in any one trimester, parent/guardian will receive a call and a follow-up Notice of Attendance Awareness letter from the school.
- When a student has a total of eight absences or four unexcused absences, parent/guardian will receive a call of concern and a follow-up Notice of Attendance Concern letter from the school. The student may be brought up to our Care Team for additional support.
- When a student has a total of 12 absences in a year, the student may be placed on attendance probation. A school administrator may arrange for a meeting with the parent/guardian. The meeting may include the student’s homeroom teacher and grade level school counselor. A follow up letter regarding a decision to place a student on attendance probation and any conditions for improvement will be sent home.
- 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 at KSM. Factors that will be considered in the decision to continue a student’s enrollment at KSM include:
  - Family situation
  - Parent/Guardian level of response to the conditions of improvements
  - Child’s overall attendance improvement

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 six, 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/legal guardians
- Detention
- Not earning credit for the semester in which the excessive absences occurred
- Attendance probation
- 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 KS 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
- 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 KSM 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

All new uniforms and special events attire must be bought from Lands’ End Inc. There are no exceptions. You may purchase uniforms at the O’ahu store that is operational year round. Purchases may also be made online. For business hours and other details, visit http://www.landsend.com or call the 24/7 customer service: 1-800-469-2222.

The Lands’ End year round store on O’ahu is located at:
Nā Lama Kukui #118
560 Nimitz Highway
Honolulu, HI 96817
(808) 585 7441

During the summer months, Lands’ End will have a seasonal store on Maui for families to view and try on school uniforms. The store will be located at Ka’ahumanu Shopping Center. Information on the dates and hours the seasonal store will operate will be shared with families by April.

Uniforms that have been previously purchased from Mills, KS’ former uniform supplier are considered acceptable uniform attire as specified in the dress and appearance guidelines found in this section.

Uniform Exchange and Recycling Program

A limited supply of gently-used uniforms in good condition are available from the school offices, during open houses, parent teacher conference days and during other school events. Call the school office for additional information.

Parents are encouraged to make donations of school uniform items that their student outgrows to the school offices.
Appearance guidelines
Following are the dress guidelines enforced on campus.

*Lands' End School Outfitters is the exclusive vendor for KS Uniforms inclusive of tops, bottoms, dress whites, and high school aloha wear.

### DAILY EXPECTATIONS
(HS = High School; MS = Middle School; ES= Elementary School)

<table>
<thead>
<tr>
<th></th>
<th>Nā Kāne</th>
<th>Nā Wāhine</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Shirts</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* HS:</td>
<td>Polo with KS logo on chest - color: Cobalt, navy, white, blue or poly-wicking (navy, cobalt and blue) or KS Aloha shirt</td>
<td>HS: Polo with KS logo on chest - color: Cobalt, navy, white, blue or poly-wicking (navy, cobalt and blue) or KS Aloha shirt (men's cut)</td>
</tr>
<tr>
<td>* ES &amp; MS:</td>
<td>Polo with KS logo on chest - color: Cobalt, white, blue polo or poly-wicking cobalt (no navy)</td>
<td>ES &amp; MS: Polo with KS logo on chest. Color: cobalt, white, blue polo or poly-wicking cobalt (no navy)</td>
</tr>
<tr>
<td></td>
<td>Must be tucked in</td>
<td>Must be tucked in</td>
</tr>
<tr>
<td></td>
<td>Undershirts must be plain white or matching in color</td>
<td>Undershirts must be plain white or matching in color</td>
</tr>
<tr>
<td></td>
<td>Long sleeve shirts are not allowed under or over shirts</td>
<td>Long sleeve shirts are not allowed under or over shirts</td>
</tr>
<tr>
<td><strong>Shorts</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* HS:</td>
<td>Navy or khaki</td>
<td>HS: Navy or khaki</td>
</tr>
<tr>
<td></td>
<td>Length must be of respectable length no less than 2-3 inches above the knee</td>
<td>Length must be of respectable length no less than 2-3 inches above the knee</td>
</tr>
<tr>
<td>* ES &amp; MS:</td>
<td>Navy only</td>
<td>ES &amp; MS: Navy only</td>
</tr>
<tr>
<td><strong>Slacks</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* HS:</td>
<td>Navy or khaki</td>
<td>HS: Navy or khaki</td>
</tr>
<tr>
<td></td>
<td>ES &amp; MS: Navy only</td>
<td>ES &amp; MS: Navy only</td>
</tr>
<tr>
<td><strong>Skirts</strong></td>
<td>N/A</td>
<td>Navy</td>
</tr>
<tr>
<td></td>
<td>4-pleat</td>
<td>4-pleat</td>
</tr>
<tr>
<td></td>
<td>Length must be of respectable length no less than 2-3 inches above the knee.</td>
<td>Length must be of respectable length no less than 2-3 inches above the knee.</td>
</tr>
<tr>
<td></td>
<td>ES &amp; MS: Skort</td>
<td>ES &amp; MS: Skort</td>
</tr>
<tr>
<td><strong>Dresses</strong></td>
<td>N/A</td>
<td>HS: Aloha kukui print dress with sleeves</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Length must be of respectable length no less than 2-3 inches above the knee.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Undergarments, including bikini top strings, should not be visible.</td>
</tr>
<tr>
<td><strong>Outerwear</strong></td>
<td>Students may wear jackets/sweatshirts in any of the following colors: Navy, gray black or white</td>
<td>Students may wear jackets/sweatshirts in any of the following colors: Navy, gray black or white</td>
</tr>
<tr>
<td></td>
<td>Outerwear must not contain any vulgar/offensive/insensitive language, graphics, or logos.</td>
<td>Outerwear must not contain any vulgar/offensive/insensitive language, graphics, or logos.</td>
</tr>
<tr>
<td></td>
<td>No long sleeve T-shirts or T-Shirts worn as outerwear are allowed.</td>
<td>No long sleeve T-shirts or T-Shirts worn as outerwear are allowed.</td>
</tr>
</tbody>
</table>
- It is strongly recommended that students first and last name be written on the inside of jackets/sweaters.
- **OPTIONAL:** Outerwear may be purchased at Hoʻolauleʻa, with the Kapālama bookstore, or with Maui based vendor: Hawaiian Ink. They accept orders twice a year in April, delivery before school starts and in October with delivery in December. Order forms are available on the schools’ website in “Forms and Resources.”

<table>
<thead>
<tr>
<th>Belts</th>
<th>Socks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Must be worn when wearing shorts or slacks.</td>
<td>Socks must be worn at all times with shoes</td>
</tr>
</tbody>
</table>

**GROOMING EXPECTATIONS**

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

<table>
<thead>
<tr>
<th><strong>Nā Kāne</strong></th>
<th><strong>Nā Wāhine</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Hair</td>
<td></td>
</tr>
<tr>
<td>Clean, neatly groomed.</td>
<td>Clean, neatly groomed and out of the face.</td>
</tr>
<tr>
<td>Back length above shirt collar.</td>
<td>No unconventional coloring and haircuts.</td>
</tr>
<tr>
<td>Sideburns above bottom of earlobe.</td>
<td>Allowable hair ornaments include: clips, hair claws, rubber bands, hair picks and plain headbands (maximum 2” width).</td>
</tr>
<tr>
<td>Bangs above eyebrows.</td>
<td>* Waivers to this expectation will be handled on a case-by-case basis with the Head of School's office.</td>
</tr>
<tr>
<td>*No unconventional coloring and haircuts (i.e. tails, Faux Hawks, uneven cuts across the back or sides, razor patterns, shaved or partially shaved heads).</td>
<td></td>
</tr>
<tr>
<td>Faces should be clean shaven.</td>
<td></td>
</tr>
<tr>
<td>Jewelry</td>
<td></td>
</tr>
<tr>
<td>No visible body piercing.</td>
<td>No visible body piercing.</td>
</tr>
<tr>
<td><strong>HS:</strong> One necklace and one watch in good taste. Class ring.</td>
<td><strong>HS:</strong> One necklace, one watch, one bracelet, and one pair of earrings located in earlobe, all in good taste. Class ring.</td>
</tr>
<tr>
<td><strong>ES &amp; MS:</strong> One watch</td>
<td><strong>ES &amp; MS:</strong> One watch and one pair stud earrings</td>
</tr>
<tr>
<td>Makeup/ Nail Polish</td>
<td></td>
</tr>
<tr>
<td>No makeup or nail polish</td>
<td><strong>HS &amp; MS:</strong> Subtle, natural-looking makeup.</td>
</tr>
<tr>
<td><strong>ES:</strong> No makeup or nail polish</td>
<td></td>
</tr>
<tr>
<td>Headwear (including sunglasses)</td>
<td></td>
</tr>
<tr>
<td>Not allowed unless requested for field trip</td>
<td>Not allowed unless requested for field trip</td>
</tr>
<tr>
<td>Tattoos</td>
<td></td>
</tr>
<tr>
<td>No visible 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>Nā Kāne</th>
<th>Nā Wāhine</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ES &amp; MS Special Event Attire</strong> <em>(Thanksgiving, Founder’s Day, Charles Reed Bishop Day, Easter chapels)</em></td>
<td><strong>HS Dress Whites</strong></td>
</tr>
</tbody>
</table>
| - White polo shirt  
- Long navy pants  
- No jewelry | - Uniform white long sleeve Kukui print Aloha shirt.  
- Plain white undershirt only.  
- Uniform white, pleated dress pants without cuffs  
- White belt  
- Blue sash  
- White shoes  
- White socks  
- One watch, class ring | - Uniform white dress muʻumuʻu. Slip required.  
- White dress shoes or sandals with back strap and heel of one-inch or less.  
- One watch, class ring.  
- One Hawaiian bracelet, 10 mm or less. |

### BUSINESS DRESS CODE

**High School**

<table>
<thead>
<tr>
<th>Nā Kāne</th>
<th>Nā Wāhine</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tops</strong></td>
<td><strong>Bottoms</strong></td>
</tr>
</tbody>
</table>
| - Collared shirt (button down, polo, collared aloha shirt, etc.)  
- Straight bottom shirts may be untucked, shirts with tails should be tucked in | - Jeans (no rips/holes), slacks, dress pants |
| **Footwear** | **Footwear** |
| - Covered shoes | - Sandals with backstrap and heel of one-inch or less or covered shoes |
| **Outerwear** | **Outerwear** |
| - Solid colored blazers, sweaters, dressy jackets  
- Non-KS outerwear allowed | - Solid colored blazers, cardigans, sweaters, dressy jackets  
- Non-KS outerwear allowed |
| **NOT Allowed** | **NOT Allowed** |
| - Shorts of any kind, dresses, skirts, leggings, tights, t-shirts, slippers |
KSM Schedule
School Day
School begins at 8:15 a.m. until 3:00 p.m. Parents are responsible for ensuring that their children are at school and on time every day. Most campuses begin their day with oli at the start of the school day.

Morning Drop-off
Supervision is provided on campus beginning at 7:30 a.m. Parents should not bring students to school before 7:30 a.m. Parents who provide daily transportation need to pick up and drop off students in the designated campus areas:
- **Elementary School:** Pai‘ea Administration building
- **Middle School:** Middle School bus stop/parking lot
- **High School:** Pākī 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 five minutes prior to start time.

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 School:** Pick up between 3:00 p.m. and 3:15 p.m. Students who are NOT picked up by 3:15 p.m., may be required to enroll in the after-school program.
- **Middle and High School:** Pick up from 3:00 p.m.

Students may occasionally be asked to come before or stay after school for special help. If a child is asked to schedule additional time, the teacher will notify parents in advance to make appropriate arrangements.

After-School Program
**Kamaʻaina Kids** services the elementary and middle afterschool programs from 3:00 p.m. to 5:30 p.m. Visit the KSM website in the Forms/Resources section to learn more about the program.

**Sports or clubs:** All students are encouraged to participate in a sport or belong to one of the clubs or academic teams. Visit the academic or athletic page on the KSM website to learn more about what’s offered. Students who plan on staying after school must sign up for late bus transportation.

Families who wish to access the Boys and Girls Club in their community should work directly with that organization to arrange for bus transportation options.
Meals and Snacks
KSM 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.
- Students should be seated at a table when eating.
- Students are expected to clear their table area when finished, placing rubbish and food waste in the proper receptacle and putting trays, silverware and dishware in the tray return area.

Morning Snack
Students are provided with a morning snack. 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 school 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 field trips and/or as approved by administration due to extenuating circumstances.

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

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

- Nāmāhāna dining hall
- Keanolani lanai area by the Middle School office
- High School office

Unclaimed items will be donated or disposed of at the end of each quarter.

Birthdays
Birthday parties, treats, cake/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 KS high school student is allowed admission to all regular Kamehameha Maui Interscholastic League athletic events when he or she presents a current KS ID card at the entry gate. All other students must pay the entry fee.

**Learning Centers**
There are three learning centers on campus which are generally open from 7:30 a.m. to 3:30 p.m. Elementary school will only open from 8:00a.m. to 3:30p.m. High School offers extended hours until 4:00 p.m. except on Fridays.

Students are encouraged to borrow books from the Learning Center on a regular basis. Books are to be returned in a timely manner or students will be charged a late fee or replacement fee.

**No Homework Weekends**
KS Maui recognizes that many of our students in high school juggle after-school jobs and extracurricular activities on top of homework from demanding course schedules. All of that can contribute to heavy stress, which was validated from recent data of our own high school students through our participation with Challenge Success. We have also seen an increase in the number of our students (both at the middle and high school) seeking social and emotional help from school counselors. A little relief from homework on the weekends could help everyone – students and teachers.

We also believe that young children need time to play and experience learning in the world around them with their families. This time feeds imagination, language development, and practical application of learned material.

It is important to share that assigning less homework isn’t the same as making school easier or decreasing rigor. We believe that no homework weekends will not take away from our curriculum and program. What it will do, however is allow us to be more efficient in assigning thoughtful homework throughout the year in all grades, K-12.

Kamehameha Schools Maui has designated the following dates as “No Homework Weekends.” On these weekends, students will not be assigned or have any homework due:
- August 31 – September 1
- October 5 – 6
- October 12 – 13
- November 9 – 10
- November 30 – December 1
- January 18 – 19
- February 15 – 16
- March 14 – 15
- March 21 – 22
- April 11 – 12

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

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, handheld 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, etc.)
- Snacks or sugary treats (gum, candy, soda, chips, etc.)
- 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. Note the school will not be responsible for loss or theft of kapu items.
- Weapons or any other objects that can cause injury.
- Modes of Transportation (bikes, skateboards, scooters, Heelys, Razors, skates, etc.)

Electronic Equipment/Cellular Phones
If a student chooses to bring personal 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
- ONLY use cell phones to check messages and make short calls during the school day and does not interrupt instructional time or learning.
- 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.
- Students may also use school phones to make necessary telephone calls during the school day. 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.
• Not use cellphones or portable media devices at required events such as ‘Aha Mele, Graduation, Baccalaureate, Rite of Passage and Founder’s Day.
• For all student or family emergencies, contact the office to inform them so that the office can best assist your child.

Parent-Teacher-Student ‘Ohana (PTSO)
KS PTSO is a non-profit organization comprised of KS’ 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

The PTSO Board of Directors includes a President, Vice President, Secretary, Treasurer, two parent representatives per grade level and the Schools’ principal. The Head of School and the principals are ex-officio, non-voting, advisory members of the Board. 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, host programs and projects not funded by the school and post-high scholarships for KSM alumni. The PTSO assists the schools by serving as chaperones on various school outings, providing coordination for the campus book fair, manpower for campus activity days and others as needed. Annual events hosted by the PTSO include Open House information booths, Homecoming, Scholastic Book Fair, All School Movie Night, and Teacher Appreciation recognition.

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.
A Commitment to Appropriate Conduct

Mohala i ka wai ka maka o na pua.
Unfolded by the water are the faces of the flowers
Flowers thrive where there is water as thriving people are found where living conditions are good.

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

KS 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 counselor and vice-principal in conversations
• Appropriate student intervention services as needed
• Family engagement in process
• A multi-tiered approach for student support

Ka Loiha 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‘ihi ana au i ke Akua, ko‘u po‘e kūpuna, ko‘u ‘ohana a me ke kaiaulu i ka hana pono.

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

In order to help fulfill Ke Ali‘i Pauahi’s vision of having our students work towards being “good and industrious” men and women, KS 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 KS 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 KS’ 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, KS 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.

Incidents – 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 video games, etc.)
- Unauthorized card playing
- Refusal to show student I.D. card
- Repair/replacement of items misused or broken
- Restriction of school electronic devices, including computer

Possible Consequences – Depending on the severity and/or frequency of incident:
- Verbal warning
- Incident Referral Form
- Time-out
- In school restriction
- Detention
- Repair/replacement of items misused or broken
- Restriction of school electronic devices, including computer
**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.

**Incidents** – 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 incident:
- Continue more stringent Level 1 consequences
- School counseling
- Outside counseling
- Extended restriction of school issued computer
- Conduct probation
- Impact on grade
- Restitution
- Behavioral contracts
- In school restriction of electronic device usage
- Suspension
- 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.

**Incidents** – 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 and betting

**Possible Consequences** – Depending on the severity and/or frequency of incident:
- Continue more stringent Level 1 and/or 2 consequences
- Repossession of school property/equipment
- Outside counseling (at parent expense)
- Drug/alcohol assessment/counseling
- Financial restitution
- On-campus work assignment
- Community service
- 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.

**Incidents** – 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.

Possible Consequences – Depending on the severity and/or frequency of incident:
- 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.

**Incidents** – 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 incident):
- Continue more stringent Level 1, 2, 3 and/or 4 consequences

Level 5 incidents 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 incidents 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 Schools.

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 designee that result in consequences less than that standard may not be appealed. Once a decision has been made by the principal or 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.
Puʻuhonua

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 incidents will be subject to the preceding disciplinary sections set forth in this Handbook.

Multi-Tiered System of Supports (MTSS), Our Learning Intervention Process

Through a whole child approach, Kamehameha Schools makes every effort to meet the academic, behavioral, social and emotional needs of its students. If your child is struggling in school, our faculty and staff will intervene and work with you to find the best way to fulfill those needs.

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

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

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

**Tier 3: Community Supports provided to FEW students:**
As part of a Student Success Plan, the SST, in partnership with ʻohana, recommends and helps to coordinate supports in the community beyond what KS can provide
If the student’s needs cannot be adequately addressed with Tier 3 and lower supports, a recommendation is made by the Kamehameha School’s Administrator to the Head of School for disenrollment

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 principal.
3. If resolution is still not achieved, please request that the principal take the matter up with the Kamehameha Schools Head of School.
**KS System and KS 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”):

- **KSM web site** - [www.ksbe.edu/maui](http://www.ksbe.edu/maui). The site features a wellspring of useful information including the student and parent handbook, the course catalog, health forms, frequently used student and parent forms, athletic schedule, school calendar, directory and the daily bulletin.

- **The Daily Bulletin** is available at each school’s home page and also emailed to the address on file. Students and parents are expected to check the bulletin daily for important updates and/or announcements.

- **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.

- **School Messenger** is used to communicate emergencies, general school or organizational updates. School messenger distributes these updates through email, phone, and/or text messaging. All KS families are signed up for School Messenger and may opt out at any time.

- **Email** is frequently used to share updates and important information.

We ask that those parents/legal guardians who do not have access to the electronic tools listed above to contact their student’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 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, 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:
  ○ Follow all printing instructions.
  ○ Print all assignments in black and white, unless given approval to print in color by their teacher.
• KS does not provide technical support for printing at home.
• Do not clear your devices’ internet browser history.
• Really Simple Syndication (RSS) feeds may only be used with teacher permission.
• Students who bring their own personal electronic mobile devices to school shall assume all risk and liability for devices that are damaged, lost, or stolen.
• If a student’s use of these items interferes with the learning environment, the item will be confiscated and returned to parents at the unit office.
● Chronic misuse of cell phones and mobile devices during school hours may lead to disciplinary consequences as set forth in this Handbook.

Guidelines for the proper use of the KS System
When using the KS System you must observe the following practices:
- Properly manage your assigned KS student account within the KS system
- Students and parents are assigned a KS email account to receive and send official communication through the KS Network.
- New students will be issued accounts within the first month of school. Returning students will continue to use KS accounts already established.
- Limit the use of the KS system for educational purposes only.
- Do not use any school email account for non-school related activities.
- Always protect the privacy of your account by using only your assigned User ID and keeping passwords private and confidential.
- Never give others your email account information or use or attempt to obtain user names and passwords of other individuals under any circumstances.
- Actively organize and manage your account by checking KS email accounts daily, respond in a timely manner and regularly delete old emails.
- Do not use KS devices and/or email accounts to register and/or access social networks (Facebook, Twitter, Instagram, etc.) and abide by federal laws of sites that restricts use to individuals ages 13 years and older.
- Do not use images relating to weapons, pornographic material, inappropriate language, alcohol, drugs, gang-related symbols, sounds or pictures as part of your student account.
- Do not use inappropriate media as wallpaper on 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, 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 their 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

KS is committed to providing a safe, secure, and orderly environment for students, faculty, staff, and visitors at KS campuses and other educational sites. KS maintains security on its K-12 campuses, 24 hours a day; seven days a week. To contact campus security, call 572-4260 or cell phone 870-3365. To contact the Security Manager call 573-7219.

Campus Security

Security at the Entry Station
Campus access is strictly controlled at the Entry Station between the hours of 8:00 a.m. – 3:00 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. – 3:00 p.m. to pick up their student for a doctor’s appointment, because of an early release, to drop off something a student 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 plan accordingly. This campus entry station is equipped with video monitoring. All entry into campus is monitored through electronic surveillance for the protection of faculty, staff, students, and parents.

Walking Off Campus
Students are allowed to walk on and off campus using only ‘A’apueo Parkway, our main entry roadway, between 7:00 a.m. to 8:00 a.m. and 3:00 p.m. to 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 KSM website in the Forms/Resources section, return the form with parent/legal guardian signatures, 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. 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 Elementary or High; and High not allowed at Elementary and Middle School campuses</td>
<td>• Areas where construction or renovation is in progress</td>
</tr>
<tr>
<td>• Keōpūolani Hale</td>
<td>• Forest/gulch areas</td>
</tr>
<tr>
<td>• Parking lots and student cars</td>
<td>• Physical Plant area</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 staff</td>
</tr>
<tr>
<td>• Areas located behind buildings</td>
<td>• Male students are not authorized to loiter inside the female restrooms and female students are not authorized in male restrooms.</td>
</tr>
<tr>
<td>• Pākī/Konia and Middle School Bus stop</td>
<td></td>
</tr>
</tbody>
</table>

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 devices, and school approved fundraisers, etc.

Right to Search

KS 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. KS 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.

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 students. This information is kept in a confidential file in the principal’s or
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.

KS facilities are smoke-free, vape-free and drug-free environments. All visitors and volunteers are expected to adhere to this policy. Smoking/vaping/electronic cigarettes (except in designated smoking areas), drinking, or use of any illegal substance is prohibited on school property (including parking lots, bus terminals, KS vehicles and 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, KS 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.

**Student Safety**

**Discrimination, Harassment, Intimidation, Bullying, Hazing or Violence & Reporting School Incidents & Unlawful Activity**

KS is committed to providing a learning environment free from all types of discrimination, harassment, intimidation, bullying, hazing or violence that would interfere with a student’s ability to learn and enjoy his or her educational experience. All school incidents, including any incident of discrimination, harassment, intimidation, bullying, hazing or violence, should be reported immediately to the principal’s or designee’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 incident is serious and circumstances so warrant, KS may report the incident to local law enforcement officials. A detailed list of incidents and disciplinary actions can be found in the “Student Discipline” section of the Handbook. For more information about how to report a school incident, including any incident of discrimination, harassment, intimidation, bullying, hazing, or violence, contact the principal’s or designee’s office.

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

**Hi’ikua Helpline**

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

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

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

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

**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. 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.
Emergencies

Island-wide Emergencies
KS 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, 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 on 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 student is enrolled.
Health Services

The Mālama Ola Health Services Department (HSD) is responsible for performing the medical clearance for all students. In addition, the HSD is available to provide basic healthcare services to students. All health rooms on a KS K-12 campus are staffed by a Registered Nurse who may be supported by a Medical Assistant. The Medical Director, a board-certified physician, oversees the care provided by the nurses.

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

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

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

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

Contacting Parents/Guardians

In the event of a serious medical emergency, KS will be responsible for arranging transportation for emergency care. In emergency care situations, the preferred method of transportation is through the use of Emergency Medical Services (EMS). During transport, KS will make every effort to accompany the student to the emergency room. The parent/guardian is expected to join the student at the emergency room in a timely manner. KS staff will call 911 first. Then as soon as possible will call the parent/guardian(s) and, if unavailable, will then call the emergency contact.

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

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

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

**Medication Administration**

HSD staff or their designee will administer prescribed medication if requested by a student’s parent/guardian. The medication must be in its original packaging and not be expired, and a completed Request for Administration of Medication (RAM) form must be submitted for each prescribed medication that KS medical staff or their designee will administer. The RAM form can be downloaded at: [http://blogs.ksbe.edu/malamaola/](http://blogs.ksbe.edu/malamaola/). The parent/guardian can determine if their child can safely self-administer a medication. However, students are not permitted to self-administer any controlled medications (e.g. narcotics or common ADHD medications); these medications will need to be administered by HSD staff or their designee.

Kamehameha Schools is not responsible for any medications that a student self-administers. KS is not responsible for reminding students to take or report for their medication, and students will be responsible for ensuring that they keep the medication available at school or on any activity and take the medication as prescribed. If a student shares a self-administered medication with another student, the medication shared will immediately be confiscated, the student’s privilege of self-administration will be revoked, and the student may face other disciplinary measures.

**Hours of Service**

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

<table>
<thead>
<tr>
<th>Health Room</th>
<th>Location</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School</td>
<td>Pauahilani Building, Room 41</td>
<td>573-7073</td>
</tr>
<tr>
<td>Middle School</td>
<td>Keanolani Building, Room 11</td>
<td>572-4221</td>
</tr>
<tr>
<td>Elementary School</td>
<td>Paiʻea Administrative Building</td>
<td>572-3222</td>
</tr>
</tbody>
</table>
Returning after Illness or Injury

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

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

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

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

Behavior health services

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

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

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

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

Behavioral health re-admit

A student in crisis must be cleared to return to school, and boarding if applicable, by a licensed mental health provider. If a student is assessed to need a higher level of care by a community provider, a Behavioral Health Re-admit checklist and Re-admit form will be provided to parents by the BH staff. The Re-admit form must be completed by a licensed mental health provider. Upon receipt of a completed Re-admit form clearing a student to return to school, the BH staff will schedule a Re-admit meeting which is required prior to the student’s returning to school.
Hours of service
BH staff are typically available from 7:30-3:30 for behavioral health related services. Boarding BH staff are typically available between 9:00-5:00 and are on-call for crisis after hours. BH staff contact information is as follows:
- Maui Campus:
  - K-12
    - Kim Dolan 572-3239
    - Melissa Stewart-Rodrigues 572-4254
  - Behavioral Health Supervisor
    - Anu Getgen 573-7236

Health Records
The HSD maintains a health record on each student. The health record contains emergency contact, health insurance and immunization information. BH clinical notes are sensitive and may not be shared in order to preserve confidentiality and privacy. However, information may be disclosed externally to authorized individuals such as healthcare providers, and may be shared internally when there is a legitimate educational impact or safety concern. Parents are responsible for immediately informing the health room of changes 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

Bus Transportation
KS 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, Kīhei, and Central Maui. For information on bus services, contact the Operations Office at 572-3245.

Parents must apply for bus transportation for their student 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 families. Applications will be due to the Operations office no later than June 7, 2019. Bus transportation fees for the 2018-2019 school year are listed below. Bus fees for the 2019-2020 school year will be announced toward the end of the 2018-2019 school year. Bus fees are non-refundable once the school year begins.

<table>
<thead>
<tr>
<th></th>
<th>By June 7, 2019</th>
<th>After June 7, 2019*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Round Trip</strong></td>
<td>Fees for 19-20 currently pending</td>
<td>Fees for 19-20 currently pending</td>
</tr>
<tr>
<td></td>
<td>$1,440 per student for 18-19</td>
<td>$1,540 per student for 18-19</td>
</tr>
<tr>
<td><strong>One-Way</strong></td>
<td>Fees for 19-20 currently pending</td>
<td>Fees for 19-20 currently pending</td>
</tr>
<tr>
<td></td>
<td>$720 per student for 18-19</td>
<td>$770 per student for 18-19</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 student 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. The elementary and middle school offers an after-school program with a bus that drops off at the Kahului Shopping Center at approximately 5:30 p.m. Refer to the after school program section in this handbook for more information.

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

<table>
<thead>
<tr>
<th>Bus Site</th>
<th>Morning Departure (a.m.)</th>
<th>Afternoon Return (p.m.)</th>
<th>Students must be picked up by (p.m.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lāhainā Aquatic Center</td>
<td>7:10</td>
<td>4:15</td>
<td>4:30</td>
</tr>
<tr>
<td>Kenolio Recreation Center (Kīhei)</td>
<td>7:20</td>
<td>4:00</td>
<td>4:15</td>
</tr>
<tr>
<td>War Memorial Stadium</td>
<td>7:30</td>
<td>3:50</td>
<td>4:05</td>
</tr>
<tr>
<td>Kahului Shopping Center</td>
<td>n/a</td>
<td>3:45</td>
<td>4:00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5:30</td>
<td>5:45</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7:00</td>
<td>7:15</td>
</tr>
</tbody>
</table>

The schedule above is subject to change. Final schedule will be mailed to families participating in bus service prior to the start of the school year. Buses will depart on time. Parents/guardians will be responsible for bringing their student to school if they miss the bus.

**Transportation Plan Changes**

If a student 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 student 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 student may not be changed.

**Bus Passenger Rules and Code of Conduct**

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

1. **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.

2. **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 financially 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.

3. **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.

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

5. Bus Assignments
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. Do not make this request to the bus driver unless it is an emergency situation as there may be students on the waitlist. Special written requests will be reviewed on a case-by-case basis by the KS transportation manager. The driver may assign students a seat on the bus, if necessary.

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

7. 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 to the school vice-principal for students who misbehave. School administrators may terminate a student’s bus service if the student continues to misbehave.

8. 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 student in the event that they are unable to pick them up. Parents are highly encouraged to have their student 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
In the event buses are delayed either before arriving at the bus site or after students are picked up, the bus service provider will contact the main campus offices with an estimated time of campus arrival. Parents may decide to consider keeping their children out of school if the emergency is due to extreme weather conditions.
Afternoon Transport

Affected bus riders will be kept together in one location on campus, until further notice, if the road does not re-open by 3:00 p.m. Any remaining students will be sent home on the bus once the road reopens 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, KSM 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 KS 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 the KSM school website 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:

- **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.

- **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 KS 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 KS, families are asked to cover only about 20 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 Tuition Contract. All payments must be kept current. Students whose accounts are not paid in full by March 31 are subject to late charges and enforcement as stated on your Tuition Contract.

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, KS 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
- 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. Consult with the principal on your campus to determine options available.
How to apply for financial aid
Financial aid applications, application guide books and deadlines can be accessed online at 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.

Student Records and Directory Information
Parents and students are allowed access to student records:
- To inspect, review and obtain copies of the student’s education record.
- To request that others review the student’s education record (except where KS is required or authorized to allow others to review the record without your permission). Requests should be made in writing to the principal or designee.
- To obtain copies of KS’ policies and procedures concerning 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 KS. Instead, the name of the caller and any message will be taken. KS will then contact the student and/or parents, who may then decide if they wish to contact the caller. Directory information may include student’s:
- Name
- Address
- Telephone number
- Date and place of birth
- Activities, clubs and sports
- Weight and height for athletic team purposes
- Dates of school attendance
- Degrees and awards received
- Most recent and previous education institution attended
- Other similar information

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, 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 student’s school office.
Elementary School Information for Grades K-5

Classroom Assignments
Children are grouped heterogeneously into homeroom classrooms.

At the end of 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 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
- Project or research work
- Writing
- Reinforcement of specific skills
- Recreational reading
- Sharing/discussion of experience

For best results, parents should provide:

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

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 to report their academic and social progress: November, February and May.

Parents and students will be notified at the midpoint 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 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 Kamehameha Schools. 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”:
- Four or more 1’s in any academic subject, including those taught by homeroom or specialist teachers.
- 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, homeroom teacher, counselor and a school administrator. 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 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 together, a plan for success will be developed, which may include a range of suggestions designed to assist parents in helping their student 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 0’s and 1’s 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 ratings 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”:

- Four or more 1’s in any academic subject, including those taught by homeroom or specialist teachers.
- Two or more 0’s in any academic subject, including those taught by homeroom or specialist teachers.

*NOTE: Consecutive trimesters may include the third 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, 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 student 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.

**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 physically aggressive 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 playground equipment.
- 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 or on any high point of the playground equipment.
- No climbing on top of the climbing dome 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.
The School Day
A bell schedule is used to regulate the school day. There are other bell schedules used to accommodate various activities such as chapel or dances. Students regularly participate in interdisciplinary units and may be required to complete projects and service. Field trips are also an integral part of the learning and attendance is mandatory. Social days are offered at the end of each semester. These outings provide a venue for students to learn and practice appropriate social skills supervised by teachers. Participation in these planned activities is highly encouraged.

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 middle school counseling team also conducts weekly guidance classes. Lessons revolve around academic, college/career and social/emotional topics that are specific to the grade levels and age appropriate. Counselors also provide small group and individual support for students as needed. The grade level team meets regularly with the assigned school counselor to meet the needs of all students.

Course Registration Elective Classes
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.

Entering grade 6: Students register for their elective courses during their fifth grade year. Incoming sixth graders register for three of their four elective wheel courses. Student elective choices are collected by hard copy registration forms for KSM ES students by the fifth grade teacher.

Entering grade 7 and 8: Registration is held during the fourth quarter.

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. Ke Kula Waena supports standards-based grading practices; students are assessed on content areas skills and concepts. Report cards are issued at the end of each quarter to communicate academic progress. In addition to reporting academic progress, the report card also includes teacher assessment on non-academic skills.

Report Cards
Unofficial report cards may be accessed via KS Connect at the end of each quarter. An official end-of-year report card will be mailed out to parents at the end of the fourth quarter. Copies of student report cards are available in the middle school administration office. English, math, science, social science, and
Hawaiian language teachers assign letter grades for each course to indicate student progress. Elective courses use Pass/Fail and Kino Wellness use the following standards based reporting marks:

- EP (exceeding proficiency)
- MP (meeting proficiency)
- AP (approaching proficiency)
- BP (below proficiency)

Non-academic skills are assigned achievement levels at the end of the second and fourth quarters. Teachers may also provide additional information on student attitude and progress through report card comments and direct communication with parents.

**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 principal or designee. Incomplete grades are not issued as final or year-end course or class grades.

**Grade Point Average**

Grade point average is calculated only for courses using letter grades. Kino Wellness and elective course marks are not included in grade point averages. Quarter grade point averages are used to determine honor roll: Headmaster’s and Principal’s lists

**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

Teachers regularly upload current grades via KS Connect.

**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 meet the agreements and supports set until the next grading period. Students on academic probation are not permitted to represent the school in extra-curricular activities and honorary positions without approval from school administration.
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** are available through KS Connect at the end of each quarter. The official year-end report card is mailed home at the end of the fourth quarter.

**Athletics**

The middle school athletics program provides opportunities for students to participate in team sports as well as learn the dynamics and skills of these sports. Students learn to balance the rigorous practice and game schedules with their academic kuleana. The program is coordinated through the K-12 athletics office, and offers fall, winter and spring sports. See the Athletics section of this handbook for more information.

School administration reserves the right to release a student from a team if academic kuleana is not being met or misbehavior continues.
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/her success in society. Students are expected to enroll in a full program each semester, thereby earning at least eight credits per year.

Graduation Requirements Class of 2020

<table>
<thead>
<tr>
<th>SUBJECT AREA</th>
<th>CREDITS REQUIRED</th>
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</thead>
<tbody>
<tr>
<td>English</td>
<td>4 credits</td>
</tr>
<tr>
<td>Speech</td>
<td>1 credit</td>
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<tr>
<td>Mathematics</td>
<td>3 credits</td>
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<tr>
<td>Science</td>
<td>3 credits</td>
</tr>
<tr>
<td>Social Studies</td>
<td>3.5 credits</td>
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<tr>
<td>Languages</td>
<td>2 credits</td>
</tr>
<tr>
<td>Physical Education &amp; Health</td>
<td>1.5 credits</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>1 credit</td>
</tr>
<tr>
<td>Academy Endorsements &amp; Enhancements</td>
<td>5 credits</td>
</tr>
<tr>
<td>Papa Kākoʻo</td>
<td>4 credits</td>
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<td><strong>Total</strong></td>
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Non-Credit Graduation Requirements
Swimming/Running Proficiency, Christian Education, Guidance, Community Service/Service Learning, Internship, Hōʻike Nui, attendance at and participation in required School Special Events - ‘Aha Mele and Founder’s Day

Graduation Requirements Class of 2021

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<tr>
<td><strong>Total</strong></td>
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Non-Credit Graduation Requirements
### Graduation Requirements Class of 2022 & Class of 2023

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</tr>
<tr>
<td>Speech</td>
<td>1 credit</td>
</tr>
</tbody>
</table>
*Note: 0.5 credit of Speech will be taken during the first year of high school. 0.5 credit of upper-division Speech will be taken either during the sophomore, junior, or senior year of enrollment.|
| Mathematics                | 3 credits        |
| Science                    | 3 credits        |
| Social Studies             | 3.5 credits      |
| Hawaiian Language          | 2 credits        |
*Note: Required in the first year of high school; Hawaiian 1 and Hawaiian 2|
| Physical Education & Health| 2 credits        |
*Note: 0.5 credit awarded to the successful completion of each course; P.E. 9, P.E. 10, Personal Health, and upper-division P.E.|
| Fine Arts                  | 1 credit         |
| Electives                  | 6.5 credits      |
*Note: For the Class of 2022, Academy Endorsements and Academy Enhancements credits will count towards the Elective Credits Required.|
| Total                      | 26 credits       |

| Non-Credit Graduation Requirements | Swimming/Running Proficiency, Christian Education, Guidance, Community Service/Service Learning, Internship, Hōʻike Nui, attendance at and participation in required School Special Events - ‘Aha Mele and Founder’s Day |

### KS Maui High School Fine Arts Course List:

Students may choose from the following list of courses to meet their Fine Arts graduation requirement.

- Design 1
- Ceramics & Sculpture I
- Digital Photography I
- Drawing and Painting I
- Art History & Criticism
- Art Studio (Course last offered in SY 2016-2017)
- Mixed Media Art & Design (Course last offered in SY 2016-2017)
- Intro to Digital Arts and Design
- Chorus I
- Concert Band
- Jazz Rock Ensemble
- Guitar I
- Piano I
- ‘Ukulele I
- Hula I
- Papa Mele
- Papa Oli
- Theatre
- Hāna Noʻeau
Career Academy Requirement

Academy Endorsement (for Class of 2020, Class of 2021, and Class of 2022): Students must complete three credits from a selected career academy endorsement. Academy requirements are generally completed during the junior and senior years.

Academy of Arts & Communication
Designed for students with career interests in Hawaiian Studies, literary, media, performing or visual arts.

<table>
<thead>
<tr>
<th>Hawaiian Studies Endorsement</th>
<th>Performing Arts - Music Endorsement</th>
<th>Literary Arts Endorsement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Haʻi Moʻolelo</td>
<td>Concert Band, Chorus, Jazz Rock</td>
<td>Journalism 1</td>
</tr>
<tr>
<td>Hawaiian 4</td>
<td>Ensemble or Music Tech</td>
<td>Journalism 2</td>
</tr>
<tr>
<td>Hawaiian 5</td>
<td>Dance, Hula, or Theatre</td>
<td>Creative Writing</td>
</tr>
<tr>
<td>Hana Noʻeau</td>
<td>Music History &amp; Theory</td>
<td>Literary Survey</td>
</tr>
<tr>
<td>He Aliʻi Ka ʻĀina</td>
<td>Papa Oli</td>
<td></td>
</tr>
<tr>
<td>Hula</td>
<td>Piano I/II/III/Advanced</td>
<td></td>
</tr>
<tr>
<td>Papa Mele</td>
<td>‘Ukulele I/II, Guitar I/II, Papa Mele</td>
<td></td>
</tr>
<tr>
<td>Papa Oli</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Papa Hoʻokele Waʻa</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: AP Courses not mandated for Visual Arts Endorsement specialty areas.

Media Arts Endorsement

<table>
<thead>
<tr>
<th>Visual Arts Endorsement - Digital Photo</th>
<th>Visual Arts Endorsement - Drawing and Painting</th>
<th>Visual Arts Endorsement - Ceramics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intro to Digital Arts &amp; Design</td>
<td>Drawing &amp; Painting I</td>
<td>Ceramics &amp; Sculpture I</td>
</tr>
<tr>
<td>Digital Video Production 1</td>
<td>Drawing &amp; Painting II</td>
<td>Ceramics &amp; Sculpture II</td>
</tr>
<tr>
<td>Digital Video Production 2</td>
<td>Art History &amp; Criticism</td>
<td>Art History &amp; Criticism</td>
</tr>
<tr>
<td></td>
<td>AP Studio Art: 2-D Design</td>
<td>AP Studio Art: 3-D</td>
</tr>
</tbody>
</table>

Note: AP Courses not mandated for Visual Arts Endorsement specialty areas.

Academy of Business
Designed for students who have career interest related to the business environment.

<table>
<thead>
<tr>
<th>Business Endorsement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
</tr>
<tr>
<td>Business Law</td>
</tr>
<tr>
<td>Entrepreneurship</td>
</tr>
<tr>
<td>Global Studies</td>
</tr>
</tbody>
</table>

Academy of Information Technology/Engineering
Designed for students who have career interests related to the fields of computer technology and electronics.

<table>
<thead>
<tr>
<th>IT Endorsement</th>
<th>Engineering Endorsement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Technology Foundations or ICS 101 Digital Tools for the Information World</td>
<td>Intro to Engineering and Design</td>
</tr>
<tr>
<td>Computer Programming &amp; Game Design or ICS 110 Intro to Computer Programming</td>
<td>Principles of Engineering</td>
</tr>
<tr>
<td>Robotics &amp; Engineering</td>
<td>Engineering Design &amp; Development</td>
</tr>
</tbody>
</table>
Academy of Science & Natural Resources
Designed for students who have career interests associated with the health, environmental and/or natural resource fields.

<table>
<thead>
<tr>
<th>Health Services Endorsement</th>
<th>Natural Resources Endorsement</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ AP Biology</td>
<td>▪ Agriscience and Aquascience</td>
</tr>
<tr>
<td>▪ Biomedical Innovation</td>
<td>▪ Environmental Science</td>
</tr>
<tr>
<td>▪ Human Body Systems</td>
<td>▪ Marine Biology</td>
</tr>
<tr>
<td>▪ Issues in Medicine</td>
<td></td>
</tr>
<tr>
<td>▪ Medical Intervention</td>
<td></td>
</tr>
</tbody>
</table>

Academy Enhancement Electives
Students complete two credits of academy enhancement electives. This requirement may be satisfied by completing two credits from:
- Any academy endorsement course from a different endorsement.
- 4th year course taken in a world language, math, science, social studies or selected UHMC dual credit course.

Example courses include:
- ENG 100—Expository Writing (must complete English 12 to have this count as enhancement elective)
- ICS 101—Digital Tools for the Information World
- ICS 110—Intro to Computer Programming
- Japanese 4
- Spanish 4
- MATH 115—Statistics
- MATH 205—Calculus I
- MATH 206—Calculus II
- Precalculus with Trigonometry
- AP Calculus
- Modern World History
- PSY 100—Survey of General Psychology
- SOC 100—Survey of General Sociology
- Intro to Engineering
- Principles of Engineering
- Marine Biology
- Physics

Note: Academic Advising with designated Grade Level Counselors is highly recommended to determine course enrollment to meet both the Academy Endorsement and Enhancement requirements. These efforts help to ensure a successful completion of our students’ Academic Plans.

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 student to register for classes via KS Connect.

KS Connect: KS Connect is used for course registration for the upcoming school year.

Course Catalog: A course catalog is available at the KSM website in the Forms/Resources section for students and parents to reference.
Core Course Requirement: Core courses – English, math, science, social studies, speech and languages are taken during designated school years. Alternatively, students have the option to take these courses when offered through an approved summer program. Complete Ke Kula Kiʻekiʻe Credit Request for Credit Approval form to verify if class will be counted toward credit. The form is located at the KSM website in the Forms/Resources section.

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):
  - Log-in to KS Connect
  - 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 credits per year.
  - If you are selecting a 0.5 credit class, you will need to select two of them.

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

Christian Education Program: required for all KSM students.

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 KS 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. Students will be able to accomplish this by choosing the Design Thinking Experience or using the existing Research Paper process. 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, and serves the need of a community. Organization, researching, empathy, innovation 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 KSM and giving back to their community.

**Swimming/Running Proficiency:** All KS students will demonstrate proficiency in swimming and running.

**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.

**‘Aha Mele Song Festival:** Every spring, the high school students participate in the Kamehameha Schools Maui ‘Aha 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.

**Graduation Events**

**Tri-Campus Senior Gathering at Mauna ‘Ala, Kaʻiwakiloumoku and Kawaiahaʻo Church:** Seniors travel to O‘ahu to visit Mauna ‘Ala, the final resting place of Ke Ali‘i Bernice Pauahi Bishop, the founder of the Kamehameha Schools. In a moving ceremony before the Kamehameha tomb, the seniors offer prayer, sing traditional songs, and recite the Statement of Appreciation.

Following the Mauna ‘Ala ceremony, seniors from all three Kamehameha campuses join in a senior ceremony and lunch at Kaʻiwakiloumoku, the Hawaiian Cultural Center located on the Kapālama campus. The combined group then travel to Kawaiahaʻo Church for a final ceremony in the historic venue where Hawai‘i kings and queens worshipped.
The annual Tri-Campus Senior Gathering brings together three campuses for a meaningful day where the beneficiaries of Ke Aliʻi 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 KS 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 Head of School hosts a reception for the seniors and their parents 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 KS 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>
<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 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:

- I (Incomplete)
- P (Pass)
- NC (No Credit)
- W (Credit Waiver)
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 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 KS 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 Headmaster’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
- 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.

Student Life

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 KSM 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/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.

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 anyway must be replaced.

Student Government
Students can hone their leadership skills by serving as a student government representative. Each KS student is represented in student government in two ways: As a member of the Associated Students of Kamehameha Schools (ASKS), and 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 standing for conduct and academic
- 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/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 KS 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 KS Athletic Program offers everything from canoe paddling to cheerleading, for a total of nearly 18 different student sports. The interscholastic program strives to promote the development of student’s highest potential by providing students with a vast range of opportunities to practice good sportsmanship, and to appreciate the benefits of discipline through training, teamwork and commitment. Please refer to the Athletics section in this Handbook for more information on KS’ athletic program, or visit the KSM Athletic website.
Recreational Facilities
Recreational facilities include:
- Ka'ulaheanuiokamoku Athletic Complex
- Kahekili Gymnasium
- Pi’ilani Swimming Pool
- Tennis courts
- Basketball courts
- Kana‘iaupuni Stadium

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 instructional purposes. Hours of operation, rules and regulations are posted at each facility.

Student Activity Ineligibility
Students who represent KS must be in good standing. Those who are on conduct or academic probation are NOT eligible to participate in the following:
- Curricular activities directly relating to classes, clubs, and school sponsored events
- Extra-curricular activities 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 on academic probation will be required to attend designated Kā Pā study sessions for further academic support and guidance.
- 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 2019-2020

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 be ineligible again.

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.

Grade Check Dates 2019-2020

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Grade Check/Eligibility Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Quarter Eligibility Begins August 5</td>
<td>(Determined by Quarter 4 SY 2018-19 Grades)</td>
</tr>
<tr>
<td></td>
<td>19-Aug</td>
</tr>
<tr>
<td></td>
<td>3-Sep</td>
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<tr>
<td></td>
<td>16-Sep</td>
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<tr>
<td></td>
<td>30-Sep</td>
</tr>
<tr>
<td>1st Quarter Eligibility Ends October 9</td>
<td>(Determined by 1st Quarter Grades)</td>
</tr>
<tr>
<td>2nd Quarter Eligibility Begins October 14</td>
<td>(Determined by 1st Quarter Grades)</td>
</tr>
<tr>
<td></td>
<td>28-Oct</td>
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<tr>
<td></td>
<td>12-Nov</td>
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<td></td>
<td>25-Nov</td>
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<tr>
<td></td>
<td>9-Dec</td>
</tr>
<tr>
<td>2nd Quarter Eligibility Ends December 23</td>
<td></td>
</tr>
<tr>
<td>3rd Quarter Eligibility Begins January 6</td>
<td>(Determined by 2nd Quarter Grades)</td>
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<tr>
<td></td>
<td>21-Jan</td>
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<td></td>
<td>3-Feb</td>
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<td></td>
<td>18-Feb</td>
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<tr>
<td></td>
<td>2-Mar</td>
</tr>
<tr>
<td>3rd Quarter Eligibility Ends March 18</td>
<td></td>
</tr>
<tr>
<td>4th Quarter Eligibility Begins March 23</td>
<td>(Determined by 3rd Quarter Grades)</td>
</tr>
<tr>
<td></td>
<td>6-Apr</td>
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<tr>
<td></td>
<td>20-Apr</td>
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<tr>
<td></td>
<td>4-May</td>
</tr>
<tr>
<td></td>
<td>18-May</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. KS’ counselors serve teachers, students, and parents in three 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, 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 9th and 10th grade curriculum** 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.
   - **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.

3. **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, KS counselors will 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 student, you must notify your student’s senior counselor in writing, by September 15. Note that the counselors will be unable to process any college applications on your child’s behalf should you ask to withhold the information.

KS 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.
Athletics Mission Statement

The Interscholastic Athletic Program at KS is just one avenue of many that strives to:

- help promote the development of a student athlete’s highest potential by providing them with a vast range of opportunities for students to build individual and team skills
- experience the thrill of competitive sports
- learn to cope with victory as well as defeat
- practice and carry out good sportsmanship
- instill and hone values necessary for the development of respect for self and others
- gain respect for authority and rules
- appreciate the benefits of discipline through training, team work, and commitment.

Athletics Statement of Philosophy

KS’ athletic program supplements the Schools’ educational program. Both reflect and represent the standards and values of the institution which exists to promote excellence and responsibility. Student athletes are encouraged to discover and achieve their highest potential with a sense of dignity, respect, pride and compassion, which establishes that mark of responsible citizenship.

KS continuously strives to develop and maintain a comprehensive athletic program work ethic, which encourages the student athlete to develop his/her highest potential, respects individual dignity, and contributes to the development of learning skills and emotional patterns that enable student athletes to make the maximum use of his/her education.

To accomplish this requires teamwork and an understanding and commitment to a basic philosophy and general code of conduct by student athletes, parents and staff.

Athletic Goals and Objectives

It is our hope that through the experiences gained from participating in KS Athletics, the student athlete will develop favorable habits and attitudes that will eventually prepare them for a well-rounded adult life in our society. Participation in interscholastic athletics is a privilege that includes responsibilities to the school, the sport, the team, the student body, the community and the student athletes themselves. In order to achieve our goals, the student athlete shall learn:
1. **To work with others:** The team and its objectives must be placed higher than personal desires.

2. **To be successful:** We do not always win, but we succeed when we continually strive for excellence. You can learn to accept defeat only by striving to win with earnest dedication. Therefore, develop the desire to excel.

3. **To develop sportsmanship:** We need to develop desirable social traits, including emotional control, honesty, cooperation, and dependability.

4. **To improve:** As a student athlete, you must establish a goal and you must constantly try to reach that goal. Try to better yourself in the skills involved and those characteristics set forth as being desirable.

5. **To enjoy athletics:** It is necessary for student athletes to enjoy participation, to acknowledge all of the personal rewards to be derived from athletics and to give sufficiently of themselves in order to preserve and improve the program.

6. **To develop desirable personal health habits:** To be an active, contributing citizen, it is important to obtain a high degree of physical fitness through exercise and good health habits, and to develop the desire to maintain this level of physical fitness after formal competition has been completed.
League and Association Affiliations

The National Federation of High Schools (NFHS)
The NFHS is a non-profit organization that mandates games rules for all interscholastic sports. It is both a service and regulatory agency that ensures team work on the part of more than 20,000 schools nationwide and enables schools to formulate policies for the improvement of interscholastic activities.

The Hawai‘i High School State Athletic Association (HHSAA)
The HHSAA is a member of the NFHS. All Hawai‘i private and public schools are voluntary members of the HHSAA. The goal of HHSAA is to provide an organization through which schools can work cooperatively to support and promote athletics as an integral part of high school educational programs. The HHSAA operates the state tournaments, hosts a comprehensive website (www.sportshigh.com) that provides general information to the public, as well as information on top athletes, records, team rosters, statistics, photos, and bulletins. The HHSAA also sanctions high school interscholastic athletic events, conducts workshops and conferences for coaches, officials and athletes, provides assistance to leagues that promote sportsmanship and ethics to its membership, and oversees the five interscholastic leagues in the State of Hawai‘i:
- BIIF  Big Island Interscholastic Federation
- ILH   Interscholastic League of Honolulu
- OIA   O‘ahu Interscholastic Association
- KIF   Kaua‘i Interscholastic League
- MIL   Maui Interscholastic League

The Maui Interscholastic League (MIL)
KSM is a member of the MIL which is comprised of a mixture of both public and private schools in Maui County. There are 42 KSM athletic teams involved in 22 different MIL sports for boys and girls at the Varsity and Junior Varsity competition levels.
As a member of the MIL, KSM adheres to NFHS and the HHSAA rules.

Independent Middle School League (IMSL)
The IMSL is comprised of a mixture of both public and private middle schools on the island of Maui. The league is governed by Athletic Directors from participating schools.

Maui Parks and Recreation League
The elementary and middle school athletic programs participate in several Maui Parks and Recreation league. The elementary participants are restricted to third through fifth grade only.
Supporting KS Athletics

Role of the Student Athlete
Student athletes are looked to as role models, whether they realize it or not. Even in school sports, student athletes serve as role models to the entire student body, as well as the community at large. In addition, athletic events are popular activities for providing learning experiences for participants and spectators. In this regard, we ask you as the student athlete to practice good sportsmanship. Good sportsmanship requires as much work as any play or skill you will learn as a student athlete. How our school and community is perceived is highly influenced by the good sportsmanship you display. As a representative of KS, your actions are viewed by family and friends, opposing fans, the local community, and the media. The display of good sportsmanship is the “Golden Rule” at KS: Treat others the way that you wish to be treated, with fairness and respect. To help this happen, we hold you as a student athlete to the following expectations:

- Accept and understand the seriousness of your responsibility, and the privilege of representing your school and community.
- Live up to the standards of sportsmanship established by the school administration and coaching staff.
- Learn the rules of the game thoroughly and discuss them with parents, fans, fellow students and peers. This will assist both them and you in the achievement of a better understanding and appreciation of the game.
- Treat opponents the way you would like to be treated, as a guest or friend. Who better than you can understand all the hard work and team effort that is required of your sport?
- Refrain from taunting, trash talking or making any kind of derogatory remarks to your opponents during the game, especially comments of ethnic, racial or sexual nature. Refrain from intimidating behavior.
- Wish opponents good luck before the game and congratulate them in a sincere manner that you would like to be greeted following either victory or defeat.
- Respect the integrity and judgment of game officials. The officials are doing their best to help promote you and your sport. Treating them with respect, even if you disagree with their judgment, will only make a positive impression of you, your team and your school in the eyes of the officials and all people at the event.
- Win with humility, lose with grace. Do both with dignity. Avoid excessive celebrating after a play or end of a game.

Student Athlete Code of Conduct
Participation on any KS athletic team is indeed a privilege and all student athletes must earn the right to represent KS by conducting themselves appropriately so that the image of our Schools would not be tarnished in any manner. Thus, providing for the discipline of student athletes in extracurricular activities both on and off campus is a necessary part of any school athletic program. Inappropriate behavior by a student athlete is subject to discipline as set forth within this Student and Parent Handbook. In addition to this, student athletes may be disciplined for a variety of infractions specific to athletic-related activities. Such examples include, but are not limited to:

- Failure to follow established rules
- Inattention to directions
- Horseplay
- Unsportsmanlike conduct
• Inappropriate language and gestures (profanity, swearing, verbal abuse)
• Harassment, intimidation, bullying or hazing
• Theft

• Academic or conduct probation
• Unexcused absences or tardiness to practice
• Destruction or damage to KS property or equipment

Possible disciplinary consequences (depending on the severity and/or frequency of the infraction), may include but are not limited to:

• Verbal warning
• Written reprimand
• Loss of locker room privileges
• Suspension from the team

• Removal from the team
• Restitution
• Conduct probation

Investigations will depend on the frequency and/or severity of each incident. Students may be placed on administrative leave during the investigation and will be given an opportunity to explain their views before disciplinary action is taken. Efforts will be made to contact parents/guardians concerning serious issues and to protect the confidentiality of all parties. If the disciplinary consequence results in suspension or removal from the team, that information will be communicated to parents first verbally and then with a written, follow-up letter.

KS Athletics may include additional infractions as appropriate to maintain a safe and orderly learning environment, and additional or alternative disciplinary consequences may be applied. In all cases, KS has the sole discretion to determine the appropriate level of discipline for each incident. Only disciplinary actions which results in a student’s removal from the team may be appealed to the principal.

Role of the Parent
A parent/legal guardian’s love, encouragement, and belief in their child’s ability can make a world of difference in their child’s athletic success. Supporting their child will assure that he/she gets the most out of his/her athletic experience. To help this happen, we hold parents to the following expectations:

• **Enforce school rules**: Help your student athlete understand and follow the policies and rules contained in the Athletics section of this Handbook, and support the school when consequences are invoked for a violation of the policies and rules.

• **Support regular attendance**: Make sure that the student athlete is at team practices, meetings and games on time unless attendance is prevented by an illness, injury or emergency. If unable to attend, please make sure that the coach is notified in a timely manner.

• **Appropriate interaction with staff**: Open and respectful communication between parents, coaches, athletes, and/or athletics staff to address in a timely manner issues, or concerns that arise can only help to strengthen and enhance a student athlete’s performance. Coaches will do their best to help the athlete achieve his/her highest potential in any of the competitive sports offered at Kamehameha. Ultimately, however, understanding each party’s role both on and off the field and/or court will contribute towards a successful sport season.

**Parent–coach relationship**: During the season, parents may have questions and concerns that they feel need to be discussed with the coaching staff. Please keep in mind that coaches are responsible for what is best for the entire team and take into account the needs of the entire team over those of individuals.
The following guidelines should be used to determine whether such a topic should be discussed with your child’s coach(es):

- **Appropriate concerns to discuss with coaches:**
  - Treatment of their child which endangers a child’s well being
    - Ways to help their child improve
    - Concerns regarding their child’s behavior
      - Coaches expectations and role for their child and the team
    - Ways in which they can help the team (i.e., fundraising, manpower at home games, volunteer opportunities etc.)
  - Their child’s athletic as well as academic progress

- **Inappropriate concerns that should not be discussed with coaches:**
  - Placement on teams (future)
  - Playing time
  - Coaching strategies used during practice or games
  - Other student athletes
  - Problems with other coaches (unless an attempt to communicate directly with that coach was unsuccessful)

There may be times when a private conference between coach and parent is needed. In that instance, the parent should ask to speak or schedule an appointment with the coach in private. **The parent should refrain from talking to a coach about concerns before or after a game.** If a coach cannot be reached, parents are urged to contact the Athletic Director or designee assigned to supervise the particular sport who will assist in arranging the conference meeting.

- **Appropriate behavior and sportsmanship at athletic activities:** Respectful and courteous behavior is expected at all KS sport events and competitions. This includes interactions with opposing players, coaches, spectators and support groups as well as, game/league officials, judges, and referees. Individuals exhibiting unsportsmanlike conduct may be subject to KS or league disciplinary rules, such as removal from games/vicinity/campus, or in serious cases, being banned from any participation in or attendance at athletic events.

Examples of Disrespectful and Inappropriate Behavior:

- Taunting, trash talk and other intimidating actions
- Not admonishing those sitting around you who exhibit poor sportsmanship
- Yelling and/or waving arms during opponent’s free throw or service attempt
- Disrespectful and/or derogatory yells, chants, songs or gestures
- Booing and/or heckling an official’s decision
- Criticizing officials in any way and/or displays of temper with an official’s call
- Yells that antagonize opponents
- Refusing to shake hands or give recognition of good performance
- Blaming loss of game on officials, coaches or participants and/or displays of temper with coaches
- Laughing or name calling to distract opponent
- Use of profanity and/or displays of anger language toward student athletes, coaches, officials, and other fans that draw attention away from the game
- Doing own yells instead of following lead of cheerleaders
- Threats of physical harm toward student athletes, coaches, officials, and other fans
- Involvement in a physical altercation
Role of the Coach
Coaches should motivate the athletes they work with and provide them with information that will allow them to train effectively and improve performance. In this regard, we expect our coaches to:

- Always maintain appropriate interactions with students.
- Prioritize student health and safety.
- Exemplify the highest moral character, behavior and leadership, adhering to strong ethical and integrity standards “Practicing good citizenship is practicing good sportsmanship!”
- Respect the integrity and personality of the individual athlete.
- Abide by and teach the rules of the game in letter and in spirit.
- Describe and define respectful and disrespectful behavior. Stress that disrespectful behavior, especially taunting, trash talking and intimidation will not be tolerated.
- Set a good example for players and spectators to follow:
  - Refrain from arguments in front of players and spectators;
  - No gestures which indicate that an official or opposing coach does not know what he/she is doing or talking about;
  - Not throw any objects in disgust;
  - Shake hands with the officials and the opposing coaches before and after the contest in full view of the public, and demand the same of their players.
- Respect the integrity and judgment of game officials by treating game officials with respect, even if there is disagreement with the officials’ judgment.
- Display modesty in victory and graciousness in defeat in public and in meeting/talking with the media. A coach should confine his/her remarks to game statistics, and the performance of the team.
- Instruct athletes and spectators in proper sportsmanship responsibilities and demand that they make sportsmanship the number one priority.
- Develop a program that rewards participants and spectators for displaying proper sportsmanship and enforces penalties on those who do not abide by sportsmanship standards.
- Not be a party to the use of profanity, obscene language, or improper actions.

Appropriate Interaction with Students
Athletic staff (coaches, trainers, etc.) that interact with student athletes must ensure that an appropriate coach/student athlete and adult/child relationship is maintained at all times. Staff should always conduct themselves in a professional manner that is age and culturally appropriate. If a KS athletic staff member is acting inappropriately towards a student athlete, report the matter to the Athletic Director.

Role of the KS Athletic Community
It is our expectation that athletes, coaches, family, friends, and fans display proper sportsmanship at all athletic contests. In the simplest of terms, we want every athletic participant to experience all that interscholastic competition has to offer. The priority is for the competition to remain with the contestants; without distractions or disturbances due to the poor behaviors of coaches, family, friends, and fans. We encourage fans to cheer for their teams but not cheer against the opponent and ask that fans show appreciation for good plays from both teams and individual athletes. It really is enough to cheer for athletes and support their efforts regardless of the outcome of the game.
Our Athletic Program

The KS Athletic program offers a broad range of interscholastic sports. The interscholastic program strives to promote the development of a student’s highest potential by providing a vast range of opportunities to practice good sportsmanship, and to appreciate the benefits of discipline though training, teamwork and commitment.

Eligibility to Participate In Athletics
A student athlete who maintains a satisfactory academic and conduct record is considered to be eligible to participate in athletics or represent KS, subject to the following guidelines:

Eligibility Forms
Any student wishing to participate in team activities, including summer workouts, pre-season strength and conditioning, practices, or competition at KS must be medically cleared to start school and must have the following forms completed and current for the academic school year:

1. **Athletic Participation Agreement and Release**: This form provides parents’ consent to allow their child to engage in KS-approved athletic activities and releases KS from any injuries, liabilities, losses or damages connected with or arising out of their child’s participation in such athletic activities is completed online each school year, and requires parents’ and student athlete’s electronic signatures.

2. **Physical Evaluation**: This form provides the student athlete’s medical history and physical examination and communicates medical clearance from a licensed Physician Assistant, Advanced Practice Registered Nurse, or Physician for the student to participate in sports. This form must be completed at least every 13 months. The completed form should be submitted to the student’s health room.

All student athletes must have medical insurance coverage, typically by being on a parent’s medical insurance policy or by having QUEST. QUEST is a free health insurance program for low-income individuals, and you can apply online at mybenefits.hawaii.gov. Students who are not insured are not eligible to participate in any KS athletic program, NO EXCEPTIONS. THE PARENT/GUARDIAN MUST ENSURE THAT THE STUDENT ATHLETE HAS MEDICAL INSURANCE.

If a student athlete is seriously injured, he/she must have a doctor’s release before he/she can return to practice or compete in athletic contests. PARTICIPATION IN AFTER SCHOOL PRACTICE OR ATHLETIC CONTESTS WILL NOT BE PERMITTED IF THE STUDENT ATHLETE IS OUT OF SCHOOL ALL OR PART OF THE DAY AS DEFINED BY THE ATHLETIC OFFICE OF THE PRACTICE OR CONTEST FOR REASONS OF ILLNESS OR INJURY. The only exception to this rule is a doctor’s release, which must be presented to the Athletic Trainers and coach prior to the practice or the contest. It is the parents/guardians’ responsibility to contact the department to update information.
Final Team Selection
Participation in athletics is both voluntary and a privilege, and is neither compulsory nor a right. While coaches strive to keep as many students as they can without unbalancing the integrity of their sport, other factors such as time, space, facilities, equipment, and personal preference, will place limitations on the most effective team size for any particular sport. Coaches will select their final roster for their teams based on the following considerations:

1. Prior to trying out, the coach shall provide the following information to all candidates for the team:
   - Extent of try-out period.
   - Criteria used to select the team;
   - Number to be selected;
   - Practice commitment if they make the team;
   - Game commitments.

2. All student athletes who tryout are considered potential candidates. Therefore, everyone is to be given an equal chance in order for the selection process to be fair and balanced. NO COACH is allowed to have their teams “pre-picked” or selected prior to their actual scheduled tryouts.

3. When a team cut becomes a necessity, the process will include three important elements. Each candidate shall:
   - Have competed in a set amount of practice sessions;
   - Have performed in at least one intrasquad game;
   - Be personally informed of the cut by the coach and the reason for the action.

4. The final selection for any team sport shall be made by the coach, subject only to review for good cause by the Athletic Director. In the event a student athlete appeals the cut as being unfair, he/she may be granted an additional day to try-out.

Participation in Multiple Sports
Student athletes may participate in as many sport seasons as the student and their parents wish them to participate in without influence from any coach to specialize in one sport.

Athletes may also participate in more than one sport in a sports season. To be allowed, a student must be in good academic standing and coaches of both sports must work together. The athlete is to choose one sport as the primary sport. Some practice in both sports is required. Ideally a practice and competition schedule will be created prior to the start of both sports’ seasons. All parties involved must communicate openly, effectively and constantly.

Although athletes may choose the sport(s) they wish to enjoy, once the season has started no one shall change sports without the consent of each coach involved. Athletes cut from one sport, however, may try out for another sport providing they did not “quit” or were not cut from the first sport for disciplinary reasons.

Unless approval is given by the current coach, no student athlete may start another sport until the previous one has been completed.

Ineligibility to Participate in Athletics
A student athlete may be deemed ineligible to participate in athletics or represent KS if any of the following occurs:
Not medically cleared for sports
Upon notification from the Athletic office, any student on a roster or list who IS NOT MEDICALLY CLEARED FOR SPORTS BY KS, MAY NOT PRACTICE OR COMPETE UNTIL they have completed all sports medical clearance requirements. This policy is strictly enforced.

Absence from school
A student athlete whose absence from school has been determined by the campus unit office as unexcused are NOT ELIGIBLE TO PARTICIPATE in any practice or scheduled league event. Exceptions to this policy require the approval of the principal or vice-principal.

Academic probation
- Students with at least one (1) “F” or two (2) or more “D” grades for the quarter will be INELIGIBLE to represent the school for a minimum of a (2) two-week period.
  i. Students may continue to practice with their teams or groups during the ineligibility period. Study Hall on/during assigned Study Hall times/dates will be required.
  ii. After two (2) weeks, beginning with the third week, eligibility will be determined if a written clearance from the Principal/Vice Principal is obtained. The student must circulate a grade check sheets (or progress reports) to all his teachers, and then submit it to the Principal/Vice Principal for their review and/or clearance. Please remember that Administrative clearance to resume participation DOES NOT remove the student from academic probation; therefore student must continue attending study hall for the remainder of the quarter.
- Student athletes with two or more “F” grades:
  i. Students will not be allowed to practice or represent the school in any league scheduled COMPETITION for a minimum of four (4) weeks). Study Hall on/during assigned Study Hall times/dates will be required.
  ii. After four (4) weeks, beginning with the fifth week, eligibility will be determined if a written clearance from the Principal/Vice Principal is obtained. The student has to circulate a grade check sheet (or progress reports) to all his teachers, and then submit it to the Principal/Vice Principal for their review and/or clearance. Again, please remember that administrative clearance to resume participation DOES NOT remove the student from academic probation; therefore student must continue attending study hall for the remainder of the quarter.

Students on academic probation are not permitted to represent the school in any activities and will have their unscheduled time restricted for a minimum of a two-week period. Administrative clearance to resume participation in activities does not remove the student from academic probation. Students are allowed to sit on the bench with the team. However, they are NOT ALLOWED to suit up and wear their uniform. Athletes with a quarter GPA below 2.0 will be ineligible to compete in state tournaments.

Conduct probation
Conduct probation is assigned to a student for repeated infractions of school rules or a major violation. Any student athlete who is placed on conduct probation will not be permitted to represent KS in any activities and will have their unscheduled time restricted for a minimum of a two-week period. During that two-week period, they may practice, but may not compete. Other restrictions, such as no early
release from school, no riding with the team, or standing or sitting with the team during games, may be imposed. (The dates and duration of the ineligibility period will be determined by the principal/vice-principal.)

**Quitting a sport**
Being a team member means making a commitment to KS, the team, teammates, and to the coaches. This commitment begins at the point when team rosters are drawn and then becomes a contract when the teams’ eligibility list is submitted officially. The normal rule for student athletes quitting a team is that they make themselves ineligible for any sport during that season which has already begun. If a student should break this contract and decide to quit without school sanction (i.e., academic difficulties, misbehavior, etc.), then the following conditions will apply:

- A student athlete who is dropped from one squad for disciplinary reasons, or who “quits” after competition has begun, shall be ineligible to compete in another sport for two additional consecutive sport seasons.
- He/she will also forfeit any individual or team awards, which may have been earned for that particular sport within that particular year.
- Exceptions for just cause may be made only with the approval of the Athletic Director or the principal.

**Awards and Recognition**
All Athletic Awards and Letters are issued to student athletes at the end of the academic school year, and are based on the following general criteria:

- Regular attendance and participation during the season.
- Being a team member in good standing at the end of the regular season
- Any responsibilities outlined by the coach prior to the beginning of the season that have been satisfied.
- All team managers and statisticians are eligible for Letters

All qualifying Varsity athletes receive an Award of a Chenille Letter “K” together with corresponding inserts and certificate. Qualifying Junior Varsity athletes receive Letter certificates. Other awards may be available. Check the KSM athletic office or website for more information.

**Male and Female Athletes of the Year**
This award recognizes a Kamehameha male and female senior who excelled in one or more sports and is considered the outstanding senior male and female of the year. The Athletic Director selects the recipient with input from coaches. A permanent plaque, remaining with the school, is engraved with the recipient’s name and year. A plaque (replica) is also given to the recipient.

**Senior Scholar Athletes of the Year Award**
Presented annually to an outstanding male and female senior who excelled in one or more sports and who also excelled in academics with a minimum cumulative grade point average (GPA) of 3.0 through the end of the first semester of their senior year. The Athletic Director selects the recipient with input from coaches. A permanent plaque, remaining with the school, is engraved with the recipient’s name and year. A plaque (replica) is also presented to the recipient.
Practice Sessions and Schedules
Student athletes are responsible for attending and participating in all regularly scheduled team practices, which are held after the regular school day, Monday through Friday, 4:00 PM – 6:00 PM. In addition, practices may be scheduled on Saturdays and non-instructional days, at the discretion of the coach and in collaboration with Athletic Trainers, but no practices will be held on Sunday. Evening practices may also be scheduled, but only upon the approval of the Athletic Director. Upon completion of all afternoon classes, athletes should report directly to the locker rooms to prepare and be prompt for practices.

Dress Code and Appearance
During all regularly scheduled practices and games, athletes are expected to wear their KS-issued athletic uniform, unless special circumstances warrant approval otherwise. During any practice or game, no jewelry of any type is allowed. Items that must be removed include: earrings, necklaces, watches, bracelets, finger rings, toe rings, brow rings, belly button rings, nose rings and tongue piercings. Such items may result in lacerations, severe contusions and/or avulsions to both the student and those around him/her. Covering jewelry is not equivalent to removing jewelry. New piercings and tattoos are considered open wounds and are highly discouraged. Students should ensure proper healing time before participating in athletics. If jewelry is not removed, the student will be removed from participation.

Student athletes who are members of an athletic team but are not actively participating with their team on any given day must wear their KS school uniform, or when approved, their team t-shirt or polo shirt with school shorts, long khaki slacks, or jeans. Shirts shall fall below the waistline of the student. A student athlete’s dress and appearance must follow the Dress and Appearance Guidelines in this Student and Parent Handbook. This same dress code applies to student-managers. Failure to abide by the Dress and Appearance Guidelines may result in the student athlete being held out of practices or from representing KS at athletic events.

Absences, Leaves, Tardiness
Student athletes are expected to attend all scheduled practices and games during the athletic season, unless excused due to illness or injury. As set forth in other sections of this Handbook, a student athlete who is absent from school for more than half of the day due to illness will not be allowed to practice or otherwise participate in any athletic event until they are cleared by their physician to return. A student athlete is expected to attend all classes on his/her schedule on the day of a game and the next school day following the game. Habitual absences, before and after games may result in suspension from the team. Athletes may also be excused due to participation in an approved KS school activity, or from written approval received from the vice-principal or principal.

Athletes are expected to arrive on time for all scheduled practices and games, as determined by the coach. Athletes who are late to practice without an approved excuse will be considered tardy and are subject to the disciplinary consequences at the coach’s discretion.
Student athletes who miss part of a school day because of a doctor or dental appointment will be permitted to participate in an extracurricular or athletic event scheduled for that day, evening or weekend, provided that they are cleared by the unit office before going to the appointment. Likewise, the same is true for a student athlete who is out sick on a game day PROVIDED that the athlete is cleared by a licensed physician to participate. The physician’s written medical clearance must be presented to the coach and athletic trainers before the student athlete can participate. On the following school day, the coach or advisor must ensure that a copy of the student athlete’s clearance is presented to the vice-principal or principal.

**Early Dismissals**
Coaches are asked to schedule games after the regular school day and on weekends during the regular season. There may be times, however, when games may be scheduled that require the student athlete to be released earlier than the end of the school day. When this occurs, it is the responsibility of the student athlete to:
- Notify their teacher(s) of periods they will miss;
- Turn in any assignments that are due the day of early release, on the day of release BEFORE leaving for the game;
- Coordinate with their teacher(s) to reschedule any quizzes, exams or presentations scheduled for the day of early release.

**Student Athlete Life**

**Admission to Games**
There is an admission fee to attend all Varsity and Junior Varsity regular season Maui Interscholastic League (MIL) games. KS high school students should present their MIL cards at all games. The general public admission fee will be charged to any student without their card. If you have any questions, contact the campus athletic office.

Admission is charged to attend all state tournament games sponsored by the Hawai‘i High School Athletic Association (HHSAA). Information concerning HHSAA-sponsored events is usually made available and/or published closer to the scheduled event. Check with your coach or the HHSAA website at [http://hhsaa.org](http://hhsaa.org) for more information. MIL passes are not honored at HHSAA events.

**Taking Photos or Videos at Games**
In general, the taking of photos and videos at all KS athletic events and competitions is allowed, provided they do not unreasonably interfere in any way with the operations of any athletic event. You will be expected to comply with the request of any coach, staff member, and/or game/school official to remove or relocate yourself and/or equipment within the competition area. Failure to do so may result in the loss of the privilege to record or attend future athletic activities. For the safety of the student athletes, no flash photography is allowed at any athletic event.

**Potlucks and Snacks**
Team potlucks or refreshments after games are allowed at “home” games and are arranged by parent support groups. No pot lucks are allowed at off-campus games.
**Team Fundraising**

All fundraising activities in connection with any KS athletic activity or event must be approved and adhere to KS’ policy on student fundraising. The fundraising policies are adopted for the health, safety, and well-being of students and include guidelines for the selection of fundraising activities, security requirements for proceeds and sale of perishable food items. For details on the KS fundraising policies, contact your coach.

All athletic T-shirt designs should promote the team concept and the KS spirit of ha`aha`a. Fundraising should **NOT** begin (e.g. commit resources and/or collect money) until coaches seek and obtain approval from the athletic director.

**The Use of Nutritional Supplements**

Nutritional supplements are widely used by student athletes in high schools nationwide to enhance strength and endurance during performance. These supplements, however, are not regulated by the Food and Drug Administration (FDA) and may contain potentially harmful ingredients such as (but not limited to) creatine, ephedrine, or excessive amounts of caffeine. Given their widespread use, the NFHS strongly recommends that all student athletes and their parents/guardians consult with their physician before taking any supplemental nutrition product. While the use of nutritional supplements does not violate the laws, it is KS policy that KS coaches will not dispense any supplement to a student athlete.
Athletic Health Services

Athletic Training Services
KS strives to provide a safe and healthy athletic experience for the entire KS athletic community, consistent with its medical care standards stated in the Health Services section of this Handbook. Both campus Health Services staff and Athletic Trainers provide athletic healthcare services to student athletes.

KS' Certified Athletic Trainers are multi-skilled health care professionals who collaborate with physicians to provide preventative services, emergency care, clinical diagnosis, therapeutic intervention and rehabilitation of injuries and medical conditions. Athletic trainers work under the direction of the KS Medical Director, team physician(s), and the student’s private physicians as prescribed by state regulatory statutes, and in collaboration with KS Health Services staff. Any injury or illness requiring treatment beyond the scope of athletic training will be referred to the student's physician or the nearest emergency care facility.

Athletes are not to be in the Athletic Training Room unless they are being examined or treated by an athletic trainer. Only authorized and qualified personnel under the direct supervision of an athletic trainer, shall be allowed to use the medical or rehabilitation equipment in the Athletic Training Room.

Priority of Service in the Athletic Training Room
In-season athletes preparing for practice or competitive event will receive first priority to prevent serious injury and/or tardiness to practice or events. All other athletes will be serviced as staffing permits.

Coverage of Practices and Events
Off-season practices and events may not be covered by staff Athletic Trainers. Thorough coverage will begin on the sport’s official start date as determined by the interscholastic league, and will end on the final day of the sport’s tournament sponsored by the HHSAA.

A Certified Athletic Trainer will normally remain on duty during regularly scheduled campus practices and games. Coverage of practices and events is determined by the KS Athletic Trainer Staffing policy, level of risk, location of event, availability of KS staff and if off-site the availability of host medical personnel.

Illness or Injury Occurring at Practice or Event
All injuries should be reported as soon as possible to the athletic training staff. Any injury or illness during a practice or event requiring a student athlete to miss the remainder of that practice or event must be reported to the athletic training staff. The athletic training staff will assess the condition, treat the condition, or refer the student athlete to another medical professional. The Athletic Trainers will communicate with the student athletes, parents and coaches as to their participation status until release for return to full participation.

When a KS Athletic Trainer is unavailable for an off campus athletic event, the host athletic trainer is usually responsible for emergency/first aid care of all participants. If there is no host athletic trainer or the trainer is otherwise unavailable, the coach is responsible for the athlete’s care. When a Certified
Athletic Trainer is not present, the coach must make very conservative decisions when deciding to return an injured/ill student athlete to play. Student athletes and parents are not authorized to make athletic health care decisions for KS.

**Clearance to Return to Full Participation**
The athletic training staff must clear every injured or ill athlete before he/she can return to full participation, whether or not the athlete was assessed/treated by the athletic training staff. A physician’s clearance is a release to the care of the Certified Athletic Trainer—not a clearance to full participation in athletics. Clearance is based on the athlete’s ability to participate in practice safely. The Head Coach is responsible for determining when the athlete will return to competition after the athletic training staff provides clearance.

**Injury/Illness Education**
Best practices for athletics recommend that coaches, parents and students receive education regarding Head Injuries, Sudden Cardiac Arrest (SCA), Heat Illness and other environmental conditions. Athletics requires all KS coaches take an annual online course on Head Injuries/Concussions, Sudden Cardiac Arrest and Heat Illness. The following sections provide a brief synopsis for Head Injuries/concussions, SCA, and Heat Illness. More information can be obtained from the resources/references which follow.

- **Concussion Management**

  Kamehameha Schools (KS) Concussion Prevention and Management Program has been created to ensure that students return to athletic participation and other school activities safely. It applies to all students and is in accordance with national best practices, the Hawaii High School Athletic Association Rules for Minimizing Head Impact Policy and Hawaii State Law.

  In the management of a concussion KS utilizes ImPACT (Immediate Post-Concussion Assessment and Cognitive Testing) a neurocognitive assessment administered online in a controlled environment. ImPACT has two components: baseline testing and post-injury testing which are used in conjunction to determine if a patient can safely return to an activity. Student athletes in contact or collision sports will take baseline tests on an every other year basis as determined by campus policy. ImPACT is one component of the comprehensive management of a concussion. It is not a diagnostic tool nor is it exclusively used for clearance from injury.

  All students with a suspected concussion must be evaluated by a healthcare provider and if diagnosed must complete the KS return to school/play protocols, whether or not a student sustained a concussion while participating in a KS athletic activity.

  Day students suspected or diagnosed with a concussion should be evaluated by a community licensed healthcare provider who is able to provide medical clearance (advanced practice nurse, neuropsychologist, physician assistant, physician, or osteopathic physician trained in concussion management). Boarding students can be evaluated by a community provider or by the KS Medical Director or designee.
Clearance by a qualified provider to return to school is considered clearance to begin the KS return to school protocol. Once a student has returned to school full time, the student can begin the KS return to play protocol. A healthcare provider’s clearance to return to play is considered clearance to begin the KS return to play protocol, and will not be treated as clearance to return to the KS athletic activity.

All students who sustained a concussion must readmit through the student’s health room and provide clearance to return to school from a licensed healthcare provider who is qualified to do so. When school is not in session, an Athletic Trainer will begin the RTP protocol when student has clearance to return to play from a licensed healthcare provider and is symptom free at rest or with minimal exertion.

To allow for optimum health and safety of the student during recovery the athletic trainer will notify and communicate with the KS Student Success Team (SST) when a student has been diagnosed with a concussion. The SST will provide coordinated care for the duration of the student’s recovery, under the direction of the student’s healthcare provider as applicable and may involve the following or their designee as well as others as applicable: the School Counselor, Vice Principal, Learning Supports Specialist, Behavioral Health Specialist, Nurse, and Boarding representative as applicable.

RETURN TO PLAY GUIDELINES
KS will use the following guidelines. Consistent with the Hawaii Concussion Management Program, as a guide to return the student athlete to active status:

Step 1: Cognitive rest. This may include staying home from school or limiting school hours and study for several days which would be determined by a physician or the SST. Activities requiring concentration and attention may worsen symptoms and delay recovery.

Step 2: Return to school full time.

Steps 3-7 will be supervised by a KS AT. (Each step is separated by a minimum of at least 24 hours.)

Step 3: Light exercise. This step cannot begin until student is cleared by the treating physician for further activity. At this point, the student may begin walking or riding a stationary bike under supervision.

Step 4: Running in the gym or on the field. Completion of step 4 will allow clearance for return to PE.

Step 5: Non-contact training drills in full equipment. Weight training can begin.

Step 6: Full contact practice or training.

Step 7: Play in game.

❖ Sudden Cardiac Arrest
Sudden cardiac death in young athletes is nontraumatic, nonviolent, and unexpected. An athlete actually appears healthy within 6 hours before death. Most often, death is caused by a heart (cardiac) problem.

How often does it happen?
About 5 million youth participate in competitive sports each year. Chances of a teen dying from heart failure while playing sports is less than 1 in 250,000. Each year, approximately 10 to 13 such cases are reported in the United States. In comparison, about 15,000 teens die each year in motor vehicle crashes.

For reasons unknown, sudden cardiac death appears to be more common in boys, African-Americans, and football and basketball players. This may be because more athletes participate in these sports. Most deaths occur between 3 PM and 9 PM - during or immediately after training or competition.

**What causes this?**
Most young athletes who die unexpectedly from heart disease while participating in sports were not known to have heart disease. Most sudden cardiac deaths in athletes younger than 35 years are due to conditions that may be inherited or conditions that the athlete had since birth. Unfortunately, some heart problems that can cause death during sports training and competition are not likely to be detected during sports physicals or routine exams.

**Screening Evaluations**
Before participating in any sports, young athletes should have a complete physical exam that includes a detailed personal and family history of any heart conditions. Most children and teens who experience heart symptoms during physical activity will not appear to have heart disease during an exam, so more tests may be needed.

*Athletic screening (sports physicals) should be done by a health care provider with the training, medical skills, and background to obtain a detailed family history of heart disease, perform a physical exam, and recognize heart disease. Screening evaluations should include a complete medical history and physical exam, including blood pressure measurements.*

Parents Should Complete the Medical History Forms with their Child
Young athletes may be at greater risk and need further evaluation and tests if there is:
1. A history of chest pain, dizziness, fainting, or abnormal shortness of breath or fatigue during exercise.
2. Unexpected sudden death of a family member at a young age. (This could mean there is a possibility of inherited heart disease.)
3. A history of abnormal heartbeat or heart murmur (most murmurs are harmless).
4. Heart and/or eye problems experienced by an athlete who is unusually tall, especially if being tall is not common in other family members.

Electrocardiography (EKGs) and echocardiography (echoes) are not recommended as part of regular screening of athletes. This is because a heart problem is found very rarely.

**Recommendations**
Most young athletes with heart conditions can participate in most, if not all, physical activities. Deciding whether to participate in physical activities is an individual choice. It is the main responsibility of health care providers to evaluate each individual heart problem and set individual limits of physical activity with appropriate consultation with a cardiologist.
Heat Illness

Exertional heat illness includes exercise-associated muscle cramps, heat syncope, heat exhaustion, and exertional heat stroke (EHS). Current best practice guidelines suggest that the risk of exertional heat injuries can be minimized with heat acclimatization and diligent attention to monitoring individuals participating in activities that place them at a higher risk for these types of injuries. In the event an athlete sustains a heat illness, immediate and proper treatment is needed. KS adheres to the Hawaii High School Athletic Association Heat Acclimatization Policy which includes a 14 day acclimatization protocol, environmental monitoring and modification of practices as needed, proper hydration, recognition of signs and symptoms and an emergency action plan for heat related illness.

Prevention of Heat Illness

- Students should monitor their body weight before and after practice to ensure they are replacing fluids lost, especially during hot and humid events (practices and games).
- Monitor the color of their urine to ensure proper hydration levels. Urine should be a light/pale color similar to the color of lemonade.
- Replace fluids with water and/or sports drinks to replace fluids and electrolytes.
- Be encouraged to get 6 to 8 hours of sleep and eat a well-balanced diet.
- Should not participate in athletics when they have a fever (>100.4°F)

Resources:
https://ksi.uconn.edu/

Each Campus also has emergency preparedness plans for lightening and other natural disasters. The Athletics Director has responsibility for communicating those plans.

Student Accident Insurance

KS provides limited accident insurance for student athletes accidental injuries incurred during participation in school functions, activities or trips. This insurance provides accident coverage in conjunction with parents’ personal medical insurance. For more information, contact the campus athletic office.

Services and Resources

Uniforms, Lockers, Equipment, and Facilities

Student athletes are expected to exercise care of school uniforms, equipment and facilities, and to report any abuses to their coach or the athletic director. Replacing broken or damaged equipment/facilities can only result in a loss of monies that could be used elsewhere in the athletic program.
Student athletes may receive the following items (items may vary depending on the sport):

- One combination lock and a locker (if a single locker is not available, lockers will be shared)
- One set of practice clothes
- A set of game uniforms (depending on sport)
- One laundry belt
- One towel (towels are exchanged on a one-for-one basis)
- Socks (available upon request and availability)

In the event that a student athlete withdraws from the team, all items that have been issued must be returned immediately and the student athlete must clear out their locker by the next school day following withdrawal from the team. Failure to clear out their locker within three days of withdrawing from a team will result in the individual’s lock being removed. If an individual’s lock is removed, personal belongings will be bagged, identified, and held for a period of two weeks from the date of withdrawal. Thereafter, items will be disposed.

Student athletes must return uniforms and equipment on the last day of their respective seasons. They shall clear out their assigned lockers by the next school day following their last competition. Failure to clear out their lockers within three school days following their last competition will result in the individual’s lock being removed. If an individual’s lock is removed, personal belongings will be bagged, identified, and held for a period of two weeks from the first school day following the conclusion of the season. Thereafter, items will be disposed.

All uniforms (practice and game) and equipment must be returned in good condition at the end of the season. Any stolen, damaged, missing, or unreturned items will be subject to a finance charge that must be paid before any other items are issued, and before any grades are issued. (Seniors may not be able to graduate until their balances are cleared.)

Student athletes will be charged the cost of replacement uniforms or equipment. Once uniforms are returned to their respective locker rooms, the locker room attendants will submit a credit slip to the Cashier’s Office to credit the student athlete’s account.

Student athletes who have not cleared their accounts will not be able to register for classes for the following semester, will not be issued uniforms for any other sport during the next sport season, and seniors will not be able to graduate.

Uniforms

Student athletes’ practice and game uniforms are issued under the following guidelines:

- Laundering of Uniforms:
  - All uniforms are to be washed or after each game at school.
  - Home washing is to be discouraged unless transportation makes it difficult to return to campus. In such cases, student athletes will be held responsible for any damage to the uniforms washed outside of school.
  - Properly returned uniforms will be washed and dried on the issued laundry belts; and returned to the student athletes’ lockers.
Absolutely NO PERSONAL ITEMS ARE ALLOWED ON THE LAUNDRY BELTS! Laundry belts will not be washed if personal items are found on them.

- Game uniforms are to be worn only during interscholastic contests, or upon approval of the Athletic Director. At no time are student athletes to wear their athletic uniforms for school, practice, work/job and socially.
- The wearing of athletic uniforms will be reserved for special school occasions, upon the approval of the Athletic Director.
- Warm-up jackets for certain sports (e.g. baseball, softball, basketball, cheerleading, etc.) may not be worn to and from school. They should be turned in to the locker rooms after every game along with the uniforms to be laundered.
- All uniforms must be returned the day of or after each event. At the end of the season, student athletes will not be allowed to participate in another sport until all uniforms are returned.

**Lockers**

Student athlete lockers will be issued according to the following guidelines:

1. Absolutely no rough-housing and throwing of towels or other objects allowed in the locker room. **Hazing of other players is not allowed, and is subject to disciplinary action**
2. No photos or video are permitted to be taken in a locker room without permission from a coach. Misuse of phones will result in disciplinary actions, including release from KS.
3. Since other teams will be using the locker room area, make an effort to keep this area as neat and clean as reasonably possible.
4. All showers must be turned off after showering. The last person to leave the shower room is expected to check all showers.
5. **No one** except coaches and assigned players are allowed in the locker room.
6. No GLASS containers are permitted in the locker room areas.
7. All shoes must be put on and taken off outside of the locker rooms. No metal or hard-plastic spikes or cleats are ever allowed in any other part of the school building. House/shower slippers may be kept in personal lockers and worn in the locker room.
8. Towels for athletics are furnished by the school. Each student athlete will receive a clean towel when lockers are issued and is expected to place it in the proper barrel after each use in exchange for a clean towel
9. Report any vandalism or thefts to the locker room attendants immediately and notify the Security Department.

**Equipment**

Student athletes’ practice and game equipment will be issued under the following guidelines:

All student athletes receiving equipment will be responsible for the equipment issued. If the equipment is lost or is returned with abnormal usage, the athlete will be charged accordingly. Equipment must be returned immediately after the athletes sport is completed. Students will not be allowed to participate in another sport until all equipment has been returned.

All athletic equipment is the property of Kamehameha Schools, and will not be loaned to outside groups except with the approval of the Athletic Director, and then only in unusual circumstances.
Strength and Conditioning

The strength and conditioning program at KS has several goals and objectives, namely, to: 1) properly utilize a strength training facility in the best interest of all students, 2) provide adequate coaching technique in strength training, 3) provide program alternatives for achieving specific results, 3) insure that the proper safety measures are being employed during all training sessions, 4) provide responsibility in the proper care of equipment, 5) allow for strength training consultation for all athletic squads and physical education instructors, 6) make available opportunities for students to enjoy the benefits derived from a sound strength training program on a year-round basis, , and to 7) present a program for self-improvement that is open to all students, regardless of athletic affiliation.

Athletes are allowed to use the weight room to improve their strength and overall performance, subject to the following guidelines:

- Shirt and shoes are required in the weight room at all times.
- The weight room will be controlled by the Athletic Facility Supervisor. Both out-of-season and in-season coaches may supervise the weight room on a schedule as established by the strength coach when he is unavailable. **AT NO TIME ARE ATHLETES TO USE THE WEIGHT ROOM WITHOUT AUTHORIZED SUPERVISION.**
- Lifters must work with a partner.
- Replace all weights on racks immediately following use.
- Know your limits! Work with the coach in determining your limits.
- Do the lifts CORRECTLY. It is better to use lighter weights for correct lifting than heavier weights and run the risk of injury.
- Warm-up with proper stretching exercises.
- Remember, strength training is not only a supplement to other athletic programs, but also a highly-skilled activity itself.
Transportation and Team Travel

Transportation to and from Athletic Events
KS provides limited bus transportation to and from athletic events for its coaches and athletic team members. Transportation for athletic events is arranged solely by the Athletic department, and may consist of KS school buses, non-school bus vehicles or approved rental vehicles as KS deems prudent and/or necessary. Student athletes are expected to follow and observe the KS’ School Bus Passenger Code, stated in the Bus Transportation section of this Handbook, while being transported to and from all athletic events.

Permission for Alternative Transportation and to Leave the Group
As a general rule, student athletes are required to ride in KS approved vehicles and travel as a team with their coaches and teammates and are not permitted to leave the group or travel separately to and from team competitive events, unless prior approval is obtained from KS in writing. Parents/legal guardians shall obtain the coach or athletic director’s approval before the athletic event by completing and submitting a written request, using the KS Permission for Alternative Transportation or Permission to Leave the Group form, to the student athlete’s respective coach. Forms are available online at the KSM Athletic website. Permission for alternative transportation is NOT routinely granted unless there is an emergency or unusual circumstances exist. Permission to leave the group is granted by the respective team coach on a case by case basis.

Overnight and Inter-Island Travel
Team competition may and oftentimes require overnight and/or inter-island travel. This is especially true for HHSAA sponsored tournaments, which involve Varsity teams traveling to the neighbor islands for competition. KS will provide air and ground transportation for all travel to HHSAA Tournaments, including meals and lodging, for coaches and all team members. Additional parental permission may be required.

Team members travel to and from athletic events together in KS-approved uniform and/or apparel as a team at all times. Family visits are prohibited. All KS policies and procedures governing student behavioral expectations and conduct as set forth in this Handbook apply to student athletes at all times during team travel.

Itineraries are usually distributed to team members five to seven days before travel. Changes in travel arrangements and itineraries due to personal reasons and/or to accommodate family members are not allowed. Any special circumstances concerning an athlete’s travel requires prior approval from school administration. Notify the Athletic Director, in writing, at least 14-days before team departure. Once approved, families are responsible for the arrangement(s) and cost(s) of the alternative travel. In the event a student misses a KS-sponsored flight, the student shall not make alternative travel arrangements and will not be allowed to participate in team competition. Families are responsible for any cancellation fees, late charges, and/or reimbursements associated with travel changes, no shows, missed flights, etc. Questions/concerns should be addressed to the Athletic Director. In the event of an emergency, coaches have the discretion to modify travel arrangements.
School Map

Also available at www.ksbe.edu/maui
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
KAMEHAMEHA SCHOOLS®

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Ka Hope Poʻo Kula (Assistant Head of School)
Kelly-Beth Dukelow

Ke Kula Kiʻekiʻe (High School)
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Lance Cagasan, Ke Poʻo Kumu - Grades 9/10 (Principal)
Leo Delatori, Ka Hope Poʻo Kumu (Vice-Principal)

Ke Kula Waena (Middle School)
Lois Nishikawa, Ke Poʻo Kumu (Principal)
B. Kamuela Binkie, Ka Hope Poʻo Kumu (Vice-Principal)

Ke Kula Haʻahaʻa (Elementary School)
Kaleo Pahukula, Ke Poʻo Kumu (Principal)
Effie Niederbrach, Ka Hope Poʻo Kumu (Vice-Principal)

Campus Operations
Danny Mynar, Director of Operations