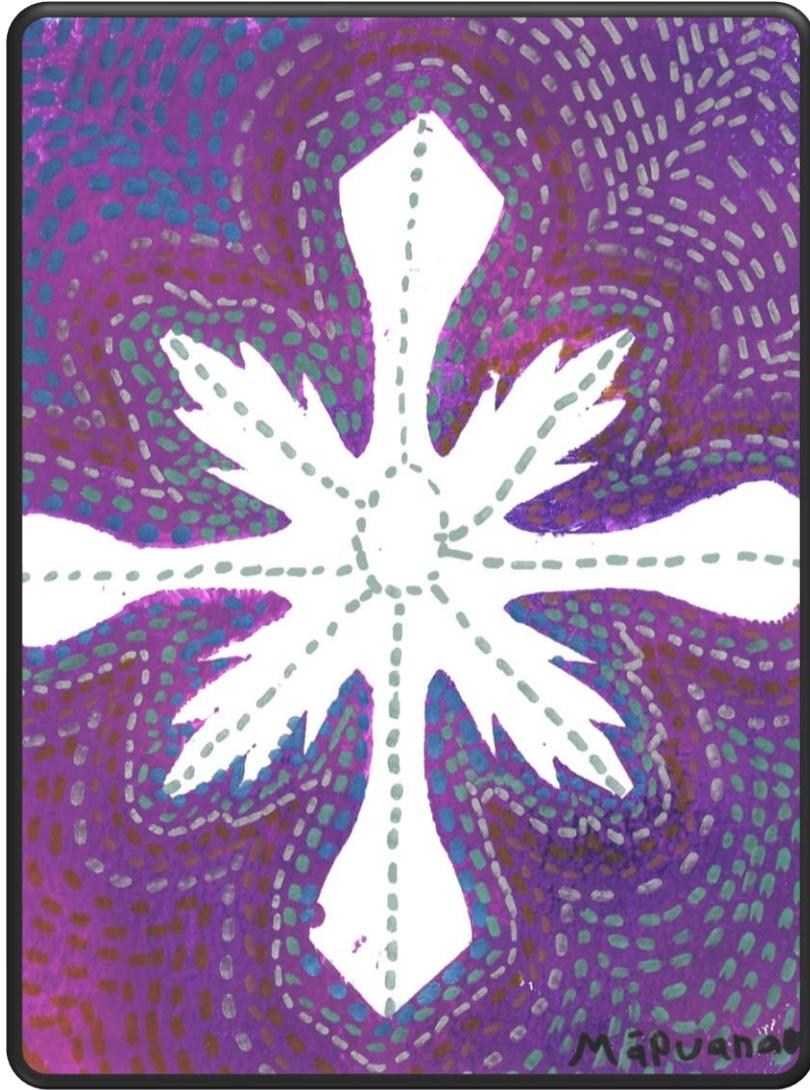


KAMEHAMEHA SCHOOLS HAWAI'I KULA HA'AHA'A



STUDENT AND PARENT HANDBOOK 2023-2024

16-714 VOLCANO ROAD, KEA'AU, HAWAI'I 96749
PHONE (808) 982-0200, FAX (808) 982-0210



Legacy of Ke Ali'i Pauahi

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

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

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

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

Kamehameha Schools currently operates K-12 campuses on O'ahu, Maui and Hawai'i Island with a total enrollment of 5,400 keiki. It also operates 30 preschool sites enrolling 1,600 keiki. KS subsidizes a significant portion of the cost to educate each of its students. Although a modest annual tuition is charged, nearly 60 percent of preschool and K-12 families qualify for need-based financial aid.

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

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

CAMPUS CONTACT INFORMATION

Kamehameha Schools Hawai'i
Kula Ha'aha'a (Elementary School)
16-714 Volcano Road, Kea'au, HI 96749
Office hours: 7:00 a.m. to 3:30 p.m., M-F

Principal

- ❖ Ka'ulu Gapero 982-0207 kagapero@ksbe.edu
- ❖ Melissa Mae Pacheco (Administrative Coordinator) 982-0208 mepachec@ksbe.edu

Vice Principal

- ❖ Waianuheha Paleka 982-0251 rhpaloka@ksbe.edu
- ❖ T.B.D. (Administrative Assistant) 982-0201

Lead Architect, Personalized HCBE

- ❖ Hanakahi Perreira 982-0246 syperrei@ksbe.edu

Elementary School Office

- ❖ Messages & general information 982-0200
- ❖ **ATTENDANCE** line (24 hr.) 982-0220
- ❖ Fax 982-0210

Counselors

- ❖ Tim Kudo 982-0235 tikudo@ksbe.edu
- ❖ Tracy Kāneakua 982-0267 trkaneak@ksbe.edu

'Ohana & Student Activities

- ❖ Nikki Iwata (Coordinator) 982-0268 niiwata@ksbe.edu

Mālama Ola Health Services

- ❖ Desi Hanohano (Registered Nurse) 982-0411 dehanoha@ksbe.edu
- ❖ Binh Davis (Medical Assistant) 982-0211 bidavis@ksbe.edu

Transportation

- ❖ Ray Iyo (Coordinator) 982-0026 raiyo@ksbe.edu
- ❖ Emergency cell 217-1437
- ❖ Maile Kuikahi (Fiscal & Transportation Clerk) 982-0701 makuikah@ksbe.edu

Security Main Gate (24 hr. contact)

982-0149

Charles Reed Bishop Learning Center

- ❖ Hannah Pavao (K-5 Librarian) 982-0495 hnpavao@ksbe.edu

Admissions

982-0100 admissions@ksbe.edu

Financial Aid Department

Applicant Services Center (for general questions) 982-0100 finaid@ksbe.edu
1-800-842-4682

Tuition and Fees

- ❖ Jeri Shirtz (Fiscal Administrator) 982-0038
- ❖ Fax 982-0010

PTO School Store Information Line

982-0678

Kama'aina Kids After-School Program

982-0256

For more information on Kamehameha Schools campuses and programs, visit the KS website at www.ksbe.edu.

KAMEHAMEHA SCHOOLS HAWAI'I CAMPUS - KULA HA'AHA'A

2023-2024 SCHOOL CALENDAR - 'OHANA

	Break / Holiday - No School
	K-12 In-service - No School
	K-5 In-service - No School
	Teacher Work Day - No School
	Early Release 11:15 am Dismissal
	Early Release - Accreditation (1:20 Dismissal)

STUDENTS: Aug 1 - May 22

STUDENT DAYS:	173.0
1st Quarter (Aug.1 - Oct.6):	47.0 days
2nd Quarter Oct.17 - Dec.19):	42.5 days
3rd Quarter (Jan.8 - Mar.8):	43.0 days
4th Quarter (Mar.12 - May 22):	40.5 days

Student Days		S	M	T	W	Th	F	S		
	July	16	17	18	19	20	21	22	July 24	First Day for Counselors & EAs
		23	24	25	26	27	28	29	July 26	First Day for Faculty / K-5 In-service
4.0		30	31	1	2	3	4	5	July 27	Service Awards Lunch / K-5 In-service
9.0	Aug.	6	7	8	9	10	11	12	July 31	K-5 In-service
14.0		13	14	15	16	17	18	19	July 31	Lā Ho'ihō'i Ea / Teacher Work Day
18.0		20	21	22	23	24	25	26	August 1	FIRST DAY OF SCHOOL
23.0		27	28	29	30	31	1	2	August 18	Kula Ha'aha'a Open House, 5:30 pm
27.0	Sept.	3	4	5	6	7	8	9	August 25	K-12 In-service
32.0		10	11	12	13	14	15	16	September 4	Labor Day
37.0		17	18	19	20	21	22	23	September 6	Early Release (1:20 Dismissal for students)
42.0		24	25	26	27	28	29	30		
47.0	Oct.	1	2	3	4	5	6	7	FIRST QUARTER ENDS OCTOBER 6, 2023 (47 Days)	
		8	9	10	11	12	13	14	October 9-13	Fall Break
51.0		15	16	17	18	19	20	21	October 16	Teacher Work Day
56.0		22	23	24	25	26	27	28		
61.0		29	30	31	1	2	3	4	November 2-3	Student Learning Conferences
65.0	Nov.	5	6	7	8	9	10	11	November 10	Veteran's Day
70.0		12	13	14	15	16	17	18	November 15	Early Release (1:20 Dismissal for students)
73.0		19	20	21	22	23	24	25	November 23-24	Thanksgiving Vacation
78.0		26	27	28	29	30	1	2	November 28	Lā Kū'oko'a (School Day)
83.0	Dec.	3	4	5	6	7	8	9	December 19	Founder's Day (1/2 day for students & teachers)
88.0		10	11	12	13	14	15	16	Dec 20 - Jan 5	Winter Break
89.5		17	18	19	20	21	22	23	SECOND QUARTER & FIRST SEMESTER ENDS DECEMBER 19, 2023 (42.5 Days)	
	Jan.	24	25	26	27	28	29	30		
		31	1	2	3	4	5	6	January 1	New Year's Day
94.5		7	8	9	10	11	12	13	January 4	Teacher Work Day
98.5		14	15	16	17	18	19	20	January 5	K-5 In-service
103.5		21	22	23	24	25	26	27	January 15	Martin Luther King, Jr. Day
108.5		28	29	30	31	1	2	3	February 1-2	Student Learning Conferences
113.5	Feb.	4	5	6	7	8	9	10	February 7	Early Release (1:20 Dismissal for students)
118.5		11	12	13	14	15	16	17		
122.5		18	19	20	21	22	23	24	February 19	Presidents' Day
127.5		25	26	27	28	29	1	2		
132.5	Mar.	3	4	5	6	7	8	9	THIRD QUARTER ENDS MARCH 8, 2024 (43 Days)	
136.5		10	11	12	13	14	15	16	March 11	Teacher Work Day
		17	18	19	20	21	22	23		
		24	25	26	27	28	29	30	March 18-29	Spring Break
F 141.5		31	1	2	3	4	5	6	March 26	Kuhio Day
O 146.5	April	7	8	9	10	11	12	13	March 29	Good Friday
U 150.5		14	15	16	17	18	19	20	April 19	K-12 In-service
R 155.5		21	22	23	24	25	26	27	May 3	May Day (1/2 day for students & teachers)
T 160.0		28	29	30	1	2	3	4	May 22	LAST DAY OF SCHOOL
H 165.0	May	5	6	7	8	9	10	11	May 23	Teacher Work Day
170.0		12	13	14	15	16	17	18	May 24	K-5 In-service / Last Day for Teachers
173.0		19	20	21	22	23	24	25	FOURTH QUARTER & SECOND SEMESTER ENDS MAY 22, 2024 (40.5 Days)	
	June	26	27	28	29	30	31	1	May 27	Memorial Day
		2	3	4	5	6	7	8	May 30	Last Day for Counselors
		9	10	11	12	13	14	15	June 3	Last Day for EAs (1/2 day for EAs)
		16	17	18	19	20	21	22	June 11	King Kamehameha Day
		23	24	25	26	27	28	29		
		30								

NOTE: Calendar is subject to change

FINAL: 1/26/23

TABLE OF CONTENTS

Ka Mana’o o Ke Po’o Kula	
Ka Manao’o o Ke Po’o Kumu	
Statement on the Handbook.....	1
Our mission, vision & values.....	2
Our philosophy of education.....	3
Supporting your child’s education	
Your role as a parent	5
Parent conferences	6
School support opportunities	6
Parent & Teacher ‘Ohana (PTO)	6
Fundraising for student activities.....	6
Alumni relations.....	7
Use of the name “Kamehameha Schools” & the Imua Warrior logo	7
Kamehameha Schools Community Resource Centers (KSRC).....	8
Student expectations	9
E Ola! (Live On!) Learner outcomes at Kamehameha	11
Our educational program	
Classes.....	13
Teachers	13
Field trips.....	13
Students with disabilities	13
Homework.....	14
Student progress reports.....	14
Academic probation	15
Multi-Tiered System of Supports (MTSS), our learning intervention process	15
Questions & concerns	16
Counseling services.....	16
Before & after school	
School hours & attendance	17
Morning drop-off.....	17
Afternoon pick-up	17

Inter-campus access & required pass.....	17
After-school care	18
Students not at correct destination	18
Absences, leaves & tardies	
Absences.....	19
Make-up work.....	21
Participation in school events	21
Leaves of absence	21
Tardiness.....	22
Excessive absence or tardiness.....	22
Attendance Probation	22
Day-to-day student life	
Dress code & appearance.....	23
Meals & snacks	26
Birthdays.....	26
Kapu items	26
Cell phones.....	27
Lost & found.....	27
Book charges.....	27
A commitment to appropriate conduct	
Citizenship behavior.....	29
Pu'uhonua	32
Out-of-school and off-campus behavior	32
Appealing a disciplinary decision	32
Safety & security	
Campus access procedures	34
Policy on appropriate interaction with students....	34
Policy prohibiting discrimination, harassment, intimidation or bullying (HIB)	34
Policy prohibiting sexual misconduct.....	35
How to report suspicious activity.....	35
Corrective action.....	36
Off-limit areas on campus.....	36
Visitors & volunteers	37

Securing valuables	37
Right to search	37
Reporting child abuse &/or neglect	37
Changes in your child’s custodial status	38
Island-wide emergencies	38
Student health	
Health services.....	40
Health records.....	43
Student accident insurance	43
Bus transportation	
Application & fees.....	44
Bus pass.....	44
Replacement bus pass	44
Drop-off and pick-up from bus sites	45
One-to-one release at drop-off.....	45
Changes in bus service	45
Bus passenger code	45
Parent consequences	48
Business matters	
Tuition & fees	49
Payment of bills	49
Prorated payment of fees if student is released	49
Financial aid	49
Student records & information	50
Technology	
Technology Acceptable Use.....	52
Use of KS Mobile Devices and the KS System.....	52
Guidelines for the proper use of KS mobile devices	52
Guidelines of the proper use of the KS system	54
Campus Map	
Alma Mater – Sons of Hawai’i	
Rally Song – I mua Kamehameha	
Kamehameha Schools Leadership Lineup	

KA MANA'O O KE PO'OKULA



(Head of School Message SY 2023-2024)

Welina mai ke aloha e Nā 'Ohana o Kamehameha Hawai'i,

Whether your 'ohana is new to Kamehameha Hawai'i or returning for your second to thirteenth year, we mahalo you for choosing our kula for this next step on your keiki's educational journey. It is an honor to partner with you in discovering and developing your keiki's skills and ambitions through our personalized learning ecosystem that fosters their well-being, agency, and adaptability—ensuring future paths of postsecondary success.

Our kula continues to affirm a supportive and caring environment grounded in Hawaiian ancestral and Christian values for all students. We embrace the sacred kuleana for the health and safety of our kauhale, our campus community, as our highest priority. With much care, we are committed to the cultural, physical, intellectual, and spiritual well-being of our haumāna by providing nurturing learning environments for your keiki. We recognize and are grateful for the important and influential role you play in this process as makua.

Our handbook reinforces the values and goals of Kamehameha Hawai'i, and shares some of the logistics of school life. We hope this guide, along with our campus website (www.ksbe.edu/hawaii), will be helpful in answering most of your questions. We will continue to communicate throughout the year to keep your family informed with email bulletins and other important announcements. Should you require any additional assistance, please reach out, your questions and feedback are always valued.

I mua kākou!

'O au iho nō me ke aloha kauhale ē,

M. Kāhealani Nae'ole-Wong
Po'o Kula, Kamehameha Hawai'i

KA MANA'O O KE PO'OKUMU



(Principal Message SY 2023-2024)

Ka welina a ke aloha iā kākou āpau e nā 'Ohana Kula Ha'aha'a,

On behalf of our kula ha'aha'a kauhale, I welcome you to school year 2023-2024. As your keiki's first kumu, you are deeply invested in his or her development. We are honored that you have chosen our kula to continue this journey of learning and growth with your keiki.

Ensuring that our haumāna find their passion and purpose as contributing members of our kaiāulu, and that each keiki is well-prepared to meet his or her potential via a personalized learning experience are priorities that we share across all K-12 divisions here at Kamehameha Schools Hawai'i. We appreciate your commitment to our kula, and our direction as we strive to prepare each haumāna to become the strong 'ōiwi leader that our lāhui needs.

This handbook serves as a support to our haumāna and 'ohana by clarifying procedures and expectations of our program. Your review of the information contained herein builds common understanding of our shared kuleana as partners in support of your keiki's learning. We mahalo you for taking the time to familiarize yourself with the contents of this handbook and trust you will reach out at any time should you have any questions or need for support.

We are excited to work with your keiki and 'ohana, and look forward to a year of learning, growth, and ola!

Na'u nō me ka ha'aha'a,

A handwritten signature in black ink, appearing to read 'Ka'ulu Gapero'.

Ka'ulu Gapero
Po'o Kumu, Kula Ha'aha'a

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."

As of the publication date of this handbook, KS has safety protocols in place to protect the health and safety of its students and campus learning environments. These protocols are updated according to recommendations from leading health organizations, and guidance from state and county officials based on the current conditions in our communities. Safety protocols can be found at: <https://www.ksbe.edu/student-safety-and-well-being>

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

Within a generation of 25 years, we see a thriving Lāhui where our learners achieve postsecondary educational success, enabling good life and career choices. We also envision that our learners will be grounded in Christian and Hawaiian values and will be leaders who contribute to their communities both locally and globally.

OUR VALUES

Kamehameha Schools is grounded in the Christian and Hawaiian values embraced by Pauahi. These core values are aloha (*to have compassion and empathy*); 'imi na'auao (to seek wisdom); mālama (to care for and protect); 'ike pono (to know and do what is right); kuleana (to take responsibility); ho'omau (to persevere and perpetuate); and ha'aha'a (to be humble).

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

Kamehameha expects parents will maintain a positive relationship at all times with their child's teachers, counselors, staff and administrators so that problems or concerns can be resolved to best support their child's learning. Furthermore, parents are expected to understand that loud, intimidating, or abusive language toward school faculty and staff will not be tolerated at Kamehameha.

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, facilities and other students – and by facilitating active, meaningful learning experiences. Supporting your child will assure that he or she gets the most out of this educational experience. To help this happen, we hold you to the following expectations:

- Support regular attendance
Make sure that your child is in school on time every school day, unless attendance is prevented by an illness, injury or emergency.
- 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.
- Encourage reading
Reading increases your child's capacity to learn. For this reason, many teachers require independent reading as a major part of each day's homework.
- Monitor your child's progress
Study informal notes, interim reports and report cards. Discuss them with your child. If you have any questions, contact your child's teacher.
- Attend parent conferences
Parent conferences are held twice a year, and your attendance is required.
- Attend student functions
Show support for your child and his or her classmates by attending student performances, school open house, and class meetings.
- Keep informed
Participate in workshops, attend meetings, and read handbooks, letters and other correspondence from the school.
- Enforce school regulations
Help your child understand and follow school rules. Reading and discussing the Student and Parent Handbook with your child may prevent many problems and misunderstandings.

- Communicate
Contact a teacher, counselor, or administrator as soon as a problem arises.
- Monitor your child's iPad use
iPads may be sent home for educational purposes. As with all digital devices, monitoring the amount of screen time and appropriate use is recommended.

Parent conferences

Parent conferences are an important means of communication between the school and home. Student Learning Conferences for all children are held twice a year. Additional parent conferences may be arranged at any time at the request of the school or the parents.

If you are unable to attend your scheduled conference, you must reschedule the conference time with your child's teacher. You are also responsible for attending scheduled evening meetings and open houses to become informed partners in your child's education.

School support opportunities

There are opportunities available for organized parent involvement that will contribute to the success of our schools and students.

Parent & Teacher 'Ohana (PTO)

The Kamehameha Schools Parent & Teacher 'Ohana is comprised of volunteer parents, teachers and administrators. Its objectives are to:

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

The Board of Directors includes a president, vice president, secretary, treasurer, grade level representatives and the school's po'okula. The board establishes policies, provides oversight to chartered committees and determines programs to sponsor. The PTO aids the school in many ways: by serving as liaisons for grade level activities, operating the school store, coordinating a uniform exchange, and providing enrichment grants and a scholarship fund. The major event supported by parents, teachers, staff and students is the annual Ho'olaule'a.

The Hawai'i campus PTO welcomes your support throughout the school year. Come and make a difference for our children and our school. The board meets once a month and also holds two 'Ohana Nights (membership meetings) per year. For more information contact Nikki Iwata, our 'Ohana and Student Activities Coordinator, at (808) 982-0268 or visit the PTO website at: <https://sites.google.com/ksbe.edu/ksh-pt/home>

Fundraising for student activities

Proceeds from student fundraising (including PTO fundraising) help to enrich the educational and athletic experiences of our students. All fundraising efforts must be approved and adhere to KS policy on student fundraising if the fundraiser is conducted on a KS campus. The policy includes

guidelines for the selection of fundraising activities, security requirements for proceeds & the sale of perishable food items.

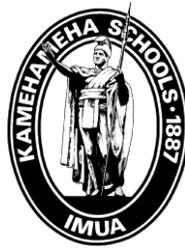
Alumni Relations

For more information visit: <https://www.ksbe.edu/alumni/>

or contact Dancine K. B. Takahashi, Associate Director of Alumni Relations, Advancement Office at (808) 534-8283 or via email at Dancine@Pauahi.org or datakaha@ksbe.edu.

Use of the name “Kamehameha Schools” and the Imua Warrior logo

The name “Kamehameha Schools” and the Imua Warrior logo (shown below) are used and protected as trademarks, service marks, and tradenames 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 Nikki Iwata, our ‘Ohana Student Activities Coordinator at (808) 982-0268.



Kamehameha Schools Resource Centers

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

<p>KS Resource Center – East Hawai‘i Caroline Ross, Manager Ranell Sioloa, Coordinator Keahi Takane, Coordinator 16-545 Old Volcano Road Kea‘au, HI 96749 Phone: (808) 982-0851; Fax: (808) 961-6134 Email: ksrc@ksbe.edu</p> <p>KS Resource Center – West Hawai‘i Caroline Ross, Manager Eloise Haake, Coordinator Haunu‘u Ho‘opai, Coordinator 78-6831 Ali‘i Drive Suite 429 Kailua-Kona, HI 96740 Phone: (808) 322-5400; Fax: (808) 322-5437 Email: ksrc@ksbe.edu</p> <p>KS Resource Center – Maui Brandi Ferguson, Manager 175 N. Market Street Wailuku, HI 96793 Phone: (808) 242-1891; Fax: (808) 242-0824 Email: ksrc@ksbe.edu</p> <p>KS Resource Center – Moloka‘i Frances (Maka) Cobb-Adams, Manager Kulana ‘Oiwī Complex 612 Maunaloa Highway Building B Kalama‘ula, HI 96748 Mailing Address: P.O. Box 1047 Kaunakakai, HI 96748 Phone: (808) 553-3673; Fax: (808) 553-9801 Email: ksrc@ksbe.edu</p>	<p>KS Resource Centers – Honolulu, O‘ahu Jason Doi, Manager 567 South King Street Suite 102 Honolulu, HI 96813 Phone: (808) 534-8080 Email: ksrc@ksbe.edu</p> <p>Mā‘ili Resource Center Kini Pihana, Coordinator Community Learning Center at Mā‘ili 87-790 Kulauku Street Wai‘anae, HI 96792 Phone: (808) 843-9650 Email: ksrc@ksbe.edu</p> <p>Ko‘olau, Resource Center Day Mau, Coordinator Windward Mall – Upper Level 46-056 Kamehameha Highway M-01 Phone: (808) 534-8780 Email: rckoolau@ksbe.edu</p> <p>KS Resource Center – Kaua‘i Bricen Moritsugu, Manager Tylenn Morita, Administrative Coordinator Kamehameha Schools Community Hale 3201 Akahi Street Lihu‘e, HI 96766 Phone: (808) 245-8070; Fax: (808) 246-4617 Email: ksrckauai@ksbe.edu</p>
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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, haumana 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'i'o – truthful in what you say; truthful in what you do.

E OLA! (LIVE ON!)

LEARNER OUTCOMES AT KAMEHAMEHA

Kamehameha Schools is committed to provide a world-class, Hawaiian culture-based education that not only engages students and 'ohana in a culturally-rich, personalized journey, but also encompasses academic competence, growth-mindset, self-efficacy, creativity, inventiveness, good character, Hawaiian identity, Christian values and 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 School's 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 'āhau 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:

Elevating Standards for Student-Centered Learning: Refocus learning through student-centered, culturally rich experiences and opportunities inspired by students' unique interests and talents. Each student will be prepared to meet their highest potential through diverse academic, athletic, artistic, and co-curricular programs and by leveraging media, technology, community partners,

and Kanaeokana, the network of Native Hawaiian schools. Student-centered learning will include personalized learning, a career and college mindset, and student health, safety, and well-being.

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

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

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

OUR EDUCATIONAL PROGRAM

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

Students are required to adhere to all curricular requirements of the Kamehameha Schools' program, including but not limited to participation in Christian education and attendance at Chapel, Hawaiian culture and language studies ('ōlelo, oli, mele, hula), Concerts, May Day and attendance at Founder's Day.

Kamehameha Schools believes every student has the right to learn in a safe and accepting learning environment and has a responsibility to facilitate the growth and development of our students in ways that contribute to a strong sense of identity. KS provides appropriate supports for students who wish to express their own gender Identity and expression by ensuring equal access to KS school facilities, educational programs, after school or extracurricular activities, and services. Students and families who think they may benefit from this protocol are encouraged to connect with their Dean of Student, School Counselor or Division Administrator.

Classes

Children are grouped heterogeneously into self-contained classrooms. Homeroom teachers then group children flexibly in order to best meet their instructional needs.

Teachers

The students' homeroom program is enriched by specials teachers of art, Hawaiian language and culture, music, physical education/health, and science/STEAM. In addition, students receive Christian education, guidance, and library skills instruction. Resource teachers work with children who require support in language arts or math, either in small-group or individual settings.

Field trips

Students will have an opportunity to extend their learning beyond the classroom walls by attending grade-level and/or individual-class field trips. An informational sheet will be circulated to students and parents prior to the planned field trip activity. Regular school uniforms should be worn unless otherwise specified.

Students with disabilities

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

Homework

We strive to make sure that our homework is purposeful and meaningful. Your child's teacher will communicate his/her expectations at the beginning of the year through various means with you and will be available at open house to clarify any expectations. A cooperative effort of school and home is encouraged.

Examples of assignments may include:

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

For best results, parents should provide:

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

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

Including nightly reading, the following are time allotments for homework:

K-1	10-20 minutes
2 nd	20-30 minutes
3 rd	30-40 minutes
4 th	40-50 minutes
5 th	50-60 minutes

Student progress reports

Grades help our teachers communicate your child's level of achievement in school. Report cards are issued at the end of each quarter to communicate academic, social and behavioral progress.

Grades K-3 utilize the following progress report descriptors:

EM = Emerging: Your child is beginning to develop the targeted skills/behaviors and needs teacher assistance most of the time.

PR = Progressing: Your child is in the process of learning and applying targeted skills/behaviors. He/she is making steady growth on the development continuum towards understanding of concepts.

CD = Consistently Demonstrating: Your child is independently applying and utilizing targeted skills/behaviors. On a regular basis he/she is showing continued understanding of concepts.

Grades 4-5 report progress using the following letter grades and skill achievement ratings:

Achievement

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

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

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

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

U = UNSATISFACTORY: does not demonstrate understanding of concepts and skills. Work is incomplete, messy, indicates no effort, and improvement is needed in attitude.

Skill Achievement Ratings

+ = Exceeds expectations

√ = Meets expectations

- = Below expectations

The grading scales may be used individually or in combination for daily work and quarter grades. Some assignments and assessments may also receive letter grades. Progress reports may be sent home throughout the school year for special subjects and interim reporting.

Academic probation

Students performing at unsatisfactory or marginal levels, at grades 4-5, despite interventions by the school, will be placed on academic probation. The purpose of academic probation is to encourage students to regain a satisfactory academic standing and for parents and the school to renew their joint commitment in this process.

A student is placed on probation if, at the end of a quarter, that student has earned two or more M's (Minimal Achievement) or one or more U's (Unsatisfactory Achievement) in language arts, mathematics, science and social studies. Academic probation runs for one full quarter. The length of attendance and conduct probations vary depending on the circumstance. While on academic probation, students are expected to take full advantage of extra help. Students may not be eligible for participation in school organizations, clubs or extracurricular activities while on academic probation.

During the two-year period from grades 4 through 5, a student on academic probation for three (3) quarters will be subject to release from KS Hawai'i Elementary. School administration may find that extenuating circumstances, beyond the student's control, are causing his/her academic deficiencies. In these rare cases, students may be allowed to remain at the school.

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 Po’okula for disenrollment.

Questions & 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 counselor.
2. If the concern or question is not resolved satisfactorily, please contact the principal.
3. If a resolution is still not achieved, please request that the principal take the matter up with the Kamehameha Schools Po’okula.

When in doubt, please call the school main office at (808) 982-0200 with your question or concern. The office staff will find the appropriate person to help you. Contact information can be found on the inside front cover of the handbook.

Counseling services

Two counselors offer a variety of counseling and guidance services to students and families. They are:

Tim Kudo	(808) 982-0235
Tracy Kāneakua	(808) 982-0267

BEFORE & AFTER SCHOOL

School hours & attendance

The school day begins at 7:45 a.m. and ends at 2:40 p.m. daily. It is recommended that students arrive between 7:15 and 7:30 a.m. so that they will have ample time to prepare for the school day. Regular attendance is one of the most important factors leading toward school success for children. Parents are responsible for ensuring that their children are at school and on time every day.

Morning drop-off

The school has a designated drop-off time and place for students. To ensure punctuality and safety, please observe the following morning drop-off schedule whenever possible:

- 7:00 a.m. – 7:40 a.m. K-5 Elementary School Bus Ramp

Supervision is provided for children on campus beginning at 7:00 a.m. Children who come to school too early often experience fatigue during classes. Students may choose to eat a well-balanced breakfast in Hā'aeamahi Dining Hall from 7:00-7:30 a.m.

Afternoon pick-up

Children who are not enrolled in extracurricular activities after school are required to leave campus by 3:10 p.m. daily. To ensure punctuality and safety, please observe the following afternoon pick-up schedule whenever possible:

- 2:40 p.m. – 3:10 p.m. K-5 Elementary Bus Ramp

It is **recommended** that working parents enroll their child in the campus' Kama'āina Kids afterschool program. Any child not picked up by designated pick up times will be automatically enrolled. The daily drop-in rate (\$20) is due at the time of pick up.

Inter-campus access & required pass

Students who attend a KS program and meet up with a KSH sibling OR parent who is a KS employee must obtain an inter-campus pass. Forms are available through the elementary office.

The inter-campus pass is issued under the following **SPECIFIC** conditions:

KS Program

- Student must be officially enrolled in a KS program.
- Student must be in the designated KS program area under the direct supervision of the teacher/coach.
- Student must be picked up within 15 minutes of the program end time.

Employee's Child

- Employee must escort student to the designated area.
- If employee is unable to escort the student, student is allowed to walk to the middle school to meet employee at the designated area OR ride the hitchhiker bus available ONLY to the high school.

- Student must be in direct supervision of employee at all times.
- Student must also be in the employee's designated area.

After-school care

If you are unable to pick your child up by 3:10 p.m. you must enroll your child in the campus' Kama'āina Kids after-school program. The program operates out of the Hā'aeamahi Dining Hall (Mon-Thurs) and Keaka Playcourt (Fri) and offers study time, planned activities and play time from 2:40 – 5:30 p.m. (M - F). The cost is not covered by school tuition or financial aid. Call Kama'āina Kids at (808) 262-4538 for enrollment information.

In addition, special after school programs are offered by the school throughout the year. Students experiencing academic, conduct, or attendance concerns may not be eligible to participate in afterschool programs.

- Please pick up your child within 10 minutes after a school-sponsored activity ends. Any child not picked up by the designated pick up times will be automatically enrolled in the Kama'āina Kids after-school program. The daily drop-in rate (\$20) is due at the time of pick up.
- Use the Elementary School Bus Ramp for active loading and unloading only.

Students not at correct destination

If your child does not arrive where and/or when expected from school, call the elementary school office at (808) 982-0200 immediately. If the office is closed, call the school main gate at (808) 982-0149. School personnel will assist in locating your child.

ABSENCES, LEAVES & TARDINESS

Attendance Philosophy

'A'ole 'ulu e loa'a i ka pōkole o ka lou.

Breadfruit cannot be reached when the picking stick is too short.
(There is little chance for success without proper preparation.)

Our vision is to prepare our haumāna to achieve their highest potential as good and industrious men and women. Therefore, Kamehameha Schools staff believes that students should be in school, every school day to prepare themselves for the opportunities and challenges offered by the 21st century.

Research shows that few factors within students' and families' control are more closely associated with academic **success** than school attendance. Students need to be present in school to benefit from the teacher's instruction, and from interaction and exchange of ideas with peers. Excessive absences affect the culture of the classroom, where the goal of faculty is to build a vibrant community of learners. Absence procedures are defined as follows:

Absences due to illness or injury

Phone Call

Please call the elementary school office attendance line at (808) 982-0220 before 8:00 a.m. on the day of the absence and for each additional day your child is absent. Be prepared to give your child's name, grade, and reason for absence. Please let the office staff know if you anticipate an extended absence.

Returning to school

On return, your child may be required to submit to the school office a signed note from a parent or legal guardian stating the reason for the absence.

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

- The absence is for more than four school days; or
- The absence is for less than five 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 must report to the health room. If the student does not have a completed Request for Medical Evaluation, or a similar form, that indicates any restrictions, a physician's medical excuse note is acceptable provided it contains the same information. One of these is required for re-admittance to school.

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

Off-campus pass

If it is necessary for a student to leave campus during the school day, he or she shall submit a parent note to the school office and obtain an off-campus pass. If your child leaves before 11:00 a.m. it will be counted as an absence. 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 is required to show their pass immediately.

Communicable diseases

If your child contracts a communicable disease (e.g., chicken pox, pink eye, strep throat) a doctor's clearance note must be presented to your child's health room before your child may return to school.

Medical appointments

Non-emergency medical/dental appointments should be scheduled on weekdays during non-school hours or on weekends. A written note to the school administrator 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.

Absences Eligible to be Excused

Students in good standing (not experiencing academic, conduct or attendance concerns) may be eligible for up to three (3) excused days per year for participation in non-school related activities (e.g., extracurricular trip, participation in organized sports, performances, funeral of a close relative, etc.). Requests for excused absence days should be made for special situations only, and shall not be used to extend regular student vacation periods. These days may not be transferred to the following school year.

Eligibility for excused absences is determined using all of the following criteria:

- Student shall be in good academic standing (students having academic difficulty and those on academic probation are not eligible);
- Student shall not be on attendance, academic or conduct probation and have no unexcused absences for the previous and current semesters;
- School Leave Eligibility Form must be completed and turned into the office at least ten (10) school days prior to absence (the form can be found in the appendix, picked up at our office or found on our website: https://www.ksbe.edu/education/hawaii/elementary_school/ under the Nā Mea Ko'iko'i (Important Information) section.
- All faculty members who work with the student must acknowledge the School Leave Eligibility Form;
- Final approval will be granted by the school administrator.

Student and parent(s)/ are responsible for arranging make-up work with teachers. Teachers may require a student to arrive early or stay late beyond the normal school day to complete make-up work.

If an approved trip extends beyond three (3) days, or if the student does not get approval for the trip, days absent will be considered unexcused and any requests for the following year may not be approved. Excessive unexcused absences may lead to a student being placed on attendance probation or released from school.

Excused absences
<ul style="list-style-type: none">• Illness or injury• Emergency medical appointment• Death or life-threatening situation involving close family member• Specific event as authorized by the school administrator• Educational testing recommended by counselor / teacher• Unique family circumstances warranting absence and coordinated with school administration.

Make-up work

Excused absence

- Homework must be requested by 9 a.m. and picked up at the school office by 3:30 p.m. Parents may make prior arrangements for a sibling or friend to bring work home.
- Homework not picked up for two consecutive requests will result in the loss of the privilege of requesting homework when absent.
- Parents may also request homework assignments through e-mail.
- If absence is for one day only, homework can be retrieved the next day.

Unexcused absence

- Teachers need not prepare homework or other assignments for unexcused absences.

Participation in school events

Students must attend classes for at least half-day in order to participate in any extra or co-curricular activities (sports, academic competition, concerts, and other student activities) scheduled for that day or evening. **For activities occurring on the weekend/holidays/non-instructional days, students must be in school the Friday or school day prior.**

Leaves of absence

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

Educational & personal leaves

Examples of such leave 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.

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 7:45 a.m. Students who arrive after 7:45 a.m. must report to the office to obtain an admittance slip before going to class. Generally, tardiness is unexcused. 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 may contact parents for a conference. The following guidelines apply to excessive absences and tardiness:

Excessive Absences

- At 5 excused or unexcused absences in a quarter
The student may receive an attendance letter.
- At 7 excused or unexcused absences in a quarter (or at 12 per year)
The student may be placed on attendance probation and school administrator may contact parents to arrange a parent-school conference in order to discuss specific guidelines designed to help support the student's regular attendance.
- At 21 excused or unexcused absences in a year
The school administrator may contact parents and arrange a parent-school conference to consider the student's continued enrollment at Kamehameha Schools Hawai'i.

Excessive Tardies and Early Releases

- At 4 tardies and/or early releases in a quarter
The parent may receive an attendance letter.
- At 7 tardies and/or early releases in a quarter
The parent may be contacted via phone.
- At 10 tardies and/or early releases in a quarter (or at 12 per year)
The student may receive additional disciplinary consequences and may be placed on attendance probation. As part of attendance probation, student/parents will be required to attend a parent-school conference in order to discuss specific guidelines designed to help support the student's regular on-time arrival to school.

Attendance Probation

- When a student is placed on attendance probation, the following criteria will be applied:
 - The student may receive Level 4 disciplinary action (see page 31)
 - Individual attendance/tardy contracts will be formulated and the school administrator will determine the length of the student's attendance probation period;
- All student absences during the probationary period require a medical note that states:
 - Nature of the illness
 - Treatment

- Directions for follow-up
- Directions for activities (i.e. physical education participation);
- A school administrator will review the student’s attendance record at the end of the year, and further actions, if any, will be discussed with parents;
- Students who make improvements may be removed from probationary status.

DAY-TO-DAY STUDENT LIFE

Dress code & appearance

All students are required to wear uniforms on a daily basis and must meet the dress and appearance standards outlined below. Your child’s teacher or the school office will notify you of any exceptions to the dress code. Parents will be notified of dress code violations. Students must be in uniform from arrival on campus until the end of school.



Please check that your child’s uniform is properly worn: Shirts must be tucked in and belts must be worn with shorts or slacks (exception: belts optional for grade K).

Earrings, jewelry, make-up

To avoid injury, no dangling earrings are allowed. Wearing of other distracting or expensive jewelry is also not allowed. Make-up, colored nail polish and false nails are not allowed.

Additional dress requirements for students

Field trips etc.

For field trips or other special days, the dress code may include shorts, t-shirts, and alternative footwear. T-shirts must present a positive, non-controversial message. Regular uniforms should be worn unless the child's teacher indicates otherwise.

Spare clothing

All kindergarten and 1st grade students must keep a complete change of non-uniform clothing at school to be used in case of an emergency. Students should bring these clothes in a plastic bag on the first day of school. It is recommended that kindergarten students wear Velcro or zipper-fastened shoes until they are taught to tie shoelaces on their own.

IMPORTANT: Please write your child’s name on the inside of all garments to make it easier for you to claim them if they are lost.

Purchasing uniforms/uniform exchange

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, or the Maui and Hilo seasonal stores. Dates and locations are yet to be determined. Purchases may also be made online. For business hours and other details, please visit www.landsend.com or your respective campus website.

All uniform orders are placed through Lands’ End and must be paid for by cash, check or credit card. Uniform orders can be made throughout the year. For more information, call 1-800-469-

KSH Kula Ha'aha'a
Student Dress Code and Appearance

Acceptable	Unacceptable
<p>Appearance</p> <ul style="list-style-type: none"> ● Hair should be clean, neatly groomed, and of the child's natural hair color. ● Above the eyebrow and off the face. ● Rubberbands, headbands, claw type clips are the same color as the child's natural hair color ● Natural nails <p>Everyday attire: (KS-approved uniform purchased from Land's End store and/or PTO store)</p> <p><i>Please check that your child's uniform is appropriately worn. Shirts must be tucked in and belts must be worn with shorts, pants, skirts, skorts. Belts are optional for kindergarten.</i></p> <ul style="list-style-type: none"> ● Polo shirt – royal blue, cobalt blue, white, or navy blue long sleeve (or optional short sleeve). ● Pants – Navy blue ● Shorts – Navy blue ● Skirts, pleated- Navy blue ● Skort - Navy blue ● Jumper - Navy blue ● Skirts, skorts, and jumpers must not be shorter than 2 inches above the knee while standing. 	<p>Appearance</p> <ul style="list-style-type: none"> ● Hair below eyebrows, obstructing vision and face. ● Hair decorations (flowers, headwraps, ribbons) ● Make-up, colored nail polish, and false nails ● Unconventional hairstyles including razor patterns ● Dyed or bleached hair or highlights outside the range of a student's naturally colored hair <p>Everyday Attire:</p> <ul style="list-style-type: none"> ● Non-uniform bottoms ● Ill-fitting uniform garments ● Visible undergarments (bike shorts, leggings, tights), including bathing suit top ● Ragged, torn, ink-marked, or dirty uniform garments ● Long-sleeved garments worn under uniform shirts ● Slip-ons or flat soles ● Sandals, slippers, or open-backed shoes, or boots <p>Outerwear and accessories:</p> <ul style="list-style-type: none"> ● Outerwear with messages or advertisement except for the KS logo ● Long-sleeved shirts (e.g. dress and flannel shirts) and T-shirts worn as outerwear ● Denim ● Bandanas ● Large Hoops, long dangling earrings,

<ul style="list-style-type: none"> ● Clean-covered athletic shoes in blue (navy, royal, cobalt), black, gray, or white. ● Socks blue (navy, royal, cobalt), black, gray, or white. <ul style="list-style-type: none"> - Worn and visible - Crew length or shorter ● Grades 1-5: Solid-colored belt - navy or black, with plain buckle. <p>Outerwear and accessories:</p> <ul style="list-style-type: none"> ● Outerwear must be completely plain and logo-free or KS logo'd windbreaker jackets, cardigan sweaters, and sweatshirts in solid white, navy blue, royal blue, cobalt blue, black, or gray. ● One pair of stud earrings on the earlobe. <p>Special Aloha Friday attire:</p> <ul style="list-style-type: none"> ● May be worn on designated days ● Aloha shirts with dress pants, shorts, or denim jeans with no rips or tears. ● Aloha attire is island wear, the same as May Day attire ● Covered shoes, and sandals with back strap (below 1 ½ inches). 	<ul style="list-style-type: none"> ● Wearing of distracting, excessive or expensive jewelry <p>Special Aloha Friday attire:</p> <ul style="list-style-type: none"> ● Spaghetti straps or halter tops with straps less than 2 inches wide. ● Ill-fitting aloha attire ● Shorts, skirts, and dresses shorter than 2 inches above the knee while standing. ● Slippers, crocs, shoes or sandals without back straps.
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Special Events Attire

<p>KSH Kula Ha'aha'a Special Events Attire</p>
<ul style="list-style-type: none"> ● Kamehameha white uniform polo shirt, tucked ● Kamehameha navy blue uniform long pants with a solid black or navy blue belt ● Kamehameha navy blue uniform skirt ● Clean-covered athletic shoes in blue (navy, royal, cobalt), black, gray, or white. ● Solid-colored socks are blue (navy, royal, cobalt), black, gray, or white. ● NO outerwear, jewelry, wristwatches, or hair decorations <p>All special events attire should be purchased from Land's End store and/or KS PTO store.</p>

** Process for an appeal to administration for potential exemption.

2222. Uniforms may also be ordered online at www.landsend.com (Hawaii Campus School Code #900181413)

Gently used uniforms can be purchased at the PTO school store located at the high school Pai'ea stadium. For details on PTO school store hours, please call the school store information line at (808) 982-0678, or Nikki Iwata, our 'Ohana and Student Activities Coordinator, at (808) 982-0268.

Meals & snacks

Breakfast

All students should eat a healthy breakfast before attending school. The school provides a breakfast program every morning from 7:00 to 7:30 a.m.

Snack

Students are offered a daily snack. It is important that your child have breakfast each day in order to function properly during the morning.

Lunch

Kamehameha Schools strives to provide students with meals that are healthy and nutritionally balanced. All students are served a lunch prepared in the schools' kitchen and are encouraged to taste each menu item to promote healthy eating habits and develop an adventurous attitude towards food. Students may choose to drink milk or water.

Special diets

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

Birthdays

Our school makes the time to celebrate every child's birthday once a month during lunch. Your child will be recognized during his or her birthday month with all other celebrants. Birthday treats are served. Requests for birthday parties in the past have significantly impacted instructional time and therefore we ask that you please **DO NOT** bring food to school for your child's birthday **including** cake, cupcakes or ice cream. Delivery of balloons, flowers, and other gifts is also not permitted.

We ask that you consider donating a "birthday book" or board game to the classroom in honor of your child's birthday. Please contact your child's teacher for additional suggestions. Requests for birthday celebrations with food items are not allowed. We recommend party invitations be distributed outside of school.

Kapu items

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

- Toys, handheld video games, personal handheld mobile devices or play equipment (footballs, baseballs, hacky sacs, etc.) except at the request of the teachers

- Gum, candy, soda
- Unnecessary money
- Weapons (real or imitation) or other objects that may cause injury
- Flammable materials - matches, fireworks, poppers

If students need money to make a purchase after school, they should give the money to their teacher for safekeeping as soon as they arrive at school. Money for items being sold by the school is always collected before 8:00 a.m. so that children will not have to be responsible for it during the day. Please note: the school will not be responsible for loss or theft of kapu items.

Cell phones

Cellular phones have become prevalent as a safety/security measure for families. These may not be turned on or used during the school day and must be securely stored. The school will not be held responsible for loss or theft of cell phones. If a student is using a cell phone during school hours (7:00 a.m. – 3:00 p.m.) the teacher/adult will confiscate the phone. The phone will be returned to the student at the end of the day or at the end of the next day if the phone was removed after the dismissal bell.

Chronic abuse of cell phone usage will be reported to the school office and may lead to disciplinary action. (Please refer to the “Student Discipline” section, Level 1) Cell phone will be confiscated and held for pick-up by parents.

Lost & found

There is a lost and found area in the elementary school office. In order to identify lost items easily, **your child’s name should be clearly marked on all personal belongings** that are brought to school. Several times during the year, unclaimed items are donated to the PTO school store uniform exchange program and/or other charities.

Book charges

Students are charged the replacement cost of textbooks or library books checked out to them if books are lost.

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 kaiaulu i ka hana pono.

A Commitment to Appropriate Conduct

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

In order to help fulfill Ke Ali'i Pauahi's vision of having our students work towards being "good and industrious" men and women, 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 behaviors 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. Students may be placed on administrative leave during the investigation and will be given an opportunity to explain their views before disciplinary action is taken. Efforts will be made to contact parents/guardians concerning serious issues and to protect the confidentiality of the parties.

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

Conduct Probation:

Students committing serious infractions may be placed on conduct probation. Students on conduct probation are cautioned that any violation of an infraction while on conduct probation will result in additional disciplinary consequences and may include release from school. Students on conduct probation may not participate in school organizations, clubs, or extra curricular activities.

LEVEL 1

Level 1 discipline addresses behavior that disrupts the school community.

Infractions – Examples include, but are not limited to:

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

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

- Detention
- In school restriction
- Time-out
- Verbal warning
- Written incident report

- Repair/replacement of items misused or broken
- Restriction of school electronic devices, including computers
- Written reprimand

LEVEL 2

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

Infractions – Examples include, but are not limited to:

- Cheating and/or plagiarism, or other forms of academic dishonesty
- Damage to property due to negligence
- Defiance, insubordination, and other forms of disruptive conduct
- Disrespect towards adults or students
- Forgery
- Public display of affection
- Unauthorized use of or possession of school property, equipment, and materials
- Unmodified Level 1 behavior

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

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

LEVEL 3

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

Infractions – Examples include, but are not limited to:

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

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

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

Level 4

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

Infractions – Examples include, but are not limited to:

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

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

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

Level 5

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

Infractions – Examples include, but are not limited to:

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

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

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

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

Pu'uhonua

Students who admit to an Assistant Principal, Vice Principal, or Counselor that they experiment or regularly abuse alcohol or drugs BEFORE the student has been interviewed in an investigation will be given an opportunity to remain at KS without being released. This offer will be honored, provided that the student fulfills all of the conditions established by KS, including completion of any treatment or counseling program (at the family's expense) in order to remain at school. This offer of asylum/sanctuary will be extended only once – all similar subsequent 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 Po'okumu that result in a release may be appealed to the Po'okula. 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 Po'okumu 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 Po'okula 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 Po'okula will review the information gathered by the principal (or designee). If the Po'okula determines that there are sufficient grounds for the appeal, a time will be scheduled for the Po'okula to meet with parent/guardian(s) and the student, and if deemed necessary by the Po'okula, with the principal. If there are insufficient grounds for the appeal, the Po'okula will notify the parent(s) in writing.

After the scheduled meeting, the Po'okula will render a final decision of the appeal in writing to the parent/guardian(s) and Po'okumu within a reasonable time. The decision by the Po'okula 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 (808) 982-0149.

Campus access procedures

- Access to the campus will be strictly controlled between 7:45 am – 2:00 pm and between 5:30 pm – 5:00 am.
- Parent facility pass applications will be distributed via mail or can be obtained at the security office.
- All vehicles must have a facility pass and all occupants may be required to show a valid photo ID.
- The facility pass must be affixed to the front windshield rear view mirror and visible to the officer at the main gate upon entry.
- Upon arrival, all visitors should report to the designated campus office.
- Visitors will be issued a visitor pass which must be worn for the duration of their visit. Prior to departure, visitors should check out at the office.

The main gate is equipped with video monitoring equipment. All entry and exit from the campus is monitored through electronic surveillance for the protection of faculty, staff, students, and parents.

Policy on appropriate interaction with students

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

Policy prohibiting discrimination, harassment, intimidation or bullying (HIB)

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

“HIB” is any gesture, any written, verbal, or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that takes place on or off school property, at

any school sponsored function, or on a school bus that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to a person or damage to a property; has the effect of insulting or demeaning any student or group of students; or creates a hostile educational environment for a student by interfering with the education, or by severely or pervasively causing physical or emotional harm to the student.

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

Policy prohibiting sexual misconduct

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

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

How to report suspicious activity

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

Students are also encouraged, but not required, to make a report online with KS' Hi'ikua Student Helpline. While reporters are encouraged to identify themselves in order for KS to ensure efficient attention to any concern or issue, anonymous reports are accepted and investigated to the fullest extent possible. The Helpline is not intended to replace traditional reporting methods should students or families feel comfortable doing so. To access the Hi'ikua Helpline:

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

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

Kamehameha Schools does not tolerate retaliation against anyone who in good faith, reports a concern. It is a violation to knowingly report false allegations. A student or staff member who is found to report a false allegation may be subject to disciplinary action. KS shall also report known or suspected child abuse and neglect to the government authorities

Corrective Action

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

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 areas during the regular school day:

1. Areas where construction is in progress, including buildings undergoing renovation
2. Parking lots
3. Middle and high school campuses
4. Forest areas
5. Any other area designated by staff
6. Athletic facilities, unless being used for school functions
7. Unsupervised areas

Visitors and volunteers

Upon arrival on campus, ALL visitors who plan on being present after 8:00 am - including parents, relatives and caregivers must report to the school office, sign in, and obtain a KS visitor's pass before going to a classroom or anywhere else on campus. All visitors are expected to follow school rules to ensure that visits do not disrupt the learning environment or endanger the safety of students or staff. Therefore, we request that visitations be scheduled in advance with your child's classroom teacher.

KS depends on parents, relatives and community volunteers to enhance its curriculum and to make such things as field trips and special activities possible. In order to provide the safest environment

for students and volunteers, KS requires every volunteer who will be in direct contact with students for an extended period, and/or on a regular basis, to complete a volunteer application form available at the principal's office.

Before working directly with the students, volunteers may be required to complete the following:

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

Upon arrival on campus, volunteers must report to the school administrator authorized to supervise the volunteer. At the end of the field trip, special activity, program, or service, at KS' request volunteers should return to the authorized school administrator's office to sign out, unless alternate arrangements have been made.

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

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

Securing valuables

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

Right to search

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

Reporting child abuse &/or neglect

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

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

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

Changes in your child's custodial status

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

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

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

Island-wide emergencies

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

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

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

Radio: Announcements about school closure or evacuation will be broadcast over the following local radio stations: **KIPA 620AM, KPUA 670AM, KWXX 94-7FM**

Telephone calls: In the event of an emergency, we request parents stand by for automated messaging from our school messenger system. You may try to call in but there is a possibility

phone lines will be busy. We will make every effort to keep parents informed through our messaging system. It is therefore very important that your contact information in our student database is accurate. Urgent phone calls may be made to the main gate at (808) 982-0149.

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

<u>Grade Level</u>	<u>Evacuation Center</u>
Grades K-5	Hā'aeamahi Dining Hall
Grades 6-8	La'amea Gym
Grades 9-12	Koai'a Gym

In case of local or national emergencies, students will be transported to bus stop sites AT NORMAL DROP-OFF TIMES only if transportation is deemed safe. Otherwise, students will remain in their designated evacuation center on the Hawai'i campus. In such cases, parents are asked to listen to local radio stations or call the emergency hotline for information. There may be events where we try to evacuate students early (e.g. Tsunami) – in these rare cases parents will be notified by school messenger and students will have the option to remain on campus if need be.

Family emergency plans: All families should have their own emergency plans. Parents should review those plans regularly with their children.

If you have questions about the KS emergency response plan, call the security office at (808) 982-0063.

STUDENT HEALTH

Health services

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

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

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

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

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

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 contact information and that of your emergency contact 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. A completed Request for Administration of Medication (RAM) form must be submitted for each prescribed medication that KS medical staff or their designee will administer and the medication must be in its original packaging and not expired. If the prescribed medication, dose, or frequency changes prior to the start of school or during the school year, please submit an updated RAM.

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

Hours of service

The campus health rooms are open for walk-in visits Monday through Friday during the regular school day, generally from 7:00 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:

- Elementary and Middle School Health Room: Located at Pauahi Lani Nui Administration building (Phone: (808) 982-0411 or (808) 982-0211; fax (808) 966-5908)
- High School Health Room: Located at the High School Administration building (Phone: (808) 982-0611; fax (808) 982-0612)

Returning after illness or injury

All students returning to school after an absence for illness, injury or other medically related condition must readmit through the student's health room. 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.

Behavioral Health Services

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

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

Students can access BH services by contacting any BH staff member. They can also be referred by kumu, School Counselors, Administrators, Residential Life staff, friends, and 'ohana. Depression screening occurs in the 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 BHS have a safety concern after assessing a student.

Behavioral Health Medical Leave and Re-admission

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

Readmission meeting with School Administration prior to the student's return to school and/or Residential Life program (if applicable).

Hours of Service

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

- Hawai'i Campus:
 - K-12
 - Leina'ala Launiu (808) 982-0203
 - Kira Lee (808) 982-0747
 - Na'auao Vivas (808) 982-0403
 - Behavioral Health Supervisor
 - Tracey Wise (808) 982-0781

Health records

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

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

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

Student accident insurance

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

BUS TRANSPORTATION

Kamehameha Schools provides bus transportation to and from its campus to students living in outlying areas. Authorization for bus transportation and all requests for bus service, changes in bus service and applications for bus service are handled by the KS Hawai'i Transportation Department. Available bus routes can be found on the online bus application in KS Infinite Campus or on the KS Hawai'i Transportation Department's website at <http://kshtransportation.weebly.com>.

Kamehameha Schools also provides bus transportation for field trips, athletic events, and other KS-sponsored events and activities. Transportation for school-related events are coordinated by the Education Divisions and Athletics department and 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.

Application and Fees

The application for bus service is available online through Infinite Campus. Applications received within the application period, will be processed on a first-come, first-served basis. Applications received after the deadline date may be placed on a waitlist and filled as seats become available. The bus service ANNUAL SERVICE FEE is NON-REFUNDABLE.

Bus Pass

Students will be issued a bus pass for the school year. The bus pass is a RFID (radio frequency ID) that provides information to the transportation department to monitor ridership in a safe and non-intrusive way. Students must scan their RFID bus pass when entering/exiting their bus.

Replacement Bus Pass

Bus passes that are lost, stolen or damaged may be replaced by requesting a replacement bus pass through the KS Transportation Department. A replacement pass may be obtained by:

- written note delivered to the Transportation Office
- email sent to: raiyo@ksbe.edu; or makuikah@ksbe.edu

Requests made before 10:00 a.m. will be processed the same day. Requests received after 10:00 a.m. will not be processed until the next business day. The Transportation Office will process the request and notify the student and/or parent of completion.

A bus pass will no longer scan when the RFID wire inside the card becomes damaged. Damage occurs when the card is cracked, bent, broken or otherwise altered (cut, hole-punched, etc.). If the bus pass no longer scans or is defective without any physical damage, the bus pass should be returned to the Transportation Office for a free replacement. All damaged bus passes must be returned to the Transportation Office. If a damaged pass cannot be returned (thrown away, etc.), procedures for lost/stolen passes will apply.

There is a \$10.00 replacement fee (cash or check payable to: "Kamehameha Schools") for lost, stolen or physically damaged cards (bent, cracked, etc.) due upon receipt of the replacement pass.

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.

One-to-One release at drop-off

- ***Afternoon pick-up for Pāhoa (Route 4), Wong Stadium (Route 5) and Prince Kūhio Plaza (Route 7) bus stops & One-to-One Release***

To further ensure the safety of our elementary school passengers at bus stop sites located in or around heavily populated areas, bus drivers follow a “one-to-one” release procedure. This means, bus drivers will release students from the bus after visual contact is made with the child’s parent, adult ‘ohana member, or in some instances, an older sibling with a valid driver’s license **outside the bus door**. Students will not be allowed to walk unescorted to and/or from the school bus.

The **One-to-One Release** procedure applies to elementary students who ride the following bus routes in the afternoon:

- ❖ Pāhoa
- ❖ Wong Stadium
- ❖ Prince Kūhio Plaza

A student will not be allowed off the school bus if no one is present at the bus stop to meet the child. The student will be returned to the campus and placed in the Kama’aina Kids after-school program. A \$10 drop-in fee will be due when you pick your child up from the program.

- ***Afternoon pick-up for Waimea (Route 1), Honoka’a (Route 2) and Ka’ū (Route 3) bus stops***

A student will not be allowed off the school bus if no one is present at the bus stop to meet the child. The student will remain on the bus while the bus driver continues the route. You will be responsible to meet the bus at the next bus stop to pick up your child.

Changes in Bus Service

Canceling bus service

The bus fee is non-refundable once bus service is used, except in limited circumstances with documented reasons which must be reviewed and approved by campus administration. If for any reason you decide to cancel bus transportation, notify the transportation department, in writing (mail, email).

Temporary change in plans

If your child normally rides the bus but will be transported home by another means for a special reason, parents may be required to notify the respective school office. Notification by a student alone is not sufficient. If notice is not received from the parent, the student will be put on their assigned bus.

Bus Passenger Code

While riding Kamehameha Schools’ buses and/or vehicles, students are under the direct supervision of the 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.

- Bus Passes ARE NOT TRANSFERABLE.
- Students giving their passes for others to board will be removed from the bus roster and privileges may be revoked.
- Unauthorized use of a bus pass will result in disciplinary action.
- Disciplinary action will be the responsibility of the student's administrators.

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 may not be able to 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 a 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.
 - g. Balloons are not allowed on 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 with seat belts on. **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. **DO 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 bus driver:
 - i. 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.
 - ii. 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. Bus Seat Belt Procedures

- a. The school requires that all students riding in school buses to securely fasten three-point seat belts or lap belts, when available, any time the bus is in motion.
- b. Students who may requires assistance in using seatbelts should ask the bus driver for help so that all students are safely belted in their seat before the bus is put in motion.
- c. Drivers will announce prior to the bus leaving that each student needs to be in their assigned seat and seat belts fastened.
- d. Students refusing to use seatbelts in a legal and safe manner may be subject to disciplinary action.
- e. Repeated refusal to wear seatbelts may result in suspended bus riding privileges.

5. 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.

6. 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.
- c. Special written request will be reviewed on a case-by-case basis by the transportation manager.
- d. The driver may assign students seats on the bus, if necessary.

7. 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 donated to a thrift shop or discarded. Unclaimed mobile devices (cell phone, tablets) will be taken to a cell phone carrier as a last effort to return it to its owner.

8. 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 (SNC) form for students who misbehave to the Transportation Office or vice principal. Consequences can range from a warning to a suspension of bus service for the entire school year.

9. 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.

Parent Consequences

The following list of infractions and consequences directly apply to Parents:

- Continuously late / delaying departure
- Blocking / stopping bus from departure
- Dropping off or picking up in an unsafe manner
- Obscene gestures and/or language
- Unauthorized entry onto a school bus

Violations by parents will not be tolerated. However, consequences can easily be avoided by following these practices:

- Be at the bus stop 10-15 minutes before the departure time
- If you are late to the stop, drive your child into KS Campus
- Do not confront drivers in any way. Any issues should be immediately reported to the Transportation Department directly.
- Please drive safely and use caution when dropping off or picking up your child at bus stops.

Consequences for these infractions can range from a SNC / warning to suspension of bus service for the entire school year.

Please note that Transportation does not administer or determine consequences regarding Parent issues. Transportation's role is to report activity/issues to the unit offices of the parent's student bus rider involved for disposition.

Additional information concerning bus transportation may be found at

<http://kshtransportation.weebly.com>

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 20 percent of educational costs due to a tuition subsidy provided by KS. Families with demonstrated need may apply for KS financial aid to cover the remainder of the costs.

Following are the basic costs of a Kamehameha Schools' education:

Tuition – The basic charge for instruction. Miscellaneous items such as textbooks, classroom supplies, instructional materials, class dues, yearbooks, and ASKMS. Parent and Teacher Organization (PTO) dues are included in this charge. Meals are included, this covers breakfasts and lunches for students during the regular school year.

Payment of bills

Tuition, transportation, lost athletic uniforms, and some miscellaneous charges are billed to you by FACTS Management Company. Some of the fees listed above may be collected directly by the student activities coordinator, librarian, or other authorized KS Hawai'i representative.

The school expects accounts to be maintained at current status and reserves the right to impose sanctions as listed in your enrollment contract. If you face difficulties in keeping your account current, please contact our school fiscal officer at 982-0038.

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.

A financial aid award is applied to tuition first. Any remaining amount is applied to eligible bus or inter-island air transportation. Any other expenses that are covered by financial aid are determined by the recipient's grade level.

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

- Tutoring
- Medical expenses
- Uniforms (P.E. and school uniforms)
- Music lessons

- After school care programs
- Other supplemental costs (e.g. AP exam fees, physical education events, photography lab fees, scuba fees, etc.)

How to apply for financial aid:

Information on the 2023-2024 Financial Aid Program can be accessed online at https://www.ksbe.edu/apply/financial_aid/. Financial Aid applications are completed online. If you are unable to complete the online process or require additional information, call the Kamehameha Schools' O'ahu Resource Center at (808) 534-8080 or (808) 541-5300. Neighbor island applicants may call toll-free at 1-800-842-4682, press 2.

June 30th – 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 June 30, 2023, please contact Outreach Support Services (Financial Aid) for application assistance.

Financial aid for summer school

Not all students receiving KS financial aid during the 2023-2024 school year will be eligible for financial aid if attending KS 2024 Summer School. Should this occur, KS notifies parents in mid-January regarding their child's eligibility for summer school financial aid. Students DO NOT need to complete a summer school financial aid application if they are currently receiving financial aid for the 2023-2024 school year.

Student records & information

Parent/student access to student records

Parents and students are allowed:

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

Directory Information

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

Directory information may include:

- Student's name
- Address
- Telephone number
- Date and place of birth
- Activities
- Clubs and sports

- Weight and height for athletic team purposes
- Dates of school attendance
- Degrees and awards received
- Most recent and previous education institution attended
- Other similar information

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

TECHNOLOGY ACCEPTABLE USE

Electronic Communication with Students, Parents and Guardians

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

- **Teacher's email:** Teacher's email addresses can be found on the KS Hawaii Elementary School's website at https://www.ksbe.edu/education/hawaii/elementary_school/. Click on the teacher's name under Staff Directory.
- **Infinite Campus:** Infinite Campus (<https://ohana.ksbe.edu>) is a web-based system used to track student progress, register for the upcoming school year, view school announcements, access school information and facilitate communication between students, teachers and parents. Infinite Campus will send an email to parents when their account is available for use. Parents will receive information when their child enters KS Hawaii Elementary School either during orientation or in the mail.
- **KS Hawaii Elementary School Web site:** The KS Hawaii Elementary School's website can be found at https://www.ksbe.edu/education/hawaii/elementary_school/. The site features a wellspring of useful information including the student and parent handbook and the course catalog.

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

Use of KS Mobile Devices and the KS System

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

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 schoolwork data according to instructions set out by KS teachers.
- Students may not purchase online music, apps or software with their mobile devices without prior approval to do so by their teacher.
- Only assigned school software may be used on KS devices.
- Use of KS devices for entertainment purposes such as playing interactive games or watching YouTube, TV shows or DVD movies is not permitted.
- Conducting unauthorized commercial activity of any kind is prohibited.
- Do not connect unauthorized equipment to any KS system or alter KS equipment to perform unauthorized activities.
- Removing software that has been installed by KS is prohibited.
- Students are permitted to use a variety of approved web tools on their devices for educational purposes under teacher supervision.
- Store KS devices with care by using a proper case or tote bag to protect the device.
- Keep equipment surfaces clean by keeping them free of markings, ink or decorative stickers.
- Students must have their name on power supply cords, removable cards and carrying bags.
- Keep food and liquids away from your device.
- Protect your devices and peripheral equipment from theft or loss.
- Maintain all identifier markings or stickers placed on the devices by KS support staff.
- Do not allow others to use your device.
- Ensure your device is fully charged every day.
- Students will sign a Student Mobile Device Agreement that sets forth requirements involved with the program including specific equipment care and maintenance.
- If a device is damaged or is in need of repair, KS may elect to replace the device and provide the student with a loaner. However, the use of a loaner device is not guaranteed.
- Parents assume all financial responsibility for any device or loaner in their child's possession that is damaged as a result of abuse, neglect, loss or theft. Families are required to repair or replace the device or loaner at its current value, including

warranties and other related accessories.

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

Guidelines for the proper use of the KS System

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

- Properly manage your assigned KS student account within the KS system
- Students and parents are assigned a KS email account to receive and send official communication through the KS Network.
- New students will be issued accounts within the first month of school. Returning students will continue to use KS accounts already established.
- Limit the use of the KS system for educational purposes only.
- Do not use any school email account for non-school related activities.
- Always protect the privacy of your account by using only your assigned User ID and keeping passwords private and confidential.
- Never give others your email account information or use or attempt to obtain usernames and passwords of other individuals under any circumstances.
- Actively organize and manage your account by checking KS email accounts daily, respond in a timely manner and regularly delete old emails.
- Do not use KS devices and/or email accounts to register and/or access social networks (Facebook, Twitter, Instagram, etc.) and abide by federal laws of sites that restricts use to individuals ages 13 years and older.
- Do not use images relating to weapons, pornographic material, inappropriate language, alcohol, drugs, gang-related symbols, sounds or pictures as part of your student account.
- Do not use inappropriate media as wallpaper on your device.
- 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 lists, or send chain letters.
- Never give out personal information online – including full name, telephone number, address and social security number.
- Steer clear of Internet sites that promote gambling, illegal drugs, alcohol consumption, violence or socially harmful activities.
- Do not visit chat rooms or other sites where people may misrepresent themselves and try to gain your confidence in order to do harm.
- Under no circumstances should you meet with someone you chatted with online without first notifying your parents, counselors or teachers.
- Do not share photos, lifestyle and other personal information on social media sites.
- KS devices may not be used to update personal Web spaces unless it is done in connection with KS educational activities.
- Do not respond to email messages from unknown senders unless the subject of the email is related to KS educational activities.
- Do not participate in chain mail or other group mail activities where email addresses may be passed on beyond your knowledge.
- Learn more about Web and email etiquette safety from your teacher and KS program personnel.

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

- Do not alter KS system configurations used to provide KS firewall protections that protect users against viruses, malware and spyware threats.

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

Obey Copyright and Trademark Laws

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

Disclaimer of Content transmitted over the KS Network

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

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

- KS makes no warranty for the service that it is providing.
- KS is not responsible for the accuracy or integrity of content that system users obtain via the KS System, especially if the information comes from open Internet sites or is provided by individuals not formally representing KS positions. Users are urged to use the information from the system at your own risk.

KS assumes no liability for the actions of users of the KS System. This includes loss of data due to delays, non-deliveries, misdeliveries or service interruptions.



Kamehameha Schools®

Hawai'i Campus Map

16-716 Volcano Road
 Kea'au, Hawai'i 96749
 Ph: (808) 982-0000 | Web: ksbe.edu/hawaii

- | | |
|-------------------------|-------------------------------------|
| 1. Kamāka'imoku | 19. Ke Ali'i Bernice Pauahi Bishop |
| 2. Ke'eaumoku Nui | 20. Keoua |
| 3. Hale Mīkini | 21. Konia and Pākī |
| 4. Hale Ho'omalū | 22. Hale Kākūlu |
| 5. Kekūnao'a | 23. Hale Malama Kahua |
| 6. Kīna'u | 23A. Hale Kahua Ola |
| 8. Hā'aeamahi | 25. Kamehameha Pai'ea |
| 9. Keaka | 26. Nae'ole |
| 10. Pauahi Lani Nui | 27. Ka'ōleiokū |
| 11. Kekelakekeuokalani | 28. Kamaka'eha |
| 13. La'amea | 29. William Charles Learning Center |
| 14. Charles Reed Bishop | |
| 16. Koai'a | |
| 17. Keku'iapo'iwa | |
| 18. Keawe | |



- Elementary School Buildings
- Middle School Buildings
- Multi-School Buildings
- High School Buildings
- Athletics
- Operations / Integrated Facilities
- Street Roads
- Campus Walkways
- Campus Traffic Only



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1

Kamāka'imoku
Grade 6-8 Specialty Classroom
Paternal Grandmother of Kamehameha

2

Ke'eaumoku Nui
Grades 6-8
Specialty Classroom Building
Paternal Grandfather of Kamehameha

3

Hale Mikini
Mechanical Building
Translates to "Machine House"

4

Hale Ho'omalū
Security Guard Shack
Ho'omalū is to bring under the care
or protection of

5

Kekūanao'a
K-2 Classroom Building
Hānai Father of Bernice Pauahi Bishop

6

Kīna'u
Grade 3-5 Classroom / Specialty Building
Eldest daughter of Kamehameha I and
hānai mother of Bernice Pauahi Bishop

8

Hā'aeamahi
Dining Hall and K-8 Music Center
Maternal grandfather of Kamehameha I

9

Keaka
K-5 Covered Playcourt
Trusted Guardian of young Kamehameha

10

Pauahi Lani Nui
K-5 Administration Building
Honorary Title of Bernice
Pauahi Bishop

11

Kekelakeuokalani
Grades 6-8
Classroom Building
Maternal Grandmother of Kamehameha

13

La'amea
Grades 6-8 Gymnasium
Teacher of Kekūhaupio,
who trained Kamehameha

14

Charles Reed Bishop Learning Center
K-8 Library / Learning Center
Husband of Bernice Pauahi Bishop

16

Koai'a
High School PE Locker / Gymnasium
Senior Instructor of Kekūhaupio
in Warfare

17

Keku'iapoiwa
High School Library / Media Center
Mother of Kamehameha

18

Keawe
High School Dining Facility
Grandfather of Kamehameha

19

Ke Ali'i Bernice Pauahi Bishop
Administration Building
Founder and Benefactress
of Kamehameha Schools

20

Keoua
High School Science Classroom
Father of Kamehameha

21

Konia
High School Classroom
Mother of Bernice Pauahi Bishop
Pāki
High School Classroom
Father of Bernice Pauahi Bishop

22

Hale Kākūlu
Hawaiian Culture Outdoor Classroom
Kakūlu by definition is the person
who bails the water from the wa'a.
This person keeps the wa'a afloat and
moving forward in the right direction.

23

Hale Mālama Kahua
Grounds Facility
Translates to "Ground Caring Facility"

23A

Hale Kahua Ola
Operations Physical Plant Building
Translates to "House of
the Living Foundation"

25

Kamehameha Pa'iea
Football / Track / Soccer Complex
Childhood Name of Kamehameha

26

Nae'ole
Swimming Pool Facility
Guardian to Kamehameha

27

Ka'ōleloku
High School Art / Vocational Tech. /
Specialty Building
Grandfather of Bernice Pauahi Bishop

28

Kamaka'eha
High School Music Building
Another Name for Lili'uokalani,
Hānai sister of Bernice Pauahi Bishop

29

William Charles Lunallo Center
Integrated Chapel / Performing Arts Building
First elected King and close friend of
Bernice Pauahi Bishop. Once owned the
land where KS Hawai'i is now located.



The Kamehameha Hawai'i campus identity is rooted in 'Ōiwi Edge—a strong ancestral foundation that shapes the agency, adaptability, and well-being of haumāna, giving them a competitive advantage to fulfill their unique purpose and kuleana.

Sons of Hawai'i

Composed by: William B. Olson and Theodore Richards

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

Refrain:

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

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

Imua Kamehameha

Written and Composed by Charles E. King
Copyright 1928 Charles E. King Music Co.

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



Kamehameha Schools®

HAWAII

Kamehameha Schools Hawai'i Administration

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Scott De Sa, Hope Po'okula

Joy Hau'oli Motta, Hālau Kupukupu Educational Research & Development Head

Kathy Wurdeman-Thurston, Hālau 'Ie'ie Teaching & Learning Head

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R. Waianuheha Paleka, Hope Po'okumu, Kula Ha'aha'a

Dr. Tehani Corcoran, Po'okumu, Kula Waena

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