

# HĀLAU 'O KAPIKOHĀNAIĀMĀLAMA



## 2024 KULA KA UWELA PROGRAM HANDBOOK



**JUNE 17 - JULY 14, 2024**  
**GRADES K-12**

## 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 Schools, nor do they create or confer any legal rights. Kamehameha Schools need 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."

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

### 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 2024 handbook. Please read and e-sign the form in Infinite Campus no later than **Friday, April 19, 2024**. A link back to this 2024 Handbook and Agreement to Enrollment form was provided to you in the conditional acceptance invitation letter. This form must be completed for each of your children who attend Hālau 'o Kapikohānaiāmālama.



## Legacy of Ke Ali'i Pauahi



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

Despite the dire condition of her homeland and its people, 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 1,600 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.

# Table of Contents

Statement on the Handbook	1
Legacy of Ke Ali'i Pauahi	2
<b>SCHOOL CONTACT INFORMATION</b>	<b>5</b>
<b>Mission, Vision and Values</b>	<b>1</b>
<b>Our Statement of Christian Commitment</b>	<b>1</b>
<b>About Kamehameha Schools Maui</b>	<b>2</b>
K-12 Educational Program	3
Our Vision	3
Our Guiding Principle: Ku'upau	3
Our Values	3
Our Promise	3
E Ola!	4
Ku'upau for E Ola! Educators	6
Hawaiian Culture-Based Education	6
Our Path to E Ola!	7
Hālau 'o Kapikohānaiāmālama Program	8
<b>Supporting Your Child's Education</b>	<b>9</b>
<b>INFORMATION FOR STUDENTS</b>	<b>13</b>
STUDENT CONDUCT	14
STUDENT DRESS AND APPEARANCE	19
Student Dress Code	19
Uniform	19
Inappropriate attire	19
Makeup	20
Jewelry	20
Hairstyling	20
Miscellaneous Clothing Requirements	20
ACADEMIC POLICIES	21
Report Cards	21
Students with Disabilities	22
A Commitment to Appropriate Conduct	22
Citizenship Behaviors	23
Level 1	24
Level 2	24
Level 3	25
Level 4	26
Level 5	26
Pu'uhonua	27
Out-of-school and Off-campus Behavior	27
Appealing a Decision to Release	27
Kūkulu Kumuhana: Multi-Tiered System of Supports (MTSS)	28

<b>SAFETY AND SECURITY</b>	<b>30</b>
Campus Security	30
Emergencies	36
<b>HEALTH SERVICES</b>	<b>37</b>
Behavioral Health Services	40
Health Records	42
Student Accident Insurance	42
<b>TRANSPORTATION</b>	<b>42</b>
Bus Sites	43
Bus Passenger Code of Conduct	44
Driving & Parking on Campus	47

# SCHOOL CONTACT INFORMATION

*Follow campus happenings on Twitter, Facebook and Instagram*

## **School Website**

Main Kamehameha Schools Maui page:

[www.ksbe.edu/maui](http://www.ksbe.edu/maui)

Summer School page:

[www.ksbe.edu/maui/summer](http://www.ksbe.edu/maui/summer)

Staff Directory page:

[www.ksbe.edu/maui/directory](http://www.ksbe.edu/maui/directory)

Hālau ‘o Kapikohānaiāmālama 270 ‘A‘apueo Parkway, Pukalani 573-7037  
email: halauokapiko@ksbe.edu

Hālau ‘o Kapikohānaiāmālama 275 ‘A‘apueo Parkway, Pukalani 573-7037  
Elementary Office

Hālau ‘o Kapikohānaiāmālama 270 ‘A‘apueo Parkway, Pukalani 572-3261  
Middle/High School Office

ADA Coordinator 270 ‘A‘apueo Parkway, Pukalani 573-7030  
Raenelle Coloma

Operations Division 260 ‘A‘apueo Parkway, Pukalani 572-3245

Bus Service 572-3245

Entry Station / Security 572-4260

FACTS Tuition Billing Toll Free Dial 1 and Then 877-606-2586

## Other Campus Support Offices

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

Ho‘oulu Verification Services Toll Free Dial 1 and Then 800-842-4682, ext.  
36228

Outreach Support Services (Financial Aid and Scholarships) Toll Free 800-842-4682, ext.  
Dial 1 48080

# 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).

# Our Statement of Christian Commitment

Heeding the call of Jesus and following the example of Pauahi, Kamehameha Schools strives to develop individuals who demonstrate:

### **“Aloha i Ke Akua” — Love for God**

“Love the Lord your god with all your heart and with all your soul. Love him with all your mind.” — Matthew 22:37

### **Aloha Kekahi i Kekahi” — Love for One Another**

“A new commandment I give to you, that you love one another, even as I have loved you, that you also love one another.” — John 13:34

### **Aloha 'Āina” — Love and care for our land and all that Ke Akua has blessed us with**

“God blessed them; and God said to them, “Be fruitful and multiply, and fill the earth, and subdue it; and rule over the fish of the sea and over the birds of the sky and over every living thing that moves on the earth.” — Genesis 1:28

We are Protestant in tradition, non-denominational in practice, and loving in all things. We believe that Kamehameha Schools, as a Christian institution, has a responsibility to practice and perpetuate the Christian faith as exemplified by Ke Ali'i Pauahi by:

- Fostering faith in Ke Akua and in His Word as our foundation
- Integrating Christian values into its programs and services
- Providing the necessary learning opportunities, resources, and training to deepen the understanding of Scripture and the Christian faith
- Nurturing the relationship and the responsibility of its learners to Ke Akua and His creation, and
- Living out our faith by practicing servant leadership

# 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 21<sup>st</sup> century.

Established in 1996 and accredited by the Western Association of Schools and Colleges and the Hawai'i Association of Independent Schools, Kamehameha Schools Maui (KS Maui) is one of three K-12 campuses in the Kamehameha Schools Educational System. KS Maui 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.





# KU'UPAU

## K-12 Educational Program

### Our Vision

Nurturing and empowering haumāna to be 'ōiwi leaders today and in the future.

### Our Guiding Principle: Ku'upau

Ku'upau is the driving force in the work we do every day and deeply embedded in the fabric of KS Maui. It requires us to examine everything from our mo'okū'auhau, our genealogy, to our mo'owaiwai, our values. It requires us to innovate and seek new solutions.

At Kamehameha Schools Maui, ku'upau (giving your all) is the heart of everything we do. We go the distance for each other and our community. We inspire our keiki and 'ōpio to reach for the highest – to strive for their greatest hopes and ambitions. Ku'upau is our guiding principle. It's what makes us who we are as ko Maui po'e kānaka.

### Our Values

The practice of Ku'upau is guided by KS Maui's core values that are steeped and grounded in a Hawaiian sense of culture and place. We ku'upau in **Pilina** (our relationships, our connections); **Kuleana** and **Kūlia Pono** (our responsibilities and processes for doing what is right and true); and **'Imi Na'auao** (our quest for enlightenment). These values define who we are and inspire us to i mua with moral purpose and pride.

### Our Promise

Kamehameha Schools Maui graduates are **'Ōiwi Leaders** who strive for the highest and live KS Maui's Ku'upau core values. Our 'Ōiwi Leaders successfully achieve the goals of the Kamehameha Schools system-wide **E Ola! Learner Outcomes** and they go forth as culturally engaged servant leaders. With a deep sense of purpose and a strong Hawaiian sense of culture and pride, they create strong communities and make significant contributions to the greater world.

In their pursuit of greater knowledge and understanding, KS Maui 'Ōiwi Leaders embody the qualities of **kama'āina** (connected to the land and to others), **mākaukau** (preparedness), **koa** (commitment and courage) and **na'auao** (curiosity). The 'Ōiwi Leader is our promise to you – as haumāna, as 'ohana, as kumu, as kaiāulu.



*Like the hua (egg) in the “Battle of the Owls” mo‘olelo, E Ola! Learner Outcomes is at the core of Nā Kula ‘o Kamehameha, shown at the center. Building on this foundation, the KS Maui experience is guided by the principle of Ku‘upau and its cherished core values represented by interconnecting diamond shapes. The outer ring symbolizes our haumāna and the unique qualities of the KS Maui graduate as an ‘Ōiwi Leader. Beyond this, the rings radiate outward, representing the KS Maui way of moving forward for the next generation in the continued pursuit of knowledge.*

## **E Ola!**

### Learner Outcomes at Kamehameha

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:

*Roots provide constant nourishment and are the.....*

### Learner’s Strong Foundation

#### **‘Ike Kūpuna (Ancestral experiences, insights, perspectives, knowledge, and practices)**

Students recognize the achievements of their kūpuna and how ‘ike kūpuna is seeded within themselves. Students’ facility in ‘ōlelo Hawai‘i enables them to access deeper levels of ‘ike kūpuna. Students apply ‘ike kūpuna to shape their identity and strengthen connection to lāhui.

#### **Aloha ‘Āina (Hawaiian patriotism; love for the land and its people)**

Students have an in-depth relationship with places and communities that hold significance to them and strive to improve the well-being of such places, engaging in experiences that foster aloha for and life-long allegiance to ka lāhui Hawai‘i and ka pae ‘āina o Hawai‘i.

**Kūpono (Honorable character founded on Hawaiian and Christian values)**

Students live by Hawaiian and Christian values such as extending aloha to others, taking responsibility for their actions, caring for others and themselves, and making ethical decisions.

*The trunk and branches draw substance from the roots and form the.....*  
**Learner’s Native Hawaiian Identity**

**Mālama and Kuleana (Social agency, community consciousness)**

Students are passionate and have skills needed to engage with their ‘ohana, communities, and others to achieve Hawaiian cultural vitality, political and social justice, environmental sustainability, and the overall well-being of their communities and larger global context.

**Alaka‘i Lawelawe (Servant leadership)**

Students practice being servant leaders by fulfilling their kuleana (earned roles and responsibilities), engaging collaborative approaches, and knowing when to provide direction, when to follow others, and when to empower others.

**Kūlia (Excellence)**

Students achieve excellence in all their endeavors, carefully consider, choose appropriate courses of action that build their mana, and demonstrate a mindfulness of how their excellence brings mana to their lāhui, their community, their ‘ohana, and themselves.

*Leaves spring from the branches and embody the.....*  
**Learner’s Productive Courses of Action**

**Academic Competence** — Students develop academic competence, fostering the multidimensional characteristics of a learner.

**Growth Mindset** — Students are goal oriented, resilient, and view hard work, challenges, new experiences, learning, and perseverance as stepping-stones to growth.

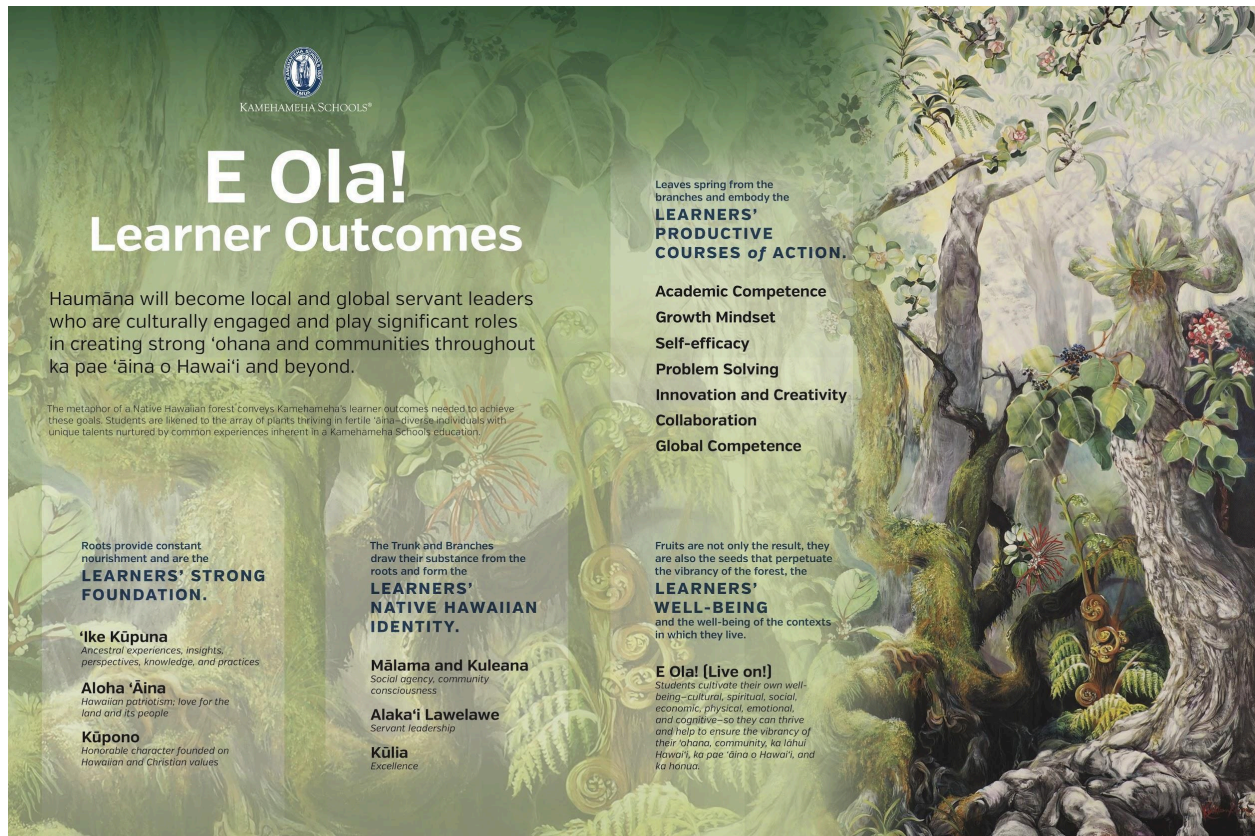
**Self-Efficacy** — Students have a strong, positive self-image and are confident in their ability to set and achieve goals.

**Problem Solving** — Students have skills to identify, articulate, and solve problems.

**Innovation and Creativity** — Students learn to innovate and generate new ideas, processes, activities, and solutions, and apply these to achieve productive outcomes.

**Collaboration** — Students collaborate and work effectively with others to achieve shared goals.

**Global Competence** — Students have intercultural communication skills to interact effectively in an interdependent world.



## Ku'upau for E Ola! Educators

We believe the key to improved learning for our haumāna is continuous learning for all KS Maui educators. Through rigorous professional development, curriculum planning and assessments, kumu will renew their professional practices. To ensure all haumāna achieve E Ola!, KS Maui kumu:

- **INSPIRE** haumāna by being strong in their identity and in 'ike Hawai'i
- **EMPLOY** innovative teaching strategies to help haumāna through Hawaiian Culture-Based Education (HCBE)
- **ARE ACCOUNTABLE** for HCBE and E Ola! success

## Hawaiian Culture-Based Education

Hawaiian Culture-Based Education (HCBE) refers to the “grounding of instructions and student learning in the values, norms, knowledge, beliefs, practices, experiences, places, and language that are the foundation of Native Hawaiians.”

### HCBE at Kamehameha Schools is

- Grounded in Hawaiian culture, worldviews, and 'ōlelo Hawai'i;
- Personalized to the unique context and path of each haumāna and 'ohana;
- Responsive to the needs of our 'āina and lāhui; and
- Rigorous and relevant to modern, global environments and technologies.

When our haumāna are grounded in the wisdom of their kūpuna and the practices and language that shape our culture, they thrive in all aspects of academics. We constantly look

to our founder Ke Ali'i Bernice Pauahi as an example for what it means to be a servant leader, grounded in Hawaiian culture, and moved by her Christian faith.

## Our Path to E Ola!

KS Maui's path to E Ola! Learner Outcomes is founded on the guiding principle of Ku'upau and our school's core values of pilina, 'imi na'auao, kuleana and kulia pono.

### **KS Maui provides an education that...**

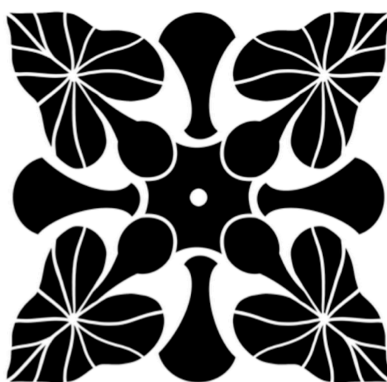
- Is grounded in Hawaiian culture and identity through E Ola! and centered on the needs of our keiki and 'ohana
- Is guided by strong pilina and supportive structures
- Personalizes learning with increased choices and opportunities that advance our learners' individual aspirations

### **So our haumāna will...**

- Know themselves as proud Hawaiians
- Be successful academically, socially, emotionally, and spiritually
- Be flexible, adaptive, and innovative

### **When they graduate they will...**

- Ku'upau and reach for their highest aspirations
- Uplift others in their community and contribute to the greater good as KS Maui 'Ōiwi Leaders



## Hālau ‘o Kapikohānaiāmālama Program

Kamehameha Schools Maui’s Hālau ‘o Kapikohānaiāmālama (HOK) is a four-week summer learning experience that develops a student’s aloha for their ‘āina through interdisciplinary courses that are based in ‘ike ku‘una Hawai‘i – traditional Hawaiian knowledge through mo‘olelo - stories, mele – song, chants and ‘ōlelo Hawai‘i – Hawaiian language.

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. This four-week summer learning program is open to students entering grades K-12, including KS students, students attending State of Hawai‘i DOE, public charter schools and other private institutions. Elementary and middle school programs are full-day experiences, while high school students can elect morning, and/or afternoon or full day courses. We offer early college courses, and specialty courses like Ho‘okele Wa‘a, Computer Programming & Game Design, as well as a Maker Design Studio. This program offers unique and worthwhile educational opportunities that cultivate a student's desire to learn and be prepared for success in the new school year. Translated as the life source that feeds and nourishes, Hālau ‘o Kapikohānaiāmālama focuses on empowering and nurturing learners through academically rigorous and culturally relevant curriculum. Through these educational experiences, learners are able to expand skills in areas of art, speaking & listening, literacy, and mathematics while growing to be lāhui contributors of the 21<sup>st</sup> century.

Coursework is designed to engage learners in topics and inquiry relevant to current lāhui, āina and global issues. Students will have an ‘āina consciousness, through engaging in huaka‘i (field trip) to deepen their understanding. Our program culminates in a Hō‘ike (learning showcase) where students will share information and data that will benefit our community and island families.

### Summer School Schedule

June 17, 2024 through July 14, 2024; Holiday: Thursday, July 4, 2024

- Monday-Friday; 8:00am - 2:30pm
- Snack & Lunch is provided daily including on huka‘i days

# Supporting Your Child's Education

## Your Role As a Parent

Your love, encouragement, and belief in your child's ability to learn can make a world of difference in your child's academic success. We/KS will help your child achieve his or her highest potential by providing a setting for rigorous, authentic and collaborative learning experiences. Supporting your child will assure that they get the most out of this educational experience. To help this happen, we hold you to the following expectations:

### Support Regular Attendance

Make sure that your child is in school on time every school day, unless attendance is prevented by an illness, injury or emergency. Family vacations, travel and absences similar in nature should be scheduled during non-school days.

### Take an Active Interest in your Child's Learning

Know what your child is studying and talk about what is happening in school. Provide a quiet time and space for completing homework.

### Encourage Reading

Reading increases your child's capacity to learn. For this reason, many teachers require independent reading as a major part of each day's homework. Please help your child with this activity by making sure he or she has a quiet place to read.

### Monitor your Child's Progress

Engage in conversations with your child's teachers and use informal notes, interim reports and report cards as discussion points with your child. For parents of middle and high school students, check Infinite Campus (IC) frequently for updated grades and progress reports. Become an observer on your keiki's Canvas learning platform for upcoming assignments and due dates.

### Attend Parent Conferences

Parent conferences are held twice a year for elementary students, and your attendance is required; it is an important means of communication between the school and home. Additional parent conferences may be arranged at any time at the request of the school or the parents.

### Attend School Functions

Show support for your child and their classmates by attending the grade level orientation/open house, student performances, and class meetings and activities.

### Keep Informed

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

### Understand Curricular Requirements

Students are required to adhere to all curricular requirements, including but not limited to participation in Christian Education and attendance at Chapel, Hawaiian cultural and languages studies, including oli and mele performance, and attendance at Founder's Day.

### Support School Regulations

Help your child understand and follow school expectations. Reading and discussing the Student and Parent Handbook with your child will support meeting Kamehameha Schools' expectations of appropriate behaviors and conduct.

### Communicate

Contact a teacher, or administrator as soon as a concern arises. Parent calls are always welcome. Open communication between parents and school professionals is essential to a child's academic achievement and overall well-being and can be the first defense in identifying when interventions and/or special services are needed.

### Monitor your Child's Use of Electronic Devices

KS laptops and iPads may be sent home for educational purposes. As with all digital devices, monitor the amount of screen time and appropriate use.

### Maintaining Positive Relationships with School Staff

Open, genuine, and respectful communication is the foundation of a healthy relationship between the School and our community of Parents, guardians and 'ohana. We highly encourage this type of productive communication and engagement as a way to build and grow our School's sense of community. Further, we want to hear from you if you have concerns about our School, our programs, or if you have concerns about our Faculty and Staff. However, we expect that the behavior, communication, or interaction of Parents, guardians and 'ohana with the School on or off campus (including at School sponsored events), or in digital or electronic communications, will not be disruptive, intimidating, aggressive, or harassing in nature. The School otherwise has the discretion to take appropriate action.

## 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 HOK director or his/her designee.

## Directory Information

"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

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.

### 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 website: The school's web site can be found at [https://www.ksbe.edu/education/maui/summer\\_school/](https://www.ksbe.edu/education/maui/summer_school/). 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 [https://www.ksbe.edu/education/maui/summer\\_school/](https://www.ksbe.edu/education/maui/summer_school/) 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.

We ask that those parents/legal guardians who do not have access to the electronic tools listed above to contact the office so that the same information may be sent to them via U.S. mail.

## 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, Support Service Manager  
175 N. Market Street  
Wailuku, HI 96793  
Phone (808) 242-0824  
Fax (808) 242-0824  
Email [ksrc@ksbe.edu](mailto:ksrc@ksbe.edu)

### **Kamehameha Schools Resource Center East Hawaii – Hilo**

16-545 Old Volcano Rd  
Kea'au, HI 96749  
Phone (808) 982-0851  
Fax (808) 961-6134  
Email [ksrc@ksbe.edu](mailto:ksrc@ksbe.edu)

### **Kamehameha Schools Resource Center North Hawaii – Kamuela**

Kamehameha Preschool Waimea  
64-780 Malamahoa Hwy  
Kamuela, HI 96743  
Phone (808) 987-6008  
Email [ksrc@ksbe.edu](mailto:ksrc@ksbe.edu)

### **Kamehameha Schools Resource Centers – O'ahu**

Kona, O'ahu Region  
O'ahu Resource Center  
567 S. King St., Ste 102  
Honolulu, HI 96813  
Phone (808) 534-8080  
Email [ksrc@ksbe.edu](mailto:ksrc@ksbe.edu)

### **Kamehameha Schools Resource Centers – O'ahu**

Wai'anea Coast Region – Mā'ili  
Community Learning Center at Mā'ili  
87-790 Kulaku Street  
Wai'anae, HI 96792  
Phone (808) 843-9650  
Email [ksrc@ksbe.edu](mailto: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](mailto:ksrc@ksbe.edu)

### **Kamehameha Schools Resource Center West Hawaii – Kona**

78-6831 Ali'i Drive, Suite 429  
Kailua-Kona, HI 96740  
Phone (808) 322-5400  
Fax (808) 322-5437  
Email [ksrc@ksbe.edu](mailto:ksrc@ksbe.edu)

### **Kamehameha Schools Resource Center – Kaua'i**

KS Community Hale – Līhu'e  
Kaua'i & Ni'ihau Region  
3201 Akahi Street  
Līhu'e, HI 96766  
Phone (808) 245-8070  
Fax (808) 245-2848  
Email [ksrc@ksbe.edu](mailto:ksrc@ksbe.edu)

### **Kamehameha Schools Resource Centers – O'ahu**

Ko'olau\_Waialua Region -- Windward Mall  
46-056 Kamehameha Hwy #M01  
Kane'ohe, HI 96744  
Second Floor between Macy's & Le's Nail Studio  
Phone (808) 235-2329  
Email [ksrc@ksbe.edu](mailto:ksrc@ksbe.edu)

# INFORMATION FOR STUDENTS

## Student Attendance

The Hālau ‘o Kapikohānaiāmālama (HOK) 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 HOK campus office by 8:30 am each day a student is absent. If a call is not received, the absence is considered unexcused.

## Returning to School After Absence

All students must readmit (check-in) through the campus office with a note from a parent/legal guardian indicating the reason for the absence. Students who are absent one (1) or more days due to illness or injury must readmit through the Health Room before checking in with the campus office and will be required to submit a healthcare provider’s note. All notes should include information about the illness, direction(s) for follow-up, and any medical restrictions on any activity, regardless of the number of days absent. A completed Request for Medical Evaluation form or a similar form that indicates any restrictions, or a private physician's medical excuse note that indicates any restrictions is acceptable for re-admittance to school.

## Tardiness

A student who arrives after the start time for school or after the beginning time of any class period is tardy. Students who are late to the first class of the day are to report to their respective HOK campus office for a tardy slip. Students not seated at the warning bell at the start of class will be considered tardy. Generally, tardiness is considered unexcused. Students arriving after the beginning of school need to bring a note or ask a parent/legal guardian to call the respective Hālau ‘o 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 2:30 pm. For high school students attending only one course over the summer please refer to the start and end time of the identified course.

### Dropping-Off and Picking up from Campus

The school has designated drop off and pick-up times and locations. Parents who provide daily transportation may pick up and drop off students at each campus and should do so in a timely manner. KS will not be responsible for students who are left unattended during non-supervised time periods, unless otherwise noted. Parents who need to conduct school

business on campus should park in designated parking stalls and not along the building curbside.

## Morning Drop-Off

It is recommended that parents plan their morning so that they will be able to drop off their child no earlier than 7:00 a.m. and no later than 7:55 a.m.

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

## Afternoon Pick-Up

Pick-up occurs at the same campus designated drop off areas. Depending on the student's class schedule, pick-up occurs at one of the following time periods:

- Afternoon: 2:30 p.m. to 2:50 p.m.

For safety reasons, students must be picked up from campus within 20 minutes after school is dismissed. HOK will not provide supervision beyond these allotted pick up time periods.

A notice will be sent to the parents of students that are reported waiting on campus longer than 20 minutes after dismissal. This notice will include a warning that student pick-up must take place in a timely manner each day of school. A second notice will also be the final notice that student pick-up must take place in a timely manner. Upon a third occurrence, Hālau 'o Kāpikohānaiāmālama administration may take action that may include the student's release from the program

## Inter-Campus Access

Students who attend a KS program and meet up with a sibling or parent who is a KS employee on a different part of campus must let their kumu and the HOK campus offices know.

## Illness in School

If illness should occur during the school day, the teacher will issue the student a pass and be directed to the Health Room.

# STUDENT CONDUCT

## Campus Dining Policy

Good manners, or etiquette, are the expectations for students in the dining hall. It is knowing what to do and when to do it. Etiquette means treating others with courtesy and respect. In a dining situation, etiquette refers to table manners and knowing what is appropriate and inappropriate. Mealtime is sharing of thoughts as well as the sharing of food. There are many different styles and customs when it comes to dining etiquette. To avoid confusion and embarrassment, individuals in a common dining situation should practice the same style. This style is outlined below:

## Before Lunch

- Pule will be said in the classroom before entering the dining hall.
- Book bags will be left in the classroom or in a designated area.

## In the Lunch Line

- Enter quietly.
- Conversations at the table should be spoken with a quiet indoor voice.
- Students will serve themselves selecting a balanced meal including milk; students who have restricted diets are requested to bring a note stating the dietary restrictions to the Hālau ‘o Kapikohānaiāmālama office prior to the start of the program.
- Take only portions of food you will eat to avoid waste.

## Dining Environment

Expectations regarding student behavior in the dining hall during lunch are not different than what parents expect of their children at home:

- All students are expected to listen quietly and attentively to lunch announcements.
- You can usually go back for more food if you are still hungry.
- If you spill or drop something, it is your responsibility to clean it up. Find a dining hall staff member to get necessary clean-up equipment.
- Student behavior should reflect and be appropriate for a dining hall.
- Hurrying or running anywhere in the dining hall, dish room, or kitchen is prohibited.
- Students need approval from the dining hall supervisor before leaving for any reason.

## Lunch Dismissal

- You will be dismissed from your table when everyone is finished eating, and/or when you’ve officially been excused.
- When dismissed, stand, push in or stack your chair and quietly exit the dining hall.
- Students should stay within the established boundaries.

Lunch is served in the dining hall each day and no student may be absent from lunch without permission. Unless prior approval has been given, do not bring outside food or drink into the dining hall during lunch. Do not take food out of the dining room unless given permission by the summer program staff member or dining hall supervisor. Any exceptions shall be cleared with the HOK Director.

Students with dietary restrictions are required to notify the Hālau ‘o Kapikohānaiāmālama office prior to the start of the program.

## Outside Food and Beverages

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

## Learning Center (Library) Guidelines

The school libraries are dedicated to helping KS students pursue school related work and reading for pleasure. The following will apply:

- All food and drink, including gum, seeds, and candy, are prohibited.
- Cell phone use is prohibited.
- All school rules and appropriate school behavior will apply.

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

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

## Acceptable Use of Technology

### Use of KS Mobile Devices and the KS Systems

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 system to support education related communication and research. Students may access the systems through the KS Network. The use of these KS owned mobile devices, KS Systems 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 KS Systems. Mobile devices are returned at the end of class daily, unless KS has approved summer time use of the device. 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.

### Guidelines for the Proper Use of KS Mobile Devices

KS expects students to practice good digital citizenship that includes assuming personal responsibility for their assigned device. Each student has the kuleana or responsibility for caring for their device as if it were their own. Students are responsible for knowing the whereabouts of their device at all times. Devices that are left unattended will be taken to the 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 device 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 interfere 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 be issued accounts on 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.
- 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.
- Parents should check their email accounts at least every three days.

### 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 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 doesn't not harm the KS Network.
- Obey Copyright and Trademark Laws.



## STUDENT DRESS AND APPEARANCE

We believe that the learning environment is affected by the way students appear when they are on campus. Neat clothing and good hygiene are the standards for KS students.

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

### Consequences

- Students arriving at school in attire other than the school uniform or changing clothes during the school day (other than PE requirements) shall be referred to their campus office until the uniform standard is satisfied.
- Students in uniform, but in violation of the dress code, shall be issued a Uniform Reminder.
- After the third Uniform Reminder, the student shall be contacted by the Alaka'i Hi'ipoi
- The summer division administrator determines the final decisions concerning dress code matters.
- Continued noncompliance with the dress code shall be considered insubordination (please refer to section on Student Discipline).

### Student Dress Code

#### Uniform

Students in the Hālau 'o Kapikohānaiāmālama program are required to wear the program t-shirt. Each student will receive two (2) complimentary t-shirts. Program t-shirts may not be altered in any way.

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

*Dress or skirts.* Girls' dresses or skirts should not be short and five (5) inches from above the knee.

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

*Socks.* Socks must be visible.

#### Inappropriate attire

- Faded, dirty, tattered or ripped clothing
- Pants or shorts worn below the waist
- Baggy or excessively large pants or shirts
- Gang-related clothing or accessories or clothing which depict drugs, sex, tobacco, alcohol, profanity, and/or violence or clothing otherwise deemed inappropriate.
- **Tattoos must not be visible during school hours.**

## Makeup

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

## Jewelry

Minimal jewelry is allowed.

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

Jewelry considered inappropriate includes:

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

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

## Hairstyling

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

### Boys:

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

### Girls:

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

## Miscellaneous Clothing Requirements

### **Additional Dress Requirements**

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

### **Label Clothing**

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

## Lost and Found

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

## ACADEMIC POLICIES

### Homework Policy

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

*Some 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 parents/guardians 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 'o Kapikohānaiāmālama 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 in this report.

*Grades K-8:* Students will receive Pass or No Pass and a portfolio of student work samples.

*High School:* Students in grades 9 through 12 will receive a final report card with letter grades A–F for credit 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 August 2023, as designated on the registration form, unless otherwise requested.

All report cards are mailed directly home to the parents/guardians by August 7, 2023. Copies of student report cards are also kept in the HOK office.

All HOK summer school grades are reported to the student records office and cannot be removed from a student's Kamehameha Schools' transcript. For UHMC dual credit classes, please visit UHMC records regarding having those credits transferred to the student's home school.

## 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.

## A Commitment to Appropriate Conduct

*Mōhala i ka wai ka maka o nā pua.*

*Unfolded by the water are the faces of the flowers.*

*Flowers thrive where there is water, as thriving people are found where living conditions are good.*

### Home Ho'ona'auao

"Kū Kilakila 'o Kamehameha"

1. Our kula is 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, and 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 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.

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

We believe in...

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

### ***Ka Loina Lawena Pono***

*Ke mahalo nei au i Ke Ali‘i Pauahi no  
kona lokomaika‘i.  
I lālā kūpono o ka ‘ohana o  
Kamehameha, e  
hō‘ihi ana au i ke Akua, ko‘u po‘e  
kūpuna, ko‘u ‘ohana a me ke kaiāulu 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, Kamehameha, people, and property.

The KS Commitment to Appropriate Conduct process is designed to model and teach students to take personal responsibility for their actions and to respect the rights of others. The process applies to behavior in classrooms, on campus, at school-sponsored events, or at non-school sponsored events. Inappropriate conduct occurs for a variety of reasons and in varying degrees of frequency and severity, so there are FIVE levels to address this type of behavior.

Level 2, 3, 4 and 5 behaviors require investigation. The nature and scope of the investigation depends on the frequency and/or severity of each incident. 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 the parties.

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 result in a student’s release may be appealed to the Head of School.

## Level 1

Level 1 discipline addresses behavior that disrupts the school community.

**Infractions** – Examples include, but are not limited to:

- Dishonesty
- Disobeying authority
- Dress code violation
- Excessive tardiness and/or absence
- Failure to follow established rules
- Inappropriate language and gestures (profanity, swearing)
- Inappropriate use of technology (cell phone, portable media devices, laptops, etc.)
- Misuse of school property
- Physical contact (horseplay)

**Possible Consequences** – Depending on the severity and/or frequency of infraction:

- Detention
- In school restriction
- Repair/replacement of items misused or broken
- Restriction of school electronic devices, including computer
- Time-out
- Verbal warning
- Written reprimand

## Level 2

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

**Infractions** – Examples include, but are not limited to:

Cheating and/or plagiarism, or other forms of academic dishonesty

- Damage to property due to negligence
- Defiance, insubordination, and other forms of disruptive conduct
- Disrespect towards adults or students

- Forgery
- Public display of affection
- Unauthorized use of or possession of school property, equipment, and materials
- Unmodified Level 1 behavior

**Possible Consequences** – Depending on the severity and/or frequency of infraction:

- Behavioral contracts
- Conduct probation
- Continue more stringent Level 1 consequences
- Detention
- Extended restriction of school issued computer or electronic device usage
- In-school restriction
- Outside counseling
- Restitution
- Restriction from school events/activities
- School counseling
- Suspension

### 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:

- Being present where tobacco, drugs or alcohol are being used, or evidence of use exists
- Inappropriate public display of affection Gambling and betting
- Minor Theft
- Misuse of school electronic devices, including computers
- Physical assault
- Serious acts of defiance and/or insubordination (includes failing to cooperate or providing false information during a student investigation)
- General sexual misconduct (includes, but is not limited to severe or excessive public displays of affection)
- Use or possession of any nicotine or tobacco product
- Unmodified Level 2 behavior
- Vandalism, graffiti, and/or other forms of destruction of property

**Possible Consequences** – Depending on the severity and/or frequency of infraction:

- Community service
- Continue more stringent Level 1 and/or 2 consequences
- Drug/alcohol assessment/counseling
- Financial restitution
- In-school restriction
- On-campus work assignment
- Outside counseling (at parent expense)
- Release from school
- Repossession of school property/equipment
- Restriction from school events/activities

- School counseling
- Suspension

## Level 4

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

**Infractions** – Examples include, but are not limited to:

- Chronic absences
- Extortion
- Fighting
- Harassment, discrimination, intimidation, bullying, and/or hazing
- Intermediate theft
- Possession and/or use of alcohol, illicit drugs, drug paraphernalia, nicotine or tobacco product, electronic smoking device and/or tobacco product paraphernalia on campus or at school activities
- Possession of a dangerous weapon (including replica)
- Refusal to cooperate with drug and/or alcohol testing
- Serious misuse of school electronic devices, including computers
- Serious sexual misconduct
- Tampering with or misuse of fire alarm and/or other safety/emergency equipment
- Threatening a staff member or student

**Possible Consequences** – Depending on the severity and/or frequency of infraction:

- Alcohol and/or drug testing
- Continue more stringent Level 1, 2 and/or 3 consequences

## 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
- Bomb threat
- Burglary
- Major theft
- Possession, threat or use of a dangerous instrument or weapon (including replica)
- Sale or distribution of alcohol, illicit drugs, drug paraphernalia, nicotine or tobacco product, electronic smoking device and/or tobacco product paraphernalia
- Serious physical assault
- Serious sexual offenses
- Terroristic threatening

**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.

## Pu‘uhonua

Students who admit to an assistant principal or dean of students/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.

## 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, computer websites, or social media (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 Decision to Release

Only disciplinary decisions by the Division Head that result in a release may be appealed to the Head of School. All other disciplinary decisions by the Division Head or designee that result in consequences less than that standard may not be appealed. Once a decision has been made by the Division Head 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.

## Release Categories

There are two types of release categories:

- **Release with prejudice:** the student is released from Kamehameha Schools without the option to reapply for admissions.
- **Release without prejudice:** the student is released from Kamehameha Schools with the option to re-apply through the admissions process for the following school year.

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 Division Head 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 Division Head. After the scheduled meeting, the Head of School will render a final decision of the appeal in writing to the parent/guardian(s) and Division Head within a reasonable time.

If there are insufficient grounds for the appeal, the Head of School will notify the parent(s) in writing.

The decision by the Head of School is final and not reviewable.

## Kūkulu Kumuhana: Multi-Tiered System of Supports (MTSS)

### Our Learning Intervention Process

In the context of the Multi-Tiered System of Supports (MTSS), an "intervention" is **an additional instructional resource or support that goes beyond the high-quality classroom instruction that all students receive**. It is explicitly matched to a specific student's—or group of students'—needs.

Interventions in MTSS can address academic, behavioral, and social-emotional needs. They are **research-based and are set for a certain number of weeks**, then frequently **reviewed for progress**. The intensity of the interventions increases as a student moves from one tier to the next within the MTSS framework. For example, a child receiving small group interventions may need to “move up” to one-on-one help if progress is not observed.

The goal of these interventions is to provide targeted support to struggling students, intervene early, and help students catch up with their peers. The interventions are part of a larger system of tiered supports that focus on the "whole child", addressing not only academic growth but also behavior, social and emotional needs, and absenteeism.

The purpose of Kūkulu Kumuhana is to serve all haumāna through a culturally-centered, evidence-based, tiered, and equity-serving process for academic and behavioral support.

### **What is it?**

The Kūkulu Kumuhana process is a tiered system of student support services. The process moves from the simplest (universally available) teacher-student interventions to more complex supports (i.e. strategic and intensive) interventions.

### **Who's Involved?**

An interdisciplinary Student Success Team (SST) led by different Assistant Principals, K-12.

### **What's My Role?**

Kūkulu Kumuhana is a process that is most effective as a partnership between the school and the home. To best serve your child, it is crucial that parents/guardians be a part of the process.

### **What services are available?**

There are approximately 30 types of different supports available to haumāna at Kamehameha Schools Maui campus. Some of these supports are Universal, while other may be Strategic or Intensive.

#### *Universal Supports:*

Educational Assistant support Summer School Kindergarten orientation, new student orientation Nurse services Request for Assistance Kahu services – Christian Educator Prayer request (Christian Education, Chapel worship team) Easy Grade Pro Progress Report Student Government Homeroom Teacher Counselor/Dean of Students – walk in counseling Specials (art, science, music, PE, computer, Hawaiian studies) PTSO Differentiation Financial Aid Parent-Teacher conference

#### *Strategic Supports:*

Educational Assistant tutoring Counseling pullout Speech Learning Plan Behavioral Plan After School Tutoring Program – “Kūlia” Study Hall Remedial Reading Remedial Math

#### *Intensive Supports:*

Private tutor Psycho-educational evaluation Speech Kumon Academic interventions Attendance interventions

## **Student Behavior Threat Assessments**

The Behavioral Threat Assessment Team is a multidisciplinary team that assesses and minimizes threats of violence from students who are or may be a danger to others. Staff will refer students to a Behavioral Health Specialist (BHS) for a safety evaluation and notify a school Administrator. A multidisciplinary team will gather additional information to assess the level of threat an individual's behavior poses. The team will also consider support services and other interventions to assist the individual.

## **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 recommended:

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/dean of students.
2. If the concern or question is not resolved satisfactorily, please contact the Assistant Principal.
3. If resolution is still not achieved, please request that the Assistant Principal take the matter up with the respective Māhele Lalo or Māhele Luna Division Head.
4. Finally, you should know that the Head of School is available to listen to your question and/or concern should any of the above methods not meet to your satisfaction.

## 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 (808) 572-4260 or cell phone (808) 870-3365. To contact the Security Manager, call (808) 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. – 2:00 p.m. and 10:00 p.m. – 5:00 a.m. on school days. Entry will be allowed only to those who have made prior arrangements with the appropriate school office personnel. All visitors, including parents, must call their school office prior to arriving on campus for clearance. Parents who must come on campus between the hours of 8:00 a.m. – 2:00 p.m. to pick up their 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 2:40 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 KS Maui website in the Forms/Resources section, return the form with parent/legal guardian signatures. Signed permission forms expire at the end of the school year and have to be renewed. Student must present a KS Student ID to the guard at the entry station to enter or leave the campus.

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:

During school hours	At all times
<ul style="list-style-type: none"> <li>● In other divisions: Unless given prior approval by the division administration or chaperoned with a faculty member, Lower Division students are not allowed in Upper Division and Upper Division students are not allowed in Lower Division.</li> <li>● Keōpūolani Hale</li> <li>● Parking lots and student cars</li> <li>● Tennis courts</li> <li>● Basketball courts</li> <li>● Areas located behind buildings</li> <li>● Pākī/Konia and Māhele Luna School Bus stop</li> </ul>	<ul style="list-style-type: none"> <li>● Areas where construction or renovation is in progress</li> <li>● Forest/gulch areas</li> <li>● Operations area</li> <li>● Access roads</li> <li>● Any other areas identified and communicated by faculty and staff</li> <li>● Male students are not authorized to loiter inside the female restrooms/locker-rooms and female students are not authorized in male restrooms/locker-rooms.</li> </ul>

### 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 division office, sign in, and obtain a KS identification (ID) badge 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 division office, sign out and return the KS ID badge.

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 application form available through our Campus Volunteer Coordinator at (808) 573-7107.

Before working directly with the students, volunteers might be required to also have annually:

- A criminal history record check. This information is kept in a confidential file.
- Annual KS volunteer training certification.
- A valid TB clearance on file if anticipated to have contact with grade K-12 students for more than thirty cumulative days within a twelve-month period.

Upon arrival on campus, volunteers must report to the division 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 division administrator's office to sign out, unless alternate arrangements have been made.

KS facilities are smoke-free, vape-free and alcohol/drug-free environments. All visitors and volunteers are expected to adhere to this policy. Smoking/vaping/electronic cigarettes (except in designated smoking areas), alcohol consumption, 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.

### Policy on Appropriate Interaction with Students

Kamehameha Schools (KS) expects faculty and employees (collectively "staff") who interact with students will ensure that an appropriate teacher/student and adult/child relationship is maintained by conducting themselves in a professional manner that is age and culturally appropriate at all times. Interactions between staff and student that should be avoided regardless of whether the conduct occurs on or off KS property, or during working or non-working hours, includes but is not limited to, singling out a student for personal attention beyond what is required for the performance of one's job, initiating or extending contact with a student beyond the school day or outside of class times or school related activities, including through social media activities, without a legitimate reason to do so. Under no circumstances will a sexual relationship between an Adult (someone over 18 years of age, not in the status of student) and a KS student be construed as consensual. Romantic or sexual relationships between adults and students are strictly prohibited and will lead to the staff member's termination.

## Policy Prohibiting Discrimination, Harassment, Intimidation or Bullying (HIB)

KS is committed to providing safe, healthy and respectful environments for its learner communities free from all types of discrimination, harassment, intimidation, or bullying (HIB) that would interfere with a student's ability to learn and enjoy his or her educational experience.

"HIB" is any gesture, any written, verbal, or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that takes place on or off school property, at any school sponsored function, or on a school bus that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to a person or damage to a property; has the effect of insulting or demeaning any student or group of students; or creates a hostile educational environment for a student by interfering with the education, or by severely or pervasively causing physical or emotional harm to the student.

Any incident of discrimination, harassment, intimidation, or bullying should be reported immediately to permit KS to take appropriate action.

## Policy Prohibiting Violence in the Learning Environment

KS prohibits violence by anyone in its workplace, which includes the KS learning environment. KS prohibits any bullying, intimidation, threats of violence, acts of violence, and any other behavior that violates its procedure on the Prevention of Workplace Violence. This includes the presence and/or possession of weapons (except by law enforcement) on KS property. Any such conduct should be reported immediately to any school administrator, principal, teacher, counselor, or KS Security. KS will promptly investigate and take appropriate action.

## Policy Prohibiting Sexual Misconduct

KS prohibits sexual misconduct of any kind between adults (faculty, administrators, staff, coaches, other employees, volunteers, and contractors) and students, and between students, regardless of age. KS treats all reports of sexual misconduct seriously, with the safety and well-being of our students as our first priority. KS will promptly assist the student victim to obtain medical care and other necessary support, and notify the victim's parents of sexual misconduct allegations. KS will also promptly investigate all reports of sexual misconduct and take necessary action, including reporting and discipline, in accordance with KS' policies and procedures. KS is committed to increasing awareness around sexual misconduct and supporting victims and their families.

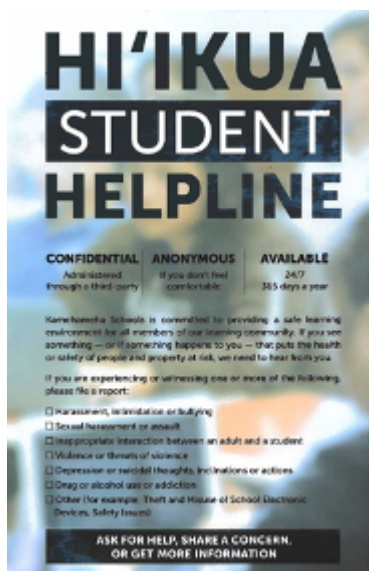
"Sexual Misconduct" is any form of sexual harassment, exploitation, or abuse. It includes behaviors that may range from sexually provocative, tasteless or degrading comments or jokes, to conduct by an adult who fails to observe appropriate boundaries with a student (e.g., gifting, one-on-one activities or communications for non-school (personal) purposes), to more serious behaviors such as intentional unwelcome sexual contact (e.g., touching or patting breasts, buttocks, or other sexual body parts) or engaging in a romantic and/or sexual relationship between a student and a KS-related adult.

## How to Make a Report

Parents or students who wish to report any violations of school policy contained in this Handbook, should immediately contact a trusted adult on campus, including the school nurse, a counselor, a faculty member, any administrator, or the Po‘o Kula (collectively, “Student Supporters”). Parents or students should follow the same reporting process to raise concerns/ask questions that affect the health, safety and or well-being of any student (e.g. abuse and neglect, harassment, intimidation, bullying, sexual misconduct, violence or threats of violence, suicidal thoughts or action, or drug or alcohol use). Where the student is a victim, a parent or student should immediately report the incident to a Student Supporter so that KS may assist the victim and take other appropriate actions. Reports may be received both verbally or in writing.

If circumstances make it impractical or inappropriate to report to campus as outlined above, students or parents may make a report online with KS’ Hi‘ikua Student Helpline. 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. To access the Hi‘ikua 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



Adults who wish to report any suspicious activity, whether reasonably suspected, alleged, or actually witnessed, may file a report in KS’ EthicsPoint system at <https://secure.ethicspoint.com/domain/media/en/gui/13061/index.html>.

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. KS shall also report known or suspected child abuse and neglect to the government authorities.



## Corrective Action

Once a report is received, KS will conduct an investigation based on credible allegations, whether or not a student victim chooses to bring a formal complaint or participate in KS' investigation. KS will require the participation and cooperation of all non-victim students and adults in an investigation, and any non-victim who refuses to cooperate may face disciplinary action. KS may take disciplinary action, up to and including suspension or release, as determined by KS in its sole discretion. Information and activities surrounding school investigation and disciplinary proceedings are confidential. Discipline is handled by KS and the families directly involved. If the infraction is serious and circumstances warrant, KS may report the incident to local law enforcement officials. KS' school investigation is separate and independent from any law enforcement investigation. Nonetheless, KS will cooperate in any government investigation. A detailed list of reportable infractions and disciplinary actions can be found in the "Citizenship Behavior" section of the Handbook.

## Keeping Our School Safe

You can help keep our school safe.



- Be aware. Listen, look, pay attention to the people, and places around you.
- Go with your gut. If you feel uncomfortable about something you have seen or heard, talk to an adult to help you sort out the facts of the situation.
- Share Up. There is a difference between reporting and tattling or gossiping. By providing information either directly or confidentially, you may be able to prevent harm to others.
- Know what to share:
  - who, or what you saw
  - when you saw it
  - where it occurred
  - why it's suspicious

Sometimes multiple puzzle pieces don't make sense until they are put together. For example, you may notice someone's aggressive behavior, and your friend may have heard that same person make a threatening remark. Other classmates saw disturbing comments or photos that person posted on social media. There are also a handful of people that know this person has access to a gun.

Each individual situation above doesn't necessarily guarantee danger. But once you put the puzzle pieces together, you can get a better understanding of a potentially serious problem.

Beginning in the 2024-2025 school year, look for posters and placards around campus with the tools necessary to "See Something, Say Something."

## 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 local radio stations.
- **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.
- **School Info App** – A smart phone app to reduce the number of emails being sent out and used for direct school communications. To download:
  1. Visit your App Store ([Apple App Store](#) or [Google Play](#))
  2. Download the Kamehameha Schools Maui App
  3. After opening the app, click to Allow Notifications
  4. You're all set!
- **KS Maui Instagram and Facebook**

### 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 respective division 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 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 Student Health Services Director, oversees the care provided by the nurses, 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' Student Health Services 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.

### 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 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 healthcare

provider's written clearance with noted restrictions as applicable is acceptable. A signed referral letter or healthcare provider's written clearance is required when the student returns to school.

## Medication Administration

HSD staff or their designee will administer prescribed medication if requested by a student's parent/guardian. A completed Request for Administration of Medication (RAM) form must be submitted for each prescribed medication that KS medical staff or their designee will administer, and the medication must be in its original packaging and not expired. If the prescribed medication, dose, or frequency changes prior to the start of school or during the school year, please submit an updated RAM.

The parent/guardian can determine if their child can safely self-administer a medication. However, **controlled medications (i.e. narcotics and certain ADHD medication) as well as CBD oil are not permitted to be possessed by students.** Kamehameha Schools is not responsible for any medications that a student self-administers. KS is not responsible for reminding students to take or report for their medication, and students will be responsible for ensuring that they keep the medication available at school or on any activity and take the medication as prescribed. If a student shares a self-administered medication with another student, the medication shared will immediately be confiscated, the student's privilege of self-administration will be revoked, and the student may face other disciplinary measures.

## Hours of Service

The campus health rooms are open for walk-in visits Monday through Friday during the regular school day 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:

Health Room	Location	Phone Number
<b>Māhele Lalo Grades K-5</b>	Keanolani Building, Room 112	808-572-4221
<b>Māhele Luna Grades 6-12</b>	Pauahilani Building, Room 141	808-573-7073

## Returning after Illness or Injury

All students returning to school after an absence for illness, injury, or other medically related condition must readmit through the student's health room with a note from student's 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; and/or
  - The student has any new or modified medical/activity restrictions.

If a student was evaluated by a healthcare provider, regardless of the length of absence, the student 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 healthcare provider'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 medical condition requires restriction of school activities, the student shall report to the health room so that this restriction can be noted, regardless of the length of the absence.

### Returning to School and Activities after a Concussion

All students who have sustained a concussion must readmit through the student's health room and provide clearance to return to school from a licensed healthcare/medical provider. Clearance by a qualified provider to return to school will begin the KS return to school/activity/play protocol. It is not clearance to return to the KS athletic activity.

Students who do not participate in sports/athletics, must still complete the KS return to activity/play protocols with our KS Athletic Trainers in order to resume Physical Education (PE) and other physical activities that occur while in school.

### Concussion Prevention and Management Program (ImPACT Testing)

KS utilizes ImPACT (Immediate Post-Concussion Assessment and Cognitive Testing) which is an online neurocognitive assessment. ImPACT's two testing components (baseline testing and post-injury testing) that are used to determine if a student can safely return to an activity.

ImPACT is only one factor of comprehensive concussion management. It is not a diagnostic tool nor is it exclusively used for clearance from injury. All students with a suspected concussion must still be evaluated by a healthcare/medical provider and if diagnosed with a concussion, must complete the KS return to school/activity/play protocols, whether or not the concussion was sustained during a KS activity.

- **Day students** suspected or diagnosed with a concussion should be evaluated by a community licensed healthcare/medical provider who is able to provide medical clearance (advanced practice registered nurse, neuropsychologist, physician assistant, physician, or osteopathic physician trained in concussion management).

For more information regarding the return to activity/play protocol please read the Athletic Health section of this handbook. For more information regarding concussions, including signs and symptoms, please visit the U.S. Department of Health and Human Services' Centers for Disease Control and Prevention website and factsheet located at [http://www.cdc.gov/headsup/pdfs/schools/tbi\\_factsheets\\_parents-508-a.pdf](http://www.cdc.gov/headsup/pdfs/schools/tbi_factsheets_parents-508-a.pdf)

## Behavioral Health Services

## Behavioral Health Services

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

Each Kamehameha Schools K-12 campus has BH Specialists who operate under the licensure of a BH Supervisor. The BH Department does not replace your child/family's mental health provider, but it becomes part of your child's healthcare team. Students who are assessed to require a higher level of care than can be provided on campus are referred to receive mental health services in the community.

Students can access BH services by contacting any BH staff member. They can also be referred by kumu, School Counselor/Dean of Students, Administrators, Residential Life staff, friends, and 'ohana. Depression screening occurs in the health rooms for students, and nurses may also refer students.

Students in crisis are assessed by BHS for safety. If there are safety concerns, a student may be evaluated by a contracted psychiatrist or sent to the ER. Parents are contacted if BHS have assessed and addressed a safety concern with a student.

## Behavioral Health Medical Leave and Readmission

A student placed on medical leave or released from a KS program for a behavioral health concern or who received crisis services from a community mental health professional must complete a school-based individualized assessment before returning to school, and Residential Life program (if applicable). If a student is assessed to need a higher level of care by a community provider, a Behavioral Health Readmission Checklist and Form will be provided to parents by the BHS. The form must be completed by a licensed mental health provider. Upon receipt of a completed form clearing a student to return to school, BHS will schedule the required Behavioral Health Readmission meeting with School Administration prior to the student's return to school and/or Residential Life program (if applicable).

## Hours of service

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

Title	Name	Phone Number / Email
K-12 Behavior Health Specialists	Kōnaneakamahina De La Nux	808-573-7004   kodelanu@ksbe.edu
	Diana Keau	808-572-4207   <a href="mailto:dikeau@ksbe.edu">dikeau@ksbe.edu</a>
	William "Bill" Naylor	808-572-4209   <a href="mailto:winaylor@ksbe.edu">winaylor@ksbe.edu</a>
	Melissa Stewart-Rodrigues	808-572-4254   <a href="mailto:mestewar@ksbe.edu">mestewar@ksbe.edu</a>

Behavioral Health Supervisor	Kimberly Dolan	808-572-3239   <a href="mailto:kidolan@ksbe.edu">kidolan@ksbe.edu</a>
Behavior Health Manager	Anu Getgen	808-573-7236   <a href="mailto:wagetgen@ksbe.edu">wagetgen@ksbe.edu</a>

**Health Records**

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

Health services and behavioral health services provided to students are also documented in the health record. Behavioral Health clinical notes are sensitive and may not be shared in order to preserve confidentiality and privacy. Health records or their content may be disclosed externally to authorized individuals such as healthcare providers and may be shared internally when there is a legitimate educational impact or safety concern.

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

**Student Accident Insurance**

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

**TRANSPORTATION**

Kamehameha Schools provides bus transportation to and from its campus for students living in South Maui, West Maui, and Central Maui. All requests for service or change of service are authorized by the KS Operations Department. Bussing is also provided for students on a limited basis for field trips, athletic, and other KS-sponsored events and activities.

BUS SERVICE	FEE
Morning only	\$100
Afternoon only	\$100
Round Trip Bus	\$200



Cost of transportation is subject to change.

Bus seating capacity is limited, and no route changes, alterations, or courtesy stops are allowed.

The deadline to change your requested bus route or cancel bus service with full refund is June 3, 2024. After that date, parents will need to make alternate arrangements on their own.

## Bus Sites

Bus Site	Morning Departure	Afternoon Return	All students must be picked up by:
Lāhainā Aquatic Center	6:20 a.m.	4:30 p.m.	4:45 p.m.
Kīhei Community Center	6:30 a.m.	4:15 p.m.	4:30 p.m.
Wailuku War Memorial Stadium	7:15 a.m.	3:45 p.m.	4:00 p.m.

**Above schedule is subject to change. Buses will depart on time. Parents will be responsible for bringing their child to school if they miss the bus.**

Bus seat awards will accompany conditional enrollment letters mailed to applicants in early April. Bus transportation for waitlisted students who are later offered a program seat is not guaranteed and may not be available on desired routes.

Bus seating capacity is limited, and route pick up and drop off times are approximate. No route changes, alterations, or courtesy stops are allowed. The Transportation department reserves the right to cancel or change bus route times and locations dependent upon rider enrollment. Parents are responsible for retrieving students in a timely manner after daily close of the program.

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 duration of the program. 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 Hālau ‘o Kapikohānaiāmālama office if they decide to discontinue bus transportation prior to the expiration of the program session so that KS may award transportation to the next available applicant on the waiting list.

## Student Pick-up from Bus Sites

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

Students must be picked up from all bus sites within 15 minutes after the buses depart. There are many safety concerns with leaving students waiting unsupervised at bus sites for an extended period of time. Please do your part by picking up your child within 15 minutes of the bus' departure. For safety reasons, students must remain at the bus site until they are picked up.

A notice will be sent to the parents of students that are reported waiting at the bus sites after the recommended pick up times listed above. This notice will include a warning that student pick-up must take place in a timely manner each day of school. After three warnings, the student 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 Hālau 'o Kāpikohānaiāmālama Director on a case-by-case basis.

### Transportation Plan Changes

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

## Bus Passenger 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 child carries on to the bus must be held on his/her lap, as seats may not be available for books or bags. Only students with a valid bus pass may ride the bus.

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

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

#### **Before boarding the bus students shall:**

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

#### **While on the bus students shall:**

- Keep heads and/or hands inside the bus at all times. No outside yelling or obscene gestures will be tolerated.
- Refrain from loud talking, laughing or creating unnecessary confusion, which may divert the driver's attention and may result in an accident.
- Treat bus equipment as valuable furniture. 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.

#### **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.

#### **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

#### **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 applicable school administrator. Please 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.

#### **Lost and Found Items**

Any lost and found items left on the bus will be turned in to the campus office.

#### **Corrective Action**

KS will take corrective action against passengers who violate the School Bus Passenger Code, up to and including forfeiture of bus privileges. Bus drivers will send a Student Notice of Concern for students who misbehave to the Hālau ‘o Kapikohānaiāmālama Director. School administrators may terminate a student’s bus service if the student continues to misbehave.

### **In Case of Emergency**

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

### **Emergency Procedures for Bus Transportation to and from School**

In the event of a road closure or other emergencies that may affect bus transportation, the following procedures will be implemented. Parents will be asked to:

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

### **Morning Transport**

The bus may be held up en route to the bus site or students may be stuck in traffic en route to school after the bus pick up. The Operations Office will keep in contact with the bus service provider and contact the main campus offices with an estimated time of arrival to school. Parents may decide to consider keeping their children out of school if the emergency is due to extreme weather conditions.

### **Afternoon Transport**

Affected bus riders will be kept together in one location on campus, until further notice, if the road does not re-open by 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 roads are clear and buses are ready to resume services. In the event that roadways are not scheduled to be reopened, KS Maui will provide accommodations for students to sleep on campus overnight.

The campus office 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.

### **Transportation to and from Huaka‘i**

Kamehameha Schools provides limited bus transportation to and from huaka‘i for its students, staff, and chaperones. Transportation for huaka‘i is arranged solely by Hālau ‘o Kapikohānaiāmālama, and may consist of KS school buses, non-school bus vehicles or approved rental vehicles as KS deems prudent and/or necessary. Students are expected to follow and observe Kamehameha Schools “School Bus Passenger Code of Conduct”, as set forth in the Bus Transportation section of the Student & Parent Handbook, while being transported to and from all huaka‘i.

### **Permission for alternative transportation and to leave the group**

As a general rule, students are required to ride in KS approved vehicles and travel as a class with their teachers and classmates and are not permitted to leave the group or travel separately to and from huaka‘i locations unless prior approval is obtained from KS in writing. Parents/legal guardians shall obtain the Division Administrator’s approval before the huaka‘i by completing and submitting a written request, using the KS Permission for Alternative Transportation or Permission to Leave the Group forms, to the campus office. Forms are available upon request at each campus office. 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 Division Administrator on a case by case basis.

## **Driving & Parking on Campus**

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

### **Parking application**

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

There are two types of student parking passes you may apply for:

1. Temporary Pass – This is on an as needed, emergency basis only. Application must be completed and on file in the campus office before parking. Examples of need or emergency would include students having to leave campus for an appointment, missing the bus or parent off-island and students not having a ride.
2. Permanent Pass–Students drive and park on campus on a daily basis.

### **Driving In & Out of ‘Āina Lani Drive**

We’re blessed to have the convenience of accessing campus via ‘Āina Lani and the lower gates. Please help us maintain good pilina with our neighbors by driving akamai.

We ask that you observe the posted speed limit of 20 miles per hour, refrain from playing loud music, and stay alert to pedestrian safety at all times. Courteous driving is part of our core campus value of pilina.



KAMEHAMEHA SCHOOLS®

## **Board of Trustees**

Elliot Kawaiho'olana Mills – Chair

Crystal Kaulani Rose – Vice Chair

Jennifer Noelani Goodyear-Ka'ōpua, Ph.D. – Secretary/Treasurer

Michelle Ka'uhane

Robert K.W.H. Nobriga

## **Chief Executive Officer**

Livingston “Jack” Wong

## **Kamehameha Schools Maui**

Scott K. Parker, Ed.D. – Ke Po'o Kula

Kelly Dukelow – Ka Hope Po'o Kula

Lance Cagasan – Ke Po'o Māhele Luna

Yann Lussiez, Ed.D. – Ke Po'o Māhele Lalo

Jay-R Ka'awa – Head, Summer and Extended Learning

Leo Delatori – Dean, Student Support Services

R. Kanani Franco, Chaplain

Danny Mynar – Director of Operations

Debbie Kato, Fiscal Administrator

Sheleen Quisquirin – Program Director, Academic Systems and K-12 Registrar

Kimberly L. Thomas – Manager, Ke Ke'ena o Ke Po'o Kula

Chris Sugidono, Program Director – Communications and Campus Relations

M. Kanoelehua Kamali'i-Ligsay – Hawaiian Culture Based Education Coordinator

Ekela Kaniaupio-Crozier – Hawaiian Culture Based Education Coordinator



- |   |   |  |
|---|---|--|
| <b>A</b> Pai'ea Administration, Learning Center, Health Room & Classrooms | <b>A-1</b> Keōpūolani Hale Auditorium   | <b>R</b> Ke'eaumokupāpa'iaheaha Dining Hall  |
| <b>B</b> Kauikeaouli Classroom Building                                   | <b>H</b> Keanolani Administration, Learning Center, Health Room & Classrooms  | <b>S</b> Ka'ulaheanuiokamoku Athletics Offices, Classrooms, Fitness Center & Gymnasium |
| <b>C</b> Liholiho Classroom Building                                      | <b>I</b> Lili'uokalani Music Building   | <b>T</b> Ho'olulu Campus Operations Building   |
| <b>D</b> Hoapili Hale Human Resource & Admissions Office                  | <b>J</b> Kaheiheimālie Classroom Building   | <b>U</b> Pi'ilani Aquatic Center   |
| <b>E</b> Nāmāhana Dining Hall   | <b>K</b> Ka'ahumanu Classroom Building  | <b>W</b> Kana'iaupuni Athletic Stadium   |
| <b>F</b> Kahekili Gymnasium   | <b>L</b> Kuakini Dining Hall & Specialty Classrooms   | <b>X</b> Keku'iapoiwa Nui / Kekaulike Classroom Building                               |
| <b>G</b> Nāhi'ena'ena Classroom Building                                  | <b>O</b> Pākī/Konia Classroom Building  | <b>Y</b> Kamalālāwalu / Kalanikūpule Classroom Building                                |
| <b>1</b> Basketball Courts<br>Volleyball Courts                           | <b>P</b> Charles Reed Bishop Learning Center  | <b>Z</b> Entry Station Security  |
| <b>2</b> Kahekili Field Practice Field                                    | <b>Q</b> Pauahilani Counseling Center<br>Ma uka - Upper Division Administration & Health Room<br>Ma kai - Head of School & Assistant Head of School Offices | <b>4</b> Ka'ulaheanuiokamoku Field Practice Field                                      |
| <b>3</b> Basketball Courts<br>Volleyball Courts                           |   | <b>5</b> Tennis Courts<br>Basketball Courts  |