



Brianna Abe, Jacob Pu`u, Dylan Tavares, Kale`a Borling C/O 2015

Kamehameha Schools Maui 2013-2014 High School Student & Parent Handbook



Elementary (Trimester)

1st Trimester: 56.0 days
 2nd Trimester: 53.5 days
 3rd Trimester: 55.5 days
 165.0

Middle School (Quarterly)

1st Quarter: 42.0 days
 2nd Quarter: 43.5 days
 3rd Quarter: 40.0 days
 4th Quarter: 43.5 days
 169.0

High School (Quarterly)

1st Quarter: 42.0 days
 2nd Quarter: 43.5 days
 3rd Quarter: 40.0 days
 4th Quarter: 43.5 days
 169.0

	Su	M	T	W	Th	F	S
July	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	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	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	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	
November						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
December	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				
January				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	
February							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	
March							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					
April			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30			
May					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	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					
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	7
	8	9	10	11	12	13	14

July 22-26 Freshmen Orientation (mandatory)

Aug. 5 **FIRST DAY OF SCHOOL FOR ALL STUDENTS**
 Aug. 20 MS Open House
 Aug. 27 HS Open House
 Aug. 29 ES Open House

Sept. 2 **Labor Day**
 Sept. 3 **In-Service/Workday** (no school for students)
 Sept. 26 & 27 **MS Back-to-School & Back-to-Work Days**

Oct. 3 **MS & HS-End of first quarter**
 Oct. 4 **In-Service/Workday** (no school for students)
 Oct. 4-11 **Fall Break (no school); Outreach/Enrichment Fall Program (3rd - 11th)**
 Oct. 14 **In-Service/Workday** (no school for students)
 Oct. 15 **STUDENTS RETURN**
 MS In-Service Day (no school for MS students only)

Oct. 18 Pō'ālima `Ula`ula
 Nov. 1 **ES - End of first trimester**
 Nov. 11 **Veteran's Day**
 Nov. 12 **In-Service/Workday:** Hō'ike Nui presentations (no school for gr. K-11 students only)
 Nov. 26 & 27 **K-5 Parent-Teacher Conference** (no classes for ES)
 Nov. 28 **Thanksgiving Day**
 Nov. 29 **Not a teacher or class day**
 Outreach/Enrichment Founder's Day Observance (tentative)

Dec. 19 **MS & HS End of second quarter/First Semester**
 Dec. 19 **Founder's Day - 1/2 day for all students and faculty**
 Dec. 20-Jan. 7 **Winter Break (no school)**
 Dec. 24 **Christmas Eve Holiday**
 Dec. 25 **Christmas Day Holiday**
 Dec. 31 **New Year's Eve (1/2 Day Holiday)**

Jan. 1 **New Year's Day Holiday**
 Jan. 8 **STUDENTS RETURN**
 Jan. 20 **Martin Luther King, Jr. Day**
 Jan. 24 **Charles Reed Bishop Day**

Feb. 7 Pō'ālima `Ula`ula
 Feb. 14 **ES - End of second trimester**
 Feb. 14 **In-Service/Workday** (no school for students)
 Feb. 17 **President's Day**

Mar. 7 **MS & HS - End of third quarter**
 Mar. 13 & 14 **K-5 Parent-Teacher Conference** (no classes for ES)
 Outreach/Enrichment Spring Program
 Mar. 17-26 **Spring Break** (no school)
 Mar. 26 **Prince Kūhiō Day**
 Mar. 27 **STUDENTS RETURN**

Apr. 11 **In-Service/Workday**
 Apr. 17 **HS `Aha Mele**
 Apr. 18 **Good Friday**
 Apr. 26 **Ho'olaule'a**

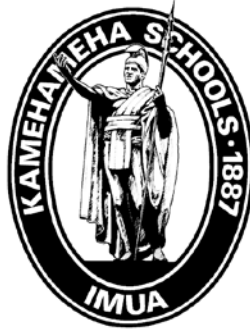
May 9 **ES May Day Program**
 May 22 **LAST DAY OF SCHOOL FOR ALL STUDENTS (1/2 day); MS Rite of Passage**
 May 23 **Graduation Rehearsal, Baccalaureate, Headmaster's Tea**
 May 24 **Graduation (includes all faculty); Last Day for Teachers & Librarians**
 May 26 **Memorial Day**

June 11 **Kamehameha Day**
 June 16-July 11 **Outreach/Enrichment Summer Program**

July 4 **Independence Day**

July 21-25 **Freshmen Orientation (Tentative)**

Aug. 2 **FIRST DAY OF SCHOOL FOR ALL STUDENTS: SY 2013-2014 (Tentative)**



Kamehameha Schools
HIGH SCHOOL

2013-2014
Student & Parent Handbook

CAMPUS CONTACT INFORMATION

Kamehameha Schools Maui High School
270 'A'apueo Parkway
Office hours: 7:30 a.m. to 4:15 p.m., M-F

Main campus phone line: (808) 573-7000
Fax line: (808) 573-7250
Attendance Hot Line (808) 573-7450

Campus Office

Career Academies Principal Jay-R Kaawa - 573-7246
9th & 10th Grade Principal Lance Cagasan - 572-3164
Vice Principal Leo Delatori - 572-3227

Counseling Services

Post High School Counselor – Lisa Correa 573-7270
High School Counselor – Kato Moala 573-7244
High School Counselor – Ladd Akeo 573-7048
High School Counselor – Jennifer Baum 572-3228
Athletic Counselor-Michelle Arnold 572-4253
Outreach Counselor-Venus Rosete-Medeiros 573-7064

Other Important Telephone Numbers

Academic Performance Coordinator	Nalani Kaaa	573-7245
Career Liaison	Priscilla Mikell	573-7243
Curriculum Coordinator	Kyle Fujii	573-7255
Student Activities Coordinator	Naomi Ashman	573-7247
Student Records Coordinator	Sheleen Quisquirin	572-3239
High School Health Room	Susan Hardesty	573-7073
Charles Reed Bishop Learning Center	Ramona Ho	573-7098
Athletic Director	Blane Gaison	572-3257
Parent Liaison	Lokelani Patrick	572-3203
Chaplain	Kahu Kalani Wong	572-3024

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



Legacy of a Princess

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

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

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

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

Kamehameha Schools currently operates K-12 campuses on O'ahu, Maui and Hawai'i Island with a total enrollment of 5,400 keiki. It also operates 31 preschool sites enrolling 1,500 keiki. KS subsidizes a significant portion of the cost to educate each of its students. Although a modest annual tuition is charged, nearly 60 percent of preschool and K-12 families qualify for need-based financial aid.

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

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

Kamehameha Schools Student Parent Handbook 2013-2014

Table of Contents

High School Calendar	ii
Parent and Student Handbook.....	iii
Campus Contact Information.....	iv
Legacy of a Princess	v
Statement on the Handbook.....	1
Mission, Vision and Values	2
Philosophy of Education.....	3
Information for Parents	
Your Role as a Parent.....	5
KS Connect	6
School Support Opportunities	6
Community Resource Centers	7
Student Expectations	
School-Wide Behavioral Expectations.....	8
Working Exit Outcomes Framework.....	9
Academic Program	
High School Curriculum	10
Graduation Requirements	11
Non-Credit Requirements.....	12
Registration Information	14
Study and Activity Periods.....	15
Field Trips	15
Special Events	16
Students with Disabilities (Americans with Disabilities Act)	16
Academic & Eligibility Policies	
Grades	17
Report Cards	18
Progress Reports.....	18
Grade Promotion	19
Academic Probation.....	19
Learning Intervention Process	20
Day to Day Student Life	
School Hours and Attendance.....	22
Identification Cards	22
Dress Code and Appearance.....	23
Dining Hall Etiquette.....	25
Attendance	
Absences.....	26
Excused & Unexcused Absences.....	27
Leaves of Absence.....	27

Student Activities	
Student Government	29
Special Interest Clubs	29
Athletics	29
Dances.....	30
Fundraising	30
KS Logo.....	30
Student Activity Ineligibility	31
Academic Ineligibility Dates	32
Student Discipline	
A Commitment to Appropriate Conduct.....	33
Levels of Intervention	34
Appeals Process	37
Safety & Security	
Off-Limit Areas.....	38
Visitors & Volunteers.....	39
Securing Valuables.....	40
Right to Search.....	40
Reporting Child Abuse & Neglect	40
Custodial Status.....	40
Island-Wide Emergencies.....	41
Student Health	
Medical Services	42
Medication Administration.....	42
Health Records	44
Student Accident Insurance.....	44
Services & Resources	
Counseling	45
Charles Reed Bishop Learning Center	45
School Store.....	46
Lockers.....	46
Recreational Facilities	46
Transportation	
Bus Transportation	47
Driving & Parking on Campus.....	49
Business Matters	
Tuition & Fees.....	51
Payment.....	51
Financial Aid.....	52
Student Records & Information	53
Technology	
EIS.....	55
Student Computer Use Guidelines	55
Computer Lab	58
KS Laptop Program.....	58
Electronic Equipment/Cellular Phones.....	59
School Songs.....	60
Campus Map.....	61

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.”

School’s Copy

KAMEHAMEHA SCHOOLS MAUI

2013-2014

PARENT ACKNOWLEDGEMENT

I/We acknowledge that I /we have read the *2013-2014 Student and Parent Handbook* and fully understand and support the *Handbook*.

I/We understand that Kamehameha has a strong interest in the character development of its students and the 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/are expected to maintain a respectful relationship at all times with my/our child’s teachers, counselors, dorm advisors, coaches, staff and administrators so the 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 actions, up to and including release from Kamehameha.

Parent Acknowledgement Form

We are going “green” this year. The High School Student/Parent Handbook has been uploaded to our HS website for your review. The Parent Acknowledgement form lets us know that you have read, fully understand, and support the information contained in the 2013-2014 Student / Parent Handbook. Please read and sign the form and return it to the Kamehameha Schools Maui High School office by [July 16, 2013](#).

Kamehameha Schools Maui High School
270 ‘A‘apueo Parkway
Pukalani, HI 96768

Print Student Name

Student ID number

Print Parent/Legal Guardian Name

Parent/Guardian Signature

Date

Print Parent/Legal Guardian Name

Parent/Guardian Signature

Date

Please sign this form and return it to Kamehameha Schools Maui, 270 ‘A‘apueo Parkway, Pukalani, HI 96768 before July 16, 2013. If this Parent Acknowledgement form is not signed and returned to us your child will not be able to receive his/her class schedule until this form is returned to the school.

OUR MISSION

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

OUR VISION

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

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

OUR VALUES

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

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

OUR PHILOSOPHY OF EDUCATION

'O ke kahua ma mua, ma hope ke kūkulu.

The foundation comes first and then the building.

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

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

Therefore Kamehameha Schools will:

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

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

Therefore, Kamehameha Schools will:

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

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

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

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

Therefore:

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

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

Therefore, Kamehameha Schools program will:

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

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

Therefore, Kamehameha Schools will:

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

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

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

Therefore, Kamehameha Schools programs will:

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

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

Therefore, Kamehameha Schools will:

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

SUPPORTING YOUR CHILD'S EDUCATION

Your Role as a Parent

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

Enforce school rules

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

Support regular attendance

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

Take an active interest in your child's learning

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

Monitor your child's progress

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

Communicate

Open communication between parents and school professionals is key to a child's academic success. Contact a teacher, counselor, or administrator as soon as a problem arises to discuss your concerns or to schedule a conference.

Keep informed

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

Support school activities

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

KS Connect

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

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

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

School Support Opportunities

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

Parent/Teacher/Student 'Ohana

The Parent/Teacher/Student 'Ohana (PTSO) helps support the mission of the school and promote communication and fellowship between KS and parents. It is composed of volunteer parents/legal guardians, teachers and administrators.

The group's board of directors establishes policies, oversees chartered committees and determines programs to sponsor. PTSO members help the school in many ways including: serving as chaperones for school outings, acting as liaisons for grade-level activities, operating the school store, coordinating a uniform exchange, and providing enrichment grants and a scholarship fund. The group's annual fundraising event, the Ho'olaule'a, is supported by parents, teachers, staff, and students.

The PTSO welcomes your support throughout the school year. Come and make a difference for our children and their school. For more information, visit the PTSO Web site at <http://maui.ksbe.edu/parents/>

Parents & Alumni Relations Office

The Parents & Alumni Relations (PAR) Office located on the Kapālama campus facilitates interaction between these two active and important groups and Kamehameha Schools. The office serves as a central coordination point for programs and activities for and by parents and alumni as they support the schools.

PAR works in close partnership with the Association of Teachers & Parents (ATP) on the Kapālama campus; the Parent Teacher 'Ohana (PTO) on the Hawai'i campus; the Parent, Teacher and Student 'Ohana (PTSO) on the Maui campus and the five neighbor island ATP associations. PAR also works with the Kamehameha Schools Alumni Association (KSAA), its 12 regions across the U.S. mainland and the state of Hawai'i, and its Board of Presidents.

To contact PAR either visit the Parents & Alumni Office in the Pauahi Administration Building on the Kapālama campus, or call the office at (808) 842-8680. Neighbor island and mainland friends may call 1-800-842-IMUA, ext. 8680, or e-mail par@ksbe.edu.

Community Resource Centers

Kamehameha Schools Regional Resource Centers provide information and support for the schools in their respective communities. Students or parents needing information or material on school programs, activities, admissions, counseling conferences or community education services may call the following 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

Kamehameha Schools Resource Center -West Hawai'i

Lehua Kaulukukui, Manager
78-6831 Ali'i Drive, Suite 239
Kailua-Kona, HI 96740
Phone: 322-5400
Fax: 322-1865

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

Kamehameha Schools Resource Center -Moloka'i

Ron Kimball, Manager
P. O. Box 1047
Kaunakakai, HI 96748
Phone: 553-3673
Fax: 553-9801

Kamehameha Schools Resource Center -O'ahu

Bobbie Tom, Manager
1850 Makuakāne St, Ulupono Bldg B
Honolulu, HI 96817
Phone: 842-8705
Fax: 842-8785

STUDENT EXPECTATIONS

To provide a positive educational experience for your child, we must create a safe, orderly environment in which individuals show respect for one another. To achieve this, we hold students responsible for their behavior both in and out of the classroom. This section will familiarize you with the learning and behavioral expectations we have of our students.

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.

Students should show respect for established standards of citizenship. Although specific rules are few, children are expected to:

- Respect the rights of others
- Do nothing that will hurt anyone
- Do nothing that will interfere with the work of other students
- Be courteous to adults and peers
- Use language that is not offensive to adults and peers

The following rules apply to campus, school, and bus riding:

- A good citizen is someone who does their best work. (pa'ahana)
- A good citizen is someone who cares for others, is mindful of everything around them, and is careful in language, action, and deed. (mālama)
- A good citizen is someone who listens carefully and follows directions. (ho'olohe)
- A good citizen is someone who shows kindness and friendship by sharing and helping others. (kōkua and lokomaika'i)
- A good citizen is someone who is courteous and polite. (ho'okipa and ha'aha')

Working Exit Outcomes (WEO) Framework

Ke Ao Lani, Ke Ao Honua Global	Ke Ao Ho'oulu Growth	Ke Ao Pilina Relationships	Ke Ao `Imi Na`auao Knowledge and Wisdom
<p>A. Kū i ke ao – Be of the world. To be like the world in which one lives. Live in interdependence with all that surrounds me physically, spiritually, emotionally, and intellectually.</p> <p>B. E ho'ōki i ka ho'ina wale o hō'ino 'ia mai ke kumu – One should never go home without some knowledge lest his teacher be criticized. Embrace the collective experience in Hawaii and the Pacific as a foundation for relating to the diversity of the world.</p> <p>C. Ka 'ike a ka makua he heina ke keiki – The knowledge of the parent is [unconsciously] absorbed by the child. Nurture and value my identity as a source of understanding, purpose, meaning, and connection to others.</p> <p>D. Mōhala i ka wai ka maka o ka pua – Unfolded by the water are the faces of the flower. Promote and utilize Hawaiian perspectives and practices to enhance my well-being and the well-being of my `ohana, kaiaulu, lāhui, and world.</p>	<p>A. He Hawai'i au mau a mau - I am a Hawaiian now and forever. Embrace my identity as a Hawaiian.</p> <p>B. E lawe i ke a'o a mālama, a e 'oi mau ka na'auao - He who takes his teachings and applies them increases his knowledge. Grow by identifying strengths and needs and pursuing appropriate actions.</p>	<p>A. Hilina'i i Ke Akua – Trust in God. Live a life reflective of Christian values.</p> <p>B. 'Ike nō i ka lā o ka 'ike; mana nō i ka lā o ka mana - Know in the day of knowing; mana in the day of mana. Adapt successfully to various kulana.</p>	<p>A. Nānā i ke Kumu – Look to the Source. Utilize various sources, i.e., kūpuna, kumu, loea, mo'olelo, wahi pana, mo'omeheu to foster inquiry and seek knowledge.</p> <p>B. Ua lehulehu a manomano ka `ikena a ka Hawai'i – Great and numerous is the knowledge of the Hawaiians. We create, share and apply knowledge in purposeful and relevant ways. Engage in critical thinking to apply traditional knowledge to my contemporary context.</p> <p>C. Lawe i ka ma'alea a kū'ono'ono – Take wisdom and make it deep. Transform my knowledge through the blending of imagination, intuition and intellect.</p> <p>D. He aupuni palapala ko'u; 'o ke kanaka pono 'o ia ko'u kanaka – Mine is the kingdom of education the righteous man is my man. Seek and apply knowledge ethically.</p>
<p><u>Hawaiian Glossary:</u> kaiaulu- community kūlana- role and status kumu- teacher kūpuna- ancestors and elders wahi pana- storied and historical places</p>		<p>lāhui- nation loea- experts mo'olelo- story and history mo'omeheu- traditions *ohana- both nuclear and extended family</p>	

Updated April 14, 2010

OUR ACADEMIC PROGRAM

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

The High School Curriculum

Grades 9 & 10

The first two years of high school experience are designed to:

- Build a strong academic foundation;
- Develop cultural, leadership and social skills;
- Provide individual career counseling and guidance;
- Explore abilities, aptitude and interests;
- Career exploration;
- Begin the development of a five-year plan)the four-year high school experience and the first year following graduation; and
- Develop the understanding necessary to choose an Academy that best aligns with their individualized five-year plan.

Grades 11 & 12

These two years continue to advance the 9th and 10th grade college preparatory curriculum through an academy model. Academies are designed to :

- Allow students to design purposeful plans that identify the continuing education path best suited to their goals after graduation;
- Show students the relevance of rigorous academic skills, which are increasingly important in most workplaces, leading to high-skill/high-wage employment;
- Expose students to career fields and entire industries so they learn broadly defined workplace skills relevant across many jobs; and
- Allow students to experience the type of activities required by the career fields within their scope of interest.

Career academy choices are:

Arts & Communication Designed for students with career interests in performing, visual, literary and/or media arts.

Business & Leadership : Designed for students who have career interests related to the business environment or human services.

Information Technology: Designed for students who have career interests related to the study and application of principles and practices within the fields of computer technology and electronics.

Science & Natural Resources: Designed for students who have career interests associated with the health, environmental and/or natural resources fields.

Dual Credit/College Credit Program

The Dual Credit/College Credit Program offers a curriculum of intensive study for strongly motivated high-ability students. Students who are interested in taking these courses must meet stringent application deadlines for taking the COMPAS test which determines eligibility to take these courses. Students who qualify and elect to take these courses are obligated to complete the courses; there are no drops. Students who successfully complete these courses will receive a University of Hawaii transcript and the actual college credits for the course. These courses may be used to meet graduation requirements for the student's high school diploma. Current courses available are:

- English 100
- Math 115 – Statistics
- Math 205 - Calculus
- Math 206 – Calculus II
- Psychology
- Sociology

The Dual Credit/College Credit courses are rigorous, and expectations for students enrolled in them are high, taught by their respective college professors and are subject to all college expectations and requirements. Students will be held financially responsible if they fail to complete the course within the semester or if they receive a non-passing grade.

Graduation Requirements

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

Subject Area	Courses Required	Credits	Graduation Requirements
English	English 9 English 10 English 11 English 12 or Expository Writing - ENG 100	1.0 1.0 1.0 1.0	4.0
Communication	Speech Communication	0.5	0.5
Math	Algebra I Geometry Algebra II * Pre-calculus with Trigonometry *Students must complete up to Algebra II	1.0 1.0 1.0 1.0	3.0
Science	Biology Chemistry Select a third science course from the following: Agriscience/Aquascience; Environmental Science; Human Anatomy & Physiology; Marine Biology; Physics	1.0 1.0 1.0	3.0
Social Studies	Hawaiian Culture US History World History Hawaiian History	1.0 1.0 1.0 1.0	4.0

World Language	Hawaiian 1 - required for all Freshman and new incoming students.	1.0	2.0
	Must complete up to level 2 of a selected world language: Hawaiian; Japanese; Spanish	1.0	
	Recommendation: check college admission requirements to ensure the language selected will satisfy college admission minimum requirements.		
Health	Personal Health	0.5	0.5
Physical Education	Physical Education 9	0.5	1.0
	Physical Education 10	0.5	
Fine Arts	Select one (1) course from the following: Concert Band; Chorus I; 'Ukulele I	1.0	1.0
	OR select two (2) 0.5 credit courses from the following: Art History & Criticism; Digital Photography I; Hana No'eau I; Hula I; Piano I; Theater I	0.5	
Papa Kāko'o Seminar	Must be taken every fall (0.5 credits) and spring (0.5 credits) semesters, grades 9 - 12.	1.0	4.0
Academy	Complete three (3) endorsement credits from the selected Academy	3.0	5.0
	Complete two (2) Academy enhancement elective credits	2.0	
Non-credit Requirements	Swimming/Running Proficiency, Christian Education, Community Service/Service Learning, Guidance, Ka'imi - Internship, Hō'ike Nui, 'Aha Mele, Founder's Day		
Total Credits Required			28.0

Non-Credit Requirements

Christian Education Program

Pauahi recognized that one's spiritual development is as important as academic achievement. Accordingly, Christian Education is an integral aspect of Kamehameha's educational program. All students are expected to meet the requirements. Kamehameha's Kahu Kalani Wong is the director of the program.

- **Devotions** are held each morning to assist students and faculty members experience the presence of Jesus Christ here at Kamehameha Schools and in their daily lives. This is a time of worship and inspiration to bring the Bible to life.
- **Chapel** devotions consist of monthly chapel services that include Bible scripture readings, prayers, singing and short thought-provoking meditations.
- **Christian Education Class** - All students at Kamehameha Maui campus attend bi-monthly Christian Education classes throughout the year with specific themes for each grade level.

Clubs/Athletics

All students must participate in a sport or belong to one of the many clubs on campus. For information on clubs and sports, please call our Student Activities Coordinator or Athletic Director.

Community Service/Service Learning

All Kamehameha students are required to complete a minimum 60 hours of community service.

Guidance

Guidance classes are taught in grades 9-12. Sessions are conducted to assist students in their personal and social growth and to prepare them for college or other post high school careers. Guidance lessons take students from an awareness/knowledge level to the application and practice stage as they demonstrate their understanding.

Swimming/Running Proficiency

All Kamehameha students will demonstrate proficiency in swimming and running.

Ka'imi - Internship

All Kamehameha Schools Maui students are required to complete an internship that relates to their career academy endorsement. Internships provide students with an opportunity to explore and validate their career interests in a real work environment. In addition to completing a minimum 40 hours of workplace learning, students must complete written assignments related to the internship. Prior to the beginning of an internship, students are encouraged to explore and discuss possible connections between internship and Hō'ike Nui with KSM's Career Liaison (Internship Coordinator) and their Hō'ike Nui advisor. Students may begin internship during their junior year and should aim to complete it by the summer before their senior year.

Hō'ike Nui

All seniors are required to design, research, and present a Hō'ike Nui project. The focus of this project is selected by the student and should demonstrate an in-depth understanding of a particular area of interest which is aligned to their academy. Organization, researching and presentation skills will be sharpened throughout the project. The heart of Hō'ike Nui is to make connections between what is taught in school and a real-life situation that a student feels passionate about. It is also about taking service learning beyond the walls of Kamehameha Maui and giving back to their community.

Requests to waive graduation requirements due to special circumstances, such as a medical challenge, may be submitted through a campus counselor to be presented to the school administration. All requests will be considered by the KS Credit Waiver Committee headed by the vice principal. Committee recommendations are submitted to the principal for review and final action.

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

Registration Information

Course Registration

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

Core Course Requirement: Core courses – English, math, science, social studies, speech and languages – must be taken during designated school years.

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

Online registration will be conducted within the month of February 2014 for current grade 9-11 students. Current grade 8 students will register March 2014.

In the meantime:

- Read through the course catalog to familiarize yourself with the course offerings and graduation requirements.
- Ask questions, discuss your career and educational goals with your parents/guardians, teachers, counselor or academy advisor to create a course of study.
- Utilize the Graduation Requirements Course Planning Guide.

During the assigned time frame (for specified grade level students):

- Log-in to KS Connect at <http://connect.ksbe.edu>.
- Register for your selected courses.
- Finalize your course requests.
- Print your Preliminary Course Requests.
- Have your parent/guardian sign it.

Reminders:

- Students must register for eight (8) credits per year.
- If you are selecting a 0.5 credit class, you will need to select two (2) of them.

Study & Activity Periods

Study Help

Students who need help with their school work can make arrangements for study-help sessions with their teachers.

Extracurricular activities

Club and school committee meetings, rehearsals, student government activities and dances are communicated through the daily bulletin.

Field trips

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

- When a field trip is planned, students are responsible for obtaining permission to attend from teachers whose classes will be missed.
- Classroom teachers have the right to refuse permission for a student to miss classes to attend a field trip. If a student cannot go on a field trip, he or she must report to regularly scheduled classes or to the office during the field trip teacher's class period.
- When a field trip is planned and a student obtains clearance to attend, he or she must go on the trip.
- Students are responsible for promptly making up all work missed in other classes.
- If a student is scheduled for more than one field trip for the same time on a given day, he/she must inform the office of the field trip he/she plans to attend.
- **White polo** and **navy bottom** uniform items must be worn during field trips unless special permission has been granted to the group by the vice principal. Although casual attire may be permitted for the field trip, students must change into school uniform when they return to campus.
- Parents authorize field trips and other activities taken during the school day when they sign the Student Directory Information form.

Special Events

Founder's Day

Observed on or near December 19, Founder's Day honors the birthday of Princess Bernice Pauahi Bishop, founder of Kamehameha Schools. The day is commemorated with a campus celebration involving the entire student body.

'Aha Mele

Each April, high school students participate in a KS Maui tradition called 'Aha Mele, a Hawaiian music festival shared with the community. The event promotes collaboration and cooperation among classmates and features a different theme each year. Each class sings songs that embrace the theme under the direction of student song leaders. Although the event is not a competition, the school presents an award to the class that shows respect, attention and aloha at practices and during the event.

Baccalaureate

Baccalaureate – a service for graduating seniors – has been a Kamehameha tradition since the school's first graduating class in 1891. The service is held at Keōpūolani Hale.

Commencement

This event for graduating seniors is held in Ka`ulaheanuiokamoku. Diplomas are awarded to seniors who have completed all Kamehameha graduation requirements.

Students with Disabilities

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

Grades

Grades help our teachers communicate the skills and knowledge students have learned in relation to course objectives. Teachers' individual grading practices are outlined in their course summaries. Parents and students who have questions about how the evaluation of a course will occur, should ask teachers for clarity. Report cards are issued at the end of each quarter to communicate academic progress.

The Honors Program

The Honors Program offers a curriculum of intensive study for strongly motivated and academically ready students. Currently Kamehameha offers:

- Honors Biology during grade 9
- Honors Chemistry during grade 10

The following letter grades are embraced throughout the high school:

LETTER GRADE	REGULAR COURSE	RANGE IN PERCENTAGES
A	4.0	93-100%
A-	3.7	90-92%
B+	3.3	87-89%
B	3.0	83-86%
B-	2.7	80-82%
C+	2.3	77-79%
C	2.0	73-76%
C-	1.7	70-72%
D+	1.3	67-69%
D	1.0	63-66%
D-	0.7	60-62%
F	0.0	0-59%

Report Cards

Report cards may also be viewed via KS Connect. For parents who have not established a KS Connect account, report cards are mailed at the end of each quarter/semester. Copies of student report cards are also kept in the counseling and high school administration offices. Teachers assign letter grades for each course to indicate student progress (see school grading scale on page 31). They may also provide additional information on student attitude and progress through report card comments and direct communication with parents.

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

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

Incompletes

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

F, W or NC Grades

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

Grade Point Average

Grades are calculated by adding earning grade points and dividing it by the number of classes the student had for that marking period. Semester grade point averages are reflected on student report cards. They are used to determine headmaster's list and principal's list.

Headmasters List & the Principal's List

Students are placed on the principal's list if they complete a full course load with a semester GPA of 3.50 to 3.99. They are placed on the headmaster's list if they achieve a semester GPA of 4.00.

Progress Reports

Teachers may submit progress reports to parents/guardians at any time during the course of the school year. Reports are usually issued when students:

- Receive a D or F grade
- Fail to complete assignments
- Receive low test scores
- Exhibit behaviors that are not conducive to learning

Grade Promotion

Students must maintain satisfactory grades in all classes in order to be promoted to the next grade level. Those who receive a grade F in a single core class (English, math, science, or social studies) for two or more quarters, must attend our credit recovery program during the summer and earn a grade C or better in order to be promoted. Credit recovery courses will be determined by the school administration. Students who fail two or more core classes in a school year will be released from Kamehameha Schools.

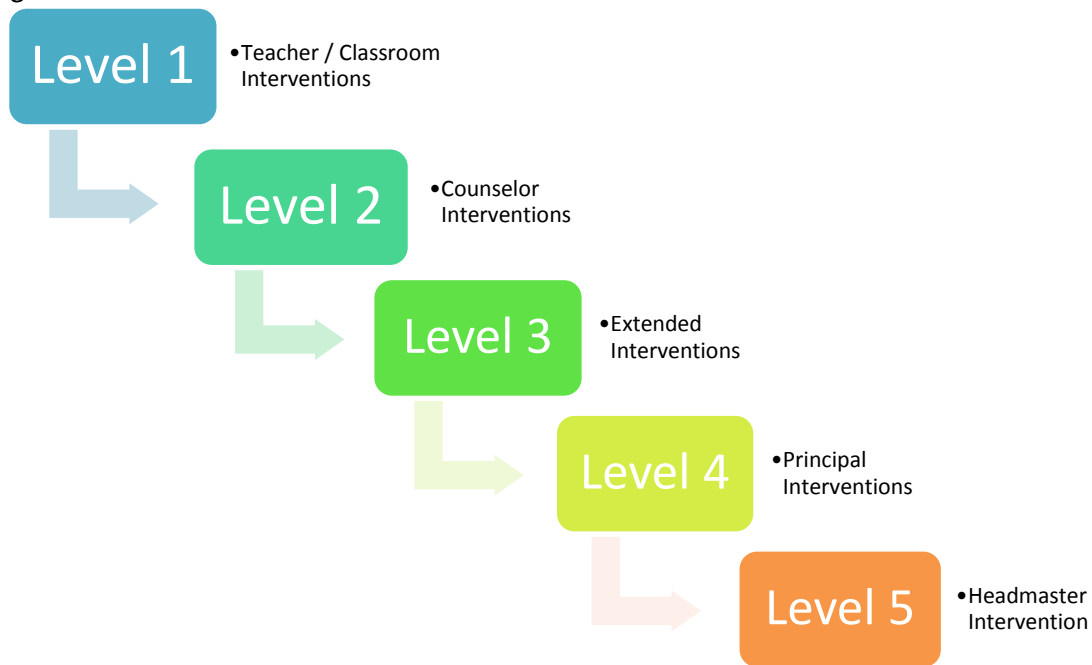
Academic Probation

Students are placed on academic probation if they receive a grade F, two or more grade D's, or if their GPA falls below 2.0 during a given grade period.

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

- Students on academic probation will be required to attend study hall during the next quarter.
- Students who remain on academic probation from one quarter to another are evaluated to review progress that has been made. Teachers will report on the student's participation in study help and completion of assignments.
- Students who continue to have academic difficulties and who show little evidence of trying to improve may be asked to leave Kamehameha Schools.
- Students who have one F grade or two or more D grades may not represent the school in athletic events or co-curricular activities. See "Student activity ineligibility" section on page 41.

Learning 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 or Classroom Intervention

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

Level 2: Grade Level 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 assistance of 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 behavior probation. The management plan is updated for the student by hi/her support team and parents are kept closely involved.

Level 5: Administrative Intervention

If the concerns are not solved at levels 3 and 4, a recommendation is made by the KS Maui principal (ES, MS, HS, or Academy) to the headmaster for dis-enrollment or educational placement for special needs.

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 teachers first. You may also contact your child's grade-level counselor.
2. If the concern or question is not resolved satisfactorily, please contact the vice principal or principal.
3. If 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.

DAY-TO-DAY STUDENT LIFE

School Hours & Attendance

Students are expected to be on campus during the entire school day from 7:30 a.m. until 2:30 p.m. They may leave campus at the end of fourth block if they are not taking part in activities or engaged in study help. See page 87 for the high school bell schedule. The daily schedule may be modified to accommodate special school events. Information on schedule changes is communicated to students through a daily school bulletin, and a weekly calendar.

Identification Cards

Student identification cards are issued to all high school students and are required for admission to all school-sponsored events including athletic competitions. If an ID is lost or stolen, a new one may be obtained at the Pauahilani Student Center during lunch periods. A \$10 fee will be charged for the replacement. If a lost card is found after a replacement has been made, present both the lost and replacement cards to the Pauahilani Student Center staff. The replacement card will be collected and a \$10 credit will be processed. The deadline to return extra ID cards to receive credit is the last day of the school year.

ID cards that are defaced or changed in any way, must be replaced.

Dress code & appearance

Kamehameha Schools enforces a strict student dress code to help minimize distractions often caused by clothes, keeping students focused on learning. Students are required to wear uniforms every day from arrival on campus at 7:30 a.m. to 2:30 p.m.

Students who are inappropriately dressed or groomed will be referred to the high school administration office. The Vice principal makes the final decisions on dress code matters.

Following are the dress and appearance guidelines enforced on campus:

Kamehameha Schools Maui

School Dress and Appearance Code

DAILY EXPECTATIONS		
	Nā Kāne	Nā Wāhine
Shirts	<p>Uniform* shirts: Royal blue, white, sky blue or navy polo with KS logo on chest or sleeve. Must be tucked in.</p> <p>Uniform* Aloha shirt.</p> <p>Undershirts must be plain white or matching in color. Long sleeve shirts not allowed under or over shirts.</p>	<p>Uniform* shirts: Royal blue, white, sky blue or navy polo with KS logo on chest or sleeve. Must be tucked in. Undergarments, including bikini top strings, should not be visible.</p> <p>Undershirts must be plain white or matching in color. Long sleeve shirts not allowed under or over shirts.</p>
Shorts	Uniform* shorts: navy or khaki. Length must end at the knee.	Uniform* shorts: navy or khaki. Traditional or Bermuda style. Length must end at the knee.
Slacks	Uniform* slacks: navy or khaki.	Uniform* slacks: navy or khaki.
Skirts	N/A	Uniform* skirt: navy. 4-pleat. Length must end at the knee.
Dresses	N/A	Uniform* Kahealani Aloha print dress with sleeves. Length must end at the knee. Undergarments, including bikini top strings, should not be visible.
Belts	Solid in material, design and color: blue, black, white or brown.	Solid in material, design and color: blue, black, white or brown.
Shoes	Athletic type. Predominantly blue, black, brown, gray or white in color with non-marking soles. Must have shoelaces.	Athletic type. Predominantly blue, black, brown, gray or white in color with non-marking soles. Must have shoelaces.
Socks	Matching pair in solid blue, white, brown or black.	Matching pair in solid blue, white, brown or black.
Outerwear	Official KS outerwear only.	Official KS outerwear only.
Hair	Clean, neatly groomed. Back length above shirt collar. Sideburns above bottom of earlobe. Bangs above eyebrows. No unconventional coloring and haircuts (i.e., tails, faux hawks, uneven cuts across the back or sides, razor patterns, shaved or partially shaved heads). Faces should be clean shaven.	Clean, neatly groomed and out of the face. No unconventional coloring and haircuts. Allowable hair ornaments include: clips, hair claws, rubber bands, hair picks, and plain headbands (maximum 2" width).

	Nā Kāne	Nā Wāhine
Jewelry	One necklace and one watch in good taste. No body piercing. <i>Worn at student's own risk.</i>	One necklace, one watch, one bracelet, and one pair of stud earrings no wider than ¼ in width located in earlobe, all in good taste. No body piercing. <i>Worn at student's own risk.</i>
Makeup/ Nail Polish	No makeup. No nail polish.	Subtle, natural-looking makeup only. Clear or natural nail polish only. French tip manicures that replicate the natural nail color allowed.
Tattoos	No visible tattoos.	No visible tattoos.

*Mills is the exclusive vendor for KS Uniforms.

SPECIAL EVENTS EXPECTATIONS		
Daily expectations apply for specific items not addressed below.		
	Nā Kāne	Nā Wāhine
Chapel	White polo. Navy slacks.	White polo. Navy slacks or skirt.
Field Trips	White polo. Navy shorts or slacks. Or as directed by activity leader. Hands-on/work activities KS t-shirts.	White polo. Navy shorts, slacks or skirt. Or as directed by activity leader. Hands-on/work activities KS t-shirts.
Dress Whites	Uniform* white long sleeve Kukui print Aloha shirt. Plain white undershirts only. Navy slacks with dark belt. Black dress shoes with dark dress socks. Class rings only.	Uniform* white dress mu`umu`u . Slip required. White dress shoes or sandals with back strap and heel of one-inch or less. Class rings only.

*Mills is the exclusive vendor for KS Uniforms.

Purchasing uniforms

Mills Uniforms is the exclusive vendor for all daily-wear Kamehameha Schools uniforms. All uniform apparel must be bought from Mills with no exceptions. You may purchase uniforms online at www.millswear.com or by phone at 1-866-645-5944 (toll-free). Please reference the Kamehameha's school code – 747.

You may also purchase uniforms at the company's Maui seasonal store from mid-July through August. The store is located at Akakū Center, 333 Dairy Road, Suite #206 in Kahului. For business hours and other details, visit the KS uniform Web page at www.ksbe.edu/uniforms.

In the Dining Hall

Kamehameha Schools strives to provide students with meals that are healthy and nutritionally balanced. School lunches are served cafeteria-style daily at Ke'eaumokupāpa'iahehe Dining Hall. Students are responsible for their own food selections and are encouraged to choose a variety of food reflective of the USDA Food Pyramid Guidelines. Charges for lunch are included in the tuition and fees.

Dining Hall Etiquette

- Listen quietly and attentively to luncheon announcements.
- Practice common courtesy and good table manners while in the dining hall. Loud, boisterous behavior is not appropriate.
- Use the designated entrance and exit doors in the dining hall to fall in line. Cutting in line is not permitted.
- Take only what you are certain you can eat to avoid waste. You can always return for seconds if you are still hungry.
- If you spill or drop something it is your kuleana to clean it up. Minor spills can be wiped up with a cloth and sanitizing solution provided at stations throughout the dining room. For larger spills, find a dining hall staff member to get the necessary cleaning supplies.
- Once you are done eating, take your dining utensils, plate and tray to be cleaned. Under NO circumstances should these items leave the dining hall.
- Please make sure the table is wiped and clean before leaving the dining room.

Special Diets

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

ABSENCES, LEAVES & TARDINESS

Regular attendance is necessary for student success. Students should not miss school unless absolutely necessary. Please follow the appropriate procedures when an absence occurs:

Absences Due to Illness or Injury:

- Phone call – parents/guardians must call the High School attendance hotline (573-7450) by 10:00 a.m. otherwise the absence will be considered **unexcused**. Homework requests should also be made at this time. Work may be picked up between 2:45 p.m. – 4:15 p.m. from the school office.
- After an absence of three (3) or more days due to illness or injury, the student must provide a written statement from the parent and/or doctor which includes:
 - The illness
 - The treatment
 - Directions for follow-up medical attention, if needed
 - Directions and/or timeline for full participation in school activities, physical education, laboratory experiments, athletics, etc.
- Students returning to school with medical restrictions of any kind must report to the health room regardless of the length of absence.
- Absences due to a communicable illness (chicken pox, pink eye, strep throat, etc.) require a doctor's clearance upon return to school. Submit the doctor's clearance to the school health nurse before school.

Anticipated Absences of Dismissals from School: Parents must notify the school principal in writing at **least two weeks in advance** for absences resulting from reasons beyond personal illness. These absences will be excused at the discretion of the principal.

Dental or doctor appointments should be made for Saturdays or after school hours. If a child must leave before classes are dismissed, the teacher and office shall be notified ahead of time in writing. Parents are to report to the office to sign their student out.

Tardiness: Being in class, on time is important. Students who are tardy at the start of the school day (after 7:45 a.m.) should report to the office for an admittance slip before going to class.

Excused and Unexcused Absences:

Excused absences for students shall include only the following:

- Student illness or injury (3 or more consecutive days require doctor’s authorization).
- Death (or life-threatening situation) in the immediate family.
- A specific, uncontrollable and unpredictable event that prohibits the student from attending school (such as an automobile accident, road closure, etc.), as subsequently authorized by the principal.

Students who are **unexcused** from classes will receive **no credit** for the day(s) they miss.

Students will be allowed three (3) days for college visitations for their high school career. **A written request should be submitted by the student’s parent 2 weeks in advance of the visit.**

Examples of Excused and Unexcused Absences

Excused absences	Unexcused absences
<ul style="list-style-type: none"> • Illness or injury • Emergency medical appointment • Death or life-threatening situation in immediate family • Specific event absence(s) subsequently authorized by the principal • Educational testing recommended by counselor / teacher • Approved college visit 	<ul style="list-style-type: none"> • Absences not confirmed by a phone call or written note from parent • Unapproved non-emergency medical/dental appointments • Unauthorized specific event absence(s) • Non-school activity during the school day • Time spent waiting for a counselor without an appointment • Family vacations • Parent / student thought school not in session • Cutting class(es) or a KS required activity • Truancy • Missed bus, traffic, car trouble • Overslept

Leaves of Absence

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

Educational & personal leaves

Examples of such leaves include those to address:

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

Student exchange & enrichment leaves

Students participating in an educational exchange or enrichment experience at an out-of-state school may be granted a leave of absence, generally for one year.

Returning to school

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

Excessive Absence or Tardiness

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

Absences

- Parent notification on the 3rd absence
- Parent, student, counselor and administrator conference on the 5th absence.
- Attendance Probation on the 7th absence.
- Consequences for students with more than 10 absences in a single semester may include not earning credit for the semester or being released from Kamehameha Schools.

Tardies

After the third tardy, detention will be assigned by the teacher and be referred to the vice principal. Chronic tardiness will result in further disciplinary action.

STUDENT ACTIVITIES

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

Student Government

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

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

Students seeking to run for student government offices must:

- Be in good standing for conduct and academics
- Have a cumulative GPA of at least 2.0
- Have approval from the school's student activities coordinator or class advisor

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

Special-Interest Clubs

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

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

Athletics

The Kamehameha Schools Athletic Program offers everything from canoe paddling to cheerleading, for a total of nearly 17 student sports. The interscholastic program strives to promote the development of a students' highest potential by providing students with a vast range of opportunities to practice good sportsmanship, and to appreciate the benefits of discipline through training, team work and commitment. For more information on our athletic program, visit maui.ksbe.edu/high/athletics/ or call 573-7017.

Admission to Athletic Events

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

Dances

Grade-level classes sponsor dances open to Kamehameha high school students only. Appropriate attire is expected. Spiked or wooden heels are not permitted. Students should arrive at a dance on time. Students are checked in at the door as they arrive and may not leave until they are checked out by a parent/guardian or designee. High school personnel will provide student supervision up to 30 minutes after the conclusion of the dance.

Fundraising for Student Activities

Proceeds from student fundraising help to enrich the educational and athletic experiences of our students. All fundraising efforts must be approved by a designated school administrator and adhere to KS' policy on student fundraising. The policy includes guidelines for the selection of fundraising activities, security requirements for proceeds & the sale of perishable food items. For details on student fundraising, contact our student activities coordinator at 573-7247.

Use of the KS Name & the I Mua Warrior Logo

The name "Kamehameha Schools" and the I Mua Warrior logo (shown below) are used and protected as trademarks, service marks, and trade names under federal and state law. They are valuable intellectual property of KS and it is important to protect them and use them properly.

For this reason, the use of these marks in connection with the sale of any products or any commercial activity, or any use of these marks that implies sponsorship or endorsement by KS of any activity (even a non-commercial activity) requires the written approval of KS. To learn more about these requirements, please contact the headmaster's office at 572-3100.



KAMEHAMEHA SCHOOLS®

Student Activity Ineligibility

Students who represent Kamehameha must be in good standing. Those who are on conduct or academic probation are NOT eligible to participate in the following:

- **Curricular activities** – Those directly relating to classes, clubs, and school sponsored events
- **Extra-curricular activities** – Those occurring after school hours, often sponsored and organized by outside agencies and/or groups. (i.e. athletics)
- **Honorary activities** – Events that put the student in an honored position (Aha Mele director, speaker or hula participant, etc.)

Ineligibility Due to *Conduct* Probation

Students who are on conduct probation for misbehavior are not eligible to represent the school in the above activities for a minimum of two weeks. The dates and duration of the ineligibility period are determined by the vice principal.

Ineligibility Due to *Academic* Probation

Students with a grade F or two or more grade D's on a quarterly report card are not eligible to represent the school in the above activities for a minimum of two weeks. This includes students who are declared ineligible and are unable to clear the deficient grade because they are no longer in the course.

The following guidelines are in place:

- Students who are ineligible may continue to practice with their teams or groups during the ineligible period.
- Students can regain their eligibility status by improving their grades for the subsequent grade check (see dates which follow).
- For the fourth quarter, the ineligible status will be in effect for the following school year.
- Students who do not complete assignments and/or whose grades are unsatisfactory are expected to attend teacher office hour until assignments are in and/or grades have improved. Saturday school will be required of students who continue to show lack of progress due to missing/incomplete assignments.

Academic Ineligibility Dates 2013-2014

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

Please note that the ineligibility period is during the quarter following the quarter in which the grades were received.

Quarter	Eligibility Date
1st Quarter Eligibility Begins August 5	Determined by SY 2012-2013 4 th Quarter Grades
	19-August
	3-September
	16-September
	30-September
2nd Quarter Eligibility Begins October 14	Determined by 1 st Quarter Grades
	28-October
	12-November
	25-November
	9-December
3rd Quarter Eligibility Begins December 23	Determined by 2 nd Quarter Grades
	6-January
	21-January
	3-February
	28-February
	3-March
4th Quarter Eligibility Begins March 17	Determined by 3 rd Quarter Grades
	31-March
	14-April
	28-April
	12-May

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

STUDENT DISCIPLINE

Ka Loina Lawena Pono

Ke mahalo nei au i Ke Ali'i Pauahi no kona lokomaika'i.
I lāla kūpono o ka 'ohana o Kamehameha, e hō'ihi ana au i ke Akua, ko'u po'e kūpuna, ko'u 'ohana a me ke kaiaulu i ka hana pono.

A Commitment to Appropriate Conduct

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

Kamehameha Schools is committed to a safe and healthy environment where students can live and learn productively and effectively. It is, therefore, the policy of the School to hold each student responsible for his/her own behavior. The discipline system used at Kamehameha Schools is intended to help students control both their emotions and their behaviors, as well as to learn what is, and what is not acceptable behavior.

When students misbehave

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

The KS student disciplinary process is designed to teach children to take personal responsibility for their actions and to respect the rights of others. The process applies to misbehavior in classrooms, on campus, at school-sponsored events, or at non-school sponsored events. Disciplinary problems occur for a variety of reasons and in varying degrees of frequency and severity, so there are FIVE levels to the KS disciplinary process.

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

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

LEVEL 1

Level 1 discipline addresses behavior that disrupts the school community.

Infractions – Examples include, but are not limited to:

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

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

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

LEVEL 2

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

Infractions – Examples include, but are not limited to:

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

Possible consequences – (Depending on the severity and/or frequency of infraction): In addition to the consequences listed in Level 1, the following consequences may be applied:

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

LEVEL 3

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

Infractions – Examples include, but are not limited to:

- Serious acts of defiance, insubordination, physical assault, or threatening a staff member or student
- Being present where drugs or alcohol are being used, or evidence of use exists
- Misuse of school electronic devices, including computers.
- Inappropriate public display of affection
- Sexual misconduct
- Use or possession of any nicotine or tobacco product and use or possession of electronic cigarette
- Minor Theft
- Vandalism, graffiti, computer hacking, and/or other forms of destruction of property
- Gambling & betting

Possible Consequences – (Depending on the severity and/or frequency of infraction): In addition to the consequences listed in Levels 1 and 2, the following consequences may be applied:

- Repossession of school property/equipment
- Financial restitution
- On campus work assignment
- Community service
- Release from school

Level 4

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

Infractions – Examples include, but are not limited to:

- Fighting
- Possession and/or use of alcohol and/or illicit drugs on campus or at school activities
- Intermediate Theft
- Possession of drug paraphernalia
- Chronic Absences
- Serious misuse of school electronic devices, including computers.
- Refusal to cooperate with drug and/or alcohol testing
- Harassment, discrimination, intimidation, bullying, and/or hazing
- Tampering with or Misuse of Fire Alarm and/or other safety/emergency equipment
- Extortion
- Serious sexual misconduct

Possible Consequences– (Depending on the severity and/or frequency of infraction): In addition to the consequences listed in Levels 1, 2, and 3, the following consequences may be applied:

- Alcohol and/or drug testing

Level 5

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

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

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

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

Out-of school and off-campus behavior

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

Appealing a disciplinary decision

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

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

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

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

After the scheduled meeting, the headmaster will render a final decision of the appeal in writing to the parent/guardian(s) and principal within a reasonable time. The decision by the headmaster is final and not reviewable.

SAFETY & SECURITY

Kamehameha Schools is committed to providing a safe, secure, and orderly environment for students, faculty, staff, and visitors at KS campuses and other educational sites. KS maintains security on its K-12 campuses, 24 hours a day, seven days a week. To contact the campus security office, call 572-4260

Security at the Main Gate

Campus access is strictly controlled by our entry station. All visitors, including parents, must call 572-4260 prior to arriving on campus for clearance. Campus security will arrange for a visitor pass to be waiting for you at the respective campus office upon presentation of a photo ID. Unannounced visitors will be subject to delay or may be turned away, so please plan accordingly.

Walking On and Off Campus

Students are allowed to walk on and off campus using only 'A'apueo Parkway, our main entry roadway between 7:00 a.m. - 7:40 a.m. and 2:30 p.m. - 6:00 p.m. Students who wish to walk on and off campus must first get a permission form (parent acknowledgement of guidelines for students walking on and off campus form) from the high school administration office, return the form with parent/legal guardian signature(s), and wait for a picture identification card to be issued. Student must present this identification card to the guard at the entry station to enter or leave the campus. Please allow at least a week for issuance of the identification card. Students are not allowed to leave campus without prior consent as explained above. Students may not walk off campus during school hours.

Reporting School Infractions & Unlawful Activity

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

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

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

Off-limit Areas on Campus

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

During School Hours:

- Elementary and middle school campuses

- Keōpūolani Hale
- Parking lots and student cars
- Tennis courts
- Basketball courts
- Areas located behind buildings
- Pākī/Konia Bus stop

At all times:

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

Skateboarding/Rollerblading

The traffic on campus makes any kind of skating on campus unsafe. Students are not to bring skateboards, rollerblades or wear Heelys on campus at any time.

Visitors & Volunteers

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

KS depends greatly on parents, relatives and community volunteers to enhance its curriculum and to make such things as field trips and special activities possible. In order to provide the safest environment for students and volunteers, KS requires every volunteer who will be in direct contact with students for an extended period, and/or on a regular basis, to complete a volunteer information form available at the principal's 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 administrator authorized to supervise the volunteer. At the end of the field trip, special activity, program, or service, volunteers should return to the authorized school administrator's office to sign out, unless alternate arrangements have been made.

Kamehameha facilities are smoke- and drug-free environments. All visitors and volunteers are expected to adhere to this policy. Smoking (except in designated smoking areas), drinking, or use of any illegal substance is prohibited on school property (including parking lots, bus stops, 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, dormitory living quarters, cars, persons and personal possessions if there is a reasonable suspicion that a student is in possession of contraband items or has violated school rules or criminal laws. Searches may include drug and alcohol testing and/or the seizure of contraband items that may 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. It is the obligation of parents and legal guardian to notify KS in the event there is a legal change in their children's custodial status. Please forward any court orders, decrees, power of attorneys that affect your child's legal status to the respective unit 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' 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 on Pacific Radio Group stations: KPOA 93.5 FM, KISS 99.9 FM, DA JAM 98.3 FM, NATIVE 92.5 FM, KNUI 900AM

Telephone Calls: In the event of an emergency, parents may call KS' main switchboard at 808-572-3100. Parents will reach the KS operator or hear a pre-recorded message with the information about the status of the school and students.

Evacuation of Students: If students must be evacuated, school personnel will ensure that students are moved to a safe location.

Transportation: In case of local or national emergencies, students will be transported to bus stops sites AT NORMAL DROP-OFF TIMES only if transportation is deemed safe. Otherwise, students will remain in their designated evacuation center on campus. In such cases, parents are asked to listen to local radio stations or call the emergency hotline for information.

Family Emergency Plans: All families should have their own emergency plans. Parents should review those plans regularly with their children. If you have questions about the KS emergency response plan, call the high school office at 573-7000.

STUDENT HEALTH

Medical Services

KS provides medical services to its high school students at the health room, located at Pauahilani-Q-41. The health room is open Monday through Friday from 7:30am to 3:30pm and can be reached by calling 573-7073.

A registered nurse is on duty at the health room. Students are seen on a first-come, first-served basis except in the cases of emergency. There is no charge to students who are seen at the health room. Costs incurred by outside referrals and treatments are the responsibility of parent(s)/legal guardian(s).

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

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

KS provides these medical services to students, but parent(s)/legal guardian(s) are ultimately responsible for the health of their children. KS does not assume responsibility for treating students who appear to be under the influence of drugs, chemicals, alcohol, or any other intoxicating or mood-altering substance. However, it reserves the right to administer emergency treatment in connection with physical disabilities or accidents resulting from the above listed influences.

Additional medical services available to students:

Rest area

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

Medication Administration

Student's personal prescription medications for asthma, allergies or other illnesses may be administered during the school day by the registered nurse at the health room. All medications must be delivered to the health room accompanied by a signed Request for Administration of

Medication form available at the health room. The form must be completed by the parent(s)/legal guardian(s) and the prescribing physician and approved by the clinical director. All 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 children to take or report for their medication.

Upper elementary, middle school, and high school students may be permitted to carry and self-administer a medication based on an agreement between the parent(s)/legal guardian(s), the prescribing physician and KS medical staff. Parent(s)/legal guardian(s) must ensure the following:

- Student's physician certifies the medication by completing and signing the appropriate section of the Request for Administration of Medication form.
- The student knows what the medication is for and when to take it, and is able to safely administer the medication.
- The medication does **not** require refrigeration or security measures (for example controlled substances).
- The Request for Administration of Medication form will be held in the student's medical chart in the health office.

Contacting Parents/Legal Guardians

In cases of emergency or if a child needs to be picked up from school, the health room will attempt to call one of a child's parents/legal guardians. All students are required to have an additional on-island adult emergency contact designated to authorize medical care when a parent/legal guardian is unable to be contacted. Further treatment by a private physician or an emergency room is at the discretion of the parent(s)/legal guardian(s).

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

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

IMPORTANT: Please notify the high school office immediately of a change of address or phone number. Call 573-7000.

Health Screening

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

Returning after Illness or Injury

All students returning to school after an absence of 3 or more days must readmit through the high school office then the student will be referred to the health room. All students readmitting with medical restrictions on any activity must report to the health room regardless of the number of days absent.

If a student is referred to an outside physician or facility by the health room a referral letter will be provided to parent(s)/guardian(s) by the registered nurse 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 and must be turned in to the health office.

Health Records

The health room maintains a health record on each student. The health record contains emergency contact, health insurance and immunization information and a chronological account of each visit to the health room. It also contains a signed Permission for Medical Treatment and Release form which enables the health room to ensure that your child receives medical care from providers who participate in your health plan. Throughout the school year, please report changes in your child's health to the registered nurse by calling the health office at 573-7073. This up to date health information allow the health service staff to deliver the best care possible to your student.

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

Student Accident Insurance

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

SERVICES & RESOURCES

Counseling

The counseling program exists to help students understand and accept themselves, make decisions, develop educational and career plans, and resolve special concerns they have as individuals. There are three grade level counselors and post high counselor.

Kamehameha's counselors serve teachers, students, and parents in four major areas:

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

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

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

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

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

Charles Reed Bishop Learning Center

The Charles Reed Bishop Learning Center is the academic hub of the school providing resources, staff and facilities to support teaching and learning. The learning center houses the library, which includes the Hawai'i/Pacific Collection, Kamehameha Schools Archives, Student Production Center, Video Production Studio and student publications.

The library provides an excellent collection of books, online data bases and electronic books. These resources can be accessed from home with authorized logons and passwords. There is ample space for reading, studying, planning, discussing assignments and producing multi-media projects in the learning center. Qualified staff is available to assist students and teachers. Individual departments within the learning center have brochures which provide more details about their programs, policies and procedures. Students may request these as needed. The learning center hours are 7:00 a.m. – 4:30 p.m.

School Store- Ke Kū'ono

The school store is located on the high school campus. KS approved outerwear is available for purchase. Store hours are Monday through Friday 2:30 p.m. to 3:30 p.m., closed during school breaks, holidays and summer months.

Lockers

Book lockers

Locker assignments are made at the beginning of the school year. Students are asked to provide a combination lock the first day of school. All locker assignments and lock combinations are registered at Pauahilani Student Center. Students are strongly encouraged to lock up books and items of value, and should not leave purses or backpacks unattended. Lockers must be cleared of all belongings by the last day of school.

PE lockers

Students participating in physical education are required to furnish and use their own locks to safeguard belongings.

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

Recreational Facilities

The campus recreational facilities include:

- Ka'ulaheanuioakamoku Fitness Center
- Kahekili Gymnasium
- Pi'ilani Swimming Pool
- Tennis courts
- Basketball courts

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

TRANSPORTATION

Bus Transportation

Kamehameha Schools provides bus transportation to and from its campus for students living in rural and outlying areas of the island.

Application and Fees

Bus transportation applications are mailed to all parents and should be completed and returned to KS by the due date. The cost of bus service for each child for the 2013-2014 school year is \$1,200 per year for a round trip or \$600 per year one way. The bus service annual fee is NON-REFUNDABLE except for extenuating circumstances such as student withdrawal or release. Cost for transportation is subject to change.

Emergency Bus Passes

Students will not be issued regular bus passes. Bus drivers verify student riders by assigned bus routes via passenger lists. In the event a temporary schedule change is required, emergency bus passes are available for students who (1) need to ride the bus to a site they are not assigned to or (2) are not regular bus riders and need to ride the bus due to an emergency. The charge for an emergency bus pass is \$5.00 per way, per day for non-bus riders. Emergency bus passes may be obtained from the high school office. Students without bus passes will not be allowed on the bus.

Drop-Off & Pick-Up from Bus Sites

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

Bus Transportation to and From Field Trips and Activities

KS provides bus transportation on a limited basis for field trips, athletic and other KS-sponsored events and activities. If your child will not be taking the KS bus and plans to use alternate transportation, please notify the high school office. Such requests will be approved on a case-by-case basis.

Bus Passenger Code

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

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

1. *Before boarding the bus students shall:*
 - a. Use the restroom. The bus will not make restroom stops en route.
 - b. Be on time at the designated school bus stop to help keep the bus on schedule.
 - c. While waiting for the bus, students shall stay off the road and refrain from horseplay or other boisterous conduct that could pose a danger to the health and safety of students or to others.

- d. Wait until the bus comes to a complete stop before attempting to board the bus. Students shall line up in single-file manner and not rush to board the bus.
- e. Where there are no sidewalks or paths, walk to the side of the road facing traffic to get to the bus stop.
- f. Use the handrail and watch their step when boarding the bus.

2. *While on the bus students shall:*

- a. Keep heads and/or hands inside the bus at all time. No outside yelling or obscene gestures will be tolerated.
- b. Refrain from loud talking, laughing or creating unnecessary confusion, which may divert the driver's attention and may result in an accident.
- c. Treat bus equipment as valuable furniture. Vandalism to seats, windows, etc. SHALL BE PAID FOR BY THE OFFENDER.
- d. Never tamper with the bus or any of the equipment.
- e. Keep all books, packages, coats and other objects out of the aisles.
- f. Remain in the bus in case of a road emergency unless directed to do otherwise by the bus driver.
- g. Not throw ANYTHING out of the bus window.
- h. Remain properly seated while the bus is in motion. NO STANDING OR SITTING ON THE BUS FLOOR.
- i. Refrain from fighting, or engaging in other behavior that would endanger the health and safety of self or others
- j. NOT EAT OR DRINK on the bus.
- k. Obey all instructions from the bus driver.

3. *After leaving the bus students shall:*

- a. Cross at nearby crosswalks or intersections. DO NOT CROSS DIRECTLY IN FRONT OF OR BEHIND THE BUS. If there are no crosswalks or intersections nearby, students shall look both left and right to see that there are no vehicles approaching before crossing. Avoid crossing at curves or hills.
- b. Observe the following crossing procedure when crossing the street with the assistance of a school bus driver:
 - Walk 12 feet in front of the bus and check to see if the alternating red lamps on the top portion of the school bus are flashing. If they are, look at the driver and wait for him/her to give you the signal to cross.
 - IF THE RED LAMPS ARE NOT FLASHING, DO NOT CROSS. Notify the driver if the red warning lamps are not working and ask for the driver's assistance to cross the street.

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

4. *Bus assignments*

- a. Students may be assigned to ride designated buses at specified times and locations.
- b. Students may not bring GUESTS OR FRIENDS on the bus unless permission is granted by the principal or applicable school administrator. Please do not make this request to the bus driver unless it is an emergency situation as there are students on the wait list in most of our rural/outlying areas.
- c. Special written request will be reviewed on a case-by-case basis by the KS transportation manager.

d. The driver may assign students seats on the bus, if necessary.

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 thrift shop at the terminal or discarded.

6. *Corrective action*

KS will take corrective action against passengers who violate the School Bus Passenger Code. Bus drivers will send a *Student Notice of Concern* form for students who misbehave to the high school vice principal. School administrators may terminate a student's bus service if the behavior continues.

7. *In case of emergency*

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

Driving and Parking on Campus

Parking on campus is a privilege. Approximately 80 students are granted this privilege annually. Students are not allowed to drive or park on campus during the school day unless they have obtained a Student Parking Pass. Student parking is restricted to designated parking areas on campus.

Parking Application

Each year, student drivers complete a Student Parking Application available from the High School Office. The completed application and supporting documents is submitted back to the High School Office to be considered for a Student Parking Pass. Students who are granted parking privileges are responsible for obeying the following rules and regulations for driving and parking on campus which is also printed on the back of the application form.

- The vehicle being driven on campus has been properly registered. **Unauthorized, unknown, or unregistered vehicles may be subject to being towed off campus at the owner's expense.**
- The parking tag will be hung from the rearview mirror and be clearly visible from the outside at all times the vehicle is on campus.
- No one but the authorized driver will drive the vehicle on campus.
- The parking tag assigned will not be loaned out to anyone else.
- Driving on campus during school hours (7:30 a.m. - 2:30 p.m.) including driving to and from assemblies, large group meetings, etc. will result in the loss of driving and parking privileges on campus.
- Obey all posted speed limits and regulatory signs on campus and yield the right of way to pedestrians.
- Report any changes regarding vehicles (license plates, insurance, etc.) to the Safety & Operations Department.
- Parking lots and vehicles are off-limits during school hours.
- Immediately report any tampering, loss, or damage to the vehicle that occurs on campus to the Safety & Operations Department at 572-3122.
- Submit to a search of vehicle at any time upon the request of the proper authorities.

- Understand that the responsibility for a privately owned vehicle parked on campus lies with the individual driver/owner. UNDER NO CIRCUMSTANCES WILL THE SCHOOL REIMBURSE THE OWNER FOR THE COST OF REPAIR FOR VANDALISM OR THEFT.
- Transporting passengers in the bed of a pick-up truck or in the trunk of my vehicle will result in the loss of driving and parking privileges on campus.
- Running stop signs, speeding, or otherwise operating my vehicle in a reckless manner will result in the loss of driving and parking privileges on campus.
- Motorcycles and mopeds driven by students are not allowed on campus at any time.
- Student driving records will be considered when applying for student parking for the upcoming school year.
- It is the student's responsibility to read and comply with all regulations relating to driving and parking on campus.
- If there is an emergency and the student needs to drive to school, it is the student's responsibility to obtain a temporary pass from the safety department.
- Student Parking Passes will be collected at the end of the year.

BUSINESS MATTERS

Tuition & Fees

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

Following are the basic costs of a Kamehameha education:

- Tuition – The basic charge for instruction.
- Fees – Miscellaneous items such as textbooks, classroom supplies, instructional materials, class dues, yearbooks and ASKS and class dues.
- Meals – This amount covers lunches for students. Meal fees are mandatory.

School Charges

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

Payment of Bills

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

Prorated Payment of Fees if Student is Released

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

Financial Aid

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

Expenses covered by financial aid:

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

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

- Tutoring
- Medical expenses
- Uniforms (school uniforms)
- Music lessons
- Other supplemental costs (e.g. AP exam fees, physical education events, photography lab fees, scuba fees, etc.)

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

How to apply for financial aid

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

September 30 is the last day to complete an application to be considered for a FULL financial aid award.

If your child is invited to enroll at KS after July 1, 2013, you will have up to 45 days after the date on your admissions invitation letter to apply for KS financial aid. Late invitees must attach their invitation letter to their applications for full award consideration

Student Records & Information

Parent/student access to student records

Parents and students are allowed:

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

Directory information

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

Directory information may include:

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

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

Release of information to colleges

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

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

If you do not wish KS faculty and staff members to release information, respond to questions, and/or issue letters of recommendation regarding your child, you must notify your son or daughter's senior counselor in writing, by September 15. Please note that the counselors will be unable to process any college applications on your child's behalf should you ask to withhold the information.

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

TECHNOLOGY

KS Electronic Information System

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

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

Student Computer-Use Guidelines

Use EIS resources for educational purposes

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

Practice responsible computer use

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

Stay safe

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

Respect others

- Be considerate when using shared computer resources. Do not keep informational resources from others, impair access to systems for others, or maliciously alter or delete shared information.
- Do not use the KS EIS to harm others, alter other people's materials, or misrepresent your identity.
- Use appropriate language in all system communications and content creation. Do not use profanities or other language that denigrates any individual or group.
- Leave equipment and room in good condition for next user/class.
- Do not "borrow" online material from other students or Web sites and try to pass them off as your own. This is plagiarism, and it will not be tolerated within KS. Violation of this principle may result in significant disciplinary action.
- Respect online material created by others. Do not copy or distribute that material if it appears to be copyrighted and never use the materials directly without properly citing sources. If you have questions about copyrights or the proper citing of sources, ask a teacher.

Protect privacy

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

Care for KS computer equipment

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

Preserve the EIS system

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

Obey copyright and trademark laws

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

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

Understand that KS may access your information

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

Take responsibility for your actions online

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

Computer Labs

Our Charles Reed Bishop Learning Center is our designated computer lab. Hours are 7:30am to 4:30pm.

KS Laptop Program

Students have the privilege of using an assigned laptop computer provided by Kamehameha Schools. With that privilege comes great personal responsibility. Each student has the kuleana for caring for their laptops as if they were their own:

- Students must have their name on laptops, power supply cords, removable cards, software and carrying bags.
- Students are responsible for knowing the whereabouts of their laptops at all times. Laptops left unattended will be taken to the vice principal's office.
- The availability of loaner laptop computers for students whose computers are being repaired is not guaranteed.
- Parents assume financial responsibility for laptops and loaner laptops that are in their children's possession. If laptops are damaged as a result of abuse, neglect, loss, or theft, families are required to repair or replace the loaner laptop at its current value, including warranties and other related accessories.

Electronic Communication

In accordance with our campus' sustainability efforts, the high school will communicate with students and parents primarily through e-mail.

- Students are required to have KS e-mail accounts and are expected to check their KS e-mailboxes daily.
- New students will be issued accounts within the first month of school. Returning students will continue to use KS accounts already established.
- Students should manage their accounts by deleting old e-mails and by not subscribing to listservs or sending chain letters.
- We recommend that parents check their e-mailboxes at least every three days. Parents without e-mail addresses will receive information via the U.S. Postal Service.

Online Communication

Daily bulletin:

The high school daily bulletin is e-mailed to each student's KS e-mail account. It can also be found at <http://maui.ksbe.edu/high/>. Students are expected to check the bulletin daily and delete the bulletins from their e-mail accounts weekly.

Teacher e-mail

Teacher e-mail addresses can be found on the high school Web site at <http://maui.ksbe.edu/high/>. Click on "Nā Kumu" on the site's home page.

KS Connect:

KS Connect (<http://connect.ksbe.edu/>) is a Web-based system used to check current grades, track student progress, register for the upcoming school year, view school announcements, access school information and facilitate communication between students, teachers and parents.

Once students are issued e-mail accounts they will be given access to KS Connect. Parents will receive information when their child enters high school either during orientation or in the mail.

High School Web Site:

The high school Web site can be found at: <http://maui.ksbe.edu/high/>. The site features a wellspring of useful information including the student and parent handbook, the course catalog, summer reading lists, and a faculty contact list.

Electronic Equipment/Cellular Phones

Students are discouraged from bringing cellular phones, iPods, MP3 players, hand-held videogames and other electronic equipment to school. If a student chooses to bring any of these items to school they assume all risk and liability. **Kamehameha Schools will not be responsible for replacing lost, stolen or damaged items.**

If a student's use of these items interferes with the learning environment, the item will be confiscated and held for pick-up by parents. Chronic misuse of cell phones and portable media devices during school hours may lead to disciplinary action (see "Student discipline" section, Level 1).

SCHOOL SONGS

Sons of Hawai'i (alma mater)

By William B. Olson and Theodore Richards

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

CHORUS:

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

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

CHORUS: (as before)

I mua Kamehameha

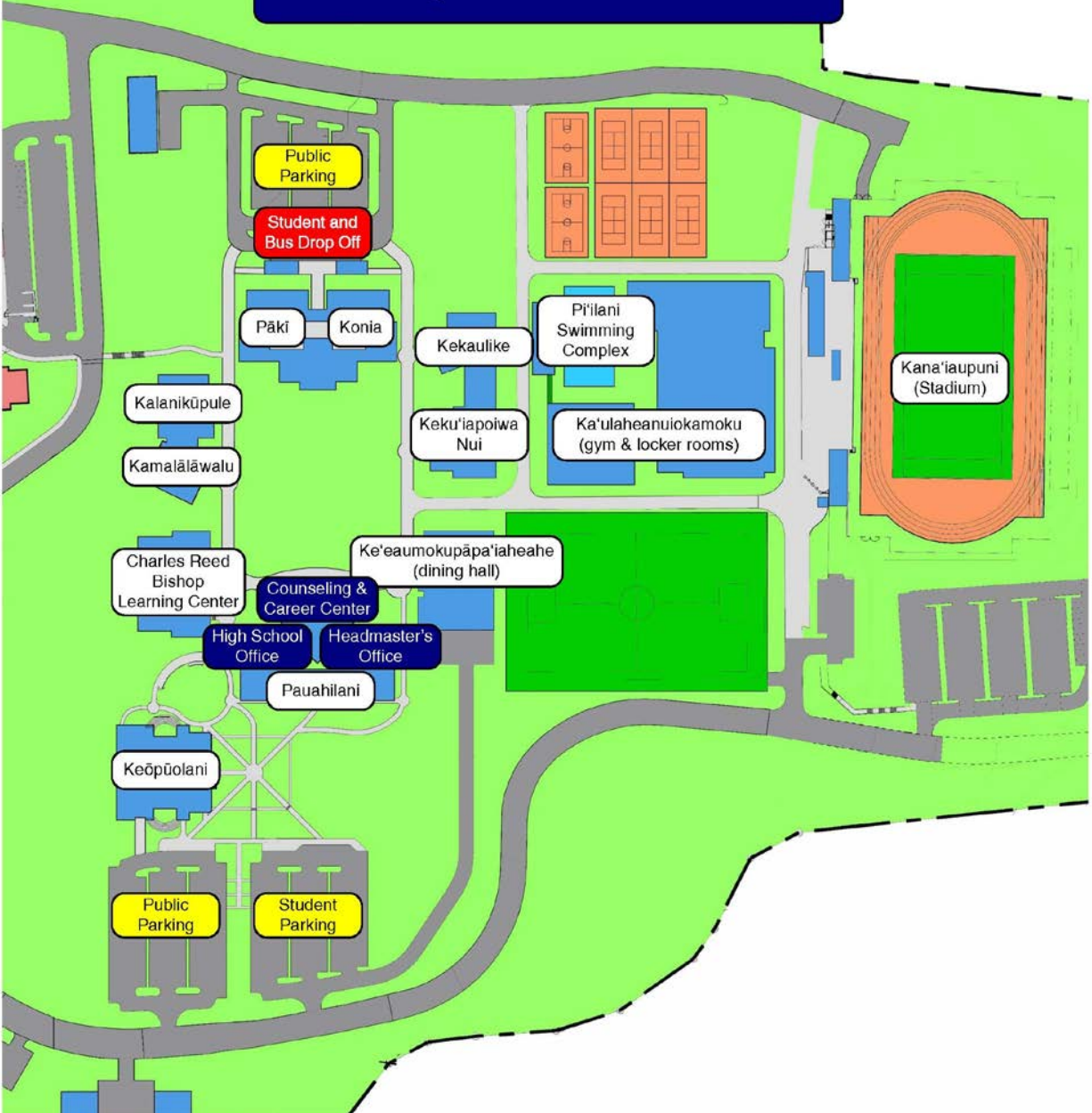
By Charles E. King

I mua, Kamehameha ē
A lanakila 'oe.
Paio, paio like mau
I ola kou inoa.
Ka wā nei hō'ike a'e 'oe
'A 'ohe lua ou
E lawe lilo ka ha'aheo.
No Kamehameha ē.

Forward Kamehameha
Until you have gained the victory
Go forward, strive, strive in unity
That your name may live.
Go forward
This is the time for you to reveal
That there is none to compare with you
Take the victory with pride for Kamehameha

© 1928 Charles E. King Music Co.

Kamehameha Schools Maui High School Division



High School Offices

- Principals
- Vice Principal
- Admin Coordinators
- Receptionist
- Nurse

Pauahilani

Headmaster Offices

- Headmaster
- Sr. Admin Coordinator
- Receptionist
- Cultural Protocol Facilitator
- Parent-Community Coordinator
- Chaplain

Counseling & Career Center

- Counselors
- Outreach Counselor
- Business and Career Liaison
- Registrar
- Academic Performance Coordinator
- Educational Assistants