

Kamehameha Schools
Kapālama
HIGH SCHOOL

2019-2020
Student & Parent Handbook

CAMPUS CONTACT INFORMATION

Kamehameha Schools Kapālama High School
210 Konia Circle, Honolulu, Hawai'i 96817
Office hours: 7:00 a.m. to 3:30 p.m., M-F
Main campus phone line: (808) 842-8211

High School Office

Principal Wendy Erskine
842-8350

Assistant Principal Kapua Akiu-Wilcox
842-8350

Grade 9 Office

Vice Principal
Eric Okazaki
842-8982
Attendance: 842-8752

Grade 10 Office

Interim Vice Principal
Jacob Pacarro
842-8751
Attendance: 842-8752

Grade 11 Office

Interim Vice Principal
Alyssa Braffith
842-8050
Attendance: 842-8399

Grade 12 Office

Vice Principal
Jay Kauka
842-8137
Attendance: 842-8399

Other Important Telephone Numbers

'Akahi Student Center	842-8531	Kekūhaupi'o Gym	842-8437
Association of Teachers & Parents	842-8444	Midkiff Learning Center	842-8338
Alumni Coordinator	842-8672	Performing Arts Department	842-8356
Parent Coordinator	842-8177	School Store	842-8991
Athletic Office	842-8936	Security Office	842-8320
Boarding Office	842-8435	Special Events	842-8495
Cashier's Office	842-8309	Student Support Center	842-8867
Curriculum, Instruction & Assessment	842-8431	Summer Programs	842-8322
Financial Aid Office	534-8080	Transportation	842-8329
Hale Ola (Infirmary)	842-8075		

For more information on Kamehameha Schools campuses and programs, visit the KS Web site at www.ksbe.edu or call our toll-free phone number: 1-800-842-IMUA.

Grade-Level & College Counseling Contact Information

	Name	Title	Phone	Location
GRADE-LEVEL COUNSELING				
ADMINISTRATOR	TBD	Counseling Department Head	TBD	Kekūānao‘a
GRADE 9 COUNSELING	Victoria Kamaka	Grade Level Counselor (A - K)	842-8139	Kekūānao‘a
	Pikake Renaud-Cashman	Grade Level Counselor (L- Z)	843-3371	Kekūānao‘a
	Robert Sepulveda	Behavioral Health Specialist (A - Z)	842-8583	Kekūānao‘a
GRADE 10 COUNSELING	Michael Fuller	Grade Level Counselor (A - Ka)	842-8465	Kekūānao‘a
	TBA	Grade Level Counselor (Ke—Z)	843-3480	Kekūānao‘a
	Mina Casey-Pang	Behavioral Health Specialist (A - Z))	842-8933	Kekūānao‘a
GRADE 11 COUNSELING	Tara Bagayas	Grade Level Counselor (A - Ke)	842-8580	Haleakalā
	Kris Marr	Grade Level Counselor (Ki - Z)	843-3492	Haleakalā
	Samantha LandrySmith	Behavioral Health Specialist (A - Z)	842-8251	Haleakalā
GRADE 12 COUNSELING	Kathilyn Shelby	Grade Level Counselor (A - K)	842-8432	Haleakalā
	Elisa Chong	Grade Level Counselor (L- Z)	842-8520	Haleakalā
	Nate Beralas	Behavioral Health Specialist (A - Z)	842-8335	Haleakalā
BOARDING	Maile Mundon	Behavioral Health Specialist (Grade 10-12))	842-8141	Hale Kukui
	Charmae Kwan	Behavioral Health Specialist ((9 th Grade)		Hale Kukui
LEARNING SUPPORT	Krystle Richman	Grade 9/10 Coordinator	843-3341	Kekūānao‘a
	Shayna Ashley	Grade 11/12 Coordinator	842-8649	Haleakalā
ADMINISTRATIVE SUPPORT	Cara Kakinami	9/10 Administrative Coordinator	842-8585	Kekūānao‘a
	TBA	11/12 Administrative Coordinator	842-8333	Haleakalā
COLLEGE COUNSELING				
ADMINISTRATOR	Kathryn Kekaulike	Post-Secondary Director	842-8900	Pohakupuna
COLLEGE COUNSELING	Marques Kaonohi	College Counselor	842-8934	Haleakalā
	Steve Morales	College Counselor	842-8254	Haleakalā
	Jen Baum	College Counselor	842-8066	Haleakalā
	Cullen Arroyo	College Counselor	842-8663	Haleakalā
ADMINISTRATIVE SUPPORT	Charlene Hara	College Administrative Coordinator	842-8901	Haleakalā
	Koa Amona	Dual Credit Director	842-8561	Smith
ADMINISTRATIVE SUPPORT	Mikayla AhSam	Dual Credit Administrative Coordinator	842-8589	Smith



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

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

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

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

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

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

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KAMEHAMEHA SCHOOLS KAPĀLAMA
HIGH SCHOOL ADMINISTRATION

Wendy Erskine, Principal
Kapua Akiu-Wilcox, Assistant Principal
Eric Okazaki , Vice Principal, Class of 2023
Jacob Pacarro, Interim Vice Principal, Class of 2022
Alyssa Braffith, Vice Principal, Class of 2021
Jay Kauka, Interim Vice Principal, Class of 2020

D. Puanani Higa, Ed.D., Co-Coordinator of Curriculum & Instruction
Cheryl Yamamoto, Dean of Student Activities
Andrew Lai, Student Leadership & Activities Director
Kathryn Kekaulike, Post-Secondary Director
Glennie Adams, Athletic Director

Department Heads

M. Ka'imipono Kaiwi, English
Bernadette Pi'ilani Akiona, Languages
Diana Ching-Teruya, Mathematics
Alika Young, Performing Arts / Special Events
Brent Takushi, Physical Education / Health
D. Kale Kau'i, Character & Christian Education
Nicole Akana, Science

Kelly Vuikadavu, Social Studies
Monica Kalei Lima, Speech
Brandon Teshima, Technology and Business
Donald Harvey, Visual Arts
Tiare Ahu, Student Support Center
Andrew Lai, Dean of Student Life

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. Our school will help your child achieve his or her highest potential by providing a setting for formal learning – classrooms, staff, materials, equipment and facilities – and by providing active, meaningful learning experiences. Supporting your child will assure that he or she gets the most out of this educational experience. To assist us, we hold you to the following expectations:

Enforce school rules

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

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.

Take an active interest in your child's learning

Know what your child is studying and talk about what is happening in school. Provide a time and place for quiet study time for completion of homework.

Monitor your child's progress

Study informal notes, progress reports and report cards. Discuss them with your child. If you have any questions, contact a school counselor or administrator.

Communicate

Open communication between parents and school professionals is key to a child's academic success. Contact a teacher, counselor, or administrator as soon as a problem arises to discuss your concerns or to schedule a conference. If your child is a boarder, conferences can be arranged during our counselors' visits to your island.

Keep informed

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

Support school activities

Show support for your child's involvement in extra-curricular and athletic activities by attending the events. Your support may also include: participating in parent booster clubs, volunteering to assist with activities, or by simply ensuring safe transportation for your child to and from school activities.

KS Connect

KS Connect is a Web-based system that allows students, parents & teachers to share information including:

- Student grades
- Report card information
- School transcripts
- Daily school bulletin

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

School support opportunities

Opportunities are available for organized parent involvement that will contribute to the success of our schools and students through the following groups.

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 and Alumni Relations office at 842-8444.

Parents & Alumni Relations Office

KS' Parents & Alumni Relations (PAR) office works with parents and alumni to create educational and volunteer opportunities.

PAR works closely with parents, neighbor island families and the Association of Teachers and Parents (ATP). Programs provided by PAR include parent workshops, Launa 'Ike, KS

Campus College Fair, Men's Dress White Shoe Sale, Used Uniform Sale, parent volunteer opportunities, Ho'olaule'a and Alumni Week.

For more information visit <http://apps.ksbe.edu/par/> or contact the Parents & Alumni Relations office at 842-8444:

Kamehameha Schools Resource Centers

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

Kamehameha Schools Resource Center – Hilo

Noelani Ho'opai, Manager

Patricia "Kapi" Kenoi-Chin, Coordinator

16-545 Old Volcano Road | Kea'au, HI 96749

Phone: 982-0851 | Fax: 961-6134

Email: ksrc@ksbe.edu

Kamehameha Schools Resource Center – West Hawai'i

Lehua Kaulukukui, Manager

Eloise Haake, Coordinator

Keauhou Shopping Center, Phase II

78-6831 Ali'i Drive, Suite 429 | Kailua-Kona, HI 96740

Phone: 322-5400 | Cell: 987-6008 | Fax: 322-5437

Email: ksrc@ksbe.edu

Kamehameha Schools Resource Center – Maui

Brandi Ferguson, Manager

175 N. Market street | Wailuku, HI 96793

Phone: 242-1891 | Fax: 242-0824

Email: ksrc@ksbe.edu

Kamehameha Schools Resource Center – Moloka'i

Frances "Maka" Cobb-Adams, Manager

Kulana 'O'iwi Complex

612 Maunaloa Highway Bldg. B | Kalama'ula, HI 96748

Phone: 553-3673 | Cell: 646-0912 | Fax: 553-9801

Email: ksrc@ksbe.edu

Kamehameha Schools Resource Center – O'ahu

Jason Doi, Manager

O'ahu Support Services

567 S. King St. Suite 102 | Honolulu, HI 96813

Phone: 534-8080 | Fax: 523-6286

Email: ksrc@ksbe.edu

Windward Mall – 2nd Level (Macy's Wing)
46-056 Kamehameha Hwy, M-01 | Kaneohe, HI 96744
Phone: 235-2329
Email: ksrc@ksbe.edu

Kini Pihana, Coordinator
Community Learning Center at Mā'ili
87-790 Kulauku St., Mā'ili HI
Phone: 668-1517
Email: ksrc@ksbe.edu

Kamehameha Schools Resource Center – Kaua'i
Bricen Moritsugu, Manager
Dee-Ann Rapozo, Coordinator
Kamehameha Community Hale
3201 Akahi Street | Līhu'e, HI 96766
Phone: 245-8070 | Fax: 246-4617
Email: ksrc@ksbe.edu

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'ī'o – truthful in what you say; truthful in what you do.

Student code of conduct

The high school code of conduct – Kū I Nā Lula Maika'i – was developed by the students of KS Kapālama's award-winning Character Education Summer Ethics Institute. It incorporates the values embodied by Ke Ali'i Pauahi and is a means for the students to guide one another toward academic and personal excellence.

Kū I Nā Lula Maika'i:

- We understand, believe, and behave in a manner that represents our Hawaiian values and demonstrates good character.
- We uphold our core ethical values that include caring (mālama), respect (hō'ihi), responsibility (kuleana), integrity (na'au pono), and honesty ('oia'i'o).
- We responsibly (kuleana) take an active part in our learning process and do not cheat on homework assignments and tests.
- We respectfully (hō'ihi) value individual differences. We willingly kōkua when needed regardless of race, color or religion.
- We recycle as a part of our caring (mālama) for our environment. Graffiti and trash are not acceptable.
- We appreciate our resources and use them wisely by conserving and not wasting.
- We abide by these expectations with integrity (na'au pono) in order to honor Ke Ali'i Pauahi and perpetuate our Hawaiian culture.
- We are accountable for our actions and mindful of the privilege we have to educate ourselves. Our education and good character are vital in preparing us to serve both the Hawaiian community and the world.

E Ola Learner Outcomes at Kamehameha

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

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

KAMEHAMEHA 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.

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

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

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 ikaui Hawai'i, ka pae 'āina o Hawai'i, and ka honua.

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.

OUR ACADEMIC PROGRAM

The mission of Kamehameha Schools is grounded in the Hawaiian culture and Christian values embraced by our beloved founder Princess Bernice Pauahi Bishop. We educate children of Hawaiian ancestry to become good and industrious men and women. Students are required to adhere to all requirements of the Kamehameha Schools academic program, including but not limited to: participation in Christian education and attendance at chapel, Hawaiian cultural and languages studies, including oli and mele performance, Song Contest and attendance at Founder's Day events.

Graduation requirements

Kamehameha Schools is a college preparatory school. More than ninety percent of its graduates each year continue their education at institutions of higher learning. The following graduation requirements are designed to help students develop fundamental skills and acquire knowledge which will contribute to his or her success in society. **Students are expected to enroll in a full program (six classes) each semester, thereby earning at least six credits per year.**

Requests to waive graduation requirements due to special circumstances, such as a medical challenge, may be submitted through a campus counselor to be presented to the school administration.

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

c/o 2020 & 2021 only

GRADUATION REQUIREMENTS *updated 12/17*

Content Area	Credit	Must be Taken in
ENGLISH	4.0	Grades 9-12
SPEECH	1.0	.5 credit in grade 9 or 10 .5 credit in grade 11 or 12
MATHEMATICS	3.0	Any 3 years
SCIENCE	3.0	Any 3 years
SOCIAL STUDIES <ul style="list-style-type: none"> • Hawaiian Culture • World History • US History • Hawaiian History* • Economics 	3.5	.5 credit in grade 9 1.0 credit in grade 10 1.0 credit in grade 11 .5 credit in grade 11 or 12 .5 credit in grade 11 or 12
LANGUAGES	2.0	Any two (2) consecutive years; Must be in the same language
PERFORMING ARTS	0.5	Any semester
PHYSICAL EDUCATION/ HEALTH <ul style="list-style-type: none"> • Personal Health • PE 1 • PE 2 	2.0	.5 credit in grade 9 .5 credit in grade 9 1.0 credit in grade 10
VISUAL ARTS	0.5	Any semester
ELECTIVE CHOICES	4.5	Grades 9-12

Total Credits Needed for Graduation 24.0

** If participating in the Kauhale, Hawaiian History will also be taken in grade 9 instead of grade 11 or 12.*

NON-CREDIT REQUIREMENTS *updated 12/16*

AEROBIC MAINTENANCE	
CHARACTER EDUCATION <ul style="list-style-type: none"> • Grade level events • Senior Service 	Kū Mauna, Grade 9; TBD gr 10-11 Grade 12
CHRISTIAN EDUCATION <ul style="list-style-type: none"> • 'Ekalesia (classes) • Chapel 	One quarter each year, gr 9-12 As scheduled, gr 9-12
GUIDANCE	Six to ten meetings each year, gr 9-12
HAWAIIAN LANGUAGE PROFICIENCY	Demonstrate proficiency via: Hawaiian 1 with a C- or higher (2~ semester) OR a series of assessments
SCHOOL SERVICE	One quarter each year, gr 10-11
SPECIAL EVENTS	Rehearsals and events as scheduled
SWIMMING PROFICIENCY	Required for graduation, assessed in PE

GRADUATION REQUIREMENTS *updated 1/19*
NĀ PAPA ʻĪKOI (Core)

c/o 2022 & 2023

	Credit	Must be Taken in
ENGLISH	4.0	Grades 9-12
SPEECH	1.0	.5 credit in grade 9 or 10 .5 credit in grade 11 or 12
MATHEMATICS	3.0	Any 3 years
SCIENCE	3.0	Any 3 years
SOCIAL STUDIES	3.5	
- <i>Hawaiian Culture</i>		.5 credit in grade 9
- <i>World History</i>		1.0 credit in grade 10
- <i>US History</i>		1.0 credit in grade 11
- <i>Hawaiian History*</i>		.5 credit in grade 11 or 12
- <i>Economics</i>		.5 credit in grade 11 or 12
LANGUAGES**	2.0	Two (2) consecutive years of the same language AND Demonstrate proficiency in Hawaiian 1 and Hawaiian 2
PERFORMING ARTS	0.5	Any semester
PHYSICAL EDUCATION/ HEALTH	2.0	
- <i>Personal Health</i>		.5 credit in grade 9 or 10
- <i>PE 1</i>		.5 credit in grade 9
- <i>PE 2</i>		1.0 credit in grade 10
VISUAL ARTS	0.5	Any semester
NĀ PAPA MAULI (ELECTIVES)	4.5	Grades 9-12
Total Credits Needed for Graduation	24.0	

* If participating in the *Kauhale*, *Hawaiian History* will occur in grade 9 instead of grade 11 or 12.

**Languages credit may be fulfilled with other languages if Hawaiian 2 proficiency is met.

NĀ MAULI HIWA (Non-Credit Requirements) *updated 1/19 (subject to change)*

ADVISORY & GUIDANCE:

- Character Education
 - *Grade level events* Kū Mauna, Grade 9; TBD gr 10-11
 - *Senior Service* Grade 12
- College and career mindset Naviance, Guidance, etc
- Healthy lifestyle/choices
 - *Aerobic Maintenance* One day per week, gr 11-12
 - *Swimming Proficiency* Assessed in PE

SERVANT LEADERSHIP

- Community service
 - *School Service* One quarter each year, gr 10-11
- Kahiau (e.g, Founder’s Day, KSK Song Contest) Rehearsals and special events

CHRISTIAN EDUCATION

- *ʻEkalesia (classes)* One quarter each year, gr 9-12
- *Chapel* As scheduled, gr 9-12
- *Convocation*

Course registration

Each spring, students work with teachers and counselors to select courses for the next school year. Parents may view the course recommendations through the school's online information system, KS Connect. Parents are expected to work with their children to register for classes via KS Connect.

Dual Credit (DC)

Kapālama High School will be partnering with Hawai'i Pacific University and Windward Community College (WCC) to offer courses that allow students to earn both high school and college credit simultaneously. Additionally, courses will be weighted on a 5.0 scale (similar to Advanced Placement) and will count towards an Honors Diploma. Once enrolled, a separate application and additional paperwork will be required. For more information, visit <https://blogs.ksbe.edu/khsdualcredit/>.

Transferability of credits and transcripts to specific colleges/universities is the responsibility of the student/family. We highly suggest that you contact your college of choice to confirm transfer credit processes and fees, if applicable.

Solid course requirements: Solids– English, math, science, social studies, speech and languages – must be taken during designated school years. Students are required to take a minimum of 3 solid credits in grades 9 and 10 and a minimum of 3.5 solid credits in grades 11 and 12.

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

Dropping courses: Requests to drop classes after the first two weeks of the semester will be considered on an individual basis. Consequences that result from dropping a course may include receiving an "F" grade for the course during the semester during which it is dropped.

Non-KS summer school courses

Students are allowed to enroll in a summer school programs outside of the KS system. If there is any question if a specific course will be accepted by the High School please check with the school counselor.

Homeroom Periods

Homeroom periods provide a home base for meetings concerning school business and for discussions of general student interest. Homeroom teachers chaperone students at assemblies, class picnics and other special events.

In addition to homeroom, students are required to attend all their classes and required activities. See the high school bell schedule within this handbook.

Study & Activity Periods

Study and activity periods are excellent times for students to see their teachers for help with completing assignments or make-up work. The following activities also take place during these unscheduled periods:

Study help

Students who need help with their school work can make arrangements for study-help sessions with their teachers. Sessions usually take place during unscheduled periods, but can also be arranged before school or during teacher preparation periods. Teachers may require attendance of study-help sessions to help improve a student's academic performance. Detention will be assigned for missing required study-help sessions.

Academic Probation Study Hall

Students on academic probation are required to attend study hall. Please refer to the Academic Probation section for more information.

Field trips

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

- When a field trip is planned, students are responsible for notifying teachers whose classes will be missed via field trip notification blue slip. If a student cannot go on a field trip, he or she must report to regularly scheduled classes or to the office during the field trip teacher's class period.
- Students are responsible for promptly making up all work missed in other classes.
- If a student is scheduled for more than one field trip for the same time on a given day, he/she must inform the office of the field trip he/she plans to attend.
- Regular school attire must be worn during field trips unless special permission has been granted to the group by the vice principal.
- Parents authorize field trips and other activities taken during the school day when they sign the Student Directory Information form.

Special events required for graduation

The following are mandatory for all high school students to attend:

Founder's Day

Observed on or near December 19, Founder's Day honors the birthday of Princess Bernice Pauahi Bishop, founder of Kamehameha Schools. The day is commemorated with a campus celebration involving the entire student body. Seniors are required to participate in a program at Mauna 'Ala.

Song Contest

In March, high school students take part in a time-honored Kamehameha tradition known as Song Contest. The objectives of the competition are to perpetuate music as a vital part of the Hawaiian culture, to develop leadership, cooperation and class spirit.

Baccalaureate

Baccalaureate – a service for graduating seniors – has been a Kamehameha tradition since the school’s first graduating class in 1891. The service is held at Kawaiaha’o Church.

Commencement

This event honors graduating seniors who have fulfilled all Kamehameha graduation requirements.

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.

Grades

Grades help our teachers communicate the skills and knowledge students have learned in relation to course objectives. Teachers’ individual grading practices are outlined in their course summaries. Parents and students who have questions about grades should contact teachers directly. Report cards are issued at the end of each quarter to communicate academic progress.

Progress reports

Teachers will submit progress reports via KS Connect to parents/guardians of students earning an average of a D or F grade in their class. Progress reports may also be issued when students:

- Receive a D or F grade on an assignment
- Fail to complete assignments
- Score on an assessment
- Exhibit behaviors that are not conducive to learning

The Honors Program

The Honors Program offers a more rigorous and challenging opportunity for students who qualify. Teacher recommendations are required for many of these courses. Two types of courses are included in the program:

- Honors courses are designed to challenge the most academically capable students.
- Advanced Placement (AP) courses are college-level courses that prepare students for advanced placement exams and may earn them credit at participating colleges and universities.

Academic honesty and integrity are essential requirements for earning an Academic Honors Diploma from Kamehameha Schools. Any student working toward an Academic Honors

Diploma who is found to be academically dishonest (e.g. have cheated, copied the work of others, and/or plagiarized from others) may forfeit the opportunity to earn the Academic Honors Diploma.

For more information about our Honors Program please see our Catalog of Courses.

Honors and Advanced Placement (AP) courses are rigorous, and expectations for students enrolled in them are high. As a result, course grades, which determine student GPA and class rank, are weighted differently than in the regular program. The following letter grades are applied throughout the high school:

LETTER GRADE	REGULAR COURSE	HONORS COURSE	A.P. COURSE	RANGE IN PERCENTAGES
A	4.0	4.5	5.0	93-100%
A-	3.7	4.2	4.7	90-92%
B+	3.3	3.8	4.3	87-89%
B	3.0	3.5	4.0	83-86%
B-	2.7	3.2	3.7	80-82%
C+	2.3	2.8	3.3	77-79%
C	2.0	2.5	3.0	73-76%
C-	1.7	2.2	2.7	70-72%
D+	1.3	1.3	1.3	67-69%
D	1.0	1.0	1.0	63-66%
D-	0.7	0.7	0.7	60-62%
F	0.0	0.0	0.0	0-59%

Report cards

Report cards may also be viewed via KS Connect. For parents who have not established a KS Connect account, report cards are mailed at the end of each quarter/semester. Copies of student report cards are also kept in the counseling and high school administration offices. Teachers assign letter grades for each course to indicate student progress (see school grading scale above).

They may also provide additional information on student attitude and progress through report card comments and direct communication with parents.

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

I	Incomplete	ME	Medical Exempt
P	Pass	MR	Medical Repeat PE
NC	No Credit	WD	Withdraw NC
W	Credit Waiver	WF	Withdraw Fail
MW	Medical Waiver	WP	Withdraw Pass
WM	Withdraw Medical		

Incompletes

An “incomplete” or grade “I” is given to a student who has not completed all assignments in a class. The student has the first two weeks of the following quarter to complete all necessary work. Any further extension of time must be agreed upon by the teacher, student and administrators. Incomplete grades are not given for the last grading period of the school year.

F or NC Grades

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

Grade Point Average

Semester grade point averages are reflected on student report cards. They are used to determine the honor roll and principal’s list. Summer school grades from accredited high schools are included in the cumulative GPA.

Grade promotion

Students must maintain satisfactory grades in all classes in order to be promoted to the next grade level. Those who receive a grade F in a single core class (English, math, science, or social studies) for two or more quarters, must earn the credits to be on track for graduation. Make-up courses will be determined by the school administration. Students who fail two or more core classes in a school year may be released from Kamehameha Schools.

Academic probation

Students are placed on academic probation if they receive an F or two or more D’s. They may also be placed on Academic Probation if their GPA falls below 2.0 on a quarterly report card.

The following policies are in place for students on academic probation:

- Students on academic probation are required to attend study hall during the next quarter.
- Students who remain on academic probation from one quarter to another are evaluated and monitored to review progress.
- Students who continue to have academic difficulties and who show little evidence of trying to improve may be asked to leave Kamehameha Schools.
- Students on academic probation may not represent the school in athletic events or co- curricular activities. See “Student activity ineligibility” section.

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 principal.
3. If resolution is still not achieved, please request that the principal take the matter up with the Kamehameha Schools Head of School.

Celebrating student achievement

Kamehameha Schools believes in recognizing students who work to achieve a high level of academic excellence. Following are some of the ways we celebrate student achievement:

Quarterly Certificates

The following quarterly awards celebrate students who have earned high levels of academic achievement, shown marked improvement in their academic performance.

- Academic Achievement Certificates – A quarter GPA of 3.5 or higher.
- Academic Improvement Certificate – An improvement of 0.3 or more in a quarter GPA over that of the previous grading period.
- Attendance Certificate – Perfect attendance for the quarter in all classes (excluding absences for school-sponsored activities).

Academic awards

Merit school-based academic awards and scholarships are presented to students at year-end ceremonies. A selection committee comprised of administrators, teachers, and counselors select recipients.

Semester Awards

- Honor Roll & the Principal's List - Students are placed on the school's honor roll if they complete a full course load with a semester GPA of 3.50 to 3.99. They are placed on the principal's list if they achieve a semester GPA of 4.00 or higher.

DAY-TO-DAY STUDENT LIFE

School hours & attendance

Students are expected to remain on campus for the entire school day even if the student has an unscheduled period. They may leave campus at the end of the last period of the day or required activity if they are not taking part in activities or engaged in study help. The daily schedule may be modified to accommodate special school events. Information on schedule changes is communicated to students through a daily school bulletin, homeroom announcements, and a weekly calendar.

Identification cards

Students are required to wear their Kamehameha identification cards on a lanyard or clip at all times while on campus, and should be clearly visible by any staff member. Student IDs are required for admission to all school-sponsored events including athletic competitions and dances. They are also required to check out books and other media from Midkiff Learning Center.

If an ID is lost or stolen, a new one may be obtained at the 'Akahi Student Center. A \$10 fee will be charged. No refunds or returns will be allowed. Replacement lanyards are also available for purchase.

ID cards that are defaced, broken or changed in anyway, must be replaced.

Dress code & appearance

Kamehameha Schools enforces a student dress code. Students are required to wear uniforms every day from arrival on campus to the end of the school day.

Students who are inappropriately dressed or groomed will be referred to the school office to comply with the dress code. Vice principals make the final decisions on dress code matters which cannot be appealed.

Following are the dress and appearance guidelines enforced on campus:

YOUNG MEN	
Acceptable	NOT ACCEPTABLE
<p>Appearance Hair should be even and conventionally cut, clean, of a natural color, neatly groomed, and not touching the collar. Faces should be clean-shaven.</p> <p>Everyday attire:</p> <ul style="list-style-type: none"> • KS uniform polo shirt – Navy blue, royal blue, sky blue or white purchased from Land’s End store. • KS aloha-print shirt purchased from Land’s End store. • KS uniform long pants –navy blue or khaki purchased from Land’s End store. • KS uniform shorts purchased from Land’s End store. • Fully Covered shoes must be worn properly. <p>Physical education uniforms: Students are required to wear P.E. shirts and shorts available for purchase at the Kapālama School Store.</p> <p>Special event attire:</p> <ul style="list-style-type: none"> • Shirt – White, long-sleeved KS aloha-print shirt purchased from Land’s End store. • Pants – White, pleated dress pants without cuffs purchased from Land’s End store. • Blue sash purchased from Land’s End store. • White, dress, leather shoes (no open-weave or athletic shoes). Suggested Web sites for shoe-shopping: westernband.com and zappos.com. • White, full-length socks. • Class ring and watch. <p>Outerwear and accessories:</p> <ul style="list-style-type: none"> • Sweatshirts and jackets (Flannel jacket/shirts). • Hats may be worn but must be removed when indoors. • Hoodies must be worn down in class 	<p>Appearance</p> <ul style="list-style-type: none"> • Beards, moustaches or pony tails • Unconventional hairstyles including razor designs, faux-hawk and other colored patterns. • Razor designs in eyebrows • Dyed, bleached, or multicolored hair or highlights outside the range of student’s naturally colored hair. • Hair that covers the eyebrows, falls over the ear or touches the top of the shirt collar. • Sideburns that are flared or longer than the bottom of the ear lobe. • Visible body piercings. <p>Attire:</p> <ul style="list-style-type: none"> • Tight fitting garments. • Visible undergarments, including undershirts • Ragged, torn, ink-marked or dirty uniform garments • Long-sleeved garments worn under uniform shirts. • Sandals, slippers, clogs or open backed shoes (i.e., crocs). • Sweat pants <p>Outerwear and accessories:</p> <ul style="list-style-type: none"> • Outerwear and hats with messages or caricatures in poor taste. • Long sleeved shirts and T-shirts worn as outerwear. • Bandannas/Head bands. • Earrings. • Sunglasses.

YOUNG WOMEN

Acceptable	NOT ACCEPTABLE
<p>Appearance Hair should be conventionally cut, clean, and neatly groomed. Natural-looking make-up is acceptable.</p> <ul style="list-style-type: none"> • Corn rolls ok • Hair color under the range of natural color. <p>Everyday attire:</p> <ul style="list-style-type: none"> • KS uniform polo shirt – Navy blue, royal blue, sky blue or white purchased from Land’s End store. • KS aloha print dress purchased from Land’s End store. • KS uniform pants – Navy blue or khaki purchased from Land’s End store. • Ks uniform skirt – Navy blue purchased from Mills or Land’s End store. • KS uniform shorts purchased from Land’s End store. • Dresses, shorts and skirts must fall at the knee. • Covered shoes must be worn properly. <p>Physical education uniforms: Students are required to wear P.E. shirts and shorts available for purchase at the Kapālama School Store.</p> <p>Special event attire:</p> <ul style="list-style-type: none"> • White, floor-length KS aloha print mu’umu’u purchased from Land’s End store. • White, low-heeled pumps. • Class ring and watch. <p>Outerwear and accessories:</p> <ul style="list-style-type: none"> • Sweatshirts and jackets (Flannel jacket/shirts). • Hats may be worn but must be removed when indoors. • Hoodies must be worn down in class. 	<p>Appearance</p> <ul style="list-style-type: none"> • Unconventional hairstyles including razor design, faux-hawk and other colored patterns. • Razor design in eyebrows • Dyed or bleached hair or highlights outside the range of student’s naturally colored hair. • Visible body piercings other than on ears (i.e., nose). <p>Attire:</p> <ul style="list-style-type: none"> • Tight fitting garments. • Visible undergarments. • Ragged, torn, ink-marked or dirty uniform garments. • Long-sleeved garments worn under uniform shirts. • Shorts, skirts or pants rolled up at the waistband or hem. • Sweat pants, pants or leggings worn with KS uniform. • Bathing suit tops as undergarments. • Spiked heels, sandals, slippers, clogs or open-backed shoes. <p>Outerwear and accessories:</p> <ul style="list-style-type: none"> • Outerwear and hats with messages or caricatures in poor taste. • Long-sleeved shirts and T-shirts worn as outerwear. • Bandannas. • Sunglasses.

Purchasing uniforms

All new uniforms and special events attire must be bought from Lands End Inc. There are no exceptions. You may purchase uniforms at the O'ahu store that is operational year round. Purchases may also be made online. For business hours and other details, please visit www.landsend.com or your campus website.

Gently used uniforms may 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 the store at 842-8675, or the KS Parents and Alumni Office at 842-8444.

In the dining hall

Kamehameha Schools strives to provide students with meals that are healthy and nutritionally balanced. School lunches are served cafeteria-style daily at 'Akahi Dining Hall or at Grab & Go during the block days in the 'Akahi Student Center classroom. Students are responsible for their own food selections and are encouraged to choose a variety of food reflective of the USDA Food Pyramid Guidelines. Charges for lunch are included in the tuition and fees.

Dining hall etiquette

- Laptops may be used in 'Akahi Dining Hall when the table has been cleared of all food and drink.
- Practice common courtesy and good table manners while in the dining hall. Loud, boisterous behavior is not appropriate.
- Use the designated entrance and exit doors in the dining hall to fall in line. Cutting in line is not permitted.
- Take only what you are certain you can eat to avoid waste. You can always return for seconds if you are still hungry.
- If you spill or drop something it is your kuleana to clean it up. Minor spills can be wiped up with a cloth and sanitizing solution provided at stations throughout the dining room. For larger spills, find a dining hall staff member to get the necessary cleaning supplies.
- Once you are done eating, take your dining utensils, plate and tray to be cleaned. Under NO circumstances should these items leave the dining hall.
- Please make sure the table is wiped and clean before leaving the dining room.
- Students are not permitted to take food and dishware from the dining hall unless approved by KS or from the Grab & Go.
- Cell phones and earphones are not allowed in the servery.

Special diets

Students who have restricted diets are requested to present a note from their physician to Hale Ola stating their dietary restrictions. Those on a very limited list of foods may bring part of their lunch from home to supplement what they can eat from the school menu.

ABSENCES, LEAVES & TARDINESS

Absences

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 due to illness or injury

Phone call

Please call the unit office attendance line at 842-8752 (grades 9-10) or 842-8399 (grades 11-12) before 9:00 a.m. for each day your child is absent. Please let the office know if you anticipate an extended absence. Be prepared to give your child's name and reason for absence.

Returning to school

If you were unable to notify the office, on return, your child must deliver to the school office a signed note from a parent/legal guardian stating the reason for the absence.

All students returning to school after an absence for illness or injury must readmit through the Hale Ola Dispensary (phone 842-8075) if:

- The absence is for four or more days; or
- The absence is for less than four days, and
 - The student saw a healthcare provider during that period, or
 - The student has any new medical restrictions.
- A healthcare provider's note is required for any absence of four or more days.

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

If absence from school is absolutely necessary for reasons other than illness or injury, parents must submit a written request to the school office two weeks prior to the date of the absence. The vice principal reviews all absence requests. If approved, students are responsible to follow-up with their instructors to meet coursework expectations such as deadlines, make-up work, etc. for excused absences.

In the event the request is unapproved, teachers are not required to provide make-up work, tests (including final exams) or tutoring due to students' unexcused absences.

Medical appointments

Non-emergency medical/dental appointments should be scheduled on weekdays during non-school hours or on weekends. A written note to the vice-principal is required if a student must be excused during school hours.

In the event the request is unapproved, teachers are not required to provide make-up work, tests

(including final exams) or tutoring due to students' unexcused absences.

Medical appointments

Non-emergency medical/dental appointments should be scheduled on weekdays during non-school hours or on weekends. A written note to the vice-principal is required if a student must be excused during school hours.

Family vacations

Extended student absences can have a negative impact on student academic progress. For this reason, we strongly encourage families to plan trips during regular school vacation periods. The school calendar is designed to allow several long breaks that are conducive to travel.

College visits

A written request should be submitted by the student's parents to the vice principal at least two weeks before the visit. Each request will be reviewed on a case by case basis.

Funerals/Memorial Services

Parents must notify the office of any absence to attend the funeral/memorial services of an immediate family member. Students may request an excused absence to attend the funeral.

Off-campus pass

If it is necessary for a student to leave campus during the school day, he or she must present a parent note at the unit office and obtain an off-campus pass. State law requires students who leave campus during the school day to have a pass from a school administrator. If questioned by a law enforcement officer, the student should show the pass and student ID card immediately.

Participation in Special Events

In order to participate and attend any evening or afterschool event (prom, dances, competition, co and extra-curricular activities, students must be in school for the entire day (this includes unscheduled periods) of the event or the day before if the event falls on a weekend or non-school day.

Absence Examples

Excused absences	Unexcused absences
<ul style="list-style-type: none">• Personal illness• Medical, dental, or mental health appointment• Serious illness in the student's immediate family• A death in the student's immediate family or of a relative• Emergency conditions such as fire, flood, or storm• Unique family circumstances warranting absence and coordinated with school administration.	<ul style="list-style-type: none">• Absences not confirmed by a phone call or written note from parent or guardian• Cutting class or a required activity• Truancy

Leaves of absence

Students who need to leave Kamehameha to address special needs or concerns may be granted leaves of absence. Parents must submit a written request to the principal prior to the leave and be available for a leave conference.

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, and
- Family relocation for military or employment reasons on a limited-time 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.

Returning to school

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

Tardiness

Students are expected to be punctual and must be in their classrooms ready to learn when classes begin. School starts at 7:35 a.m. Students who arrive after 7:35 a.m. must report to the office to obtain an admittance slip before going to class. Students who anticipate being tardy must bring a note to the school office or have a parent or guardian call the school's attendance line.

Excessive absence or tardiness

Excessive absences or tardiness, whether due to illness or other reasons, can have a detrimental effect on a child's educational progress. In cases of excessive, illness-related absences, the school will contact parents for a conference. The following guidelines apply to excessive, unexcused absences and tardiness:

- Consequences for students with more than 10 absences in a single semester may include not earning credit for the semester or being released from Kamehameha Schools.
- After the third tardy, detention will be assigned by the teacher and/or respective unit office. Chronic tardiness will result in further disciplinary action.

Make-up work

Excused absence

- It is a student's responsibility to arrange make-up of missed assignments due to absence by the required deadline. Ways to request homework assignments include: checking online resources, e-mailing or calling the teacher directly, or calling a classmate for homework assignments.

Unexcused absence

- Teachers have the discretion to prepare homework or other assignments in advance for unexcused absences as aligned to the school policy and class syllabi.
- Teachers have the discretion to allow students to make-up work or tests on days when they have an unexcused absence as aligned to the school policy and class syllabi.

STUDENT ACTIVITIES

Extracurricular and co-curricular activities are an essential part of a well-rounded education. Kamehameha Schools offers a broad spectrum of activities for its students with opportunities to sharpen their skills in leadership, sports, academics, community service, culture and the arts. These activities reinforce lessons learned in the classroom, allowing students to apply those lessons in a real-world environment. Following are just some of the ways we help foster academic success outside of the classroom.

Student government

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

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

Students seeking to run for student government offices must:

- Be in good standing for conduct and academics
- Have a cumulative GPA of at least 2.0
- Have approval from the school's Student Leadership and Activities Director or class advisor

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

Special-interest clubs

The high school offers a variety of clubs, each led by a faculty or staff advisor and united under a club charter. All clubs must be sanctioned by the Associated Students of Kamehameha Schools (ASKS) before they may use school facilities and/or fundraise.

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

Athletics

The Kamehameha Schools Athletic Program offers a broad range of interscholastic sports ranging from football to golf, for a total of nearly 30 student sports. The interscholastic program strives to promote the development of a student's highest potential by providing students with a vast range of opportunities to practice good sportsmanship, and to appreciate the benefits of discipline through training, team work and commitment. For more information on our athletic program, please refer to the Athletics section of this Handbook, call the Athletics Department at 842-8936, or visit <http://kapalama.ksbe.edu/athletics>.

Admission to athletic events

Each Kamehameha student is entitled to admission to all regular Kamehameha Interscholastic League of Honolulu (ILH) athletic events when he or she presents a valid Kamehameha ID card at the gate.

Dances

ASKS sponsors dances. Appropriate casual attire, as outlined in the Daily Bulletin is expected. Students should arrive at a dance on time.

For banquets and proms: For sophomore banquet and junior prom guests must be in high school or no older than 19. For senior prom guests must be in high school or no older than 20. A valid KS student ID and designated dress code are required to attend.

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 Dean of Student Activities at 842-8531. Fundraising for personal purposes not connected with a Kamehameha club or athletic team organization is not permitted on campus. Money and items will be confiscated.

Use of the KS name & 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 Dean of Student Activities.



KAMEHAMEHA SCHOOLS®

Student activity ineligibility

Students who represent Kamehameha must be in good standing both in conduct and academic.

Ineligibility due to conduct probation

Students who are on conduct probation for misbehavior are not eligible to represent the school in the below activities for a minimum of two weeks unless it is part of a course requirement, but they may participate in practices. The dates and duration of the ineligibility period are determined by the vice principal.

- Co-Curricular activities – Those activities that occur after school hours but are not part of a regular school class.
- Extra-curricular activities – Those occurring after school hours, for example athletics, prom, dances, social, etc.
- Honorary activities – Events that place students in positions of honor, some of which may be elected, for example, Hō'ike participant, Student Government (ASKS), and Deputation Team. Other honorary positions (Song Contest director, Song Contest speaker, etc.) may be subject to additional eligibility restrictions.

Ineligibility due to academic probation

Students who receive a F grade, two or more D grades or who have a GPA below 2.0 on a quarterly report card are not eligible to represent the school in the above activities for a minimum of two weeks. This includes students who are declared ineligible and are unable to clear the deficient grade because they are no longer in the course. The period of ineligibility is during the grading period following the quarter during which the poor grades were received. The following guidelines are in place with regard to students on academic probation:

- Ineligibility based on grades during 1st – 3rd quarters: The ineligibility period starts after grades are posted through a minimum two-week period. Beginning with the third week, to include school breaks and holidays, students may be active again if written clearance from the vice principal is obtained. Students may continue to practice with their teams or groups during the ineligibility period.
- Ineligibility based on grades from 4th quarter: Students with an F grade, two or more D grades, or a GPA below 2.0 during the fourth quarter will be ineligible for at least the first two weeks of the next school year. Beginning with the third week, the student may become active if written clearance is obtained from the vice principal. This guideline includes new students admitted on probation. Students may continue to practice with their teams or groups during the ineligibility period.
- Students with two or more F grades: These students will not be allowed to practice or represent the school for a period of four weeks. Beginning with the fifth week of the quarter, the student may become active again if written clearance is obtained from the vice principal.
- Special Note for Athletes: Students who are on academic probation with a GPA of less than 2.0 may not participate in State Tournaments according to the HHSAA rules.

Academic ineligibility dates 2019-2020

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

Students with one “F” grade or two or more “D” grades or a GPA below 2.0 for the quarter may practice, but cannot compete or perform during the dates shown below.

	Ineligibility begins:	With administrative clearance, may resume student activities on:
Q1	Wednesday, August 7, 2019	Wednesday, August 21, 2019
Q2	Wednesday, October 16, 2019	Wednesday, October 30, 2019
Q3	Wednesday, January 8, 2020	Wednesday, January 22, 2020
Q4	Wednesday, April 8, 2020	Wednesday, April 22, 2020

Students with two or more “F” grades for the quarter can neither practice nor compete/perform during the dates shown below.

	Ineligibility begins:	With administrative clearance, may resume student activities on:
Q1	Wednesday, August 7, 2019	Wednesday, September 4, 2019
Q2	Wednesday, October 16, 2019	Wednesday, November 13, 2019
Q3	Wednesday, January 8, 2020	Wednesday, February 5, 2020
Q4	Wednesday, April 8, 2020	Wednesday, May 6, 2020

** Dates subject to change*

Students with two or more “F” grades for the quarter can neither practice nor compete/perform.

Administrative clearance to resume participation in student activities does not remove the student from conduct or academic probation.

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 multitier approach for student support

Ka Loina Lawena Pono

Ke mahalo nei au i Ke Ali'i Pauahi no kona lokomaika'i.
 I lālā kūpono o ka 'ohana o Kamehameha, e hō'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, consequences will be applied when students choose not to honor and accept their kuleana as a member of our Home Ho`ona`auao. KS has a process in place to help identify student misbehavior that may be detrimental to the health and safety of Kamehameha people and property.

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

<ul style="list-style-type: none">• Failure to follow established rules• Disobeying authority• Dishonesty• Excessive tardiness• Inappropriate language and gestures (profanity, swearing)• Dress code violation• Misuse of school property	<ul style="list-style-type: none">• 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
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Possible Consequences – (Depending on the severity and/or frequency of infraction):

<ul style="list-style-type: none">• Verbal warning• Written reprimand• Time-out• In school restriction	<ul style="list-style-type: none">• Detention• Repair/replacement of items misused or broken• Written incident report• Restriction of school electronic devices, including computers
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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:

<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Inappropriate conduct off camps 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
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Possible Consequences – (Depending on the severity and/or frequency of infraction)

<ul style="list-style-type: none">• Continue more stringent Level 1 consequences• Detention• School Counseling• Outside Counseling• Extended restriction of school issued computer or electronic device usage	<ul style="list-style-type: none">• Suspension• Conduct Probation• Impact on grade• Restitution• Behavioral contracts• In-school restrictions• Restriction from school events/activities
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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 to include, but not limited to:

<ul style="list-style-type: none">• Serious acts of defiance, insubordination, or threatening a staff member of student• Being present where drugs or alcohol are being used, or evidence of use exists• Misuse of school electronic devices, including computers.	<ul style="list-style-type: none">• Inappropriate public display of affection• Sexual misconduct• Use or possession of any nicotine or tobacco product and use or possession of electronic cigarette• Minor theft• Vandalism, graffiti, computer hacking, and/or other forms of destruction of property• Gambling betting
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Possible consequences – (Depending on the severity and/or frequency of infraction):

<ul style="list-style-type: none">• Continue more stringent Level 1 and/or Level 2 consequences• Repossession of school property/equipment• School Counseling• Outside Counseling• Drug/Alcohol assessment/counseling	<ul style="list-style-type: none">• Financial restitution• On campus work assignment• Community service• Suspension• In-school Restriction• Restriction from school events/activities• Release from school
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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:

<ul style="list-style-type: none"> • Fighting • Possession and/or use of alcohol and/or illicit drugs on campus or at school • Intermediate Theft • Possession of drug paraphernalia • Chronic Absences • Serious misuse of school electronic devices, including computers 	<ul style="list-style-type: none"> • Refusal to cooperate with drug and/or alcohol testing • Harassment, discrimination, intimidation, bullying, and/or hazing • Tampering with or Misuse of Fire Alarm and/or other safety/emergency equipment • Extortion • Serious sexual misconduct
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Possible Consequences – (Depending on the severity and/or frequency of infraction):

<ul style="list-style-type: none"> • 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 not limited to:

<ul style="list-style-type: none"> • Arson • Serious Assault • Bomb Threat • Burglary • Possession, Threat or Use of a Dangerous Instrument or Weapon • Sale of 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):

<ul style="list-style-type: none"> • 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.

Security at the Makuakāne main gate

Campus access is strictly controlled at the main gate between the hours of 8 a.m. – 2 p.m. and 10 p.m. – 5 a.m. on school days. All visitors, including parents, must call the office they will visit prior to arriving on campus for clearance. Campus security will arrange for a visitor pass to be waiting for you at the main gate upon presentation of a photo ID. Unannounced visitors will be subject to delay or may be turned away, so please plan accordingly. 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 or 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 on campus

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

During school hours:

- Elementary and middle school campuses
- Classroom lānai areas except for "passing" time between classes
- Dormitories and Boarding areas
- Auditorium when not in use
- Lawns of upper campus dormitories and Dorm Circle
- Kekūhaupi`o (unless attending a class)
- Parking lots and parking structure; and student and staff cars
- Tennis courts
- Any other areas identified and communicated by faculty and/or staff

Off limits at all times:

- Areas where construction or renovation is in progress
- Forest areas
- Physical Plant area
- Access roads
- Any other areas identified and communicated by faculty and/or staff

Skateboarding/rollerblading

Students are not to bring skateboards, Razors, rollerblades, etc. on campus at any time.

Visitors & volunteers

Upon arrival on campus, ALL visitors - including parents, relatives and caregivers - must report to the unit office and sign in. 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 unit office, sign out and return the visitor's pass.

KS depends greatly on parents, relatives and community volunteers to enhance its curriculum and to make such things as field trips and special activities possible. In order to provide the safest environment for students and volunteers, KS requires every volunteer who will be in direct contact with students for an extended period, and/or on a regular basis, to complete a volunteer information form available on-line at www.parents.ksbe.edu. This form shall be completed and submitted to 'Akahi Student Center prior to volunteer date.

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. 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, 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

As a safeguard, never leave valuable items unattended or unsecured. Kamehameha Schools will not be responsible for replacing lost, stolen or damaged items.

Right to search

Kamehameha Schools is a private educational institution responsible for the safety of its students and faculty members. As such, 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 harm 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. It is the obligation of parents and legal guardian to notify KS in the event there is a legal change in their children's custodial status. Copies of any court orders, decrees, power of attorneys that affect your child's legal status must be sent to the respective unit office. In the absence of any legal documentation, KS follows the guidelines developed through statutory law and court decisions. A copy of the legal document establishing parental authority is also retained in the student's record.

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

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

Island-wide emergencies

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

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

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

Announcements about school closure or evacuation will be broadcast over the following local radio stations: KSSK 92.3 FM, KCCN 100.3 FM, KRTR 96.3 FM, KUMU 94.7 FM and KINE 105.1

FM or via Connect Ed the schools communication system.

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.

Transportation: In case of local or national emergencies, students will be transported to bus stops sites AT NORMAL DROP-OFF TIMES only if transportation is deemed safe. Otherwise, students will remain in their designated evacuation center on 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 your child's respective unit office.

STUDENT HEALTH

Health Services Department

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

The HSD does not replace your child's primary care provider or patient-centered medical home, but it becomes part of your child's healthcare team or medical neighborhood. The HSD provides basic primary care services for acute conditions and can assist with disease management. Students who are assessed to require more healthcare than can be provided on campus are requested 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. Costs incurred by outside referrals and treatments are also the responsibility of parents/guardians. Kamehameha Schools does not assume responsibility for treating any student who appears to be under the influence of any drug, chemical, alcohol, or any other intoxicating or mood-altering substance; however, it reserves the right to administer emergency treatment in connection with any physical disability or accident resulting from the above influence.

Contacting Parents/Guardians

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

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

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

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

If a student is assessed to need care at an outside physician or facility by the health room, a Medical Evaluation form will be provided to parents by the health room to be completed by the physician or facility. If the student does not have a referral letter, a private 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 p.m. 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 842-8075
- Middle School Dispensary: Located in the Ka'ōl eiokū Building. 843-3459
- Elementary School Kalanimōkū Dispensary: Located across from the Keku'aiapo'iwa 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 health room. All students are required to submit a note from his/her healthcare provider if:

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

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

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

Behavior Health Services

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

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

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

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

Behavioral Health Re-admit

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

Hours of Service

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

- 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.

SERVICES & RESOURCES

Counseling

The counseling program exists to help students understand and accept themselves, make decisions, develop educational and career plans, and resolve special concerns they have as individuals. There are eight grade level counselors, four college counselors, six behavioral health specialists, and two learning service coordinators that work with students in grades 9-12. Kamehameha's counselors serve students, parents and teachers in four major areas:

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

Guidance Classes - to insure that all students receive appropriate, timely and consistent information, counselors teach mandatory guidance classes at all grade levels.

The guidance curriculum at the 9th and 10th grade level primarily concentrates on adolescent development and growth. Guidance topics address self-esteem and motivation, goal setting, values clarification, coping with stress, communication skills, peer relationships, appreciating diversity, and decision-making. Students also receive guidance on four-year academic planning, understanding aptitude and achievement test results, and careers and the local/national job market.

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

Naviance: Family Connection College and Career Planning Tool

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

Additional KS Approved Counseling Tools

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

Communication with faculty & family - Counselors share their expertise with faculty members to help manage learning and behavioral issues and keep the line of communication open with families to follow through on these issues.

Student Parent Program - This program supports teen parents so that they may obtain their diplomas by meeting the necessary graduation requirements. Student services include individual scheduling; student, group and family counseling, and assistance in obtaining needed services from community agencies.

A letter from either parents or guardians should be addressed to the principal requesting student participation in this program. This letter should be accompanied by an attending physician's statement regarding the health of the teen parent, any program restrictions and/or limitations, and the anticipated period for maternity leave.

Midkiff Learning Center

The Frank E. Midkiff Learning Center provides resources, staff and facilities to support teaching and learning. The learning center houses the library, which includes the Hawai'i/Pacific Collection, Kamehameha Schools Archives, Student Production Center, Video Production Studio, and the student publications Ka Na'i Aupuni (the yearbook) and Ka Mō'i (the school newspaper). The library provides an excellent collection of books, online data bases and electronic books. These resources can be accessed from home with authorized logons and passwords. There is ample space for reading, studying, planning, discussing assignments and producing multi-media projects in the learning center. Qualified staff is available to assist students and teachers. Individual departments within the learning center have brochures which provide more details about their programs, policies and procedures. Students may request these as needed. The learning center hours are 7:00 a.m. – 3:30 p.m.

School store

The school store, located at the 'Akahi Building on the high school campus, sells such items as school supplies, clothing, workbooks, sundries and physical education uniforms. Day students may make their purchases in cash or credit card. Day students with financial aid may charge according to their financial aid award received. An itemized billing will be mailed home each month. All financial aid charges must be accompanied with a student ID or the award letter from the KS Financial Aid office. Minimum purchase for Boarders to charge is \$2.00.

Lockers

Book lockers

Locker assignments are made at the beginning of the school year. Students are asked to provide a combination lock the first day of school. All locker assignments and lock combinations are registered with the unit office. Students are strongly encouraged to lock up books and items of value and should not leave purses or backpacks unattended. Lockers must be cleared of all belongings by the last day of school. Students are responsible for the contents of their assigned locker.

PE lockers

Students participating in physical education are required to furnish and use their own locks to safeguard belongings. For student convenience, the Physical Education Department has locks for sale.

The administration reserves the right as a private educational institution responsible for the safety of all students to search student lockers and cars as well as a student's person if there is reasonable cause to believe the student is in possession of contraband or items injurious to themselves or others.

Recreational facilities

The campus recreational facilities include:

- Ka`ahumanu Fitness Center
- Kekūhaupi`o Gymnasium
- Kalaniopu`u Swimming Pool
- Keawe Gymnasium
- Tennis courts
- Koai`a

Students may only use the facility during posted hours when they are not being used by athletic teams, physical education classes, special events or other campus programs. Hours of operation, rules and regulations are posted at each facility.

TRANSPORTATION

Bus transportation

Kamehameha Schools provides bus transportation to and from its campus for students living in rural and outlying areas of the island. Shuttle busses transport students between the bus terminal and campus both before and after school.

Application and fees

Bus transportation applications are mailed to all parents and should be completed and returned to KS by the due date. The cost of bus service for each child for the 2018-2019 school year is \$1,335.00 per year for a round trip or \$667.50 per year one way. The bus service annual fee is NON-REFUNDABLE. Cost for transportation is subject to change.

Drop-off & pick-up from bus sites

Parents are asked for their kōkua at bus pick-up and drop-off points. Parents should drop off and pick up their children in a timely manner as KS will not be responsible for students who are left unattended at designated bus stops. In addition, please walk and drive in a safe manner while at, or near bus stops.

Bus transportation to and from field trips and activities

KS provides bus transportation 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. If your child will not be taking the KS bus and plans to use alternate transportation, please notify the high school office. Such requests will be approved on a case-by-case basis.

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. If faculty and/or staff are riding the bus, they shall assist the driver with the supervision of students.

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

1. Before boarding the bus students shall:
 - a. Use the restroom. The bus will not make restroom stops en route.
 - b. Be on time at the designated school bus stop to help keep the bus on schedule.
 - c. 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.
 - d. 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.
 - e. Where there are no sidewalks or paths, walk to the side of the road facing traffic to get to the bus stop.
 - f. Use the handrail and watch their step when boarding the bus.

2. While on the bus students shall:
 - 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 high school vice principal. School administrators 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.

Driving & parking on campus

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

Parking application

Each year, student drivers must complete a Student Parking Application available at the 'Akahi Student Center and the 11/12 Unit Office. There is an \$80 fee for a decal. Students who are granted parking decals are responsible for obeying the rules and regulations for driving and parking on campus printed on the back of the application form. Students will be issued a Kamehameha Student Driving Manual.

Parking applications are available in May and only completed applications will be considered. Students who hold a space on a Kamehameha bus for the school year will not be granted driving and parking privileges.

One-day parking pass

One-day student parking passes may be purchased for \$2 at the 'Akahi Student Center Office from 7:00 a.m. to 3:45 p.m. Passes should be obtained at least a day before they are needed. Requests will be granted on a first-come, first-served basis. Guidelines for one-day passes will be provided when the pass is issued.

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.

Following are the basic costs of a Kamehameha education:

- Tuition – The basic charge for instruction.
- Fees – Miscellaneous items such as textbooks, classroom supplies, instructional materials, class dues, yearbooks and ASKS and class dues. Association of Teachers and Parents (ATP) dues are included in this charge.
- Meals – This amount covers lunches for day students and all meals for boarding students during the regular school year. Meal fees are mandatory.

School charges

In addition to tuition/boarding fees, parents will be billed for other charges for which a student is responsible. They include replacement ID cards, yearbook pictures and library book replacement fees. A statement of charges, together with a copy of each charge slip, is mailed to the parents. If there is any question regarding the statement, your inquiry should be directed to the Kamehameha Schools Controller Division at 842-8309.

Fee amounts

Students will be charged the following amounts, as applicable:

Course fees	See Catalog of Courses
Replacement ID Cards	\$ 10.00 No returns or
refunds No ID at checkout (Seniors only)	\$ 15.00

Transportation (day students)

One-way	\$ 550.00
Round-trip	\$1,100.00

Parking (Student Decal)	\$ 80.00
Temporary Parking (One-Day Pass)	\$ 2.00/day
Traffic Court Fines	\$ 10.00 - 25.00

Library (overdue charges)

Regular Materials	\$.10/day
Reserve and Reference Materials	\$.50/day
Grace period, service fees	See Learning Center Handbook

Estimated expenses for class and school activities

	Yearbook Pictures (for grades 9-11); Class Socials	\$ 30.00 <u>\$ 5.00/social</u>
	Estimated Total:	\$ 35.00
<u>Grade 9:</u>	Class T-shirt Freshman Dance Ticket	\$ 15.00 <u>\$ 10.00</u>
	Estimated Total:	\$ 25.00
<u>Grade 10:</u>	Sophomore Banquet Tickets Sophomore Banquet Pictures Class Ring Deposit	\$ 40.00 (with a guest) \$ 25.00 (per pkg. per pose) <u>\$ 60.00</u>
	Estimated Total:	\$125.00
<u>Grade 11:</u>	Class Ring Balance Junior Prom Tickets Prom Pictures	\$ 250.00 to \$1,200.00 \$ 90.00 (with a guest) <u>\$ 65.00 (per pkg. per pose)</u>
	Estimated Total:	\$ 375.00 to \$ 1,345.00
<u>Grade 12:</u>	Senior Yearbook Picture Senior Pictures Senior Lu'au Senior T-Shirt Senior Night Social Graduation Announcements Senior Prom Tickets Prom Pictures Project Grad Party	\$ 30.00 \$ varies \$ 25.00 (per ticket) \$ 12.00 \$ 5.00 \$ 32.00 to \$250.00 \$ 100.00 \$ varies \$ 25.00
	Estimated Total:	\$ 292.00 to \$510.00

Payment of bills

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

Prorated payment of fees if student is released

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

Financial aid

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

Expenses covered by financial aid:

- Tuition
- Fees
- Meals
- 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. 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, 2019, you will have up to 45 days after the date on your admissions invitation letter to apply for KS financial aid. Late invitees must attach their invitation letter to their applications for full award consideration

Student records & 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 high school office in writing IMMEDIATELY, if your home address or phone numbers change – including home, business and cell phone numbers and e-mail address, along with any legal matters.

Release of information to colleges

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

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

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

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

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 Systems"):

- **Daily bulletin:** The high school daily bulletin is emailed to each student's KS email account. Students are expected to check the bulletin daily and delete the bulletins from their email accounts weekly.
- **Teacher's email:** Teacher's email addresses can be found on the High School Website. Click on "Faculty & Staff" 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.
- **High School Website:** The High School's Web site can be found at: <http://kapalama.ksbe.edu/high/>. 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 Systems

KS assigns students at selected grade levels appropriate mobile devices (such as a laptop computer or an iPad) and allows students the use of its internet, intranet and email 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, KS Systems and its support facilities is a privilege and not a right, and students must abide by the guidelines discussed below when using their issued devices on KS Systems. Mobile devices are returned at the end of 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> for external access or at <http://itd.ksbe.edu/responsible> internally.

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 device surfaces clean by keeping them free of markings, ink or decorative stickers.
- Students must have their name on power supply cords, removable cards and carrying bags.
- Keep food and liquids away from your device.
- Protect your devices and peripheral equipment from theft or loss.
- Maintain all identifier markings or stickers placed on the 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 your device is damaged or is in need of repair, KS may elect to replace the device and provide the student with a loaner. However, the use of a loaner device is not guaranteed.
- 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 Systems

When using KS Systems 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.
- Students should limit the use of any KS system for educational purposes only.
- Students must not use their school email account for non-school related activities.
- Student should always protect the privacy of their accounts by using only their assigned User ID and keeping their passwords private and confidential.
- Students should never give others their email account information or use or attempt to obtain user names and passwords of other individuals under any circumstances.
- Students should actively organize and manage their accounts by checking their KS email accounts daily, respond in a timely manner and regularly delete old emails.
- Do not use KS devices and/or email accounts to register and/or access social networks (Facebook, Twitter, Instagram, etc.) and abide by federal laws of sites that restricts use to individuals ages 13 years and older.
- Students should not use images relating to weapons, pornographic material, inappropriate language, alcohol, drugs, gang-related symbols, sounds or pictures as part of your student account.
- Students should not use inappropriate media as wallpaper on their devices.
- Parents should check their email accounts at least every three days. 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 any 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 any 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 any 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 Systems

- 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 SONGS

Sons of Hawai'i (alma mater)

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.

CHORUS:

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.

CHORUS: (as before)

I mua Kamehameha

© 1928 Charles E. King Music Co.

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

**KAMEHAMEHA SCHOOLS KAPĀLAMA CAMPUS
HIGH SCHOOL
2019 - 2020 BELL SCHEDULE**

Subject to change
Effective June 27, 2019

A/B DAY - QUARTER 1, 2, 4		
7:35 - 8:15	Homeroom Based Activities	
	A	B
8:25-9:35	1	2
9:45-10:55	3	4
11:05 - 12:15	5 LOWER	6 LOWER
12:20 - 1:00	LOWER LUNCH	LOWER LUNCH
11:05 - 11:45	UPPER LUNCH	UPPER LUNCH
11:50 - 1:00	5 UPPER	6 UPPER
1:10 - 2:20	7	8
2:30 - 3:10	Intervention & Enrichment (IE)	Intervention & Enrichment (IE)

A/B DAY - QUARTER 3		
	A	B
7:35 - 8:50	1	2
9:00 - 10:10	3	4
10:20 - 11:30	5 LOWER	6 LOWER
11:35 - 12:15	LOWER LUNCH	LOWER LUNCH
10:20 - 11:00	UPPER LUNCH	UPPER LUNCH
11:05 - 12:15	5 UPPER	6 UPPER
12:25 - 1:35	7	8
1:45 - 2:25	IMUA BLOCK 1	IMUA BLOCK 1
2:35 - 3:15	IMUA BLOCK 2	IMUA BLOCK 2

PM A/B SCHEDULE		
	A	B
7:35 - 8:50	1	2
9:00 - 10:10	3	4
10:20 - 11:30	5 LOWER	6 LOWER
11:35 - 12:15	LOWER LUNCH	LOWER LUNCH
10:20 - 11:00	UPPER LUNCH	UPPER LUNCH
11:05 - 12:15	5 UPPER	5 UPPER
12:25 - 1:35	7	8
1:50 - 2:50	Activity	Activity

AM A/B SCHEDULE		
	A	B
7:35 - 8:40	Activity	Activity
9:00 - 10:10	3	4
10:20 - 11:30	5 LOWER	6 LOWER
11:35 - 12:15	LOWER LUNCH	LOWER LUNCH
10:20 - 11:00	UPPER LUNCH	UPPER LUNCH
11:05 - 12:15	5 UPPER	5 UPPER
12:25 - 1:35	7	8
1:45 - 2:55	1	2

WEDNESDAY A/B SCHEDULE		
	A	B
7:35 - 8:45	1	2
8:55 - 10:00	3	4
10:10 - 11:15	5 LOWER	6 LOWER
11:20 - 12:00	LOWER LUNCH	LOWER LUNCH
10:10 - 10:50	UPPER LUNCH	UPPER LUNCH
10:55 - 12:00	5 UPPER	6 UPPER
12:10 - 1:15	7	8
1:30 - 3:30	PLC Time	PLC Time

LOWER LUNCH ALL CLASSES BELOW KAPOUKAHI
--

UPPER LUNCH ALL CLASSES from KAPOUKAHI AND ABOVE

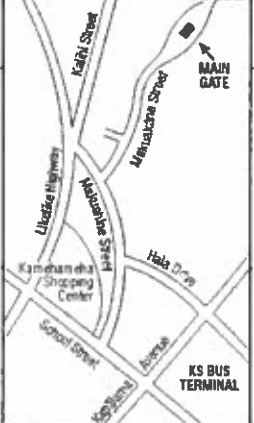


KAMEHAMEHA SCHOOLS
 1887 Makuakāne Street
 Honolulu, Hawai'i 96817
 Makuakāne Gate 24-hour telephone:
 (808) 842-8332

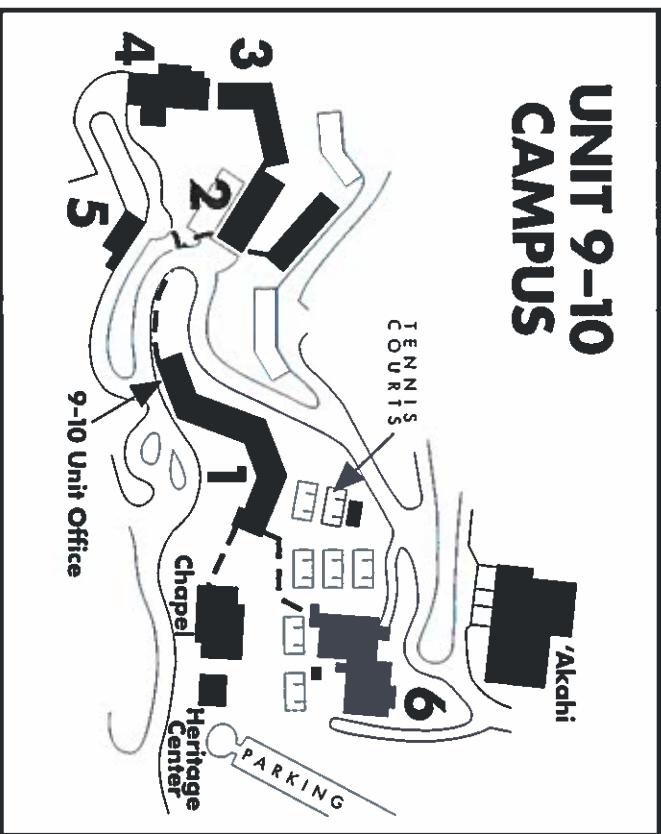
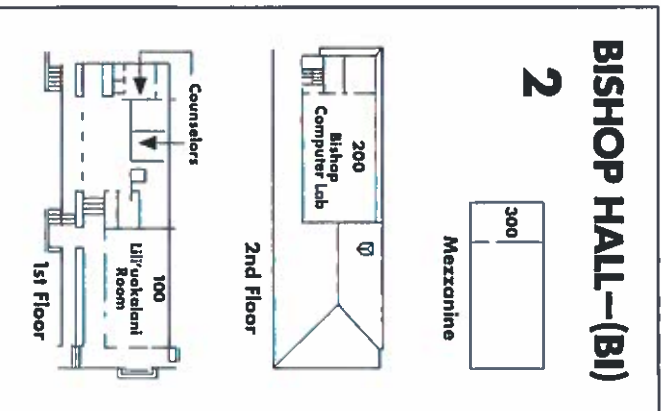
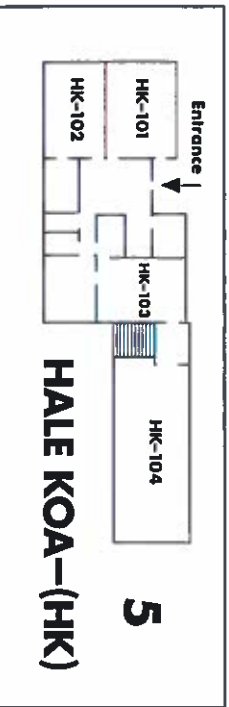
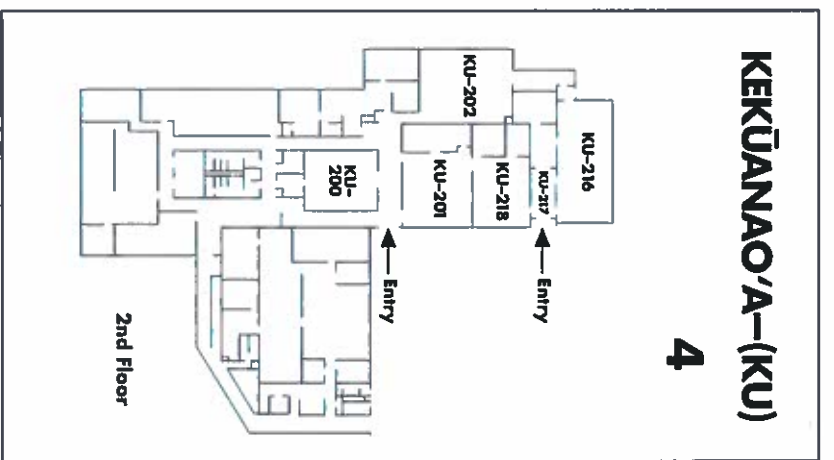
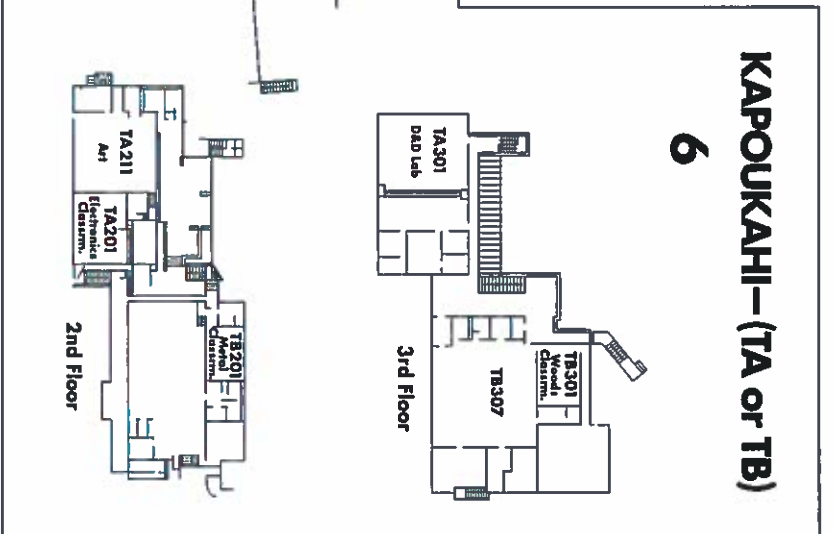
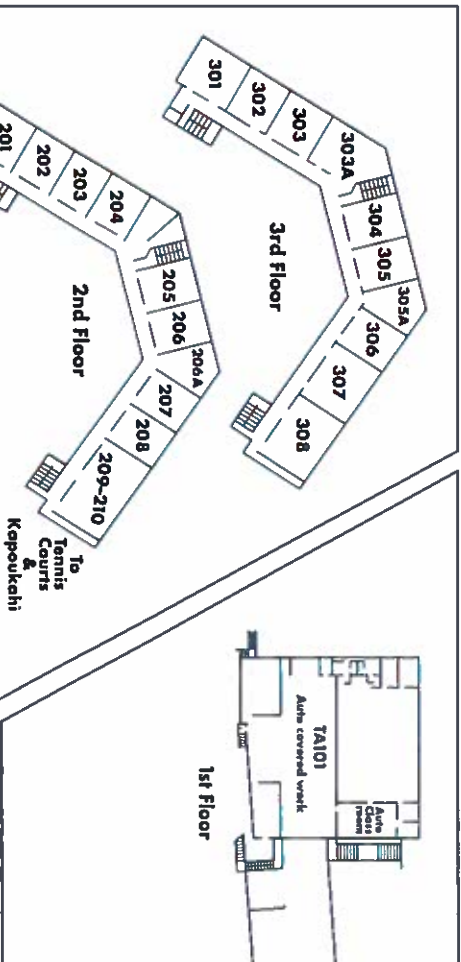
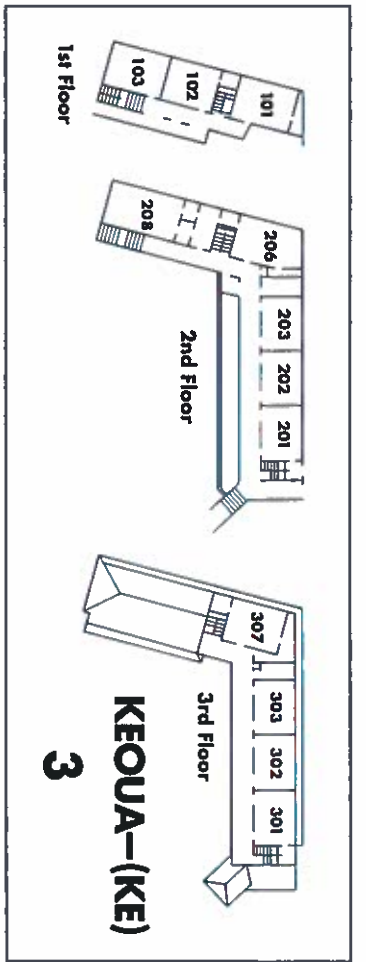
1. Please observe all posted traffic signs
2. The campus speed limit is 20 mph
3. Please do not pass buses while their red lights are flashing
4. Unauthorized or illegally parked vehicles are subject to being towed from campus

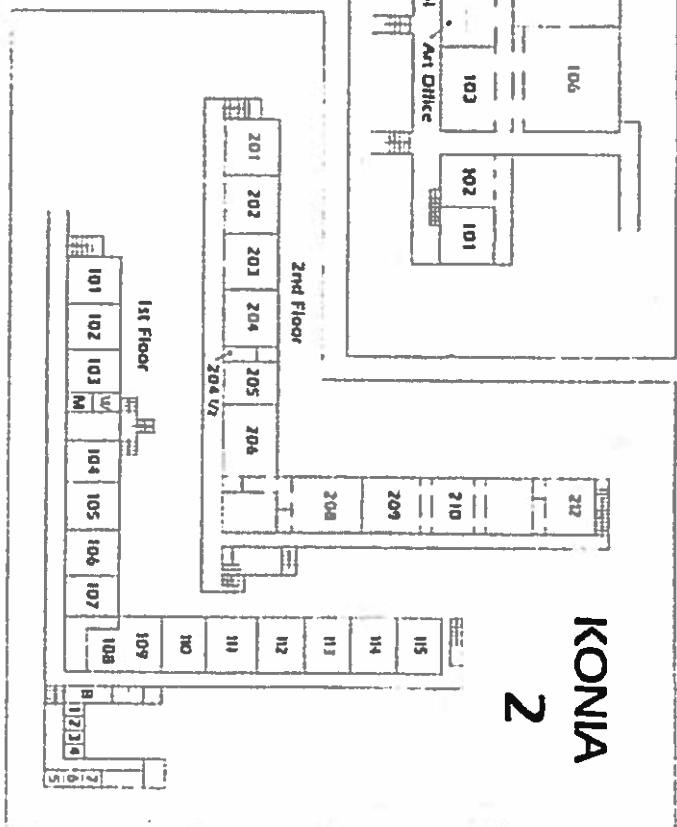
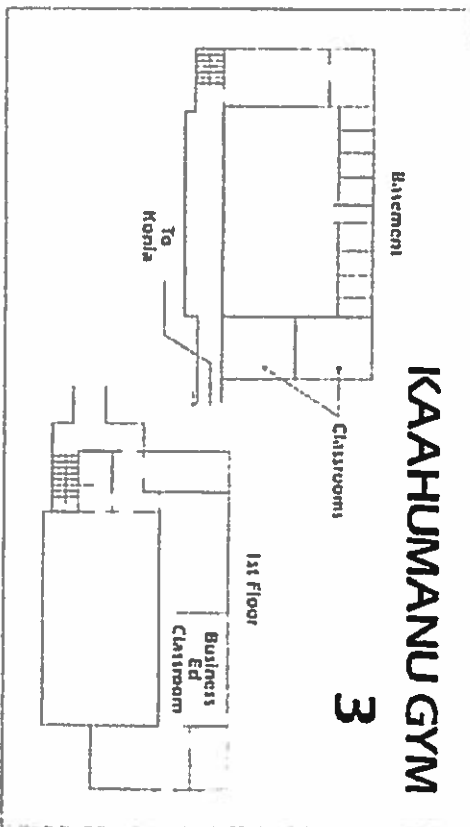
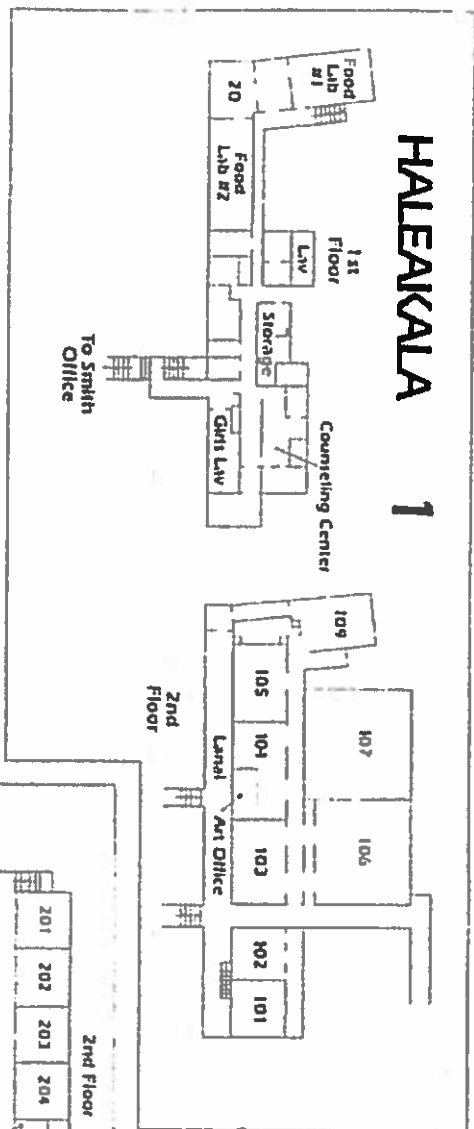
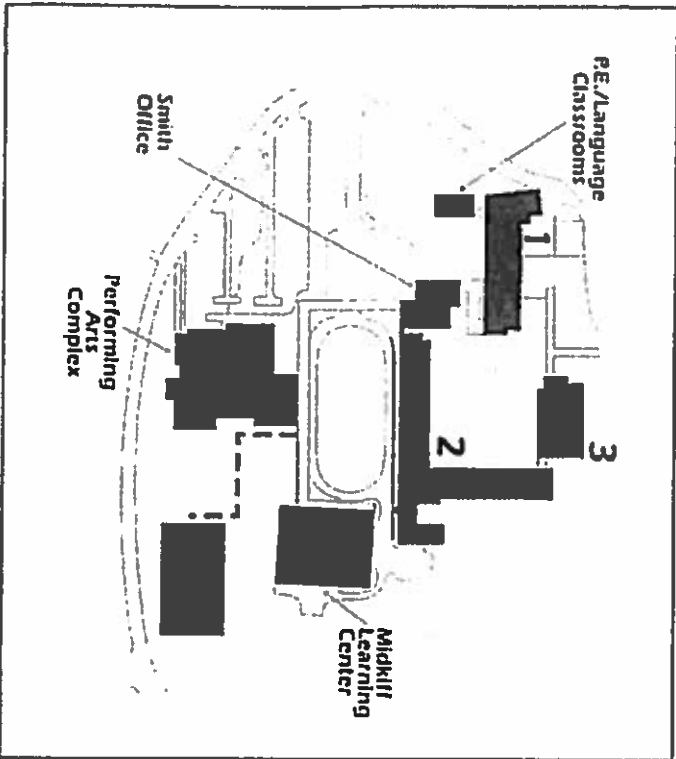
Monday - Friday 5am - 8am
 2pm - 9pm
 Saturday
 Sunday & Holidays Closed

60 Makuakāne Gate
 Entry Hours:
 24 hours daily



1. Krōpūolani-Uka	B-1	14. Hale Ota	B-3	30. Physical Plant/	B-4	41. Hale Ho'oku Ka'a	C-5	59. Kamāmalu	C-6
2. Krōpūolani Kai	B-1	15. Hale Hāna'i	B-3	31. Transportation/Security	B-4	42. Ka'ōleokū	D-5	60. Main Gate	B-7
3. Kapū'olani Nui	B-1	16. Hale Alaka'i	B-3	32. Paint/	B-4	43. Central Plant	D-5	61. Ulupono	A-7
4. Ke'āluoohi	C-2	17. Hale Kahu	C-3	33. Grounds Shop/	B-4	44. Ke'i'imāka'i	C-5	62. Ulupono	A-7
5. Kū'a'u Hale	C-2	18. Hale Pelekikema	C-3	34. Custodial	B-4	45. Kalanimōkū	C-6	63. Alabi Dining Hall/	C-3
6. Halealā'ā Amex	B-2	19. Hale Pelekikema	C-3	35. Carpenter/ Mech/	B-5	46. Kūhelani	C-6	64. Alabi Student Center/	C-3
7. Ka'hūmānu	C-2	20. Locker Rooms	C-3	36. Electrical Shops	B-5	47. Kūhelani	C-6	65. School Store	C-3
8. Halealā'ā	B-2	21. Lunalilo	C-3	37. Grounds/	B-5	48. Nāhi'ens'ens	C-6	66. Kapoukahi	C-3
9. Kōhina	C-2	22. Kapūiwa	B-3	38. Welding Shop	B-5	49. Kāne'ia'opōi	C-6	67. Bernice Pauahi	C-4
9A. Frank E. Midkiff	C-3	23. 'Iolani	B-3	39. Grounds	B-5	50. Ke'ola'olani	B-6	68. Bushop Memorial	C-4
10. Learning Center	C-3	24. Kamehameha	C-4	40. Kōi'a	C-5	51. Keawe Gym	D-5	69. Bushop Heritage	C-4
11. W.O. Smith	C-2	25. Libo'ilo	B-4	41. Kalani'ōpū'u Pool	C-4	52. Keawe Gym	D-5	70. Center	C-4
12. Princess Ruth	C-3	26. Kaleiopapa	B-4	42. 37A. TBD	C-4	53. Locker Room	D-5	71. Center	C-4
13. Ke'elōkōlani Performing	C-3	27. Ke'ōua	B-4	43. 38. Pāki	C-4	54. Kaha'ōpūlani	D-5	72. Center	C-4
14. Azis Complex	C-3	28. Bishop Hall	B-4	44. Kekūbaupī'o	D-4	55. Nae'ole	D-4	73. Center	C-4
15. Hale Kukui	B-3	29. Ke'elāma'o	B-4	45. Kūnuikēa	C-5	56. Princess Bernice	D-4	74. Center	C-4
16. Hale Mālama Oia	B-3	30. Hale Koa	B-4			57. Pauahi Admin. Bldg.	D-4	75. Center	C-4





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

Q - 1

Q - 2

Q - 3

Q - 4



KAMEHAMEHA SCHOOLS®
KAPĀLAMA

KEY: Red = No School, Aqua = KES, Purple = KMS, Green = KHS,
Blue = PL Professional Learning,

* = Students' early release days; Aug 28, Oct 30, Nov 20, Dec 19,
Jan 29, Feb 28, Mar 20, Apr 15

Kamehameha Schools – Kapālama Campus • School Year 2019-2020

Student Calendar									
Year	Month	S	M	T	W	T	F	S	
2019	JUL	21	22	23	24	25	26	27	
		28	29	30	31				
	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
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									
	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	
Jul 22,24	(7/22) First day for HS College Counselors, (7/24) HS grade level counselors
Jul 29	First day for all teachers & KES counselors, PL K-12 or workday (school level)
Jul 30	Safety Training for all K-12 faculty and staff
Jul 31	(a.m.) Kapālama Service Awards, (p.m.) PL K-12 or workday (school level)
Aug 1-2	PL K-12 or workdays (school level)
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 remaining HS students in grades 10-12 report
Aug 16, 28*	(8/16) K-12 All-School Convocation, (8/28) 12:30p Students' early release
Sep 2	Holiday – Labor Day
Sep 20	No school for students
Oct 3-4	(10/3-4) KES School Parent/Teacher Conf., No school for KES only, (10/4) MS Parent Back to School Day #1, End of Quarter 1
Oct 7-11	Fall Break
Oct 14	Middle School Parent Back to School Day #2
Oct 16	HS PSAT testing
Oct 30*	12:30p Students' early release
Nov 8	No school for students, Teachers' PL (campus level) – Kula Hawai'i
Nov 11	Holiday – Veterans' Day observed
Nov 20	12:30 pm Students' early release, 1:30p - 3:30p Teachers' PL (school level)
Nov 27	Lā Ku'oko'a K-12 campus events
Nov 28-29	(11/28) Holiday, (11/29) Thanksgiving Break for teachers
Dec 6	HS Christmas Concert
Dec 19*	Founder's Day – 12:30 pm Students' early release, End Quarter 2, (45 student days)
Dec 20	No school for students, Teachers' workday
Dec 23–Jan 6	Students' Winter Break
2020 - Important Dates / RED – No School	
Jan 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*	12:30p Students' early release, 1:30p - 3:30p Teachers' PL (campus level)
Jan 30-31	KES Parent/Teacher Conferences, No school for KES only
Feb 14	No school for students, Boarding Common Weekend
Feb 17	Holiday – Presidents' Day
Feb 18	Students return
Feb 28*	12:30p Students' early release, 1:30p - 3:30p Teachers' PL (school level)
Feb 29	Ho'olaule'a
Mar 10	End Quarter 3 (43 student days)
Mar 11	Begin Quarter 4
Mar 20*	12:30p Students' early release, HS Song Contest
Mar 23-Apr 3	Spring Break
Apr 9	Easter Chapel Service HS grades 9-12
Apr 10	Holiday – Good Friday
Apr 15*	12:30p Students' early release, 1:30p - 3:30p Teachers' PL (school level)
Apr 24	No school for students
May 13	K-12 All School End of Year Convocation
May 22	Students' last day of school, End of Quarter 4
May 23-24	(5/23) Senior Class Baccalaureate, (5/24) Senior Class Commencement
May 25	Holiday – Memorial Day
Jun 1	HS Grade Level Counselors' last day
Jun 4	KES Counselors' last day
Jun 8	Summer School begins
Jun 11	Holiday – Kamehameha Day

STUDENT Calendar FINAL 2/22/19 Teacher days: 185 Counselor days 190 Student days: 172
Approved by CLT on 02/21/19

KAMEHAMEHA SCHOOLS KAPĀLAMA

ATHLETICS



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A MESSAGE FROM THE ATHLETIC DIRECTOR

Aloha Mai Kākou,

Welcome to Warrior Athletics! Ours is a program rich in tradition where our student-athletes performances and accomplishments are a source of pride that extends well beyond the hills of Kapālama. We are an extension of the curricular program at Kamehameha. Our gyms, fields, pool, and courts are our classrooms; our coaches are our teachers; and where participation in the sports program provides valuable teaching and learning experiences for all involved.

Kamehameha Kapālama Athletics is one of the largest interscholastic athletic programs in the nation based on the number of sports/teams we sponsor and the number of student-athlete participants. Approximately 1,380 student-athletes from grades 7-12 participate on one of 117 teams that the school sponsors, on a yearly basis. Many of those are multi-sport athletes that result in the total number of participants being over 2,000. Multiply the number of students-athletes by two, and conservatively that is the number of parents, guardians, caretakers, who participate in our sports as supporters of our haumana, coaches and program. In any sport season, we have approximately 700 student-athlete participants.

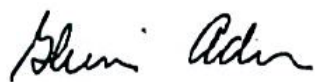
Our full time staff consists of the Athletic Director, two Associate Athletic Directors, three Administrative Coordinators, an Athletic Relations Associate, six full-time and on-call Equipment and Locker Room Attendants, two part-time and two volunteer Strength Coaches. Over 307 coaches teach our student-athletes. Many volunteer their time, and the vast majority of our coaches have regular full time jobs at places other than Kamehameha. Athletic Trainers now fall under Malama Ola and are under the supervision of the Athletic Health Care Manager. There are a total of 4 full time Certified Athletic Trainers and the Athletic Health Care Manager who also provides athletic training services.

It is our hope that it is as much an honor for you and your child to be associated with Kamehameha Kapālama Athletics, as it is for our entire Athletic Department staff, and coaches. We are ever mindful that this opportunity is before us due to the foresight and generosity of our benefactress, Ke Ali'i Bernice Pauahi Bishop.

While we applaud the accomplishment of your son or daughter being chosen to be a member of a Kamehameha team, please be reminded that we consider it a privilege to represent the Kamehameha Schools both as a student-athlete and as parents of a student-athlete.

We need for you and your son or daughter to become informed and familiar with the policies contained in the **Athletic Handbook for Student-Athletes and Parents** and make the commitment to abide by and support program policies and codes of conduct for both student-athletes and parents. Mahalo nui for your support of Kamehameha Athletics.

I Mua Kamehameha!



Glennie Adams, CAA
Athletic Director

E lawe lilo ka ha'aheo, No Kamehameha ē!

A MESSAGE FROM THE PO'O KULA (HEADMASTER)

Welcome to our Kamehameha Schools Kapālama Athletics Program! As an athlete for our school you are accepting a tradition of hard work, commitment, loyalty, and Warrior pride. You are not only representing Kamehameha, but also its athletic 'ohana, both past and present. Wearing the Blue and White uniform is an honor and a privilege! Remember who you represent when you put on that uniform.

Kamehameha Warrior athletes should represent the best of Kamehameha! As a Kamehameha Warrior, you are expected to demonstrate appropriate behavior both **on and off** the field, court, or playing arena. Our mission is to enhance the total student experience by promoting sportsmanship and the benefits of interscholastic athletics, developing and providing leadership opportunities for student-athletes, and fostering activities that support school spirit.

To be successful, the coaches, athletes, and parents need to respect and empower each other. We encourage student participation in the athletic program and would like to involve as many students as possible in this interscholastic experience. High school athletics is a competitive experience; therefore, not all who try out will make the team, nor do all those who make the team receive equal participation opportunities during contests.

The interscholastic athletic program serves as one of the extensions of the classroom, attempting to provide learning opportunities that teach life skills and lessons. Those lessons include: learning to work as a team; learning to work towards both individual and team goals; putting the success of others before your own; learning to overcome obstacles and the challenges of defeat; learning to win with humility; learning to work hard and persevere; and learning to listen to and follow the guidance of your coaches and alaka'i.

It is the intent of this handbook to provide information regarding athletics to all student-athletes who participate in our program. We ask that ***both students and parents*** review this handbook carefully and keep it as a resource which outlines the policies and procedures that all student-athletes must adhere to.

Parents, please support your child and all of his/her teammates, in their endeavor to develop and grow as confident leaders and contributors. As spectators at games, we expect you to serve as role models for our student body by exhibiting the highest ideals of good sportsmanship. Parents have always been a tremendous asset to our program and we are grateful for your cooperation, support, and loyalty to athletics. Thank you for your continued commitment toward upholding the tradition and pride of our athletic program.

I Mua Kamehameha!

Dr. Taran K. Chun
Head of School

LEAGUE AND ASSOCIATION AFFILIATIONS

The Interscholastic League of Honolulu (ILH)

Kamehameha Schools Kapālama is a member of the Interscholastic League of Honolulu (ILH) which is comprised of private schools on the island of O’ahu. As a member of the ILH, Kamehameha Kapalama adheres to the rules of the National Federation of State High Schools Associations (NFHS) and the Hawai’i High School Athletic Association (HHSAA).

The National Federation of High Schools (NFHS)

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

The Hawaii High School State Athletic Association (HHSAA)

The HHSAA is a member of the NFSA. All Hawai’i private and public schools are voluntary members of the HHSAA. The goal of the Association is to provide an organization through which schools can work cooperatively to support and promote athletics as an integral part of high school educational programs. The HHSAA operates the state tournaments, hosts a comprehensive website (www.sportshigh.com) that provides general information to the public, as well as information on top athletes, records, team rosters, statistics, photos, and bulletins. The HHSAA also sanctions high school interscholastic athletic events, conducts workshops and conferences for coaches, officials and athletes, provides assistance to leagues that promote sportsmanship and ethics to its membership, and oversees the five interscholastic leagues in the State of Hawai’i:

ILH	Interscholastic League of Honolulu
OIA	O’ahu Interscholastic Association
MIL	Maui Interscholastic League
KIF	Kaua’i Interscholastic League
BIIF	Big Island Interscholastic Federation

ATHLETICS MISSION STATEMENT

Kamehameha Schools exists to carry out in perpetuity the wishes of Ke Ali'i Pauahi Bishop –to educate children and youth of Hawaiian ancestry to become, in her words, “good and industrious men and women.” This will be done through Kamehameha Schools as resources permit.

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

- Help promote the development of a student athlete’s highest potential by providing them with a vast range of opportunities for the students to build individual and team skills;
- Experience the thrill of competitive sports;
- Learn to cope with victory as well as defeat;
- Practice and carry out good sportsmanship;
- Instill and hone values necessary for the development of respect for self and others;
- Gain respect for authority and rules; and,
- Appreciate the benefits of discipline through training, team work, and commitment.

ATHLETICS STATEMENT OF PHILOSOPHY

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

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

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

ATHLETICS GOALS AND OBJECTIVES

It is our hope that through the experiences gained from participating in Athletics at Kamehameha, the student athlete will develop favorable habits and attitudes that will eventually prepare them for a well-rounded adult life in our society. Participation in interscholastic athletics is a privilege that includes responsibilities to the school, the sport, the team, the student body, the community and the student athletes themselves.

In order to achieve our goals, the student athlete shall learn:

1. **To work with others** – The team and its objectives must be placed higher than personal desires.
2. **To be successful** – We do not always win, but we succeed when we continually strive for excellence. You can learn to accept defeat only by striving to win with earnest dedication. Therefore, develop the desire to excel.
3. **To develop sportsmanship** – We need to develop desirable social traits, including emotional control, honesty, cooperation, and dependability.
4. **To improve** – As an athlete, you must establish a goal and you must constantly try to reach that goal. Try to better yourself in the skills involved and those characteristics set forth as being desirable.
5. **To enjoy athletics** – It is necessary for athletes to enjoy participation, to acknowledge all of the personal rewards to be derived from athletics and to give sufficiently of themselves in order to preserve and improve the program.
6. **To develop desirable personal health habits** – To be an active, contributing citizen, it is important to obtain a high degree of physical fitness through exercise and good health habits, and to develop the desire to maintain this level of physical fitness after formal competition has been completed.

SUPPORTING KS ATHLETICS

Role of the Student Athlete

Athletes are looked to as role models, whether they realize it or not. Even in school sports, student athletes serve as role models to the entire student body, as well as the community at large. In addition, athletic events are popular activities for providing learning experiences for participants and spectators. In this regard, that we ask you as the student athlete to practice good sportsmanship. Good sportsmanship requires as much work as any play or skill you will learn as a student athlete. How our school and

community are perceived is highly influenced by the good sportsmanship you display. As a representative of Kamehameha, your actions are viewed by family and friends, opposing fans, the local community, and the media. The display of good sportsmanship is the “Golden Rule” at KS: **Treat others the way that you wish to be treated, with fairness and respect.** To help this happen, we hold you as a student athlete to the following expectations:

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

STUDENT ATHLETE CODE OF CONDUCT

Participation on any athletic team or squad at Kamehameha Schools is indeed a privilege and all athletes must earn the right to represent Kamehameha by conducting themselves appropriately so that the image of our Schools would not be tarnished in any manner. Thus, providing for the discipline of student athletes in extracurricular activities both on and off campus is a necessary part of any school athletic program.

Inappropriate behavior by a student athlete is subject to discipline as set forth in Citizenship Behaviors section of this Handbook. In addition to the disciplinary policies set forth in this Handbook, student athletes may be disciplined for a variety of infractions specific to athletic related activities. Such examples include, but are not limited to:

- Failure to follow established rules
- Academic or conduct probation

- Inattention to directions
- Horseplay
- Unsportsmanlike conduct
- Inappropriate language and gestures (profanity, swearing, verbal abuse)
- Theft
- Unexcused absences or tardiness to practice
- Destruction or damage to KS property or equipment
- Harassment, intimidation, bullying, or hazing

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

- Verbal warning
- Written reprimand
- Loss of locker room privileges
- Suspension from the team
- Removal from the team
- Restitution
- Conduct probation

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

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

Role of the Parent

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

- Enforce school rules - Help children understand and follow the policies and rules contained in the Student Athlete Handbook, as well as the Student and Parent Handbook, and support the school when consequences are invoked for a violation of the policies and rules.
- Support regular attendance – Make sure that the student athlete is at team practices, meetings and games on time unless attendance is prevented by an illness, injury or emergency. If unable to attend, please make sure that the coach is notified in a timely manner.

- Appropriate Interaction with Staff - Open and respectful communication between parents, coaches, athletes, and/or athletics staff to address in a timely manner issues or concerns that arise can only help to strengthen and enhance a student athlete's performance. Coaches will do their best to help the athlete achieve his or her highest potential in any of the competitive sports offered at Kamehameha. Ultimately, however, understanding each party's role both on and off the field and/or court will contribute towards a successful sport season.
- Parent –Coach Relationship – During the season, parents may have questions and concerns that they feel need to be discussed with the coaching staff. Please keep in mind that coaches' are responsible for what is best for the entire team and take into account the needs of the entire team over those of individuals. The following guidelines should be used to determine whether such a topic should be discussed with your child's coach(es):
 - **Appropriate concerns to discuss with coaches:**
 - Treatment of their child which endangers a child's well being
 - Ways to help their child improve
 - Concerns regarding their child's behavior
 - Coaches' expectations and role for their child and the team
 - Ways in which they can help the team (i.e., fundraising, manpower at home games, etc.)
 - Their child's athletic as well as academic progress
 - **Inappropriate concerns that should not be discussed:**
 - Placement on teams (future)
 - Playing time
 - Coaching strategies used during practice or games
 - Other student athletes
 - Problems with other coaches (unless an attempt to communicate directly with that coach was unsuccessful)

There may be times when a private conference between coach and parent is needed. In that instance, the parent should ask to speak or schedule an appointment with the coach in private. **The parent should refrain from talking to a coach about concerns before or after a game.** If a coach cannot be reached, parents are urged to contact the Athletic Director or designee assigned to supervise the particular sport at the directory information in this Handbook who will assist in arranging the conference meeting. In the event the meeting does not provide satisfactory resolution, or if after meeting the problem continues to exist, parents

may contact the Athletic Director or designee for further discussion of the situation or matter.

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

Examples of Disrespectful and Inappropriate Behavior

- Taunting, trash talk and other intimidating actions
- Not admonishing those sitting around you who exhibit poor sportsmanship
- Yelling and/or waving arms during opponent' free throw or service attempt
- Disrespectful and/or derogatory yells, chants, songs or gestures
- Booing and/heckling an official's decision
- Criticizing officials in any way and/or displays of temper with an official's call
- Yells that antagonize opponents
- Refusing to shake hands or give recognition of good performance(s)
- Blaming loss of game on officials, coaches or participants and/or displays of temper with coaches
- Laughing or name calling to distract opponent
- Use of profanity and/or displays of anger language toward student-athletes, coaches, officials, and other fans that draw attention away from the game
- Doing own yells instead of following lead of cheerleaders
- Threats of physical harm toward student-athletes, coaches, officials, and other fans
- Involvement in a physical altercation

Role of the Coach

Coaches should motivate the athletes they work with and provide them with information that will allow them to train effectively and improve performance. In this regard, we expect our coaches to:

- Always maintain appropriate interaction with students.
- Prioritize student health and safety.
- Exemplify the highest moral character, behavior and leadership, adhering to strong ethical and integrity standards "Practicing good citizenship is practicing good sportsmanship!"
- Respect the integrity and personality of the individual athlete.

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

Role of the KS Athletic Community

It is our expectation that student-athletes, coaches, family & friends, and fans display proper sportsmanship at all athletic contests. In the simplest of terms, we want every student-athlete participant to experience all that interscholastic competition has to offer. The priority is for the competition to remain with the contestants; with no distractions or disturbances due to poor behavior of coaches, family & friends, and fans. We encourage fans to cheer for their teams but not cheer against the opponent and ask that fans show appreciation for good plays from both teams and individual student-athletes. It really is enough to cheer for student-athletes and support their efforts regardless of the outcome of the game.

**E lawe lilo ka ha'aheo, No Kamehameha ē!
(Take the victory with pride, for Kamehameha!)**

OUR ATHLETIC PROGRAM

The Kamehameha Schools Athletic Program offers a broad range of interscholastic sports. The interscholastic Program strives to promote the development of a student's highest potential by providing students with a vast range of opportunities to practice good sportsmanship, and to appreciate the benefits of discipline through training, team work and commitment.

Eligibility to Participate In Athletic

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

Eligibility Forms

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

1. **Athletic Participation Agreement and Release:** This form provides parents' consent to allow their child to engage in KS approved athletic activities and releases KS from any injuries, liabilities, losses or damages connected with or arising out of their child's participation in such athletic activities, is completed each school year online, and requires parents' and student athlete's electronic signatures.
2. **Physical Evaluation:** This form provides the student athlete's medical history and physical examination and communicates medical clearance from a licensed Physician Assistant, Advanced Practice Registered Nurse, or Physician for the student to participate in sports. This form must be completed at least every 13 months. This completed form should be submitted to the student's health room.
3. **Student Athlete and Parent Acknowledgement:** This is the Student Athlete and Parents' acknowledgment and agreement to conform their conduct to the expectations set forth in this Handbook, is completed online each school year, and requires parents' and student athlete's electronic signatures.

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

If an athlete is seriously injured, he/she must have a doctor's release before he/she can return to practice or compete in athletic contests. PARTICIPATION IN AFTER SCHOOL

PRACTICE OR ATHLETIC CONTESTS WILL NOT BE PERMITTED IF THE ATHLETE IS OUT OF SCHOOL ALL OR PART OF THE DAY AS DEFINED BY THE ATHLETIC OFFICE OF THE PRACTICE OR CONTEST FOR REASONS OF ILLNESS OR INJURY. The only exception to this rule is a doctor's release, which must be presented to the Athletic Trainers and coach prior to the practice or the contest.

It is the parents/guardians' responsibility to contact the department to update information.

Final Team Selection – Participation in athletics is both voluntary and a privilege, and is neither compulsory nor a right. While coaches strive to keep as many students as they can without unbalancing the integrity of their sport, other factors such as time, space, facilities, equipment, personal preference, and other factors will place limitations on the most effective team size for any particular sport. Coaches will select their final roster for their teams based on the following considerations:

1. Prior to trying out, the coach shall provide the following information to **all** candidates for the team:
 - a. Extent of try-out period.
 - b. Criteria used to select the team;
 - c. Practice commitment if they make the team;
 - d. Game commitments.
2. All student athletes who tryout are considered potential candidates. Therefore, everyone is to be given an equal chance in order for the selection process to be fair and balanced. NO COACH is allowed to have their teams "pre-picked" or selected prior to their actual scheduled try-outs.
3. When a team cut becomes a necessity, the process will include three important elements. Each candidate shall:
 - a. Have competed in a set amount of practice sessions;
 - b. Have performed in at least one intra-squad game;
 - c. Be personally informed of the cut by the coach and the reason for the action.
4. The final selection for any team sport shall be made by the coach, subject only to review for good cause by the Athletic Director. In the event an athlete appeals the cut as being unfair, he/she may be granted an additional day to try-out.

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

1. Athletes may also participate in more than one sport in a sports season. To be allowed, a student must be in good academic standing and coaches of both sports must work together. The athlete is to choose one sport as the primary sport. Some practice in both sports is required. Ideally a practice and competition schedule will be created prior to the start of both sports' seasons. All parties involved must communicate openly, effectively and constantly.
2. Although athletes may choose the sport(s) they wish to enjoy, once the season has started no one shall change sports without the consent of each coach involved. Athletes cut from one sport, however, may try out for another sport providing they did not "quit" or were not cut from the first sport for disciplinary reasons.
3. No athlete may start another sport until the previous one has been completed. (Unless approval is given by the current coach)

Ineligibility to Participate In Athletics

A student athlete may be deemed ineligible to participate in athletics or represent Kamehameha if any of the following occurs:

1. **NOT MEDICALLY CLEARED FOR SPORTS.**
Upon notification from the Athletic Office, any student on a roster or list who is not medically cleared for sports by KS, **MAY NOT PRACTICE OR COMPETE UNTIL** they have completed all requirements for medical clearance for sports. This policy is strictly enforced.
2. **ABSENCE FROM SCHOOL.**
Students whose absence from school has been determined by the campus unit office as unexcused are **NOT ELIGIBLE TO PARTICIPATE** in any practice or scheduled league event. Exceptions to this policy require the approval of the Principal or Vice Principal.
3. **STUDENTS ON ACADEMIC OR CONDUCT PROBATION.**
Students who represent Kamehameha must be in both good academic standing and behave appropriately.
 - A. **ACADEMIC PROBATION** – Students with at least **one (1) "F"** or **two (2) or more "D" grades** for the quarter will be **INELIGIBLE** to represent the school for a minimum of a **(2) two-week period**.
 - i. Students may participate in tryouts.
 - ii. Students **may continue to practice** with their teams or groups during the ineligibility period. Study Hall on/during assigned Study Hall times/dates will be required.

- iii. After two (2) weeks, beginning with the third week, eligibility will be determined if a written clearance from the Principal/Vice Principal is obtained. The student must circulate a grade check sheets (or progress reports) to all his teachers, and then submit it to the Principal/Vice Principal for their review and/or clearance. Please remember that Administrative clearance to resume participation DOES NOT remove the student from academic probation; therefore student must continue attending study hall for the remainder of the quarter.
- iv. Student athletes with **two or more "F" grades:**
 - a. Students are not allowed to participate in tryouts. Tryouts will not be extended or rescheduled to accommodate students who are ineligible.
 - b. **Students will not be allowed to practice or represent the school in any league scheduled COMPETITION for a minimum of four (4) weeks.** Study Hall on/during assigned Study Hall times/dates will be required.
 - c. After four (4) weeks, beginning with the fifth week, eligibility will be determined if a written clearance from the Principal/Vice Principal is obtained. The student has to circulate a grade check sheet (or progress reports) to all his teachers, and then submit it to the Principal/Vice Principal for their review and/or clearance. Again, please remember that administrative clearance to resume participation DOES NOT remove the student from academic probation; therefore student must continue attending study hall for the remainder of the quarter.
- v. Students on academic probation are not permitted to represent the school in any activities and will have their unscheduled time restricted for a minimum of a two-week period. Administrative clearance to resume participation in activities does not remove the student from academic probation.
- vi. Students on academic probation are allowed to sit on the bench with the team. However, they are NOT ALLOWED to suit up and wear their uniform.
- vii. Athletes with a quarter GPA below 2.0 will be ineligible to compete in state tournaments.

B. **CONDUCT PROBATION** – As stated in the Student & Parent Handbook, Conduct Probation is assigned to a student for repeated infractions of school

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

4. **QUITTING A SPORT.**

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

- a. Normally an athlete who is dropped from one squad for disciplinary reasons, or who "quits" after competition has begun, shall be ineligible to compete in another sport for two additional consecutive sport seasons.
- b. He or she will also forfeit any individual or team awards, which may have been earned for that particular sport within that particular year.

Awards and Recognition

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

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

All qualifying athletes will receive an Award of a Chenille Letter "K" together with corresponding inserts and certificate (Varsity only), or Letter certificates (JV and Intermediate sports). Letterperson's Jackets are available to all high school letter winners through a KS approved commercial vendor. Other awards may be available. Please check your campus athletic office or website for more information.

Male and Female Athletes of the Year

This award recognizes a Kamehameha male and female senior who excelled in one or more sports and is considered the outstanding senior male and female of the year. The Athletic Directors select the recipient with input from coaches.

Scholar-Athletes of the Year Award

Presented annually to an outstanding male and female senior who excelled in one or more sports and who also excelled in academics with a minimum Grade Point Average of 3.5. The Athletic Directors select the recipient with Input from coaches

DAY TO DAY STUDENT ATHLETE LIFE

Practice Sessions and Schedules

Student athletes are responsible for attending and participating in all regularly scheduled team practices, which are held after the regular school day, Monday through Friday, 3:45 PM – 5:45 PM. In addition, practices may be scheduled on Saturdays and non-instructional days, at the discretion of the Coach, but no practices will be held on Sunday. Evening practices may also be scheduled, but only upon the approval of the Athletic Director and Principal. Upon completion of all afternoon classes, athletes should report directly to the locker rooms to prepare and be prompt for practices.

No games (pre-season or during season) shall be scheduled on Sunday. Participation in Sunday playdates in any tournaments will not be allowed.

Dress Code and Appearance

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

Student athletes who are members of an athletic team, but are not actively participating with their team on any given day, must wear their KS school uniform, or when approved, their team t-shirt or polo shirt with school shorts, long khaki pants, or jeans. Shirts shall fall below the waistline of the student.

A student athlete's dress and appearance must follow the Dress and Appearance Guidelines as set forth in this Handbook. This same dress code applies to student-managers. Failure to abide by the Dress Code and Appearance guidelines may result in the student athlete being held out of practice or from representing KS at athletic events.

ABSENCES, LEAVES AND TARDINESS

Student athletes are expected to attend all scheduled practices and games during the athletic season, unless excused due to illness or injury. Students whose absence from school has been determined by the campus unit office as unexcused are **NOT ELIGIBLE TO PARTICIPATE** in any practice or scheduled league event. Exceptions to this policy require the approval of the Principal or Vice Principal.

Athletes are expected to arrive on time for all scheduled practices and games, as determined by the Head Coach. Athletes who are late to practice without an approved excuse will be considered tardy and are subject to the disciplinary consequences as set forth in this Handbook.

Student athletes who are absent from school for more than half of the day will be considered to have been sick and may **NOT PARTICIPATE** in any practice or a scheduled league event. Student athletes need to have attended at least four (4) or more classes/periods within a school day in order to be eligible to participate in any athletic event. (Exceptions to this policy require the approval of a Vice-Principal.)

Student athletes who miss part of a school day because of a doctor or dental appointment will be permitted to participate in an extracurricular or athletic event scheduled for that

day, evening or weekend, provided that they are cleared by the Unit office before going to the appointment. Likewise, the same is true for a student athlete who is out sick on a game day PROVIDED that the athlete is cleared by a licensed healthcare provider to participate. The healthcare provider's written medical clearance must be presented to the student's school nurse or athletic trainer before the student athlete can participate. On the following school day, the school nurse or athletic trainer must ensure that a copy of the athlete's clearance is presented to the student athlete's Vice Principal.

Early Dismissals

KS League Sports Coordinators make every effort to schedule games after the regular school day and on weekends during the regular season. There may be times, however, when games may be scheduled that require the student athlete to be released earlier than the end of the school day. When a student athlete is released earlier than the end of the regular school day, it is the responsibility of the student athlete to:

- Notify their teacher(s) of periods they will miss.
- Turn in any assignments that are due the day of early release, on the day of release BEFORE leaving for the game.
- Coordinate with their teacher(s) to reschedule any quizzes, exams or presentations scheduled for the day of early release.

Admission to Games

There is an admission fee to attend all gym sports and varsity football games held on campus. In addition, when Kamehameha Schools hosts a HHSAA Championship, ticket prices will be dictated by the HHSAA. Information concerning HHSAA-sponsored events is usually made available and/or published closer to the scheduled event. Please check with your coach or the HHSAA website at www.sportshigh.com for more information. Season passes for coaches to attend all Varsity games are available for purchase through the Athletic Office during Athletic Department Hours 7:30AM-4:15PM Monday through Friday. Season passes are not honored at HHSAA events. If you have any questions, please contact the Athletic Department at 842-8936 for details.

STANDARD LEAGUE ADMISSION PRICES (always subject to change)

Sport	Adult	Sr. 62+	Student K-12	Adult Activity Card	Officials Pass	Season Admission Discount Card (\$40/10 Free Admit)	ILH Pass
FB (Campus) V/JV/INT	\$6.00	\$4.00	\$4.00 or free with school ID	FREE		N/A	FREE
FB (Aloha)	\$7.00	\$5.00	\$5.00	FREE		N/A	FREE
FB HHSAA Semis	\$12.00	\$5.00	\$5.00	N/A	N/A	N/A	N/A
Volleyball V/JV/INT	\$6.00	\$4.00	\$4.00 or FREE W/ID	FREE	FREE	FREE	FREE
Volleyball Play-off V/JV/INT	\$6.00	\$4.00	\$4.00	N/A	N/A	FREE	FREE
VB HHSAA Campus	\$7.00	\$5.00	\$5.00	N/A	N/A	N/A	N/A
VB HHSAA NBC/UH	\$9.50	\$5.50	\$5.50	N/A	N/A	N/A	N/A
Basketball (Campus) V/JV/INT	\$6.00	\$4.00	\$4.00 or FREE with school ID	FREE	FREE	FREE	FREE
Basketball Play-off V/IV/INT	\$6.00	\$4.00	\$4.00	N/A	N/A	FREE	FREE
Basketball HHSAA Campus	\$7.00	\$5.00	\$5.00	N/A	N/A	N/A	N/A
Basketball HHSAA NBC/UH	\$9.50	\$5.50	\$5.50	N/A	N/A	N/A	N/A
Wrestling Judo / Cheer V/JV/INT	\$6.00	\$4.00	\$4.00 or FREE with school ID	FREE	FREE	FREE	FREE
Wrestling Judo / Cheer HHSAA	\$9.50	\$5.50	\$5.50	N/A	N/A	N/A	N/A

Taking Photos or Videos at Games

In general, the taking of photos and videos at all KS athletic events and competitions is allowed, provided that they do not unreasonably interfere in any way with the operations of any athletic event in anyway. You will be expected to comply with the request of any coach, staff member, and/or game/school official to remove or relocate yourself and/or equipment within the competition area. Failure to do so may result in the loss of the privilege to record or attend future athletic activities.

Potlucks and Snacks

It is KS policy that there will be absolutely NO TEAM POT LUCKS OR REFRESHMENTS AFTER GAMES when visiting another schools' site. Please relay this message to your parents and ensure that this policy is enforced. Prior approval by an Athletic Administrator must be secured to host potlucks on campus following games/practices.

Team Fundraising

All fundraising activities in connection with any KS athletic activity or event must be approved and adhere to KS' policy on student fundraising. The fundraising policies are adopted for the health, safety and well-being of students and include guidelines for the selection of fundraising activities, security requirements for proceeds and sale of perishable food items. For details on the KS fundraising policies, please contact your coach, or view the guidelines online at <http://www.scribd.com/doc/34659811/Field-Trip-Guidelines-and-Fundraising-and-Travel-Guidelines-2010-2011>.

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

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 registered 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.



KAMEHAMEHA SCHOOLS®

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 campus athletic office at 842-8936

The Use of Nutritional Supplements

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

SAFETY AND SECURITY

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 any coach, the Director of Athletics, the Principal, or designated school administrator, 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
- 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.

Appropriate Interaction with Students

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

Right to Search

Kamehameha Schools is a private educational institution responsible for the safety of its student athletes and faculty members. As such, KS reserves the right to search student athlete lockers, cars, persons and personal possessions if there is a reasonable suspicion that a student athlete 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 student athletes 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.

Visitors & Volunteers

KS depends greatly 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 student athletes and volunteers, KS requires every volunteer who will be in direct contact with student athletes for an extended period, and/or on a regular basis, to complete a volunteer information, have a TB test on file, and authorized criminal history record check annually before working directly with student athlete athletes.

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 student athletes.

ATHLETIC HEALTH SERVICES

Athletic Training Services

Kamehameha Schools strives to provide a safe and healthy athletic experience for the entire Kamehameha Schools athletic community, consistent with its medical care standards as set forth in this Handbook. Both campus Health Services staff and Certified Athletic Trainers provide athletic healthcare services to student athletes.

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

Athletes are not to be in the athletic training room unless they are being examined or receiving treatment by an Athletic Trainer. All use of the medical or rehabilitation equipment in the Athletic Training Room must be by authorized and qualified personnel under the supervision of the Athletic Trainers.

Priority of Service in the Athletic Training Room

In-season athletes preparing for practice or an event will receive priority avoid tardiness to practice or event. All other athletes will be serviced as staffing permits.

Coverage of Practices and Events

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

Illness or Injury Occurring at Practice or Event

All injuries should be reported as soon as possible to the athletic training staff. The athletic training staff will assess the condition, treat the condition, or refer the athlete to another medical professional. The Athletic Trainers will communicate with the students and coaches as to their participation status until release for return to full participation.

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

Clearance to Return to Full Participation

The athletic training staff must clear every injured or ill athlete before he/she can return to full participation, whether or not the athlete was assessed/treated by the athletic training staff. A physician's clearance is a release to the care of the Certified Athletic Trainer—not a clearance to full participation in athletics.

Clearance is based on the athlete's ability to participate in practice safely. The Head Coach is responsible for determining when the athlete will return to competition after the athletic training staff provides clearance.

Injury/Illness Education

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

❖ Concussion Management

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

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

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

Day students suspected or diagnosed with a concussion should be evaluated by a community licensed healthcare provider who is able to provide medical clearance (advanced practice nurse, neuropsychologist, physician assistant, physician, or osteopathic physician trained in concussion management). Boarding students can be evaluated by a community provider or by the KS Medical Director or designee.

Clearance by a qualified provider to return to school is considered clearance to begin the KS return to school protocol. Once a student has returned to school full time, the student can begin the KS return to play protocol. A healthcare provider's clearance to return to play is considered clearance to begin the KS return to play protocol, and will not be treated as clearance to return to the KS athletic activity.

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

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

RETURN TO PLAY GUIDELINES

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

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

Step 2: Return to school full time.

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

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

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

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

Step 6: Full contact practice or training.

Step 7: Play in game.

For more information regarding concussions, including signs and symptoms, please visit the U.S. Department of Health and Human Services' Centers for Disease Control and Prevention website and factsheet located at http://www.cdc.gov/headsup/pdfs/schools/tbi_factsheets_parents-508-a.pdf.

❖ Sudden Cardiac Arrest

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

How often does it happen?

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

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

What causes this?

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

Screening Evaluations

Before participating in any sports, young athletes should have a complete physical exam that includes a detailed personal and family history of any heart conditions. Most children

and teens who experience heart symptoms during physical activity will not appear to have heart disease during an exam, so more tests may be needed.

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

Parents Should Complete the Medical History Forms with their Child

Young athletes may be at greater risk and need further evaluation and tests if there is:

1. A history of chest pain, dizziness, fainting, or abnormal shortness of breath or fatigue during exercise.
2. Unexpected sudden death of a family member at a young age. (This could mean there is a possibility of inherited heart disease.)
3. A history of abnormal heartbeat or heart murmur (most murmurs are harmless).
4. Heart and/or eye problems experienced by an athlete who is unusually tall, especially if being tall is not common in other family members.

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

Recommendations

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

Source: American Academy of Pediatrics:

<https://www.healthychildren.org/English/health-issues/injuries-emergencies/sports-injuries/Pages/Sudden-Cardiac-Death.aspx>

❖ Heat Illness

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

hydration, recognition of signs and symptoms and an emergency action plan for heat related illness.

Prevention of Heat Illness

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

Resources:

https://www.sportshigh.com/assets/content/resources/governing_documents/Heat-Acclimatization-Revised-8-22-16.pdf?1478652398
<https://ksi.uconn.edu/>

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

Student Accident Insurance

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. For more information, please contact the campus athletic office at 842-8936.

SERVICES AND RESOURCES

Uniforms, Lockers, Equipment, and Facilities

Athletes are expected to exercise care of school uniforms, equipment and facilities, and to report any abuses to their coach or the Athletic Director. Replacing broken or damaged equipment/facilities can only result in a loss of monies that could be used elsewhere in the athletic program.

1. Athletes may receive the following items (items may vary depending on the sport):
 - (a) One (1) locker (If a locker is not available, they may need to share/double-up). Student athlete must provide their own combination lock.
 - (b) One (1)-set of practice clothes (t/shirt and a shorts)
 - (c) (*) A set of game uniforms (*depending on sport)

- (d) One (1) laundry belt
 - (e) One (1) towel (towels are exchanged on a one-for-one basis)
2. In the event that an athlete withdraws from the team, all items that have been issued must be returned immediately and the athlete must clear out their locker by the next school day following withdrawal from the team. Failure to clear out their locker within 3 days of withdrawing from a team will result in the individual's lock being removed. If an individual's lock is removed, personal belongings will be bagged, identified, and held for a period of two weeks from the date of withdrawing. Thereafter, items will be disposed of.
 3. Athletes must turn in uniforms and equipment on the last day of their respective seasons. They shall clear out their assigned lockers by the next school day following their last competition. Failure to clear out their lockers within 3 school days following their last competition will result in the individual's lock being removed. If an individual's lock is removed, personal belongings will be bagged, identified, and held for a period of two weeks from the first school day following the conclusion of the season. Thereafter, items will be disposed of.
 4. All uniforms (practice and game) and equipment must be returned in good condition at the end of the season. Any stolen, damaged, missing, or unreturned items will be subject to a finance charge that must be paid before any other items are issued, and before any grades are issued. (Seniors may not be able to graduate until their balances are cleared.)
 5. Student athletes will be **charged** the cost of replacement uniforms or equipment. Once uniforms are returned to their respective locker rooms, the locker room attendants will submit a credit slip to the Cashier's Office to credit the athlete's account.
 6. Students who have not cleared their accounts will not be able to register for classes for the following semester will not be issued uniforms for any other sport during the next sport season, and students in Grade 12 will not be able to graduate.

Uniforms

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

1. Laundering of Uniforms
 - (a) **ALL UNIFORMS ARE TO BE WASHED DAILY or after each game AT SCHOOL.**
 - (b) Home washing is to be discouraged unless transportation makes it

difficult to return to campus. In such cases, student athletes will be held responsible for any damage to the uniforms washed outside of school.

- (c) Properly returned uniforms will be washed & dried on the issued wash belts; and returned to the student athletes' lockers.
 - (d) **Absolutely NO PERSONAL ITEMS ARE ALLOWED ON THE WASHBELTS!** Wash belts will not be washed if personal items are found on them.
2. Uniforms and equipment are to be worn only during practice sessions and at interscholastic contests, or upon approval of the Athletic Director. At no time are athletes to wear their athletic uniforms or equipment for:
 - (a) Gym/P.E. classes
 - (b) Work or job
 - (c) Socially
 - (d) School wear (see policy below)
 3. Normally, the wearing of athletic uniforms will be reserved for special school occasions, upon the approval of the Athletic Director.
 4. Warm-up jackets for certain sports (e.g. baseball, softball, basketball, cheerleading, etc.) may not be worn to and from school. They should be turned in to the locker rooms after every game along with the uniforms to be laundered.

Lockers

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

1. Absolutely NO rough-housing and throwing of towels or other objects allowed in the locker room. **Hazing of other players is not allowed, and is subject to disciplinary action.**
2. No photos or video are permitted to be taken in a locker room without permission from a coach. Misuse of phones will result in disciplinary actions, including release from KS.
3. Since other teams will be using the locker room area, please make an effort to keep this area as neat and clean as reasonably possible.
4. All showers must be turned off after showering. The last person to leave the shower room is expected to check all showers.
5. **No one** except coaches and assigned players **are allowed in the locker room.**
6. **No GLASS** containers are permitted in the locker room areas.

7. All shoes must be put on and taken off outside of the locker rooms. No metal or hard-plastic spikes or cleats are ever allowed in any other part of the school building. House/shower slippers may be kept in personal lockers and worn in the locker room.
8. Towels for athletics are furnished by the school. Each athlete will receive a clean towel when lockers are issued and are expected to place it in the proper barrel after each use in exchange for a clean towel.
9. Report any vandalism or thefts to the locker room attendants immediately and notify the Security Department. (842-8320/842-8332)

Equipment

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

1. All student athletes receiving equipment will be responsible for the equipment issued. If the equipment is lost or is returned with abnormal usage, the athlete will be charged accordingly.
2. All athletic equipment is the property of The Kamehameha Schools, and will not be loaned to outside groups except with the approval of the Athletic Director, and then only in unusual circumstances.

Strength and Conditioning

- 1.

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

Athletes are allowed to use the weight room located at Koai'a to improve their strength and overall performance, subject to the following guidelines:

1. **Shirt and shoes are required in the weight room at all times.**
2. The weight room will be controlled by the Athletic Facility Supervisor. Both out-of-season and in-season coaches may supervise the weight room on a schedule as established by the Athletic Facility Supervisor when he is

unavailable. **AT NO TIME ARE ATHLETES TO USE THE WEIGHT ROOM WITHOUT AUTHORIZED SUPERVISION.**

3. Lifters must work with a partner.
4. Replace all weights on racks immediately following use.
5. Know your limits! Work with the instructor in determining your limits.
6. Do the lifts **CORRECTLY**. It is better to use lighter weights for correct lifting than heavier weights and run the risk of injury.
7. Warm-up with proper stretching exercises.
8. Remember, strength training is not only a supplement to other athletic programs, but also a highly-skilled activity itself.

TRANSPORTATION AND TEAM TRAVEL

Transportation to and from Athletic Events

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

Permission for Alternative Transportation and to Leave the Group

As a general rule, student athletes are required to ride in KS approved vehicles and travel as a team with their coaches and teammates and are not permitted to leave the group or travel separately to and from team competitive events, unless prior approval is obtained from KS in writing. Parents/legal guardians shall obtain the Coach or Athletic Director's approval before the athletic event by completing and submitting a written request, using the KS Permission for Alternative Transportation or Permission to Leave the Group forms, to the student athlete's respective head coach. Forms are available online at the Athletic Department's website located at: kamehameha-kapalamawarriors.org→More→Student & Parent Information. Permission for alternative transportation is **NOT** routinely granted unless there is an emergency or unusual circumstances exist. Permission to leave the group is granted by the respective team coach on a case by case basis.

Overnight and Inter-Island Travel

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

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

Itineraries are usually distributed to team members 5-7 days before travel. Changes in travel arrangements and itineraries due to personal reasons and/or to accommodate family members are not allowed. Any special circumstances concerning an athlete's travel requires prior approval from school administration. Please notify the Athletic Director, in writing, at least 14-days before team departure. Once approved, families are responsible for the arrangement(s) and cost(s) of the alternative travel.

In the event a student misses a KS-sponsored flight, the student shall not make alternative travel arrangements and will not be allowed to participate in team competition. Families are responsible for any cancellation fees, late charges, and/or reimbursements associated with travel changes, no shows, missed flights, etc. Questions/concerns should be addressed to the Athletic Director.

In the event of an emergency, coaches have the discretion to modify travel arrangements.

