# KAMEHAMEHA SCHOOLS HAWAI`I
# KULA HA`AHA`A

## STUDENT AND PARENT HANDBOOK
## 2016-2017

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)
16-714 Volcano Road, Kea`au, HI 96749
Office hours: 7:00 a.m. to 3:30 p.m., M-F

| | | |
|---|---|---|
| Principal | | |
| ❖ Dr. Kathleen "Kathy" Werner, Ed.D | 982-0207 | kawerner@ksbe.edu |
| ❖ Rose Naboa (Administrative Coordinator) | 982-0208 | ronaboa@ksbe.edu |
| Vice Principal | | |
| ❖ Waianuhea Paleka | 982-0251 | rhpaleka@ksbe.edu |
| Curriculum and Assessment Coordinator | | |
| ❖ Mai Rutherford | 982-0245 | maruther@ksbe.edu |
| Elementary School Office | | |
| ❖ Messages & general information | 982-0200 | |
| ❖ Attendance line (24 hr.) | 982-0220 | |
| ❖ Fax number | 982-0210 | |
| Teachers<br>Leave a message & allow at least one day for a return call. | 982-0201 | |
| Counselors | | |
| ❖ Tim Kudo (Grades K-5) | 982-0235 | tikudo@ksbe.edu |
| ❖ Tracy Kāneakua (Outreach/Grades K-5) | 982-0267 | trkaneak@ksbe.edu |
| `Ohana & Student Activities | | |
| ❖ Marcie Saquing (Coordinator) | 982-0268 | masaquin@ksbe.edu |
| Health Room | 982-0411 | |
| Transportation | | |
| ❖ Ray Iyo (Coordinator) | 982-0026 | raiyo@ksbe.edu |
| ❖ Emergency cell | 217-1437 | |
| ❖ Maile Kuikahi (Fiscal & Transportation Clerk) | 982-0701 | makuikah@ksbe.edu |
| Security Main Gate (24 hr. contact) | 982-0149 | |
| Charles Reed Bishop Learning Center | | |
| ❖ Kanani DeSa (K-5 Librarian) | 982-0495 | shdesa@ksbe.edu |
| ❖ Nikki Petner (Librarian Assistant) | 982-0484 | nipetner@ksbe.edu |
| Admissions | 982-0100 | admissions@ksbe.edu |
| Financial Aid Department | 982-0100 | finaid@ksbe.edu |
| Applicant Services Center (for general questions) | 1-800-842-4682 | |
| Tuition and Fees | | |
| ❖ Peter Fuchs (Fiscal Administrator) | 982-0038 | pefuchs@ksbe.edu |
| ❖ Fax | 982-0010 | |
| PTO School Store Information Line | 982-0678 | |
| Kama`aina After-School Program | 982-0256 | |

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

# Legacy of Ke Aliʻi Pauahi

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

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

In 1887, three years after her death, Ke Aliʻi 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 Hawaiʻi. 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 Hawaiʻi Island with a total enrollment of 5,400 keiki. It also operates 30 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.

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# KA MANA`O O KE PO`OKULA

Welina mai ke aloha e nā ʻohana o Kamehameha Hawai'i,

I hope that you and your ʻohana enjoyed the summer months and your children are ready for another year of learning. Welcome to Kamehameha Hawai'i! Kamehameha is an outstanding school not only because of our dedicated alaka'i, kumu, and limahana but also because of the support and dedication of our haumāna and mākua. This learning environment will provide tremendous opportunities to enhance the many great programs here to help your child learn and be grounded in Christian and Hawaiian values and to develop as ʻōiwi Hawai'i leaders who contribute to their communities, both locally and globally.

We believe that every student should be challenged and supported throughout their educational career. Po'o kumu, kumu, and limahana are dedicated to making a positive difference in your keiki or ʻōpio's life. It is important that you know that we believe we are partners with you in this process and we welcome your active involvement in your son's or daughter's education.

This Student-Parent Handbook has been created for you as a resource that will provide you with basic information about the Kamehameha community, our values and goals, as well as the logistics of school life. We hope you will find it helpful and that, in conjunction with the school website (http://www.ksbe.edu/campus_education/campuses/hawaii_campus/) and the various bulletins that we send to all ʻohana, it will answer most of your questions. Please know that you can always call or e-mail us for further assistance.

The Kamehameha School's mission to improve the capability and well-being of Hawaiians through education is a noble and worthy goal that guides the curriculum, policies, and community values described in this handbook. The alaka'i, kumu, and limahana take great pride in what has been accomplished thus far and are eager to partner with you to further this work in the 2016-2017 school year.

Your visits, suggestions, and questions are always welcome. I look forward to working closely with you and your keiki and ʻōpio!

Me ke aloha nu'ukia ē,

M. Kāhealani Nae'ole-Wong
Po'o Kula (Head of School)

# KA MANA`O O KE PO`OKUMU

Aloha Kula Ha`aha`a ‘ohana,

I am very pleased and excited to be blessed with this opportunity, serving you and the students of Kula Ha`aha`a. I have already felt the wonderful “Aloha Spirit,” ***Alo***, the bosom, the center of the universe and ***Ha***, the breath of God. From the words of, Makana age 7, “Aloha is when there is a room with a million strangers and then they say “aloha,” and then they are not strangers anymore.” I am excited to soon not be a stranger in this exciting adventure, educating our children. I have been a principal for 14 years in Washington State, an instructor for City University, a first grade teacher and a paraeducator. Through all these experiences I have learned many things about education with still much more to learn. I have a few guiding themes that may help to introduce myself. They are:

- Developing the Whole Child First
- Create a Culture of Caring
- Teamwork/Communication

When I say “**kids first”,** I ABSOLUTELY LOVE KIDS! Every child matters and is valuable, that is why we all give, serve, and sacrifice for the child’s sake. I say the “whole child” because I feel my job as an educator does not only entail developing academics but it entails meeting the needs of the whole child in order to gain the academic success. My desire is to help kids first feel connected with a deep sense of belonging. Creating a learning community where everybody is somebody and creating a place that helps kids become responsible people in the discipline of education. Three questions I always ask kids: 1) What were you about at school today? (I am hoping they come to understand the answer is “I was about the business of learning.”), 2) What touched your heart today and helped you to be a better student?, and 3)What did you do that showed someone you cared about them? Research has shown that character is a strong correlation of school success.

**Teamwork:** I think it is important that decisions are made with a team effort considering all stakeholders, especially you the parents. I believe that brainstorming, reflecting and collaborating together, accomplishes far greater and grander things than going it alone. I will work at open and honest communication to create a supportive environment for all. Please stop in and introduce yourself!

Again, my hope is that I will be essential to Kamehameha because I make a contribution to the vision and mission of Ke Ali’i Pauahi, prepared and perpetuate the Hawaiian values and traditions, grounded in spiritual and Christian values------serving staff and you the families of Kula Ha`aha`a. I will work hard to contribute to the life of this school! With all of this said, welcome to the 2016-17 school year. I know I and the entire staff look forward to the coming year, as we all learn and grow together, asking for God’s direction and blessing.

*It is only with the heart that one can see rightly. What is essential is invisible to the eye. Antoine de Saint Exuperty*

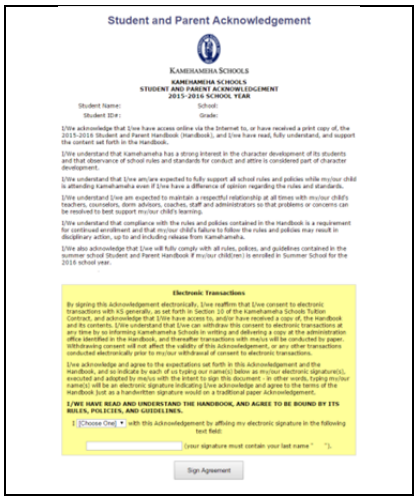
Sincerely,
Kathleen Werner, EdD

# STATEMENT ON THE HANDBOOK

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

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

## Parent Acknowledgement Form



Student and Parent Acknowledgement

KAMEHAMEHA SCHOOLS

KAMEHAMEHA SCHOOLS
STUDENT AND PARENT ACKNOWLEDGEMENT
2015-2016 SCHOOL YEAR

Student Name: School:
Student ID#: Grade:

I/We acknowledge that I/we have access online via the Internet to, or have received a print copy of, the 2015-2016 Student and Parent Handbook (Handbook), and I/we have read, fully understand, and support the content set forth in the Handbook.

I/We understand that Kamehameha has a strong interest in the character development of its students and that observance of school rules and standards for conduct and attire is considered part of character development.

I/We understand that I/we am/are expected to fully support all school rules and policies while my/our child is attending Kamehameha even if I/we have a difference of opinion regarding the rules and standards.

I/We understand I/we am expected to maintain a respectful relationship at all times with my/our child's teachers, counselors, dorm advisors, coaches, staff and administrators so that problems or concerns can be resolved to best support my/our child's learning.

I/We understand that compliance with the rules and policies contained in the Handbook is a requirement for continued enrollment and that my/our child's failure to follow the rules and policies may result in disciplinary action, up to and including release from Kamehameha.

I/We also acknowledge that I/we will fully comply with all rules, polices, and guidelines contained in the summer school Student and Parent Handbook if my/our child(ren) is enrolled in Summer School for the 2016 school year.

**Electronic Transactions**

By signing this Acknowledgement electronically, I/we reaffirm that I/we consent to electronic transactions with KS generally, as set forth in Section 10 of the Kamehameha Schools Tuition Contract, and acknowledge that I/We have access to, and/or have received a copy of, the Handbook and its contents. I/We understand that I/we can withdraw this consent to electronic transactions at any time by so informing Kamehameha Schools in writing and delivering a copy at the administration office identified in the Handbook, and thereafter transactions with me/us will be conducted by paper. Withdrawing consent will not affect the validity of this Acknowledgement, or any other transactions conducted electronically prior to my/our withdrawal of consent to electronic transactions.

I/We acknowledge and agree to the expectations set forth in this Acknowledgement and the Handbook, and so indicate by each of us typing our name(s) below as my/our electronic signature(s), executed and adopted by me/us with the intent to sign this document - in other words, typing my/our name(s) will be an electronic signature indicating I/we acknowledge and agree to the terms of the Handbook just as a handwritten signature would on a traditional paper Acknowledgement.

**I/WE HAVE READ AND UNDERSTAND THE HANDBOOK, AND AGREE TO BE BOUND BY ITS RULES, POLICIES, AND GUIDELINES.**

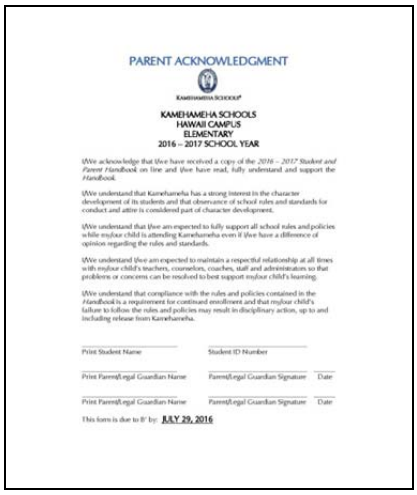
I [Choose One] with this Acknowledgement by affixing my electronic signature in the following text field:

(your signature must contain your last name * ").

Sign Agreement

The Student and Parent Acknowledgement form lets KS know that you have read, fully understand, and support the information contained in the 2016-2017Student and Parent Handbook. The Student and Parent Handbook can be found at http://blogs.ksbe.edu/hes/ and via a link provided on your account page in KS Connect (http://connect.ksbe.edu).

*Returning families,* once you have read the Handbook and are ready to sign the Student and Parent Acknowledgment form, please log into your KS Connect account and electronically sign the Acknowledgment form. The form can be found by scrolling through the "Forms" tab located on the left-hand column of the KS Connect screen.



PARENT ACKNOWLEDGMENT

KAMEHAMEHA SCHOOLS

KAMEHAMEHA SCHOOLS
HAWAII CAMPUS
ELEMENTARY
2016 – 2017 SCHOOL YEAR

I/We acknowledge that I/we have received a copy of the *2016 – 2017 Student and Parent Handbook* on line and I/we have read, fully understand and support the *Handbook*.

I/We understand that Kamehameha has a strong interest in the character development of its students and that observance of school rules and standards for conduct and attire is considered part of character development.

I/We understand that I/we am expected to fully support all school rules and policies while my/our child is attending Kamehameha even if I/we have a difference of opinion regarding the rules and standards.

I/We understand I/we am expected to maintain a respectful relationship at all times with my/our child's teachers, counselors, coaches, staff and administrators so that problems or concerns can be resolved to best support my/our child's learning.

I/We understand that compliance with the rules and policies contained in the *Handbook* is a requirement for continued enrollment and that my/our child's failure to follow the rules and policies may result in disciplinary action, up to and including release from Kamehameha.

Print Student Name | Student ID Number

Print Parent/Legal Guardian Name | Parent/Legal Guardian Signature | Date

Print Parent/Legal Guardian Name | Parent/Legal Guardian Signature | Date

This form is due to B' by: **JULY 29, 2016**

*New families and those without internet connection*

Inserted within this handbook is a Parent Acknowledgement form. This form lets us know that you have read, fully understand, and support the information contained in the Student and Parent Handbook. Please read and sign a copy of the form and return it to the Kamehameha Schools Elementary School office in the enclosed self-addressed envelope before **July 29, 2016**.

# 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 Aliʻi Pauahi.

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

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

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

# OUR VALUES

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

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

# OUR PHILOSOPHY OF EDUCATION

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

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

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

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

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

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

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

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

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

Therefore:

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

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

Therefore, Kamehameha Schools program will:

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

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

Therefore, Kamehameha Schools will:

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

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

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

Therefore, Kamehameha Schools programs will:

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

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

Therefore, Kamehameha Schools will:

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

# SUPPORTING YOUR CHILD'S EDUCATION

## *Your role as a parent*

Your love, encouragement, and belief in your child's ability to learn can make a world of difference in your child's academic success. Our school will help your child achieve his or her highest potential by providing a setting for formal learning – classrooms, staff, materials, equipment, facilities and other students – and by facilitating active, meaningful learning experiences. Supporting your child will assure that he or she gets the most out of this educational experience. To help this happen, we hold you to the following expectations:

- Support regular attendance
  Make sure that your child is in school on time every school day, unless attendance is prevented by an illness, injury or emergency.

- Take an active interest in your child's learning
  Know what your child is studying and talk about what is happening in school. Provide a time and place for quiet study time for completion of homework.

- Encourage reading
  Reading increases your child's capacity to learn. For this reason, many teachers require independent reading as a major part of each day's homework. Please help your child with this activity by making sure he or she reads daily.

- Monitor your child's progress
  Study informal notes, interim reports and report cards. Discuss them with your child. If you have any questions, contact your child's teacher.

- Attend parent conferences
  Parent conferences are held twice a year, and your attendance is required.

- Attend student functions
  Show support for your child and his or her classmates by attending student performances, school open house, and class meetings.

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

- Enforce school regulations
  Help your child understand and follow school rules. Reading and discussing the Student and Parent Handbook with your child may prevent many problems and misunderstandings.

- Communicate
  Contact a teacher, counselor, or administrator as soon as a problem arises. 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.

- Monitor your child's iPad use
  iPads may be sent home for educational purposes. As with all digital devices, monitoring the amount of screen time and appropriate use is recommended.

## *Parent conferences*

Parent conferences are an important means of communication between the school and home. 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 two `Ohana Nights (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.kshpto.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://www.pauahi.org/ksalumni or contact Dancine K. B. Takahashi, Director of Alumni Relations at the Pauahi Foundation at (808) 534-8283 or email her Dancine@Pauahi.org

## *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.

# Community Resource Centers

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

**Kamehameha Schools Resource Center – East Hawai'i**
Noelani Ho'opai, Manager
160B Kea'a Street | Hilo, HI 96720
Phone: 935-0116 | Fax: 961-6134
Email: chhoopai@ksbe.edu

**Kamehameha Schools Resource Center – West Hawai'i**
Lehua Kaulukukui, Manager
78-6831 Ali'i Drive, Suite 429 | Kailua-Kona, HI 96740
Phone: 322-5400 | Cell: 987-6008 | Fax: 322-5437
Email: lekauluk@ksbe.edu

**Kamehameha Schools Resource Center – Maui**
Tracy Kealoha, Manager
210 'Imi Kala Street, #203 | Wailuku, HI 96703
Phone: 242-1891 | Fax: 242-0824
Email: trkealoh@ksbe.edu

**Kamehameha Schools Resource Center – Moloka'i**
Frances "Maka" Cobb-Adams, manager
612 Maunaloa Highway Bldg. B | Kalama'ula, HI 96748
Phone: 553-3673 | Cell: 646-0912 | Fax: 553-9801
Email: frcobba@ksbe.edu

**Kamehameha Schools Resource Center – O'ahu**
1850 Makuakāne Street, Ulupono Bldg. B | Honolulu, HI 96817
Phone: 842-8705 | Fax: 842-8785
Email: ksrc@ksbe.edu

**Bobbie Tom, Sr. Manager**
Phone: 842-8912
botom@ksbe.edu

**Jason Doi, Manager**
Windward Mall – 2nd Level
Phone: 235-2329
jadoi@ksbe.edu

**Kini Pihana, Coordinator**
KS' Community Learning Center at Nānākuli
89-101 Farrington Highway |Nānākuli, HI
Phone: 668-1517
hepihana@ksbe.edu

**Kamehameha Schools Resource Center – Kaua'i**
Coty "Buffy" Ofisa, Manager
2970 Halekō Road, Room 101 | Līhu'e, HI 96766
Phone: 245-8070 | Fax: 246-4617
Email: coofisa@ksbe.edu

# STUDENT EXPECTATIONS
## Home Hoʻonaʻauao
## "Kū Kilakila ʻo Kamehameha"

1. Our kula is Ke Aliʻi Pauahi's home; a place of honor, respect, and pride.

2. Pauahi established her legacy of education for Hawaiian youth in perpetuity.

3. Pauahi demonstrated that strong, meaningful relationships help to maintain pono, a sense of balance, rightness. Maintaining balance is a discipline that affects thoughts, words and behaviors expressed within our family and home.

4. Pauahi's influence and spirit of hoʻokipa attracted people of all walks of life who sought her company and felt loved and welcomed in her home regardless of their station. Likewise, we strive to express that spirit of graciousness and love in our Home Hoʻonaʻauao today.

5. Pauahi was viewed by people as a model of perfection. We strive to emulate her character and bearing in our daily actions as poʻo, alakaʻi, kumu, limahana, haumana and ʻohana.

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

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

### School-wide behavioral expectations

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

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

Hōʻihi/Respect - Showing regard for the worth of God, self, others, property and the environment/ ʻāina. To be humble and considerate towards others. Hōʻihi aku hōʻihi mai – to give and receive respect.

Kuleana/Responsibility - The active side of respect: showing humility; taking care of self, others and the environment; making a positive impact on the community. Noʻu iho ke kuleana – the responsibility is mine.

Pono/Honesty, Integrity - Courage to stand up for what is right, true and good; doing what you say you will do. ʻImi naʻau pono – to seek what is right, true and good. ʻOiaʻiʻo – truthful in what you say; truthful in what you do.

# 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 below 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.

# 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 52.

## *Teachers*

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

## *Field trips*

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

## *Students with disabilities*

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

## *Homework*

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.

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

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

## *Student progress reports*

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

Grades K-2 utilize the following progress report descriptors:

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

Grades 3-5 report progress using the following letter grades and skill achievement ratings:

<u>Achievement</u>
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, or social studies. Academic probation runs for one full trimester. The length of attendance and conduct probations vary depending on the circumstance. While on academic probation, students are expected to take full advantage of extra help. Students may not be eligible for participation in school organizations, clubs or extracurricular activities while on academic probation.

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

## *Counseling services*

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

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

## *Questions & concerns*

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

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

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

# BEFORE & AFTER SCHOOL

## *School hours & attendance*

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

## *Morning drop-off*

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

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

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

## *Afternoon pick-up*

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

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

It is **recommended** that working parents enroll their child in the campus' Kama`aina Kids 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 and meet up with a KSH sibling or parent who is a KS employee must obtain an inter-campus pass. Forms are available through the elementary office.

## *After-school care*

If you are unable to pick your child up by 3:10 p.m. you must enroll your child in the campus' Kama`aina Kids after-school program. The program operates out of the Hā`aeamahi Dining Hall and offers study time, planned activities and play time from 2:40 – 5:30 p.m. The cost is not covered by school tuition or financial aid. Call Kama`aina Kids at 1-888-345-4374 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

Kama`aina Kids 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 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: http://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

| Excused absences |
| --- |
| • Illness or injury<br>• Emergency medical appointment<br>• Death or life-threatening situation involving close family member<br>• Specific event as authorized by the school administrator<br>• Educational testing recommended by counselor / teacher<br>• Unique family circumstances warranting absence and coordinated with school administration. |

## *Make-up work*

### Excused absence

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

### Unexcused absence

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

## *Leaves of absence*

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

Educational & personal leaves

Examples of such leave include those to address:

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

Returning to school

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

## *Tardiness*

Students are expected to be punctual and must be in their classrooms ready to learn when classes begin. School starts at 7:45 a.m. Students who arrive after 7:45 a.m. must report to the office to obtain an admittance slip before going to class. Generally, tardiness is unexcused. Students who

anticipate being tardy must bring a note to the school office or have a parent or guardian call the school's attendance line.

## *Excessive absence or tardiness*

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

### Excessive Absences

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

### Excessive Tardies

- At 4 tardies in a trimester
  The parent may receive an attendance letter.
- At 7 tardies in a trimester
  The parent may be contacted via phone.
- At 10 tardies in a trimester (or at 12 per year)
  A parent-school conference may be arranged and student may be placed on attendance probation.

  When a student is placed on attendance probation, the following criteria will be applied:
  - The student will receive Level 2 disciplinary action (see pages 28-29)
    - 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 1-5)
   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:

- Aloha attire is island wear, the same as May Day attire
- Pants and shorts must be tailored (tailored jeans are acceptable)
- Collared aloha shirt (if shirt is tucked in, a belt must be worn)
- Athletic shoes

Outerwear

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

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

Earrings are not allowed.

## GIRL'S dress and appearance requirements

Uniform options
Daily uniforms may be comprised of the following:

1. Skirt – navy blue 4-pleat
2. Jumper* – navy blue
3. Walking shorts – navy blue twill, cuffed
4. Skort* – navy blue, elastic waist
5. Pants – navy blue twill, pleated
6. Shirts – sky blue, royal blue, white in polo style
7. Shoes – athletic, white, black, royal blue, navy blue or gray
8. Socks – athletic, white, black, royal blue, navy blue or gray
   Must be worn and visible – crew length or shorter
9. Belts – navy blue or black, any style, if belt loops (grades 1-5)
   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:

- Aloha attire is island wear, the same as May Day attire
- 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 11/2 inches. Sandals must have a back strap.

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

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

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

## Additional dress requirements for boys and girls

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

## Spare clothing
All kindergarten and 1st grade students must keep a complete change of non-uniform clothing at school to be used in case of an emergency. Students should bring these clothes in a plastic bag on the first day of school. It is recommended that kindergarten students wear Velcro or zipper-fastened shoes until they are taught to tie 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 open from June 21 – August 20. The store is located at 8 Kamehameha Avenue in Hilo. Contact them at (808)-935-3390.

Store hours:

| | |
|---|---|
| June 21 – July 3: | |
| Tuesday – Friday | 10:00 a.m. – 6:00 p.m. |
| Saturday | 10:00 a.m. – 4:00 p.m. |
| Sunday – Monday | CLOSED |
| | |
| July 5 - August 6: | |
| Monday - Saturday | 10:00 a.m. – 6:00 p.m. |
| Sunday (7/10, 7/17, 7/24, 7/31) | 10:00 a.m. – 4:00 p.m. |
| | |
| August 7 – August 20: | |
| Tuesday – Friday | 10:00 a.m. – 6:00 p.m. |
| Saturday | 10:00 a.m. – 4:00 p.m. |
| Sunday | 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 Pai`ea building. For details on PTO school store hours, please call the school store information line at 982-0678, or Marcie Saquing, `Ohana and Student Activities Coordinator, at 982-0268.

## *Meals & snacks*

Breakfast

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

Snack

Students are offered a snack (morning-grades K-2; afternoon-grades 3-5). 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 food from at least three food groups to promote healthy eating habits. Students may choose to drink milk or water.

Special diets

Students who have restricted diets are requested to bring a note from their physician stating their dietary restrictions. 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 on our website.

## *Birthdays*

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

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, personal hand held mobile devices (example: iPad, iPod, etc.), or play equipment (footballs, baseballs, hacky sacs, etc.) except at the request of the teachers
- Electronic devices (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 may cause injury
- Flammable materials - matches, fireworks, poppers

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

## *Cell phones*

Cellular phones have become prevalent as a safety/security measure for families. These may not be turned on or used during the school day and must be securely stored. The school will not be held responsible for loss or theft of cell phones. If a student is using a cell phone during school hours (7:00 a.m. – 3:10 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, <u>your child's name should be clearly marked on all personal belongings</u> 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 our kula ha`aha`a (elementary school) community is expected to demonstrate citizenship behaviors. Our 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.

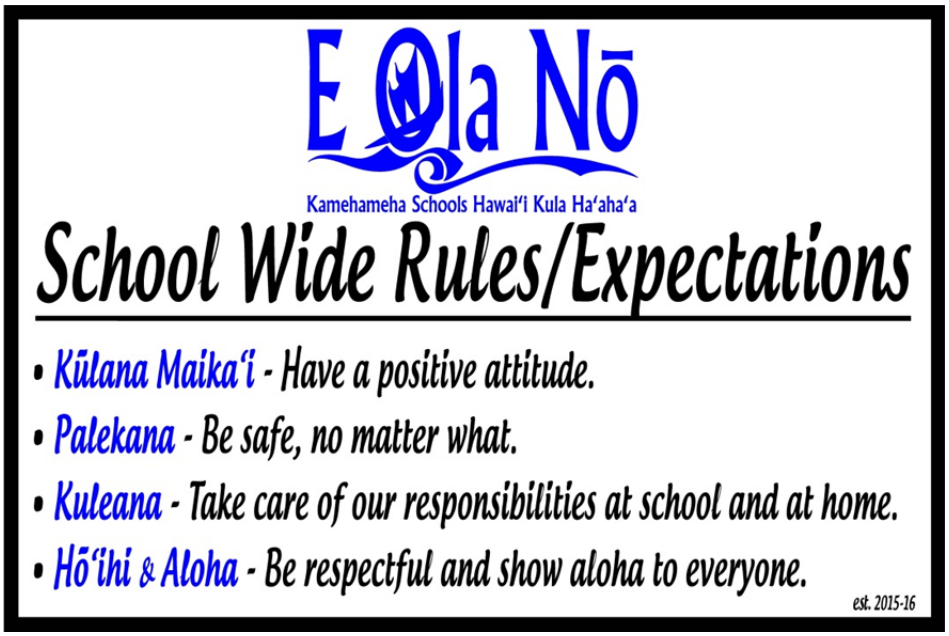
There are six components to the PBS approach to school-wide discipline.

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 behaviors 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.

Our kula ha`aha`a has created four school wide rules/expectations.




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

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

Hāweo Luncheon
*E Ola Nō Trimester Assemblies*
Perfect Attendance
Principal's List (3-5)
Headmaster's List (3-5)

5. A continuum of procedures for discouraging problem behaviors.

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 refer to "A Commitment to Appropriate Conduct" section of this handbook). 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 Vice 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.

# A Commitment to Appropriate Conduct

Mōhala i ka wai ka maka o nā pua.
*Unfolded by the water are the faces of the flowers*
Flowers thrive where there is water as thriving people are found where living conditions are good.

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

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

We believe in…

- Discipline as an opportunity to learn, grow, and reflect
- A progressive approach to consequences taking into account frequency and severity
- Consequences that reflect compassion to individual circumstances and situations
- A process that uses bests practice as a guide, with past practices in mind
- Maintaining an amnesty program which is discipline free for students with counseling and intervention supports
- Involvement of grade level/outreach counselors and vice principals in conversations
- Appropriate student intervention services as needed
- Family engagement in process
- A multitier approach for student support

| Ka Loina Lawena Pono | *A Commitment to Appropriate Conduct* |
|---|---|
| Ke mahalo nei au i Ke Aliʻi Pauahi no kona lokomaikaʻi.<br>I lālā kūpono o ka ʻohana o Kamehameha, e hōʻihi ana au i ke Akua, koʻu poʻe kūpuna, koʻu ʻohana a me ke kaiaulu i ka hana pono. | *I am grateful to Princess Pauahi for her generosity.*<br>*As a steadfast member of the Kamehameha family, I will honor God, my ancestors, my family and the community with righteous actions.* |

In order to help fulfill Ke Aliʻi Pauahi's vision of having our students work towards being "good and industrious" men and women, the Kamehameha Schools is committed to a safe and healthy environment where students can live and learn productively and effectively. It is, therefore, the policy of the School to hold each student responsible for his/her own behavior. The Commitment to Appropriate Conduct at Kamehameha Schools is intended to help students control both their emotions and their behaviors, as well as to learn what is, and what is not acceptable behavior.

## *Citizenship Behavior*

To protect the quality and safety of Kamehameha's learning environment for all members of the campus community, consequences will be applied when students choose not to honor and accept their kuleana as a member of our Home Ho`ona`auao. KS has a process in place to help identify student behaviors that may be detrimental to the health and safety of Kamehameha people and property.

The KS Commitment to Appropriate Conduct process is designed to model and teach students to take personal responsibility for their actions and to respect the rights of others. The process applies to misbehavior in classrooms, on campus, at school-sponsored events, or at non-school sponsored events. Inappropriate conduct occurs for a variety of reasons and in varying degrees of frequency and severity, so there are FIVE levels to address this type of behavior.

Level 2, 3, 4 and 5 behaviors require investigation. The nature and scope of the investigation depends on the frequency and/or severity of each incident.
KS campuses may include additional or alternative consequences to maintain a safe and orderly learning environment. In all cases, KS has the sole discretion to determine the appropriate level of discipline for each incident. Only disciplinary actions which may result in a student's release may be appealed to the Head of School.

### LEVEL 1

*Level 1 discipline addresses behavior that disrupts the school community.*

**Infractions –** Examples include, but are not limited to:

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

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

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

### LEVEL 2

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

**Infractions –** Examples include, but are not limited to:

- Unmodified Level 1 behavior
- Consistent failure to obey school rules
- Inappropriate conduct off campus when part of a school-related activity

- 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
- Unauthorized use of or possession of school property, equipment, and materials
- Damage to property due to negligence
- Destruction or damage of other students' work or materials

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

- Continue more stringent Level 1 consequences
- Loss of participation in co-curricular activities
- School counseling
- Outside counseling
- Extended restriction of school issued computer or electronic device usage
- Suspension
- Conduct probation
- Impact on grade
- Restitution
- Behavioral contracts

## LEVEL 3

*Level 3 discipline addresses behaviors which have not responded to either Level 1 or 2 intervention, 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):

- Continue more stringent Level 1 and/or 2 consequences
- 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):

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

Level 5

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

Infractions – Examples include, but are not limited to:

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

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

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

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

## *Pu'uhonua*

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

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

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

## *Appealing a disciplinary decision*

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

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

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

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

After the scheduled meeting, the 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 Head of School is final and not reviewable.

# SAFETY & SECURITY

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

## *Policy on discrimination, harassment, intimidation, bullying, hazing or violence & Reporting school infractions and unlawful activity*

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

## *Hi'ikua helpline*

The Hi'ikua Helpline is a confidential helpline that provides students with an alternative way to report any concerns or ask questions that affect the health, safety and/or well-being of any student (e.g., harassment, intimidation, bullying, sexual harassment, violence or threats of violence, suicidal thoughts or actions, drug or alcohol use). While reporters are encouraged to identify themselves in order for KS to ensure efficient attention to any concern or issue, anonymous reports

are accepted and investigated to the fullest extent possible. The Helpline is not intended to replace traditional reporting methods should students or families feel comfortable doing so.

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

- Online: www.hiikuahelpline.ethicspoint.com
- Toll free: 1-844-284-2640

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

## *Off-limit areas on campus*

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

| Grade Level | Evacuation Center |
|---|---|
| Grades K-5 | Hā`aeamahi Dining Hall |
| Grades 6-8 | La`amea Gym |
| Grades 9-12 | Koai`a Gym |

In case of local or national emergencies, students will be transported to bus stop sites AT NORMAL DROP-OFF TIMES only if transportation is deemed safe. Otherwise, students will

remain in their designated evacuation center on the Hawai`i campus. In such cases, parents are asked to listen to local radio stations.

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

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

# STUDENT HEALTH

## *Health services*

The Mālama Ola Health Services Department (HSD) provides healthcare services to students. The HSD does not replace your child's primary care provider or patient-centered medical home, but it becomes part of your child's healthcare team or medical neighborhood. The HSD provides primary care services for acute conditions and can assist with disease management. Students who are assessed to require more healthcare than can be provided on campus are referred to receive healthcare in the community. All health rooms are staffed by a Registered Nurse who may be supported by a Medical Assistant.

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

### Hours of service

The HSD provides medical services to Kamehameha Schools Hawai` students Monday through Friday from 7:00 a.m. to 3:30 p.m. at the health rooms located at:

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

There is no charge to students who are seen at the Health Rooms, although there may be a charge for supplies.

Students should make every effort to visit the Health Room before school begins, during free periods, or after school in order to minimize missed class time. Students will be seen in the order they sign-in. There will be no priority given to grade levels. All students will be seen on a first-come, first-served basis unless the nature of the illness or injury requires immediate care.

Our HSD provides clinical assessment, first aid, and initial urgent/emergency care, as defined below:

- Clinical assessment is an evaluation by a licensed healthcare provider that includes taking a pertinent history and physical examination to determine the health problem.

- First aid is the provision of healthcare for minor conditions identified through the clinical assessment. The nurses follow treatment protocols as approved by the Kamehameha schools Medical Director.

- Initial care for urgent/emergent conditions is the provision of available healthcare services to help stabilize the serious condition until more definitive care can be received at a setting that can provide a higher level of care.

In the event of a serious medical emergency, KS will be responsible for arranging transportation for emergency care. If a student is referred to an outside physician or facility by the Health Room, a referral letter will be provid
ed 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.

### Returning after illness or injury

All students returning to school after an absence for illness or injury must readmit through the Health Room if:

- The absence is for three or more days; or
- The absence is for less than three days and
  - The student saw a healthcare provider during that period; or
  - The student has any medical restrictions requiring an off activity pass.
- The student returns to school with medical restrictions of any kind regardless of the number of days absent.

A healthcare provider's note is required for any absence of more than three days.

### Medication administration

For any medication prescribed by a healthcare provider that a student will have on campus, a completed Request for Administration of Medication (RAM) form must be submitted to the Health Room. If the healthcare provider indicates on the RAM form that the student can self-administer the medication, then the student may be allowed to keep the medication, subject to concurrence by the Medical Director or his designee. However, the Health Room must possess and dispense any controlled medication/substance even if the student is able to self-administer. If the RAM form does not indicate that a student can self-administer the medication, then it will be dispensed by the Health Room. All prescribed medications should be in their original pharmacy container with the necessary information – student name, medication name, physician's name, plus dosage and frequency. 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 their condition prevents them from returning to class or participating in a school-related activity. Conditions such as, but not limited to:

- 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

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

## *Health records*

The HSD maintains a health record on each student. The health record contains emergency contact, health insurance and immunization information, as well as a chronological account of each visit to the Health Room. Parents are responsible for immediately informing the Health Room of changes in student health record information by calling 982-0411.

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

## *Student accident insurance*

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

# BUS TRANSPORTATION

Kamehameha Schools provides bus transportation to 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. Previous year's bus passes are obsolete and cannot be re-used. 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.

## *Replacement Bus Pass*

1) Deliver a note to our transportation office, email: raiyo@ksbe.edu or fax the request to 982-0010 before 10:00am. *All requests received after this time will not be processed until the next day.
2) There is a $5.00 replacement fee (cash or check payable to: "Kamehameha Schools") for bus passes that are lost, stolen or physically damaged (cracked, bent, etc.). Passes that are deemed defective (no physical damage) will be replaced at no charge. Old passes need to be returned to the Transportation Office.
3) We will process pass and notify you of completion.
4) We deliver pass to office/classroom, collect $5.00 payment (if applicable) and old pass.

## *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 Kama`aina Kids 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 Kuhiō 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 vice-principal. School administrators may terminate a student's bus service if the student continues to misbehave.

8. 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

Additional information can be found on the Transportation Website: http://kshtransportation.weeby.com.

# BUSINESS MATTERS

## *Tuition & fees*

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

### Financial aid for summer school

Not all students receiving KS financial aid during the 2016-2017 school year will be eligible for financial aid if attending KS 2017 Summer School. Should this occur, KS notifies parents in mid-January regarding their child's eligibility for summer school financial aid. Students DO NOT need to complete a summer school financial aid application if they are currently receiving financial aid for the 2016-2017 school year.

## *Student records & information*

### Parent/student access to student records

Parents and students are allowed:

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

### Directory Information

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

Directory information may include:

- Student's name
- Address
- Telephone number

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

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

# TECHNOLOGY ACCEPTABLE USE

Electronic Communication with Students, Parents and Guardians

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

- **Teacher's email:** Teacher's email addresses can be found on the KS Hawaii Elementary School's Web site at http://blogs.ksbe.edu/hes/. Click on the teacher's name under "Class Blogs" or "Specialists Blogs" on the site's home page.
- **KS Connect:** KS Connect (http://connect.ksbe.edu/) is a web-based system used to track student progress, register for the upcoming school year, view school announcements, access school information and facilitate communication between students, teachers and parents. KS Connect will send an email to parents when their account is available for use. Parents will receive information when their child enters KS Hawaii Elementary School either during orientation or in the mail.
- **KS Hawaii Elementary School Web site:** The KS Hawaii Elementary School's Web site can be found at: http://blogs.ksbe.edu/hes/. The site features a wellspring of useful information including the student and parent handbook, the course catalog, summer reading lists and each teacher's blog site.

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

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

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

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

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

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

possession that is damaged as a result of abuse, neglect, loss or theft. Families are required to repair or replace the device or loaner at its current value, including warranties and other related accessories.

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

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

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

- Properly manage your assigned KS student account within the KS system
- Students and parents are assigned a KS email account to receive and send official communication through the KS Network.
- New students will be issued accounts within the first month of school. Returning students will continue to use KS accounts already established.
- Limit the use of the KS system for educational purposes only.
- Do not use any school email account for non-school related activities.
- Always protect the privacy of your account by using only your assigned User ID and keeping passwords private and confidential.
- Never give others your email account information or use or attempt to obtain user names and passwords of other individuals under any circumstances.
- Actively organize and manage your account by checking KS email accounts daily, respond in a timely manner and regularly delete old emails.
- Do not use KS devices and/or email accounts to register and/or access social networks (Facebook, Twitter, Instagram, etc.) and abide by federal laws of sites that restricts use to individuals ages 13 years and older.
- Do not use images relating to weapons, pornographic material, inappropriate language, alcohol, drugs, gang-related symbols, sounds or pictures as part of your student account.
- Do not use inappropriate media as wallpaper on your device.

- Parents should check their email accounts at least every three days. Parents without email addresses will receive like information via the U.S. Postal Service.
- Students are able to access their email from home via http://www.outlook.com/imua.ksbe.edu.
- Students are responsible for saving, organizing and manipulating their files according to teacher instructions.
- KS reserves the right to conduct random periodic inspections to enforce the 1:1 expectations and guidelines as explained in this Handbook.

Be Civil and Courteous When Communicating via the KS System

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

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

- Do not alter KS system configurations used to provide KS firewall protections that

protect users against viruses, malware and spyware threats.

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

Obey Copyright and Trademark Laws

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

Disclaimer of Content transmitted over the KS Network

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

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

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

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

KAMEHAMEHA SCHOOLS-HAWAI`I CAMPUS (ELEMENTARY)

SIX DAY CYCLE FOR ACADEMIC YEAR 2016-2017

| DAY 1 | DAY 2 | DAY 3 | DAY 4 | DAY 5 | DAY 6 |
|---|---|---|---|---|---|
| AUG 4 | AUG 5 | AUG 8 | AUG 9 | AUG 10 | AUG 11 |
| AUG 12 | AUG 15 | AUG 16 | AUG 17 | AUG 18 | AUG 19 |
| AUG 22 | AUG 23 | AUG 24 | AUG 25 | AUG 26 | AUG 29 |
| AUG 30 | AUG 31 | SEPT 1 | SEPT 6 | SEPT 7 | SEPT 8 |
| SEPT 9 | SEPT 12 | SEPT 13 | SEPT 14 | SEPT 15 | SEPT 16 |
| SEPT 19 | SEPT 20 | SEPT 21 | SEPT 22 | SEPT 23 | SEPT 26 |
| SEPT 27 | SEPT 28 | SEPT 29 | SEPT30 | OCT 3 | OCT 4 |
| OCT 5 | OCT 6 | OCT 7 | OCT 18 | OCT 19 | OCT 20 |
| OCT 21 | OCT 24 | OCT 25 | OCT 26 | OCT 27 | |

FIRST TRIMESTER ENDS OCT. 27

| | | | | | |
|---|---|---|---|---|---|
| | | | | | OCT 31 |
| NOV 1 | NOV 2 | NOV 3 | NOV 4 | NOV 7 | NOV 8 |
| NOV 9 | NOV 10 | NOV 14 | NOV 15 | NOV 16 | NOV 21 |
| NOV 22 | NOV 23 | NOV 28 | NOV 29 | NOV 30 | DEC 1 |
| DEC 2 | DEC 5 | DEC 6 | DEC 7 | DEC 8 | DEC 9 |
| DEC 12 | DEC 13 | DEC 14 | DEC 15 | DEC 16 | JAN 9 |
| JAN 10 | JAN 11 | JAN 12 | JAN 13 | JAN 18 | JAN 19 |
| JAN 20 | JAN 23 | JAN 24 | JAN 25 | JAN 26 | JAN 27 |
| JAN 30 | JAN 31 | FEB 1 | FEB 2 | FEB 3 | FEB 6 |
| FEB 7 | FEB 8 | FEB 9 | FEB 10 | FEB 13 | FEB14 |

SECOND TRIMESTER ENDS FEB. 15

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

THIRD TRIMESTER ENDS MAY 26

NO SCHOOL DAYS:

| | | | |
|---|---|---|---|
| SEPT 2 | FACULTY IN-SERVICE | JAN 16 | MARTIN LUTHER KING DAY |
| SEPT 5 | LABOR DAY | JAN17 | FACULTY IN-SERVICE |
| OCT 10-14 | FALL BREAK | FEB 16 | FACULTY WORKDAY |
| OCT 17 | FACULTY IN-SERVICE | FEB 17 | FACULTY IN-SERVICE |
| OCT 28 | FACULTY WORKDAY | FEB 20 | PRESIDENTS DAY |
| NOV 11 | VETERAN'S DAY HOLIDAY | MAR 20-24 | SPRING BREAK |
| NOV 24-25 | THANKSGIVING VACATION | MAR 27 | KUHIO DAY |
| DEC 20 - JAN 6 | CHRISTMAS BREAK | MAR 31 | FACULTY IN-SERVICE |
| | | APRIL 14 | GOOD FRIDAY |

4/6/2016

Date: 4/6/16
*revised from 3/22/16

# KAMEHAMEHA SCHOOLS HAWAI`I - KULA HA`AHA`A
# SCHOOL YEAR 2016-2017 CALENDAR (‘Ohana)

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

| | |
|---|---|
| 1st Trimester: | 55 |
| 2nd Trimester: | 58.5 |
| 3rd Trimester: | 58.5 |
| | 172 |

STUDENTS: 172

| Student Days | S | M | T | W | TH | F | S |
|---|---|---|---|---|---|---|---|
| July | | | | | | 1 | 2 |
| | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| | 31 | | | | | | |
| August | | 1 | 2 | 3 | 4 | 5 | 6 |
| 22 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| | 28 | 29 | 30 | 31 | | | |
| September | | | | | 1 | 2 | 3 |
| 20 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| | 25 | 26 | 27 | 28 | 29 | 30 | |
| October | | | | | | | 1 |
| 13 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| | 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| October | 30 | 31 | | | | | |
| 1 | | | 1 | 2 | 3 | 4 | 5 |
| November | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 19 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| | 27 | 28 | 29 | 30 | | | |
| December | | | | | 1 | 2 | 3 |
| 11.5 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| January | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 15 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| | 29 | 30 | 31 | | | | |
| *February* | | | | 1 | 2 | 3 | 4 |
| 12 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| *February* | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 6 | 26 | 27 | 28 | | | | |
| March | | | | 1 | 2 | 3 | 4 |
| 16 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| | 26 | 27 | 28 | 29 | 30 | 31 | |
| April | | | | | | | 1 |
| 19 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| | 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| | 30 | | | | | | |
| May | | 1 | 2 | 3 | 4 | 5 | 6 |
| 17.5 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| | 28 | 29 | 30 | 31 | | | |
| June | | | | | 1 | 2 | 3 |
| | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| | 25 | 26 | 27 | 28 | 29 | 30 | |

## IMPORTANT DATES

| | |
|---|---|
| **Jul 29** | First Day for Faculty/Eas/Librarian Assist/ K-8 Health Aide & Faculty Workday |
| **Aug 1** | Faculty Workday - No School |
| **Aug 2-3** | Faculty In-service - No School |
| **Aug 4** | **First Day of School for Students** |
| **Aug 26** | Elementary School Open House |
| **Sept 2** | K-12 In-service - No School |
| **Sept 5** | Labor Day - Holiday |
| **Sept 14** | *Early Release* - 1:30 pm Dismissal |
| **Oct 10-14** | Fall Break |
| **Oct 17** | Faculty In-service - No School |
| **Oct 28** | Faculty Work Day - No School |
| | **1st Trimester ends October 27, 2015 (53 days)** |
| **Nov 2** | *Early Release* - 1:30 pm Dismissal |
| **Nov 11** | Veteran's Day - Holiday |
| **Nov 17-18** | Student Led Parent Conferences |
| **Nov 24-25** | Thanksgiving Vacation |
| **Dec 19** | Founder's Day |
| | *Early release* - 11:15 am Dismissal |
| **Dec 20-Jan 6** | Winter Break |
| **Dec 25** | Christmas - Holiday |
| **Jan 1** | New Year's Day - Holiday |
| **Jan 16** | Martin Luther King, Jr. Day - Holiday |
| **Jan 17** | K-12 In-service - No School |
| **Jan 25** | *Early Release* - 1:30 pm Dismissal |
| **Feb 16** | Faculty Workday - No School |
| **Feb 17** | Faculty In-service - No School |
| | **2nd Trimester ends February 15, 2017 (58.5 days)** |
| **Feb 20** | President's Day - Holiday |
| **Mar 9-10** | Student Led Parent Conferences |
| **Mar 20-27** | Spring Break |
| **Mar 27** | Kuhiō Day - Holiday |
| **Mar 31** | K-12 In-service - No School |
| **Apr 5** | *Early Release* - 1:30 pm Dismissal |
| **Apr 14** | Good Friday - Holiday |
| **May 5** | May Day |
| | *Early release* - 11:15 am Dismissal |
| **May 26** | **Last Day for Students** |
| | **3rd Trimester ends May 26, 2017 (60.5 days)** |
| **May 29** | Memorial Day - Holiday |
| **May 30** | Faculty Workday - No School, last day for teachers |
| **Jun 2** | Last day Nurse, Health Aide, Library Assist., EA's & Counselors |
| **Jun 9** | Last day OSAC |
| **Jun 12** | King Kamehameha Day - Holiday |

## 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: _____

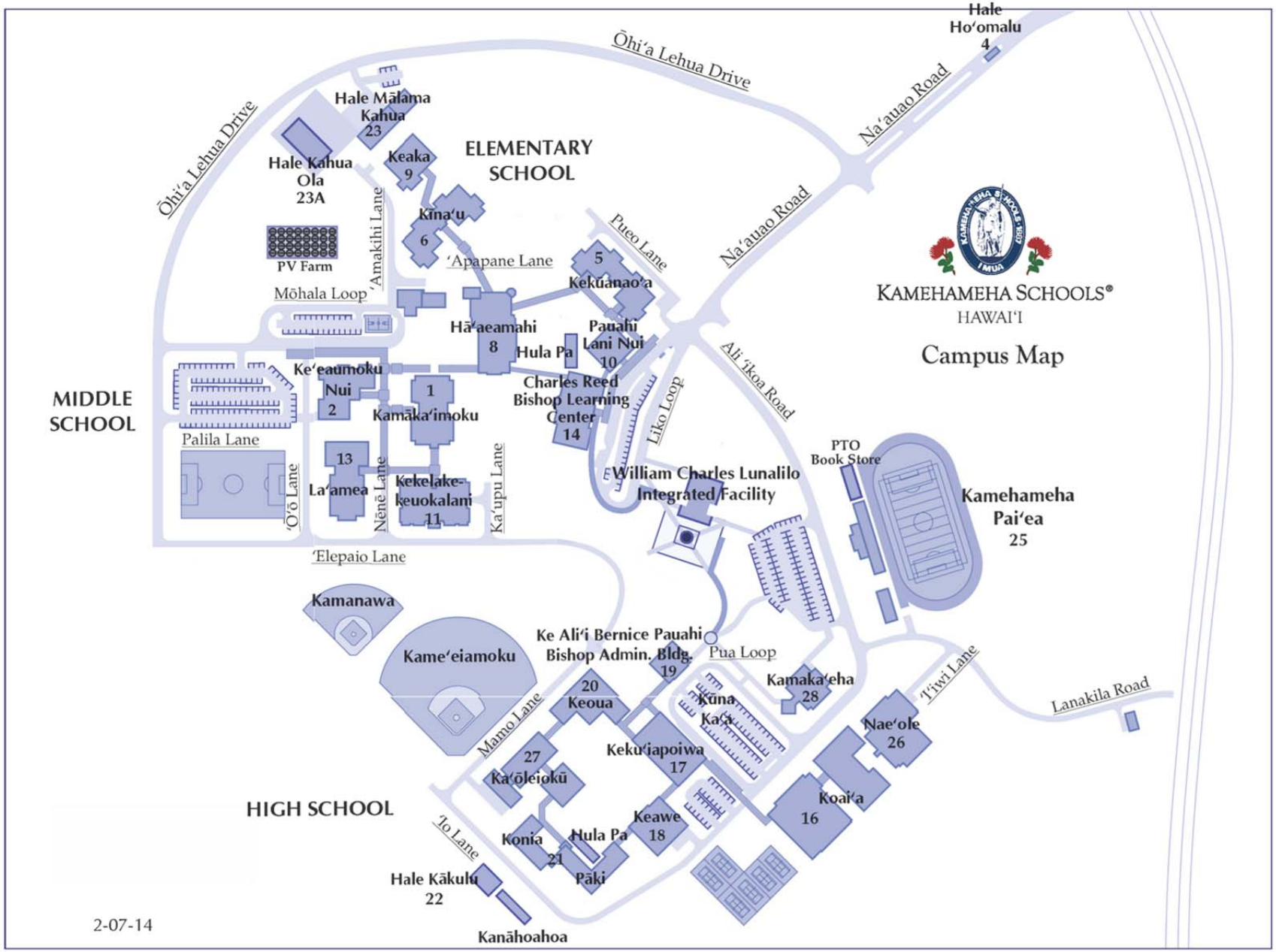
_____ Approved _____ Denied

Parent contacted _____ (date)

FOR OFFICE USE ONLY
Completed Form Submitted

Date _____ Initial _____

Attendance Summary Attached yes _____ no _____


KAMEHAMEHA SCHOOLS®
HAWAIʻI
Campus Map
Hale Hoʻomalu 4
Ōhiʻa Lehua Drive
Naʻauao Road
Hale Mālama Kahua 23
Hale Kahua Ola 23A
Keaka 9
ELEMENTARY SCHOOL
Kīnaʻu 6
PV Farm
ʻAmakihi Lane
ʻApapane Lane
Pueo Lane
5 Kekūanaoʻa
Mōhala Loop
Hāʻaeamahi 8
Hula Pa
Pauahi Lani Nui 10
Aliʻiʻkoa Road
Keʻeaumoku Nui 2
1 Kamākaʻimoku
Charles Reed Bishop Learning Center 14
Liko Loop
MIDDLE SCHOOL
Palila Lane
13 Laʻamea
Kekelake-keuokalani 11
Nēnē Lane
Kaʻupu Lane
ʻŌʻō Lane
William Charles Lunalilo Integrated Facility
PTO Book Store
Kamehameha Paiʻea 25
ʻElepaio Lane
Kamanawa
Kameʻeiamoku
Ke Aliʻi Bernice Pauahi Bishop Admin. Bldg. 19
Pua Loop
20 Keoua
Kūnaʻa
Kamakaʻeha 28
ʻIʻiwi Lane
Lanakila Road
Mamo Lane
Naeʻole 26
27 Kaʻōleiokū
Kekuʻiapoiwa 17
HIGH SCHOOL
Koaiʻa 16
Keawe 18
ʻIo Lane
Konia
Hula Pa
21 Pāki
Hale Kākulu 22
Kanāhoahoa
2-07-14

## Elementary School Buildings

**Kekūanaoʻa** — K-2 Classroom Building
*Hānai Father of Bernice Pauahi Bishop*

**Kīnaʻu** — Grade 3-5 Classroom/Specialty Building

**Keaka** — K-5 Covered Playcourt
*Trusted Guardian of young Kamehameha*

## Middle School Buildings

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

**Keʻeaumoku Nui** —
Grades 6-8 Specialty Classroom Building
*Paternal Grandfather of Kamehameha*

**Kekelakekeuokalani** — Grades 6-8
Classroom Building
*Maternal Grandmother of Kamehameha*

**Laʻamea** — Grades 6-8 Gymnasium
*Teacher of Kekūhaupiʻo, 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*

**Hāʻaeamahi** — Dining Hall and K-8 Music Center

## High School Buildings

**Hale Kākulu** — Hawaiian Culture Outdoor Classroom
*Kākulu by definition is the person who bails the water from the waʻa. This person keeps the waʻa afloat and moving forward in the right direction.*

**Kanāhoahoa** — High School Māla-Garden
*Another name for Ke Aliʻi Wahine Keʻelikolani*

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

**Keawe** — High School Dining Facility
*Grandfather of Kamehameha*

**Kekuʻiapoiwa** — High School Library/Media Center
*Mother of Kamehameha*

**Pākī** — High School Classroom
*Father of Bernice Pauahi Bishop*

**Konia** — High School Classroom
*Mother of Bernice Pauahi Bishop*

**Keoua** — High School Science Classroom
*Father of Kamehameha*

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

**Kaʻōleiokū** — High School Art/Vocational Tech./Specialty Building
*Grandfather of Bernice Pauahi Bishop*

**Kūna Kaʻa** — Bus Drop Off/Pick up
*Translates to "Vehicle Stopping Place"*

**Koaiʻa** — High School PE Locker/Gymnasium
*Senior Instructor of Kekuhaupiʻo in Warfare*

## Athletic Facilities

**Naeʻole** — Swimming Pool Facility
*Guardian to Kamehameha*

**Kamehameha Paiʻea** — Football/Track/Soccer Complex
*Childhood Name of Kamehameha*

**Kameʻeiamoku** — Baseball Field
*Uncle of Kamehameha*

**Kamanawa** — Softball Field
*Uncle of Kamehameha*

## Operations Building

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

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

## Integrated Facility

**William Charles Lunalilo Center** — Integrated Chapel/
Performing Arts Building

## Roads & Drive

**Naʻauao Road** — Naʻauao: 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 or the ʻōhiʻa tree; the island flower of Hawaiʻi.
*The drive is adorned with ʻōhiʻa lehua trees which were planted by Middle School students.*

**Aliʻikoa 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.*

**Lanakila Road** — Lanakila: victory, triumph, win and to overcome.
*Named in recognition of our athletes as they cross this road on their way between the stadium complex and pool.*

## Lanes

**ʻIo Lane** — Hawaiian hawk signifying royalty.

**Mamo Lane** — Extinct black Hawaiian honey creeper. It's yellow feathers were used in fine feather work.

**ʻIʻiwi 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.

**ʻAmakihi 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 with subspecies on Hawaiʻi, Kauaʻi and Oʻahu.

**Palila Lane** — An endangered gray, yellow and white Hawaiian honey creeper endemic to the island of Hawaiʻi. Its bill is especially suitable for opening māmame tree pods.

**ʻŌʻō 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, blossom, to bloom.

# Sons of Hawai'i

Composed by: William B. Olson and Theodore Richards

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

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

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

# I mua Kamehameha

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

| | |
|---|---|
| I mua, Kamehameha ē | *Forward Kamehameha* |
| A lanakila ʻoe | *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 hōʻike aʻe ʻoe | *Go forward* |
| ʻA ʻohe lua ou. | *This is the time for you to reveal* |
| E lawe lilo ka haʻaheo | *That there is none to compare with you* |
| No Kamehameha ē. | *Take the victory with pride for Kamehameha* |

KAMEHAMEHA SCHOOLS®

# Lineup

Effective October 30, 2015

**Board of Trustees**
Robert K.W.H. Nobriga, *Chairman*
Corbett A.K. Kalama, *Vice Chairman*
Micah A. Kāne, *Secretary/Treasurer*
Lance Keawe Wilhelm

**Chief Executive Officer**
Livingston "Jack" Wong

**Executive Leadership**
Holoua Stender, Ed.D., *Executive VP of Education*
Darrel R. Hoke, *Executive VP of Administration*
Kevin N. Cockett, *VP of Communications and Chief Communications Officer*
Kā'eo Duarte, Ph.D., *VP of Community Engagement and Resources*
Scott Topping, *Executive VP and Chief Financial Officer of Finance*
Eric H. Sonnenberg, *VP of Legal Services and General Counsel*
Lauren S. Nahme, *VP of Strategy and Innovation*

PAUAHI FOUNDATION
Pono Ma'a, *(Interim) Executive Director*

This lineup identifies the executive leadership of Kamehameha Schools and its non-profit subsidiary, the Pauahi Foundation. It is most often displayed in print or other media or in conjunction with programs, events or communications that are "public-facing" to indicate Kamehameha's ownership, sponsorship, endorsement or involvement.

Programs, events or communications that are internal to KS or the KS 'ohana may not require the use of the Kamehameha Schools lineup, or may use only appropriate portions of the lineup.

The lineup should not be confused with an Acknowledgement or Mahalo list that serves to recognize those responsible for the program, event, communication, etc.