KAMEHAMEHA SCHOOLS HAWAI`I
KULA HA`AHA`A

STUDENT AND PARENT HANDBOOK
2013-2014

16-714 VOLCANO ROAD, KEA`AU, HAWAI`I 96749
PHONE (808) 982-0200, FAX (808) 982-0210
**CAMPUS CONTACT INFORMATION**

Kamehameha Schools Hawai`i  
Kula Ha`aha`a (Elementary School)  
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Office hours: 7:00 a.m. to 3:30 p.m., M-F

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Teachers  
Leave a message & allow at least one day for a returned call.  982-0201  
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❖ Fax  982-0010  
PTO School Store Information Line  982-0678  
YMCA After School Program (Waiʻakea 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

Absences, leaves & tardies

Absences
Leaves of Absence
Excessive absence or tardiness

Day-to-day student life

Dress code & appearance
Meals & snacks
Birthdays
Kapu items
Cell phones
Lost & found
Book charges
Positive behavior support

Student discipline

When students misbehave
Out-of school and off-campus behavior
Appealing a disciplinary decision

Safety & security

Campus access procedures
Reporting school infractions
Off-limit areas of campus
Visitors & volunteers
Securing valuables
Right to search
Reporting child abuse &/or neglect
Changes in your child’s custodial status
Island-wide emergencies

Student health

Medical services
Health records
Student accident insurance

Bus transportation
Application & fees .......................................................... 42
Bus passes ........................................................................ 42
Transportation plan changes ............................................. 42
Student drop-off and pick-up from bus site ....................... 42
One-to-one release at drop-off .......................................... 42
Bus passenger code of conduct ........................................... 43

Business matters
Tuition & fees .................................................................... 45
Payment of bills ................................................................... 45
Prorated payment of fees if student is released .................. 45
Financial aid ........................................................................ 45
Student records & information ............................................ 46

Technology
KS electronic information system ........................................ 48
Student computer-use guidelines ....................................... 48
KS Elementary School Six-Day Cycle ............................... 52
School Calendar .................................................................. 53
School Leave Eligibility Form .......................................... 54
Campus Map ...................................................................... 55
Alma Mater- Sons of Hawai`i ............................................. 57
Rally Song- Imua Kamehameha ........................................ 58
E ʻō e nā kini pua o ka mokupuni nui o Keawe! Aloha mai kākou pākahi āpau.

Welina mai a me Ke Akua’s pū as we begin another wonderful school year of enriching educational lessons, activities and endeavors at Kamehameha. Our beloved Ke Ali`i Pauahi would be proud to know that her legacy of education for her po`e kānaka (people) is dynamic, nurturing and continuing here at the Kamehameha Schools (KS) Hawai`i. Kamehameha faculty and staff are honored to partner with our haumāna, their `ohana and the community to provide a global, Hawaiian cultural and Christian-based education for students on the island of Hawai`i. We are deeply appreciative that you have selected Kamehameha Schools as your choice for your child’s education.

Welina mai!  Welcome to the 2013-14 school year. The Kamehameha Schools hold high standards and expectations for all of our haumāna. We believe that students will “Kūlia I ka Nu`u,” meet and exceed these expectations with the collaboration and support of their kumu, `ohana, and staff. We expect that our haumāna will be acknowledged for their goodness and industry in academics, fine arts, athletics, and be engaged with their communities through servant leadership throughout their lives. 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 1,136 students, KS faculty and the Kamehameha `ohana will play their parts in fulfilling the mission and vision of our Princess. We know that our haumāna will be guided by God and all of you to fulfill their kuleana and accomplish their responsibilities as Kamehameha students. We shall all work to ensure that haumāna 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, kumu 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, Ed.D.
Headmaster
Aloha to all of our ‘ohana at Kamehameha Schools Hawai‘i. I am privileged and humbled to be given the opportunity to serve as the new po‘o kumu (principal) of our kula ha‘aha‘a. A firm foundation set in the values that our kūpuna held in high esteem has been set and I am honored to be able to continue to build upon this foundation for nā pua a Pauahi.

As a new addition to the Kamehameha Schools ‘ohana, the value of relationships, or pilina, is reaffirmed as it is essential to the foundation of our students’ formal education. With caring, nurturing relationships as the foundation, students are able to thrive in an environment that feeds 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, Hawaiian language and culture, music, physical education & health, science, technology, Christian education, library studies, and guidance.

I mua e nā pōkiʻi was a phrase uttered by Kamehameha I, great grandfather of our founder, Bernice Pauahi Bishop. Go forward, younger siblings. As the younger sibling to our middle school and high school, we will work towards nurturing the mauli, or cultural spirit of our keiki, instilling in them pride for all they represent as well as the importance of servant leadership.

‘Ohana involvement is crucial to relationship building and we invite you to visit our kula. I look forward to meeting you in person as we embark on this journey together as partners in your child’s education.

Aloha kekahi i kekahi.

Esther Kanehailua
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

This form lets us know that you have read, fully understand, and support the information contained in the 2013-2014 Student / Parent Handbook. Please read and sign the form and return it to the Kamehameha Schools Hawai`i Elementary School School office.
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 `ohana, called upon to carry her legacy forward, to humbly do so through good thoughts and deeds that reflect the values of stewardship in her will.

Kamehameha Schools is grounded in the Christian and Hawaiian values embraced by Ke Ali`i Pauahi. *`Aloha*, love and respect for the Lord, our natural world, and one another, is our foundation. *`Imi na `auao*, the quest for knowledge and enlightenment, is essential for an educational institution such as Kamehameha. *`Ālalama*, caring for one another and all aspects of Pauahi’s legacy, will enable our institution to flourish. *`Ike pono* urges us to integrate our intellect and our intuition. *Kuleana* denotes the responsibilities, which accompany our blessings. Let us *ho`omau*, persevere, with *ha`aha`a*, humility, in all that we do.
OUR PHILOSOPHY OF EDUCATION

`O ke kahua ma mua, ma hope ke kūkulu.
The foundation comes first and then the building.

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

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

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

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

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

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

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

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

Therefore:
- all members of the Kamehameha community that includes learners, staff, families and alumni are role models and will demonstrate attitudes and behaviors consistent with Hawaiian and Christian values.
• all will develop and support positive connections and interactions with learners.

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

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

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

Therefore, Kamehameha Schools will:
• provide time and resources for professional development and collaboration.
• support and engage in research and evaluation activities to improve the quality and effectiveness of education.
• extend professional development opportunities to its learning communities.

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

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

Therefore, Kamehameha Schools programs will:
• provide opportunities for learners to share in and assume greater responsibility for their own development.
• promote the active involvement of families.
• encourage open communication and seek input from those impacted.

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

Therefore, Kamehameha Schools will:
• recognize and encourage the good works of other programs and institutions.
• contribute to building a network of services to meet the life-long educational needs of Hawaiians.
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.
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](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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Time Allotment</th>
</tr>
</thead>
<tbody>
<tr>
<td>K-1</td>
<td>10-20 minutes</td>
</tr>
<tr>
<td>2nd</td>
<td>20-30 minutes</td>
</tr>
<tr>
<td>3rd</td>
<td>30-40 minutes</td>
</tr>
<tr>
<td>4th</td>
<td>40-50 minutes</td>
</tr>
<tr>
<td>5th</td>
<td>50-60 minutes</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tim Kudo</td>
<td>982-0235</td>
<td>Grades K-5</td>
</tr>
<tr>
<td>Tracy Käneakua</td>
<td>982-0267</td>
<td>Outreach/Grades K-5</td>
</tr>
</tbody>
</table>

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

Supervision is provided for children on campus beginning at 7:00 a.m. 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 p.m. – 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‘eamahi 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 hula, 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

Attendance Philosophy

ʻAʻole ʻulu e loaʻa i ka pōkole o ka lou
Breadfruit cannot be reached when the picking stick is too short
(There is little chance for success without proper preparation).

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

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

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

Returning to school
On return, your child shall deliver to the school office a signed note from a parent or legal guardian stating the reason for the absence. After an absence of three (3) or more days, your child must be readmitted to school through the health room (phone 982-0411). Please submit to the medical services staff a written statement from his/her doctor which notes:

- Nature of the illness
- Treatment
- Directions for follow-up
- Directions for activities (i.e. physical education participation)

Students returning to school with medical restrictions must also be readmitted through the health room, regardless of the number of days absent.

Off-campus pass
If it is necessary for a student to leave campus during the school day, he or she shall submit a parent note to the school office and obtain an off-campus pass. State law requires students who leave campus during the school day to have a pass from a school administrator. If questioned by a law enforcement officer, the student is required to show their pass and student ID card immediately.
Communicable diseases
If your child contracts a communicable disease (e.g., chicken pox, pink eye, strep throat) a doctor’s clearance note must be presented to the medical services staff at the health room before your child may return to school.

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

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

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

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

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

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

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

<table>
<thead>
<tr>
<th>Excused absences</th>
<th>Unexcused absences</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Illness or injury</td>
<td>• Absences not confirmed by a phone call or written note from parent</td>
</tr>
<tr>
<td>• Emergency medical appointment</td>
<td>• Non-emergency medical/dental appointments not approved by the school administrator</td>
</tr>
<tr>
<td>• Death or life-threatening situation involving close family member</td>
<td>• Specific event unauthorized/unapproved by the school administrator</td>
</tr>
<tr>
<td>• Specific event as authorized by the school administrator</td>
<td>• Parent / student thought school not in session</td>
</tr>
<tr>
<td>• Educational testing recommended by counselor / teacher</td>
<td>• Missed bus, traffic, car trouble</td>
</tr>
<tr>
<td></td>
<td>• Overslept</td>
</tr>
<tr>
<td></td>
<td>• Family vacations/trips</td>
</tr>
<tr>
<td></td>
<td>• Job interviews</td>
</tr>
</tbody>
</table>

Make-up work

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

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

Leaves of absence

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

Educational & personal leaves

Examples of such leave include those to address:
- Learning difficulties for which a student might benefit from enrolling in an alternative school or therapeutic program
- Medical conditions including serious illness (e.g., cancer, major surgery)
- Family problems or illness that require the student to be closer to home
- Physical or mental health conditions for which a change in school is recommended to support a student’s progress in therapy, and
- Family relocation for military or employment reasons on a limited-time basis.
Returning to school
Conditions for a student’s return to school are established at the time of the leave and are communicated to the student and parents in writing following the leave conference.

*Tardiness*
Students are expected to be punctual and must be in their classrooms ready to learn when classes begin. School starts at 7:45 a.m. Students who arrive after 7:45 a.m. must report to the office to obtain an admittance slip before going to class. Generally, tardiness is unexcused. Students who anticipate being tardy must bring a note to the school office or have a parent or guardian call the school’s attendance line.

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

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

**Excessive Tardies**
- **At 4 tardies in a trimester**
  The parent will receive an attendance letter.
- **At 7 tardies in a trimester**
  The parent will be contacted via phone.
- **At 10 tardies in a trimester (or at 12 per year)**
  A parent-school conference will be arranged and 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 13-14)
  - 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.
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 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
- NOTE: Except for watches, no jewelry – including earrings, is to be worn for Founder’s Day, Charles Reed Bishop Day or special events. Ribbons, flower, hair decorations are not permitted.

**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 1½ 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 25 – August 17. The store is located in the Hilo Shopping Center, 72 Kekuanaoa St., Unit 332. Store is located on the Kekuanaoa St. side of the center. Contact store at (808)-935-3390

Store hours:
July 9 – August 10:
Monday – Saturday 10:00 a.m. – 6:00 p.m.
Sunday 10:00 a.m. – 4:00 p.m.

August 13 – August 17:
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 Kaʻōleiokū building. For details on PTO school store hours, please call the school store information line at 982-0678, or Marcie Saquing, ʻOhana 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 Häʻeamahī 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.
• Hö`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. (p.29)

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.

*Hāweo Awardee*
*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

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

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29
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.)
- Unauthorized card playing
- Refusal to show student I.D. card

**Possible Consequences** – (Depending on the severity and/or frequency of infraction):
- Verbal warning
- Written reprimand
- Time-out
- In school restriction
- Detention
- Repair/replacement of items misused or broken
- Written incident report
- Restriction of school electronic devices, including computers

**LEVEL 2**

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

**Infractions** – Examples include, but are not limited to:
- Unmodified Level 1 behavior
- Consistent failure to obey school rules
- Disrespect towards adults or students – defiance, insubordination, and other forms of disruptive conduct
- Cheating and/or plagiarism, or other forms of academic dishonesty
- Forgery
- Public display of affection
- Inappropriate conduct off campus when part of a school-related activity
- Unauthorized use of or possession of school property, equipment, and materials
- Damage to property due to negligence
- Destruction or damage of other students’ work or materials

**Possible consequences** – (Depending on the severity and/or frequency of infraction): In addition to the consequences listed in Level 1, the following consequences may be applied:
- Loss of participation in co-curricular activities
- School counseling
- Outside counseling
- Suspension
- Conduct probation
- Impact on grade
- Restitution
- Behavioral contracts
- Extended restriction of school issued computer or electronic device usage
LEVEL 3
Level 3 discipline addresses behaviors which have not responded to either Level 1 or 2 intervention, that pose a direct threat to self and others, destruction of property, discredits or defames a student, staff, or the school, or otherwise poses a direct threat to other students or adults at the school.

Infractions – Examples include, but are not limited to:
- Serious acts of defiance, insubordination, physical assault, or threatening a staff member or student
- Being present where drugs or alcohol are being used, or evidence of use exists
- Misuse of school electronic devices, including computers
- Inappropriate public display of affection
- Sexual misconduct
- Use or possession of any nicotine or tobacco product and use or possession of electronic cigarette
- 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): In addition to the consequences listed in Levels 1 and 2, the following consequences may be applied:
- Repossession of school property/equipment
- 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, results in violence to self or others, or seriously impacts the school environment. If circumstances warrant, the incident may be reported to local law enforcement officials.

Infractions – Examples include, but are not limited to:
- Fighting
- Possession and/or use of alcohol and/or illicit drugs on campus or at school activities
- Intermediate Theft
- Possession of drug paraphernalia
- Chronic Absences
- Serious misuse of school electronic devices, including computers
- 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): In addition to the consequences listed in Levels 1, 2, and 3, the following consequences may be applied:

- Alcohol and/or drug testing

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

- Infractions – Examples include, but are not limited to:
  - Arson
  - Serious Assault
  - Bomb threat
  - Burglary
  - Possession, Threat or Use of a Dangerous Instrument or Weapon
  - Sale or Distribution of Alcohol and/or Illicit Drugs
  - Serious Sexual Offenses
  - Terroristic Threatening
  - Major Theft

Possible Consequences: - (Depending on the severity and/or frequency of infraction): One or more of the consequences listed in Levels 1, 2, 3, or 4 may be applied.

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:

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Evacuation Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grades K-5</td>
<td>Hā`eamahau Dining Hall</td>
</tr>
<tr>
<td>Grades 6-8</td>
<td>La`amea Gym</td>
</tr>
<tr>
<td>Grades 9-12</td>
<td>Koai`a Gym</td>
</tr>
</tbody>
</table>

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 a.m. to 3:30 p.m. 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/hea](http://blogs.ksbe.edu/hea). 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 Kūhiō 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 though 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 2013-2014

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**IMPORTANT DATES**

- **Aug 7**: First Day of School for Students
- **Aug 30**: Faculty In-service - No School
- **Sep 2**: Labor Day
- **Sep 18**: Early Release: ES students released at 1:30 pm
- **Oct 11**: Fall Break
- **Oct 14**: Faculty In-service - No School
- **Nov 21**: Student-Led Parent Conferences
- **Dec 20**: Christmas Break
- **Jan 3**: Early Release: ES students released at 1:30 pm

**1st Trimester ends Oct 31, 2013**

- **Nov 1**: Faculty Workday - No School
- **Nov 11**: Veterans' Day - Holiday
- **Dec 4**: Early Release: ES students released at 1:30 pm
- **Dec 19**: Founder's Day (Early release 11:15 am Dismissal)

**2nd Trimester ends Feb 13, 2014**

- **Feb 17**: President's Day Holiday
- **Feb 22**: Student-Led Parent Conferences
- **Mar 17-21**: Spring Break
- **Mar 26**: Kūhio Day Holiday
- **Apr 2**: Early release - ES students released at 1:30 pm
- **Apr 17**: Faculty In-service - No School
- **May 23**: Last Day for Students

**3rd Trimester ends May 23, 2014**

Calendar subject to change

**Final**
Kamehameha Schools Hawai‘i Elementary School
School Leave Eligibility Form

Extended student absences can have a negative impact on student academic progress. The school calendar is designed to allow several long throughout the school year. Requests for excused absence days should be made for special situations only, and shall not be used to extend regular student vacation periods. If an approved leave extends beyond three (3) days, or if the student does not get approval for the leave, days absent will be considered unexcused and any requests for the following year may not be approved. Excessive unexcused absences may lead to a student being placed on attendance probation or released from school.

Student: ___________________________ Grade: ________
Teacher: ___________________________ Request Leave From: ________ to ________
# of Days Absent: ________
Purpose:
__________________________________________________________________________
__________________________________________________________________________

Parent(s) signature: ___________________________ Date: ________________

*PARENTS: Please complete above portion and return to office at least two (2) weeks prior to leave date

Teacher signatures: Please initial next to your respective class to indicate notification of the child’s upcoming absence. Please route in order and return form to the office by ________.
(____Classroom teacher portion must be completed and returned to the office within five days of receipt of form)

1. _______ Classroom Teacher 2. _______ Music 3. _______ Art
4. _______ Hawaiian Language 5. _______ Science 6. _______ PE/Health
7. _______ Technology 8. _______ Outreach Counselor

Please note any concerns you may have regarding the student’s upcoming absence:
__________________________________________________________________________

Administrator’s Signature: ___________________________ Date: ________________

________ Approved ____________ Denied

Parent contacted ________________ (date)

FOR OFFICE USE ONLY
Completed Form Submitted

Date __________ Initial ________
Attendance Summary Attached yes _____ no ____

54
**Elementary School Buildings**
Kekūanao'a — K-2 Classroom Building
Hānai Father of Bernice Pauahi Bishop

Kīʻauʻu — Grade 3-5 Classroom/ Specialty Building

Keau — K-5 Covered Playcourt
Trusted Guardian of young Kamehameha

**Middle School Buildings**
Kamākaʻimoku — Grades 6-8 Classroom Building
Paternal Grandmother of Kamehameha

Keʻeauʻualo Hou — Grades 6-8 Specialty Classroom Building
Paternal Grandfather of Kamehameha

Kekeakekauokalani — Grades 6-8
Classroom Building
Maternal Grandmother of Kamehameha

Laʻamoa — Grades 6-8 Gymnasium
Teacher of Keʻakahaʻiu, 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

Hiʻaeamahilani — Dining Hall and K-8 Music Center

**High School Buildings**
Ke Aliʻi Bernice Pauahi Bishop —
Administration Building
Founder and Benefactress of Kamehameha Schools

Keawe — High School Dining Facility
Grandfather of Kamehameha

Kekuʻiapoiwai — High School Library/Media Center
Mother of Kamehameha

Pāki — High School Classroom
Father of Bernice Pauahi Bishop

Konia — High School Classroom
Mother of Bernice Pauahi Bishop

Kamehameha — High School Science Classroom
Father of Kamehameha

Kamākiʻeha — High School Music Building
Another Name for Liliʻuokalani, Hānai sister of Bernice Pauahi Bishop

Kaʻōleloku — High School Art/Vocational Tech/ Specialty Building
Grandfather of Bernice Pauahi Bishop

Kūna Kaʻa — Bus Drop Off/Pick up
Translates to “Vehicle Stopping Place”

Koʻi — High School PE Locker/Gymnasium
Senior Instructor of Keʻakahaʻiu, in Warfare

**Athletic Facilities**
Naʻale — Swimming Pool Facility
Guardian to Kamehameha

Kamehameha Paʻea — Football/Track/Soccer Complex
Childhood Name of Kamehameha

Keʻeauʻualo Hou — Baseball Field
Uncle of Kamehameha

Kamanawa — Softball Field
Uncle of Kamehameha

**Operations Building**
Hale Mālama Kaupu — Grounds Facility
Translates to “Ground Caring Facility”

**Integrated Facility**
William Charles Lumahio Center — Integrated Chapel/Performing Arts Building

**Roads & Drive**
Naʻauō Road — Naʻauo: 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 Aliʻi Pauahi and that they should be grateful.

ʻŌhiʻa Lehua Drive — Lehua is the flower of the ʻōhiʻa tree; the island flower of Hawaiʻi.
The drive is adorned with ʻōhiʻa lehua trees which were planted by Middle School students.

Aliʻiʻoka Road — Koa, a prized wood in Hawaiian culture, has several meanings such as brave, bold, fearless and courageous. Aliʻi refers to royalty in honor of Pauahi.
The road to high school strives to instill these qualities among students.

Lanikila Road — Lanikila: 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.

ʻIwi Lane — Scarlet Hawaiian honey creeper whose feathers were used extensively in feather work.

Pueo Lane — Hawaiian short-eared owl.

ʻApapane Lane — A Hawaiian honey creeper with a crimson body with black wings and tail.

ʻAmakihani Lane — A group of small endemic honey creepers abundant on Hawaiʻi, Maui & Kauaʻi, whose green and yellow feathers were used in feather capes.

ʻElepaio Lane — A species of flycatcher subspecies on Hawaiʻi, Kauaʻi and Oʻahu.

Polilla Lane — An endangered grey, yellow and white Hawaiian honey creeper endemic to the island of Hawaiʻi. Its bill is especially suitable for opening mimane tree pods.

ʻ祐 Lane — An extinct black honey eater, endemic to the island of Hawaiʻi, with a yellow feather tuft under each wing. Its feathers were used in various feather works.

Nēnē Lane — A protected rare Hawaiian goose found on Hawaiʻi and Maui uplands.

Kaʻupu Lane — Layson 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, blossoms, 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 ē
Forward Kamehameha

A lanakila ‘oe
Until you have gained the victory

Paio, paio like mau
Go forward, strive, strive in unity

I ola kou inoa.
That your name may live

Ka wā nei hō‘ike a‘e ‘oe
Go forward

‘A ‘ohe lua ou.
This is the time for you to reveal

E lawe lilo ka ha‘aheo
That there is none to compare with you

No Kamehameha ē.
Take the victory with pride for Kamehameha
KAMEHAMEHA SCHOOLS®

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