Statement on the Handbook

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

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

Agreement to Enrollment Form

The Agreement to Enrollment form lets us know that you have read, fully understand, and support the information contained in the 2019 handbook. Please read and e-sign the form in KS Connect no later than Friday May 29, 2020. Hard copies may be obtained, signed and returned to the Hālau ‘o Kapikohāna‘iāmālama Office.

This form must be returned for each of your children who attend Hālau ‘o Kapikohāna‘iāmālama.
Ke Aliʻi Bernice Pauahi Bishop was the great-granddaughter and last direct royal descendant of Kamehameha I. During her lifetime, she witnessed a rapid decline of the Hawaiian population. With that decline came a loss of Hawaiian language, religion, customs and most of all…spirit.

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

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

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

Kamehameha Schools currently operates K-12 campuses on Oʻahu, Maui and Hawaiʻi Island with a total enrollment of 5,400 keiki. It also operates 29 preschool sites enrolling 1,600 keiki. KS subsidizes a significant portion of the cost to educate each of its students. Although a modest annual tuition is charged, nearly 60 percent of preschool and K-12 families qualify for need-based financial aid.

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

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

Follow campus happenings on Twitter, Facebook and Instagram

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

Hālau ‘o Kapikohānaiāmālama
270 ‘A’apueo Parkway, Pukalani
email: halauokapiko@ksbe.edu

Hālau ‘o Kapikohānaiāmālama
High School Office
270 ‘A’apueo Parkway, Pukalani
573-7037

ADA Coordinator
573-7030

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

Other Campus Support Offices

Admissions
572-3133
Applicant Service Center
Toll Free Dial 1 and Then
800-842-4682, ext. 15300

Hoʻoulu Hawaiian Data Center
Toll Free Dial 1 and Then
800-842-4682, ext. 36228

Financial Aid and Scholarship Services
Toll Free Dial 1 and Then
800-842-4682, ext. 48080
About Kamehameha Schools Maui

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

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

Our Kahua

_Ua lehulehu a manomano ka 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 Hawai’i (Hawaiian people), steeped in ‘Ike Hawai’i (ancestral wisdom) and rooted in ‘Ōlelo Hawai’i (their mother tongue), will thrive in a living Nohona Hawai’i (Hawaiian culture).

Since its founding, KS has become a symbol of educational excellence, graduating more than 25,000 young men and women. Like their benefactor, Kamehameha graduates are expected to care for their families, serve their communities, and apply their knowledge, skills and rich cultural heritage to enhance and benefit Hawai’i and the larger world.
Mission, Vision, 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’aauao (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 nuʻu
- Work with urgency and discipline – ‘Eleu ma ka hana me ke akahele pū
- Develop strong, effective, and accountable leadership – Kahukahu alakaʻina
- Build strength – Hoʻoikaika mau
- Be innovative – ‘Imi hakuhia
- Be courageous – Kū i koa
- Be focused – Kia manaʻo
K-12 Educational Program

Overview

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

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

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

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

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

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

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

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

Kamehameha Schools is committed to provide a world-class, Hawaiian culture-based education that not only engages students and ‘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 student’s’ unique interests and talents. Each student will be prepared to meet their highest potential through diverse academic, athletic, artistic, and co-curricular programs and by leveraging media, technology, community partners, and Kanaeokana, the network of Native Hawaiian
schools. Student-centered learning will include personalized learning, a career and college mindset, and student health, safety, and well-being.

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

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

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

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

Kamehameha Schools Maui’s Hālau ‘o Kapikohānaiāmālama Summer Program will only be offering Distance Learning courses for the 2020 Summer School Year for entering grades 9 through 12 due to the current COVID-19 Pandemic. This decision was made to ensure the Health and Safety of our KS Maui Summer School Community.

Hālau ‘o Kapikohānaiāmālama emphasizes experiences that develop a student’s aloha for their ‘āina through interdisciplinary courses based in ‘ike ku‘una Hawai‘i (traditional Hawaiian knowledge), through mo‘olelo, mele, and ‘ōlelo Hawai‘i. Unequivocal success in the most basic of education skills (language arts, math, verbal, and science) is an expected outcome when the educational foundation is culturally rich.

Coursework is designed via Distance Learning Program to engage learners in topics and inquiry relevant to current issues, technology, food, sovereignty and ‘āina consciousness.

Summer School Schedule
June 15 –July 10, 2020
● Holiday: Saturday, July 4, 2020
● Observed on July 3, 2020; No School for Students and Staff

INFORMATION FOR PARENTS

Supporting your child’s distance learning education

Your role as a parent
Your love, encouragement, and belief in your child’s ability to learn can make a world of difference in your child’s academic success. Supporting your child will assure that he or she gets the most out of this educational experience. To help this happen we hold you to the following expectations:

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

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

Take an active interest in your child’s learning
Know what your child is studying and talk about what is happening in online courses. Provide a time and place for quiet study time for completion of homework.
Monitor your child’s progress
Study informal notes, interim reports and report cards. Discuss them with your child. If you have any questions, contact your child’s teacher, counselor, or administrator to discuss your concerns or to schedule a conference.

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

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

Parent/Student Access to Education Records
Parents and students are allowed:
- To inspect, review, and obtain copies of their own education record.
- To request that others review the student’s education record (except where Kamehameha is required or authorized to allow others to review the record without your permission). Requests should be made in writing to the summer school director or his/her designee.
- To obtain copies of Kamehameha’s policies and procedures concerning parent/student access to educational records requests should be made to the summer school director’s office.

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

“Directory Information” may include:
- Student’s name
- Address
- Telephone number
- Date and place of birth
- Dates of school attendance
- Degrees and awards received
- Most recent and previous educational institution attended
- Other similar information

Electronic Communication with Students, Parents and Guardians
In order to promote KS’ goal of increasing sustainability through reduction in paperwork, KS will communicate with students, parents and guardians electronically using one or more of the following approved electronic tools via the KS Systems and Web-based Applications (collectively “KS System”):
- Kamehameha Schools Maui web site: The school’s web site can be found at: www.ksbe.edu/maui. The site features a wellspring of useful information including the student and parent handbook, the course catalog, summer reading lists, a faculty contact list, and the daily bulletin.
● The Daily Bulletin is available at the summer school home page www.ksbe.edu/summer and also emailed to the address on file. Students and parents are expected to check the bulletin daily for important updates and/or announcements.

● Email is frequently used to share updates and important information.

● School Messenger is used to communicate emergencies, general school or organizational updates. School Messenger delivers 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.

Community Resource Centers

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

Kamehameha Schools Resource Center – Maui
Brandi Ferguson, Manager
175 N. Market Street
Wailuku, HI 96793
Phone (808) 242-0824
Fax (808) 242-0824
Email ksrc@ksbe.edu

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

Kamehameha Schools Resource Center – Hilo
Noelani Ho‘opai, Manager
16-545 Old Volcano Rd
Kea‘au, HI 96749
Phone (808) 982-0851
Fax (808) 961-6134
Email ksrc@ksbe.edu

Kamehameha Schools Resource Center – Kona
Lehua Kaulukukui, Manager
78-6831 Ali‘i Drive, Suite 429
Kailua-Kona, HI 96740
Phone (808) 322-5400
Fax (808) 322-5437
Email ksrc@ksbe.edu

Kamehameha Schools Resource Centers – O‘ahu
O‘ahu Resource Center (Applicant Services Center)
Jason Doi, Manager
567 S. King St., Ste 102
Honolulu, HI 96813
Phone (808) 534-8080
Email ksrc@ksbe.edu

Kamehameha Schools Resource Center – O‘ahu
Windward Mall
Day Mau, Coordinator
46-056 Kamehameha Hwy #285
Second Floor between Macy’s & Lee’s Nail Studio
Phone (808) 235-2329
Email ksrc@ksbe.edu
STUDENT INFORMATION

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

Excused absences include student illness or injury or serious and/or difficult circumstances (i.e. funeral or serious family illness). Absences due to family trips and vacations, games and/or athletic tournaments are considered unexcused. Excessive absences will lead to disciplinary action that may include a No Pass for the course.

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

Tardiness
Students are expected to log on to their respective classes on time daily. Students who are late to their distance learning course of the day are to report to their respective Hālau ʻo Kapikohānaiāmālama campus office. Students not online and ready to learn at the start of class will be considered tardy. Generally, tardiness is considered unexcused. Parent/legal guardian will need to call the respective Hālau ʻo Kapikohānaiāmālama campus office. Excessive tardiness will lead to disciplinary action.

BEFORE AND AFTER SCHOOL

Hours & Attendance
The school day begins at 8:00 am and ends at 3:00 pm. For high school students attending only one course over the summer please refer to the start and end time of the identified course.
STUDENT CONDUCT

Distance Learning Course Guidelines
● Log-in to each of your classes daily. If you have a class that only meets on certain days, make sure you are logged in on that day.
● Respond promptly to all teacher communications (email, Google Classroom, Seesaw, etc). Promptly means within 24 hours.
● Report any technical difficulties immediately.

Distance Learning Live Video Guidelines
● Students must be appropriately dressed. T-shirt and shorts/pants (no pajamas).
● Sit in an upright position at a table or designated study location.
● Check your background (Be aware of backlight that will darken your screen or individuals who may walk behind you). Having a wall in the background is preferable.
● Be aware of background noise that may interfere with the audio (e.g. TVs, radio, individuals talking or children playing.)
● Please use microphone and speak loud and clear.
● Test your computer before class starts to make sure you can be seen and heard.
● Be on time for each class. Logged in at the designated class time.
● Please do not leave class early (unless kumu has previously approved this early release).

***Note: Live video Guidelines apply to any pre-recorded videos you might be assigned.

Guidelines for the Proper Use of KS Mobile Devices
KS expects students to practice good digital citizenship that includes assuming personal responsibility for their assigned device. Each student has the kuleana or responsibility for caring for their device as if it were their own. Students are responsible for knowing the whereabouts of their device at all times. Devices that are left unattended with be taken to the campus office and a search will be conducted to determine its user identity. When using KS mobile devices, please remember to observe the following practices:
● The mobile devices are the legal property of Kamehameha Schools.
● Use of KS devices and systems for personal use should be kept to a minimum. Ask a teacher or computer lab resource person if you have questions or concerns about use of your assigned device.
● Report any mechanical problems with your assigned device or software to a teacher or computer lab resource person and they will work to resolve the problem.
● Take steps to backup school-work data according to instructions set out by KS teachers.
● Students may not purchase online music, apps or software with their mobile devices without prior approval to do so by the teacher.
● Only assigned school software may be used on KS devices.
● Use of KS devices for entertainment purposes such as playing interactive games or watching YouTube, TV shows or DVD movies is not permitted.
● Conducting unauthorized commercial activity of any kind is prohibited.
Do not connect unauthorized equipment to any KS system or alter KS equipment to perform unauthorized activities.

Removing software that has been installed by KS is prohibited.

Students are permitted to use a variety of approved web tools on their devices for educational purposes under teacher supervision.

Store KS devices with care by using a proper case or tote bag to protect the device.

Do not remove or tamper with any KS identification tags.

Keep device surfaces clean by keeping them free of markings, ink or decorative stickers.

Students must have their name on power supply cords, removable cards and carrying bags.

Keep food and liquids away from your device.

Protect your devices and peripheral equipment from theft or loss.

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

Do not allow others to use your device.

Ensure your device is fully charged every day.

If your device is damaged or is in need of repair, KS may elect to replace the device and provide the student with a loaner. However, the use of a loaner device is not guaranteed.

A laptop or mobile devise that is taken away or inoperable does not excuse a student from completing assignments or projects.

Parents assure all financial responsibility for any device or loaner in their child’s possession that is damaged as a result of abuse, neglect, theft, or loss. Families are required to repair or replace the device or loaner at its current value, including warranties and other related accessories.

When making print copies from a KS device, students are required to:
  - Follow all printing instructions.
  - Print all assignments in black and white, unless given approval to print in color by their teacher.

KS does not provide technical support for printing at home.

Do not clean your devices’ internet browser history.

Really Simple Syndication (RSS) feeds may only be used with teacher permission.

Students who bring their own personal electronic mobile devices to school shall assume the risk and liability for devices that are damaged, lost, or stolen.
  - If student’s use of these items interferes with the learning environment, then the item will be confiscated and returned to parents at the campus office.
  - Chronic misuse of cell phones and mobile devices during school hours may lead to disciplinary consequences as set forth in this Handbook.

Guidelines for the Proper Use of the KS Systems

When using KS Systems, you must observe the following practices:

- Properly manage your assigned KS student account within the KS system.
- Students are assigned a KS email account to receive and send official communication through the KS network.
- New students will should already be logged their accounts prior to the first day of school. Returning students will continue to use KS accounts already established.
● Students should limit the use of any KS system for educational purposes only.
● Students must not use their school email account for non-school related activities.
● Students should always protect the privacy of their account by using only their assigned user ID and keeping their passwords private and confidential.
● Students should never give others their email account information or attempt to obtain usernames and passwords of other individuals under any circumstances.
● Students should actively organize and manage their accounts by checking their KS email accounts daily, respond in a timely manner and regularly delete old emails.
● Do not use KS devices and/or email accounts to register and/or access social networks (Facebook, Twitter, Instagram, etc.) and abide by federal laws of sites that restrict use to individuals ages 13 and older.
● Students should not use images relating to weapons, pornographic materials, inappropriate language, alcohol, drugs, gang related symbols, sounds or pictures as part of your student account.
● Students should not use inappropriate media as wallpaper on their devices.
● Parents should check their email accounts at least every three days.
● Students are able to access their email from home via http://www.outlook.com/imua/ksbe.edu.
● Students are responsible for saving, organizing and manipulating their files according to teacher instructions.
● KS reserves the right to conduct random periodic inspections to enforce the 1:1 expectations and guidelines as explained in this Handbook.

● Be Civil and Courteous When Communicating via the KS System
● Use appropriate language in all system communications and content created. Do not use any KS system to transmit or receive obscene, threatening, offensive, sexually explicit, defamatory or harassing materials/communications, or other language that denigrates any individual or group, as well as anything that is illegal or unethical.
● Do not “borrow” online materials from other students or Web sites and try to pass them off as your own. This is plagiarism, and it will not be tolerated within KS.
● Students should not receive promotional email, subscribe to automatic listservs, or send chain letters.
● Never give out personal information online – including full name, telephone number, address and social security number.
● Steer clear of internet sites that promote gambling, illegal drugs, alcohol consumption, violence or socially harmful activities.
● Do not visit chat rooms or other sites where people may misrepresent themselves and try to gain your confidence in order to do harm.
● Under no circumstances should you meet with someone you chatted with online without first notifying your parents, counselors or teachers.
● Do not share photos, lifestyle and other personal information on social media site.
● KS devices may not be used to update personal Web spaces unless it is done in connection with KS educational activities.
● Do not respond to email messages from unknown senders unless the subject of the email is related to KS educational activities.
• Do not participate in chain mail or other group mail activities where email addresses may be passed on beyond your knowledge.
• Learn more about Web and email etiquette safety from your teacher and KS program personnel.
• Use the KS System in a manner that doesn’t not harm the KS Network.
• Obey Copyright and Trademark Laws.

ACADEMIC POLICIES

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

Some samples of assignments which might be given:
• Completion of daily work
• Reinforcement of specific skills
• Project or research work
• Recreational reading
• Creative writing
• Sharing/discussion of experiences

For best results, parents should provide:
• A quiet place free from distractions, such as TV
• A regular time to complete homework
• Supplies to do homework

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

Work not meeting standards
Work may be redone at teacher’s discretion.

Report Cards
Report Cards are submitted following the completion of the respective session. Teachers are required to complete and submit grades to the Hālau ʻo Kapikohānaʻiămālama office for recordkeeping. In-house deadlines are set for submitting grades.

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

High School: Students in grades 9 through 12 will receive a final report card with letter grades A–F for credited courses and Pass or No Pass for non-credit courses as an evaluation of their work. A copy of
the student’s credit level grades will be sent to the school that the student will attend in July/August 2019, as designated on the registration form, unless otherwise requested.

All report cards are mailed directly home to the parents/guardians by August 2, 2020. Copies of student report cards are also kept in the Hālau ‘o Kapikohānaiāmālama office.

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

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

Student Expectations

Home Ho`ona`auao
“Kū Kilakila ‘o Kamehameha”

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

Each of us represents the unique heritage of our individual families and the pride of our respective communities. The richness of this diversity is brought together in a unified way as we live, learn and grow as an ‘ohana here in Pauahi’s home. Her love of God, reverence for her great-grandfather Kamehameha ‘Ekahi, and devotion to her Lāhui are timeless virtues that resonate in our kula today.
To ensure a loving, safe and inspiring environment for optimum learning and teaching, while maintaining the level of honor and esteem due Ke Ali‘i Pauahi, we commit ourselves to a disciplinary process that centers on reflection, focuses on growth, promotes learning, and leads to positive behavioral change.

**Student Discipline**

**Ka Loina Lawena Pono**

Ke mahalo nei au i Ke Ali‘i Pauahi no kona lokomaika‘i.
I lālā kūpono o ka ʻohana o Kamehameha, e hō‘ihi ana au i ke Akua, koʻu poʻe kūpuna, koʻu ʻohana a me ke Kaia ulu i ka Hana pono.

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

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

**Student Behavior**

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

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

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

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

LEVEL 1
Level one discipline addresses behavior that disrupts the school community.

Infractions – Examples include, but are not limited to:
- Failure to follow established rules
- Disobeying authority
- Dishonesty
- Excessive tardiness
- Inappropriate language and gestures
- Dress code violation
- Misuse of school property
- Being in an off-limits area
- Misuse of cell phones and portable media devices (iPods, MP3 players, hand-held videogames, etc.)
- Unauthorized card playing
- Refusal to show student I.D. card

Possible Consequences – (Depending on the severity and/or frequency of infraction):
- Verbal warning
- Written reprimand
- Time-out
- In school restriction
- Detention
- Repair/replacement of items misused or broken
- Written incident report
- Restriction of school electronic devices, including computers

LEVEL 2
Level two discipline addresses behaviors which have not responded to Level 1 intervention, and/or whose frequency or seriousness disrupts the social, nurturing, and/or learning environment.

Infractions – Examples include, but are not limited to:
- Unmodified Level 1 behavior
- Consistent failure to obey school rules
- Disrespect towards adults or students – defiance, insubordination, and other forms of disruptive conduct
- Cheating and/or plagiarism, or other forms of academic dishonesty
- Forgery
- Public display of affection
- Inappropriate conduct off campus when part of a school-related activity
- Unauthorized use of or possession of school property, equipment, and materials
- Damage to property due to negligence
- Destruction or damage of other students’ work or materials

Possible consequences – (Depending on the severity and/or frequency of infraction):
LEVEL 3
Level 3 discipline addresses behaviors which have not responded to either Level 1 or 2 intervention, that pose a direct threat to self and others, destruction of property, discredits or defames a student, staff, or the school, or otherwise poses a direct threat to other students or adults at the school.

Infractions – Examples include, but are not limited to:
- Serious acts of defiance, insubordination, physical assault, or threatening a staff member or student
- Being present where drugs or alcohol are being used, or evidence of use exists
- Misuse of school electronic devices, including computers.

Possible Consequences – (Depending on the severity and/or frequency of infraction):
- Continue more stringent Level 1 and/or 2 consequences
- Repossession of school property/equipment
- School Counseling
- Outside Counseling (at parent expense)
- Drug/Alcohol assessment/counseling
- Suspension
- Conduct probation
- Impact on grade
- Restitution
- Behavioral contracts
- In school restriction
- Restriction from school events/activities

LEVEL 4
Level four disciplines addresses behaviors, which have not responded to either Level 1, 2 or 3 intervention, results in violence to self or others, or seriously affects the school environment. If circumstances warrant, the incident may be reported to local law enforcement officials.

Infractions – Examples include, but are not limited to:
- Fighting
- Refusal to cooperate with drug and/or
● 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

● alcohol testing
● Harassment, discrimination, intimidation, bullying, and/or hazing
● Tampering with or Misuse of Fire Alarm and/or another safety/emergency equipment
● Extortion
● Serious sexual misconduct

Possible Consequences – (Depending on the severity and/or frequency of infraction):
● Continue more stringent Level 1, 2 and/or 3 consequences
● Alcohol and/or drug testing

LEVEL 5
Level 5 discipline addresses behaviors, which have not responded to Level 1 through 4 intervention, or that may result in serious physical or emotional harm and/or serious property damage.

Infractions – Examples include, but are not limited to:
● Arson
● Serious Assault
● Bomb threat
● Burglary
● Possession, Threat or Use of a Dangerous Instrument or Weapon
● Sale or Distribution of Alcohol and/or Illicit
● Drugs
● Serious Sexual Offenses
● Terroristic Threatening
● Major Theft

Possible Consequences: - (Depending on the severity and/or frequency of infraction):
● Continue more stringent Level 1, 2, 3 and/or 4 consequences
● Level 5 infractions will be reported to appropriate government authorities including but not limited to Child Welfare Services and the police. KS reserves the right, at its sole discretion and in appropriate circumstances, to report other infractions to appropriate government authorities.

Puʻuhonua
Students who admit to a Kumu, Counselor, or Alakaʻi Hiʻipoi that they experiment or regularly abuse alcohol or drugs BEFORE the student has been interviewed in an investigation will be given an opportunity to remain at KS without being released. This offer will be honored, provided that the student fulfills all of the conditions established by KS, including completion of any treatment or counseling program (at the family’s expense) in order to remain at school. This offer of asylum/sanctuary will be extended only once – all similar subsequent infractions will be subject to the preceding disciplinary sections set forth in this Handbook.
Out-of-school and off-campus behavior
Certain activities, even outside of school hours or off school property, may result in loss of school privileges and other disciplinary action up to and including release from Kamehameha. Students may be subject to discipline for behavior which is, or may be, disruptive of the educational process, interferes with the work of the school, is contrary to the mission of the school, impinges on the rights of other students, employees, or members of the school community, or has a direct or immediate effect on the discipline or general welfare of the school, even if such conduct takes place off campus, during non-school hours or on breaks from school. Such conduct will be evaluated at the sole discretion of KS, and KS reserves the right to modify the regular disciplinary process as may be deemed necessary under the circumstances. Some examples of such outside conduct which may have disciplinary ramifications at school include any violation of law; underage purchase, use or possession of alcohol or a controlled substance; cyberbullying or other use or misuse of computers, or computer websites (personal, at home or at school), which do, or could, impact the welfare of any member of the school community or the reputation or functioning of the school.

Appealing a disciplinary decision
Only disciplinary decisions by the Alakaʻi Hiʻipo that result in a release may be appealed to the Hālau ʻo Kapikohānaiāmālama Director. All other disciplinary decisions by the Alakaʻi Hiʻipo or his/her designee that result in consequences less than that standard may not be appealed. Once a decision has been made by the Alakaʻi Hiʻipo or his/her designee, it will usually first be communicated to the parent/guardian verbally, then with a written follow-up letter. Once the written decision to release a student has been communicated, the parent has three days to appeal the decision to the Hālau ʻo Kapikohānaiāmālama Director 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 Hālau ʻo Kapikohānaiāmālama Director will review the information gathered by the Alakaʻi Hiʻipo (or designee). If the Hālau ʻo Kapikohānaiāmālama Director determines that there are sufficient grounds for the appeal, a time will be scheduled for the Hālau ʻo Kapikohānaiāmālama Director to meet with parent/guardian(s) and the student, and if deemed necessary by the Hālau ʻo Kapikohānaiāmālama Director, with the Alakaʻi Hiʻipo. If there are insufficient grounds for the appeal, the Hālau ʻo Kapikohānaiāmālama Director will notify the parent(s) in writing.

After the scheduled meeting, the Hālau ʻo Kapikohānaiāmālama Director will render a final decision of the appeal in writing to the parent/guardian(s) and Alakaʻi Hiʻipo within a reasonable time. The decision by the Hālau ʻo Kapikohānaiāmālama Director is final and not reviewable.
Hiʻikua helpline

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

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

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

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

Reporting Child Abuse and/or Neglect

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

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

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

Changes in Your Child’s Custodial Status

It is the policy of Kamehameha Schools to remain a neutral party in parental disputes concerning the care or custody of their child. Likewise, it is also the obligation of parents and legal guardian to notify KS in the event there is a legal change in their children’s custodial status. Please forward any court orders, decrees, power of attorneys that affect your child’s legal status to the respective office of KS. In the absence of any legal documentation, KS follows the guidelines developed through statutory law and court decisions. A copy of the legal document establishing parental authority is also retained in the student’s record.
KS staff verifies the identification and the legal documents granting a change in custody for anyone claiming to be a foster or permanent custodian, a Guardian Ad Litem, or a representative of Child Welfare Services or a similar agency if these people seek information about a student or try to instruct staff in matters which conflict with the rights of the last-known legal guardian.

It is KS’ general policy to inform parents if their child is receiving special awards or recognition for academics, athletics, attendance, citizenship, etc. However, if a child has been placed under foster custody, parents are only informed if such notification is approved by the agency with foster custody.
Kamehameha Schools Maui Administration
Dr. Scott Parker, Po’o Kula (Head of School)
Kelly Dukelow, Hope Po’o Kula (Assistant Head of School)
Danny Mynar, Director of Operations
Jay-R Kaawa, Kula Ki’eki’e Po’o Kumu (Principal, Grades 11/12 Academies)
Lance Cagasan, Kula Ki’eki’e Po’o Kumu (Principal, Grades 9/10)
Lois Nishikawa, Kula Waena Po’o Kumu (Principal, Middle School)
Kaleo Pahukula, Po’o Kumu (Principal, Elementary School)
Kanoelehua Kamalii-Ligsay, Interim Coordinator, Summer & Outreach, Hālau ‘ō Kapikohānaiāmālama

Board of Trustees
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Livingston “Jack” Wong

Executive Leadership
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Lauren S. Nahme, VP of Strategy and Innovation