



KAMEHAMEHA SCHOOLS®
KAPĀLAMA CAMPUS

KAPĀLAMA SUMMER SCHOOL



2017 STUDENT & PARENT HANDBOOK

SESSION DATES:

Tuesday, June 13 to Friday, July 21: Grades 9–12

Tuesday, June 13 to Friday, July 14: Grades 1–8

Important Contact Information

Absences – 24 Hour Hot Line

Grades 1–8: 842-8201

Grades 9–12: 842-8704

Emergency Transportation Changes

Call 842-8765

All Summer School offices will be closed on the following holidays:

Monday, May 29: Memorial Day

Monday, June 12: Kamehameha Day

Tuesday, July 4: Independence Day (no classes)

Main Office

From January 2 to June 2, 2017

Pauahi Administration (Building #58) Suite #224

Monday – Friday: 7:00 a.m. – 3:45 p.m.

Phone: 842-8765

Fax: 843-3501

From June 5 to July 20, 2017

Kalanimōkū (Building #46), Room 411

Monday – Friday: 7:00 a.m. – 4:30 p.m.

Phone: 842-8765

Medical Services

Kalanimōkū Dispensary (Building #46)

Grades 1–4 and afternoon

Phone: 842-8606

Ka'ōleiokū Dispensary (Building #42)

Grades 5–8

Phone: 843-3459

Hale Ola (Building #14)

Grades 9–12 and Academies

BuilPhone: 842-8075

Unit Offices

Grades 1–4 Unit Office

From June 5 to July 14, 2017

Kūihelani (Building #47) Room 9

Monday – Friday: 7:00 a.m. – 12:30 p.m.

Unit Coordinator: Ms. Santiago

Phone: 842-8514

Grades 5–8 Unit Office

From June 5 to July 14, 2017

Ka'ōleiokū (Building #42) Room 115

Monday – Friday: 7:00 a.m. – 12:30 p.m.

Unit Coordinator: Mrs. Hokoana

Phone: 842-8664

High School Summer School Office

From June 5 to July 21, 2017

Smith (Building #10) and Bishop Hall-Kipuka (Building #27)

Monday – Friday: 6:30 a.m. – 3:15 p.m.

Unit Coordinator: Mrs. Hoomana-Heffernan

Phone: 842-8704

Grades 9–12 Attendance: 842-8704

Afternoon Courses Unit Office

From June 5 to July 14, 2017

Kūihelani (Building #7) Room 20

Monday – Friday: 11:00 a.m. – 4:15 p.m.

Coordinator: Mrs. Fox

Phone: 843-3311

Coordinator's Office

From June 5 to July 19, 2017

Kalanimōkū (Building #46) Room 411

Grades 1–12

Coordinator: Mr. Kauka

Phone: 842-8302

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KAMEHAMEHA SCHOOLS®

ADMINISTRATION

Debbie Lindsey, Po'okula Kōikawā (Interim Head of School)
Scott Parker, Ed.D, Hope Po'okula Kōikawā (Interim Assistant Head of School)
Heather Kela Park, Summer School Program Director

BOARD OF TRUSTEES

Corbett A.K. Kalama, Chairman
Micah Alike Kāne, Vice-Chairman
Lance Keawe Wilhelm, Vice-Chairman
Robert K.W.H. Nobriga, Secretary/Treasurer

CHIEF EXECUTIVE OFFICER

Livingston "Jack" Wong

EXECUTIVE VICE PRESIDENT OF EDUCATION

Holoua Stender, Ed.D

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.

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

Information for Parents

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 everyday, 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 by volunteering to assist with activities or by simply ensuring safe transportation for your child to and from school activities.

Enforcing Dress Code

Enforcement of the dress code begins at home. Please ensure your child leaves home in proper school attire.

Parent/Student Access to Education Records

Parents and students are allowed:

1. To inspect, review and obtain copies of their own education record.
2. 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 Summer School Coordinator, or his/her designee.
3. To obtain copies of Kamehameha's policies and procedures concerning parent/student access to education records. Requests should be made at the Summer School Coordinator'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 and the school will 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
- email
- activities
- clubs and sports
- weight and height for athletic team purpose
- dates of school attendance
- degrees and awards received
- most recent and previous education institution attended
- and other similar information

Kamehameha Schools Resource Centers

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

Bobbie Tom, Sr. Manager

567 So. King Street Suite 108
Honolulu, HI 96813
Phone: (Bus) 842-8912 (Fax) 523-6286
Email: botom@ksbe.edu

KS Resource Center – East Hawai'i

Noelani Ho'opai, Manager

1266 Kamehameha Ave., A5-A6
Hilo, HI 96720
Phone: (Bus) 982-0581 (Fax) 961-6134
Email: chhoopai@ksbe.edu

KS Resource Center – West Hawai'i

Lehua Kaulukukui, Manager

78-6831 Ali'i Drive, Suite 429
Kailua-Kona, HI 96740
Phone: (Bus) 322-5402 (Fax) 322-5437
Email: lekauluk@ksbe.edu

KS Resource Center – Kaua'i

Caroline Victorino, Manager

2970 Halekō Road, Suite 101
Lihu'e, HI 96766
Phone: (Bus) 245-8070 (Fax) 246-4617
Email: cavictor@ksbe.edu

KS Resource Center – Moloka'i

Frances (Maka) Cobb-Adams, Manager

P.O. Box 1047
Kaunakakai, HI 96748
Phone: (Bus) 553-3673 (Fax) 553-9801
Email: frcobbad@ksbe.edu

KS Resource Center – Maui

Brandi Ferguson, Manager

210 Imi Kala Street, #203
Wailuku, HI 96793
Phone: (Bus) 242-1891 (Fax) 242-0824
Email: brfergus@ksbe.edu

KS Resource Center – O'ahu

Jason Doi, Manager

567 So. King Street Suite 102
Honolulu, HI 96813
Phone: (Bus) 523-6228 (Fax) 523-6286
Email: jadoi@ksbe.edu

Day Mau, O'ahu Support Service Coordinator

Windward Mall One Stop Shop - Upper level
46-056 Kamehameha Hwy, M-01
Phone: 235-2329
Email: damau@ksbe.edu

Kini Pihana, Coordinator

KS' Community Learning Center at Nānākuli
89-101 Farrington Highway
Nānākuli, HI 96792
Phone: (Bus) 668-1517 (Fax) 668-6233
Email: hepihana@ksbe.edu

Information for Students

A list of school supplies, if needed, will be given on the first day of class.

Student Attendance

Kamehameha Schools Kapālama Summer School has a strict attendance policy. Family trips should be scheduled before or after the session. When students are absent due to illness or injury, parent(s) / legal guardian(s) shall contact the school office each day of the absence and provide the students' name, grade and reason for absence. Upon return, the parent(s) / legal guardian(s) shall provide written explanation for the absence.

Students are expected to be punctual and must be in their classrooms ready to learn when classes begin. **Students in grades 1-8 start school at 7:45 am. Students in grades 9-12 start school at 7:35 am. or 9:50 am.** Students who arrive after their start time, must report to the office to obtain a tardy slip before going to class. Three (3) tardies are equivalent to an absence. Students missing more than half a class period will also be considered absent.

Excessive tardy, absences or early dismissal requests will result in your child being given lower priority during registration the following summer. This may result in your child's inability to register for any summer school classes.

Students eligible for Ho'omāka'ika'i and Ho'olauna may select other weeks, however, your child will be absent

from school for five (5) days. There are no recommended session offerings for the Kūlia I Ka Pono program because your child will be absent for more than three (3) days.

Performing Arts and Sports Academy students are required to complete a mandatory hō'ike (show) the final week of the academy. Please DO NOT sign up to attend the Explorations Series during Week 6.

Absences in Grades 1–8:

- A maximum of five (5) days absence, for any reason, is allowed except for Na Pua Lei A Pauahi, Intro to Math 7 and Intro to Math 8 which allow only 3 days absence. Please be aware, students in grades 5–8 missing six (6) or more days for any reason will not receive course grades.
- For elementary or middle school student absences, call 842-8201 by 8:30 a.m. This number will not be in service until June 5.

Absences in Grades 9–12:

- Students missing four (4) or more days for any reason will not receive credit and may be dismissed from the summer school program.
- For high school student absences, call 842-8704 by 8:30 a.m. This number will not be in service until June 5.
- Finals are administered on the last two days of the summer session. Students are expected to be in attendance throughout the last week of school.

Returning after Illness or Injury

Students in grades 1–8, returning to school after an absence of five (5) or more days must readmit through the unit office with a note explaining the reason for the absence. Students in grades 1–4, readmitting with medical restrictions on any activity, regardless of the number of days absent, must report to the Kalanimōkū Dispensary, students in grades 5–8, readmitting with medical restrictions on any activity, regardless of the number of days absent, must report to the Middle School Dispensary in Ka'ōleiokū (Building #42). Students in grades 9–12, returning to school after an absence of one (1) or more days must readmit through the unit office with a note explaining the reason for the absence. Students in grades 9–12, readmitting with medical restrictions on any activity must report to Hale Ola regardless of the number of days absent.

Student Dress Code

Parents/legal guardians are responsible for seeing that their children's attire conforms to the Summer Schools Dress Code as stated below. Students will be sent home if they do not comply.

Students in grades 1-12:

1. Footwear is required at all times and should be worn as the style intends. Slippers are acceptable. Covered shoes are strongly recommended for field trips, science labs and sport activity classes. Roller shoes (Heelys) are prohibited.
2. All dark glasses, sunglasses, head gear including hats, sunshades, visors and jacket hoods are allowed but must be removed before entering a classroom.
3. No visible piercings including nose, tongue and eyebrow rings are permitted. Earrings on boys are prohibited.
4. Hair should be clean and neatly groomed, with boys' hair not extending past the top of a dress shirt collar. Unconventional haircuts (tails, razor patterns, partly shaved heads, uneven cuts) and unusual hair coloring are not permitted. Boys' should be clean shaven. Sideburns are permitted, providing they are not longer than the bottom of the earlobe.
5. Tops: Must not be cut or altered in any way. Designs must promote a positive image, be in good taste and not be vulgar, provocative, or advertise unacceptable behaviors such as drugs, alcohol, tobacco, or violence.

BOYS: Collared shirts and t-shirts are acceptable. Tank tops, muscle tops and undershirts are prohibited.

GIRLS: Blouses, t-shirts and dresses are acceptable. Tank, tube, halter, and backless tops, cami's or spaghetti strap, bikini or shear tops and clothing that exposes the chest area and midriff are prohibited.
6. Bottoms: Bottoms should fit properly and be free of rips, cuts, holes and stains. Shorts must be at mid-thigh length.

BOYS: Board shorts, dress shorts, full length pants or jeans are acceptable. Tights, leggings, pajamas and sweats are prohibited.

GIRLS: Pants, jeans, skirts and walking shorts are acceptable. Tights, leggings, pajamas, yoga pants and sweat pants are prohibited.

7. Swimwear and running shorts are prohibited except when required for sports or special activities.

Snacks

Students are permitted to bring nutritious and healthy snacks to school. Snacks should only be consumed during break periods or with teachers' permission during the school day.

Due to the dietary restrictions of some of our students, please read food labels carefully and DO NOT send foods made with peanuts and/or peanut products.

Lost and Found

Each Summer School Unit Office has a lost and found. Please label items, especially sweaters and jackets, with student's last name and first initial. Unclaimed items will be donated to the Association of Teachers and Parents' Thrift Shop in September.

Learning Center Guidelines

1. Students will observe the Student Behavior Policy.
2. All food and drinks are prohibited including candy, seeds and gum.
3. Students must follow the librarian's or their teacher's computer use instructions.
4. Borrowed materials must be returned by the due date to avoid overdue fines.
5. Parents will be charged replacement costs if materials are damaged, lost or not returned.
6. Grades will be withheld if materials are not returned by the end of Summer School or if there are any outstanding fines or fees.

Technology Acceptable Use

Electronic Communication with Students, Parents & Guardians

In order to promote KS' goal of increasing sustainability through reduction in paperwork, KS will communicate with students, parents and guardians electronically using one or more of the following approved electronic tools via

the KS Systems and Web-based Applications (collectively "KS System"):

- **KS Connect:** KS Connect (<http://connect.ksbe.edu/>) is a web-based system used to monitor student 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 email accounts they will be given access to KS Connect. Parents will receive information when their child enters summer school either during orientation or in the mail.
- **Summer School Web site:** The Summer School's Web site can be found at: <http://blogs.ksbe.edu/kapalamasummer/>. 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.

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

Use of KS Mobile Devices and the KS System

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

Guidelines for the proper use of KS Mobile Devices

KS expects students to practice good digital citizenship that includes assuming personal responsibility for their assigned device. Each student has the kuleana or responsibility for caring for their device as if it were their own.

Students are responsible for knowing the whereabouts of their device at all times. Devices that are left unattended will be taken to the Vice Principal's office and a search conducted to determine its user identity. When using KS mobile devices, please remember to observe the following practices:

- The mobile devices are the legal property of Kamehameha Schools. Student's right of possession and use is limited to and conditional upon his/her full and complete compliance with the Student Technology Acceptable Use Agreement.
- Use of KS devices and systems for personal use should be kept to a minimum. Ask a teacher or computer lab resource person if you have questions or concerns about use of your assigned device.
- Report any mechanical problems with your assigned device or software to a teacher or computer lab resource person and they will work to resolve the problem.
- Take steps to backup school work data according to instructions set out by KS teachers.
- Students may not purchase online music, apps or software with their mobile devices without prior approval to do so by their teacher.
- Only assigned school software may be used on KS devices.
- Use of KS devices for entertainment purposes such as playing interactive games or watching YouTube, TV shows or DVD movies is not permitted.
- Conducting unauthorized commercial activity of any kind is prohibited.
- Do not connect unauthorized equipment to any KS system or alter KS equipment to perform unauthorized activities.
- Removing software that has been installed by KS is prohibited.
- Students are permitted to use a variety of approved web tools on their devices for educational purposes under teacher supervision. To view a list of these approved web tools visit: <http://blogs.ksbe.edu/hesipad/web-tools/>.
- Store KS devices with care by using a proper case or tote bag to protect the device.
- Keep equipment surfaces clean by keeping them free of markings, ink or decorative stickers.
- Students must have their name on power supply cords, removable cards and carrying bags.
- Keep food and liquids away from your device.
- Protect your devices and peripheral equipment from theft or loss.
- Maintain all identifier markings or stickers placed on the devices by KS support staff.
- Do not allow others to use your device.
- Ensure your device is fully charged every day.
- Students will sign a Student Mobile Device Agreement that sets forth requirements involved with the program including specific equipment care and maintenance.
- If a device is damaged or is in need of repair, KS may elect to replace the device and provide the student with a loaner. However, the use of a loaner device is not guaranteed.
- Parents assume all financial responsibility for any device or loaner in their child's possession that is damaged as a result of abuse, neglect, loss or theft. Families are required to repair or replace the device or loaner at its current value, including warranties and other related accessories.
- When making print copies from a KS device, students are required to:
 - Follow all printing instructions.
 - Print all assignments in black and white, unless given approval to print in color by their teacher.
 - KS does not provide technical support for printing at home.
 - Do not clear your devices' internet browser history.
 - Really Simple Syndication (RSS) feeds may only be used with teacher permission.
 - Students who bring their own personal electronic mobile devices to school shall assume all risk and liability for devices that are damaged, lost, or stolen.
 - If a student's use of these items interferes with the learning environment, the item will be confiscated and returned to parents at the unit office.
 - Chronic misuse of cell phones and mobile devices during school hours may lead to disciplinary consequences as set forth in this Handbook.

Guidelines for the proper use of the KS System

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

- Properly manage your assigned KS student account within the KS system
- Students and parents are assigned a KS email account to receive and send official communication through the KS Network.
- New students will be issued accounts within the first month of school. Returning students will continue to use KS accounts already established.
- Limit the use of the KS system for educational purposes only.
- Do not use any school email account for non-school related activities.
- Always protect the privacy of your account by using only your assigned User ID and keeping passwords private and confidential.
- Never give others your email account information or use or attempt to obtain user names and passwords of other individuals under any circumstances.
- Actively organize and manage your account by checking KS email accounts daily, respond in a timely manner and regularly delete old emails.
- Do not use KS devices and/or email accounts to register and/or access social networks (Facebook, Twitter, Instagram, etc.) and abide by federal laws of sites that restricts use to individuals ages 13 years and older.
- Do not use images relating to weapons, pornographic material, inappropriate language, alcohol, drugs, gang-related symbols, sounds or pictures as part of your student account.
- Do not use inappropriate media as wallpaper on their devices.
- Parents should check their email accounts at least every three days. Parents without email addresses will receive like information via the U.S. Postal Service.
- Students are able to access their email from home via <http://www.outlook.com/imua.ksbe.edu>.
- Students are responsible for saving, organizing and manipulating their files according to teacher instructions.
- KS reserves the right to conduct random periodic inspections to enforce the 1:1 expectations and guidelines as explained in this Handbook.

Be Civil and Courteous When Communicating via the KS System

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

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

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

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

Obey copyright and trademark laws

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

Disclaimer of Content transmitted over the KS Network

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

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

- KS makes no warranty for the service that it is providing.

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

Student Expectations

Home Ho'ona'auao - Kūkilakila 'o Kamehameha

1. Our kula is Pauahi's home; a place of honor, respect, and pride.
2. Pauahi established her legacy of education for Hawaiian youth in perpetuity.
3. Pauahi demonstrated that strong, meaningful relationships help to maintain pono, a sense of balance, rightness. Maintaining balance is a discipline that affects thoughts, words and behaviors expressed within our family and home.
4. Pauahi's influence and spirit of ho'okipa attracted people of all walks of life who sought her company and felt loved and welcomed in her home regardless of their station. Likewise, we strive to express that spirit of graciousness and love in our Home Ho'ona'auao today.
5. Pauahi was viewed by people as a model of perfection. We strive to emulate her character and bearing in our daily actions as po'o, alaka'i, kumu, limahana, haumana and 'ohana.

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

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

A Commitment to Appropriate Conduct

Ka Loina Lawena Pono

Ke mahalo nei au i
Ke Ali'i Pauahi no kona
lokomaiika'i.

I lālā kūpono o ka 'ohana
o Kamehameha,
e hō'ihi ana au i ke Akua,
ko'u po'e kūpuna,

ko'u 'ohana a me ke
kaiaulu i ka hana pono.

A Commitment to Appropriate Conduct

I am grateful to Princess
Pauahi for her generosity.

As a steadfast member of
the Kamehameha family,
I will honor God,
my ancestors,

my family and
the community with
righteous actions.

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

Student Behavior

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

The KS student disciplinary process is designed to model and 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 Po'o Kula.

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 Po'okula. All other disciplinary decisions by the principal or his/her designee that result in consequences less than that standard may not be appealed. Once a decision has been made by the 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 three working days to appeal the decision to the Po'okula in writing.

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

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

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

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

Academic Policies

Student Evaluation and/or Credit

I. Students in Grades 1–4

- Grades 1–4 students participate in a final class project. Classes are for enrichment only. Credit is not awarded for Grades 1–4 courses. Report cards are not issued.

II. Students in Grades 5–8

- Grades will be posted in KS Connect. Report cards will be mailed to parent/legal guardian’s home address if they do not have access to KS Connect. Students will receive letter grades of A–F for morning non-sports classes. Sports are Pass/Fail. Students’ grades will be affected if they miss more than five days of school. Grades will not be issued to students missing 6 or more days of class. Classes are for enrichment only. Credit is not awarded for Grades 5–8 courses.

III. Students in Grades 9–12

- Grades will be posted in KS Connect. Report cards will be mailed to parent/legal guardian’s home address if they do not have access to KS Connect. A copy of the student’s grade(s) will be sent to the school the child will attend in Fall 2017, unless a hold has been placed due to unreturned texts, library books or supplies.

Students will receive credit for successful completion of a course (D or better) on the following basis:

- 2 hour course (1 sem) = 1/2 KS credit or 1/2 DOE credit**
- 4 hour course (2 sem) = 1 KS credit or 1 DOE credit**

Range in Assigned Grade Point Letter

Range in Percentage	Assigned Grade Point Regular (not AP/Honors)	Letter Grade
93–100%	4.0	A
90–92%	3.7	A–
87–89%	3.3	B+
83–86%	3.0	B
80–82%	2.7	B–
77–79%	2.3	C+
73–76%	2.0	C

70–72%	1.7	C–
67–69%	1.3	D+
63–66%	1.0	D
60–62%	0.7	D–
0–59%	0.0	F

Teachers’ individual grading practices are outlined in their course summaries. Credit courses are offered at an accelerated pace. Each day is the equivalent of approximately a week of class during the regular school year. Therefore, students who are absent more than three days will not receive credit or a grade for the course.

Students with Disabilities

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

Safety and 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 842-8320.

Shuttle Bus Service

Bus service is provided free of charge between the campus and the Schools’ Bus Terminal located at School and Kapālama Streets. Daily supervision at the Terminal is provided during the following times:

- 6:30 a.m. – 7:30 a.m.
- 11:45 a.m. – 12:30 p.m.
- 4:00 p.m. – 4:30 p.m.

Students should not be dropped off at the Terminal prior to 6:30 a.m. when supervision is not provided.

Bus times from Terminal to Campus:

- AM – 6:55 a.m. to 7:30 a.m. and 9:40 a.m.
- PM – 11:50 a.m. and 12:20 p.m.

Bus times from Campus to Terminal:

- 12:00 p.m. and 4:00 p.m.

Bus times between Campuses:

- Shuttle bus service between campuses operates daily according to the bell schedule.

Terminal Drop Off/Pick Up

To facilitate safe drop off in the morning and pick up in the afternoon at the Kapālama bus terminal, we ask you to please adhere to the following guidelines.

- Dropping off and picking up students is allowed only on the Ewa side (the bus terminal side) at the curb of Kapālama Avenue so that keiki do not have to cross the street. Avoiding street crossings significantly reduces the risk of accidents and also eases the strain on traffic during these busy traffic periods.
- Please use Makuahine Street and Hala Drive to access Kapālama Avenue, and queue up as needed on these streets only. Following this queueing pattern will reduce traffic congestion and ensure that everyone can drop their students off or pick them up as quickly as possible.
- In keeping with past protocol, Kapālama Security, HPD Officers and Sheriffs will be onsite to conduct traffic control and supervise the safe drop off and pickup of our keiki at the terminal; kindly please comply with their directions.
- Please be mindful of other drivers and follow all traffic rules so that everyone can get where they are going safely and quickly.

For safety reasons, students must be picked up within 30 minutes of their last scheduled class unless they have elected KS bus service or are riding the city bus.

Parents will select pick up site on confirmation form mailed in late April.

Students who are not picked-up once the Terminal has closed at 12:30 p.m. (students without afternoon classes) or 4:30 p.m. (students with afternoon classes) will be returned to the campus and taken to the Main Summer School Office. A \$25 late pick-up fee will be charged each time a student is picked up from a Unit Office after hours.

Traffic Regulations

While on campus, drivers are responsible to observe all posted speed, stop, parking and other traffic requirements.

Student Drivers

Students must register their vehicles with the high school office (located in Smith office or Kipuka at Bishop) on the first day of summer school and obtain a parking permit. All parking permits are kept on file at the KS Security office.

Students are not allowed to drive or park on campus during the school day unless they have registered with the High School office. Available parking on campus is very limited. Driving and parking on campus is a privilege for students; it is not a right to which students are entitled. All student drivers are responsible for knowing the rules and regulations for driving and parking on campus. Failure to follow driving and parking rules and regulations may result in the loss of parking privileges.

Skateboards, Rollerblades and Scooters

Skateboards, rollerblades, scooters, hoverboards, Heelys, Razors, etc., are not allowed on campus at any time.

Off-limit Areas on Campus

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

- Areas where construction or renovation is in progress
- Parking lots
- Access roads
- Forest areas
- Physical plant area
- Athletic facilities, unless enrolled in a sports class assigned to that area
- Classroom lanai areas & restrooms during class, except during passing periods or with permission
- Dormitory and boarding areas
- Any other areas identified and communicated by faculty and/or staff

Visitors and 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 online at www.parents.ksbe.edu, under the volunteer tab, and at the Unit Coordinators' offices.

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 main summer school office. Upon arrival on campus, volunteers must report to the school administrator authorized to supervise the volunteer.

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 terminals, 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.

Volunteers who have already completed the above procedures for the regular 2016–2017 school year do not have to complete volunteer procedures for summer school.

Securing Valuables

As a safeguard, never leave valuable items unattended or unsecured.

Kamehameha Schools will not be responsible for replacing lost, stolen or damaged items.

Personal Electronic Equipment/Cellular Phones

If a student chooses to bring any of these items to school they assume all risk and liability. If a student's use of these items interferes with the learning environment, the item will be confiscated and disciplinary action will be taken. *All personal electronic equipment must be turned off during class periods.*

Policy on Discrimination, Harassment, Intimidation, Bullying, Hazing or Violence & Reporting School Infractions & Unlawful Activity

KS is committed to providing a learning environment free from all types of discrimination, harassment, intimidation, bullying, hazing or violence that would interfere with a student's ability to learn and enjoy his or her educational experience. All school infractions, including any incident of discrimination, harassment, intimidation, bullying, hazing or violence, should be reported immediately to the summer school unit coordinator's office to permit KS to take appropriate action. KS will investigate and handle such reports in accordance with its policies and procedures. Student suspect(s) will be given the opportunity to explain their views. KS may take disciplinary action, up to and including suspension or release, as determined by KS in its sole discretion. If the infraction is serious and circumstances so warrant, KS may report the incident to local law enforcement officials. A detailed list of infractions and disciplinary actions can be found in the "Student Expectations" section of the Handbook. For more information about how to report a school infraction, including any incident of discrimination, harassment, intimidation, bullying, hazing, or violence, please contact the summer school unit coordinator's office.

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

Hi'ikua Helpline

The Hi'ikua Helpline is a confidential helpline that provides students with an alternative way to report any concerns or ask questions that affect the health, safety and/or well-being of any student (e.g., harassment, intimidation, bullying, sexual harassment, violence or threats of violence, suicidal thoughts or actions, drug or alcohol use). While reporters are encouraged to identify themselves in order for KS to ensure efficient attention to any concern or issue, anonymous reports are accepted and investigated to the fullest extent possible. The Helpline is not intended to replace traditional reporting methods should students or families feel comfortable doing so.

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

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

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

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 and/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.

Island-wide Emergencies

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

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

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

Radio: Announcements about school closure or evacuation will be broadcast over the following local radio stations: KCCN 100.3 FM, KRTR 96.3 FM, KUMU 94.7 FM, KINE 105.1 FM or via Connect ED, the school communication system.

Telephone calls: In the event of an emergency, parents may call KS' main switchboard at 808-842-8211 or toll-free at 1 (800) 842-IMUA. 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. 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 the Kapālama 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 Operations Support Division at 842-8260.

Health Services

The Mālama Ola Health Services Department (HSD) is responsible for performing the medical clearance for all students. In addition, the HSD is available to provide healthcare services to students located on a KS campus. Health rooms on a KS campus are staffed by a Registered Nurse who may be supported by a Medical Assistant.

Parents/guardians are required to complete a Medical Treatment Agreement and Release prior to the start of the Program year. While Kamehameha Schools may provide healthcare services for its students, final and complete responsibility for the health of the student rests with the parents/guardians of the student. Costs incurred by outside referrals and treatments are also the responsibility of parents/guardians. Kamehameha Schools does not assume responsibility for treating any student who

appears to be under the influence of any drug, chemical, alcohol, or any other intoxicating or mood-altering substance; however, it reserves the right to administer emergency treatment in connection with any physical disability or accident resulting from the above influence.

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

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

In the event of a serious medical emergency, KS will be responsible for arranging transportation for emergency care. If a student is assessed to need care at an outside physician or facility, a Medical Evaluation form will be provided to parents to be completed by the physician or facility. If the student does not have a referral letter, a private physician's written clearance with restrictions as applicable is acceptable. A signed referral letter or physician's written clearance is required when the student returns to the Program. The parent/guardian(s) is responsible for the cost of any medical services not provided by KS medical staff.

KS is not responsible for reminding students to take or report for their medication. Kamehameha Schools is not responsible for any medications that a student self-administers. Students will be responsible for ensuring that they keep the medication available at school or on any activity and take the medication as prescribed. If a student shares a self-administered medication with another student, the medication shared will immediately be confiscated, the student's privilege of self-administration will be revoked, and the student may face other disciplinary measures. However, students are not permitted to self-administer any controlled medications (e.g. narcotics or common ADHD medications); these medications will need to be administered by KS medical staff or their designee.

A copy of the Request for Administration of Medication (RAM) form was made available with each student's application or re-enrollment packet. A completed RAM form must be submitted for each prescribed medication that KS medical staff or their designee will administer.

Contacting parents

In cases of emergency, KS staff will first call 911 then as soon as possible, will call the parent/guardian(s) and, if unavailable, will then call the emergency contact.

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

- A temperature of 100.4°F or above. Students must be fever free for 24 hours without medication (e.g. Tylenol, Motrin, etc.) before returning.
- Any illness or injury that prevents full participation or could pose a risk to another student's health.

If the non-emergent ill or injured student is on his or her home island, KS expects that the child will be picked up in a timely manner. Failure to timely pick-up the child may result in the child's inability to return to the program once healthy. For students not on their home island, arrangements will be made to send the student to his/her on-island emergency contact or to home.

In the event of illness or injury during the program, students should inform program staff when the illness or injury occurs. For injuries, a KS Injury Form is completed by a supervising program staff member.

Hours of Service

At least one campus health room is open Monday through Friday from 7:30 a.m. to 3:30 p.m.

Health Records

The HSD maintains a health record on each student. Please report any changes to your child's health immediately by calling Hale Ola at 842-8075.

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

Student Accident Insurance

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

Bus Transportation

Kamehameha Schools provides bus transportation to and from the Kapālama campus for students living in rural and outlying areas of the island. Shuttle busses transport students between the bus terminal and campus both before and after school. Bussing is also provided for students on a limited basis for field trips, athletic, and other KS-sponsored events and activities.

Fees

The cost of bus service for each child for the 2017 Summer School program is \$200.00 (round trip) or \$100.00 (one way). The bus service fee is NON-REFUNDABLE. Cost for transportation is subject to change.

Bus Tickets

Bus tickets are mailed with student schedules approximately seven (7) days before the start of the summer session. Students must bring their bus ticket to school each day. Lost tickets must be replaced and reissued the following school day. A \$10.00 fee will be collected for each reissued bus ticket.

Drop-off and 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, parents are reminded not to litter, or cause hazardous conditions for children or buses by participating in unsafe vehicular or pedestrian actions at bus stops.

Transportation Changes

Cancelling Bus Service

Parents who wish to withdraw their children from the bus program must notify the Main Summer School Office in writing. Please call 842-8765 for more information.

Changes in Plans

If a child typically rides the bus, but will be transported home by another means for a special reason, parents must notify the Summer School Office. Notification by a child alone is not sufficient. Prior notification in writing is best, but in an emergency a phone call to 842-8765 by 11:00 a.m. is also satisfactory. If parental notification is not received, transportation arrangements for a child may not be changed.

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. DO NOT EAT OR DRINK on the bus.
- k. Obey all instructions from the bus driver.

3. After leaving the bus students shall:

- a. Cross at nearby crosswalks or intersections. DO NOT CROSS DIRECTLY IN FRONT OF OR BEHIND THE BUS. If there are no crosswalks or intersections nearby, students shall look both left and right to see that there are no vehicles approaching before crossing. Avoid crossing at curves or hills.
- b. Observe the following crossing procedure when crossing the street with the assistance of a 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.

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

Lost and Found Items

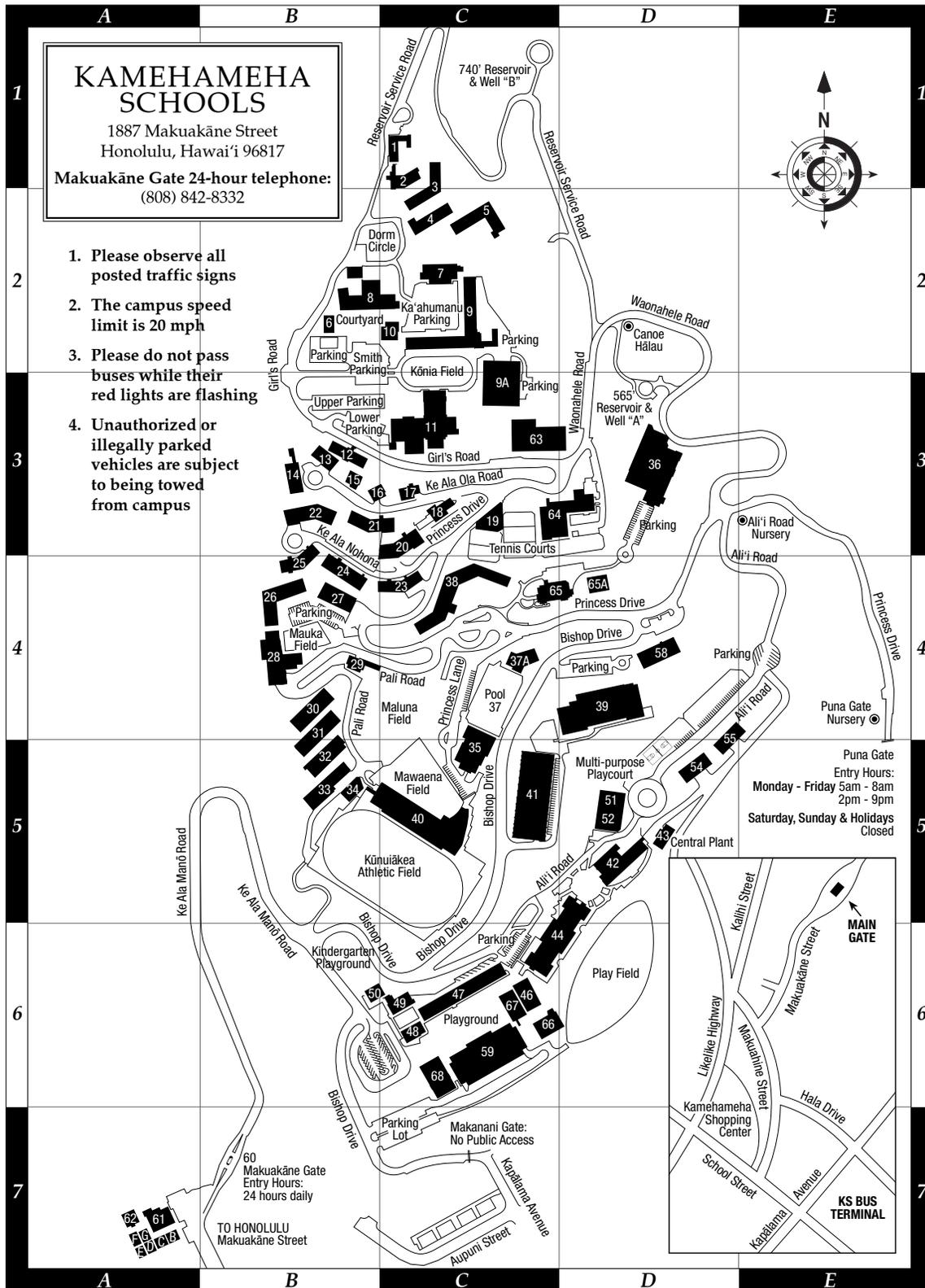
Any lost and found items left on the bus will be taken to the main summer school office in Kalanimōkū 411. Unclaimed items will be taken to the thrift shop at the terminal or discarded in September.

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 KSKSS Coordinator. School administrators may terminate a student's bus service if the behavior continues.

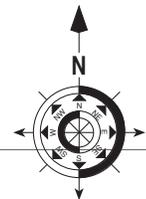
In Case of Emergency

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.

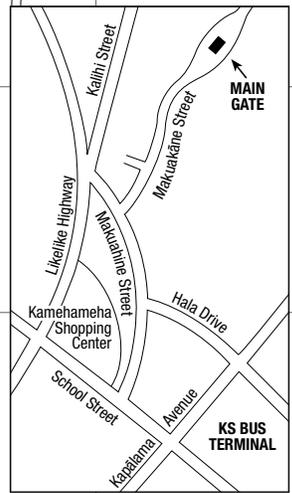


KAMEHAMEHA SCHOOLS
 1887 Makuakāne Street
 Honolulu, Hawai'i 96817
Makuakāne Gate 24-hour telephone:
 (808) 842-8332

1. Please observe all posted traffic signs
2. The campus speed limit is 20 mph
3. Please do not pass buses while their red lights are flashing
4. Unauthorized or illegally parked vehicles are subject to being towed from campus



Puna Gate
 Entry Hours:
 Monday - Friday 5am - 8am
 2pm - 9pm
 Saturday, Sunday & Holidays
 Closed



1. Keōpūolani-Uka.....B-1	14. Hale OlaB-3	30. Physical Plant/.....B-4	41. Hale Ho'oku Ka'a.....C-5	59. Kamāmalu.....C-6
2. Keōpūolani-Kai.....B-1	15. Hale Hāna'i.....B-3	31. Transportation/Security.....B-4	42. Ka'ōleiokū.....D-5	60. Main Gate.....B-7
3. Kapi'olani Nui.....B-1	16. Hale Alaka'i.....B-3	32. Paint/.....B-4	43. Central Plant.....D-5	61. Ulupono.....A-7
4. Kekāuluohi.....C-2	17. Hale Kahu.....C-3	33. Grounds Shop/Custodial.....B-5	44. Keli'imaika'i.....C-5	62. Ulupono.....A-7
5. Kīna'u Hale.....C-2	18. Hale Pelekikena.....C-3	34. Carpenter/Mech/.....B-5	45. Kalanimōkū.....C-6	63. 'Akahi Dining Hall/. C-3
6. Haleakalā Annex.....B-2	19. Tennis Courts/.....C-3	35. Electrical Shops.....B-5	46. Kūihelani.....C-6	64. 'Akahi Student Center/School Store
7. Ka'ahumanu.....C-2	20. Locker Rooms.....C-3	36. Grounds/.....B-5	47. Nāhi'ena'ena.....C-6	65. Kapoukahi.....C-3
8. Haleakalā.....B-2	21. Lunalilo.....C-3	37. Welding Shop.....B-5	48. Kānekapōlei.....C-6	66. Bernice Pauahi.....C-4
9. Kōnia.....C-2	22. Kapuāiwa.....B-3	38. Grounds.....B-5	49. Keolaakalani.....B-6	67. Bishop Memorial Chapel
9A. Frank E. Midkiff.....C-3	23. 'Iolani.....B-3	39. Koai'a.....C-5	50. Keawe Gym.....D-5	68. 'Akahi Student Center/School Store
10. W.O. Smith.....C-2	24. Kamehameha.....C-4	40. Kā'iwakīloumoku.....D-3	51. Keawe Gym.....D-5	65A. Bernice Pauahi.....D-4
11. Princess Ruth.....C-3	25. Liholiho.....B-4	41. Kalani'ōpu'u Pool.....C-4	52. Locker Room.....D-5	66. Kaha'ōpulani.....D-5
12. Hale Kukui.....B-3	26. Kaleiopapa.....B-4	42. TBD.....C-4	53. Kaha'ōpulani.....D-5	67. Ke'eumoku.....C-6
13. Hale Mālama Ola.....B-3	27. Ke'oua.....B-4	43. Pākī.....C-4	54. Nae'ole.....D-4	68. Keku'iapoiwa.....C-6
	28. Bishop Hall.....B-4	44. Kekūhaupi'o.....D-4	55. Princess Bernice.....D-4	
	29. Hale Koa.....B-4	45. Kūniūikea.....C-5	56. Pauahi Admin. Bldg.....C-6	



KAMEHAMEHA SCHOOLS®