

KAMEHAMEHA SCHOOLS HAWAII
KULA HA`AHA`A



Artwork by Ke'alohilani Jones grade 2

STUDENT AND PARENT HANDBOOK
2012-2013

16-714 VOLCANO RD., KEA`AU, HAWAII 96749
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THRIVE!

“Mōhala i ka wai ka maka o ka pua.”

*Unfolded by the water are the faces of the flowers.
Flowers thrive where there is water, as people thrive where the conditions are good.*

“Mōhala i ka wai ka maka o ka pua.” Our desire, as depicted by this `ōlelo no`eau and the picture above, is for our students to thrive - just as the `āina, the wai, and the ua have enabled this land and the people before us to thrive.

Our kula, located in Kea`au and also known as `Ōla`a, is distinguished for the extensive aquifer that runs beneath the `āina as well as the fresh water springs that bubble up in this area. Our 300 acre kula, built on crown lands once owned by King Lunalilo, is located in the beautiful `Ōla`a rain forest belt, an area also blessed by rain from heaven above. We are surrounded by life giving water, and we thrive.

This `ōhi`a lehua rain forest is historically known for the various colors of pua lehua - red, yellow, orange, and white. Our kūpuna use pua as poetic symbols for people. Because of the generous legacy of Ke Ali`i Pauahi, our “pua a Pauahi”- our keiki, `ohana, faculty, and staff - are the symbolic flowers that thrive in our kula.

`Ōla`a was also known as a prized bird catching district where feathers were gathered for exquisite craftsmanship of lei, capes, and helmets for ali`i. The scarlet `i`iwi bird symbolizes the red feathers that were gathered for this highly evolved craft of excellence. Likewise, at our kula we strive for the highest level of educational excellence.

The Puna district, of which `Ōla`a is a part, is known to be fragrant with the perfume of the leaves and flowers of the hala tree. A woven lauhala mat symbolizes this reference to our beloved Puna as well as the high value we place on pilina, or close relationships, and the importance of the interconnectivity of all who serve and are served here at our kula.

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

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Vice Principal	982-0251	lihonda@ksbe.edu
❖ Liana Iaea Honda		
Curriculum and Assessment Coordinator		
❖ Mai Rutherford	982-0245	maruther@ksbe.edu
Elementary School Office		
❖ Messages & general information	982-0200	
❖ Attendance line (24 hr.)	982-0220	
❖ Fax number	982-0210	
Teachers	982-0201	
Leave a message & allow at least one day for a returned call.		
Counselors		
❖ Tim Kudo (Grades K-5)	982-0235	tikudo@ksbe.edu
❖ Tracy Kāneakua (Outreach/Grades K-5)	982-0267	trkaneak@ksbe.edu
`Ohana & Student Activities		
❖ Marcie Saquing (Coordinator)	982-0268	masaquin@ksbe.edu
Health Room	982-0411	
Transportation		
❖ Ray Iyo (Coordinator)	982-0026	raiyo@ksbe.edu
❖ Emergency cell	217-1437	
Security Main Gate (24 hr. contact)	982-0149	
Charles Reed Bishop Learning Center		
❖ Kanani DeSa (K-5 Librarian)	982-0495	shdesa@ksbe.edu
❖ Nikki Petner (Librarian Assistant)	982-0484	nipetner@ksbe.edu
Admissions	982-0100	admissions@ksbe.edu
Financial Aid Department	982-0222	finaid@ksbe.edu
Tuition and Fees		
❖ Peter Fuchs (Fiscal Administrator)	982-0038	pefuchs@ksbe.edu
❖ Fax	982-0010	
PTO School Store Information Line	982-0678	
YMCA After School Program (Waiākea Settlement)	935-3721	

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



Legacy of a Princess

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

Despite the dire condition of her homeland and its people, the princess envisioned a brighter future for Hawaiians. With the support of her husband Charles Reed Bishop, Princess 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, Princess 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 31 preschool sites enrolling 1,500 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.

TABLE OF CONTENTS

Aloha from the Headmaster.....	1
Aloha from the Elementary School Principal	2
Statement on the handbook & the Parent Acknowledgement form.....	3
Our mission, vision & values	4
Our philosophy of education.....	5
Our working exit outcomes	7
Supporting your child’s education	
Your role as a parent.....	8
Parent conferences.	9
School support opportunities	9
Parent & Teacher `Ohana (PTO).....	9
Fund-raising for student activities	9
Alumni relations	10
Use of the name “Kamehameha Schools & the Imua Warrior logo.....	10
Our educational program	
Classes	11
Teachers.....	11
Field Trips	11
Students with disabilities.....	11
Homework.....	11
Student progress reports.....	12
Our intervention process.....	13
Academic probation	14
Counseling services	14
Questions & concerns.....	14
Before & after school	
School hours & attendance	15
Morning drop-off	15
Afternoon pick-up.....	15
Inter-campus access & required pass	15
After-school care	15

Lost students.....	16
Absences, leaves & tardies	
Absences.....	17
Tardiness.....	18
Excessive absence or tardiness	19
Day-to-day student life	
Dress code & appearance	20
Meals & snacks.....	23
Birthdays	23
Kapu items	23
Cell phones	24
Lost & found.....	24
Book charges.....	24
Positive behavior support.....	24
Student discipline	
When students misbehave	28
Out-of school and off-campus behavior.....	31
Appealing a disciplinary decision.....	32
Safety & security	
Campus access procedures.....	33
Reporting school infractions.....	33
Off-limit areas of campus.....	33
Visitors & volunteers	34
Securing valuables	34
Right to search.....	35
Reporting child abuse &/or neglect	35
Changes in your child’s custodial status	35
Island-wide emergencies	36
Student health	
Medical services.....	37
Health records.....	39
Student accident insurance	39
Bus transportation	

Application & fees	40
Bus passes	40
Transportation plan changes	40
Student drop-off and pick-up from bus site	40
One-to-one release at drop-off	40
Bus passenger code of conduct	41
Business matters	
Tuition & fees	44
Payment of bills	44
Prorated payment of fees if student is released	44
Financial aid.....	44
Student records & information	45
Technology	
KS electronic information system	47
Student computer-use guidelines.....	47
KS Elementary School Six-Day Cycle	51
School Calendar.....	52
Campus Map.....	53
Alma Mater- Sons of Hawai`i.....	55
Rally Song- Imua Kamehameha.....	56

KA MANA`O O KE PO`OKULA
(Headmaster's Message)

E ō e nā kini pua o ka mokupuni nui o Keawe! Aloha mai kākou pākahi āpau.

Welcome and God's blessings to all as we begin another wonderful school year of enriching educational activities and endeavors. Our beloved Ke Ali'i Pauahi would be proud to know that her legacy and dream of education for her po'e kānaka is vibrant and continuing here at Kamehameha Hawai'i. Kamehameha Schools (KS) faculty and staff are honored to partner with our families and community to provide a global, cultural and Christian-based education for haumāna on the island of Hawai'i. We are deeply appreciative that you, our keiki's mākuā have selected Kamehameha Schools as your choice for your child's education

Welina mai-welcome to the 2012-13 school year. Standards and expectations for all of our haumāna are high. We believe that students will ultimately meet or exceed our school's expectations for them with the collaboration and support of their `ohana and KS faculty and staff. We know that our haumāna will be recognized and acknowledged for their goodness and industry in academics, fine arts, athletics and community service throughout this next school year. We have the highest confidence that our students will represent the legacy of our beloved Princess Bernice Pauahi Bishop in the most exemplary manner.

This coming school year, more than 1,100 students will play their part in fulfilling the mission and vision of our Princess. We know that they will be guided by God and all of you to fulfill their kuleana and accomplish all of their responsibilities as Kamehameha students. We shall all work to ensure that they understand the privilege of attending Kamehameha School and the on-going commitment and responsibilities that they have to serve their `ohana, communities and the world.

No laila e ka `Ohana o Nā Kula o Kamehameha ma Hawai'i nei, may I offer my best wishes to all students, their 'ohana, teachers and staff during this new school year as we all continue to grow and become the servant leaders that Pauahi envisioned.

Ke aloha nō a me ke Akua pū,



Dr. Holoua Stender,
Head of School



PRINCIPAL'S MESSAGE



Welina mai ke aloha!

The entire staff at Kamehameha Schools Hawai'i Kula Ha`aha`a (elementary school) welcome you to our kula located at our peaceful Kea`au campus, eight miles south of Hilo. Founded in 1996, our kula ha`aha`a enrolls 256 students in grades K-5 and has been successfully educating Hawaiian children for 17 years.

Our motto, "I mua!", only begins to describe the aloha, gratitude, joy, pride and the dedication that we see and feel each day from our outstanding students, supportive parents and every person on our caring and experienced staff.

Our education program is known for its academic excellence; its safe, caring and nurturing environment; and its holistic approach that nurtures the intellectual, social, emotional, physical and moral growth of each child.

In addition to the core curriculum of reading, writing, math, and social studies, specialists provide developmentally-appropriate instruction unique to the individual grade levels in art, Christian education, Hawaiian Language and Culture, guidance, library science, music, physical education, science and technology.

Daily, we strive to offer each child a unique learning experience grounded in the Christian and Hawaiian values embraced by our founder, Ke Ali`i Pauahi.

We are committed to our mission to "fulfill Ke Ali`i Pauahi's desire to create educational opportunities in perpetuity to improve the well-being and capability of people of Hawaiian ancestry". We nurture the maui Hawai'i (cultural heart and spirit) of our students enabling them to understand and honor their roots so that they can grow towards leaving their legacies for future generations.

`Ohana involvement is something we strive for at our kula, and we would like to invite you to visit our kula. We look forward to meeting you in person. This is YOUR kula, and we need your partnership to make the school year a success.

I mua e nā pōki`i! I mua Kamehameha!

Me ka mahalo nui,

A handwritten signature in black ink, appearing to read "M. Kāhealani Nae'ole-Wong". The signature is written in a cursive style with a long horizontal stroke at the end.

M. Kāhealani Nae`ole-Wong
Principal

STATEMENT ON THE HANDBOOK

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

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

Parent Acknowledgement Form

Inserted within this handbook is a Parent Acknowledgement form. This form lets us know that you have read, fully understand, and support the information contained in the 2012-2013 Student / Parent Handbook. Please read and sign the form and return it to the Kamehameha Schools Hawai'i Elementary School office before **July 15, 2012.**

OUR MISSION

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

OUR VISION

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

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

OUR VALUES

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

Kamehameha Schools is grounded in the Christian and Hawaiian values embraced by Ke Ali'i Pauahi. *Aloha*, love and respect for the Lord, our natural world, and one another, is our foundation. *ʻImi na ʻauao*, the quest for knowledge and enlightenment, is essential for an educational institution such as Kamehameha. *Mālama*, caring for one another and all aspects of Pauahi's legacy, will enable our institution to flourish. *ʻIke pono* urges us to integrate our intellect and our intuition. *Kuleana* denotes the responsibilities, which accompany our blessings. Let us *hoʻomau*, persevere, with *haʻahaʻa*, humility, in all that we do.

OUR PHILOSOPHY OF EDUCATION

ʻO 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 ʻIke Hawaiʻi 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 ʻIke Hawaiʻi into its educational programs and services.
- provide the necessary learning opportunities, resources and training to deepen the understanding of ʻIke Hawaiʻi.
- strengthen the relationship and the responsibility of its learners to the ʻāina, 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.

OUR WORKING EXIT OUTCOMES

Kamehameha Schools understands the importance of establishing schoolwide learner outcomes that are rigorous and relevant, build strong relationships, and emphasize responsibility not only within the school learning community, but also within the larger global community as well. Our working exit outcomes have these desirable qualities and are congruent with the vision, mission, and philosophy of Kamehameha Schools.

The Working Exit Outcomes Framework (on the next page) is composed of four ao (areas) in which students learn and grow while at Kamehameha Schools. Each ao is described by English 21st century skill statements, Hawaiian `ōlelo no`eau (proverbs), and `ōlelo no`eau translations. The WEO outlines the knowledge and values that a Kamehameha student must master to become the “good and industrious” young Hawaiian man or woman, competent and comfortable in both Hawaiian and Western cultures as envisioned by Ke Ali`i Pauahi.

Kamehameha Schools

Working Exit Outcomes Framework

Ke Ao Ho`ōiū Growth	Ke Ao Lani, Ke Ao Honua Global	Ke Ao `Imi Na`auao Knowledge & Wisdom
<p><i>ʻIke waiwai a au mau a mau – I am a Hawaiian now and forever.</i> Embrace my identity as a Hawaiian.</p> <p><i>ʻIke i ke a`o a mālama, a e`oi mau ka na`auao – He who takes his teachers and applies them increases his knowledge.</i> Grow by identifying strengths and needs and pursuing appropriate actions.</p> <p>Ke Ao Piliā Relationships</p> <p><i>Hilina`i i ke Akua – Trust in God.</i> Live a life reflective of Christian values.</p> <p><i>ʻIke nō i ka lā o ka `ike mana nō i ka lā o ka mana – Know in the day of knowing; mana in the day of mana.</i> Adapt successfully to various kūlana.</p>	<p><i>Nō i ke ao – Be of the world. To be like the world in which one lives.</i> Live in interdependence with all that surrounds me physically, spiritually, emotionally, and intellectually.</p> <p><i>E ho`ōi i ka ho`ima wale o ho`ino`i ma i ke kumu – One should never go home without some knowledge lest his teacher be criticized.</i> Embrace the collective experience in Hawai`i and the Pacific as a foundation for relating to the diversity of the world.</p> <p><i>Ka `ike a ka makua he hel na ke heli – The knowledge of the parent is (unconsciously) absorbed by the child.</i> Nurture and value my identity as a source of understanding, purpose, meaning, and connection to others.</p> <p><i>Mōhala i ka wai ka mālie o ka pua – Unfolded by the water are the faces of the flower.</i> Promote and utilize Hawaiian perspectives and practices to enhance my well-being and the well-being of my `ohana, kaiaulu, lahui, and world.</p>	<p><i>Nānā i ke kumu – Look to the source.</i> Utilize various sources (i.e. kupuna, kumu, loea, mo`olelo, wahi pana, mo`omeheu) to foster inquiry and seek knowledge.</p> <p><i>Ua lelelehu a manomano ka `ike ma ka `āi-hawai`i – Great and numerous is the knowledge of the Hawaiians. We create, share and apply knowledge in numerous and relevant ways.</i> Engage in critical thinking to apply traditional knowledge to my contemporary context.</p> <p><i>Lowe i ka ma`ālea a ka`ono`ono – Take wisdom and make it deep.</i> Transform my knowledge through the blending of imagination, intuition and intellect.</p> <p><i>He aponi palapala ko`u; `o ke kanaka pono `o ia ko`u kanaka – Mine is a wisdom of education, the righteous man is my man.</i> Seek and apply knowledge ethically.</p>

SUPPORTING YOUR CHILD'S EDUCATION

Your role as a parent

Your love, encouragement, and belief in your child's ability to learn can make a world of difference in your child's academic success. Our school will help your child achieve his or her highest potential by providing a setting for formal learning – classrooms, staff, materials, equipment, 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.
- Encourage reading
Reading increases your child's capacity to learn. For this reason, many teachers require independent reading as a major part of each day's homework. Please help your child with this activity by making sure he or she has a quiet place to read.
- Monitor your child's progress
Study informal notes, interim reports and report cards. Discuss them with your child. If you have any questions, contact your child's teacher.
- Attend parent conferences
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 / Parent Handbook with your child may prevent many problems and misunderstandings.
- Communicate
Contact a teacher, counselor, or administrator as soon as a problem arises. Parent calls are always welcome. Open communication between parents and school professionals

is essential to a child's academic achievement and overall well-being, and can be the first defense in identifying when interventions and/or special services are needed.

Parent conferences

Parent conferences are an important means of communication between the school and home. 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 headmaster. 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 four general membership meetings per year. For more information contact our `Ohana and Student Activities Coordinator **Marcie Saquing** at 982-0268 or visit the PTO website at: www.kspto.org

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 <http://blogs.ksbe.edu/hawaiialumni> or contact Jodie Kimura, the Alumni Relations Coordinator, at Campus Outreach Programs/Alumni Relations, Kamehameha Schools Hawai'i at 808 982-0020, e-mail: jokimura@ksbe.edu.

Use of the name "Kamehameha Schools" and the I Mua 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 Marcie Saquing at (808) 982-0268.



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 cultural and languages studies, including oli and mele performance, and attendance at Founder's Day.

Classes

Children are grouped heterogeneously into self-contained classrooms. Homeroom teachers then group children flexibly in order to best meet their instructional needs. The elementary school follows a six-day cycle. Once the year begins, you will be able to follow your child's class cycle by referring to the schedule on page 51.

Teachers

The students' homeroom program is enriched by specials teachers of art, Hawaiian language and culture, music, physical education/health, science, and technology. In addition, students receive Christian education, guidance, and library skills instruction. Resource teachers in reading and mathematics work with children who need assistance in these areas, 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 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

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

Examples of assignments 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.

In addition to 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 trimester to communicate academic, social and behavioral progress.

Grades K-2 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 3-5 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 trimester 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.

Our intervention process

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.

KS has developed a progressive five-level system to provide parents with a general framework for our intervention process. The process moves from the simplest, most direct teacher-student interventions to more complex interventions which may include your child's counselor and school administrators.

LEVEL 1 – Teacher intervention

A staff member or a parent identifies a problem. Classroom teachers will manage the problem with assistance from appropriate staff and/or parents.

LEVEL 2 – Counselor intervention

If a student requires regular supplemental support through services provided within the school setting, the student is moved to Level II and the counselor manages concerns with the assistance of a support team. Parents are kept closely involved.

LEVEL 3 – Extended intervention

If the problem is not solved at Level 2, your child's counselor will continue to manage the case with the assistance of an outside agency. The purpose of this action is for further diagnosis and evaluation, and to assure that we make the best use of all appropriate resources within and outside of the school setting. Parents are kept closely involved.

LEVEL 4 – Probation

At this level, students are placed on academic, attendance or conduct probation. The management plan is updated for the student by his/her support team and parents are kept closely involved.

LEVEL 5 – Administration Action

If sufficient progress or improvement is not made at levels 3 and 4, a recommendation may be forwarded by the principal to the headmaster for disenrollment.

Academic probation

Students performing at unsatisfactory or marginal levels, at grades 3-5, 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 trimester, that student has earned two or more M's (Minimal Achievement) or one or more U's (Unsatisfactory Achievement) in language arts, mathematics, social studies or science. Academic probation runs for one full trimester. 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 three-year period from grades 3 through 5, a student on academic probation for three (3) trimesters 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.

Counseling services

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

Tim Kudo	982-0235	Grades K-5
Tracy Kāneakua	982-0267	Outreach/Grades K-5

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 headmaster.

When in doubt, please call the school office 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.

BEFORE & AFTER SCHOOL

School hours & attendance

The school day begins at 7:45 a.m. and ends at 2:40 p.m. 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 – 7:40 a.m. K-5 Elementary School Bus Ramp

Supervision is provided for children on campus beginning at 7:00 a.m. Bringing children to school too early in the morning is not recommended since this lengthens the school day for them and may hinder their educational progress. Children who come to school too early often experience fatigue during classes.

Afternoon pick-up

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

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

It is recommended that working parents enroll their child in the campus' YMCA after-school program. Any child not picked up by designated pick up times will be automatically enrolled. The daily drop in rate \$10 is due at the time of pick up.

Inter-campus access & required pass

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

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' YMCA after-school program. The program operates out of the Hā`aeamahi Dining Hall and offers study time, planned activities and play time from 2:40 – 5:30 p.m. The cost is not covered by school tuition or financial aid. Call the YMCA at 935-3721 for enrollment information.

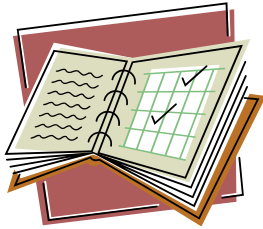
In addition, special after school programs are offered by the school throughout the year such as Holomua, Keiki Choir, Nā Lei o Kaiona, etc.

- 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 YMCA after-school program. The daily drop in rate (\$10) is due at the time of pick up.
- Use the Elementary School Bus Ramp for active loading and unloading only.

Lost students

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

ABSENCES, LEAVES & TARDINESS



Absences

Absence from school should be avoided whenever possible unless attendance is prevented by an illness or emergency. Please follow the appropriate procedure when the absence occurs:

Absences due to illness or injury

- Please call the school office at 982-0200 before 8:00 a.m. on the day of the absence, or at 982-0220 between 4:00 p.m. and 7:00 a.m. prior to your child's absence. Be prepared to give your child's name, teacher's name, and reason for absence.
- On return, your child must deliver to the school office a signed note from a parent/legal guardian stating the reason for the absence. After an absence of three or more days, your child must be readmitted into school through the health room, (phone 982-0411). Please submit to the health room staff a written statement from his/her doctor which notes:
 - ❖ The illness
 - ❖ The treatment
 - ❖ Directions for follow-up
 - ❖ Directions for activities – such as P.E., swimming, etc.
- Students returning to school with medical restrictions of any kind must also be readmitted through the health room, regardless of the number of days absent.
- If your child was referred to an outside physician or facility by the health room, the health room will give you a referral letter to be completed by the physician or facility. A private physician's restriction form is acceptable in lieu of the referral letter.
- If your child contracts a communicable disease (i.e. chicken pox, pink eye, strep throat) a doctor's clearance note must be presented to the staff at the health room, before your child may return to school.
- If your child contracts `ukus (head lice), please inform the health room.
- Students and parents are responsible for maintaining academic progress during absences from school.
 - ❖ A 24 hour notice is needed for teachers when a homework request is made. You may pick up the homework at the front office after 3:00 p.m. of the day following your request. You may call the front office to confirm that there are assignments for your child before coming to the school.

Anticipated absences

Anticipated absences such as non-emergency medical/dental appointments should be scheduled on weekdays during non-school hours or on weekends.

If a student must leave school before 2:40 p.m., the attendance clerk (982-0200) should be notified ahead of time. Parents must report to the office for an Early Dismissal Pass before picking up their child.

Extended absences

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. Teachers are not obligated to provide make-up work for unexcused absences.

Absence Examples

Excused Absences	Unexcused Absences
<ul style="list-style-type: none"> • Illness • Emergency medical appointment • Educational testing recommended by counselor / teacher • Family crisis • Court appearance • Funeral 	<ul style="list-style-type: none"> • Parent / student thought school not in session • Missed bus, traffic, car trouble • Overslept • Family Trips

Educational & personal leaves

Students who need to leave Kamehameha to address special needs or concerns may be granted leaves of absence. Examples of such leaves include those to address:

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

Tardiness

Students are expected to be punctual, which means they 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 a tardy slip before going to class.

Excessive absence or tardiness

Numerous absences whether due to illness or for other reasons, can have a negative effect on your child's educational progress. In cases of excessive absences, the school will contact parents to remedy the situation.

Communication via letter to note concern:

- When a student's unexcused absences exceed three times in a year.
- When a student's excused/unexcused tardies exceed five times in a year.

Communication via phone call to note concern:

- When a student's unexcused absences exceed five times in a year, or if the total of excused and unexcused absences exceed ten times in a year, a letter will document the discussion and include specific guidelines to support regular attendance.
- When a student's excused/unexcused tardies exceed ten times in a year, a letter will document the discussion and include specific guidelines to support regular on time arrival.

Required parent conference:

- When a student's unexcused absences exceed ten in a year, or if the total of excused and unexcused absences exceed twenty in a year, or if student tardiness exceeds fifteen in a year, the student will be placed on attendance probation.
- When a student is placed on attendance probation, the following criteria will be applied:
 - The student will receive Level 4 disciplinary action (see pages 14 and 30)
 - Individual attendance/tardy contracts will be formulated and the length of the student's attendance probation period will be determined by the school administrator.
 - All student absences during the probationary period require a medical note.
 - A student's attendance record will be reviewed by a school administrator 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.
- Students who do not make improvements in their school attendance may be expelled.

This process may be altered at the discretion of school administrators if extenuating circumstances are found to exist.

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).

BOY'S dress and appearance requirements

Uniform options

Daily uniforms may be comprised of the following:

1. Walk shorts - navy blue twill, pleated, without cuffs
2. Pants – navy blue twill, pleated
3. Shirts – polo-style, sky blue, royal blue, white
4. Shoes – athletic, white, black, royal blue, navy blue or gray
5. Socks – athletic, white, black, royal blue, navy blue or gray
Must be worn and visible – crew length or shorter
6. Belts – navy blue or black - any style (grades 1-6)
Solid belt with no grommets or studs. Belt buckle may be “logo” style.

Special event attire

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

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

Aloha attire

Guidelines for proper aloha attire are as follows:

- Pants and shorts must be tailored (tailored jeans are acceptable)
- Collared aloha shirt (if shirt is tucked in, a belt must be worn)
- Athletic shoes

Outerwear

Approved outerwear includes windbreaker jackets or pullover sweatshirts in white, black, royal or navy blue, or gray. Outerwear is to be plain or with approved Kamehameha logo.

Hair

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

Earrings are not allowed.

GIRL'S dress and appearance requirements

Uniform options

Daily uniforms may be comprised of the following:

1. Skirt – navy blue 4-pleat
2. Jumper* – navy blue
3. Walking shorts – navy blue twill, cuffed
4. Skort* – navy blue, elastic waist
5. Pants – navy blue twill, pleated
6. Shirts – sky blue, royal blue, white in polo style
7. Shoes – athletic, white, black, royal blue, navy blue or gray
8. Socks – athletic, white, black, royal blue, navy blue or gray
Must be worn and visible – crew length or shorter
9. Belts – navy blue or black, any style, if belt loops (grades 1-6)
Solid belt with no grommets or studs. Belt buckle may be “logo” style.

* These items may be available through PTO school store uniform exchange

Special event attire

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

- Skirt – navy blue, 4-pleat
- Shirt – white polo
- Athletic shoes, white socks

Aloha attire

Guidelines for proper aloha attire are as follows:

- Pants and shorts must be tailored (tailored jeans are acceptable)
- No spaghetti straps or halter tops (straps must be two inches wide or more)
- No tight-fitting dresses
- Shorts or skirt length must not be shorter than 2 inches above the knee while standing
- Sandals or shoes are permitted and heels should not exceed 1 1/2 inches. Sandals must have a back strap.

Outerwear

Approved outer wear includes windbreaker jackets, cardigan sweaters or pullover sweatshirts in white, black, royal or navy blue, or gray. Outer wear is to be plain or with approved Kamehameha logo.

Hair

Hair shall be kept clean and neatly groomed. Unconventional haircuts and hair coloring in a color other than the child's natural hair color are not allowed. Hair should be kept out of the eyes.

Earrings, jewelry, make-up

To avoid injury, no dangling earrings are allowed. 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 boys and girls

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, 1st and 2nd 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 shoe laces 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

Mills Uniforms is the current uniform vendor for Kamehameha Schools. A seasonal store will be opened from June 26 – August 18. The store is located in the Hilo Shopping Center, Suite 60, 1221 Kilauea Avenue.

Store hours beginning June 26 – July 7:

Tuesday – Friday	10:00 a.m. – 6:00 p.m.
Saturday	10:00 a.m. – 4:00 p.m.
Sunday – Monday	Closed

July 10 – August 11:

Monday – Saturday	10:00 a.m. – 6:00 p.m.
Sunday	10:00 a.m. – 4:00 p.m.

August 14 – August 18:

Tuesday – Friday	10:00 a.m. – 6:00 p.m.
Saturday	10:00 a.m. – 4:00 p.m.
Sunday – Monday	Closed

Samples will be available for fittings at that time. All uniform orders are placed through Mills Uniforms and must be paid for by cash, check or credit card. Uniform orders can be

made throughout the year. For more information, call 1-866-645-5944 or visit www.millswear.com – (Kamehameha’s school code is #747)

Gently used uniforms can be purchased at the PTO school store located at the high school Ka`ōleio kū building. For details on PTO school store hours, please call the school store information line at 982-0678, or Marcie Saqing, `Ohana and Student Activities Coordinator, at 982-0268.

Meals & snacks

Breakfast

All students should eat a healthy breakfast before attending school. The school provides a breakfast program in Hā`aeamahi Dining Hall every morning from 7:00 to 7:30 a.m.

Morning snack

Students are offered a morning snack. This snack is not intended as a substitute for breakfast. 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 try a taste/bite of each menu item to promote healthy eating habits.

Special diets

Students who have restricted diets are requested to bring a note from their physician stating their dietary restrictions. 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. Monthly lunch menus are available and may be requested from the office.

Birthdays

Our school makes the time to celebrate every child’s birthday once a month. Your child will be recognized during his or her birthday month with all other celebrants. 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.

Instead, please consider celebrating your child’s birthday with a “Birthday Book” from the Charles Reed Bishop Learning Center (contact our librarian Kanani DeSa for details), or by providing small note tablets or pencils for classmates.



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, hand held video games, or play equipment (footballs, baseballs, hacky sacs, etc) except at the request of the teachers

- Radios, tape recorders, CD/DVD/MP3 players, digital recorders or cameras except at the request of the teachers
- Gum, candy, soda
- Unnecessary money
- Weapons (real or imitation) or other objects that can 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. – 3:10 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

A fee of five cents per day is charged on all overdue library books not to exceed the original cost of the book. Students are charged the replacement cost of textbooks or library books checked out to them if books are lost.

Positive behavior support (PBS)

Kamehameha Schools Hawai`i is a community. Each of us in this community—students, teachers, administrators, staff, and parents—have a responsibility to create an environment that encourages learning. Every member of the kula ha`aha`a (elementary school) community is expected to demonstrate citizenship behaviors that are listed on our positive behavior matrix. The kula ha`aha`a has adopted a system called Positive Behavior Support (PBS) to increase academic achievement and maintain good student behavior.

What is PBS?

- PBS is a school-wide process that addresses discipline practices at our school.
- With a team approach it identifies and teaches school-wide behavior expectations.

- It identifies a continuum of behavior supports.

There are six components to the PBS approach to school-wide discipline.

1. A consistent approach to discipline.

Rules are established to make sure that every student:

- Is treated fairly and with respect as set forth in this handbook.
- Learns behavior that are acceptable to good citizenship.
- Receives his/her schooling in a peaceful environment.
- Is protected from physical harm and threats.
- Comes to school with a feeling of security and safety.

The kula ha`aha`a has chosen three school-wide rules.

- Palekana (Be Safe) – We expect students to respect authority, look, listen, and follow the rules.
- Hō`ihi (Be Respectful) – We expect students to greet others, help, share, speak and act kindly.
- Kuleana (Be Responsible) – We expect students to take care of all school and personal property, be prepared, do their best.

2. A clear set of positive behavioral expectations in all school settings.

See “Kula Ha`aha`a Behavior Expectations” matrix.

3. Procedures for teaching expected behaviors.

The PBS system approaches the teaching of behavioral expectations as a school-wide effort. Therefore, faculty and staff begin the school year by teaching the students appropriate behaviors in the various settings, using the behavior expectations matrix. Throughout the year, faculty and staff continue to reinforce the behavior expectations in all settings. In addition to adults, students help to remind each other of the expectations by performing lunch time skits and creating posters to place in various settings around campus.

4. A continuum of procedures for encouraging expected behaviors.

Currently the kula ha`aha`a uses the following programs to encourage and reinforce students to maintain expected behaviors.

- Citizen of the Month*
- Trimester Awards Assemblies*
- Perfect Attendance
- Hawaiian Value Award
- Principal’s List (3-5)
- Headmaster’s List (3-5)
- Nā Koa Punch Card Rewards*

5. A continuum of procedures for discouraging problem behaviors.

In addition to the matrix of expected student behavior, the faculty and staff have procedures for discouraging unacceptable behaviors. This is also known as the referral procedure.

Minor problem behaviors are defined as a refusal to respond appropriately to a request by a teacher or staff member or behaviors that detract from the learning environment of self or other students. These minor problem behaviors are addressed with classroom teacher or staff intervention at the Level 1 intervention stage (please see following section on “Student Discipline”) . Major problem behaviors are defined as behaviors that represent severe or repeated breaches of school rules that seriously disrupt school functions, and which require intervention by school officials beyond the Level 1 intervention stage .

We identified steps for dealing with unacceptable behaviors. These steps allow for documented classroom interventions for minor infractions before administrative action is taken. It also allows for immediate administrative actions should major infractions occur. The following shows the process of addressing unacceptable behaviors at the Intervention Level 1 stage: 1) for the first incident, teacher will correct and redirect, notify parent and document; 2) after the first incident, subsequent incidents may result in one or more of the following options: teacher will further correct and redirect, teacher or counselor will notify parent, document the incident, and/or referral to Principal, if appropriate. For unacceptable behaviors at Intervention Levels 2, 3, and 4: student will be referred to the Principal for the consequences as set forth in the following section “Student Discipline,” depending on the nature and severity of the unacceptable behavior.

6. Procedures for on-going monitoring and evaluation.

Our referral system allows us to collect data using a computer database that tracks all referrals. This data is used to make school-wide decisions on teaching, promoting, and reinforcing positive expected student behaviors and discouraging unacceptable behaviors.

KULA HA'AHA'A – BEHAVIOR EXPECTATIONS MATRIX

	<i>All Settings</i>	<i>Classroom</i>	<i>Walkways</i>	<i>Hā'aeamahi</i>	<i>Playground</i>	<i>Bus</i>	<i>Assembly</i>
<p><i>Palekana</i> <i>Be Safe</i></p>	<p><i>Follow rules</i></p> <p><i>Obey authority</i></p> <p><i>Maka'ala-be aware</i></p>	<p><i>Sit properly</i></p> <p><i>Use supplies appropriately</i></p> <p><i>Walk</i></p>	<p><i>Use a just right walk (K-2 Butterfly Hands)</i></p> <p><i>Use crosswalk</i></p>	<p><i>Use a just right walk</i></p> <p><i>Ask permission to leave table</i></p> <p><i>Use a two hand hold on plate</i></p>	<p><i>Use equipment properly</i></p> <p><i>Walk to and from playground</i></p> <p><i>Follow game and area rules</i></p>	<p><i>Remain seated and facing forward</i></p> <p><i>Keep hands and head inside of bus.</i></p> <p><i>Keep aisle clear</i></p>	<p><i>Sit properly</i></p> <p><i>Hands and feet to self</i></p>
<p><i>Hō'ihī</i> <i>Be Respectful</i></p>	<p><i>Wear uniform with pride</i></p> <p><i>Greet & help others</i></p> <p><i>Speak & act kindly</i></p>	<p><i>Active listening</i></p> <p><i>Raise hands & wait your turn</i></p> <p><i>Use indoor voices</i></p>	<p><i>Zero level voices</i></p> <p><i>Walk on right side</i></p>	<p><i>Use indoor voices</i></p> <p><i>Place napkin on lap</i></p> <p><i>Chew with mouth closed</i></p>	<p><i>Be a good sport</i></p> <p><i>Include others in your play</i></p> <p><i>Share equipment</i></p>	<p><i>Use indoor voices</i></p> <p><i>Listen to adult</i></p> <p><i>Take turns loading from front to back</i></p>	<p><i>Face forward</i></p> <p><i>Listen to speaker</i></p> <p><i>Participate Appropriately</i></p>
<p><i>Kuleana</i> <i>Be Responsible</i></p>	<p><i>Hana pono</i></p> <p><i>Take care of school & personal property</i></p>	<p><i>Complete & return all assignments on time</i></p> <p><i>Follow instructions</i></p> <p><i>Stay on task</i></p>	<p><i>Keep area clear & litter free</i></p> <p><i>Stop at designated points</i></p>	<p><i>Eat what you take</i></p> <p><i>Clean up eating area</i></p>	<p><i>“Freeze” on signal</i></p> <p><i>Return equipment</i></p> <p><i>Class lines up without talking after whistle</i></p>	<p><i>Sit in elementary section in front</i></p> <p><i>Keep bus clean</i></p>	<p><i>Focus on speaker</i></p> <p><i>Know the purpose of assembly</i></p>

STUDENT DISCIPLINE

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.*

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 discipline system used at Kamehameha Schools is intended to help students control both their emotions and their behaviors, as well as to learn what is, and what is not acceptable behavior.

When students misbehave

Sometimes students make poor choices. To ensure that students learn from mistakes and to protect the quality and safety of Kamehameha's learning environment for all members of the campus community, consequences will be applied when students misbehave. KS has a process in place to help identify student misbehavior that may be detrimental to the health and safety of Kamehameha people and property.

The KS student disciplinary process is designed to teach children 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. Disciplinary problems occur for a variety of reasons and in varying degrees of frequency and severity, so there are FIVE levels to the KS disciplinary process.

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

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

LEVEL 1

Level 1 discipline addresses behavior that disrupts the school community.

Infractions – Examples include, but are not limited to:

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

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

- Verbal warning
- Written reprimand
- Time-out
- In school restriction
- Detention
- Repair/replacement of items misused or broken

LEVEL 2

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

Infractions – Examples include, but are not limited to:

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

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

- Continue more stringent Level 1 options
- Detention
- Loss of participation in co-curricular activities
- School counseling
- Outside counseling
- Suspension
- In school restriction
- Conduct probation
- Impact on grade
- Restitution
- Behavioral contracts

LEVEL 3

Level 3 discipline addresses behaviors which have not responded to either Level 1 or 2 intervention, results in violence to self or 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:

- Unmodified Level 1 and/or Level 2 behavior
- Serious acts of defiance, insubordination, physical assault, or threatening a staff member or student
- Being present where drugs or alcohol are being used, or evidence of use exists
- Inappropriate public display of affection
- Sexual misconduct
- Smoking cigarettes
- Minor Theft
- Vandalism, graffiti, computer hacking, and/or other forms of destruction of property
- Gambling & betting

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

- Detention
- Conduct probation
- Suspension
- In school restriction
- School counseling
- Outside counseling
- Financial restitution
- On campus work assignment
- Community service
- Release from school

Level 4

Level 4 discipline addresses behaviors which have not responded to either Level 1, 2 or 3 intervention, that pose a direct threat to self and 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:

- Unmodified Level 1, Level 2 and/or Level 3 behavior
- Fighting
- Possession and/or use of alcohol and/or illicit drugs on campus or at school activities
- Intermediate Theft
- Possession of drug paraphernalia
- Chronic Absences
- Refusal to cooperate with drug and/or alcohol testing
- Harassment, discrimination, intimidation, bullying, and/or hazing
- Tampering with or Misuse of Fire Alarm and/or other safety/emergency equipment
- Extortion
- Serious sexual misconduct

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

- Financial restitution
- School counseling
- Outside counseling
- Alcohol and/or drug testing
- Community service
- Suspension
- Release from school

Level 5

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

- **Infractions** – Examples include, but are not limited to:
 - Arson
 - Serious Assault
 - Bomb threat
 - Burglary
 - Possession, Threat or Use of a Dangerous Instrument or Weapon
 - Sale or Distribution of Alcohol and/or Illicit Drugs
 - Serious Sexual Offenses
 - Terroristic Threatening
 - Major Theft
- **Possible Consequences:** - (Depending on the severity and/or frequency of infraction):
 - Financial restitution
 - School counseling
 - Outside counseling
 - Alcohol and/or drug testing
 - Community service
 - Suspension
 - Release from school

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.

Out-of school and off-campus behavior

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

Appealing a disciplinary decision

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

After the scheduled meeting, the headmaster will render a final decision of the appeal in writing to the parent/guardian(s) and principal within a reasonable time. The decision by the headmaster 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 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.

Reporting school infractions

If you or your child witnesses a school infraction – including discrimination, harassment, intimidation, bullying, hazing or violence – please report the matter to the principal’s office immediately to permit KS to take appropriate action. KS will investigate and handle such reports in accordance with its policies and procedures. Student suspect(s) will be given the opportunity to explain their views.

After the incident is reported and investigated, administrators may report the offense to local law enforcement officials if the infraction is serious and circumstances so warrant. KS may take disciplinary action, up to and including suspension or release, as determined by KS at its sole discretion. A detailed list of infractions and disciplinary actions can be found in the “Student Discipline” section of the handbook. For more information about how to report a school infraction, please contact the principal’s office.

Other suspicious activity

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

Off-limit areas of campus

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

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 - including parents, relatives and caregivers - must report to the office, sign in, and obtain a visitor's pass before going to a classroom or anywhere else on campus. All visitors are expected to follow school rules to ensure that visits do not disrupt the learning environment or endanger the safety of students or staff. Therefore, we request that visitations be scheduled in advance with your child's classroom teacher. Upon KS' request at the end of the visit, visitors must report back to the unit office, sign out and return the visitor's pass.

KS depends greatly on parents, relatives and community volunteers to enhance its curriculum and to make such things as field trips and special activities possible. School faculty or staff will share opportunities to volunteer as the need arises. In order to provide the safest environment for students and volunteers, KS requires every volunteer who will be in direct contact with students for an extended period, and/or on a regular basis, to complete a volunteer information form **annually**. Forms are available at the school office.

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

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

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

Securing valuables

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

Right to search

Kamehameha Schools is a private educational institution responsible for the safety of its students and faculty members. 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, every effort will be made to keep parents informed via our automated messenger service. Urgent phone calls may be made to the main gate at 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.

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 982-0063.

STUDENT HEALTH

Medical services

KS provides medical services to its elementary school students at the health room, located at Pauahi Lani Nui Administration building (Elementary Office). The health room is open Monday through Friday from 7:00 to 3:30 and can be reached by calling 982-0411.

A registered nurse and medical assistant are on duty at the health room. Students are seen on a first-come, first-served basis except in the cases of emergency. There is no charge to students who are seen at the health room.

Costs incurred by outside referrals and treatments are the responsibility of parents.

Our Medical Services department provides medical evaluation, first aid, urgent/emergency care, and referral services to other physicians or facilities, as defined below:

- Medical evaluation is the process of being evaluated by the registered nurse, nurse practitioner, or medical director to determine health problems and to make recommendations for treatment.
- First aid is defined as minor medical care given to an individual who has been injured or becomes ill and is usually provided by a nurse.
- Urgent/emergent care is medical care of a more serious nature such as a fracture, laceration, severe wheezing, etc. The student is evaluated by a nurse, nurse practitioner, or medical director.
- In the event of a serious medical emergency, emergency medical services personnel will transport the student to the nearest emergency medical facility.

KS provides these medical services to students, but parents are ultimately responsible for the health of their children. If a student is referred to an outside physician or facility by the health room, a referral letter 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 restriction form is acceptable. A signed referral letter or physician's restriction form is required when the student returns to school.

KS does not assume responsibility for treating students who appear to be under the influence of drugs, chemicals, alcohol, or any other intoxicating or mood-altering substance. However, it reserves the right to administer emergency treatment in connection with physical disabilities or accidents resulting from the above listed influences.

Additional medical services available to students:

Rest area

Students who become ill or are injured during the school day should obtain a pass from their teacher and check in at the health room. The health room has a limited number of beds for students to rest on until they are able to return to class or are picked up by a parent/legal guardian or other designated adult.

Medication administration

All prescription and over the counter medications that must be taken during school hours must be delivered to the K-8 Health room accompanied by a signed Request for Administration of Medication (RAM) form. This form is available at the K-8 Health room or may be downloaded from the website: <http://blogs.ksbe.edu/hes>. The form must be completed by parents and the prescribing physician and approved by the medical director. All medication should be in their original pharmacy container with the necessary information - student name, medication name, physician's name, and dosage of the medication and frequency to be given. If the medication(s) need to be given by KS medical staff this should be noted on the RAM form.

Upper elementary, middle school, and high school students may be permitted to carry and self-administer a medication based on the RAM form agreement between their parents and KS medical staff. Parents must ensure the following:

- The student's physician certifies the medication by completing and signing the appropriate section of the Request for Administration of Medication form.
- The student knows what the medication is for and when to take it, and is able to safely administer the medication.
- The medication does not require refrigeration or security measures (for example controlled substances).
- The student will not share any medication(s) with other students.

KS is not responsible for reminding students to take or report for their medication.

Contacting parents

In cases of emergency or if a child needs to be picked up from school, the health room will attempt to call one of the child's parents. 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. Further treatment by a private physician or an emergency room is at the discretion of parents.

Students will be sent home from school if they have any of the following:

- A temperature of 100°F or above. Students must be fever-free for 24 hours without medication (Tylenol, Motrin, etc.) before returning to school.
- Vomiting or diarrhea
- Infectious disease (chicken pox, pink eye, influenza, head lice, etc.)

IMPORTANT: Please notify the elementary school office immediately of a change of address or phone number. Call 982-0200.

Health screening

During the school year, the health room may initiate health screenings to monitor and evaluate the health condition of selected students. A signed parental consent form is required prior to screening.

Health records

The health room maintains a health record on each student. The health record contains emergency contact, health insurance and immunization information, and a chronological account of each visit to the health room. It also contains a signed Permission for Medical Treatment and Release form which enables the health room to ensure that students receive medical care from providers who participate in their health plans. Parents are responsible for informing the health room of changes in student health record information immediately by calling 982-0411.

Kamehameha Schools retains all student health records for a minimum of seven years beyond majority. KS also complies with the Hawai'i Medical Association and American Medical Association rules on medical records confidentiality and retention.

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 keiki living in outlying areas. Bussing is also provided for students on a limited basis for field trips, athletic, and other KS-sponsored events and activities. Authorization for bus transportation is made by the KS Transportation Department. All requests for service or change of service shall be addressed to this office (982-0026).

Application and fees

Bus transportation applications to and from campus for rural and outlying areas are mailed to all parents. Applications should be completed and returned to KS by the due date. Information regarding the cost of bus service is available through the KS Transportation Department. The bus service annual fee is NON-REFUNDABLE. Cost for transportation is subject to change.

Bus Passes

Students will be issued bus passes for the applicable school year. All students must show their bus pass to the bus driver when boarding. Passes are non-transferable and should be attached to the students backpack. Due to the increase in requests for replacement bus passes during the past school year, there will be a \$5.00 fee for lost, damaged, or stolen passes. Payments may be made by cash or check payable to "Kamehameha Schools".

Transportation plan changes

If a child typically rides the bus, but will be transported home by another means for a special reason, parents must notify the school office. Notification by a child alone is not sufficient. Prior notification in writing is best, but in an emergency a phone call by **11:00 a.m.** is also satisfactory (982-0200). If parental notification is not received, transportation arrangements for a child may not be changed.

If a parent decides to withdraw a student from bus service, the Transportation Department must be notified in writing, and the student's bus pass must be returned.

Student drop-off and pick-up from bus sites

Parents are asked for their *kōkua* at bus drop-off and pick-up points. Children should be dropped off and picked up in a timely manner (15 minutes prior to the bus departure/drop-off). KS will not be responsible for students who are left unattended at designated bus stops. Parents are reminded not to litter, or cause hazardous conditions for children or buses by participating in unsafe vehicular or pedestrian actions at bus stops.

One-to-one release at drop-off

To further ensure the safety of your child, our elementary school has a "one-to-one" release policy which means that bus drivers will only release a child from the bus when visual contact is made with the child's parent or 'ohana member at the bus stop. If no one is there to meet a child, he or she will be returned to the campus YMCA after-school program. A \$10 drop-in fee will be due when you pick your child up from the program.

One-to-one release applies to the following bus routes:

- ❖ R4-E/M Pāhoa
- ❖ R5-E Hilo Muni
- ❖ R6-E Wong Stadium
- ❖ R7-E Prince Kuhio Plaza

Bus passenger code of conduct

Please remember that bus transportation is a privilege and that all riders are expected to follow school rules, exhibit good manners and show respect for others. Failure to comply may result in suspension from bus use, or loss of transportation privileges altogether. Everything a child carries on to the bus must be held on his/her lap, as seats may not be available for books or bags. Only students with a valid bus pass may ride the bus.

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

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

1. *Before boarding the bus students shall:*
 - a. Use the restroom. The bus will not make restroom stops enroute.
 - b. Be on time at the designated school bus stop to help keep the bus on schedule (15 minutes prior to the bus departure).
 - c. While waiting for the bus, students shall stay off the road and refrain from horseplay or other boisterous conduct that could pose a danger to the health and safety of students or to others.
 - d. Wait until the bus comes to a complete stop before attempting to board the bus. Students shall line up in single-file manner and not rush to board the bus.
 - e. Where there are no sidewalks or paths, walk to the side of the road facing traffic to get to the bus stop.
 - f. Use the handrail and watch their step when boarding the bus.

2. *While on the bus students shall:*
 - a. Keep heads and/or hands inside the bus at all times. 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. Do not throw ANYTHING out of the bus window.

- h. Remain properly seated while the bus is in motion. NO STANDING OR SITTING ON THE BUS FLOOR.
 - i. Refrain from fighting, or engaging in other behavior that would endanger the health and safety of self or others
 - j. Do NOT EAT OR DRINK on the bus.
 - k. Balloons of any kind are not allowed on the bus.
 - l. Obey all instructions from the bus driver.
3. *After leaving the bus students shall:*
- a. Cross at nearby crosswalks or intersections. DO NOT CROSS DIRECTLY IN FRONT OF OR BEHIND THE BUS. If there are no crosswalks or intersections nearby, students shall look both left and right to see that there are no vehicles approaching before crossing. Avoid crossing at curves or hills.
 - b. Observe the following crossing procedure when crossing the street with the assistance of a school bus driver:
 - Walk 12 feet in front of the bus and check to see if the alternating red lamps on the top portion of the school bus are flashing. If they are, look at the driver and wait for him/her to give you the signal to cross.
 - IF THE RED LAMPS ARE NOT FLASHING, DO NOT CROSS. Notify the driver if the red warning lamps are not working and ask for the driver's assistance to cross the street.

Students are not permitted to leave the bus at locations other than DESIGNATED BUS STOPS unless advanced authorization has been given by school officials.

4. *Bus assignments*
- a. Students may be assigned to ride designated buses at specified times and locations.
 - b. Students may not bring GUESTS OR FRIENDS on the bus unless permission is granted by the principal or applicable school administrator. Please do not make this request to the bus driver unless it is an emergency situation as there are students on the wait list in most of our rural/outlying areas.
 - c. Special written request will be reviewed on a case-by-case basis by the KS transportation coordinator.
 - d. The driver may assign students seats on the bus, if necessary.
5. *Lost and found items*
- Any lost and found items left on the bus will be kept on the bus until the student reports lost or found items to the driver or the transportation office. (Unclaimed items will be taken to the office or discarded.)
6. *Corrective action*
- KS will take corrective action against passengers who violate the School Bus Passenger Code up to and including forfeiture of bus privileges. Bus drivers will send a *Student Notice of Concern* for students who misbehave to the elementary school principal. School administrators may terminate a student's bus service if the student continues to misbehave.

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

BUSINESS MATTERS

Tuition & fees

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

Payment of bills

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

Prorated payment of fees if student is released

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

Financial aid

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

Expenses covered by financial aid:

- Tuition
- Fees
- Meals
- Eligible bus/inter-island air transportation

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.)

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

How to apply for financial aid:

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

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

Student records & information

Parent/student access to student records

Parents and students are allowed:

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

Directory Information

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

Directory information may include:

- Student's name
- Address
- Telephone number
- Date and place of birth
- Activities
- Clubs and sports
- Weight and height for athletic team purposes
- Dates of school attendance
- Degrees and awards received
- Most recent and previous education institution attended
- Other similar information

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

TECHNOLOGY

KS electronic information system

KS allows students the use of its Internet, Intranet and e-mail systems to support education-related communication and research. Students may access the systems through the Kamehameha Schools Electronic Information System (EIS). The use of the system and its support facilities is a privilege not a right and inappropriate use will result in disciplinary action, up to and including cancellation of the privilege and/or release from Kamehameha.

Students and other learners, including parents or guardians, must abide by the following guidelines when using the EIS. To view a detailed version of the guidelines, refer to the KS "EIS Responsible Use Provisions" available at connect.ksbe.edu for external access, or at itd.ksbe.edu/responsible for internal viewing.

Student computer-use guidelines

Use EIS resources for educational purposes

- Students should use KS computer equipment, Internet, Intranet and e-mail systems for the purpose of education-related communication and research.
- Use of KS computer equipment and systems for personal communication and Internet browsing should be kept to a minimum. If such personal usage should occur, it is subject to the KS "EIS Responsible Use Provisions."
- Use only school-provided software on KS computers – leave all personal files, software, CDs, etc. at home
- Do not use the KS EIS to transmit or receive offensive, sexually explicit, defamatory, or harassing materials/communications; or to do things that are illegal or unethical.
- Do not use KS computers for entertainment purposes such as playing interactive games or watching YouTube, TV shows or DVD movies, and do not download music, movies, games or software unless instructed to do so by KS staff.
- Really Simple Syndication feeds may only be used with teacher permission.
- Conducting unauthorized commercial activity of any kind is prohibited.

Practice responsible computer use

- Ask a teacher or computer lab resource person if you have questions or concerns about the KS computer equipment or systems.
- Report problems with equipment or software to a teacher or computer lab resource person and they will work with KS Information Technology professionals to resolve the problems.
- Take steps to backup school work data according to the provisions set out by KS teachers.
- Do not shut down or restart computers unless instructed to do so by KS staff.
- Identify your data storage discs and zips by writing your first and last names on them with a permanent marker.

Stay safe

- 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 the confidence of chat users in order to do harm.
- Under no circumstances should you meet with someone you chatted with online without first checking with parents or teachers.
- Never give out personal information online – including full name, telephone number, address and social security number. You may become a victim of a phishing scam or phony contest.
- Beware of the dangers of sharing photos, lifestyle and other personal information on Web sites such as MySpace and Facebook. KS computer systems may not be used to update personal Web spaces unless they are associated with KS educational activities.
- Do not respond to e-mail messages from unknown senders, unless the subject of the e-mail is related to KS educational activities.
- Do not participate in chain mail or other group mail activities where e-mail addresses may be passed on beyond your knowledge.
- Learn more about Web and e-mail safety from your teacher and KS program personnel.

Respect others

- 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.
- Do not use the KS EIS to harm others, alter other people's materials, or misrepresent your identity.
- Use appropriate language in all system communications and content creation. Do not use profanities or other language that denigrates any individual or group.
- Leave equipment and room in good condition for next user/class.
- 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. Violation of this principle may result in significant disciplinary action.
- 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.

Protect privacy

- Respect the privacy of others. Never use or try to obtain the online user name or password of another individual.
- Always use your own online user ID, and keep your passwords private.
- Do not let others use your e-mail account or portable data storage devices such as zip discs, CDs, DVDs, iPods or flash drives (thumb or jump drives).

Care for KS computer equipment

- Do not connect unauthorized equipment to the KS network or alter KS equipment to perform unauthorized activities.
- Avoid installing software onto KS computers other than what is authorized by KS, and avoid removing software that has been installed by KS.
- Handle and store KS computer equipment with care, including the use of a proper case or tote bag to protect your laptop.
- Keep equipment surfaces clean by keeping them free of markings, decorative stickers or grime. Keep food and drinks away from the computers as well.
- Protect KS equipment from theft or loss.
- Maintain all identifier markings or stickers placed on the equipment by KS.
- Do not allow others, except parents or guardians, to use the equipment.
- If you are assigned a laptop, make sure its battery is fully charged every day.
- Students who are assigned KS laptops will sign a Student Laptop Agreement that sets forth requirements involved with the program including specific equipment care and maintenance.

Preserve the EIS system

- Do not change basic system configurations that alter firewall protections or protect against virus and spyware threats.
- Check your e-mail accounts regularly and respond in a timely manner when asked to do so for KS educational purposes.
- Keep your e-mail accounts organized and keep your mailbox from becoming full by deleting old mail from the system.
- Do not agree to receive promotional e-mail or subscribe to automatic listservs.

Obey copyright and trademark laws

- Do not transmit, transfer, upload, or post material that is protected by U.S. copyright or trademark law onto a KS computer, the Internet or the KS Intranet without written permission of the copyright/trademark owner and KS.
- Do not make unauthorized copies of text material, photos, audio files or videos found on school computers or the Internet.
- Do not copy licensed software programs to your own discs 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.

For additional information, please ask staff for a copy of KS' policies on ownership and use of copyrighted materials.

Understand that KS may access your information

- Since the KS Electronic Information System is provided for KS educational activity, no student or parent should assume that its content is confidential.
- The KS e-mail system may be monitored by authorized school officials and therefore does not guarantee privacy of content provided over the system. System users may not claim copyright ownership rights on e-mails.
- KS may use information provided by its students and their parents or guardians through the EIS to help carry out its educational mission. System users may not

claim copyright ownership rights on this information.

Take responsibility for your actions online

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

KAMEHAMEHA SCHOOLS-HAWAII CAMPUS (ELEMENTARY)

SIX DAY CYCLE FOR ACADEMIC YEAR 2012-2013

<u>DAY 1</u>	<u>DAY 2</u>	<u>DAY 3</u>	<u>DAY 4</u>	<u>DAY 5</u>	<u>DAY 6</u>
AUG 7	AUG 8	AUG 9	AUG 10	AUG 13	AUG 14
AUG 15	AUG 16	AUG 17	AUG 20	AUG 21	AUG 22
AUG 23	AUG 24	AUG 27	AUG 28	AUG 29	AUG 30
SEPT 4	SEPT 5	SEPT 6	SEPT 7	SEPT 10	SEPT 11
SEPT 12	SEPT 13	SEPT 14	SEPT 17	SEPT 18	SEPT 19
SEPT 20	SEPT 21	SEPT 24	SEPT 25	SEPT 26	SEPT 27
SEPT 28	OCT 9	OCT 10	OCT 11	OCT 12	OCT 15
OCT 16	OCT 17	OCT 18	OCT 19	OCT 22	OCT 23
OCT 24	OCT 25	OCT 26	OCT 29	OCT 30	OCT 31

NOV 1

FIRST TRIMESTER ENDS NOV. 1

	NOV 5	NOV 6	NOV 7	NOV 8	NOV 9
NOV 13	NOV 14	NOV 15	NOV 16	NOV 19	NOV 26
NOV 27	NOV 28	NOV 29	NOV 30	DEC 3	DEC 4
DEC 5	DEC 6	DEC 7	DEC 10	DEC 11	DEC 12
DEC 13	DEC 14	DEC 17	DEC 18	JAN 7	JAN 8
JAN 9	JAN 10	JAN 11	JAN 14	JAN 15	JAN 16
JAN 17	JAN 18	JAN 22	JAN 23	JAN 24	JAN 25
JAN 28	JAN 29	JAN 30	JAN 31	FEB 1	FEB 4
FEB 5	FEB 6	FEB 7	FEB 8	FEB 11	FEB 12
FEB 13	FEB 14				

SECOND TRIMESTER ENDS FEB. 14

		FEB 19	FEB 20	FEB 21	FEB 22
FEB 25	FEB 26	FEB 27	FEB 28	MAR 1	MAR 4
MAR 5	MAR 6	MAR 11	MAR 12	MAR 13	MAR 14
MAR 15	MAR 25	MAR 27	MAR 28	APR 1	APR 2
APR 3	APR 4	APR 5	APR 8	APR 9	APR 10
APR 11	APR 12	APR 15	APR 16	APR 17	APR 18
APR 19	APR 22	APR 23	APR 24	APR 25	APR 29
APR 30	MAY 1	MAY 2	MAY 6	MAY 7	MAY 8
MAY 9	MAY 10	MAY 13	MAY 14	MAY 15	MAY 16
MAY 17	MAY 20	MAY 21	MAY 22	MAY 23	MAY 24

THIRD TRIMESTER ENDS MAY 24

NO SCHOOL DAYS:

AUG 31	FACULTY IN-SERVICE	JAN 3-4	FACULTY IN-SERVICE
SEPT 3	LABOR DAY HOLIDAY	JAN 21	MARTIN LUTHER KING DAY HOLIDAY
OCT 1-5	FALL BREAK	FEB 15	FACULTY WORKDAY
OCT 8	FACULTY IN-SERVICE	FEB 18	PRESIDENT'S DAY HOLIDAY
NOV 2	FACULTY WORKDAY	MAR 7-8	STUDENT LED PARENT CONFERENCES
NOV 12	VETERAN'S DAY HOLIDAY	MAR 18-22	SPRING BREAK
NOV 20-21	STUDENT LED PARENT CONFERENCES	MAR 26	KUHIŌ DAY HOLIDAY
NOV 22-23	THANKSGIVING VACATION	MAR 29	GOOD FRIDAY HOLIDAY
DEC 20-JAN 2	CHRISTMAS BREAK	APR 26	FACULTY IN-SERVICE

KAMEHAMEHA SCHOOLS HAWAII - KULA HA'AHAA
SCHOOL YEAR 2012-2013 CALENDAR (OHANA)



Thrive!

	Holiday - No School
	Faculty In-Service - No School
	Faculty Workday - No School
	Student Led Parent Conferences - No School
	Early Release 1:30 pm Dismissal
	Early Release 11:15 am Dismissal

1st Trimester: 55
2nd Trimester: 56.5
3rd Trimester: 59.5

FACULTY: 185
STUDENTS: 171

Student Days	Teacher Days	S	M	T	W	TH	F	S	IMPORTANT DATES
AUGUST 18 22		5	6	7	8	9	10	11	AUG 2-3 Faculty In-Service - No School AUG 6 Faculty Workday - No School AUG 7 First Day for Students AUG 22 Early Release - ES students released at 1:30 pm AUG 31 Faculty In-service - No School
SEPTEMBER 19 19		2	3	4	5	6	7	8	SEPT 3 Labor Day Holiday SEPT 19 Early Release - ES students released at 1:30 pm
OCTOBER 17 18		7	8	9	10	11	12	13	OCT 1-5 Fall Break OCT 8 Faculty In-service - No School
NOVEMBER 17 19		4	5	6	7	8	9	10	NOV 2 Faculty Workday- No School 1st Trimester Ends NOV 1, 2012 NOV 12 Veteran's Day - Holiday NOV 20-21 Student Led Parent Conferences - No School NOV 22-23 Thanksgiving Vacation NOV 28 Early Release-ES students released at 1:30 pm
DECEMBER 12.5 12.5		2	3	4	5	6	7	8	DEC 19 Founder's Day (Early Release 11:15 am Dismissal) DEC 20-JAN 2 Christmas Break
JANUARY 18 20		6	7	8	9	10	11	12	JAN 3 Faculty In-Service - No School JAN 4 Faculty In-Service - No School JAN 21 Martin Luther King Day Holiday
FEBRUARY 18 19		3	4	5	6	7	8	9	FEB 15 Faculty Workday - No School 2nd Trimester Ends FEB 14, 2013
MARCH 15 16		17	18	19	20	21	22	23	FEB 18 President's Day Holiday MAR 7-8 Student Led Parent Conferences - No School MAR 18-22 Spring Break MAR 26 Kūhīō Day Holiday MAR 29 Good Friday Holiday APR 3 Early Release - ES students released at 1:30 pm
APRIL 21 22		7	8	9	10	11	12	13	APR 26 Faculty In-Service - No School
MAY 15.5 17.5		5	6	7	8	9	10	11	MAY 3 May Day (Early Release 11:15 am Dismissal) MAY 24 Last Day for Students 3rd Trimester Ends MAY 24, 2013
		26	27	28	29	30	31		MAY 27 Memorial Day - Holiday MAY 28 Faculty Workday MAY 29 Last day for Teachers/EAs/Librarian Assistant/Health Aide

171 185

FINAL 4.20.2012

Calendar subject to change

- Elementary School Buildings**
Kokūnāno'a — K-2 Classroom Building
Paternal Father of Bernice Pauahi Bishop
- Kina'u** — Grade 3-5 Classroom/Specialty Building
- Koaka** — K-5 Covered Playground
Troubled Guardian of young Kamehameha
- Middle School Buildings**
Kamāka'i'ōkoku — Grades 6-8 Classroom Building
Paternal Grandmother of Kamehameha
- Ke'auunoku Nui** —
 Grades 6-8 Specialty Classroom Building
Paternal Grandfather of Kamehameha
- Kekohakēnokekālani** — Grades 6-8 Classroom Building
Maternal Grandmother of Kamehameha
- La'ānen** — Grades 6-8 Gymnasium
Teacher of Kekūāi'ō, who trained Kamehameha
- K-8 Buildings**
Pauahi Lani Nui — K-8 Administration Building
Honorary Title of Bernice Pauahi Bishop
- Charles Reed Bishop Learning Center** —
 K-8 Library/Learning Center
Husband of Bernice Pauahi Bishop
- Hā'aeunahi** — Dining Hall and K-8 Music Center
- High School Buildings**
Ke Ali'i Bernice Pauahi Bishop —
 Administration Building
Founder and Benefactress of Kamehameha Schools
- Koawe** — High School Dining Facility
Grandfather of Kamehameha
- Kaku'i'āpōiwa** — High School Library/Media Center
Mother of Kamehameha
- PAM** — High School Classroom
Father of Bernice Pauahi Bishop
- Koniu** — High School Classroom
Mother of Bernice Pauahi Bishop
- Keoua** — High School Science Classroom
Father of Kamehameha
- Kamaka'ehe** — High School Music Building
Another Name for Lili'uokalani, Hānai sister of Bernice Pauahi Bishop
- Ka'ūlaloakū** — High School Art/Vocational Tech./Specialty Building
Grandfather of Bernice Pauahi Bishop
- Kūna Ka'a** — Bus Drop Off/Pick up
Translates to "Vehicle Stopping Place"
- Koal'a** — High School PE Locker/Gymnasium
Senior Instructor of Kekūāi'ō in Warfare
- Athletic Facilities**
Nae'ole — Swimming Pool Facility
Guardian of Kamehameha
- Kamehameha Pal'ua** — Football/Track/Soccer Complex
Childhood Name of Kamehameha
- Kaue'eianoku** — Baseball Field
Uncle of Kamehameha
- Kamaunua** — Softball Field
Uncle of Kamehameha
- Operations Building**
Hale Māhala Kuhua — Grounds Facility
Translates to "Ground Caring Facility"
- Integrated Facility**
William Charles Lunailo Center — Integrated Chapel/Performing Arts Building
- Roads & Drive**
Na'auao Road — Na'auao: enlightenment, wisdom, education and knowledge.
Suggesting the Main Road entering campus, students will embrace the quest for knowledge and wisdom upon arrival. It is a reminder that their education is a gift from Ke Ali'i Pauahi and that they should be grateful.
- Ōhi'a Lehua Drive** — Lehua is the flower or the 'ōhi'a tree; the island flower of Hawai'i.
The drive is adorned with 'ōhi'a lehua trees which were planted by Middle School students.
- Al'i'ikou Road** — Koa, a prized wood in Hawaiian culture, has several meanings such as brave, bold, fearless and courageous. Ali'i refers to royalty in honor of Pauahi. *The road to high school strives to instill these qualities among students.*
- Lanakila Road** — Lanakila: victory, triumph, win and to overcome.
Named in recognition of our athletes as they cross this road on their way between the stadium complex and pool.
- Lanes**
'Io Lane — Hawaiian hawk signifying royalty.
- Mamo Lane** — Extinct black Hawaiian honey creeper. It's yellow feathers were used in fine feather work.
- 'I'iwi Lane** — Scarlet Hawaiian honey creeper whose feathers were used extensively in feather work.
- Pueo Lane** — Hawaiian short-eared owl.
- 'Apapane Lane** — A Hawaiian honey creeper with a crimson body with black wings and tail.
- 'Anakahi Lane** — A group of small endemic honey creepers abundant on Hawai'i, Maui & Kaua'i, whose green and yellow feathers were used in feather capes.
- 'Elaeio Lane** — A species of flycatcher with subspecies on Hawai'i, Kaua'i and O'ahu.
- Pāhala Lane** — An endangered gray, yellow and white Hawaiian honey creeper endemic to the island of Hawai'i. Its bill is especially suitable for opening māmane tree pods.
- 'Ō'ō Lane** — An extinct black honey eater, endemic to the island of Hawai'i, with a yellow feather tuft under each wing. Its feathers were used in various feather works.
- Nīnō Lane** — A protected rare Hawaiian goose found on Hawai'i and Maui uplands.
- Ka'upu Lane** — Laysan albatross found on all islands.
- Loops**
Liko Loop — Refers to the newly opened leaf bud of a plant.
Mōhala Loop — To unfold as a flower, blossoming.
Pua Loop — A flower, blossom, to bloom.

Sons of Hawai'i

Composed by: William B. Olson and Theodore Richards

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

Refrain:

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

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

I mua Kamehameha

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

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