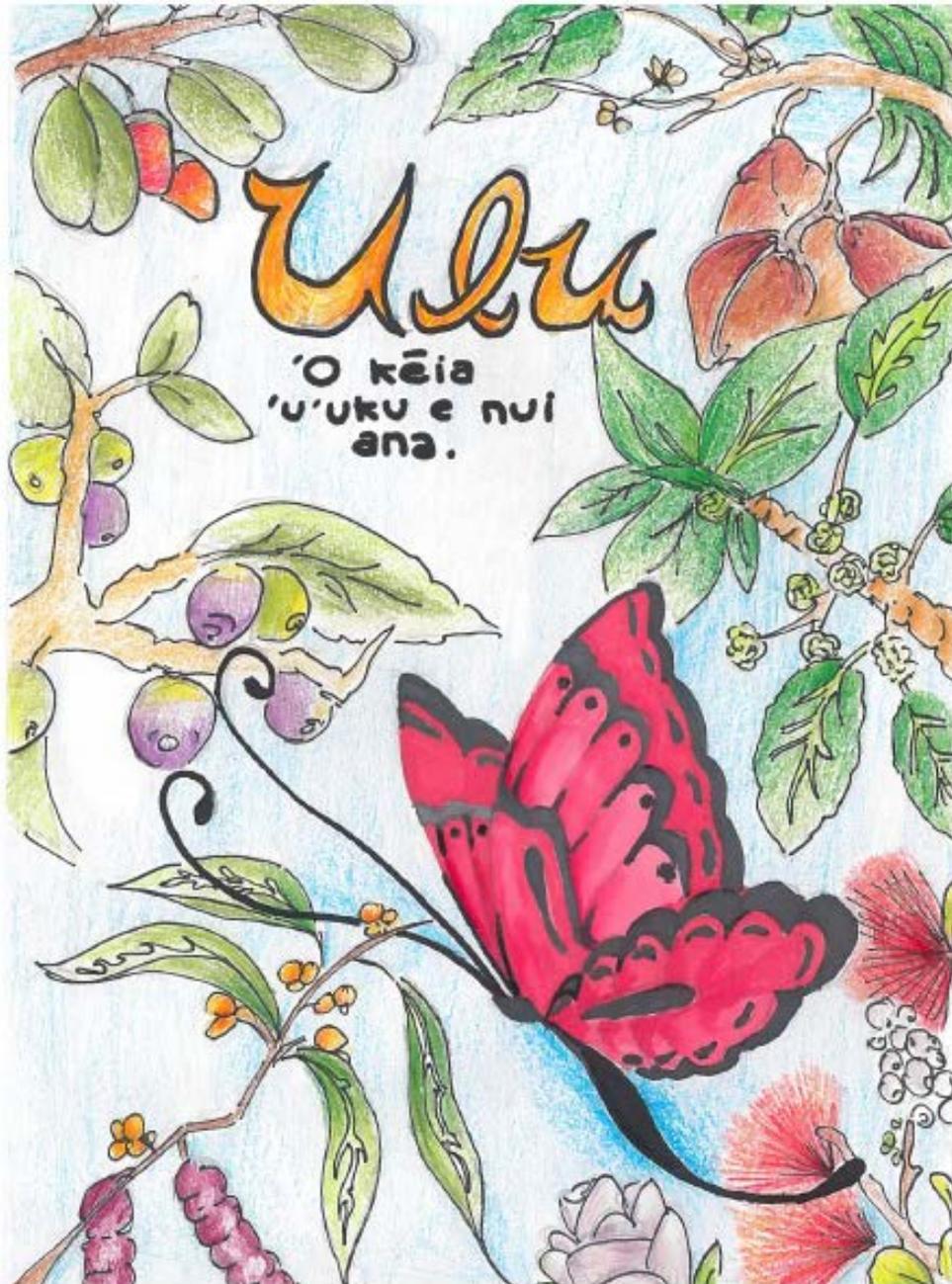
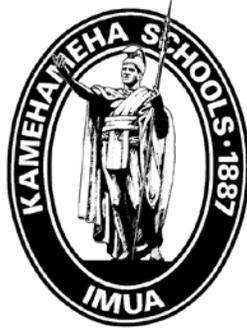




KAMEHAMEHA SCHOOLS®
KAPĀLAMA MIDDLE SCHOOL



2016 – 2017
STUDENT & PARENT
HANDBOOK



Kamehameha Schools Kapālama Middle School

2016-2017 Student & Parent Handbook

The cover of our middle school handbook features the artwork of current KS-KMS 8th graders, Rachel Radona



*Rachel explains, "The smallest will be big later.
Said of a small child who will grow into adult hood,
a small place that may develop into a large one, and so forth."*

KAMEHAMEHA SCHOOLS KAPĀLAMA
MIDDLE SCHOOL ADMINISTRATION



Debra Lindsey
Interim Po'o Kula



Puanani Mills Ka'ai, Ed.D.
Principal



Kyle Atabay, Ed.D.
Vice Principal



Erika Cravalho, Ed.D.
*Curriculum and Teaming
Coordinator*



Gail Vannatta
*Student Activities
Coordinator*



Hanale Vincent
*Vice Principal of
Boarding*



Lorilene Pereira
Instructional Observer



Tatiana Fox
Instructional Observer

TEAM LEADERS

Midori Burton
Charlene Christenson
Wade Inn
Eric Kane
Renade Kaneakua
Lynn Kaopuiki
Mahina Lui-Kwan
Corinne Matsumoto
Gay Murakami
Renee Teraoka

CLASS ADVISORS

Gay Murakami, Grade 7
Nozomi Ozaki, Grade 8

CAMPUS CONTACT INFORMATION

Kamehameha Schools Kapālama Middle School
2125 Ali'i Road Honolulu, HI 96817
Office hours: 7:15 a.m. to 4:00 p.m., M-F
<http://kapalama.ksbe.edu/middle/home/>

Principal Puanani Mills Ka'ai	842-8366	pukaai@ksbe.edu
Vice Principal Kyle Atabay	843-3514	kyatabay@ksbe.edu
Curriculum & Teaming Coordinator Erika Cravalho	842-8569	ercraval@ksbe.edu
Student Activities Coordinator Gail Vannatta	843-3476	gavannat@ksbe.edu
Boarding Administrator Hanale Vincent	842-8047	havincen@ksbe.edu

Middle School Office

✧ Messages & general information	842-8365
✧ Attendance line (24 hr.)	842-8364
✧ Fax number	845-7234
✧ Lost & Found	843-3514

Middle School Counselors:

✧ Stacey Makanui (A-G)	842-8572	stmakanu@ksbe.edu
✧ Kimo Saito (H-M)	843-3469	jasaito@ksbe.edu
✧ Trent Koide (N-Z)	842-8484	trkoide@ksbe.edu
✧ Corinne Matsumoto (Outreach Counselor)	843-3470	comatsum@ksbe.edu
✧ Udella Auyoung (Outreach Counselor)	842-8420	udauyoun@ksbe.edu

Other important phone numbers:

Admissions	842-8800	Hale Ola Infirmary	842-8075
Athletics	842-8936	Kekūhaupi'o Gym	842-8342
Band Room	842-8488	Keli'imaika'i Learning Ctr.	842-8642
Boarding	843-3567	Midkiff Learning Center	842-8338
Book Store	842-8991	Orchestra Room	842-8629
Cashier	842-8308	Parent & Alumni Relations	842-8444
Chapel	842-8204	Pool	842-8128
Kekuaiwa Dispensary	843-3459	Security	842-8320
Financial Aid & Scholarships	534-8080	Transportation	842-8329

Kamehameha Schools toll-free phone number: 1-800-842-IMUA

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



Legacy of a Ke Ali'i Pauahi

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

In 1887, three years after her death, Ke Ali'i 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 5,500 keiki. It also operates 30 preschool sites enrolling 1,600 keiki. KS subsidizes a significant portion of the cost to educate each of its students. Although a modest annual tuition is charged, nearly 60 percent of preschool and K-12 families qualify for need-based financial aid.

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

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

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KAMEHAMEHA SCHOOLS KAPĀLAMA STATEMENT ON THE HANDBOOK

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

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

Student and Parent Acknowledgement Form

Student Athlete and Parent Acknowledgement



KAMEHAMEHA SCHOOLS
KAMEHAMEHA SCHOOLS
STUDENT ATHLETE AND PARENT ACKNOWLEDGEMENT
2015-2016 SCHOOL YEAR

Student Name: _____ School: _____
Student ID#: _____ Grade: _____

I/We acknowledge that I/we have access to the internet, or have received a print copy of the 2015-2016 athletic handbook for Student Athletes and Parents (Handbook), and I/we have read, fully understood and support the Handbook.

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

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

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

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

I/We also acknowledge that I/we will fully comply with all rules, policies, expectations, and guidelines contained in the Student and Parent Handbook for the 2015-2016 school year.

Handbook Transactions

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

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

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

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

[Your signature must contain your last name " "]

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

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

Families without internet connection

**KAMEHAMEHA SCHOOLS KAPĀLAMA
MIDDLE SCHOOL
2016 – 2017
PARENT ACKNOWLEDGEMENT**

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

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

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

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

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

I/We also acknowledge that I/we will fully comply with all rules, policies, and guidelines contained in the summer school Student and Parent Handbook if my/our child is enrolled in Summer School for the 2017 school year.

Student's Signature _____ Student ID Number _____ Grade _____

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

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

Please sign this form and return it to Kamehameha Schools Kapalama Middle School in the self-addressed envelope before July 15, 2016. If this Parent Acknowledgement form is not signed and returned to us your child will not be able to receive higher class schedule until the form is returned to the school.

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 2016-2017 Student / Parent Handbook. Please read and sign the form and return it to the Kamehameha Schools Kapālama Middle School office in the enclosed self-addressed envelope before **July 15, 2016**.

OUR MISSION

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

OUR VISION

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

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

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

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

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

OUR VALUES

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

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

OUR PHILOSOPHY OF EDUCATION

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

The foundation comes first and then the building.

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

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

Therefore Kamehameha Schools will:

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

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

Therefore, Kamehameha Schools will:

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

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

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

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

Therefore:

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

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

Therefore, Kamehameha Schools program will:

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

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

Therefore, Kamehameha Schools will:

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

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

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

Therefore, Kamehameha Schools programs will:

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

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

Therefore, Kamehameha Schools will:

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

SUPPORTING YOUR CHILD'S EDUCATION

Your role as a parent

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

Enforce school rules

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

Support regular attendance

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

Take an active interest in your child's learning

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

Monitor your child's progress

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

Communicate

Open communication between parents and school professionals is key to a child's academic success. Contact a teacher, counselor, or administrator as soon as a problem arises to discuss your concerns or to schedule a conference. If your child is a boarder, face-to-face conferences can be arranged during our counselors' regular visits to your island.

Keep informed

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

Support school activities

Show support for your child's involvement in extra-curricular and athletic activities by attending the events. Your support may also include: participating in parent booster clubs, volunteering to assist with activities, or by simply ensuring safe transportation for your child to and from school activities. *Note: The school provides adult supervision for children for 30 minutes after the end of school activities held on campus. Please ensure that your child is safely transported off campus within this period.*

KS Connect

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

- Student demographic
- Current grades
- Progress reports
- Most recent report card
- Daily Bulletin

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

Back-to-School Day

This two-day event gives parents the opportunity to experience a day in the life of a middle school student. On each day, half of the 7th and 8th grade student body is required to attend school and the other half stays home. Students are invited to bring one parent, guardian or sponsor to school for the entire day to accompany them to all classes and school activities.

Guest guidelines:

- Guests other than parents must be 18 years of age or older or a high school graduate
- All guests must attend alone
- Infants and toddlers are not allowed

This is not a time for parent/teacher conferences but rather a time for your child to share school experiences with you and for you to share your childhood school memories with your child. We hope you are able to join us for this day of discovery!

School support opportunities

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

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 Office

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

KS' Parents and Alumni Relations (PAR) office informs parents of KS activities, keeps them up-to-date on issues affecting the organization, and creates opportunities for parent 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.parents.ksbe.edu or contact the following KS PAR staffers:

Mervlyn Kitashima Parent Administrator 842-8444

Kamehameha Schools Resource Centers

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

Kamehameha Schools Resource Center – East Hawai'i

Noelani Ho'opai, Manager
160B Kea'a Street | Hilo, HI 96720
Phone: 935-0116 | Fax: 961-6134
Email: chhoopai@ksbe.edu

Kamehameha Schools Resource Center – West Hawai'i

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

Kamehameha Schools Resource Center – Maui

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

Kamehameha Schools Resource Center – Moloka'i

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

Kamehameha Schools Resource Center – O’ahu

1850 Makuakāne Street, Ulupono Bldg. B | Honolulu, HI 96817

Phone: 842-8705 | Fax: 842-8785

Email: ksrc@ksbe.edu

Bobbie Tom, Sr. Manager

Phone: 842-8912

botom@ksbe.edu

Jason Doi, Manager

Windward Mall – 2nd Level

Phone: 235-2329

jadoi@ksbe.edu

Kini Pihana, Coordinator

KS’ Community Learning Center at Nānākuli

89-101 Farrington Highway | Nānākuli, HI

Phone: 668-1517

hepihana@ksbe.edu

Kamehameha Schools Resource Center – Kaua’i

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STUDENT EXPECTATIONS

Home Ho'ona'auao "Kū Kilakila 'o Kamehameha"

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

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

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

School-wide behavioral expectations

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

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

Hō'ihi/Respect - Showing regard for the worth of God, self, others, property and the environment/ 'āina. To be humble and considerate towards others. Hō'ihi aku hō'ihi mai – to give and receive respect.

Kuleana/Responsibility - The active side of respect: showing humility; taking care of self, others and the environment; making a positive impact on the community. No'u iho ke kuleana – the responsibility is mine.

Pono/Honesty, Integrity - Courage to stand up for what is right, true and good; doing what you say you will do. 'Imi na'au pono – to seek what is right, true and good. 'Oia'i'o – truthful in what you say; truthful in what you do.

WORKING EXIT OUTCOMES

Kamehameha Schools understands the importance of establishing schoolwide learner outcomes that are rigorous and relevant, build strong relationships, and emphasize responsibility not only within the school learning community, but also within the larger global community as well. Our working exit outcomes have these desirable qualities and are congruent with the vision, mission, and philosophy of Kamehameha Schools.

The Working Exit Outcomes Framework (on the next page) is composed of four ao (areas) in which students learn and grow while at Kamehameha Schools. Each ao is described by English 21st century skill statements, Hawaiian `ōlelo no`eau (proverbs), and `ōlelo no`eau translations. The WEO outlines the knowledge and values that a Kamehameha student must master to become the “good and industrious” young Hawaiian man or woman, competent and comfortable in both Hawaiian and Western cultures as envisioned by Ke Ali`i Pauahi.

Kamehameha Schools Working Exit Outcomes Framework

Ke Ao Lani, Ke Ao Honua <i>Global</i>	Ke Ao Ho’oūlu <i>Growth</i>	Ke Ao Pilina <i>Relationships</i>	Ke Ao `Imi Na`auao <i>Knowledge and Wisdom</i>
<p><i>Kū i ke ao – Be of the world. To be like the world in which one lives.</i> Live in interdependence with all that surrounds me physically, spiritually, emotionally, and intellectually.</p> <p><i>E ho’oki i ka ho’ina wale o hō’ino ‘ia mai ke kumu – One should never go home without some knowledge lest his teacher be criticized.</i> Embrace the collective experience in Hawai‘i and the Pacific as a foundation for relating to the diversity of the world.</p> <p><i>Ka’ike a ka makua he heina ke keiki – The knowledge of the parent is (unconsciously) absorbed by the child.</i> Nurture and value my identity as a source of understanding, purpose, meaning, and connection to others.</p> <p><i>Mōhala i ka wai ka maka o ka pua – Unfolded by the water are the faces of the flower.</i> Promote and utilize Hawaiian perspectives and practices to enhance my well-being and the well-being of my ‘ohana, kaiaulu, lahui, and world.</p>	<p><i>He Hawai`i au mau a mau – I am a Hawaiian now and forever.</i> Embrace my identity as a Hawaiian.</p> <p><i>E lawe i ke a’o mālama, a e ‘oi mau ka na`auao – He who takes his teachings and applies them increases his knowledge.</i> Grow by identifying strengths and needs and pursuing appropriate actions.</p>	<p><i>Hilina’i i ke Akua – Trust in God.</i> Live a life reflective of Christian values.</p> <p><i>‘Ike nō i ka lū o ka ‘ike; mana nō i ka lū o ka mana – Know in the day of knowing; mana in the day of mana.</i> Adapt successfully to various kūlana.</p>	<p><i>Nānā i ke kume – Look to the source.</i> Utilize various sources to foster inquiry and seek knowledge. (kupuna, kumu, loea, mo’olelo, wahi pana, mo’omeheu)</p> <p><i>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.</i> Engage in critical thinking to apply traditional knowledge to my contemporary context.</p> <p><i>Lawe i ka ma’alea a kū’ono’ono – Take wisdom and make it deep.</i> Transform my knowledge through the blending of imagination, intuition and intellect.</p> <p><i>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.</i> Seek and apply knowledge ethically.</p>

<p><i>Hawaiian Glossary:</i> kaiaulu- community kūlana- role and status kumu- teacher kūpuna- ancestors and elders wahi pana- storied and historical places</p>	p>lāhui- nation loea- experts mo'olelo- story and history mo'omeheu- traditions 'ohana- both nuclear and extended family
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Updated 6/22/09
Edited Hawaiian Conventions and Skills 8/09

Creating a nurturing learning community

Kamehameha Schools has high learning and behavioral expectations for its students. To help them meet those expectations, we have created a supportive learning environment through a process called Tribes. Creating a Tribes Learning Community (TLC) has been nationally proven to develop a positive school learning environment that promotes student growth and learning.

Students are expected to abide by the following TLC agreements daily:

- *E ho'olohe pono* (listen carefully) - Attentive listening
- *E hō 'ihi* (show respect) - Mutual respect
- *Mai 'ōlelo 'ino* (no talk stink) - No "put downs"
- *E kāpae* (pass) - The right to pass and participate later
- *E mahalo aku* (be thankful) – Show appreciation

Student honor code

Kamehameha Schools students are required to write the following honor code on all major tests, compositions, research papers and final examinations. The purpose of the honor code is to raise our students' awareness of ethical behavior in testing and research situations.

On my honor I have neither given nor received unauthorized assistance on this examination (or paper).

OUR ACADEMIC PROGRAM

The mission of Kamehameha Schools 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 requirements of the Kamehameha Schools academic program, including but not limited to participation in Christian education and attendance at Chapel; Hawaiian cultural and languages studies, including oli and mele performance; and attendance at Founder’s Day.

Team learning

Students transition successfully from elementary to middle school when they feel a sense of belonging in their new environment. We nurture that feeling by placing students into learning teams. Each team of about 100 students has the same math, science, social studies and English teachers. This allows for cross-curriculum planning, and coordination of field trips and testing schedules. Teaming also builds stronger relationships among students and between students and teachers.

Courses

Middle school courses provide students with an organized, systematic way to learn. They also help them sharpen their studying skills in preparation for the rigorous academic demands of high school. The following are courses that are required at each grade level. Details are provided in the KS Kapālama Middle School Catalog of Courses.

<p><u>GRADE 7</u> English Mathematics Science Social Studies Physical Education Guidance / Christian Education Hawaiian Language Exploratory classes:</p> <ul style="list-style-type: none"> • Life Skills • Industrial Technology • Visual Arts <p>Electives (choose two)</p> <ul style="list-style-type: none"> • Japanese or Spanish • Band • Choral Music • Orchestra • Papa Oli Me Hula 	<p><u>GRADE 8</u> English Mathematics Science Social Studies Physical Education Guidance / Christian Education Hawaiian Language Exploratory classes:</p> <ul style="list-style-type: none"> • Creative Media • Nohona Hawai’i • Speech <p>Electives (choose one)</p> <ul style="list-style-type: none"> • Japanese or Spanish • Band • Choral Music • Orchestra • Papa Oli Me Hula • Yearbook
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Class schedules

Each school day begins with an advisory which provides a home base for character education, oli, or meetings concerning school business and for discussions of general student interest. Advisory teachers chaperone students at assemblies, class picnics and other special events.

Advisory is followed by various class periods which meet on a rotating schedule during the week.

Co-Curricular and/or Extracurricular activities

Club and school committee meetings, rehearsals, student government activities and dances typically take place during activity period and/or after school hours.

Field trips

Students will have an opportunity to extend their learning beyond the classroom walls by attending field trips. Information/permission sheets will be circulated prior to the activity. Regular school uniforms should be worn unless otherwise specified.

If a field trip causes a student to miss other classes, the student must request permission from teachers whose classes will be affected by circulating a KS Activity Clearance Form. Forms must be returned to the teacher in charge of the field trip at least 48 hours prior to departure.

Teachers have the right to refuse permission for a student to participate in a field trip. If the field trip request is denied, the student must report to regularly scheduled classes. Students are responsible for promptly making up all work missed in other classes.

Special events

Bernice Pauahi Bishop Founder's Day is observed on or near December 19, to celebrate the birthday of Princess Bernice Pauahi Bishop founder of Kamehameha Schools, attendance is mandatory. An event of celebration takes place on campus and involves the entire student body. Christian Education classes visit the Royal Mausoleum where Bernice Pauahi was laid to rest.

Charles Reed Bishop Founder's Day is celebrated on or near January 25. Mr. Bishop is the founder of the Kamehameha Schools Preparatory Division, attendance is mandatory. A student-led memorial service is held to celebrate the life of Charles Reed Bishop. A Mauna 'Ala commemorative service takes place and a group of 7th and 8th grade student leaders and guests attend.

Students with disabilities

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

Grades

Grades help our teachers communicate the skills and knowledge students have learned in relation to course objectives. Parents and students who have questions about how the evaluation of a course will occur, should ask teachers for clarity. Report cards are issued at the end of each quarter to communicate academic progress. The following letter grades are embraced throughout the middle school:

Letter Grade	Range in Percentages	Assigned Grade Point
A+	97-100%	4.0
A	93-96%	4.0
A-	90-92%	4.0
B+	87-89%	3.0
B	83-86%	3.0
B-	80-82%	3.0
C+	77-79%	2.0
C	73-76%	2.0
C-	70-72%	2.0
D+	67-69%	1.0
D	63-66%	1.0
D-	60-62%	1.0
F	0-59%	0.0

Grade point average

The student grade point average (GPA) indicates the overall academic progress of a student using the following scale:

- 3.00 to 4.00 - Very good to excellent
- 2.00 to 2.99 - Average to good
- 1.00 to 1.99 - Poor to average
- Below 1.00 – Failing

Christian Education is graded on a pass/fail basis and is not computed into the grade point average. However, students must pass this class to be eligible for academic honors.

Incomplete grades

An “incomplete” or “I” will be given to students who have not completed their assignments in a subject area. Students have the first two weeks of the next quarter to complete necessary work and receive a grade. Any further extension of time must be determined by the school administration. *No incomplete grades are given for the final grading period of the year.*

No grading curves

Student achievement is measured by how well students meet a course’s objectives, not by how well they compare to the achievement level of their classmates. Therefore KS teachers do not grade on a curve. So there is no limit to how many students can earn A’s, B’s and so forth.

Other reports of student progress

Kamehameha Schools is dedicated to the continuous development of its students. To monitor their academic success, the school reports student academic progress to parents throughout the year. Reports document achievements as well as concerns, so that efforts can be made to support students who are not making adequate academic progress. Following are some of the ways we report student progress:

- **Student progress report** – Issued when required or requested.
- **Notices of merit** – Recognizing special achievements in academic, performance and citizenship endeavors.
- **Notices of concern** – Submitted by teachers to the principal, vice principal and parents concerning poor grades, failure to complete assignments, low test scores, or classroom behaviors that interfere with learning.
- **Notice of deficiency** – Submitted regarding students placed on academic probation
- **Phone calls and e-mails** concerning student progress may also be initiated by teachers and school personnel.

Celebrating student achievement

Kamehameha Schools believes in recognizing students who work hard to achieve a high level of academic excellence and those who serve as shining examples of good behavior and leadership. Following are some of the ways we celebrate student achievement:

Student Recognition Program

This program is coordinated by the Student Activities office and Principal's Office. The following quarterly awards celebrate students who have earned high levels of academic achievement, shown marked improvement in their academic performance, and demonstrated good behavior.

- **I mua Award** – An improvement of .3 or better in quarter GPA over the previous quarter grading period. Student must not be on academic probation and/or received more than two (2) hours of detention for the qualifying quarter.
- **Maika'i Award** – Display of Ke Ala Pono (character/citizenship). Those who demonstrate maika'i (good) behavior as observed by teachers, staff and students

Academic certificates

Recipients of the following quarterly certificates are mailed home each semester.

- **Po'o Kumu Award** – GPA of 4.00 or all A's on the quarter report card
- **Po'okela Award** – GPA of 3.50 – 3.99
- **Hanohano Award** – GPA of 3.00 – 3.49

Academic awards

Recipients for the following prestigious awards are selected by the Academic Awards Selection Committee consisting of Kamehameha administrators, teachers, and counselors. They are presented at the end of each school year.

- **Principal's Award** – This award recognizes outstanding Kamehameha students in grades 7 and 8. Award recipients must rank in the top 10 percent of their class. They must demonstrate qualities of leadership, citizenship and service to the community through student government, athletics, music, drama, service organizations or community projects. They must also have an exceptional attitude, positive outlook, responsible nature, and a willingness to contribute time and effort to help others.
- **KSKMS Distinguished Scholars Award** – Presented to students who attain a 4.0 GPA (all A's) for the first seven quarters.
- **Lela R. Brewer Award** – Presented by each teacher to the most outstanding student in his or her class for the school year. Selection is based on academic performance and attitude.
- **Award by subject** – Each academic department may make special awards to students.

Students must pass their Christian Education class to be eligible for academic awards. Students on academic or conduct probation and those who have had to serve more than two hours of detention during the quarter upon which an award is based are not eligible for awards.

Grade promotion

In order to be promoted to the next grade level, students must maintain satisfactory grades in all classes. Students who receive a grade F in a single core class (English, math, science, or social studies) for two or more quarters, must attend summer school and earn a grade C or better in order to be promoted. Students who receive a grade F in exploratory classes during the school year must also attend summer school and earn a grade C or better in order to be promoted. Make-up courses will be determined by the school administration. **Students who fail two or more core classes in a school year may be released from Kamehameha Schools.**

Academic probation

Students are placed on academic probation if they receive a grade F, two or more grade D's, or if their GPA falls below 2.0 during a given quarter. They remain on probation until the next grading period and are required to attend 8th period study hall until earning a grade C or better in all classes. Students on academic probation are not permitted to represent the school in extra-curricular activities and honorary positions for a minimum of two weeks. (See page 36 for details.)

Teachers monitor students for progress and effort during the probation period. Students are expected to participate in study help sessions and complete all class and homework assignments. **Students who continue to have difficulties and show little evidence of trying to improve may be asked to leave Kamehameha Schools.**

Our learning intervention process

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

KS has developed a progressive four-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 – Classroom intervention

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

LEVEL 2 – Counseling intervention

A referral is made to a counselor responsible for that grade level or classroom. Counselor manages the issue with support from resources available within the school setting. Parents are kept closely involved.

LEVEL 3 – Agency intervention

If the learning need cannot be adequately addressed 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 – Administrative intervention

If the learning need cannot be adequately addressed with the agency intervention level, a

recommendation is made by the KS Kapālama administrator to the headmaster for disenrollment or educational placement for special needs.

Questions & concerns

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

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

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

STUDY HABITS

The development of good study habits will help ensure academic success for your child now and in the years to come. We believe that academic success comes from a kākou (team) effort made by students, parents and teachers.

Student-parent-teacher triangle

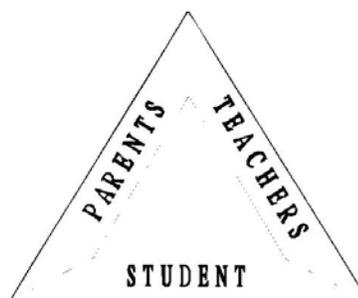
Good study habits develop when students, parents and teachers apply equal effort – communicating clearly and cooperating with one another. Below are the responsibilities of each side of the student-parent-teacher “triangle:”

Teacher responsibilities

- Provide clear, sequential instruction.
- Assign homework that gives practice in what has been taught.
- Provide study help at the end of the day.
- Recognize improvement.

Parent responsibilities

- Provide a consistent time and quiet place for study.
- Show interest in what your child is learning.
- Recognize progress.
- Take your child to the library, if necessary.
- When your child is absent call the office at 842-8364 (24-hour code-a-phone) to ask for assignments and report your child’s absence.



Student responsibilities

- Pay attention in class
- Write down assignments daily in student assignment book during each class.
- Set up a reasonable time plan for completing assignments, and then follow it.
- Use study hall time effectively.
- Get help from teachers during the study help period at the end of each school day.

Once agreed upon by parents and student, study time should take priority over other activities. Busy family calendars often leave students behind in their studies before they can get started on the right track.

Parents should also recognize progress toward study habit independence. Consistency is the key. Studies show that strict, rigid approaches by parents are seldom successful. The parent who enforces home study halls militarily, and who demands to check each piece of schoolwork before it is handed in is not encouraging independence. The other extreme is the overly lax parent who provides no guidance, yet explodes angrily when negative reports come home from school. Parents who provide the proper time and place for study, check occasionally on quality, and praise small steps forward are most likely to see results.

Daily assignments

The Daily Assignment Plan in the KS Student Assignment Book is extremely helpful in keep track of classroom assignments. Here's how to use it:

Assignments

List assignments as you attend classes during the day, even if you complete the assignment at school. Be specific about pages or problem numbers. Write "NONE" if no assignment is given.

Priority

Use the upper left corner of each subject's block to set up an order for completing assignments. The rule is *hardest always first*. Tests outweigh regular assignments. For difficult tasks, seek help from teachers during study help period (8th period).

Materials

Use the lower left corner of each subject's block to decide whether you possess all materials needed to complete each assignment at home (Y = yes; N= no). In our example, you need an atlas with a map of ancient Greece to complete the social studies assignment, so you may have to do this work at the KMS Learning Center or a public library.

Time

Use the upper right corner of each subject's block to estimate the time it will take to complete each assignment. This is a new but crucial time management skill for most students. By totaling the *estimated time* for each subject, you can determine how much time to set aside at home. Use the lower right corner of each subject's block to record the *actual time* it took to do each assignment. Time yourself. You'll find you'll concentrate better, and will learn to plan enough time to get things done.

DAILY ASSIGNMENT PLAN

Monday

March 24

Priority	LANGUAGE ARTS	1	Vocab test on myth terms	20	Estimated Time
Materials	LANGUAGE ARTS	Y			Actual Time
	SOCIAL STUDIES	3	Map of ancient Greece	10	
	MATH	N			
	MATH	2	Worksheet on prime numbers	20	
	SCIENCE/LIFESKILLS	Y	None		
	SCIENCE/LIFESKILLS		None		
	HEALTH				
	BAND	4	Practice trombone	15	
	BAND	Y			
	PHYSICS				
	PHYSICS				

Parent/Teacher Comments

Long-term assignments

Students learn to manage daily assignments during their first few months in grade seven. Long-term projects are more of a challenge. Too often an assignment due four weeks down the road is left untouched until the last few days. To help with this, many teachers have “checkpoints” along the way. Still, it is the student’s responsibility to see that the work gets done. We suggest using a monthly assignment plan – a calendar – on which project and report deadlines are recorded well ahead of time. That way, on a night when the student has little or no daily work, he or she can put some time into the long-term assignments. Teachers are available to help with long term planning.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 <i>Science report due</i>	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16 <i>English book report due</i>	17	18	19
20	21	22	23	24 <i>Art project due</i>	25	26
27	28	29	30	31		

DAY-TO-DAY STUDENT LIFE

School hours & attendance

The school day begins at 7:35 a.m. and ends at 3:10 p.m. It is recommended that students arrive between 7:00 and 7:15 a.m. so that they will have ample time to prepare for the school day. Regular attendance is one of the most important factors of academic success in children. Please ensure that your child is at school on time every day.

If he or she is not part of the KS bus transportation program, please make arrangements to pick your child up by the end of the school day at the School Street Bus Terminal or at the Keli'imaika'i turn-around area. Active drop off and pick at Keli'imaika'i only from 6:30 a.m. to 7:30 a.m. and 3:10 p.m. to 3:45 p.m. Parking is available at the Kekūhaupi'o Parking Structure. After school supervision is not provided.

Identification cards

Students are required to carry Kamehameha identification cards at all times while on campus or at school-sponsored events. Students are required to wear their identification cards on a clip that is attached to the collar of their school uniform at all times while on campus. It must be visible. Student identification cards are required for use of the computers in the Learning Center, borrowing books, and for admission to ILH athletic events. Students should promptly and courteously present their cards when asked to do so by a staff member.

If an ID card is lost, stolen, or needs to be replaced, a new one, (including a protective pouch) may be obtained for an \$11 charge at the school office. ID cards that are damaged, defaced or changed in any way, must be replaced. Student will not be allowed to borrow IDs and receive reimbursement when the lost ID is returned.

Uniform dress code

Kamehameha Schools enforces a strict student dress code to support its belief that our students' appearance contributes to the development of their character. Our dress code also promotes our school's value of respect for self, as well as the general student behavioral expectations set forth. The student dress code also helps to minimize distractions often caused by everyday clothes, and assists with keeping our students focused on learning. Students are required to wear uniforms every day from the moment they arrive on campus through the end of the official school day.

Please practice kuleana by monitoring your child's attire on a daily basis. Students who are inappropriately dressed or groomed will receive one hour detention. Continued non-compliance with the dress code is considered insubordinate behavior. The vice principal makes the final decisions on dress code matters.

Purchasing uniforms

All uniform apparel must be bought from Mills Uniform with no exceptions. 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. You may also purchase uniforms online at www.millswear.com or by phone at 1-866-645-5944 (toll-free). Please reference Kamehameha's school code – 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 the KS Parents and Alumni Office at 842-8659.

Daily uniforms may be comprised of the following:

- **Uniform collared polo shirt** – Available in royal blue, sky (light) blue or white. Shirts must be tucked in at all times.
- **Uniform long pants, shorts or skirts** (for girls) – Available in navy blue, only and should be worn on the waistline. Waistbands should not be rolled over. Skirts should be no shorter than 4" from the floor, when kneeling. **Girls shorts must be Junior Bermuda Navy shorts only.**
- **Belts** – Belts must be worn properly with pants or shorts and visible at all times. No multicolored belts or belts with designs or advertisement.
- **Shoes** – Athletic shoes of any color are allowed; shoes must have shoe laces, no *VANS* or other shoes without laces are allowed. Shoes should be clean and worn as the design intends. Shoe laces must be identical. Shoes laces must be laced and tied properly.
- **Socks** – Identical socks of any color. Socks are mandatory with appropriate footwear.
- **Outerwear** – Only full (neck to waistband) zipper jacket – any color is permitted OR outerwear sweatshirt/jacket/pullover that is KS-issued (KMS team, KS sports, KS clubs, KS book store). No profanity or inappropriate language or designs are allowed.

IMPORTANT: *No uniform may be altered. If a clothing item is not listed in this handbook do not wear it. If you have a question about whether an item of clothing is acceptable, please contact the principal or vice principal's office.*



Special occasion attire

Aloha Friday Attire

Students are encouraged to celebrate Aloha Friday as noted on the school calendar. Wearing aloha attire is an opportunity to “dress up”. Students have the option of wearing the school uniform or:

Wahine

- Aloha print mu‘umu‘u, dress, skirt or Capri pants. Dress and skirt lengths should be not shorter than 4” from the floor, when kneeling.
- Aloha print top. Blouses with shoulder straps should have straps that are at least 2 inches in width. Tops should not show the midriff when arms are raised.
- Jean pants or skirts. They should be worn at waistline and not be tattered, frayed, or stained
- Sandals or slides may be worn and heels should not be more than 2 inches.
- NO: Spaghetti straps (even if worn with outer wear), shorts or slippers
- NO: Shorts

Kāne

- Aloha print collared shirt (should not be worn as outwear).
- Nicely fitted slacks, pants or dress shorts. Jeans are acceptable but must not be tattered, frayed or dirty.
- Shoes or sandals.
- NO: Board shorts or slippers

Note: An extra set of school uniform should be brought to school in case attire is deemed inappropriate.

Founders’ Day & Ka Mālamalama o Ke Ao Nei attire

- Kamehameha white uniform shirt
- Kamehameha navy blue uniform long pants (for boys only)
- Kamehameha navy blue uniform skirts (for girls only)
- Black or navy blue belt
- Clean black, white or navy blue athletic shoes
- Solid black, white or navy blue socks must be worn.

Students shall remain in Founder’s Day attire for the entire school day. Except for watches, no jewelry-including earrings are to be worn for Founder’s Day or special events. Watch bands must be of a modest color. For girls, ribbons, flowers, hair decorations are not to be worn either.

Alternate Dress Guidelines

Alternate Dress Guidelines are to provide students an opportunity to express themselves within appropriate guidelines. Students are to bring a set of uniform on these days in case alternate dress is deemed inappropriate.

- Straps on sleeveless blouses must be at least 2 inches in width.
- Must be completely covered – unable to see midriff and unable to see through top/blouse.
- Shorts no shorter than finger-tip length (measured from – *relaxed shoulder to middle fingertip*)
- Beach shorts must be worn at the waist.
- Enlarged arm hole on tank tops are unacceptable.
- T-shirts with printed logos or advertisements should be tasteful and reflect self-respect and respect for others. Profanity is unacceptable.
- Capris, KS PE shorts and jeans (not tattered or torn) are acceptable.
- Yoga pants, leggings or jeggings are unacceptable.
- For girls only, one earring per ear may be worn. Dangly earrings must be no longer than an ear length. Hoop earrings are unacceptable.

Consequences will be issued to students who are disrespectfully and inappropriately dressed at any time, or do not follow these guidelines. You are encouraged to bring an extra set of clothes in case your attire is deemed inappropriate by an adult.

Physical education & athletic attire

All students are required to wear uniforms for physical education classes. P.E. regulation shirts and shorts must be purchased at the Kamehameha Book Store in the 'Akahi Building. It is recommended that the uniform be purchased before school begins. The following items are needed:

- 2 combination padlocks (no colored face plates) during their swim unit, one for Keawe and one for the pool locker room
- At least 3 regulation P.E. shirts
- At least 3 pairs of regulation P.E. shorts
- 1 pair of running or cross training shoes (No black soles because they leave marks on the playing surfaces.)
- Recommended: 1 pair of swim goggles
- Girls only: modest one piece swimsuit with full coverage bottom



The P.E. uniform, including shoes and socks, are to be worn at all physical education classes. Please label uniforms with permanent ink as shown above. Mark shirts on the OUTSIDE upper left chest and shorts inside the front waistband. Shoes and socks should be marked in the inside. Students must take their uniforms home for laundering at least once a week.

Students are expected to shower after physical education classes and are responsible for their own hygiene products and personal belongings. Their personal items should be locked in their P.E. locker while they are in their classes.

Athletic uniforms & equipment

All athletic practice uniforms, game uniforms, equipment and any other items assigned or checked out by student-athletes must be turned in no later than 48 hours after the last ILH game or HHSAA tournament game, whichever applies. Underclassmen who do not comply with this policy will not be able to register for classes for the next quarter and will not be allowed to try out or practice for sports during the next athletic season until their accounts are cleared.

Grooming & appearance

- **Boys:** Only conventional haircuts are allowed and/or in consult with VP. Hair should be kept neat. The length of a boy's hair should not touch the top of the collar of a uniform shirt, should not fall over the eyebrows and should not exceed the bottom of the ear lobe. Hair should be of its own natural color. Students whose hair cut or hair color is in question will be sent to the vice principal's office for a decision. The face is to be clean-shaven.
- **Girls:** Hair should be kept neat. Hair should be of its own natural color. Students whose hair cuts or hair color are in question will be sent to the vice principal for a decision.
- **Make up:** Wearing makeup is not permitted.
- **Nail polish:** Wearing nail polish is not permitted.
- **Jewelry:** Girls may only wear stud earrings. Multiple earrings on ear lobes are not allowed. Body piercing of any kind is not allowed. Boys are not permitted to wear earrings to school.
- **Headwear:** Hats, beanies, bandanas, visors, sunshades, sunglasses are inappropriate unless authorized for use by the vice principal, including hoods of hooded jackets. Hoods are not to be worn during the school day.
- **Tattoos or scarring:** Any form of permanent body marking is not allowed.

Prohibited 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. Doing so may subject the student to disciplinary action:

- Knives, firearms (toys or real) or other objects that may cause injury
- Flammable materials -Lighters, matches, fireworks, poppers
- Mopeds, bicycles, skateboards, scooters, Heelys, Razors, skates,

The following items may be allowed at school after approval is obtained:

- Toys, hand-held video games, or play equipment
- Electronic media devices including: iPods, radios, DVD and CD players, or cameras
- Unnecessary sums of money

Cell phones

Cell phones usage by students is permitted before 7:30 a.m. and after 3:10 p.m. during the school day. Cell phones may not be turned on or used during the school day and must be securely stored. The school will not be held responsible for the loss or theft of any cell phone.

A phone used between the hours of 7:30 a.m. to 3:10 p.m. will be confiscated by the faculty/staff member observing the misuse and returned to the student at the end of the school day.

Chronic misuse of a cell phone will be reported to the school office and may lead to disciplinary action (see "Student discipline" section, Level 1) and the cell phone will be confiscated and held for pickup by parents.

Lost and found items

Students may complete a Lost Report at the main office for lost or missing items. All attempts will be made to get the item to its rightful owner. At the end of the school year all unclaimed items will be donated to the KS Thrift Shop or given to the Hawai'i Institute for Human Services.

Kamehameha Schools shall not be responsible nor liable for lost or stolen items including but not limited to cash, cell phones, electronic devices, school approved fundraisers, etc.

Middle School Dining

Kamehameha Schools strives to provide students with meals that are healthy and nutritionally balanced. School lunches are served cafeteria-style daily. Students are responsible for their own food selections and are encouraged to choose a variety of food reflective of the Choose My Plate Guidelines. Charges for lunch are included in the tuition and fees.

KSKMS also offers a breakfast program to day students for a nominal fee that is available from 6:45 a.m. to 7:15 a.m. We offer fruit juice or milk, a variety of cold/hot cereals and other breakfast items, including fresh fruit. A recess snack is offered during morning recess. Milk or fruit juice and healthy snacks are available for purchase.

Lunch period

The lunch period should be a pleasant break in the middle of the day. It is part of the learning experience and all those who eat lunch are expected to be friendly and polite to each other. All students are required to eat lunch, and no student may be absent from lunch without permission. Outside food or drinks are not permitted into the dining area during lunch. Do not take food out of the dining area unless given permission by the office or supervisor. All exceptions are to be cleared with the vice principal.

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 be able to bring part of their lunch from home to supplement what they can eat from the school menu. 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.

Foods made with peanuts and/or peanut product are not permitted and will be removed from dining and/or classroom environments for the health and safety of students who experience severe allergic reactions to peanuts and/or food made with peanut products.

Seating assignments

Each table in the dining room seats up to eight people. There are four seating periods, one per quarter. A new seating chart is issued for each period. Places are assigned by the vice principal and students may not move from their assigned table unless a staff member requests them to do so. "Table hopping" is prohibited. All students are expected to listen quietly and attentively to luncheon announcements while seated.

Duties of the host and hostess

- Seating at the table is to be boy-girl-boy-girl, whenever possible. Two girls or two boys may be seated together, but never three boys and three girls.
- Make sure that all students at your table know one other. If they do not, ask each one to introduce him or herself.
- Conduct your table in an orderly manner, being sure that everyone is following the rules.
- Lead the conversation on the table, making sure that your voices are not so loud as to disturb neighboring tables. Take an interest in other students at your table. What are their hobbies? What did they do over the weekend? Discuss movies, new items, football games, etc.
- Make sure all chairs are pushed under the table when getting your food.
- Assist the waiter or waitress if needed.
- If you have a problem, consult the dining room supervisor responsible for your table.
- ***Be sure that your good manners are an example to everyone at the table.***

Duties of the waiter or waitress

- The waiter/waitress is to scrape all left over food onto one plate and gather paper products - napkin, etc. - on that plate too. Waiter/waitress is to stack the cups and take all these items to the scraping room and deposit into the appropriate receptacles. Other students on the table may assist.
- When everyone has been excused from the dining room, use the cloth provided to wipe your table carefully.
- Return your cloth to the appropriate receptacle then wait at your table for the lunch supervisor to dismiss you.
- If a waiter or waitress is absent, the host or hostess will substitute.
- ***Students who fail to adhere to lunchroom procedures and etiquette requirements will be subject to disciplinary consequences.***

Before entering the dining area

- Leave your book bags in a designated area or in your classroom.
- Quietly be in your assigned seat with both feet flat on the floor. (If outer wear is worn it needs to be removed and hung over the back of your chair.)
- Be prepared for the dining room supervisor to announce the order that tables are to get their lunches. Remember one-way only through the service doors, in the entrance and out the exit.
- Hurrying or running anywhere in the dining room, dish room, or kitchen is prohibited.

Going through the lunch line

- Serve yourself and minimize conversation.
- Try to eat a little of everything that is offered. Food selections should reflect the Choose My Plate Guidelines.
- Take what you are certain you can eat to avoid waste. You can usually go back for more if you are still hungry.
- Enter the serving line and use the hand sanitizer prior to making your food selections. Exit out the middle doorway.

Dining etiquette

- Serve yourself and minimize conversation.
- Unfold your napkin and place it on your lap. Napkins should be used to pat or dab your mouth, not to clean your face.
- Chew your food with your mouth closed and avoid talking with food in your mouth.
- Keep your elbows off the table while eating.
- Cut food into small bite size pieces, one piece at a time. Do not cut all of your food into small pieces before eating it.
- Never carry food on a knife. Use knives only for cutting.
- After using your knife, place it diagonally across the upper edge of your tray.
- Once you put food on a utensil, eat it.
- Once you have used a utensil, it should never be put anywhere except on a tray.
- If you spill or drop something, it is your responsibility to clean it up.
- Forks should be used for all foods except for finger foods such as:
 - Chicken - After cutting and eating as much of the chicken as you can with your knife and fork, you may pick up the bones
 - Apples, oranges, melons or watermelons with the rinds on
 - Carrot sticks, celery, corn on the cob, olives, and pickles
 - Potato or corn chips
 - Pizza, tacos, tostados, or nachos
 - Brownies, cookies and ice cream bars

Dismissal

- The dining supervisor will dismiss the lunch room tables when the table top and general area is clean. The assigned table host will dismiss the table when everyone is finished eating.
- When dismissed, stand, push in your chair, and quietly exit. If students are in the final lunch period, students are to stack their chairs four high on the Diamond Head and 'Ewa ends of the table.
- Students should stay within established boundaries.

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 attendance hotline at 842-8364 (available 24 hours) by 9:00 a.m. on the day the student is absent. Homework requests can be made at this time. Be prepared to give your child's name, grade, and reason for absence.

Returning to school

On 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 Middle School Dispensary. 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 Middle School Dispensary, regardless of the number of days absent.

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 Hale Ola, before your child may return to school.

Anticipated absences

If absence from school is absolutely necessary for reasons other than illness or injury, parents must submit a written request to the principal at least 2 weeks prior to the date of the absence. An online request form is also available to print and turn in to the office:

<http://blogs.ksbe.edu/kskms/files/2014/12/KSKMSAbsenceForm.pdf> The principal will determine if the absence is excused or unexcused. Note: KS laptops are not allowed on trips.

Medical appointments

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

Family vacations

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

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, however those students who are in poor academic standing or have had attendance problems may be denied an excused absence.

Off-campus pass

If it is necessary for a student to leave campus during the school day, he or she must present a parent note at the school office and obtain an off-campus pass. State law requires students who leave campus during the school day to have a pass from a school administrator. If questioned by a law enforcement officer, the student should show the pass and student ID card immediately.

Absence examples

Excused absences	Unexcused absences
<ul style="list-style-type: none">• Illness or injury• Emergency medical appointment• Educational testing recommended by counselor / teacher• Death or life-threatening situation in immediate family• Specific event as subsequently authorized by the principal	<ul style="list-style-type: none">• Absences not confirmed by a phone call or written note from parent• Non-emergency medical/dental appointments not approved by the principal• Family vacations• Non-school activity during the school day• Parent / student thought school not in session• Missed bus, traffic, car trouble• Overslept

Leaves of absence

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

Educational & personal leaves

Examples of such leaves include those to address:

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

Student exchange & enrichment leaves

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

Returning to school

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

Tardiness

Students are expected to be punctual, which means they must be in their classrooms ready to learn when classes begin. School starts at 7:35 a.m. Students who arrive after 7:35 a.m. must report to the office to obtain an admittance slip before going to class.

Excessive absence or tardiness

Excessive absences or tardiness, whether due to illness or other reasons, can have a detrimental effect on a child's educational progress. A student's total absences – both excused and unexcused – shall not exceed six days per semester. In cases of excessive, illness-related absences, the school will contact parents for a conference. The following guidelines apply to unexcused absences and tardiness:

- Two tardies equate to one unexcused absence.
- If unexcused absences exceed five days at any given time during the school quarter, the vice principal will contact parents and arrange a parent-school conference to consider the student's continued enrollment at Kamehameha Schools.
- Continuous unexcused absences may result in the student being placed on attendance probation.

Make-up work

Excused absence

- Homework must be requested by 9:00 a.m. and picked up at the middle school office by 4:00 p.m. You can make prior arrangements for sibling or friend to bring work home.
- Homework not picked up for 2 consecutive requests will result in the loss of the privilege of requesting homework when absent.
- It is the student's responsibility to arrange make up of missed assignments due to absence by required deadline. Other alternatives for homework requests are: visit faculty website or blog, email or call teacher directly, or call a classmate for homework assignments.
- If absence is for one day only, homework can be retrieved the next day.

Unexcused absence

- Students are not allowed to make up work or tests on days when they have an unexcused absence. These assignments will be recorded as a "zero" and may likely affect the student's final quarterly grade.
- Teachers will not prepare homework or other assignments for unexcused absences
- No homework assignments will be given in advance for unexcused absences.

STUDENT ACTIVITIES

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

Student government

Students can hone their leadership skills by serving as a student government representative. Each Kamehameha student is represented in student government in two ways: first, as a member of the Associated Students of Kamehameha Middle School (ASKMS) and secondly, as a member of an Advisory in a class. This is similar to being represented as a United States citizen in Washington, D.C. in the federal government and as a citizen of the State of Hawai'i in Honolulu.

Each KS middle school student pays dues of \$15 per year as part of tuition and fees. These dues are deposited in the ASKMS treasury account and are used for student-related activities such as dances and assemblies. The Student Council of ASKMS is responsible for appropriating these funds.

Students seeking to run for student government offices must:

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

Applications for student offices are available from the class advisor or the school office.

Special-interest clubs

Kamehameha Middle School offers a variety of special-interest clubs which meet during the activity period of a school day. Students may join more than one club if they meet the attendance and participatory expectations of each group. Active clubs are listed below:

- **808 Faith Club** – Members serve Jesus by planning and using their talent to participate and perform in Joint Devotion and grade level chapel praise and worship services.
- **Board & Games Club** – Members will be introduced to the many board games that exist throughout the world. It will also allow students to learn different card games, including “trumps”.
- **Coaches Club** – Members will have opportunities to analyze live sports from a coaching perspective and learn the X's and O's of various sports.
- **Fellowship for Christian Athletes** – Members actively learn about the Christian faith by participating in activities planned by the Fellowship for Christian Athletes.
- **Hana Keaka** – Members have an outlet for creative theater expression, and with the goal of an end of the year performance.
- **Holoholo Club** – Members learn how to practice outdoor skills such as fishing & cleaning a fish.
- **Hui 'Ōiwi** – Members learn about the cultural significance and fundamentals of hula. The group performs at various KMS sponsored activities. No prior dance experience is necessary.
- **Insanity Workout Club** – Go insane for physical fitness. Members will be introduced to various high energy exercise programs such as Insanity and P90X.

- **Japanese Club** – Members explore various aspects of the Japanese culture including literature, song & dance.
- **KS Hip Hop** – Members gain a better understanding of the hip hop culture. The activities also promote good health as the students participate in different types of dance styles.
- **Meat Club** – This unique club performs meaningful service learning projects in the community. At the conclusion of each service project, a potluck barbecue is held to celebrate the hard work and to reflect on the group’s accomplishments.
- **Mind Challenge Club** – Members will have the opportunity to stretch their minds and challenge each other playing classic board games and puzzles.
- **Movie Club** – Ever wanted to be a movie critic or wonder how Oscar recipients are selected? Learn how to watch and critique various genre of movies for cinematography, sound track, symbolism and more.
- **Pa’i’ai Club** – Learn about the cultural significance of kalo and how to prepare pa’i’ai.
- **Recipe Club** – Share recipes and treats in this specialized club.
- **Sewing Club** – Members of this club will learn and practice fundamentals of sewing.
- **Speech Club** – Learn and practice the basic fundamentals of various genre of speech in this club. The club participates in local speech festivals.
- **Wyld Life** – Members will fellowship & learn about Jesus in this interactive, high energy club

Athletics

The Kamehameha Schools Athletic Program offers everything from tennis to cheerleading, for a total of nearly 30 student sports. The interscholastic program strives to promote the development of a students’ highest potential by providing students with a vast range of opportunities to practice good sportsmanship, and to appreciate the benefits of discipline though training, team work and commitment. For more information on our athletic program, call 842-8936 or visit <http://kapalama.ksbe.edu/athletics>.

Admission to athletic events

Each Kamehameha student is entitled to admission to all regular Kamehameha Interscholastic League of Honolulu (ILH) athletic events when he or she presents a valid Kamehameha ID card at the gate. For football games held at Aloha Stadium, students must also present a numbered coupon.

At all events, students are expected to sit in the Kamehameha cheering section, to dress appropriately, to show good sportsmanship, to be considerate and to keep the facility free of litter. Due to limited space, Kamehameha’s cheering sections are reserved for students only. A nearby space is usually available for parents and guardians.

Dances

The middle school’s grade-level classes sponsor annual dances. Dances are for Kamehameha students only, no outsiders may attend. Students who are required to attend study help sessions may go to the dance after the period ends. Students who are serving detention cannot attend. Dance dress code guidelines are communicated through middle school announcements before each dance.

Fundraising for student activities

Proceeds from student fundraising help to enrich the educational and athletic experiences of our students. All fundraising efforts must be approved by a designated school administrator and adhere to KS' policy on student fundraising. The policy includes guidelines for the selection of fundraising activities, security requirements for proceeds & the sale of perishable food items. For details on student fundraising, contact our student activities coordinator at 843-3476.

Use of the KS name & the I Mua Warrior logo

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

For this reason, the use of these marks in connection with the sale of any products or any commercial activity, or any use of these marks that implies sponsorship or endorsement by KS of any activity (even a non-commercial activity) requires the written approval of KS. To learn more about these requirements, please contact the principal at (808) 842-8366.



KAMEHAMEHA SCHOOLS®

Student activity ineligibility

Students must attend classes on the day of the extracurricular activity or event in order to participate. For activities occurring on a Saturday, student must be in school the Friday prior. Students who are on conduct or academic probation are NOT eligible to participate in the following:

- **Curricular activities** – Those directly relating to classes, clubs, and school sponsored events.
- **Extra-curricular activities** – Those occurring after school hours, often sponsored and organized by outside agencies and/or groups. (i.e. athletics)
- **Honorary activities** – Events that put the student in an honored position (Founder's Day leader, May Day court, speakers, KSKMS representative, etc.)

Following are the guidelines for student activity ineligibility:

Ineligibility due to *conduct* probation

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

Ineligibility due to *academic* probation

Students with a grade F or two or more grade D's on a quarterly report card are not eligible to represent the school in athletics or other various activities for a minimum of two weeks. This includes students who are declared ineligible and are unable to clear the deficient grade because they are no longer in the course. The period of ineligibility is during the grading period following the quarter during which the poor grades were received. The following guidelines are in place with regard to students on academic probation:

- Ineligibility based on grades during the 1st – 3rd quarters
The ineligibility period starts the school day after grades are posted through a minimum two-week period. Beginning with the third week after grades are posted, students may be active again with written clearance from the vice principal. Students may continue to practice with their teams or groups during the ineligibility period but may NOT play in competition.
- Ineligibility based on grades from the 4th quarter
Students with poor grades during the fourth quarter will be ineligible for at least the first two weeks of the following school year. Beginning with the third week of the term, the student may become active with written clearance from the vice principal. This guideline also applies to new students admitted on probation. Students may continue to practice with their teams or groups during the ineligibility period but may NOT play in competition.
- Students with two or more grade F's
These students will not be allowed to practice or represent the school for a period of four weeks. Beginning with the fifth week of the quarter, the student may become active again with written clearance from the vice principal.
- Students with low GPAs
Athletes with a GPA below 2.0 will be ineligible to compete in tournaments.

Written clearance from the vice principal allows students with satisfactory academic progress to resume participation in athletic and other activities. It DOES NOT remove the student from academic probation.

Kamehameha administration reserves the right to place a student on academic probation or athletic ineligibility at any time if there is a decline in the student's academic performance. For example, if after the fourth week of school a student is earning grades of two or more D's or one or more F's he or she may be deemed ineligible. A student may be cleared of ineligibility by achieving a satisfactory student progress report.

If you have any questions or concerns about activity eligibility, call the vice principal at 842-8366.

A COMMITMENT TO APPROPRIATE CONDUCT

Mōhala i ka wai ka maka o nā pua.

Unfolded by the water are the faces of the flowers

Flowers thrive where there is water as thriving people are found where living conditions are good.

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

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

We believe in...

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

Ka Loina Lawena Pono

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.

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

Citizenship Behavior

To protect the quality and safety of Kamehameha's learning environment for all members of the campus community, action will be taken when students choose not to honor and accept their

kuleana as a member of our Home Ho`ona`auao. KS has a process in place to help identify student behaviors that may be detrimental to the health and safety of themselves, Kamehameha, people, and property.

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

Level 2, 3, 4 and 5 behaviors require investigation. The nature and scope of the investigation depends on the frequency and/or severity of each incident.

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

LEVEL 1

Level 1 discipline addresses behavior that disrupts the school community.

Infractions – Examples include, but are not limited to:

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

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

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

LEVEL 2

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

Infractions – Examples include, but are not limited to:

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

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

- Continue more stringent Level 1 consequences
- Detention
- School counseling
- Outside counseling
- Extended restriction of school issued computer or electronic device usage
- Suspension
- Conduct probation
- Impact on grade
- Restitution
- Behavioral contracts
- In-school restriction
- Restriction from school events/activities

LEVEL 3

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

Infractions – Examples include, but are not limited to:

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

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

- Continue more stringent Level 1 and/or 2 consequences
- Repossession of school property/equipment
- Financial restitution
- On campus work assignment
- Community service
- Suspension

- School counseling
- Outside counseling (at parent expense)
- Drug/Alcohol assessment/counseling
- In-school restriction
- Restriction from school events/activities
- Release from school

LEVEL 4

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

Infractions – Examples include, but are not limited to:

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

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

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

LEVEL 5

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

Infractions – Examples include, but are not limited to:

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

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

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

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

Pu'uhonua

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

Out-of school and off-campus behavior

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

Appealing a disciplinary decision

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

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

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

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

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

SAFETY & SECURITY

Kamehameha Schools is committed to providing a safe, secure, and orderly environment for students, faculty, staff, and visitors at KS campuses and other educational sites. KS maintains security on its K-12 campuses, 24 hours a day, seven days a week. To contact the campus security office, call 842-8320.

Security at the main gate

Campus access is strictly controlled at the main gate between the hours of 8 a.m. – 2 p.m. and 10 p.m. – 5 a.m. on school days. All visitors, including parents, must call 842-8365 prior to arriving on campus for clearance. Campus security will arrange for a visitor pass to be waiting for you at the main gate upon presentation of a photo ID. Unannounced visitors will be subject to delay or may be turned away, so please plan accordingly.

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

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

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

Hi'ikua helpline

The Hi'ikua Helpline is a confidential helpline that provides students with an alternative way to report any concerns or ask questions that affect the health, safety and/or well-being of any student (e.g., harassment, intimidation, bullying, sexual harassment, violence or threats of violence, suicidal thoughts or actions, drug or alcohol use). While reporters are encouraged to identify themselves in order for KS to ensure efficient attention to any concern or issue, anonymous reports are accepted and investigated to the fullest extent possible. The Helpline is not intended to replace traditional reporting methods should students or families feel comfortable doing so. The Helpline is administered by an independent third party to maintain confidentiality and is available 24 hours a day, 365 days per year. To access the Hi'ikua Helpline:

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

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

Off-limit areas on campus

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

- Areas where construction or renovation is in progress
- Parking lots
- Forrest areas
- Physical plant area
- Elementary or high school campus during normal school hours. Access is allowed during after school hours
- Athletic facilities, unless being used for school functions
- Classroom lānai areas & restrooms during class, except with permission
- Dormitory areas (off-limits to both boarding and day students)
- Any other areas identified and communicated by faculty and/or staff

Visitors & volunteers

Upon arrival on campus, ALL visitors - including parents, relatives and caregivers - must report to the unit office, sign in, and obtain a visitor's pass BEFORE going to a classroom or anywhere else on campus. All visitors are expected to follow school rules to ensure that visits do not disrupt the learning environment or endanger the safety of students or staff. At the end of the visit, visitors must report back to the unit office, sign out and return the visitor's pass.

KS depends greatly on parents, relatives and community volunteers to enhance its curriculum and to make such things as field trips and special activities possible. In order to provide the safest environment for students and volunteers, KS requires every volunteer who will be in direct contact with students for an extended period, and/or on a regular basis, to complete a volunteer information form available at the principal's office.

Volunteers must also have a TB test on file and authorize a criminal history record check annually before working directly with the children. This information is kept in a confidential file in the student activities' office. Upon arrival on campus, volunteers must report to the school administrator authorized to supervise the volunteer. At the end of the field trip, special activity, program, or service, volunteers should return to the authorized school administrator's office to sign out, unless alternate arrangements have been made.

Kamehameha facilities are smoke- and drug-free environments. All visitors and volunteers are expected to adhere to this policy. Smoking (except in designated smoking areas), drinking, or use of any illegal substance is prohibited on school property (including parking lots, bus 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.

Student guests

Students may bring a grade 7 or 8 guest to campus to become familiar with Kamehameha's academic program. In order for the guest to be allowed on campus, the parents of the host student must submit a written request for the guest and written approval from the guest's parents to the vice principal at least two days prior to the visit. Bring the documents to the vice principal's office to receive a guest pass and to purchase a lunch ticket. Host students are responsible for the behavior of their guests and must get permission from their teachers for a guest to attend classes. Guests must accompany host students for the entire day.

Securing valuables

To help safeguard valuable items students, parents, and visitors are encouraged to lock all doors and windows before leaving a facility, lock car doors, and never leave valuables in exposed and/or unsecured areas.

Right to search

Kamehameha Schools is a private educational institution responsible for the safety of its students and faculty members. As such, KS reserves the right to search student lockers, dormitory living quarters, cars, persons and personal possessions if there is a reasonable suspicion that a student is in possession of contraband items or has violated school rules or criminal laws. Searches may include drug and alcohol testing and/or the seizure of contraband items that may injure students or others. Kamehameha Schools strives to ensure that searches and/or seizures be justified at their inception and reasonably related in scope to the circumstances that justified the initial search and/or seizure.

Reporting child abuse &/or neglect

KS complies with the Child Abuse Law, the Child Protective Act, and Domestic Abuse Protective Orders. To the extent permitted by these laws, KS strives to balance the rights of students with the rights of parents and family members.

In compliance with the Child Abuse Law, KS administrators, faculty and staff are required to report any suspected child abuse or neglect they believe has occurred or is at substantial risk of occurring to the Department of Human Services (DHS) or the police. Staff is required to treat all matters with confidentiality, only revealing information to those who have a genuine need to know about the specific matter.

Under the law, if a child is being investigated for possible abuse or neglect, DHS or the police can interview the child without parental consent or presence. KS may attempt to notify the parents before the agency or police interview the child, but parental consent IS NOT REQUIRED. If, however, DHS or the police want to interview a child during an investigation concerning another child, parental consent IS REQUIRED before any interview can take place.

Changes in your child's custodial status

It is the policy of Kamehameha Schools to remain a neutral party in parental disputes concerning the care or custody of their child. It is the obligation of parents and legal guardian to notify KS in the event there is a legal change in their children's custodial status. Please forward any court orders, decrees, power of attorneys that affect your child's legal status to the respective unit office of KS. In the absence of any legal documentation, KS follows the guidelines developed through statutory law and court decisions. A copy of the legal document establishing parental authority is also retained in the student's record.

KS staff verifies the identification and the legal documents granting a change in custody for anyone claiming to be a foster or permanent custodian, a Guardian Ad Litem, or a representative of Child Welfare Services or a similar agency if these people seek information about a student or try to instruct staff in matters which conflict with the rights of the last-known legal guardian.

It is KS' general policy to inform parents if their child is receiving special awards or recognition for academics, athletics, attendance, citizenship etc. However, if a child has been placed under foster custody, parents are only informed if such notification is approved by the agency with foster custody.

Island-wide emergencies

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

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

KS'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, KSSK 92.3 FM, HOT 93.9 FM, KIKI I-94 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	Keawe 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 stops sites AT NORMAL DROP-OFF TIMES only if transportation is deemed safe. Otherwise, students will remain in their designated evacuation center on the Kapālama campus. In such cases, parents are asked to listen to local radio stations or call the emergency hotline for information.

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

If you have questions about the KS emergency response plan, call the middle school office at 842-8366.

STUDENT HEALTH

Health services

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

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

Hours of service

The HSD provides health services to Kapālama students Monday through Friday from 7:30 a.m. to 3:30 pm at the following locations:

- High School: At Hale Ola Building. 842-8075
- Middle School Dispensary: Located in the Kaoleioku Building. 843-3459
- Elementary School Kalanimōkū Dispensary: Located across from the Keku'aiapoiwa Dining Hall. 842-8606.

There is no charge for students to be seen at Hale Ola or either Dispensary, although there may be a charge for supplies.

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

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

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

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

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

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

Returning after illness or injury

All students returning to school after an absence for illness or injury must readmit through the Middle School Dispensary if:

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

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

Medication administration

For any medication prescribed by a healthcare provider that a student will have on campus, a completed Request for Administration of Medication (RAM) form must be submitted to the Middle School Dispensary. If the healthcare provider indicates on the RAM form that the student can self-administer the medication, then the student may be allowed to keep the medication, subject to concurrence by the Medical Director or his designee. However, the Dispensary must possess and dispense any controlled medication/substance even if the student is able to self-administer. If the RAM form does not indicate that a student can self-administer the medication, then it will be dispensed by the Dispensary. All prescribed medications should be in their original pharmacy container with the necessary information – student name, medication name, physician's name, plus dosage and frequency. KS is not responsible for reminding students to take or report for their medication.

Contacting parents

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

Students will be sent home from school if their condition prevents them from returning to class or participating in a school-related activity. Conditions such as, but not limited to:

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

IMPORTANT: Please notify the middle school office immediately of a change of address or phone number.

Health records

The HSD maintains a health record on each student. The health record contains emergency contact, health insurance and immunization information, as well as a chronological account of each visit to the Dispensary. Parents are responsible for immediately informing the Dispensary of changes in student health record information immediately by calling 843-3459.

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

Student accident insurance

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

After-hour health care for boarders

A registered nurse is available from 11 p.m. to 6:30 a.m. to provide inpatient care for campus boarders who are too ill to remain in the dormitory. Hale Ola provides sick call hours to boarders on Saturday mornings from 7 a.m. to 11 a.m. and Sunday evenings from 6 p.m. to 10 p.m. Hale Ola staff members also provide inpatient care for boarding students as needed on the weekends.

Hale Ola is also the emergency contact and care provider for boarding students even when they are off-campus with sponsors. On-duty nurses are responsible for contacting parents, and the appropriate administrators, counselors or dorm advisors in cases of emergency.

SERVICES & RESOURCES

Counseling

The middle school counseling program helps students understand and accept themselves, make good decisions, develop educational and career plans, and resolve special concerns they have as individuals. Counselors serve teachers, students, and parents in the following ways:

Academic advising

Three grade-level counselors support the scholastic success of students by advising them on appropriate course selections, monitoring their activities and progress, discussing their academic challenges with teachers, and helping them realize and meet their school responsibilities.

Guidance classes

Counselors teach mandatory guidance classes to ensure that all students receive appropriate, timely and consistent information on issues including self-esteem, goal-setting, stress-management, decision-making, peer relationships and careers.

Communication with faculty & family

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

Middle School Learning Center

Located on the 1st floor of Keli'imaika'i, the Learning Center provides a place for quiet study, reading, creative thinking, and research.

Hours of operation: 7:00 a.m. to 3:20 p.m.

Resources & services

- Print resources – The learning center provides a variety of resources to support the curriculum and promote reading. We offer a diverse collection of Hawaiian resources, newspapers, magazines, fiction, nonfiction, and reference materials.
- Digital resources – Online database and ebooks can be accessed through the Learning Center link on the KMS website, <http://kapalama.ksbe.edu/middle/home/>
- Service – Students have access to Macintosh workstations, a scanner, printer, and copy machine.

Loan periods and circulation policy

Books may be borrowed for two weeks. Reference and periodicals may be borrowed overnight.

Loan periods and fines:

Students will be charged 10 cents a day for overdue materials.

Overdue Notices:

- Overdue notices will be sent out via email to the student. After three notices, items will be considered lost and the following amounts will be charged to the student account.
- Replacement cost: (Includes a non-refundable \$5.00 service charge.)
 - Paperback \$10.00 + \$5.00 = \$15.00
 - Hardback \$25.00 + \$5.00 = \$30.00
 - Reference \$50.00 + \$5.00 = \$55.00

Kamehameha Book Store

The book store, located at the 'Akahi Building on the high school campus, sells such items as school supplies, clothing, workbooks, sundries and physical education uniforms. Day students may make their purchases in cash or via money order. Day students with financial aid may charge according to their financial aid award received. An itemized billing will be mailed home each month. All financial aid charges must be accompanied with a student ID or the award letter from the KS Financial Aid office. Boarders may charge items over \$2.00 during the school year.

Student lockers

Book lockers

These lockers are available and assigned to students. Students furnish their own padlocks (only numeric combination locks) and should clear lockers of all belongings by the last day of school. KS shall not be responsible nor liable for lost or stolen items including but not limited to cash, cell phones, electronic devices, school approved fundraisers, etc.

Students are strongly encouraged to lock all books and items in their lockers. Locker assignments are made at the beginning of the school year. Students must provide a combination lock on the first day of school. All locker assignments and lock combinations will be registered. Students should remember to rotate the dial on their combination locks to insure it is LOCKED. In addition, students should not leave bags, purses and backpacks unattended.

Physical education & athletic lockers

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

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

Recreational facilities

The campus recreational facilities include:

- Ka'ahumanu Fitness Center
- Kekūhaupi'o Gymnasium
- Kalaniopu'u Swimming Pool
- Keawe Gymnasium
- Tennis courts

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

BUS TRANSPORTATION

Kamehameha Schools provides bus transportation to and from Kapālama Campus for students living in rural and outlying areas of the island. Shuttle busses also transport students between the School Street 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. School bus service to afternoon football games is not available for middle school children.

Application and fees

Bus transportation applications are mailed to all parents and should be completed and returned to KS by the due date. The cost of bus service for each child for the 2015-2016 school year is \$1,100.00 per year for a round trip or \$550.00 per year one way. The bus service annual fee is NON-REFUNDABLE. The cost for transportation commuter bus service is subject to change.

Bus passes

Student bus passes are distributed by the KS Transportation Department to authorized bus riders. Replacement bus passes will be issued by the KS Transportation Department for any lost or stolen cards. The replacement card will be delivered to the main office for student pick up and a \$5.00 replacement fee will be charged to the student's account and no refund will be issued if card is returned.

Drop-off & pick-up from bus sites

Parents are asked for their kōkua at bus pick-up and drop-off points. Parents should drop off and pick up their children in a timely manner as KS will not be responsible for students who are left unattended at designated bus stops. Student bus riders should be dropped off 10 to 15 minutes prior to the scheduled bus departure times. In addition, parents are reminded not to litter, or cause hazardous conditions for children or buses by participating in unsafe vehicular or pedestrian actions at bus stops.

Transportation changes

Cancelling bus service

Parents who wish to withdraw their children from the bus program must notify the KS Transportation Department in writing and return their children's bus passes. Charges for commuter bus service are non-refundable. Please call the transportation department at 842-8329 for more information.

Changes in plans

Prior notification in writing to the middle school office, at least two school days in advance, is best, but in an emergency a phone call by **11:00 a.m.** is also satisfactory (842-8366). If parental notification is not received and approved, transportation arrangements for a child may not be changed.

Bus passenger code

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

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

1. *Before boarding the bus students shall:*

- a. Use the restroom. The bus will not make restroom stops enroute.
- b. Be on time at the designated school bus stop to help keep the bus on schedule.
- c. While waiting for the bus, students shall stay off the road and refrain from horseplay or other boisterous conduct that could pose a danger to the health and safety of students or to others.
- d. Wait until the bus comes to a complete stop before attempting to board the bus. Students shall line up in single-file manner and not rush to board the bus.
- e. Where there are no sidewalks or paths, walk to the side of the road facing traffic to get to the bus stop.
- f. Use the handrail and watch their step when boarding the bus.

2. *While on the bus students shall:*

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

3. *After leaving the bus students shall:*

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

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

4. *Bus assignments*

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

5. *Lost and found items*

Any lost and found items left on the bus will be turned in and kept with the transportation department for a limited time. Unclaimed items will be taken to the thrift shop at the terminal or discarded. Contact the middle school office or the transportation department to inquire about lost items on the bus.

6. *Corrective action*

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

7. *In case of emergency*

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

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.

School charges

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

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 during the school year 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, etc.)

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

How to apply for financial aid

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

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

If your child is invited to enroll at KS after July 1, 2016, you will have up to 45 days after the date on your admissions invitation letter to apply for KS financial aid. Late invitees must attach their invitation letter to their applications for full award consideration

Financial aid for summer school

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

Student records & information

Parent/student access to student records

Parents and students are allowed:

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

Directory information

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

Directory information may include:

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

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

TECHNOLOGY ACCEPTABLE USE

Electronic Communication with Students, Parents and Guardians

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

- **Daily bulletin:** The high school daily bulletin is emailed to each student's KS email account. It can also be found at <http://XXX.ksbe.edu/XXX/>. Students are expected to check the bulletin daily and delete the bulletins from their email accounts weekly.
- **Teacher's email:** Teacher's email addresses can be found on the XXX School's Web site at <http://XXX.ksbe.edu/XXX/>. Click on "Faculty & Staff" on the site's home page.
- **KS Connect:** KS Connect (<http://connect.ksbe.edu/>) is a Web-based system used to monitor student grades, track student progress, register for the upcoming school year, view school announcements, access school information and facilitate communication between students, teachers and parents. Once students are issued email accounts they will be given access to KS Connect. Parents will receive information when their child enters XXX Schools either during orientation or in the mail.
- **XXX School Web site:** The XXX School's Web site can be found at: <http://XXX.ksbe.edu/XXX/>. The site features a wellspring of useful information including the student and parent handbook, the course catalog, summer reading lists and a faculty contact list.

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

Use of KS Mobile Devices and the KS Systems

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

Guidelines for the proper use of KS Mobile Devices

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

- The mobile devices are the legal property of Kamehameha Schools. Student's right of possession and use is limited to and conditional upon his/her full and complete compliance with the Student Technology Acceptable Use Agreement.

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

Guidelines for the proper use of the KS Systems

When using KS Systems you must observe the following practices:

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

Be Civil and Courteous When Communicating via the KS System

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

- KS devices may not be used to update personal Web spaces unless it is done in connection with KS educational activities.
- Do not respond to email messages from unknown senders unless the subject of the email is related to KS educational activities.
- Do not participate in chain mail or other group mail activities where email addresses may be passed on beyond your knowledge.
- Learn more about Web and email etiquette safety from your teacher and KS program personnel.

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

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

Obey Copyright and Trademark Laws

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

Disclaimer of Content transmitted over the KS Network

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

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

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

SCHOOL SONGS

Sons of Hawai'i (alma mater)

By William B. Olson and Theodore Richards

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

CHORUS:

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

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

CHORUS: (as before)

I mua Kamehameha

By Charles E. King

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

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

© 1928 Charles E. King Music Co.

Hanohano Kapālama

Na Leimomi Akana, Zeoma Akau, Kyle Atabay, Brad Cooper, Kealoha Ho’omana-Heffernan, Lilinoe Ka’ahanui i haku –Nowemapa 2004

Hanohano Kapālama i ka la’i ē	Famous is Kapālama in the calm
I ka ua Kūkalahale,	In the Kūkalahale rain
Ka ‘olu o ka ‘Ōlauniu ē	The comfort of the ‘Ōlaunui breeze
Kahi o nā mo’opuna a Kana’iaupuni,	Place of the descendants of Kana’iaupuni,
Eia mākou nā pua a Pauahi ē	Here we are the children of Pauahi
Me ka ha’aha’a i Ke Akua	With humility to God
Puni i ka ulu aloha ē	Embraced by the abundance of love
E mālama mau i ka hā Hawai’i,	Forever protecting all things Hawaiian
E Ola!	Live!
E ola nā ‘ōiwi Hawai’i,	The Hawaiian race lives on!
E Ola!	Live!
E ola nā ‘ōiwi Hawai’i,	The Hawaiian race lives on!

I Ka ‘Ōnohi O Nā Maka O Kaiona

*Haku ‘ia e Brad Cooper, Lilinoe Ka’ahanui, & Tatiana Fox
7/18/12 –‘O Hilo ka pō mahina*

‘Ae, I ka ‘ōnohi o nā maka o Kaiona

I ka ‘ōnohi o nā maka o Kaiona lā
‘Upu a’e ke aloha o nā makamaka lā
‘O ka ‘ikena o ka ulu aloha ē
I ka la’i o (nā) lau niu* kau i ka hano lā ē

‘O ke kālai (‘ia) i ka māhao lā ‘eā
Pē nei (‘ia) ka ‘ili e ke Kū-kala-hale lā
Hō’a’ahu i ka pā’ū o Lu’ukia ē
Pa’a pono i ke kumu i ke kula lā ‘eā ē

Heahea mai nei i Ka-pā-lama lā
Kahi kapu o Pauahi-lani-nui lā ‘eā
Mō kapu i ka piko e ola mau ē
Ua ola, ua noa, ua puka lā ‘eā ē

He inoa no Nā-maka-kilo-o-kaiona



Kamehameha Schools Kapālama

2018-2017 School Year Calendar



Approved 5-11-18

	S	M	T	W	Th	F	S		
								July 20	Summer School Ends
								July 27	H&I New Teachers Report
								July 28	M&I and H&I Counselors Report
								July 29	M&I New Teachers Report; H&I Department Heads Report
								August 1	M&I and H&I Dom. Advisors Report; E&I EA's Report
								August 2	All Returning Teachers Report; E&I New Teachers and E&I Counselors Report
								August 3	M&I EA's Report
								August 4	Convocation and Service Awards
								August 5	All Grades 7, 9 and New 10-12 Boarders Report
								August 7	FIRST DAY OF SCHOOL FOR GRADES K-6, 7, 8 AND NEW 10-12 INVITEES;
								August 9	All Returning Boarders Report (Grades 8 and 10-12)
								August 10	FIRST DAY OF SCHOOL FOR GRADES 9 AND 10-12 STUDENTS
								September 2	K-12 Teacher In-Service Day, No School for Students
								September 5	Labor Day Holiday
								September 21	K-12 Early Release, 12:30 pm Dismissal for Students
								October 10	M&I Back-to-School Day (H)
								October 13	E&I Parent-Teacher Conferences, No School for E&I Students
								October 13-17	K-12 Teacher In-Service Day, No School for Students
								October 13-17	Full Break
									FIRST QUARTER ENDS OCTOBER 13, 2018
								October 18	School Resumes;
								November 2	M&I Back-to-School Day (H)
								November 2	K-12 Early Release, 12:30 pm Dismissal for Students
								November 11	Veterans' Day Holiday
								November 24-25	Thanksgiving Break
								December 2	H&I Teacher Professional Development Day, No School for H&I students
								December 3 and 3	H&I Christmas Concert
								December 14-15	H&I Final Exams
								December 16	Founders Day (11:30 am Dismissal for K-12 Students; Full Day for Teachers)
								December 20 - Jan. 8	Christmas Break
									SECOND QUARTER AND FIRST SEMESTER ENDS DECEMBER 16, 2018
								January 5-8	K-12 Teacher In-Service Day, No School for Students
								January 9	School Resumes
								January 16	Dr. Martin Luther King, Jr. Day Holiday
								January 25	Charles Reed Bishop Founders Day
								February 3	E&I Parent-Teacher Conferences, No School for E&I Students
								February 17	K-12 Teacher In-Service Day, No School for Students
								February 17-20	Boarder Common Weekend (4 days)
								February 20	Presidents' Day Holiday
								February 24	K-12 Early Release, 12:30 pm Dismissal for Students
								February 25	ATP Holidays
									THIRD QUARTER ENDS MARCH 10, 2017
								March 17	H&I Song Contest (Full Day for Teachers)
								March 18 - April 2	Spring Break
								March 27	Prince Kūniō Day Holiday (Observed)
								April 3	School Resumes
								April 14	Good Friday Holiday
								April 16	Easter Sunday
								April 26	K-12 Early Release, 12:30 pm Dismissal for Students
								May 23 -25	High School Final Exams
								May 28	LAST DAY OF SCHOOL FOR GRADES K-11 (11:30 am Dismissal for Students; Full Day for Teachers)
								May 28	LAST DAY OF SCHOOL FOR GRADE 12 (Full Day for Teachers)
									FOURTH QUARTER AND SECOND SEMESTER ENDS MAY 28, 2017
								May 27	Reconciliation; Last Day of H&I Dom. Advisor Responsibility (Full-Day Workday)
								May 28	Commencement
								May 29	Memorial Day Holiday
								May 30-31	K-12 In-Service/Teacher Meetings
								May 31	Last Day of Teacher Responsibility (Full-Day Workday); Last Day of M&I Dom. Advisor Responsibility (Full-Day Workday); Last Day of E&I EA and M&I EA Responsibility (Full-Day Workday);
								June 2	Last Day of M&I and H&I Counselor Responsibility (Full-Day Workday);
								June 5	Last Day of H&I Department Head Responsibility (Full-Day Workday);
								June 7	Last Day of E&I Counselor Responsibility (Full-Day Workday)

- TEACHER WORKDAY
- K-12 EARLY RELEASE 12:30 PM DISMISSAL FOR STUDENTS
- NO-SCHOOL / HOLIDAY
- E&I/E Parent-Teacher Conferences
- HIGH SCHOOL PROFESSIONAL DEV. DAY

Important Dates for Boarders	
August 7	All Grades 7, 9 and New 10-12 Boarders Report
August 9	All Returning Boarders Report (Grades 8 and 10-12)
February 17-20	Boarder Common Weekend (4 days)