



# Kamehameha Schools



*"Olena"* by Chandon-Scott Kipi c/o 2027

## Kamehameha Elementary School Handbook For Students and Parents 2019-2020

Kamehameha Schools  
Kamehameha Elementary School  
225 Bishop Circle  
Honolulu, HI 96817-1595

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# CAMPUS CONTACT INFORMATION

Kamehameha Schools Kapālama Elementary School

225 Bishop Circle, Honolulu, HI 96817

Office hours: 6:30 a.m. to 5:15 p.m., M-F

Po’o Kumu Deede Santiago	842-8734	<a href="mailto:desantia@ksbe.edu">desantia@ksbe.edu</a>
Hope Po’o Kumu Jeannine Fujimori (Grd 5-6)	842-8093	<a href="mailto:jefujimo@ksbe.edu">jefujimo@ksbe.edu</a>
Hope Po’o Kumu Keola Silva (Grd 3-4)	842-8617	<a href="mailto:sesilva@ksbe.edu">sesilva@ksbe.edu</a>
Hope Po’o Kumu Kehau Akiona (Grd K-2)	842-8030	<a href="mailto:chakiona@ksbe.edu">chakiona@ksbe.edu</a>
Curriculum Coordinator Tess Antone	842-8880	<a href="mailto:teantone@ksbe.edu">teantone@ksbe.edu</a>
Dean of Student Well-Being Chendra Kauahikaua	842-8382	<a href="mailto:chkauahi@ksbe.edu">chkauahi@ksbe.edu</a>
Student Activities Coordinator Hawea Aila	842-8539	<a href="mailto:haaila@ksbe.edu">haaila@ksbe.edu</a>
Elementary School Office		
✧ Melissa Maeda - Messages & general information	842-8383	<a href="mailto:memaeda@ksbe.edu">memaeda@ksbe.edu</a>
✧ Attendance line (24 hr.)	842-8384	
✧ Fax number	842-4760	
✧ Rachel Lee – Administrative Coordinator	842-8564	<a href="mailto:ralee@ksbe.edu">ralee@ksbe.edu</a>
✧ Michele Nakayama - Fiscal Administrative Coordinator	842-8745	<a href="mailto:minakaya@ksbe.edu">minakaya@ksbe.edu</a>
Teachers: <i>Leave a message &amp; allow at least one day for a returned call.</i>	842-8383	
Counselors		
✧ Ryder Maeda (Grade 4, 5, 6)	843-3368	<a href="mailto:rymaeda@ksbe.edu">rymaeda@ksbe.edu</a>
✧ Georgette Kala (Grade 2, 3)	842-8643	<a href="mailto:gekala@ksbe.edu">gekala@ksbe.edu</a>
✧ Leialii Tagupa (Grade K, 1)	842-8689	<a href="mailto:letagupa@ksbe.edu">letagupa@ksbe.edu</a>
✧ Keawe Kalama (Behavior Health Specialist)	842-8717	<a href="mailto:rokalama@ksbe.edu">rokalama@ksbe.edu</a>
✧ Helena Smith - Student Services Administrative Assistant	842-8690	<a href="mailto:hesmith@ksbe.edu">hesmith@ksbe.edu</a>
Kalanimōkū Dispensary (elementary school)	842-8606	
Hale Ola Dispensary (high school)	842-8075	
Hi’ilei Media Center		
❖ Patricia Louis(4-6 Librarian)	842-8221	<a href="mailto:palouis@ksbe.edu">palouis@ksbe.edu</a>
❖ Ruby Redona (K-3 Librarian)	843-3446	<a href="mailto:ruredona@ksbe.edu">ruredona@ksbe.edu</a>
❖ Erin Samson (Library Assistant)	842-8381	<a href="mailto:ersamson@ksbe.edu">ersamson@ksbe.edu</a>
Financial Aid Department	534-8080	<a href="mailto:finaid@ksbe.edu">finaid@ksbe.edu</a>
Cashier’s Office	842-8309	
School Store	842-8991	
Security Gate House (24 hr. contact)	842-8332	
Transportation	842-8329	
YMCA Office – Na Pua Lei Program	737-5544/ 842-8042	

For more information on Kamehameha Schools campuses and programs, visit the KS Web site at [www.ksbe.edu](http://www.ksbe.edu) or blog site at <http://blogs.ksbe.edu/kes/>.

## LEGACY OF A 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 as well as service learning are integral to KS programs, both on campus and in the community. It is the policy of Kamehameha Schools to give preference to applicants of Hawaiian ancestry to the extent permitted by law.

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## STATEMENT ON THE HANDBOOK

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

*NOTE: References to "parents" throughout this handbook should be understood to mean "parents and legal guardians."*

## OUR MISSION

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

## OUR VISION

Kamehameha Schools is a dynamic and nurturing learning community committed to educational excellence. We assist people of Hawaiian ancestry to achieve their highest potential as "good and industrious men and women." We do so by contributing to their development as people who are:

- Grounded in spiritual and Christian values;
- Intellectually, emotionally and socially self-reliant;
- Resourceful, resilient, life-long learners;
- Equipped with the skills they need to succeed in endeavors of their choosing;
- Responsible, ethical, contributing members of their multi-cultural and diverse communities, and
- Prepared to practice and perpetuate the Hawaiian values and traditions of Ke Ali'i Pauahi.

Each Kamehameha Schools' campus is a kula Hawai'i – a Hawaiian school – where all leaders, staff and students are committed to educational excellence through strong teaching and meaningful learning that supports the renewed vibrancy of Hawai'i's indigenous people and their life-long success in the 21st century world.

This commitment to high levels of achievement is established on the belief that a vibrant Hawaiian people (Lāhui Hawai'i), engaged in rigorous learning experiences, steeped in ancestral knowledge and understanding ('Ike Hawai'i) and rooted in their mother tongue ('Ōlelo Hawai'i), will continue to thrive in a living culture (Nohona Hawai'i) enabling them to compete globally in ways that contribute to and enrich humankind.

This renewed vibrancy requires educational opportunities that advance the social, cultural, economic and political status of Native Hawaiians in their own homeland and in the world. These mission-centered outcomes require diverse educational expertise and background, and a significant, sustained commitment of programmatic, human and financial resources. Guided by the vision of Ke Ali'i Pauahi, Kamehameha Schools dedicates itself to achieving these outcomes to ensure a dynamic future for Native Hawaiians.

## OUR VALUES

Great was Pauahi's love for God and the Hawaiian people, whom she served. Because she valued the pursuit of knowledge, she believed that education would be the key to their well-being. Pauahi was blessed with much worldly wealth and understood that this blessing was accompanied by profound responsibility. Therefore, it is fitting for the Kamehameha Schools 'ohana, called upon to carry her legacy forward, to humbly do so through good thoughts and deeds that reflect the values of stewardship in her will.

Kamehameha Schools is grounded in the Christian and Hawaiian values embraced by Ke Ali'i Pauahi. *Aloha*, love and respect for the Lord, our natural world, and one another, is our



foundation. *‘Imi na ‘auao*, the quest for knowledge and enlightenment, is essential for an educational institution such as Kamehameha. *Mālama*, caring for one another and all aspects of Pauahi’s legacy, will enable our institution to flourish. *‘Ike pono* urges us to integrate our intellect and our intuition. *Kuleana* denotes the responsibilities, which accompany our blessings. Let us *ho‘omau*, persevere, with *ha‘aha‘a*, humility, in all that we do.

## OUR PHILOSOPHY OF EDUCATION

*‘O ke kahua ma mua, ma hope ke kūkulu.*

The foundation comes first and then the building.

The belief statements of our Philosophy of Education are inspired by the example of our beloved Princess Pauahi and are based on sound educational principles. The philosophy provides the foundation upon which Kamehameha Schools builds its educational practices.

*We believe that Kamehameha Schools as a Hawaiian institution and its learners have a responsibility to practice and perpetuate ‘Ike Hawai‘i as a source of strength and resilience for the future.*

Therefore Kamehameha Schools will:

- foster pride in the Hawaiian culture, language, history and traditions that serve as its foundation.
- integrate ‘Ike Hawai‘i into its educational programs and services.
- provide the necessary learning opportunities, resources and training to deepen the understanding of ‘Ike Hawai‘i.
- strengthen the relationship and the responsibility of its learners to the ‘āina, its resources and traditions.

*We believe that every learner possesses a unique combination of talents, abilities, interests and needs and that each is able to achieve higher levels of excellence.*

Therefore, Kamehameha Schools will:

- acknowledge the uniqueness of each learner.
- assist each learner in achieving core understandings and skills.
- offer enrichment opportunities to encourage each learner to develop individual talents and interests.
- strive to be available and affordable to encourage broad participation of the learning community.

*We believe that the earliest years of a child’s life are the most critical to development and set the stage for future learning.*

Therefore, Kamehameha Schools will assist by providing early childhood educational services that support families as the primary educators of their children.

*We believe that positive and nurturing relationships are an essential foundation of learning.*

Therefore:

- all members of the Kamehameha community that includes learners, staff, families and alumni are role models and will demonstrate attitudes and behaviors consistent with Hawaiian and Christian values.

- all will develop and support positive connections and interactions with learners.

*We believe that all learners create meaning by building on prior knowledge, actively using their learning in personally relevant ways and contributing positively to the global community.*

Therefore, Kamehameha Schools program will:

- support the learning process through a diverse and integrated curriculum and a range of services that are enhanced by the use of relevant technologies, real-life connections, and authentic experiences.
- encourage learners to use their learning in service to their 'ohana, the community and the world.

*We believe that the quality of instruction is enhanced by collaboration, professional development and the application of research based practices.*

Therefore, Kamehameha Schools will:

- provide time and resources for professional development and collaboration.
- support and engage in research and evaluation activities to improve the quality and effectiveness of education.
- extend professional development opportunities to its learning communities.

Each member of the learning community will commit to ongoing professional development and collaboration to optimize learner success.

*We believe that education is enhanced by involvement of the learner and all members of the learner's community.*

Therefore, Kamehameha Schools programs will:

- provide opportunities for learners to share in and assume greater responsibility for their own development.
- promote the active involvement of families.
- encourage open communication and seek input from those impacted.

*We believe that the effectiveness of our institution in meeting its mission is enhanced by collaboration and partnerships.*

Therefore, Kamehameha Schools will:

- recognize and encourage the good works of other programs and institutions.
- contribute to building a network of services to meet the life-long educational needs of Hawaiians.

# 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. The responsibility and desire to learn and work hard belongs to your child. Our school will help your child achieve his or her highest potential by providing a setting for formal learning – classrooms, staff, materials, equipment, facilities and other students – and by facilitating active, meaningful learning experiences. Supporting your child will assure that he or she gets the most out of this educational experience. To help this happen, we hold you to the following expectations:

- 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 and travel should not occur during 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.
- 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  
Study informal notes, interim reports and report cards. Discuss them with your child. If you have any questions, contact your child's teacher.
- Attend parent conferences  
Attendance at parent conferences is required and is an important means of communication between the school and home. Conferences for all children are held twice a year. Student attendance at the fall and spring parent conferences are required (with the exception of Kindergarten). Additional parent conferences may be arranged at any time at the request of the school or the parents. You are also required to attend grade level orientation/open houses to become informed partners in your child's education.
- Attend student functions  
Show support for your child and his or her classmates by attending student performances, and class meetings.
- 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 of the Kamehameha School's program, including but not limited to participation in Christian education and attendance at Chapel, Hawaiian cultural and languages studies, including oli and mele performance, and attendance at Founder's Day.

- Enforce school regulations  
Help your child understand and follow school rules. Reading and discussing the Student / Parent Handbook with your child may prevent many problems and misunderstandings.
- Communicate  
Contact a teacher, counselor, or administrator as soon as a problem 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.

### *School support opportunities*

There are opportunities available for organized parent involvement that will contribute to the success of our schools and students: the Association of Teachers and Parents, and the Parents and Alumni Relations office.

#### **Association of Teachers and Parents**

The Kamehameha Schools Association of Teachers & Parents (ATP) is a non-profit organization comprised of Kamehameha Schools parents, teachers, administrators and staff. Its objectives are to:

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

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

The ATP raises funds through membership dues and fundraising projects such as its annual Ho'olaule'a. All proceeds are used to provide enrichment grants for students in grades K-12, to supplement the ATP operating budget, and to host programs and projects.

For more information, contact the Parent Relations Coordinator at 808-842-8659.

#### **Parents & Alumni Relations**

KS' Parents & Alumni Relations (PAR) office informs parents and alumni of KS activities, keeps them up-to-date on issues affecting the organization, and creates opportunities for parent and alumni involvement.

The Parent Unit works closely with parents, neighbor island families, parent leadership and the Association of Teachers and Parents (ATP). Programs provided by PAR include: family forums/workshops, family summits, book fair(s), parent volunteer opportunities, college fair and the KS Thrift Shop. PAR also supports the annual ATP Ho'olaule'a and Alumni week. Communication to parents is done quarterly via KS' Na Makua publications.

For more information visit [www.ksbealumni.org](http://www.ksbealumni.org) or contact the following KS Parents & Alumni Relations (PAR) office at 808-842-8680.

### ***Fundraising for student activities***

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

### ***Use of the name "Kamehameha Schools" and the I Mua Warrior logo***

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

For this reason, the use of these marks in connection with the sale of any products or any commercial activity, or any use of these marks that implies sponsorship or endorsement by KS of any activity (even a non-commercial activity) requires the written approval of KS.

To learn more about these requirements, please contact the Vice Principal.



KAMEHAMEHA SCHOOLS®

# STUDENT EXPECTATIONS

## Home Ho'ona'auao

### "Kū Kilakila 'o Kamehameha"

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

Each of us represents the unique heritage of our individual families and the pride of our respective communities. The richness of this diversity is brought together in a unified way as we live, learn and grow as an 'ohana here in Pauahi's home. Her love of God, reverence for her great-grandfather Kamehameha 'Ekahi, and devotion to her Lāhui are timeless virtues that resonate in our kula today.

To ensure a loving, safe and inspiring environment for optimum learning and teaching, while maintaining the level of honor and esteem due Ke Ali'i Pauahi, we commit ourselves to a mindset that centers on reflection, focuses on growth, promotes learning, and leads to positive outcomes for all our students, faculty, staff, parents, and community. Students are expected to uphold and be responsible for maintaining these values both in and out of the classroom.

### **School-wide behavioral expectations**

Kamehameha Schools' disciplinary policies are grounded in the belief that self-discipline is the mark of maturity and positive character development. Therefore, it is important that all students behave in accordance with the core ethical values that guide the Kamehameha community. By adopting the following values, students help make Kamehameha a great place to learn and prosper.

**Mālama/Caring – Nurturing:** understanding the feelings and needs of others. The ability to show compassion and to be genuinely concerned for the well-being of others. Mālama kekahi i kekahi – to care for one another.

**Hō'ihi/Respect -** Showing regard for the worth of God, self, others, property and the environment/ 'āina. To be humble and considerate towards others. Hō'ihi aku hō'ihi mai – to give and receive respect.

**Kuleana/Responsibility -** The active side of respect: showing humility; taking care of self, others and the environment; making a positive impact on the community. No'u iho ke kuleana – the responsibility is mine.

**Pono/Honesty, Integrity -** Courage to stand up for what is right, true and good; doing what you say you will do. 'Imi na'au pono – to seek what is right, true and good. 'Oia'īo – truthful in what you say; truthful in what you do.

# E Ola! (*Live On!*) Learner Outcomes at Kamehameha

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

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

**KAMEHAMEHA SCHOOLS®**

## E Ola! Learner Outcomes

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

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

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

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

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

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

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

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

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

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

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

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

**Empower Educators:** Empower educators to employ nurturing and dynamic teaching methods that motivate learners to attain world-class outcomes. KS will recruit, develop, and retain world-class educators who are empowered to produce rigorous, relevant, and relationship-rich

Hawaiian culture-based education learning environments. Empowered educators demonstrate distinguished teaching and engage in professional development to inspire higher learning and performance results for students.

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

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

## KES LEARNING PHILOSOPHY

Kamehameha Elementary School Kapālama is a nurturing and dynamic community where haumāna integrate their learning with pono and na'auao in service to their 'ohana, kaiāulu, lāhui, and honua. Students are mākaukau to appreciate the importance of their past, understand their role in the present, and think creatively and critically to thrive in an ever changing global environment. pono (ethics) na'auao (wisdom) kaiāulu (community) lāhui (nation) honua (world) mākaukau (prepared)



# OUR EDUCATIONAL PROGRAM

The mission of KS Kapālama Elementary School is grounded in the Hawaiian culture and Christian values embraced by our beloved founder Bernice Pauahi Bishop. We educate children of Hawaiian ancestry to become good and industrious men and women in spirit, mind and body and to use their talents and abilities to contribute positively to the world.

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

## *Student Groupings*

Children are grouped heterogeneously into self-contained classrooms. Homeroom teachers may group children flexibly across classrooms in order to best meet their instructional needs. In grades 5 & 6, teachers are partnered to provide departmentalized instruction in core subjects while collaborating on integrated instruction across two classrooms.

The elementary school follows a six-day cycle plus an additional non-cycle day, known as Lā 'ono'o (Reflection Day), which is used to schedule elementary school programs, i.e. Christmas Program, Ho'olōkahi Day, chapel and 'ohana, as well as student make-ups, field trips, and staff development. Once the year begins, you will be able to follow your child's class cycle by referring to the schedule on page 62.

## *Teachers*

The students' homeroom program is enriched by special teachers of art, science, library skills, technology, Hawaiian language and culture, Christian education, music, physical education and instrumental music.

## *Huaka'i (Field trips)*

Students have opportunities to extend their learning beyond the classroom walls by attending grade-level and individual classroom huaka'i. Information is distributed to students and parents prior to the planned field trip activity. Regular school uniforms should be worn unless otherwise specified.

## *Students with disabilities*

The Americans with Disabilities Act, as amended, prohibits discrimination against individuals with physical or psychological disabilities. It is the policy of KS to make its programs, services, and activities accessible to a qualified person with a disability, unless there is a fundamental alteration in the nature of the program or service, undue hardship, or the student poses a direct threat to him or herself, or to others. A "qualified person with a disability" refers to an individual with a disability who is otherwise qualified to participate in any given school, program, or activity. Please contact our Outreach Counselor at 808-842-8717 if you have any information to share or inquiries regarding this policy.

## *Homework*

The purpose of homework is to help students become independent learners, reinforce skills, and complete daily assignments. Your child's teacher will communicate his/her expectations. In order to achieve this purpose, a cooperative effort between school and home is encouraged.

Examples of assignments include:

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

For best results, parents should provide:

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

The following are approximate daily time allotments for homework. These may vary, as specific assignments are at the discretion of teachers. We are sensitive to the fact that our students face a long school day, especially if commuting, and have limited time for other non-school activities with friends and family.

K-1	10 - 20 minutes
2-3	20 - 30 minutes
4-5-6	40 - 60 minutes

Please contact your child's teacher to discuss any challenges your child may have with homework.

## *Student progress reports*

Student progress reports help our teachers communicate your child's growth academically, socially and behaviorally. The following descriptions of grades are embraced at the different grade levels in the elementary school:

### **Grades K-3:**

- CD = Consistently Demonstrating: Your child is independently applying and utilizing targeted skills/behaviors. On a regular basis he/she is showing continued understanding of concepts.
- P = Progressing: Your child is in the process of learning and applying targeted skills/behaviors. He/she is making steady growth on the development continuum towards understanding of concepts with occasional teacher assistance.
- E = Emerging: Your child is beginning to develop the targeted skills/behaviors and needs teacher assistance most of the time.

## **Grades 4-6:**

### Achievement

E = EXCELLENT: Consistent quality in demonstration of understanding of concepts and skills.

G = GOOD: Nearly consistent in demonstration of understanding of concepts and skills.

S = SATISFACTORY: Meets expectations in demonstration of understanding of concepts and skills, does what is expected, and doesn't go beyond.

M = MINIMAL: Demonstrates minimal understanding of concepts and skills and work is partial and incomplete.

U = UNSATISFACTORY: Does not demonstrate understanding of concepts and skills.

Work is incomplete, messy, indicates no effort, and improvement is needed in attitude.

### Skill Achievement Ratings

+ = Exceeds expectations

√ = Meets expectations

- = Below expectations

The grading scales may be used individually or in combination for daily work and semester grades. Progress reports may be sent home throughout the school year for special subjects and interim reporting.

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

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

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

### ***Tier 1: Core Supports provided to ALL students***

KS provides all students with a safe and nurturing learning environment.

With a focus on student-centered learning, teachers provide personalized instruction as needed for each and every student to be successful.

### ***Tier 2: KS supports provided to SOME students***

Students who are identified as needing additional supports are reviewed by the SST to develop a Student Success Plan.

Parents are kept closely involved.

### ***Tier 3: Community Supports provided to FEW students***

As part of a Student Success Plan, the SST, in partnership with 'ohana, recommends and helps to coordinate supports in the community beyond what KS can provide.

If the student's needs cannot be adequately addressed with Tier 3 and lower supports, a recommendation is made by the Kamehameha School's Administrator to the Head of School for disenrollment

### ***Questions and concerns***

Communication between parents and the school is a key component of academic success. In order to most effectively address your questions and concerns about your child's education, the following process is suggested:

1. If the issue concerns your child's learning, approach his or her teacher first. You may also contact your child's grade-level counselor.
2. If the concern or question is not resolved satisfactorily, please contact the vice principal or principal.
3. If resolution is still not achieved, please request that the principal take the matter up with the Kamehameha Schools Head of School.

### ***Counseling services***

Five counselors offer a variety of counseling and guidance services to students and families. Counselors are assigned in the following manner:

Ryder Maeda	843-3368	Grades 4, 5, 6
Leialii Tagupa	842-8689	Grades K, 1
Georgette Kala	842-8643	Grades 2, 3
Keawe Kalama	842-8717	Behavioral Health Specialist

### *Academic probation*

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

A student is placed on probation if, at the end of a semester, that student has earned two or more M's (Minimal Achievement) or one or more U's (Unsatisfactory Achievement) in language arts, mathematics, social studies or science. Academic probation runs for one full semester. The length of attendance and conduct probations varies depending on the circumstance. While on academic probation, the student must attend daily study help or study hall sessions from 2:35 p.m. until 3:15 p.m. Students may not be eligible for participation in school organizations, clubs or extracurricular activities while on academic probation.

During the three-year period from grades 4 through 6, a student on academic probation for three (3) semesters will be subject to release from KS Kapālama Elementary School. School administration may find that extenuating circumstances, beyond the student's control, are causing his/her academic deficiencies. In these rare cases, students may be allowed to remain at the school.

# BEFORE & AFTER SCHOOL

## *School hours & attendance*

The school day begins at 7:45 a.m. and ends at 2:30 p.m. Although it is not required, arriving between 7:15-7:30 a.m. allow students to get settled and participate in the grade level piko at 7:30 a.m.

Regular attendance is one of the most important factors leading toward school success for children. Parents are responsible for ensuring that their children arrive at school on time every day.

## *Arriving at school*

Many students living in outlying areas arrive on campus via the KS school bus and arrive on campus between 7:00-7:30 a.m. (depending on traffic).

KES students arrive by car shall use the Nahi'ena'ena Island. Supervision of the area begins at 7:00 a.m. (Use the left lane that circles the perimeter of the parking area to approach the island. Pull forward to accommodate others who are also dropping off children. Drivers must be alert and proceed at a cautious speed to maintain the safety and well-being of everyone use the area.)

If you choose to walk your student to his/her classroom, please park and escort your child. Visitor parking in the Nahi'ena'ena parking area is limited as most stalls are reserved for KES personnel. If the visitor stalls are filled please park in the lower parking lots of Kekelaokalani. Please model appropriate safety practices by using the crosswalk and following the directions of KS staff.

For those not wanting to encounter on campus traffic, a free shuttle service to the campus is provided from the KS Bus Terminal located at the corner of School Street and Kapālama Avenue. The KS Bus Terminal opens from 6:30-7:30 a.m. Morning shuttle service departure times are:

6:55 AM  
7:05 AM  
7:10 AM  
7:20 AM  
7:30 AM

Breakfast is available for \$1.50 in the Keku 'iapo'iwa Dining Hall from 6:45-7:30 a.m.

## *Afternoon pick-up*

The school day ends at 2:30 p.m. with the exception of early out Wednesdays and select special days throughout the school year. Many students depart via KS school buses to designated neighborhood locations or to the KS Terminal.

Kindergarten through second grade students (and their Grade 3-6 siblings) departing from campus by car may be picked up at the Nahi'ena'ena Island. To increase the efficiency of the drive through pick up process place your child's name placard on the right side of your dashboard before approaching the pick up area and pull all the way forward and your child will come to the car. Name placards are sent home in your summer packet.

If you choose to pick up your child from the classroom, please park in a visitor stall in the Nahi'ena'ena parking lot or in the lower Kekelaokalani parking lot and meet them at the classroom.

The Kaimuki YMCA provides after school care for students needing supervision afterschool until 6:00 p.m. Applications and information are available online at [www.kaimukiymca.org](http://www.kaimukiymca.org) (search for Na Pua Lei ASP), in the Elementary School Office, or by phone at 808-737-5544. In the event your child need's occasional supervision, the YMCA offers a single-day drop in option (see YMCA Na Pua Lei Program flier for more information.) This cost is not covered by school tuition or financial aid.

In addition, special after school programs are offered by the school throughout the year. Detailed information is provided prior to the enrollment period. The class fee is not included in the school tuition or covered by financial aid.

### ***Maka'ala Card***

Families needing an alternate after school transportation plan may request a Maka'ala Card via the application on the KES blogsite (<https://blogs.ksbe.edu/kes/forms/>). Once the completed request is received and then reviewed by a Hope Po'o Kumu, parents are contacted regarding the request. If approved, your child receives a pass indicating the alternate transportation plan.

### ***Early Out Days***

Starting this 2019-2020 School Year, Wednesdays (and select special days) will follow an early-out schedule with school dismissed at 12:45 p.m. Due to traffic concerns, we will dismiss car pick up students and terminal bus riders at 12:30 p.m. All other students will be dismissed at 12:45 p.m. Early buses will depart at 12:55 p.m. and Late buses will depart at 1:15 p.m. All students not picked up by 12:45 p.m. at the island or by 1:10 p.m. at the terminal will be taken to the YMCA and will be charged a drop in fee.

### ***Afternoon KS Bus Terminal Procedures***

KES educational support staff, KS security and a public safety officer assist with traffic and student safety at the terminal. Your support is needed to maintain the safety and well-being of everyone in the area. Please model appropriate safety practices.

Educational assistants facilitate loading students in vehicles for drive through pick up along Kapālama Street. To increase the efficiency of the drive through pick up process place your child's name placard on the right side of your dashboard before approaching the pick up area and pull all the way forward and your child will come to the car. Name placards are sent home in your summer packet.

Students will be supervised by KES staff until 3:10 p.m. on regular school days and until 12:55 p.m. on early out Wednesdays. Any students remaining at the Terminal beyond those times are taken to the YMCA for supervision, and will be charged a drop in fee.

### ***Transportation changes***

Notify the school office of any transportation changes in writing via a note sent with the child to the teacher, or by phone (842-8383) no later than 11:00 a.m. on the day of the change. Email communication is generally ineffective for a last minute transportation change request. The

office issues a KES Transportation Change pass to the student documenting the change. It should be shown to the teacher; as applicable, the pass should be shown to the Educational Assistant on duty supervising late bus students.

### ***Lost students***

In the event that a child does not arrive where and/or when expected from school, call the Elementary School office at 842-8383 immediately. If there is no answer, call the school's Security office at 842-8332. School personnel will assist in locating your child.

NOTE: Notify us immediately to update changes in contact information – home, work or emergency phone numbers.



# ABSENCES, LEAVES & TARDINESS

Absence from school should be avoided whenever possible unless attendance is prevented by an illness or emergency. Students and parents are responsible for maintaining academic progress during absences from school. Please follow the appropriate procedure when the absence occurs:

## *Absences*

To report an absence:

- 1- On the day of the absence call the Attendance Line (808-842-8384) by 7:45 AM, and again on **each additional day** your child is absent.
- 2- Be prepared to give your child's name, room number, and reason for absence.
- 3- Let the office staff know if you anticipate an extended absence. Students are responsible for obtaining and completing missed assignments.

Absence Line phone numbers

- Before office hours call the 24-hour hotline at 808-842-8384
- Between 6:30-7:45 AM call 808-842-8383

## *After Illness or Injury*

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

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

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

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

## Communicable diseases

If your child contracts a communicable disease (i.e. chicken pox, pink eye, strep throat) a doctor's clearance note must be presented to the medical services staff at Hale Ola, before your child may return to school.

## **Anticipated absences**

Absences for reasons other than for illness or injury are discouraged. If unavoidable, please follow the procedures below:

1. Requests for planned absences must be submitted to the school office via the School Leave Eligibility Form (see appendix or access the form online at <https://blogs.ksbe.edu/kes/forms/> at least two weeks prior to the date of absence.

2. Your child's teacher(s) will advise parents and administration regarding the impact the absences will have on his/her academic progress.
3. Based on that information, the vice principal will consider the approval status of the leave request.
4. Students are responsible for obtaining and completing missed assignments.

### ***Tardiness***

School starts at 7:45 AM. Students are expected to be punctual, which means they must be in their classrooms ready to learn when school begins. Students who arrive after 7:45 AM must report to the office to obtain an admittance slip before going to class. If your arrival will be after 8:00 AM when the campus gates are closed, please call the KES office at 842-8383 to request access to campus.

### ***Early Dismissal***

If it is necessary for a student to leave campus during the school day, parents must notify the school office to obtain security clearance to enter campus and sign their student out at the office. The office will issue a pass that parents should present to the gatehouse upon leaving campus. Students that leave prior to 11:00 AM will be marked absent for the day.

### ***Excessive Absences/Tardies***

Being present in school allows students to benefit from diverse experiences that develop understanding of concepts and skills through, engaging learning activities, collaboration with fellow classmates, and participation in class discussions and project work.

Excessive absences and tardies, whether due to illness or other reasons, can have a detrimental effect on a child's academic and social progress. Administration will review problematic attendance records. Collaboration with parents will be sought to remedy the situation. Chronic absenteeism and tardiness may be referred to the behavioral health specialist for additional support.

#### Excessive Absences

- At 6 excused or unexcused absences in a semester – a parent will be notified via a letter of their child's attendance status.
- At 9 excused or unexcused absences in a semester – the student may be placed on Attendance Probation and a school administrator will contact parents to discuss specific guidelines designed to support the student's regular attendance.
- At 20 excused or unexcused absences in a year – a school administrator may contact parents and arrange a parent-school conference to consider the student's continued enrollment at Kamehameha Schools Kapālama Elementary School.

#### Excessive Tardies

- At 6 tardies in a semester – a parent will be notified via a letter of their child's attendance status.
- At 9 tardies in a semester – a parent may be contacted via a phone call to determine supports for the student's timely arrival at school.
- At 10 tardies in a semester (or at 12 in a year) – the student may be placed on Attendance Probation and a school administrator will contact parents to discuss the specific guidelines designed to support the student's punctual attendance.

When a student is placed on Attendance Probation, the following criteria will be applied:

- The student will receive Level 4 disciplinary action (see page 35)
- An attendance/tardy contract will be formulated and the length of probation period will be determined by the school administrator.
- All student absences during the probationary period requires a healthcare professional's note.
- The student's attendance record will be reviewed by a school administrator at the end of the probation period, and further actions, if any, will be discussed with parents.
- If improvements are made, the student may be removed from probationary status.

### ***Leaves of Absence***

Students who need to leave Kamehameha to address special needs or concerns may be granted a maximum of one year's leave of absence. Parents must submit a written request to the principal prior to the leave of absence for a conference. Conditions for student's return to school are established at the time of the leave and are communicated to the student and parents in writing following the conference. The option to return is subject to space availability.

#### **Educational & personal leaves**

Examples of such leaves include those to address:

- Learning difficulties for which a student might benefit from enrolling in an alternative school or therapeutic program
- Medical conditions including serious illness (e.g. cancer, major surgery)
- Family problems or illness that require the student to be closer to home
- Physical or mental health conditions for which a change in school is recommended to support a student's progress in therapy
- Family relocation for military or employment reasons on a limited basis

#### **Student exchange & enrichment leaves**

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

# DAY-TO-DAY STUDENT LIFE

## *Dress code & appearance*

All students are required to wear uniforms on a daily basis and must meet the dress and appearance standards outlined below. Your child's teacher or the school office will notify you of any exceptions to the dress code.



Please check that your child's uniform is properly worn:

- Shirts must be tucked in
- Belts must be worn with shorts or slacks (exception: belts optional for grades K-2).
- Shoes (it is recommended that Kindergarten students wear Velcro, magnetic laces or zipper-fastened shoes until they are able to independently tie shoe laces.)

## **KEIKIKĀNE/BOY'S dress and appearance requirements**

### Uniform options – To be purchased from Lands' End

Daily uniforms may be comprised of the following:

- Walk shorts - navy blue
- Pants – long, navy blue
- Shirts – polo-style, sky blue, royal blue, white or long sleeved royal blue polo
- Shoes – athletic
- Socks – matching
- Belts – blue, brown, black, white or khaki any style (grades 3-6) – optional for grades K-2

### Special event attire – To be purchased from Lands' End

On special days of the year, such as Founder's Day, boys should wear the following clothing combination:

- Pants – long, navy blue
- Shirt – white polo
- Athletic shoes white socks & belt

### Aloha attire

Guidelines for proper aloha attire for special events are as follows:

- Uniform bottoms (as designated by event)
- Aloha shirt
- Athletic or dress shoes, socks & belt

### Outerwear

Approved outerwear includes jackets, cardigans or sweatshirts in any color or design. Outerwear is to be free of inappropriate logos and images.

### Hair

Hair shall be clean and neatly groomed. Hair should not touch the top of the shirt collar, fall below the eyebrows, or fall below the bottom of the earlobe. Unconventional and trendy haircuts (including shaved heads and mohawks) and hair coloring in a color other than the child's natural hair color are not allowed.

Earrings are not allowed.

## KAIKAMAHINE/GIRLS

### Uniform options

Daily uniforms may be comprised of the following:

- Shirt – polo-style, sky blue, royal blue, white or long-sleeved royal blue polo
- Pants – navy blue
- Must not be shorter than 2 inches above the knee
  - Jumper – navy blue
  - Skirt – navy blue
  - Short – navy blue
  - Walking shorts – navy blue
- Shoes - athletic
- Socks – matching
- Belts – blue, brown, black, white or khaki any style (grades 3-6) – optional for grades K-2

### Special event attire – To be purchased from Lands' End

On special days of the year, such as Founder's Day, girls should wear the following clothing combination:

- Skirt, Skort or Jumper– navy blue
- Shirt – white polo
- Athletic shoes, white socks & belt

Note: the following items are not permitted at special events:

- Jewelry (except for watches)
- Hair decorations (i.e. ribbons, bows, flowers)

### Aloha attire

Guidelines for proper aloha attire for special events are as follows:

- Island wear dresses or two-piece outfits
- Aloha print top with uniform bottoms
- No spaghetti straps or halter tops
- No form-fitting attire
- Must not be shorter than 2 inches above the knee
- Shoes or sandals with heels not exceeding 1 ½ inches. Sandals must have a back strap.

### Outerwear

Approved outerwear includes jackets, cardigans or sweatshirts in any color or design. Outerwear is to be free of inappropriate logos and images.

### Hair

Hair shall be clean and neatly groomed. Unconventional and trendy haircuts (including shaved heads, hair attachments and clips) and hair coloring in a color other than the child's natural hair color are not allowed. Hair should be kept out of the eyes.

### Earrings, jewelry, make-up

- To avoid injury, no dangling earrings are allowed.
- Distracting jewelry (e.g. multiple earrings, body piercing) or expensive jewelry are not permitted.
- Make-up, colored nail polish and false nails are not allowed.

## Additional dress requirements for boys and girls

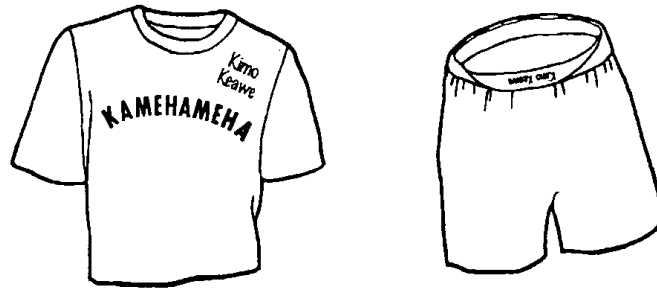
### Physical education attire

Students in grades 4-6 need to wear P.E. shirts and shorts for P.E. classes. P.E. uniforms are available at the KS School Store, located on campus in the 'Akahi building and is open from Monday-Friday from 7:00 AM to 3:30 PM. Purchases at the store can be made by cash, Visa or MasterCard.

Your child's P.E. uniform should be labeled with his/her name in two areas:

- Shirt: left chest
- Shorts: inside waistband

Please be sure your child has his/her P.E. uniform on the first day of school.



For swim classes, students provide their own swimwear. Girls are required to wear a modest one-piece swimsuit with full coverage bottom. Swim goggles are recommended.

### Huaka'i (Field trips) or special days

Regular uniforms should be worn unless the child's teacher indicates otherwise. On occasion, students are requested to wear shorts, t-shirts, and alternative footwear. T-shirts must present a positive or non-controversial message.

### Free-dress Days

The Association of Teachers and Parents (ATP) collects gently used uniforms at the end of each school year. Students donating uniform items earn "Free Dress" credits to participate in Free dress Days throughout the following school year.

Free-dress choices may consist of:

- Casual shorts (must not be shorter than 2 inches above the knee)
- Jeans (skinny jeans or leggings must be worn with a top that reaches mid-thigh length)
- Capri pants
- Skirts or skirts for girls (must not be shorter than 2 inches above the knee)
- Polo shirts, blouses, or T-shirts (with positive or non-controversial logos or messages)
- Socks and athletic shoes

### Spare clothing

In case of an accident, all Kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> grade students must have a change of clothing, including socks, at school. Students should have these clothes in a plastic bag on the first day of school.

### Purchasing uniforms

All new uniforms and special event attire must be bought from Land's End School.

Lands' End – Honolulu Store Open year-round: 1-808-585-7441

Shop online at LANDSEND.COM/FINDYOURSCHOOL

Click the school tab and enter the O'ahu school number: 900181421

24/7 Customer Service 1-800-469-2222 or visit your local retail location:

Lands' End Store Na Lama Kukui #118 560 Nimitz Highway Honolulu, HI	Store Hours Peak: <b>June 17-August 31</b> Monday-Friday: 10AM – 6 PM Saturday: 10 AM – 5 PM Sunday: Closed	Store Hours Off Peak: Tuesday-Friday: 10AM – 5 PM Saturday: 10AM – 4PM Sunday-Monday: Closed
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Uniforms that have been previously purchased from Mills, Kamehameha's former uniform supplier are considered acceptable uniform attire specified in the dress and appearance guidelines that appear in this handbook.

Gently used uniforms can be purchased at KS' Association for Teachers and Parents (ATP) Thrift Shop located in our school bus terminal facility at 604 Kapālama Street. Thrift store hours are Wednesdays from 10:00 a.m. – 1:00 p.m. For details, please call 842-8675 during store hours, or KES PAR staff at the KS Parent and Alumni Relations Office at 842-8659.

*IMPORTANT: Write your child's name on the inside of all garments.*

## ***Meals & snacks***

### **Breakfast**

All students should eat a healthy breakfast before attending school. The school provides a breakfast program in Keku'iapo'iwa Dining Hall every morning from 6:45 to 7:30 AM beginning on the first day of school. We recommend that students purchase a breakfast card for multiple days. Cash is also accepted. Information on breakfast is sent home at the beginning of the school year. Though not covered by tuition or financial aid, the cost of the breakfast is an excellent value.

### **Snack**

Students are offered milk and crackers as their morning snack. For those allergic to milk, juice is available with a doctor's certification only. This snack is intended to provide additional energy and stamina in the mid-morning. We highly encourage snacks to be nutritious

Due to various allergies, students are not allowed to share snacks with other students.

### **Lunch**

Kamehameha Schools strives to provide students with meals that are healthy and nutritionally balanced. All students are served a lunch prepared in the school's kitchen and are encouraged to taste each menu item to promote healthy eating habits and develop an adventurous attitude towards food.

### **Special diets**

Students who have restricted diets are required to bring a note from their physician stating their dietary restrictions. Weekly lunch menus are available and may be viewed at: <https://www.myschooldining.com/Kamehameha/?cmd=menus&selloc=1269>

## ***Birthdays and Outside Snacks***

We ask that you consider donating a "birthday book" or board game to the classroom in honor of your child's birthday. Please contact your child's teacher for additional suggestions. Requests for

birthday celebrations with food items are not allowed. Delivery and distribution of balloons and flowers is not permitted. We recommend party invitations be distributed outside of school.

### ***Kapu /Prohibited Items***

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

- Knives, firearms (toys or real), or other objects that may cause injury
- Flammable materials – lighters, matches, fireworks, poppers
- Skateboards, scooters, Razors, skates/Heelys

Upon request, the following items may be considered for approval:

- Toys, hand held video games, or play equipment
- Electronic devices or cameras
- Gum, candy, soda
- Unnecessary money

Please note: the school will not be responsible for loss or theft of kapu items.

If students need money to make a purchase after school, they should give the money to their teacher for safekeeping as soon as they arrive at school.

### ***Cell phones***

While on Kamehameha Schools property and under supervision of KES staff, cell phones must be powered off and securely stored unless otherwise directed by a staff member. Students have access to phones in classrooms and offices if needed to communicate with parents/guardians throughout the school day.

Unauthorized use of the phone will result in the phone being confiscated by the faculty/staff member observing the misuse and turned in to the school office where the student may retrieve it at the end of the school day. If the phone is confiscated after the dismissal bell the phone may be retrieved the next school day.

Chronic misuse of a cell phone will be reported to the school office and may lead to disciplinary action (see “Student discipline” section, Level 1) and the cell phone will be confiscated and held for pickup by parents.

The school will not be held responsible for the loss or theft of any cell phone.

### ***Lost & Found***

There is a lost and found area across from the elementary school office. All attempts will be made to return the item to its rightful owner. In order to identify lost items easily, your child’s name should be clearly marked on all personal belongings that are brought to school. Several times during the year, unclaimed articles are donated to the KS Thrift shop located at the Terminal.

### ***Library Information***

The Hi`ilei Media Center is a place for quiet reading, researching and creating. There are two librarians and a library assistant to service our students. Students may use designated computers



to print their school work, come in during recess(es) and enjoy a variety of activities. Hours of operation are 7:15 AM – 3:15 PM during regular school hours and is closed on school holidays and weekends.

Materials may be borrowed for approximately one week. (Reference books cannot be borrowed.) A fee of five cents per day is charged on all overdue library books not to exceed the original cost of the book. Lost or damaged books will be charged to the student account. Replacement cost includes a non-refundable \$5 service charge. The deadline to return all library materials is two weeks prior to the end of the school year – NO EXCEPTIONS. Students with outstanding materials at the end of the school year will be charged at the following non-refundable rates:

- \$30.00 – Hardcover books (\$25.00 book + \$5.00 service charge)
- \$15.00 – Paperback books (\$10.00 book + \$5.00 service charge)
- \$5.00 – Magazines (no service charge)

# 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.

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

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

We believe in...

- Discipline as an opportunity to learn, grow, and reflect
- A progressive approach to consequences taking into account frequency and severity
- Consequences that reflect compassion to individual circumstances and situations
- A process that uses best practice as a guide, with past practices in mind
- Maintaining an amnesty program which is discipline free for students with counseling and intervention supports
- Involvement of grade level/outreach counselors and vice principals in conversations
- Appropriate student intervention services as needed
- Family engagement in process
- A 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, the Kamehameha Schools is committed to a safe and healthy environment where students can live and learn productively and effectively. It is, therefore, the policy of the School to hold each student responsible for his/her own behavior. The Commitment to Appropriate Conduct at Kamehameha Schools is intended to help students control both their emotions and their behaviors, as well as to learn what is, and what is not acceptable behavior.

## ***Citizenship Behavior***

To protect the quality and safety of Kamehameha's learning environment for all members of the campus community, action will be taken when students choose not to honor and accept their kuleana as a member of our Home Ho'ona'auao. KS has a process in place to help identify student misbehavior 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 teach students to take personal responsibility for their actions and to respect the rights of others. The process applies to behavior in classrooms, on campus, at school-sponsored events, or at non-school sponsored events. Inappropriate conduct occurs for a variety of reasons and in varying degrees of frequency and severity, so there are FIVE levels to address this type of behavior.

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

KS campuses may include additional or alternative disciplinary consequences to maintain a safe and orderly learning environment. In all cases, KS has the sole discretion to determine the appropriate level of discipline for each incident. Only disciplinary actions which may result in a student's release may be appealed to the Head of School.

### LEVEL 1

Level 1 discipline addresses behavior that disrupts the school community.

Infractions – Examples include, but are not limited to:

- Failure to follow established rules
- Disobeying authority
- Dishonesty
- Excessive tardiness
- Inappropriate language and gestures (profanity, swearing)
- Dress code violation
- Misuse of school property
- Being in an off-limits area
- Misuse of cell phones and portable media devices (iPods, MP3 players, hand-held videogames, etc.)
- Unauthorized card playing
- Refusal to show student I.D. card

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

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

### LEVEL 2

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

Infractions – Examples include, but are not limited to:

- Unmodified Level 1 behavior
- Consistent failure to obey school rules
- Disrespect towards adults or students – defiance, insubordination, and other forms of disruptive conduct
- Cheating and/or plagiarism, or other forms of academic dishonesty
- Forgery
- Public display of affection
- Inappropriate conduct off campus when part of a school-related activity
- Unauthorized use of or possession of school property, equipment, and materials
- Damage to property due to negligence
- Destruction or damage of other students' work or materials

Possible consequences – (Depending on the severity and/or frequency of infraction):

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

### LEVEL 3

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

Infractions – Examples include, but are not limited to:

- Serious acts of defiance, insubordination, physical assault, or threatening a staff member or student
- Being present where drugs or alcohol are being used, or evidence of use exists
- Misuse of school electronic devices, including computers.
- Inappropriate public display of affection
- Sexual misconduct
- Use or possession of any nicotine or tobacco product
- Minor Theft
- Vandalism, graffiti, computer hacking, and/or other forms of destruction of property
- Gambling & betting

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

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

### LEVEL 4

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

Infractions – Examples include, but are not limited to:

- Fighting
- Possession and/or use of alcohol and/or illicit drugs on campus or at school activities
- Intermediate Theft
- Possession of drug paraphernalia or electronic smoking device
- Chronic Absences
- Refusal to cooperate with drug and/or alcohol testing
- Harassment, discrimination, intimidation, bullying, and/or hazing
- Tampering with or Misuse of Fire Alarm and/or other safety/emergency equipment
- Serious misuse of school electronic devices, including computers.
- Extortion
- Serious sexual misconduct

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

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

#### LEVEL 5

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

Infractions – Examples include, but are not limited to:

- Arson
- Serious Assault
- Bomb threat
- Burglary
- Possession, Threat or Use of a Dangerous Instrument or Weapon
- Sale or Distribution of Alcohol and/or Illicit Drugs
- Serious Sexual Offenses
- Terroristic Threatening
- Major Theft

Possible Consequences: - (Depending on the severity and/or frequency of infraction):

- Continue more stringent Level 1, 2, 3 and/or 4 consequences

Level 5 infractions will be reported to appropriate government authorities including but not limited to Child Welfare Services and the police. KS reserves the right, at its sole discretion and in appropriate circumstances, to report other infractions to appropriate government authorities.

#### ***Pu'uhonua***

Students who admit to a Vice Principal, Director of Boarding, or Counselor that they experiment or regularly abuse alcohol or drugs BEFORE the student has been interviewed in an investigation will be given an opportunity to remain at KS without being released. This offer of will be honored, provided that the student fulfills all of the conditions established by KS, including completion of any treatment or counseling program (at the family's expense) in order to remain at school. This offer of asylum/sanctuary will be extended only once – all similar subsequent infractions will be subject to the preceding disciplinary sections set forth in this Handbook.

#### ***Out-of school and off-campus behavior***

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

impact the welfare of any member of the school community or the reputation or functioning of the school.

### ***Appealing a disciplinary decision***

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

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

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

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

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

## SAFETY & SECURITY

Kamehameha Schools is committed to providing a safe, secure, and orderly environment for students, faculty, staff, and visitors at KS campuses and other educational sites. KS maintains security on its K-12 campuses, 24 hours a day, seven days a week. To contact the campus security office, call 842-8320 or 842-8332.

### ***Campus access procedures:***

Access to the campus is strictly controlled from 8AM to 2PM and 10PM to 5 AM during regular school days of the regular school year (August through May). Procedures will not be in effect during Summer School.

The campus access procedures are as follows:

- New Kapālama parking decals shall be issued to parents/legal guardians and sponsors.
- All vehicles shall permanently affix the decal to the inside of the front windshield in the lower left hand corner and all occupants must show a valid photo ID.
- Visitors must make arrangements with their respective campus offices 24 hours in advance via phone and/or email.
- Upon arrival, all visitors shall report to the designated campus office.
- Visitors will be issued a visitor pass which must be worn for the duration of their visit.
- Prior to departure, visitors shall check out at the designated campus office.
- Offices shall notify the Makuakāne Gate House if a visitor does not show up.
- Parents dropping off tardy students shall be stopped and shall contact the school office for authorization to enter. The school office may call the Makuakāne Gate House directly to authorize access.
- Parent Volunteers shall be allowed access if they have the parking decal, KS parent volunteer ID card and a valid photo ID.

The Makuakāne, Puna and Makanani gates are equipped with video monitoring equipment. All entry to and exit from the campus is monitored through electronic surveillance for the protection of faculty, staff, students, and parents

### ***Policy on Discrimination, Harassment, Intimidation, Bullying, Hazing or Violence & Reporting School Infractions & Unlawful Activity***

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

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

### ***Hi'ikua helpline***

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

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

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

### ***Off-limit areas of campus***

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

- Unsupervised areas
- Parking lots
- Areas where construction is in progress, including buildings undergoing renovation
- Dormitory areas (off-limits to both boarding and day students)
- Middle and high school campuses (Grades 7 through 12)
- Forest areas
- Any other areas deemed unsafe by KS faculty or staff.

### ***Visitors & volunteers***

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

KS depends on parents, relatives and community volunteers to enhance its curriculum and to make such things as field trips and special activities possible. In order to provide the safest environment for students and volunteers, KS requires every volunteer who will be in



direct contact with students for an extended period, and/or on a regular basis, to complete a volunteer information form **annually**. Forms are available online at [parents.ksbe.edu](http://parents.ksbe.edu).

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

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

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

### ***Securing valuables***

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

### ***Right to search***

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

### ***Reporting child abuse &/or neglect***

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

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

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

### ***Changes in your child's custodial status***

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

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

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

### ***Island-wide emergencies***

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

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

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

**Radio:** Announcements about school closure or evacuation will be broadcast over the following local radio stations: KSSK 590 AM; KCCN 1420 AM; 92.3, I-94 and 93.9 FM; and KINE 105.1 FM

**Telephone calls:** In the event of an emergency, parents may call KS' main switchboard at (808) 842-8211 or toll-free at 1(800)842-IMUA. Parents will reach the KS operator or hear a pre-recorded message with the information about the status of the school and students.

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

<u>Grade Level</u>	<u>Evacuation Center</u>
Ulupono Preschool	Kekūhaupi’o Gym
Grades K-3	Keku’iapoiwa Dining Hall
Grades 4-6	Keku’iapoiwa Dining Hall
Grades 7-8	Kekūhaupi’o Gym-main floor
Grades 9-10	Kekūhaupi’o Gym-main floor
Grades 11-12	Ke’elikōlani Auditorium

In case of local or national emergencies, students will be transported to bus stop sites AT NORMAL DROP-OFF TIMES only if transportation is deemed safe. Otherwise, students will remain in their designated evacuation center on the Kapālama campus. In such cases, parents are asked to listen to local radio stations or call the emergency hotline for information.

**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 elementary school office at 842-8383.

# STUDENT HEALTH

## *Health Services*

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

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

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

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

Parents/guardians are required to complete a Medical Treatment Agreement and Release prior to the start of the school year. While Kamehameha Schools provides healthcare services for the student, final and complete responsibility for the health of the student rests with the parents/guardians of the student. Kamehameha Schools also does not assume responsibility for treating any student who appears to be under the influence of any drug, chemical, alcohol, or any other intoxicating or mood-altering substance; however, it reserves the right to administer emergency treatment in connection with any physical disability or accident resulting from the above influence.

## *Contacting Parents/Guardians*

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

IMPORTANT: Please ensure that your and your emergency contact's contact information is kept current.

If a child needs to be picked up from school for a non-emergent reason, the health room staff will attempt to first call the parent/guardian(s) and then the emergency contact. Students are expected to be picked up in a timely manner. Failure to timely pick-up the

child may result in a delay in the child's ability to return once healthy. All students are required to have an additional on-island adult emergency contact designated to authorize medical care when a parent is unable to be contacted. Students will be sent home from school for the following:

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

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

### ***Medication Administration***

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

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

### ***Hours of Service***

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

- High School: At Hale Ola Building. 842-8075
- Middle School Dispensary: Located in the Kaoleioku Building. 843-3459
- Elementary School Kalanimōkū Dispensary: Located across from the Keku'iapoiva Dining Hall. 842-8606.

### ***Returning after illness or injury***

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

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

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

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

### ***Behavior health services***

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

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

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

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

### **Behavioral health re-admit**

A student in crisis must be cleared to return to school, and boarding if applicable, by a licensed mental health provider. If a student is assessed to need a higher level of care by a community provider, a Behavioral Health Re-admit checklist and Re-admit form will be provided to parents by the BH staff. The Re-admit form must be completed by a licensed mental health provider. Upon receipt of a completed Re-admit form clearing a student to return to school, the BH staff will schedule a Re-admit meeting which is required prior to the student's returning to school.

### **Hours of service**

BH staff are typically available from 7:30-3:30 for behavioral health related services. Boarding BH staff are typically available between 9:00-5:00 and are on-call for crisis after hours. BH staff contact information is as follows:

### Kapālama Campus:

- Elementary
  - Keawe Kalama 842-8717
- Middle School
  - Udella Auyoung 842-8120
  - Corinne Matsumoto 843-3470
- High School
  - Nate Beralas 842-8335
  - Mina Casey-Pang 842-8933
  - Samantha Landry-Smith 842-8251
  - Robert Sepulveda 842-8583
- Boarding
  - Charmae Kwan 842-8955
  - Maile Mundon 842-8141
- Behavioral Health Supervisor
  - Marisa Lloyd 842-8063

### ***Health Records***

The HSD maintains a health record on each student. The health record contains information as provided to the HSD regarding medical conditions, medications, and allergies, as well as health insurance and immunization information. BH clinical notes are sensitive and may not be shared in order to preserve confidentiality and privacy. However, information may be disclosed externally to authorized individuals such as healthcare providers, and may be shared internally when there is a legitimate educational impact or safety concern. Parents are responsible for immediately informing the health room of changes to the student health record information by contacting the student's health room. The health record also contains a chronological account of each visit to a health room.

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

### ***Student Accident Insurance***

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

# BUS TRANSPORTATION

Kamehameha Schools provides bus transportation to and from Kapālama Campus for students living in rural and outlying areas of the island. Shuttle busses also transport students between the School Street bus terminal and campus both before and after school. Bussing is also provided for students on a limited basis for field trips, athletic, and other KS-sponsored events and activities. Transportation for school-related events may consist of school buses, non-school bus vehicles or approved rental vehicles as KS deems prudent and/or necessary. Students are expected to follow and observe the Kamehameha Schools Bus Passenger Code of Conduct while being transported to and from school-related events.

Authorization for bus transportation is made by the KS Transportation Department. All requests for service or change of service shall be addressed to this office (842-8329).

## *Application & fees*

Bus transportation applications to and from campus for rural and outlying areas are mailed to all parents. Applications should be completed and returned to KS by the due date. All riders are required to attend an orientation meeting to be held prior to the start of the school year in order to receive final confirmation of bus ridership. Information regarding the cost of bus service for the 2019-2020 school year, is available through the KS Transportation Department. The bus service annual fee is non-refundable. Cost for transportation is subject to change.

## *Bus Transportation to and from campus*

Bus transportation to and from campus is available for students living in rural and outlying areas. Students are issued bus passes. Bus passes are non-transferrable. A \$10 fee is assessed to replace a lost bus pass.

## *Drop-Off & Pick-up from Bus Sites*

Parents/legal guardians are asked to drop off and pick up their children in a timely manner. Students in kindergarten through Grade 3 must be met at the bus doorway by a family member or the student will remain on the bus and be returned to the elementary school office. Parents are expected to support and maintain safe conditions for children and buses by engaging in safe vehicular or pedestrian actions at bus stops.

- One-to-One Release for Kindergarten-Grade 2: to ensure the safety of our primary passengers at bus stop sites, bus drivers follow a “one-to-one” release procedure. This means, bus drivers will release students from the bus after visual contact is made with the child’s parent, adult ‘ohana member, or in some instances, an older sibling at the bus door. Students will not be allowed to walk unescorted from the school bus.
- A student will not be allowed off the school bus if no one is present at the bus stop to meet the child. The student will remain on the bus while the bus driver continues the route. Parents are responsible to meet the bus at the final stop to pick up their child.
- If no one is present to pick up a student at the bus stop site, the student will be returned to campus and placed in the after-school program. A drop-in fee will be assessed by the program vendor when the child is picked up.



### ***Transportation plan changes***

Any changes in a student's transportation plan requires parents to notify the school office. Notification should be made in writing or by phone (808-842-8383) by 11:00 AM on the day of the change; email communication is insufficient for transportation change notification. Changes requested after 11:00 AM should be for emergency situations only. The office will issue a KES "Transportation Change" pass to the student to document the change. This pass should be shown to the teacher, and late bus riders should show it to the Educational Assistant on duty as well.

### ***Cancelling bus service***

Parents who wish to withdraw their children from the bus program must notify the KS Transportation Department in writing and return their children's bus passes. Charges for commuter bus service are non-refundable. Please call the transportation department at 842-8329 for more information.

### ***Student Code of Conduct***

Bus transportation is a privilege and all bus riders are expected to follow school rules, exhibit good manners and show respect for others and their belongings. Failure to comply may result in suspension from the 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.

### ***Bus Passenger Code***

While riding KS buses and/or vehicles, students are under the direct supervision of the bus driver. The driver shall be responsible for enforcing and reporting any infractions of the Kamehameha's School Bus Passenger Code to school administrators. Parents should not address concerns directly with the bus driver. Instead, immediately report any concerns to the Transportation Department at 808-842-8329. If faculty and/or faculty are riding the bus, they shall assist the driver with the supervision of students.

All students and passengers riding school buses, including faculty, faculty and guests, shall abide by the school bus passenger code noted below. Failure to comply may result in suspension or loss of bus privileges.

Parents/guardians of student passengers are responsible for instructing their children on applicable safety and behavior expectations for their children, including acquainting themselves with, and discussing with their children, the bus procedures and policy guidelines printed in this Handbook.

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

- Use the restroom. The bus will not make restroom stops enroute.
- Be on time at the designated school bus stop to help keep the bus on schedule.
- While waiting for the bus, students shall stay off the road and refrain from horseplay or other boisterous conduct that could pose a danger to the health and safety of students or to others.

- Wait until the bus comes to a complete stop before attempting to board the bus. Students shall line up in single-file manner and not rush to board the bus.
  - Where there are no sidewalks or paths, walk to the side of the road facing traffic to get to the bus stop.
  - Use the handrail and watch their step when boarding the bus.
2. *While on the bus:*
- a. Keep heads and/or hands inside the bus at all time. No outside yelling or obscene gestures will be tolerated.
  - b. Refrain from loud talking, laughing or creating unnecessary confusion, which may divert the driver's attention and may result in an accident.
  - c. Treat bus equipment as valuable furniture. Vandalism to seats, windows, etc. **SHALL BE PAID FOR BY THE OFFENDER.**
  - d. Never tamper with the bus or any of the equipment.
  - e. Keep all books, packages, coats and other objects out of the aisles.
  - f. Remain in the bus in case of a road emergency unless directed to do otherwise by the bus driver.
  - g. Not throw ANYTHING out of the bus window.
  - h. Remain properly seated while the bus is in motion. **NO STANDING OR SITTING ON THE BUS FLOOR.**
  - i. Refrain from fighting, or engaging in other behavior that would endanger the health and safety of self or others
  - j. **NOT EAT OR DRINK** on the bus.
  - k. Obey all instructions from the bus driver.
3. *After leaving the bus students shall:*
- a. 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.
  - b. Observe the following crossing procedure when crossing the street with the assistance of a school bus driver:  
Walk 12 feet in front of the bus and check to see if the alternating red lamps on the top portion of the school bus are flashing. If they are, look at the driver and wait for him/her to give you the signal to cross.  
**IF THE RED LAMPS ARE NOT FLASHING, DO NOT CROSS.** Notify the driver if the red warning lamps are not working and ask for the driver's assistance to cross the street.
- Students are not permitted to leave the bus at locations other than **DESIGNATED BUS STOPS** unless advanced authorization has been given by school officials.
4. *Notice of Use of Video and Audio Recording Devices on Buses*  
For the safety of the passengers and driver, buses utilized by Kamehameha Schools have video cameras installed with audio capability that allows for the recording of oral communications in the interior of the buses.
5. *Bus assignments*
- a. Students may be assigned to ride designated buses at specified times and locations.
  - b. Students may not bring **GUESTS OR FRIENDS** on the bus unless permission is granted by the principal or applicable school administrator. Please do not make this request to the bus driver unless it is an emergency situation as there are students on the wait list in most of our rural/outlying areas.

- c. Special written request will be reviewed on a case-by-case basis by the KS transportation manager.
  - d. The driver may assign students seats on the bus, if necessary.
6. *Lost and found items*  
Any lost and found items left on the bus will be kept on the bus until the student reports lost or found items to the driver or the transportation office. Unclaimed items will be taken to the thrift shop at the terminal or discarded.
7. *Corrective action*  
KS will take corrective action against passengers who violate the School Bus Passenger Code. Bus drivers will send a *Student Notice of Concern* form for students who misbehave to the Summer School Coordinator. Division Coordinators may terminate a student's bus service if the behavior continues.
8. *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.

## BUSINESS MATTERS

### *Tuition & fees*

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

### *Payment of bills*

Information on where to send payments was included with your Enrollment Agreement. All payments must be kept current. Students whose accounts are not paid in full by March 31 of each school year may not be enrolled for the next school year. Their places will be offered to new applicants unless arrangements are made with the campus fiscal administrator for later payment.

### *Prorated payment of fees if student is released*

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

### *Financial aid*

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

Expenses covered by financial aid:

- Tuition
- Fees
- Eligible bus/air transportation

Expenses **NOT** covered by financial aid are as follows:

- Tutoring
- Medical expenses
- Uniforms (P.E. and school uniforms)
- Music lessons
- Other supplemental costs (e.g. AP exam fees, physical education events, photography lab fees, scuba fees, etc.)

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

### **How to apply for financial aid**

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

**September 30** is the last day to complete an application to be considered for a FULL financial aid award.

If your child is invited to enroll at KS after July 1, 2020, you will have up to 45 days after the date on your admissions invitation letter to apply for KS financial aid. Late invitees must attach their invitation letter to their applications for full award consideration

### **Financial aid for summer school**

Not all students receiving KS financial aid during the 2019-2020 school year will be eligible for financial aid if attending KS 2020 Summer School. Should this occur, KS notifies parents in mid-January regarding their child's eligibility for summer school financial aid. Students DO NOT need to complete a summer school financial aid application if they are currently receiving financial aid for the 2019-2020 school year.

## ***Student records & information***

### **Parent/student access to student records**

Parents and students are allowed:

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

### **Directory Information**

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

Directory information may include:

- Student's name
- Address
- Telephone number
- Date and place of birth
- Activities
- Clubs and sports
- Weight and height for athletic team purposes

- Dates of school attendance
- Degrees and awards received
- Most recent and previous education institution attended
- Other similar information

***IMPORTANT:*** Please notify the elementary school office in writing **IMMEDIATELY**, if your home address or phone numbers change – including home, business and cell phone numbers.

# TECHNOLOGY ACCEPTABLE USE

## Electronic Communication with Students, Parents and Guardians

In order to promote KS' goal of increasing sustainability through reduction in paperwork, KS will communicate with students, parents and guardians electronically using one or more of the following approved electronic tools via the KS Systems and Web-based Applications (collectively "KS System"):

- **Teacher's email:** Teacher's email addresses can be found on the KES Kapalama School's Web site at [blogs.ksbe.edu/kes/](http://blogs.ksbe.edu/kes/). Click on "Teacher and Class Blog" link on the site's home page.
- **KS Connect:** KS Connect (<http://connect.ksbe.edu/>) is a web-based system used to monitor student grades, track student progress, register for the upcoming school year, view school announcements, access school information and facilitate communication between students, teachers and parents. Once students are issued email accounts they will be given access to KS Connect. Parents will receive information when their child enters KES Kapalama Schools either during orientation or in the mail.
- **KES Kapalama School Web site:** The KES Kapalama School's Web site can be found at: [blogs.ksbe.edu/kes/](http://blogs.ksbe.edu/kes/). The site features a wellspring of useful information including the student and parent handbook, the course catalog, summer reading lists and a faculty contact list.

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

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

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

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

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

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



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

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

When using the KS System you must observe the following practices:

- Properly manage your assigned KS student account within the KS system
- Students and parents are assigned a KS email account to receive and send official communication through the KS Network.
- New students will be issued accounts within the first month of school. Returning students will continue to use KS accounts already established.
- Limit the use of the KS system for educational purposes only.
- Do not use any school email account for non-school related activities.
- Always protect the privacy of your account by using only your assigned User ID and keeping passwords private and confidential.
- Never give others your email account information or use or attempt to obtain user names and passwords of other individuals under any circumstances.
- Actively organize and manage your account by checking KS email accounts daily, respond in a timely manner and regularly delete old emails.
- Do not use KS devices and/or email accounts to register and/or access social networks (Facebook, Twitter, Instagram, etc.) and abide by federal laws of sites that restricts use to individuals ages 13 years and older.
- Do not use images relating to weapons, pornographic material, inappropriate language, alcohol, drugs, gang-related symbols, sounds or pictures as part of your student account.
- Do not use inappropriate media as wallpaper on their devices.
- Parents should check their email accounts at least every three days. Parents without email addresses will receive like information via the U.S. Postal Service.
- Students are able to access their email from home via <http://www.outlook.com/imua.ksbe.edu>.
- Students are responsible for saving, organizing and manipulating their files according to teacher instructions.
- KS reserves the right to conduct random periodic inspections to enforce the 1:1 expectations and guidelines as explained in this Handbook.

### ***Be Civil and Courteous When Communicating via the KS System***

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

### ***Use the KS System in a manner that does not harm the KS Network***

- Do not alter KS system configurations used to provide KS firewall protections that protect users against viruses, malware and spyware threats.
- Be considerate when using shared computer resources. Do not keep informational resources from others, impair access to systems for others or maliciously alter or delete shared information.
- Respect online material created by others. Do not copy or distribute that material if it appears to be copyrighted and never use the materials directly without properly citing sources. If you have questions about copyrights or the proper citing of sources, ask a teacher.
- Do not use the KS system to harm others, alter other people’s materials, or misrepresent your identity.

### ***Obey Copyright and Trademark Laws***

- Students are expected to follow all KS copyright policies and procedures. For a complete copy of these policies and procedures, please contact any KS staff.
- Do not transmit, transfer, upload or post content that is protected by U.S. copyright or trademark law onto a KS device or the KS system without written permission of the copyright/trademark owner and KS.
- Remember to properly cite and credit all research and information obtained from the internet.
- Do not make unauthorized and/or inappropriate copies of text, photos, audio files or videos found on KS devices or the KS system.
- Do not copy or download licensed software programs to your device, or give or sell copies of software to others without written permission of the copyright owner unless the original software is clearly identified as shareware or in the public domain.

### ***Disclaimer of Content transmitted over the KS Network***

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

### ***No warranty of service or accuracy/integrity of content of the KS System***

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

## **School-Issued Electronic Devices**

In addition to the tri-campus Technology Acceptable Use policies noted above, KES requires students to adhere to the following rules to ensure safe and ethical use of school-issued electronic devices.

- Do not empty the device's trash without direct permission from a KES staff member
- Do not create hidden or deceptive storage systems, such as hidden folders, complex nested folders, mislabeled items, etc.
- Do not navigate the Internet via undetectable browsers such as Chrome Incognito
- Do not use devices while being transported on KS buses or vehicles

# APPENDIX

## TRUSTEES AND ADMINISTRATORS

### BOARD OF TRUSTEES

Michael Alike Kāne, Chairman  
Lance Keawe Wilhelm  
Robert W.K.H. Nobriga  
Elliot Kawaiho'olana Mills  
Crystal Rose

### CHIEF EXECUTIVE OFFICER

Livingston "Jack" Wong

### EXECUTIVE LEADERSHIP

Kevin Cockett, *VP of Community Relations and Communications*  
Kā'eo Duarte, Ph.D., *VP of Community Engagement and Resources*  
Darrel R. Hoke, *VP of Administration*  
Lauren S. Nahme, *VP of Strategy and Innovation*  
Eric H. Sonnenberg, *VP of Legal Services and General Counsel*  
Timothy Slottow, *VP Finance and Chief Financial Officer*  
Jay Arakawa, *Interim Internal Auditor*

# Sons of Hawai'i

Composed by: William B. Olson and Theodore Richards

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

Refrain:

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

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

## I mua Kamehameha

Written and Composed by Charles E. King

Copyright 1928 Charles E. King Music Co.

I mua, Kamehameha ē	<i>Forward Kamehameha</i>
A lanakila 'oe	<i>Until you have gained the victory</i>
Paio, paio like mau	<i>Go forward, strive, strive in unity</i>
I ola kou inoa.	<i>That your name may live</i>
Ka wā nei hō'ike a'e 'oe	<i>Go forward</i>
'A 'ohe lua ou.	<i>This is the time for you to reveal</i>
E lawe lilo ka ha'aheo	<i>That there is none to compare with you</i>
No Kamehameha ē.	<i>Take the victory with pride for Kamehameha</i>

KEY: Column color GREEN in honor of our Seniors, the Class of 2020

Q-1   Q-2   Q-3   Q-4



KEY: Red = No School, Aqua = KES, Purple = KMS, Green = KHS, Blue = PL Professional Learning, \* = Students' early release every Wednesday, [ ] = No school for students/Professional Learning for Teachers

Student Calendar								
Year	Month	S	M	T	W	T	F	S
2019	AUG					1	2	3
		4	5	6	7*	8	9	10
		11	12	13	14*	15	16	17
		18	19	20	21*	22	23	24
		25	26	27	28*	29	30	31
	SEP	1	2	3	4*	5	6	7
		8	9	10	11*	12	13	14
		15	16	17	18*	19	20	21
		22	23	24	25*	26	27	28
		29	30					
	OCT			1	2*	3	4	5
		6	7	8	9	10	11	12
13		14	15	16*	17	18	19	
20		21	22	23*	24	25	26	
27		28	29	30*	31			
NOV					1	2		
	3	4	5	6*	7	8	9	
	10	11	12	13*	14	15	16	
	17	18	19	20*	21	22	23	
	24	25	26	27*	28	29	30	
DEC	1	2	3	4*	5	6	7	
	8	9	10	11*	12	13	14	
	15	16	17	18*	19*	20	21	
	22	23	24	25	26	27	28	
	29	30	31					
2020	JAN				1	2	3	4
		5	6	7	8*	9	10	11
		12	13	14	15*	16	17	18
		19	20	21	22*	23	24	25
		26	27	28	29*	30	31	
FEB							1	
	2	3	4	5*	6	7	8	
	9	10	11	12*	13	14	15	
	16	17	18	19*	20	21	22	
	23	24	25	26*	27	28*	29	
MAR	1	2	3	4*	5	6	7	
	8	9	10	11*	12	13	14	
	15	16	17	18*	19	20*	21	
	22	23	24	25	26	27	28	
	29	30	31					
APR				1	2	3	4	
	5	6	7	8*	9	10	11	
	12	13	14	15*	16	17	18	
	19	20	21	22*	23	24	25	
	26	27	28	29*	30			
MAY					1	2		
	3	4	5	6*	7	8	9	
	10	11	12	13*	14	15	16	
	17	18	19	20*	21	22	23	
	24	25	26	27	28	29	30	
JUN	31							
		1	2	3	4	5	6	
	7	8	9	10	11	12	13	
	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	
28	29	30						

2019 Student Calendar	
Important Dates	
Aug 3	All boarding students grades 7, 9 & new grades 10-12 boarding students report
Aug 5	1st day for grades K-7, 9 & new invitees in grades 10-12, & ALL returning boarders report
Aug 6	ALL grade 8 and remaining HS students in grades 10-12 report
Aug 14, 28*	(8/14) K-12 All-School Convocation, (8/28) 1:30p -3:30p PL (school level)
Sep 2	Holiday – Labor Day
Sep 20	PL or workday (school level), No school for students
Oct 3-4	(10/3-4) KES School Parent/Teacher Conference, (10/4) MS Parent Back to School Day #1, End of Quarter 1 (43 student days)
Oct 7-11	Fall Break
Oct 14,16	(10/14) Middle School Parent Back to School Day #2, (10/16) HS PSAT testing
Oct 30*	1:30p -3:30p PL (school level)
Nov 8	PL K-12 (Campus Level) Kula Hawaii, No school for students
Nov 11	Holiday – Veterans' Day observed
Nov 20*	1:30p -3:30p PL (school level)
Nov 27	Lā Ku'oko'a K-12 campus events
Nov 28-29	(11/28) Holiday, (11/29) Thanksgiving Break
Dec 6	HS Christmas Concert
Dec 19*	Founder's Day, 1:30p -3:30p PL (school level)
Dec 19*	End Quarter 2 (45 student days)
Dec 20-Jan 6	Students' Winter Break
2020 Student Calendar - Important Dates	
Dec 20-Jan 6	Students' Winter Break
Jan 6, 7	(1/6) PL (school level) KES & KMS, workday for KHS. (1/7) Begin Quarter 3, Students return
Jan 20	Holiday – Martin Luther King, Jr. Day
Jan 24	Charles Reed Bishop Founder's Day programs for KES & KMS
Jan 29*	1:30p -3:30p PL K-12 (campus level)
Jan 30-31	KES Parent/Teacher Conferences
Feb 14	PL K-12 (campus level), (2/14-17) No school for students, Boarding Common Weekend
Feb 17	Holiday – Presidents' Day
Feb 18	Students return
Feb 28*	1:30p -3:30p PL (school level)
Feb 29	Ho'olaule'a
Mar 10	End Quarter 3 (43 student days)
Mar 11	Begin Quarter 4
Mar 20*	1:30p -3:30p PL (school level), HS Song Contest
Mar 23-Apr 3	Spring Break
Apr 9	HS Easter Chapel Service
Apr 10	No school for students
Apr 13	PL K-12 (campus level) - E Ola!, No school for students
May 14	K-12 All School End of Year Convocation
May 22	Students' last day of school, End of Quarter 4 (41 student days)
May 23-24	(5/23) Senior Class Baccalaureate, Senior Tea (5/24) Senior Class Commencement
May 25	Holiday – Memorial Day
Jun 8	Summer School begins
Jun 11	Holiday – Kamehameha Day

STUDENT Calendar Revised 4/26/19. Student days: 172  
Approved by CLT on 04/26/19

**KAMEHAMEHA ELEMENTARY SCHOOL  
SIX DAY CYCLE FOR ACADEMIC YEAR 2019-2020**

<u>DAY 1</u>	<u>DAY 2</u>	<u>DAY 3</u>	<u>DAY 4</u>	<u>DAY 5</u>	<u>DAY 6</u>
Aug 6	Aug 8	Aug 9	Aug 12	Aug 13	Aug 15
Aug 16	Aug 19	Aug 20	Aug 22	Aug 23	Aug 26
Aug 27	Aug 29	Aug 30	Sept 3	Sept 5	Sept 6
Sept 9	Sept 10	Sept 12	Sept 13	Sept 16	Sept 17
Sept 19	Sept 23	Sept 24	Sept 26	Sept 27	Sept 30
FIRST QUARTER ENDS Oct 4					
Oct 14	Oct 15	Oct 17	Oct 18	Oct 21	Oct 22
Oct 24	Oct 25	Oct 28	Oct 29	Nov 1	Nov 4
Nov 5	Nov 7	Nov 12	Nov 14	Nov 15	Nov 18
Nov 19	Nov 21	Nov 22	Nov 25	Nov 26	Dec 2
Dec 3	Dec 5	Dec 6	Dec 9	Dec 10	Dec 12
SECOND QUARTER ENDS Dec 19					
Jan 7	Jan 9	Jan 10	Jan 13	Jan 14	Jan 16
Jan 17	Jan 21	Jan 23	Jan 27	Jan 28	Feb 3
Feb 4	Feb 6	Feb 7	Feb 10	Feb 11	Feb 13
Feb 18	Feb 20	Feb 21	Feb 24	Feb 25	Feb 27
Mar 2	Mar 3	Mar 5	Mar 6	Mar 9	Mar 10
THIRD QUARTER ENDS 10					
Mar 12	Mar 13	Mar 16	Mar 17	Mar 18/20M	Mar 19
Apr 6	Apr 7	Apr 9	Apr 14	Apr 16	Apr 17
Apr 20	Apr 21	Apr 23	Apr 24	Apr 27	Apr 28
Apr 30	May 1	May 4	May 5	May 7	May 8
May 11	May 12	May 13/14M	May 15	May 18	May 19
FOURTH QUARTER ENDS 22					
<u>EARLY OUT DAYS</u>					
Aug 7	Aug 14	Aug 21	Aug 28	Sept 4	Sept 11
Sept 18	Sept 25	Oct 2	Oct 16	Oct 23	Oct 30
Nov 6	Nov 13	Nov 20	Nov 27	Dec 4	Dec 11
Dec 18	Jan 8	Jan 15	Jan 22	Jan 29	Feb 5
Feb 12	Feb 19	Feb 26	Feb 28	Mar 4	Mar 11
Mar 18	Mar 29	Apr 8	Apr 15	Apr 22	Apr 29
May 6	May 13	May 20			
<u>ACTIVITY DAYS</u>					
Aug 5	Oct 1	Oct 31	Dec 13	Dec 16	Dec 17
Dec 19	Jan 24	May 14	May 21	May 22	
<u>NO SCHOOL DAYS:</u>					
Sept 2	Labor Day Holiday		Jan 6	KES PL Day	
Sept 20	KES PL Day		Jan 20	Martin Luther King Jr Holiday	
Oct 3-4	Parent Teacher Conference Days		Jan 30-31	Parent Teacher Conference Days	
Oct 7-11	Fall Break		Feb 14	KES PL Day	
Nov 8	KES PL Day		Feb 17	President's Day Holiday	
Nov 11	Veteran's Day Holiday		Mar 23-Apr 3	Spring Break	
Nov 28	Thanksgiving Holiday		Apr 10	Good Friday Holiday	
Nov 29	Thanksgiving Break		Apr 13	KES PL Day	
Dec 20-Jan 3	Christmas Break		May 25	Memorial Day	