



Kamehameha Schools



"All Things Start Out Small" by Mikiala Ng Papa Mana 2013-2014

Kamehameha Elementary School Handbook For Students and Parents 2014-2015

Kamehameha Schools
Kamehameha Elementary School
225 Bishop Circle
Honolulu, HI 96817-1595

CAMPUS CONTACT INFORMATION

Kamehameha Schools Kapālama Elementary School

225 Bishop Circle, Honolulu, HI 96817

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| School Store | 842-8367 | |
| Security Gate House (24 hr. contact) | 842-8332 | |
| Transportation | 842-8329 | |
| Kama'āina Kids Office | 842-8042 262-4538 | |

For more information on Kamehameha Schools campuses and programs, visit the KS Web site at www.ksbe.edu or blog site at <http://blogs.ksbe.edu/kes/>.



LEGACY OF A PRINCESS

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

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

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

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

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

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

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

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The artwork featured on the handbook cover was created by Mikiala Ng, 2013-2014 Grade 6 student in Papa Mana, and is entitled “All Things Start Out Small”. Mrs. Wendy Larrow, 4-6 Art Teacher, notes, “the planting of the pulapula koa on huaka`i captured the hearts of our haumāna. This visual reflection exquisitely represents the essence of the pulapula symbolizing the new beginnings as our 6th graders embark on their new adventures.”

KAMEHAMEHA ELEMENTARY KAPĀLAMA ADMINISTRATION



Ronnie Kopp
Principal



Sandi Tuitele
Vice Principal



Maile Bellosi
Vice Principal



Chelsea Keehe
Curriculum Coordinator



Shelley Wee
Student Activities Coordinator



Kehau Akiona
Trainer Evaluator



Deede Santiago
Trainer Evaluator

STATEMENT ON THE HANDBOOK

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

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

PARENT ACKNOWLEDGEMENT FORM

Inserted within this handbook is a Parent Acknowledgement form. This form lets us know that you have read, fully understand, and support the information contained in the 2014-2015 Student / Parent Handbook. Please read and sign the form and return it to the Kamehameha Schools Kapālama Elementary School office before **August 11, 2014.**

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.

Working Exit Outcomes Framework (WEO)

Ke Ao Ho’oūlu Growth

He Hawai’i au mau a mau
I am a Hawaiian now and
forever.
Embrace my identity as a
Hawaiian.

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.

Ke Ao Pilina Relationships

Hilina’i i Ke Akua
Trust in God.
Live a life reflective of
Christian values.

‘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
kūlana.

Ke Ao Lani, Ke Ao Honua Global

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.

E ho’ōki i ka hō’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 Hawai’i and the
Pacific as a foundation for
relating to the diversity of the
world.

Ka ‘ike a ka makua he hei na 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.

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.

Ke Ao ‘Imi Na’auao Knowledge and Wisdom

Nānā i ke kumu
Look to the source.
Utilize various sources (i.e.
kupuna, kumu, loea,
mo’olelo, wahi pana,
mo’omeheu) to foster
inquiry and seek
knowledge.

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.

Lawe i ka ma’alea a ku’ono’ono
Take wisdom and make it deep.
Transform my knowledge
through the blending of
imagination, intuition and
intellect.

He aupuni palapala ko’u; ‘o ke
kanaka pono ‘o ia ko’u kanaka
Mine is a kingdom of
education, the righteous man is
my man.
Seek and apply knowledge
ethically.

Hawaiian Glossary: kaiaulu – community; kūlana – role and status; kumu – teacher; kūpuna – ancestors and elders;
lāhui – nation; loea – experts; mo’omeheu – traditions; mo’olelo – story and history;
‘ohana – both nuclear and extended family; wahi pana – storied and historical places

KES Learning Philosophy

Kamehameha Elementary School Kapālana is a nurturing and dynamic community where haumāna integrate their learning with pono and na’auao in service to their ‘ohana, kaiāulu, lāhui, and honua. Students are mākaukau to appreciate the importance of their past, understand their role in the present, and think creatively and critically to thrive in an ever changing global environment. *pono (ethics) na’auao (wisdom) kaiāulu (community) lāhui (nation) honua (world) mākaukau (prepared)*

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. The responsibility and desire to learn and work hard belongs to your child. Our school will help your child achieve his or her highest potential by providing a setting for formal learning – classrooms, staff, materials, equipment, facilities and other students – and by facilitating active, meaningful learning experiences. Supporting your child will assure that he or she gets the most out of this educational experience. To help this happen, we hold you to the following expectations:

- Support regular attendance
Make sure that your child is in school on time every school day, unless attendance is prevented by an illness, injury or emergency. Family vacations and travel should not occur during school days.
- Take an active interest in your child's learning
Know what your child is studying and talk about what is happening in school.
- Encourage reading
Reading increases your child's capacity to learn. For this reason, many teachers require independent reading as a major part of each day's homework. Please help your child with this activity by making sure he or she has a quiet place to read.
- Monitor your child's progress
Study informal notes, interim reports and report cards. Discuss them with your child. If you have any questions, contact your child's teacher.
- Attend parent conferences
Parent conferences are held twice a year, and your attendance is required.
- Attend student functions
Show support for your child and his or her classmates by attending student performances, school open houses, and class meetings.
- Keep informed
Participate in workshops, attend meetings, and read handbooks, letters and other correspondence from the school.
- Understand curricular requirements
Students are required to adhere to all curricular requirements of the Kamehameha School's program, including but not limited to participation in Christian education and attendance at Chapel, Hawaiian cultural and languages studies, including oli and mele performance, and attendance at Founder's Day.
- Enforce school regulations
Help your child understand and follow school rules. Reading and discussing the Student / Parent Handbook with your child may prevent many problems and misunderstandings.
- Communicate
Contact a teacher, counselor, or administrator as soon as a problem arises. Parent calls are always welcome. Open communication between parents and school professionals is

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

Parent conferences

Parent conferences are an important means of communication between the school and home. Conferences for all children are held twice a year. Student attendance at the fall and spring parent conferences are required (with the exception of Kindergarten). Additional parent conferences may be arranged at any time at the request of the school or the parents.

If you are unable to attend your scheduled conference, you must reschedule the conference time with your child's teacher. You are also responsible for attending scheduled evening meetings and open houses to become informed partners in your child's education.

School support opportunities

There are opportunities available for organized parent involvement that will contribute to the success of our schools and students: the Association of Teachers and Parents, and the Parents and Alumni Relations office.

Association of Teachers and Parents

The Kamehameha Schools Association of Teachers & Parents (ATP) is a non-profit organization comprised of Kamehameha Schools parents, teachers, administrators and staff. Its objectives are to:

- Support the academic and social activities of the school
- Bring together parents, legal guardians, sponsors, teachers, administrators and staff
- Encourage and endorse projects to expand the educational enrichment opportunities beyond those offered by the school

Three councils are chartered to discuss programs, activities and concerns relating to their respective grade levels. Parent representatives from each grade level interact with the school administrators and staff to provide feedback on educational, social and facility-related issues.

The ATP raises funds through membership dues and fundraising projects such as its annual Ho'olaule'a. All proceeds are used to provide enrichment grants for students in grades K-12, to supplement the ATP operating budget, and to host programs and projects.

For more information, contact KS Parent Unit Coordinator **Mervlyn Kitashima** at 842-8444.

Parents & Alumni Relations

KS' Parents & Alumni Relations (PAR) office informs parents and alumni of KS activities, keeps them up-to-date on issues affecting the organization, and creates opportunities for parent and alumni involvement.

The Parent Unit works closely with parents, neighbor island families, parent leadership and the Association of Teachers and Parents (ATP). Programs provided by PAR include: family forums/workshops, family summits, book fair(s), parent volunteer opportunities, college fair and the KS Thrift Shop. PAR also supports the annual ATP Ho'olaule'a and Alumni week. Communication to parents is done quarterly via KS' Na Makua publications.

For more information visit www.ksbealumni.org or contact the following KS Parents & Alumni Relations staffers:

Mervlyn Kitashima

Parent Administrator

842-8444

Puamana Miyasato
Laurielei Waracka

Parent Coordinator
Parent Coordinator

842-8659
842-8177

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 the vice principal at 842-8382 .

Use of the name "Kamehameha Schools" and 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 Vice Principal at (808) 842-8382.



KAMEHAMEHA SCHOOLS®

OUR EDUCATIONAL PROGRAM

The mission of KS Kapālama Elementary School is grounded in the Hawaiian culture and Christian values embraced by our beloved founder Bernice Pauahi Bishop. We educate children of Hawaiian ancestry to become good and industrious men and women in spirit, mind and body and to use their talents and abilities to contribute positively to the world.

Students are required to adhere to all curricular requirements of the Kamehameha School's program, including but not limited to participation in Christian education and attendance at Chapel, Hawaiian cultural and languages studies, including oli and mele performance, and attendance at Founder's Day.

Classes

Children are grouped heterogeneously into self-contained classrooms. Homeroom teachers then group children flexibly in order to best meet their instructional needs. In grades 5 & 6, instruction is departmentalized so the students will have certain core subjects with their homeroom teacher and the remaining core subjects with a partner teacher.

The elementary school follows a six-day cycle plus an additional non-cycle day, known as Lā 'ono'ono (Reflection Day), which is used to schedule elementary school programs, i.e. Christmas Program, Ho'olōkahi Day, chapel and 'ohana, as well as student make-ups, field trips, and staff development. Once the year begins, you will be able to follow your child's class cycle by referring to the schedule on page 56.

Class sectioning

In May of each school year, grade-level teachers develop recommended class groupings for the following school year. In general, classes are mixed from year to year so children get to know others at their grade level. Initial lists are considered drafts and are reviewed by counselors, other staff, and administrators prior to final administrative approval in June.

Parent requests for specific teachers are not accepted. However, a parent may request a particular learning environment for a child, based on what is known about how that child learns and responds (e.g.-needs firmness or structure or needs nurturing/confidence-building). Requests should be made in writing to the principal via the child's teacher by the first week of May. While no guarantees can be made, such information will be considered in the sectioning process.

Teachers

The students' homeroom program is enriched by special teachers of art, science, library skills, technology, Hawaiian language and culture, Christian education, music, physical education and instrumental music.

Field trips

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

Students with disabilities

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

Homework

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

Examples of assignments include:

- Completion of daily work
- Reinforcement of specific skills
- Project or research work
- Recreational reading
- Writing
- Sharing/discussion of experience

For best results, parents should provide:

- A quiet place free from distractions such as TV
- A scheduled time for homework
- Proper homework supplies
- Interest and support

The following are approximate daily time allotments for homework. These may vary, as specific assignments are at the discretion of teachers. We are sensitive to the fact that our students face a long school day, especially if commuting, and have limited time for other non-school activities with friends and family.

| | |
|-------|-----------------|
| K-1 | 10 - 30 minutes |
| 2-3 | 20 - 40 minutes |
| 4-5-6 | 40 - 60 minutes |

Student progress reports

Student progress reports help our teachers communicate your child’s growth academically, socially and behaviorally. The following descriptions of letter grades are embraced at the different grade levels in the elementary school:

Grades K-3:

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

Grades 4-6:

Achievement

E = EXCELLENT: consistent quality in demonstration of understanding of concepts and skills.

G = GOOD: nearly consistent in demonstration of understanding of concepts and skills.

S = SATISFACTORY: meets expectations in demonstration of understanding of concepts and skills, does what is expected, and doesn't go beyond.

M = MINIMAL: demonstrates minimal understanding of concepts and skills and work is partial and incomplete.

U = UNSATISFACTORY: does not demonstrate understanding of concepts and skills.

Work is incomplete, messy, indicates no effort, and improvement is needed in attitude.

Skill Achievement Ratings

+ = Exceeds expectations

√ = Meets expectations

- = Below expectations

The grading scales may be used individually or in combination for daily work and semester grades. Progress reports may be sent home throughout the school year for special subjects and interim reporting.

Our intervention process

Kamehameha Schools makes every effort to meet the academic, behavioral, social and emotional needs of its students. If your child is struggling in school, our faculty and staff will intervene and work with you to find the best way to fulfill those needs.

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

LEVEL 1 – Teacher intervention

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

LEVEL 2 – Counselor intervention

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

LEVEL 5 – Administration intervention

If the concerns are not solved at levels 3 and 4, a recommendation is made by the KS Kapālama administrator to the headmaster for disenrollment or educational placement for special needs.

Academic probation

Students performing at unsatisfactory or marginal levels, despite interventions by the school, will be placed on academic probation. The purpose of academic probation is to encourage students to regain a satisfactory academic standing and for parents and the school to renew their joint commitment in this process.

A student is placed on probation if, at the end of a semester, that student has earned two or more M's (Minimal Achievement) or one or more U's (Unsatisfactory Achievement) in language arts, mathematics, social studies or science. Academic probation runs for one full semester. The length of attendance and conduct probations varies depending on the circumstance. While on academic probation, the student must attend daily study help or study hall sessions from 2:35 p.m. until 3:15 p.m. Students may not be eligible for participation in school organizations, clubs or extracurricular activities while on academic probation.

During the three-year period from grades 4 through 6, a student on academic probation for three (3) semesters will be subject to release from KS Kapālama Elementary School. School administration may find that extenuating circumstances, beyond the student's control, are causing his/her academic deficiencies. In these rare cases, students may be allowed to remain at the school.

Counseling services

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

| | | |
|----------------|----------|--------------------|
| Ryder Maeda | 843-3368 | Grades K, 6 |
| Sharon Hager | 842-8689 | Grades 1, 2 |
| Georgette Kala | 842-8643 | Grades 4, 5 |
| Keawe Kalama | 842-8717 | Grade 3 & Outreach |

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:

If the issue concerns your child's learning, approach his or her teacher first. You may also contact your child's grade-level counselor.

If the concern or question is not resolved satisfactorily, please contact the vice principal or principal.

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.

BEFORE & AFTER SCHOOL

School hours & attendance

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

Before/After School Drop Off & Pick Up

Please note that a modified schedule will be in effect for the duration of the School Construction Projects. To ensure punctuality and safety, it is imperative that all families observe the outlined procedures below.

Morning Drop Off

The school has designated drop-off times and locations for students. Students should not be dropped off at school prior to 6:45 a.m. Free shuttle service to the campus will be provided from the KS Bus Terminal. All students arriving at school before 7:00 a.m. should report directly to the Kamāmalu Courtyard. See procedures below:

| | | |
|------------------|-------------|--|
| 6:45- 7:45 a.m. | K through 2 | K-2 Nahi'ena'ena Island car drop-off/pick up area Gr 3-6 sibling and Middle School sibling may be dropped off along with a K-2 KES student |
| 6:45 – 7:30 a.m. | 3 through 6 | School St. Bus Terminal located at School St. and Kapālama Avenue (<i>If your child has missed the last 7:30 a.m. shuttle, please proceed to the K-2 Nāhi'ena'ena Island car drop-off/pick up area.</i>) |
| 7:30-7:45 a.m. | 3 through 6 | K-2 Nahi'ena'ena Island car drop-off/pick up area |

Supervision is provided for children on campus beginning at 6:45 a.m. Bringing children to school too early in the morning is not recommended since this lengthens the school day for them and may hinder their educational progress. Children who come to school too early often experience fatigue during classes.

Afternoon pick-up

Children who are not supervised in extracurricular activities, study hall/help, or Kama'aina Kids after school care, are required to leave the campus by 2:45 p.m.

| | | |
|----------------|-------------|--|
| 2:30-2:45 p.m. | K through 2 | K-2 Nahi'ena'ena Island car drop-off/pick up area |
| 2:40-3:10 p.m. | 3 through 6 | School St. Bus Terminal (<i>see procedures below</i>) |

KS Bus Terminal Procedures

The KS bus terminal will be staffed by KES educational support staff, KS security, and a Honolulu Police Department Officer will assist with traffic needs fronting the terminal along Kapālama Street. Students are not allowed to walk to the terminal from campus or vice versa.

Morning drop-off : 6:45-7:30 a.m.

Morning shuttle buses to KES depart the terminal at:

6:55 a.m.

7:05 a.m.

7:10 a.m.

7:20 a.m.

7:30 a.m.

Please **do not** drop off your child earlier than 6:30 a.m. since there will be no supervision prior to that time. For purposes of traffic safety, if you park across the street from the terminal, please use the crosswalk to escort your child across the street and into the terminal.

Afternoon pick up – 2:40-3:10 p.m.

Students must be picked up by 3:10 p.m. Educational assistants will help with loading students in vehicles for the drive through pick up along Kapālama Avenue.

PLEASE ENSURE YOUR CHILD’S NAME PLACARD (to be sent to you this summer) IS CLEARLY DISPLAYED ON THE INSIDE RIGHT CORNER OF YOUR DASHBOARD FOR EFFICIENCY WITH DRIVE THROUGH PICK UP. IF PLACARD IS LOST, PLEASE MAKE A REPLACEMENT.

Parents/guardians wishing to walk in to the terminal to pick up their students will need to park and escort students back to their cars. If students are not picked up by 3:10 p.m., they will be brought back to campus and enrolled in Kama’āina Kids after school care. A \$5.00 drop in charge will be applied.

Important: Please do not jaywalk or double park when in the bus terminal area.

Kamehameha Schools provides bus transportation to keiki living in outlying areas. For details on applying for bus service, see page 43 in the “Bus Transportation” section.

On-Campus Parking

There will also be no access to the campus through Makanani Gate, and parking for anyone other than staff is limited to (8) eight “visitor” stalls, located in the Nahi’ena’ena blacktop parking area, during this construction phase. All other stalls will be assigned for construction staff and school staff parking only. We ask for your patience and kōkua to minimize the need to park vehicles in “visitor” marked stalls before and after school. We cannot accommodate parents walking students in to class, joining us for breakfast, and picking students up at the Nahi’ena’ena stairs after school with the limited parking available.

PLEASE NOTE: BREAKFAST FOR FAMILIES AND GUESTS WILL NO LONGER BE AVAILABLE.

Anyone found parked in a staff or construction crew assigned stall will be contacted by administration. If there is chronic disregard for the parking procedures and/or drop off or pick up procedures, parking decals allowing access to the campus may be revoked.

After-school care

If you are unable to pick your child up by 2:45 p.m. you must enroll your child in the campus’ Kama’āina Kids after-school program. The program operates out of the Keku’iapoiwa Dining Hall and offers study time, planned activities and play time from 2:30 – 6:00 p.m. The daily drop-in rate for after-school care is \$5, due at the time of pick-up.

This cost is not covered by school tuition or financial aid. Call 842-8042 or 262-4538 for enrollment information.

In addition, special after school programs are offered by the school throughout the year. We will send you detailed information prior to the enrollment period.

Transportation changes

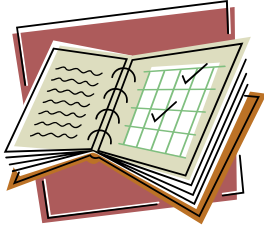
Notify the school office of any transportation changes. Notification should be made in writing or by phone (842-8383) by 11:00 a.m. on the day of the change. The office will issue a KES "pass" to the student. This pass documents the change and should be shown to the Educational Assistant on duty after school.

Lost students

The occurrence of a lost child is rare, but when this happens, is troublesome and worrisome for all. In most instances, it is due to a change in transportation procedures that a child usually follows. If your child does not arrive where and/or when expected from school, call the elementary school office at 842-8383 immediately. If the office is closed, call the school security office at 842-8332. School personnel will assist in locating your child.

NOTE: Please let us know immediately if a home, work or emergency contact phone number is changed.

ABSENCES, LEAVES & TARDINESS



Absences

Absence from school should be avoided whenever possible unless attendance is prevented by an illness or emergency. Students and parents are responsible for maintaining academic progress during absences from school. Please follow the appropriate procedure when the absence occurs:

Absences due to illness or injury

Phone call

Please call the school office at 842-8383 before 9:00 a.m. FOR EACH DAY of absence, or at 842-8384 between 4:00 p.m. and 7:00 a.m. prior to your child's absence. Be prepared to give your child's name, room number, and reason for absence.

Return to school

In the event you missed contacting our office, upon return, your child must deliver to the school office a signed note from a parent/legal guardian stating the reason for the absence. After an absence of three or more days, your child must be readmitted into school through the Kalanimōkū Dispensary (phone 842-8606). Please submit to the medical services staff a written statement from his/her doctor which notes:

- The illness
- The treatment
- Directions for follow-up
- Directions for activities – such as P.E., swimming, etc.

Students returning to school with medical restrictions of any kind must also be readmitted through the Kalanimōkū Dispensary, regardless of the number of days absent.

Referral

If your child was referred to an outside physician or facility by the Kalanimōkū Dispensary, the Kalanimōkū Dispensary will give you a referral letter to be completed by the physician or facility. A private physician's restriction form is acceptable in lieu of the referral letter.

Communicable diseases

If your child contracts a communicable disease (i.e. chicken pox, pink eye, strep throat) a doctor's clearance note must be presented to the medical services staff at Kalanimōkū Dispensary, before your child may return to school.

Head lice

If your child contracts 'ukus (head lice), please inform the school office.

Other

If your child is not in school by 10:30 a.m. or if your child leaves before 10:30 a.m. it will be counted as an absence.

Chronic absenteeism and tardiness may be referred to the outreach counselor for additional support in improving attendance at the discretion of Administration.

Anticipated absences

If absence from school is absolutely necessary for reasons other than illness or injury, parents must submit the School Leave Eligibility Form (see appendix) to the school office at least 2 weeks prior to the date of the absence. The vice principal will determine if the absence is excused or unexcused. Student and parents are responsible for arranging make-up work with teachers. Teachers may require a student to arrive early or stay late beyond the normal school day to complete make-up work.

Medical appointments

Non-emergency medical/dental appointments should be scheduled on weekdays during non-school hours or on weekends. Non-emergency absences from school due to doctor's appointments are considered unexcused.

Funerals

Parents must notify the office of any absence to attend the funeral of a close relative. Students may request an excused absence to attend the funeral using the School Leave Eligibility Form, however those students who are in poor academic standing or have had attendance problems may be denied or excused absence.

Off-campus pass

If a student must leave before 2:30 p.m., his/her teacher and the attendance clerk (842-8383) should be notified ahead of time. Parents must report to the office for an Early Dismissal Pass before picking up their child. State law requires students who leave campus during the school day to have a pass from a school administrator. If questioned by a law enforcement office, the student should show the pass and student ID card immediately.

Family vacations

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

Students may be eligible for up to three excused absences per year for family vacations or extracurricular activities. These requests should be made for special situations only and should not be used to extend regular student vacation periods.

Eligibility for excused absences is determined using the following criteria:

- Student must be in good academic standing (Students having academic difficulty and those on academic probation are not eligible)
- Student is not on attendance probation and has had no unexcused absences for the previous and current semesters
- School Leave Eligibility Form (see appendix) must be completed and turned into the office at least ten (school days) prior to absences, except for funerals
- All faculty members who work with the student during the dates for the leave must sign off on the School Leave Eligibility Form

A plan for sharing information learned on the trip must be described on the School Leave Eligibility Form (the focus for a requested trip report may be coordinated with the teacher)

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

Absence Examples

| Excused Absences | Unexcused Absences | Absences eligible to be excused |
|--|---|--|
| Illness Emergency medical appointment Educational testing recommended by counselor / teacher Family crisis Court appearance Funeral | Parent / student thought school not in session Missed bus, traffic, car trouble Overslept | Special situation family trip Extracurricular trip Performances, i.e. hula, TV commercials School-related activities Participation in organized sports Funeral of close relative (Extending school vacation breaks is not an eligible request) |

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.

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.

Tardiness

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

Excessive absence or tardiness

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

Absences

When a student's absence exceed ten (10) times in a semester, a letter to alert parents of attendance status may be sent. Excessive absences beyond ten (10) in a semester may be followed with administration contacting parents via phone call. A school administrator may also contact parents to arrange a parent conference and the student may be placed on attendance probation.

Tardiness

When a student's tardiness exceed five (5) times in a semester, a letter to alert parents of attendance status may be sent. Excessive tardiness beyond five (5) in a semester may be followed with administration contacting parents via phone call. A school administrator may also contact parents to arrange a parent conference and the student may be placed on attendance probation.

When a student is placed on attendance probation, the following criteria will be applied:

- The student will receive Level 4 disciplinary action
- Individual attendance/tardy contracts will be formulated and the length of the student's attendance probation period will be determined by the school administrator
- All student absences during the probationary period require a medical note
- A Student's attendance record will be reviewed by a school administrator at the end of the year, and further actions, if any will be discussed with parents
- Students who make improvements may be removed from probationary status
- Students who do not make improvements in their school attendance may be expelled

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

DAY-TO-DAY STUDENT LIFE

Dress code & appearance

All students are required to wear uniforms on a daily basis and must meet the dress and appearance standards outlined below. Your child's teacher or the school office will notify you of any exceptions to the dress code. Parents will be notified of dress code violations. Repeat violators may be sent home.



Please check that your child's uniform is properly worn: Shirts must be tucked in and belts must be worn with shorts or slacks (exception: belts optional for grades K-2). Belt ends should not hang in front of pants; belt ends can be tucked into shorts/pant loops or canvas belts can be cut to fit the child properly.

BOY'S dress and appearance requirements

Uniform options

Daily uniforms may be comprised of the following:

Walk shorts - navy blue twill, pleated, without cuffs

Pants – navy blue twill, pleated

Shirts – polo-style, sky blue, royal blue, white

Shoes and shoelaces – athletic, white, black, royal blue, navy blue or gray

Socks – athletic, white, black, royal blue, navy blue or gray

Belts – blue, brown, or black - any style (grades 3-6) – optional for grades K-2

Special event attire

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

Pants – long, navy blue twill, pleated

Shirt – white polo

Athletic shoes, white socks & belt

Aloha attire

Guidelines for proper aloha attire for special events are as follows:

Long pants/walk shorts (as appropriate or designated by event)

Aloha shirt

Athletic or dress shoes, socks & belt

Outerwear

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

Hair

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

Earrings are not allowed.

GIRL'S dress and appearance requirements

Uniform options

Daily uniforms may be comprised of the following:

Skirt – navy blue 4-pleat

Walking shorts – navy blue twill, cuffed

Skort –navy blue tropical weight, elastic waist

Pants – navy blue twill, pleated

Shirts – sky blue, royal blue, white in polo style

Shoes and shoelaces – athletic, white, black, royal blue, navy blue or gray

Socks – athletic, white, black, royal blue, navy blue or gray

Belts – blue, brown or black, any style, to be worn whenever belt loops are present (grades 3-6) – optional for grades K-2

Special event attire

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

Skirt – navy blue, 4-pleat

Shirt – white polo

Athletic shoes, white socks

Aloha attire

Guidelines for proper aloha attire for special events are as follows:

Must be a one-piece dress

No spaghetti straps or halter tops

No tight-fitting dresses

Must not be shorter than 2 inches above the knee while standing

Sandals or shoes are permitted, but no high-heeled or platform shoes. Shoes must have a back strap.

Outerwear

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

Hair

Hair shall be clean and neatly groomed. Unconventional and trendy haircuts (including shaved heads, hair attachments and clips) and hair coloring in a color other than the child's natural hair color are not allowed. Hair should be kept out of the eyes.

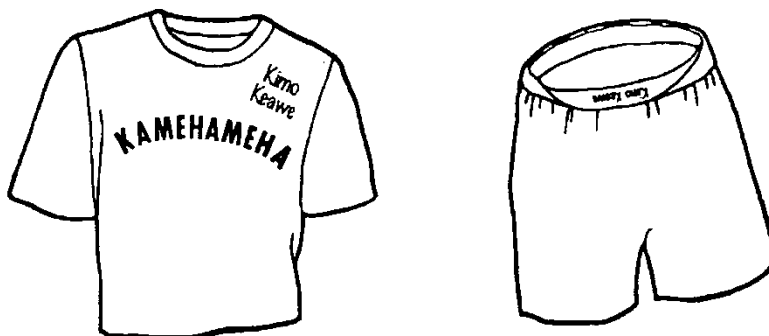
Earrings, jewelry, make-up

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

Additional dress requirements for boys and girls

Physical education attire

Students in grades 4-6 need to wear P.E. shirts and shorts for P.E. classes. Students names need to be on the front upper left hand side of their shirt and on the inside of the waist band of the shorts. P.E. uniforms can only be purchased at the Kamehameha Schools Store located on the second floor of 'Akahi Building. Please be sure your child has their uniform by the first day of school.



Field trips etc.

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

Free-dress day

Students whose families donate uniforms to the Association for Teachers and Parents through the elementary school office will receive a ticket that they may redeem with their teachers on free-dress days. On the last Thursday of each month, or as otherwise stated, students who have donated uniforms may choose to wear non-uniforms, but appropriate clothes of their own selection. Free-dress choices may consist of:

Casual, but nice, shorts

Jeans

Capri pants, skirts or skorts for girls

Polo shirts, blouses, or T-shirts (without controversial logos or messages)

Socks and athletic shoes

Spare clothing

All kindergarten, 1st and 2nd grade students must keep a complete change of non-uniform clothing including socks at school to be used in case of an emergency. Students should bring these clothes in a plastic bag on the first day of school. It is recommended that kindergarten students wear Velcro or zipper-fastened shoes until they are taught to tie shoe laces on their own.

Purchasing uniforms/uniform exchange

Mills is the current uniform vendor for Kamehameha Schools. The company's distribution center is located at Dole Cannery, 650 Iwilei Road, Suite 180. Store hours are from 10:00 a.m. – 6:00 p.m., Tuesday through Friday and 10:00 a.m. – 4:00 p.m. on Saturday. Additional summer hours from mid July through mid August will include 10:00 a.m.-4:00 p.m. Sunday. For more information, call 547-2070 or visit www.millsweat.com – (Kamehameha's school code is #747).

Gently used uniforms can be purchased at KS' Association for Teachers and Parents (ATP) Thrift Shop located in our school bus terminal facility at 604 Kapālama Street. Thrift store hours are Wednesdays from 10:00 a.m. – 1:00 p.m. For details, please call 842-8675 during store hours, or Hawley Cappo at the KS Parents and Alumni Office at 842-8659.

IMPORTANT: Please write your child's name on the inside of all garments to make it easier for you to claim them if they are lost.

Meals & snacks

Breakfast

All students should eat a healthy breakfast before attending school. The school provides a breakfast program in Keku'iapoiwa Dining Hall every morning from 6:45 to 7:30 a.m. beginning on the first day of school. Though not covered by tuition or financial aid, the cost of the breakfast is an excellent value. Information on breakfast is sent home at the beginning of the school year.

Morning snack

Students are offered milk and crackers as their morning snack. For those allergic to milk, juice is available with doctor's certification only. This snack is not intended as a substitute for breakfast. It is important that your child have breakfast each day in order to function properly during the morning. If for some reason you need to send a snack with your child (for after school or the emergency morning when your child has missed breakfast), please send only nutritious snacks.

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 to school.

Lunch

Kamehameha Schools strives to provide students with meals that are healthy and nutritionally balanced. All students are served a lunch prepared in the schools' kitchen and are encouraged to try a taste/bite of each menu item to promote healthy eating habits.

Special diets

Students who have restricted diets are requested to bring a note from their physician stating their dietary restrictions. Those on a very limited list of foods may need to bring part of their lunch from home to supplement what they can eat from the school menu. Monthly lunch menus are available and may be requested from the office.

Birthdays

Parents often like to celebrate their child's birthday by sending a special low-sugar, healthy snack to school. Please read food labels carefully to ensure that snacks are peanut-free. Please contact your child's teacher in advance to plan for birthdays. We discourage distribution of invitations for out-of-school parties. Delivery of balloons, flowers, and other gifts is not permitted.



Kapu items

For the general welfare of the entire student body and to promote a positive learning environment, the following items are **not allowed** at school:

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

DS, iPod, iPad, electronic devices or cameras except at the request of teachers

Gum, candy, soda

Unnecessary money

Weapons or any other objects that can cause injury

Flammable materials - matches, fireworks, poppers

Please note: the school will not be responsible for loss or theft of kapu items.

If students need money to make a purchase after school, they should give the money to their teacher for safekeeping as soon as they arrive at school. Money for items being sold by the school is always collected before 8:30 a.m. so that children will not have to be responsible for it during the day.

Cell phones

Cellular phones have become prevalent as safety/security measures for families. These may not be turned on or used during the school day and must be securely stored. The school will not be held responsible for loss or theft of cell phones. If a student is using his/her cell phone during school hours (6:45 a.m. – 3:30 p.m.), the teacher/adult will confiscate the phone. The phone will be returned to the student at the end of the day or at the end of the next day if the phone was confiscated after the dismissal bell.

Chronic abuse of cell phone usage will be reported to the school office and may lead to disciplinary action. (See “Student discipline” section, Level 1). The cell phone will be confiscated and held for pick-up by parents at the school office.

Lost & found

There is a lost and found area across from the elementary school office. In order to identify lost items easily, your child’s name should be clearly marked on all personal belongings that are brought to school. Several times during the year, unclaimed articles are donated to the school thrift shop.

Book charges

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

School store

The school store is located on the second floor of ‘Akahi Building and is open from 7:00 a.m. to 3:30 p.m. Purchases at the store can be made by cash, check, Visa or Mastercard.

STUDENT DISCIPLINE

Ka Loina Lawena Pono

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

A Commitment to Appropriate Conduct

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

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

When students misbehave

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

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

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

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

LEVEL 1

Level 1 discipline addresses behavior that disrupts the school community.

Infractions – Examples include, but are not limited to:

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

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

| | |
|-----------------------|---|
| Verbal warning | Detention |
| Written reprimand | Repair/replacement of items misused or broken |
| Time-out | Written incident report |
| In school restriction | 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 | Inappropriate conduct off campus when part of a school-related activity |
| Consistent failure to obey school rules | Unauthorized use of or possession of school property, equipment, and materials |
| Disrespect towards adults or students – defiance, insubordination, and other forms of disruptive conduct | Damage to property due to negligence |
| Cheating and/or plagiarism, or other forms of academic dishonesty | Destruction or damage of other students' work or materials |
| Forgery | |
| Public display of affection | |

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 | Suspension |
| School counseling | Conduct probation |
| Outside counseling | 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 842-8320 or 842-8332.

Campus access procedures:

Beginning with the 2009 – 2010 school year, new security procedures will be implemented which will impact all staff members, residents, parents, alumni and visitors on the Kapalama campus. Access to the campus will be strictly controlled from 8AM to 2PM and 10PM to 5 AM during regular school days of the regular school year (August through May). Procedures will not be in effect during Summer School.

The new campus access procedures are as follows:

- New Kapālama parking decals shall be issued to parents/legal guardians and sponsors.
- All vehicles shall permanently affix the decal to the inside of the front windshield in the lower left hand corner and all occupants must show a valid photo ID.
- Visitors must make arrangements with their respective campus offices 24 hours in advance via phone and/or email.
- Upon arrival, all visitors shall report to the designated campus office.
- Visitors will be issued a visitor pass which must be worn for the duration of their visit.
- Prior to departure, visitors shall check out at the designated campus office.
- Offices shall notify the Gate House if a visitor does not show up.
- Parents dropping off tardy students shall be stopped and shall contact the school office for authorization to enter. The school office may call the Gate House directly to authorize access.
- Parent Volunteers shall be allowed access if they have the parking decal, KS parent volunteer ID card and a valid photo ID.

Reporting school infractions

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

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

Other suspicious activity

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

Off-limit areas of campus

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

Areas where construction is in progress, including buildings undergoing renovation.

Parking lots

Dormitory areas (off-limits to both boarding and day students)

Middle and high school campuses (grades 7 through 12), unless prior approval has been obtained.

Forest areas.

Any other areas deemed unsafe by KS faculty or staff.

Visitors & volunteers

Upon arrival on campus, ALL visitors - including parents, relatives and caregivers - must report to the school 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 school office, sign out and return the visitor's pass.

KS depends 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 **annually**. Forms are available through 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 or his/her designee'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, at KS' request 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 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.

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. 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. Likewise, it is also the obligation of parents and legal guardian to notify KS in the event there is a legal change in their children's custodial status. Please forward any court orders, decrees, power of attorneys that affect your child's legal status to the respective 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'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: KSSK 590 AM; KCCN 1420 AM; 92.3, I-94 and 93.9 FM; and KINE 105.1 FM

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. The following are evacuation centers by grade level:

| <u>Grade Level</u> | <u>Evacuation Center</u> |
|--------------------|----------------------------|
| Ulupono Preschool | Kekūhaupi'o Gym |
| Grades K-3 | Keku'iapoiwa Dining Hall |
| Grades 4-6 | Keku'iapoiwa Dining Hall |
| Grades 7-8 | Kekūhaupi'o Gym-main floor |
| Grades 9-10 | Kekūhaupi'o Gym-main floor |
| Grades 11-12 | Ke'elikōlani Auditorium |

In case of local or national emergencies, students will be transported to bus stop sites AT NORMAL DROP-OFF TIMES only if transportation is deemed safe. Otherwise, students will remain in their designated evacuation center on the 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 elementary school office at 842-8383.

STUDENT HEALTH

Medical services

KS provides medical services to its elementary school students at the Kalanimōkū Dispensary, located across from the Keku'iapo'iwa Dining Hall. The Kalanimōkū Dispensary is open Monday through Friday from 7:00 a.m. to 3:30 p.m. and can be reached by calling 842-8606.

A registered nurse and medical assistant are on duty at the Kalanimōkū Dispensary. 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 Kalanimōkū Dispensary.

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

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

Medical evaluation is the process of being evaluated by the registered nurse, nurse practitioner, or medical director to determine health problems and to make recommendations for treatment.

First aid is defined as minor medical care given to an individual who has been injured or becomes ill and is usually provided by a nurse.

Urgent/emergent care is medical care of a more serious nature such as a fracture, laceration, severe wheezing, etc. The student is evaluated by a nurse, nurse practitioner or medical director.

In the event of a serious medical emergency, emergency medical services personnel will transport the student to the nearest emergency medical facility.

KS provides these medical services to students, but parents are ultimately responsible for the health of their children. If a student is referred to an outside physician or facility by the Kalanimōkū Dispensary, a referral letter will be provided to parents by the Kalanimōkū Dispensary to be completed by the physician or facility. If the student does not have a referral letter, a private physician's restriction form is acceptable. A signed referral letter or physician's restriction form is required when the student returns to school.

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

Additional medical services available to students:

Rest area

Students who become ill or are injured during the school day should obtain a pass from their teacher and check in at the Kalanimōkū Dispensary. The Kalanimōkū Dispensary 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

Prescription medications for asthma, allergies or other illnesses must be administered by the Nurse Practitioner at the Kalanimōkū Dispensary unless parents have made alternative arrangements with KS. All medications must be delivered to the Kalanimōkū Dispensary accompanied by a signed Request for Administration of Medication form available at the Kalanimōkū Dispensary. The form must be completed by parents and the prescribing physician and approved by the medical director. All prescribed medications should be in their original pharmacy container with the necessary information – student name, medication name, physician's name, plus dosage and frequency. KS is not responsible for reminding students to take or report for their medication.

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

The student's physician certifies the medication by completing and signing the appropriate section of the Request for Administration of Medication form.

The student knows what the medication is for and when to take it, and is able to safely administer the medication.

The medication does **not** require refrigeration or security measures (for example controlled substances).

Contacting parents

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

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

A temperature of 100°F or above. Students must be fever-free for 24 hours without medication (Tylenol, Motrin, etc.) before returning to school.

Vomiting or diarrhea

Infectious disease (chicken pox, pink eye, influenza, head lice, etc.)

IMPORTANT: Please notify the elementary school office immediately of a change of address or phone number. Call 842-8383.

Health screening

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

Health records

The Kalanimōkū Dispensary 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 Kalanimōkū Dispensary. It also contains a signed Permission for Medical Treatment and Release form which enables the Kalanimōkū Dispensary to ensure that students receive medical care from providers who participate in their health plans. Parents are responsible for informing [insert name of health room / dispensary] of changes in student health record information immediately by calling 842-8606.

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

Student accident insurance

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

BUS TRANSPORTATION

Kamehameha Schools provides bus transportation to and from its School Street bus terminal for all K-12 students living in rural and outlying areas of O'ahu. 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.

Authorization for bus transportation is made by the KS Transportation Department. All requests for service or change of service shall be addressed to this office (842-8329)

Application & fees

Bus transportation applications to and from campus for rural and outlying areas are mailed to all parents. Applications should be completed and returned to KS by the due date. All riders are required to attend an orientation meeting to be held prior to the start of the school year in order to receive final confirmation of bus ridership. Information regarding the cost of bus service for the 2014-2015 school year, is available through the KS Transportation Department. The bus service annual fee is NON-REFUNDABLE. Cost for transportation is subject to change.

Bus passes

Student identification cards will serve as student bus passes. A special graphic will be used to identify authorized bus riders on student ID cards. Temporary bus passes will be issued by the KS Transportation Department until school ID cards are completed. The temporary passes will be mailed to parents, along with the bus schedule, in August. If a student forgets his/her ID, they must sign out a duplicate from the elementary school office for use at no charge if returned within 24 hours. If the duplicate is not returned within 24 hours, the student's account will be charged \$10.

Transportation plan changes

If a child typically rides the bus, but will be transported home by another means for a special reason, parents must notify the school office. Notification by a child alone is not sufficient. Prior notification in writing is best, but in an emergency a phone call by **11:00 a.m.** is also satisfactory (842-8383). If parental notification is not received, transportation arrangements for a child may not be changed.

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

Student drop-off and pick-up from bus sites

Parents are asked for their *kōkua* at bus 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.

Bus passenger code of conduct

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

available for books or bags. Only students with a valid bus pass may ride the bus. School bus service to afternoon football games is not available for elementary school children.

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

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

1. *Before boarding the bus students shall:*
 - a. Use the restroom. The bus will not make restroom stops 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.
 - e. Students shall line up in single-file manner and not rush to board the bus.
 - f. Where there are no sidewalks or paths, walk to the side of the road facing traffic to get to the bus stop.
 - g. 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.

NOTE: 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.

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.

Corrective action

KS will take corrective action against passengers who violate the School Bus Passenger Code, up to and including forfeiture of bus privileges. Bus drivers will send a *Student Notice of Concern* form for students who misbehave to the elementary school vice principal. School administrators may suspend and/or terminate a student's bus service if the student continues to misbehave.

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.

BUSINESS MATTERS

Tuition & fees

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

Payment of bills

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

Prorated payment of fees if student is released

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

Financial aid

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

Expenses covered by financial aid:

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

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

- Tutoring
- Medical expenses
- Uniforms (P.E. and school uniforms)
- Music lessons
- Other supplemental costs (e.g. AP exam fees, physical education events, photography lab fees, scuba fees, after-school care programs, 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 id Applicant Services Center at 808-534-8080 (O'ahu). Neighbor island applicants may call toll-free at 800-842-4682, press #9 then extension 48040.

September 30th – Last day to complete an application to be considered for a FULL financial aid award

If your child is invited to enroll at KS after July 1, 2014, you will have up to 45 days after the date on your admissions invitation letter to apply for KS financial aid. Late invitees must attach their invitation letter to their applications for full award consideration.

Student records & information

Parent/student access to student records

Parents and students are allowed:

To inspect, review and obtain copies of the student's education record.

To request that others review the student's education record (except where Kamehameha is required or authorized to allow others to review the record without your permission).

Requests should be made in writing to the principal or his/her designee.

To obtain copies of Kamehameha's policies and procedures concerning parent/ student access to education records. Requests should be made at the principal's office.

Directory Information

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

Directory information may include:

Student's name

Address

Telephone number

Date and place of birth

Activities

Clubs and sports

Weight and height for athletic team purposes

Dates of school attendance

Degrees and awards received

Most recent and previous education institution attended

Other similar information

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

TECHNOLOGY

KS electronic information system

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

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

Student computer-use guidelines

Use EIS resources for educational purposes

Students should use KS computer equipment, Internet, Intranet and e-mail systems for the purpose of education-related communication and research.

Use of KS computer equipment and systems for personal communication and Internet browsing should be kept to a minimum. If such personal usage should occur, it is subject to the KS "EIS Responsible Use Provisions."

Use only school-provided software on KS computers – leave all personal files, software, CDs, etc. at home

Do not use the KS EIS to transmit or receive offensive, sexually explicit, defamatory, or harassing materials/communications; or to do things that are illegal or unethical.

Do not use KS computers for entertainment purposes such as playing interactive games or watching YouTube, TV shows or DVD movies, and do not download music, movies, games or software unless instructed to do so by KS staff.

Really Simple Syndication feeds may only be used with teacher permission.

Conducting unauthorized commercial activity of any kind is prohibited.

Practice responsible computer use

Ask a teacher or computer lab resource person if you have questions or concerns about the KS computer equipment or systems.

Report problems with equipment or software to a teacher or computer lab resource person and they will work with KS Information Technology professionals to resolve the problems.

Take steps to backup school work data according to the provisions set out by KS teachers.

Do not shut down or restart computers unless instructed to do so by KS staff.

Identify your data storage discs and zips by writing your first and last names on them with a permanent marker.

Stay safe

Steer clear of Internet sites that promote gambling, illegal drugs, alcohol consumption, violence, or socially harmful activities.

Do not visit chat rooms or other sites where people may misrepresent themselves and try to gain the confidence of chat users in order to do harm.

Under no circumstances should you meet with someone you chatted with online without first checking with parents or teachers.

Never give out personal information online – including full name, telephone number, address and social security number. You may become a victim of a phishing scam or phony contest.

Beware of the dangers of sharing photos, lifestyle and other personal information on Web sites such as MySpace and Facebook. KS computer systems may not be used to update personal Web spaces unless they are associated with KS educational activities. Do not respond to e-mail messages from unknown senders, unless the subject of the e-mail is related to KS educational activities. Do not participate in chain mail or other group mail activities where e-mail addresses may be passed on beyond your knowledge. Learn more about Web and e-mail safety from your teacher and KS program personnel.

Respect others

Be considerate when using shared computer resources. Do not keep informational resources from others, impair access to systems for others, or maliciously alter or delete shared information.

Do not use the KS EIS to harm others, alter other people's materials, or misrepresent your identity.

Use appropriate language in all system communications and content creation. Do not use profanities or other language that denigrates any individual or group.

Leave equipment and room in good condition for next user/class.

Do not "borrow" online material from other students or Web sites and try to pass them off as your own. This is plagiarism, and it will not be tolerated within KS. Violation of this principle may result in significant disciplinary action.

Respect online material created by others. Do not copy or distribute that material if it appears to be copyrighted and never use the materials directly without properly citing sources. If you have questions about copyrights or the proper citing of sources, ask a teacher.

Protect privacy

Respect the privacy of others. Never use or try to obtain the online user name or password of another individual.

Always use your own online user ID, and keep your passwords private.

Do not let others use your e-mail account or portable data storage devices such as zip discs, CDs, DVDs, iPods or flash drives (thumb or jump drives).

Care for KS computer equipment

Do not connect unauthorized equipment to the KS network or alter KS equipment to perform unauthorized activities.

Avoid installing software onto KS computers other than what is authorized by KS, and avoid removing software that has been installed by KS.

Handle and store KS computer equipment with care, including the use of a proper case or tote bag to protect your laptop.

Keep equipment surfaces clean by keeping them free of markings, decorative stickers or grime. Keep food and drinks away from the computers as well.

Protect KS equipment from theft or loss.

Maintain all identifier markings or stickers placed on the equipment by KS.

Do not allow others, except parents or guardians, to use the equipment.

If you are assigned a laptop, make sure its battery is fully charged every day.

Students who are assigned KS laptops will sign a Student Laptop Agreement that sets forth requirements involved with the program including specific equipment care and maintenance.

Preserve the EIS system

Do not change basic system configurations that alter firewall protections or protect against virus and spyware threats.

Check your e-mail accounts regularly and respond in a timely manner when asked to do so for KS educational purposes.

Keep your e-mail accounts organized and keep your mailbox from becoming full by deleting old mail from the system.

Do not agree to receive promotional e-mail or subscribe to automatic listservs.

Obey copyright and trademark laws

Do not transmit, transfer, upload, or post material that is protected by U.S. copyright or trademark law onto a KS computer, the Internet or the KS Intranet without written permission of the copyright/trademark owner and KS.

Do not make unauthorized copies of text material, photos, audio files or videos found on school computers or the Internet.

Do not copy licensed software programs to your own discs or give or sell copies of software to others without written permission of the copyright owner, unless the original software is clearly identified as shareware or in the public domain.

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

Understand that KS may access your information

Since the KS Electronic Information System is provided for KS educational activity, no student or parent should assume that its content is confidential.

The KS e-mail system may be monitored by authorized school officials and therefore does not guarantee privacy of content provided over the system. System users may not claim copyright ownership rights on e-mails.

KS may use information provided by its students and their parents or guardians through the EIS to help carry out its educational mission. System users may not claim copyright ownership rights on this information.

Take responsibility for your actions online

KS is not responsible for the accuracy or integrity of information that EIS users obtain via the KS Electronic Information System, especially if the information comes from open Internet sites or is provided by individuals not formally representing KS positions. So use the information from the system at your own risk.

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

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

APPENDIX

TRUSTEES AND ADMINISTRATORS

BOARD OF TRUSTEES

Janeen-Ann Ahulani Olds, Chairman
Lance Keawe Wilhelm, Vice-Chairman
Robert KWH Nobriga, Secretary-Treasurer
Corbett AK Kalama. Kalama
Micah A Kane

CHIEF EXECUTIVE OFFICER

Livingston “Jack” Wong
(Interim)

EXECUTIVE LEADERSHIP

Marsha Bolson, VP – Community Relations & Communications
D. Rodney Chamberlain, D. Ed., VP – Campus Education
Randie Kamuela Fong, Ph.D., VP – Hawaiian Cultural Affairs
Elizabeth Hokada, VP – Endowment
Sylvia M. Hussey, VP – Administration
Christopher J. Pating, VP – Strategic Planning & Implementation
Ben Salazar, VP & Chief Financial Officer
Winona White, VP – Human Resources
Livingston “Jack” Wong, VP – Legal Services & General Counsel
Earl Kim, Po`o Kula (Head of School)
(Vacant) – Compliance
Darrel Hoke – Internal Auditor
Walter Thoemmes – Chief of Staff

KE ALI’I PAUAHI FOUNDATION

Keawe Liu, Executive Director

Sons of Hawai'i

Composed by: William B. Olson and Theodore Richards

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

Refrain:

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

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

I mua Kamehameha

Written and Composed by Charles E. King

Copyright 1928 Charles E. King Music Co.

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

KAMEHAMEHA SCHOOLS KAPĀLAMA ELEMENTARY SCHOOL
2014-2015 SCHOOL CALENDAR

Teachers: 185 days
Counselors: 190 days
EA's: 10 months

Students: 170.5 days
Quarter 1: 43 days (Aug 11- Oct 15)
Quarter 2: 43.5 days (Oct 16- Dec 19)
Quarter 3: 42 days (Jan 6- Mar 9)
Quarter 4: 42 days (Mar 10- May 21)

| T | S | S | M | T | W | Th | F | S | | |
|-----|-------|------|----|----|----|----|----|----|--------------|---|
| | | Aug | | | | | 1 | 2 | | |
| 20 | 15 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | Aug 4 | 1 st day for EA's, teachers/counselors |
| | | 10 | 11 | 12 | 13 | 14 | 15 | 16 | Aug 11 | 1 st day for students |
| | | 17 | 18 | 19 | 20 | 21 | 22 | 23 | Aug 27 | Early Release Day (Dismissal at 12:30pm) |
| | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | |
| | | 31 | | | | | | | | |
| | | Sept | | | | | | | Sept 1 | Labor Day |
| | | 7 | 8 | 9 | 10 | 11 | 12 | 13 | Sept 19 | In-service day (No school for students) |
| 21 | 20 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | | |
| | | 21 | 22 | 23 | 24 | 25 | 26 | 27 | | |
| | | 28 | 29 | 30 | | | | | | |
| | | Oct | | | 1 | 2 | 3 | 4 | Oct 2 | Parent Teacher Conference |
| 21 | 20 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | Oct 3-6 | Fall Break (No school teachers/students) |
| | | 12 | 13 | 14 | 15 | 16 | 17 | 18 | Oct 7 | In-service Day (No school for students) |
| | | 19 | 20 | 21 | 22 | 23 | 24 | 25 | Oct 15 | End of 1 st Quarter |
| | | 26 | 27 | 28 | 29 | 30 | 31 | | | |
| | | Nov | | | | | | 1 | Nov 11 | Veteran's Day |
| | | 2 | 3 | 4 | 5 | 6 | 7 | 8 | Nov 19 | Early Release Day (Dismissal at 12:30pm) |
| 17 | 17 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | Nov 27 | Thanksgiving Day |
| | | 16 | 17 | 18 | 19 | 20 | 21 | 22 | Nov 28 | Thanksgiving Friday |
| | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | | |
| | | 30 | | | | | | | Dec 19 | Founder's Day/ End of 1 st Semester/ ½Day for Students |
| | | Dec | 1 | 2 | 3 | 4 | 5 | 6 | Dec 22-Jan 2 | Christmas Break |
| 15 | 14.5 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | Dec 25 | Christmas Day |
| | | 14 | 15 | 16 | 17 | 18 | 19 | 20 | Dec 31 | New Year's Eve |
| 94 | 86.5 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | | |
| | | 28 | 29 | 30 | 31 | | | | | |
| | | Jan | | | | 1 | 2 | 3 | Jan 1 | New Year's Day |
| 19 | 18 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | Jan 5 | Teacher Work Day Report Cards |
| | | 11 | 12 | 13 | 14 | 15 | 16 | 17 | Jan 19 | Martin Luther King Jr. Day |
| | | 18 | 19 | 20 | 21 | 22 | 23 | 24 | Jan 30 | Parent teacher conferences |
| | | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | |
| | | Feb | 1 | 2 | 3 | 4 | 5 | 6 | Feb 13 | In-service Day (No school for students) |
| 19 | 18 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | Feb 16 | President's Day |
| | | 15 | 16 | 17 | 18 | 19 | 20 | 21 | Feb 27 | Early Release Day (Dismissal at 12:30pm) |
| | | 22 | 23 | 24 | 25 | 26 | 27 | 28 | Feb 28 | Ho'olaule'a |
| | | Mar | 1 | 2 | 3 | 4 | 5 | 6 | Mar 9 | End of 3 rd Quarter |
| 15 | 14 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | Mar 20 | In-service Day (No school for students) |
| | | 15 | 16 | 17 | 18 | 19 | 20 | 21 | Mar 20-Apr 6 | Spring Break |
| | | 22 | 23 | 24 | 25 | 26 | 27 | 28 | March 26 | Kuhio Day |
| | | 29 | 30 | 31 | | | | | | |
| | | Apr | | | 1 | 2 | 3 | 4 | April 3 | Good Friday |
| 18 | 18 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | April 6 | Easter Monday |
| | | 12 | 13 | 14 | 15 | 16 | 17 | 18 | April 22 | Early Release Day (Dismissal at 12:30pm) |
| | | 19 | 20 | 21 | 22 | 23 | 24 | 25 | | |
| | | 26 | 27 | 28 | 29 | 30 | | | | |
| | | May | | | | | 1 | 2 | May 21 | End of 2 nd Semester |
| 20 | 16 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | May 22 | Last Day for Students |
| | | 10 | 11 | 12 | 13 | 14 | 15 | 16 | May 25 | Memorial Day |
| | | 17 | 18 | 19 | 20 | 21 | 22 | 23 | May 29 | Last Day for teachers |
| | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | |
| | | 31 | | | | | | | | |
| 91 | 84 | June | 1 | 2 | 3 | 4 | 5 | 6 | June 3 | Last Day for EA's |
| 185 | 170.5 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | June 5 | Last Day for Counselors |
| | | 14 | 15 | 16 | 17 | 18 | 19 | 20 | June 15 | First day of K-8 Summer school |
| | | 21 | 22 | 23 | 24 | 25 | 26 | 27 | | |
| | | 28 | 29 | 30 | | | | | July 3 | Independence Day |
| | | July | | | 1 | 2 | 3 | 4 | July 17 | Last day of K-8 Summer school |
| | | 5 | 6 | 7 | 8 | 9 | 10 | 11 | | |
| | | 12 | 13 | 14 | 15 | 16 | 17 | 18 | | |

| | |
|--|--|
| Bold/ Green Start/End/Qtr End Dates for Students for 14-15 | Teacher In Service/Work Days (No School for students) |
| Parent Teacher Conference (No School for students) | School Breaks/Holidays/Weekends (NO SCHOOL) |
| Early Release Day: 12:30 p.m. Dismissal | |

**KAMEHAMEHA ELEMENTARY SCHOOL
SIX DAY CYCLE FOR ACADEMIC YEAR 2014-2015**

| <u>DAY 1</u> | <u>DAY 2</u> | <u>DAY 3</u> | <u>DAY 4</u> | <u>DAY 5</u> | <u>DAY 6</u> |
|--------------|--------------|--------------|--------------|--------------|--------------|
| Aug 11 | Aug 12 | Aug 13 | Aug 14 | Aug 15 | Aug 18 |
| Aug 19 | Aug 20 | Aug 21 | Aug 25 | Aug 26 | Aug 28 |
| Aug 29 | Sept 2 | Sept 3 | Sept 4 | Sept 5 | Sept 8 |
| Sept 10 | Sept 11 | Sept 12 | Sept 15 | Sept 16 | Sept 17 |
| Sept 18 | Sept 22 | Sept 23 | Sept 24 | Sept 25 | Sept 26 |
| Oct 8 | Oct 9 | Oct 10 | Oct 13 | Oct 14 | Oct 15 |

FIRST QUARTER ENDS Oct 15

| | | | | | |
|--------|--------|--------|--------|--------|--------|
| Oct 17 | Oct 20 | Oct 21 | Oct 22 | Oct 23 | Oct 24 |
| Oct 28 | Oct 29 | Oct 30 | Oct 31 | Nov 3 | Nov 4 |
| Nov 6 | Nov 7 | Nov 10 | Nov 12 | Nov 13 | Nov 14 |
| Nov 17 | Nov 18 | Nov 20 | Nov 21 | Nov 24 | Nov 25 |
| Dec 1 | Dec 2 | Dec 3 | Dec 4 | Dec 8 | Dec 9 |
| Dec 10 | Dec 11 | Dec 12 | Dec 15 | Dec 16 | Dec 17 |

SECOND QUARTER ENDS Dec 17

| | | | | | |
|--------|--------|--------|--------|--------|--------|
| Jan 6 | Jan 7 | Jan 8 | Jan 9 | Jan 12 | Jan 13 |
| Jan 14 | Jan 15 | Jan 16 | Jan 20 | Jan 21 | Jan 22 |
| Jan 26 | Jan 27 | Feb 2 | Feb 3 | Feb 4 | Feb 5 |
| Feb 9 | Feb 10 | Feb 11 | Feb 12 | Feb 17 | Feb 18 |
| Feb 19 | Feb 20 | Feb 23 | Feb 24 | Feb 25 | Feb 26 |
| Mar 2 | Mar 3 | Mar 4 | Mar 5 | Mar 6 | Mar 9 |

THIRD QUARTER ENDS Mar 9

| | | | | | |
|--------|--------|--------|--------|--------|--------|
| Mar 11 | Mar 12 | Mar 13 | Mar 16 | Mar 17 | Mar 18 |
| Mar 19 | Apr 7 | Apr 8 | Apr 9 | Apr 10 | Apr 13 |
| Apr 15 | Apr 16 | Apr 17 | Apr 20 | Apr 21 | Apr 23 |
| Apr 24 | Apr 27 | Apr 28 | Apr 29 | Apr 30 | May 4 |
| May 5 | May 6 | May 7 | May 8 | May 11 | May 12 |
| May 14 | May 15 | May 18 | May 19 | May 20 | May 21 |

FOURTH QUARTER ENDS May 21

LA NO`ONO`O (Reflection Days):

| | | | | | |
|--------|--------|--------|--------|--------|--------|
| Aug 22 | Sept 9 | Oct 16 | Oct 27 | Nov 5 | Nov 26 |
| Dec 5 | Dec 18 | Jan 23 | Feb 6 | Mar 10 | Apr 14 |
| May 1 | May 13 | | | | |

EARLY RELEASE DAYS:

| | | | | |
|--------|--------|--------|--------|--------|
| Aug 27 | Nov 19 | Dec 19 | Feb 27 | Apr 22 |
|--------|--------|--------|--------|--------|

ENRICHMENT DAYS:

| | | | | |
|---------|---------|-------|--------|--------|
| Sept 29 | Sept 30 | Oct 1 | Jan 28 | Jan 29 |
|---------|---------|-------|--------|--------|

Zero Days:

May 22

NO SCHOOL DAYS:

| | | | |
|--------------|-------------------|--------------|---------------------------|
| Sept 1 | Labor Day | Jan 5 | Teacher Work Day |
| Sept 19 | Teacher Inservice | Jan 19 | Martin Luther King Jr Day |
| Oct 2 | Parent Conference | Jan 30 | Parent Conference |
| Oct 3, 6 | Fall Break | Feb 13 | Teacher Inservice |
| Oct 7 | Teacher Inservice | Feb 16 | President's Day |
| Nov 11 | Veteran's Day | Mar 20 | Teacher Inservice |
| Nov 27-28 | Thanksgiving | Mar 23-Apr 3 | Spring Break |
| Dec 22-Jan 2 | Christmas Break | Apr 6 | Easter Monday |

School Leave Eligibility Form

Student: _____ Grade: _____ Rm: _____

Teacher: _____ Request Leave From: _____ to _____

Total # of School Days Missed: _____ Purpose: _____

Please complete above portion and return to office at least two weeks prior to leave date.

Classroom teacher to complete:

Plan for Required Trip Report: _____

Report Due Date: _____

Teacher signatures: *Please initial next to your respective class to indicate notification of the child's upcoming absence for this trip. Please route in order and return form to the office by _____.

(Teacher portion must be completed and returned to the office within 5 days of receipt of LEF)

1. ___ Classroom Teacher 2. ___ Music 3. ___ Art 4. ___ Counselor
5. ___ Hawaiian Language 6. ___ Science 7. ___ PE 8. ___ Band
9. ___ Christian Education 10. ___ Reading Resource 11. ___ Math Resource 12. ___ Speech

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

Administrators Signature: _____ Date: _____

___ Approved ___ Denied

FOR OFFICE USE ONLY

Form Received by Office _____ Routed to Teachers _____ Parent Contacted _____ Form Completed _____

Student Attendance Summary Attached: Yes _____ No _____

Absences _____ Tardies _____ Notes _____