



KAMEHAMEHA SCHOOLS®

KAMEHAMEHA SCHOOLS MAUI



2014 – 2015
Student and Parent Handbook
Grades K-12

Statement on the Handbook

Starting with the 2014-2015 school year, KS Maui is providing a new, K-12 campus-wide handbook. This is an effort to streamline and make it as easy as possible for parents and students to find the information they need. Please use the new Table of Contents to locate the general area of the information you are looking for, starting with Section 1: Campus-wide information. If you need further information, please refer to the details in the following sections, each one focused on one of the three schools (divisions).

This 2014-2015 handbook provides students and parents with information regarding Kamehameha School's policies and services. This handbook supersedes any prior handbooks. The statements and policies in this handbook do not represent any kind of contract between parents and Kamehameha, nor do they create or confer any legal rights.

Kamehameha needs to be flexible in order to keep pace with changing laws and requirements affecting and applicable to the goals and operations of Kamehameha. Because of that, this handbook may be modified, suspended or revoked at any time without notice and without taking into consideration custom or prior practices.

Parents are encouraged to consult with the schools' administration if they have any questions about this handbook, need an update, or need further information about a specific policy or rule discussed in this handbook. Parents are expected to be familiar with all information contained in the handbook.

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

Parent Acknowledgement Form

Inserted within this handbook is a Parent Acknowledgement form. This form lets us know that you have read, fully understand, and support the information contained in the 2014-2015 Student and Parent Handbook.

IMPORTANT!!

Elementary School Parents: Please read and sign the form that is enclosed with this handbook and return it your child's Homeroom Teacher before August 8, 2014.*

Middle School Parents: Please retrieve this form from your respective campus Web site at <https://blogs.ksbe.edu/mms/>. Print, sign and return to the Middle School Office. Receipt of this form releases your child's class schedule via KS Connect starting July 24, 2014. Note: The office requires a minimum of 24 hours to clear the 'hold' on class schedules.

High School Parents: Please retrieve this form from your respective campus Web site at <https://blogs.ksbe.edu/mhs/>. Print, sign and return to the High School Office by July 21, 2014.*

*Or within 10 days of the student being enrolled.

This form must be returned for each of your children who attend KS Maui.

KAMEHAMEHA SCHOOLS MAUI
K-12
2014 - 2015
PARENT ACKNOWLEDGEMENT

I/We acknowledge that I/we have received a copy of the 2014-2015 Student and Parent 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 are expected to fully support all school rules and policies while my/our child is attending Kamehameha even if I/we have a difference of opinion regarding the rules and standards.

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

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

Print Student Name _____ Student ID Number _____ Grade _____
Print Parent/Legal Guardian Name _____ Parent/Legal Guardian Signature _____ Date _____
Print Parent/Legal Guardian Name _____ Parent/Legal Guardian Signature _____ Date _____

IMPORTANT!!
Elementary School Parents: Please read and sign the form that is enclosed with this handbook and return it your child's Homeroom Teacher before August 8, 2014.*
Middle School Parents: Please retrieve this form from your respective campus Web site at <https://blogs.ksbe.edu/mms/>. Print, sign and return to the Middle School Office. Receipt of this form releases your child's class schedule via KS Connect starting July 24, 2014. Note: The office requires a minimum of 24 hours to clear the 'hold' on class schedules.
High School Parents: Please retrieve this form from your respective campus Web site at <https://blogs.ksbe.edu/mhs/>. Print, sign and return to the High School Office by July 21, 2014.*
*Or within 10 days of the student being enrolled.
This form must be returned for each of your children who attend KS Maui.

TABLE OF CONTENTS

Statement on the Handbook and Parent Acknowledgement form	ii
Legacy of a Princess	vii
Section 1: Campus-wide Information for Grades K-12	
Contact Information (See Faculty and Staff Directory in Appendix A)	1
Our Mission, Vision and Values	2
Vision and Mission	2
Our Values	2
Philosophy of Education	2
Working Exit Outcomes (WEO).....	4
Supporting Your Child’s Education	6
Your Role as a Parent	6
Parent-Teacher-Student Organization and School Support Opportunities	6
Alumni Relations	7
Resource Centers	7
Use of the Name “Kamehameha Schools and the IMUA Warrior Logo	7
Fundraising for Student Activities	7
Our Grade K-12 Educational Program	8
Curriculum Expectations	8
Students with Disabilities	8
Our Intervention Process	8
Absences, Leaves and Tardies	9
Regular Attendance.....	9
Excused Absences.....	10
Make-Up Work for Excused Absences.....	10
Special Absences Known in Advance	10
Unexcused Absences	11
Early Dismissal	11
Tardiness	11
Excessive Absences	12
Leaves	13
Student Dress Code and Appearance	13
Purchasing Uniforms	13
Uniform Exchange and Recycling Program	13

Student Discipline	14
Commitment to Safety and Security	14
Home Ho‘ona‘auao - “Kūkilakila ‘o Kamehameha”	14
Levels of Infractions and Disciplinary Interventions.....	14
Reporting Infractions	17
Out-of School and Off-Campus Behavior	17
Appeal of a Disciplinary Decision.....	17
Off-limit Areas of Campus	18
Safety and Security	18
Visitors and Volunteers.....	18
Right to Search.....	19
Reporting Child Abuse and/or Neglect.....	19
Changes in Your Child’s Custodial Status.....	19
Island-wide Emergencies	20
Medical Services	20
Health Records.....	22
Health Screening.....	22
Student Accident Insurance	22
Bus Transportation	22
Application and Fees.....	22
Pick-up and Drop-off Sites and Times.....	23
Transportation Plan Changes	23
Bus Passenger Rules and Code of Conduct	23
Business Matters	26
Tuition and Fees.....	26
Payment of Bills.....	26
Financial Aid.....	26
Student Records and Directory Information	27
Technology	27
KS Electronic Information System	27
Student Computer-use Guidelines	27
Section 2: Elementary Information for Grades K-5	
School Contact Information (See Faculty and Staff Directory in Appendix A).....	31
Vision Statement	31

Our Grade K-5 Educational Program	33
General Curriculum Requirements	33
Field Trips.....	33
Homework.....	33
Academic Progress Reports	33
Academic Probation.....	33
Day-to-Day Student Life	35
Student Dress Code and Appearance	35
Classes	37
Morning Drop-off	37
Afternoon Pick-up.....	37
Staying After School.....	37
Meals, Snacks and Dining Hall Rules.....	38
Recess Guidelines	38
Lost and Found	39
Birthdays.....	39
Kapu Items	39
Learning Center	39
Electronic Communication	39
Section 3: Middle School Information for Grades 6-8	
School Contact Information (See Faculty and Staff Directory in Appendix A).....	41
Vision Statement	41
Our Grade 6-8 Educational Program	41
Curriculum Expectations	42
Course Offerings.....	43
Day-to-Day Student Life	44
Regular School Day Bell Schedule.....	44
Student Dress Code and Appearance	46
Communication.....	47
Safe and Nurturing School Environment	47
Behavioral Expectations	47
Meals, Snacks and Dining Hall Etiquette	48
Electronic Communication	49
Section 4: High School Information for Grades 9-12	
School Contact Information (See Faculty and Staff Directory in Appendix A).....	51

Vision Statement	51
Our Grade 9-12 Educational Program	52
Classes.....	52
Registration.....	55
Study and Activity Periods	55
Student Progress Reports	58
Academic Probation.....	58
Day-to-Day Student Life	58
School Hours and Attendance	58
Identification Cards.....	58
Student Dress Code and Appearance	59
Meals, Snacks and Dining Hall Etiquette	60
Student Activities.....	60
Athletics	61
Safety and Security	62
Services and Resources.....	62
Electronic Communication	65
 Appendix	
A. Directory – Faculty and Staff	
B. School Map	
C. School Songs	
D. School Year 2014-2015 Calendar	



LEGACY OF A PRINCESS

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

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

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

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

Kamehameha Schools currently operates K-12 campuses on O'ahu, Maui and Hawai'i Island with a total enrollment of 5,500 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.

Section 1: Campus-wide Information for Grades K-12

CONTACT INFORMATION

After Hours Emergencies ONLY.....	572-4260
Head of School	270 ‘A‘apueo Parkway, Pukalani572-3100
Office FAX573-7062
BLOG address https://blogs.ksbe.edu/mauiheadmaster/
Chaplain Office572-3204
Curriculum Office572-3200
Hawaiian Protocol Facilitator572-3237
Parent/Community Office572-3201
Elementary School Division	275 ‘A‘apueo Parkway, Pukalani572-3300
Office FAX572-3150
Absence Hotline 572-3210
Middle School Division	281 ‘A‘apueo Parkway, Pukalani572-4200
Office FAX572-4250
Absence Hotline 572-4333
High School Division	270 ‘A‘apueo Parkway, Pukalani573-7000
Office FAX573-7250
Absence Hotline 573-7450
Operations Division	260 ‘A‘apueo Parkway, Pukalani572-3245
Bus Service572-3245
Entry Station / Security572-4260
FACTS Tuition Billing	Toll Free Dial 1 and Then.....877-606-2586
Uniform – Mills Store	Toll Free Dial 1 and Then.....866-645-5944
<u>Other Campus Support Offices</u>	
Educational Support Services	275 ‘A‘apueo Parkway, Pukalani
Admissions572-3133
Applicant Service Center	Toll Free Dial 1 and Then.....800-842-4682, ext. 15300
Ho‘oulu Hawaiian Data Center	Toll Free Dial 1 and Then.....800-842-4682, ext. 36228
Financial Aid and Scholarship Services	Toll Free Dial 1 and Then.....800-842-4682, ext. 48080
Human Resources	275 ‘A‘apueo Parkway, Pukalani572-3217
KS Resource Center – Maui	210 ‘Imi Kala Street, Unit #203, Wailuku.....242-1891

Faculty and Staff Directory: See Appendix A

OUR MISSION, VISION AND VALUES

Vision and 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.

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;
- Prepared to practice and perpetuate the Hawaiian values and traditions of Ke Ali'i Pauahi
- Responsible, ethical, contributing members of their multi-cultural and diverse communities.

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.

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.

Kamehameha Schools

Working Exit Outcomes Framework

Ke Ao Ho'oulu

Growth

He Hawai'i au mau a mau – I am a Hawaiian now and forever.

Embrace my identity as a Hawaiian.

Ulaawe i ke 'o'a mālama, a e'oi mau ka na'auao - He who takes his teachings and applies them increases his knowledge.

Grow by identifying strengths and needs and pursuing appropriate actions.

Ke Ao Pīlina

Relationships

Hilina'i i ke Akua – Trust in God.

Live a life reflective of Christian values.

*Ike nō i ka lā o ka 'Ike: mana nō i ka lā o ka mana - Know in the day of knowing: mana in the day of mana.

Adapt successfully to various kūlana.

Ke Ao Lani, Ke Ao Honua

Global

Kū i ke ao – Be of the world. To be like the world in which one lives.

Live in interdependence with all that surrounds me physically, spiritually, emotionally, and intellectually.

E ho'ōki i ka ho'ina wale o ho'ino 'ia mai ke kumu – One should never go home without some knowledge lest his teacher be criticized.

Embrace the collective experience in Hawai'i and the Pacific as a foundation for relating to the diversity of the world.

Ka 'ike a ka makua he he i na ke keiki – The knowledge of the parent is (unconsciously) absorbed by the child.

Nurture and value my identity as a source of understanding, purpose, meaning, and connection to others.

Māhala i ka wai ka maku o ka puu – Unfolded by the water are the faces of the flower.

Promote and utilize Hawaiian perspectives and practices to enhance my well-being and the well-being of my 'ohana, kaiaulu, lahui, and world.

Ke Ao 'Imi Na'auao

Knowledge & Wisdom

Nānā i ke kumu – Look to the source.

Utilize various sources (i.e. kupuna, kumu, loea, mo'olelo, wahi pana, mo'omeheu) to foster inquiry and seek knowledge.

Ua lehuiehu a manomano ka 'ikena a ka Hawai'i – Great and numerous is the knowledge of the Hawaiians. We create, share and apply knowledge in purposeful and relevant ways.

Engage in critical thinking to apply traditional knowledge to my contemporary context.

Lawe i ka mā'alea a kū'ono'ono – Take wisdom and make it deep.

Transform my knowledge through the blending of imagination, intuition and intellect.

He aupuni palapala ko'ur: 'o ke kaahaka po'no 'o ia ko'u kaahaka – Mine is a kingdom of education, the righteous man is my man.

Seek and apply knowledge ethically.

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Ke Ao Lani, Ke Ao Honua Global	Ke Ao Ho‘oūlu Growth	Ke Ao Pilina Relationships	Ke Ao ‘Imi Na‘auao Knowledge and Wisdom
<ul style="list-style-type: none"> ▪ Kū i kea o – <i>Be of the world. To be like the world in which one lives.</i> Live in interdependence with all that surrounds me physically and spiritually, emotionally and intellectually. ▪ E ho‘ōki i ka ho‘ina wale o hō‘ino ‘ia mai ke kumu – <i>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. ▪ Ka ‘ike a ka Makua he hei na ke keiki – <i>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. ▪ Mōhala i ka wai ka maka o ka pua – <i>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 my ‘ohana, kaiaulu, lāhui and world. 	<ul style="list-style-type: none"> ▪ He Hawai‘i au mau a mau – <i>I am a Hawaiian now and forever.</i> Embrace my identity as a Hawaiian. ▪ E lawe i ke a‘o a mālama, a e ‘oi mau ka na‘auao – <i>He who takes his teachings and applies them increases his knowledge.</i> Grow by identifying strengths and needs and pursuing appropriate actions. 	<ul style="list-style-type: none"> ▪ Hilina‘i i Ke Akua – <i>Trust in God.</i> Live a life reflective of Christian values. ▪ ‘Ike nō i ka lā o ka ‘ike; mana nō i ka lā o ka mana – <i>Know in the day of knowing; mana in the day of mana.</i> Adapt successfully to various kūlana. 	<ul style="list-style-type: none"> ▪ Nānā i ke Kumu – <i>Look to the Source.</i> Utilize various sources, i.e. kūpuna, kumu loea, mo‘olelo, wahi pana, mo‘omeheu, to foster inquiry and seek knowledge. ▪ Ua lehulehu a manomano ka ‘ikena a ka Hawai‘i – <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. ▪ Lawe i ka ma ‘alea a kū‘ono‘ono – <i>Take wisdom and make it deep.</i> Transform my knowledge through the blending of imagination, intuition and intellect. ▪ He aupuni palapala ko‘u ‘o ke kanaka pono ‘o ia ko‘u kanaka – <i>Mine is the kingdom of education, the righteous man is my man.</i> Seek and apply knowledge ethically.
<p>Hawaiian Glossary: kaiaulu – community kūlana – role and status kumu – teacher kūpuna – ancestors and elders wahi pana – storied and historical places</p>		<p>lāhui – nation loea – experts mo‘olelo – story and history mo‘omeheu – traditions ‘ohana – both nuclear and extended family</p>	

SUPPORTING YOUR CHILDS 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 academic potential by providing a setting for formal learning – classrooms, staff, materials, equipment, facilities and other students – and by facilitating active, meaningful learning experiences. Supporting your child will assure that he or she gets the most out of this educational experience. To help this happen, we hold you to the following expectations:

- **Support regular attendance:** Make sure that your child is in school on time every school day, unless attendance is prevented by an illness, injury or emergency.
- **Take an active interest in your child's learning:** Know what your child is studying and talk about what is happening in school.
- **Encourage reading:** Reading increases your child's capacity to learn. For this reason, many teachers require independent reading as a major part of each day's homework. Please help your child with this activity by making sure he or she has a quiet place to read.
- **Monitor your child's progress:** Study informal notes, interim reports and report cards. Discuss them with your child. If you have any questions, contact your child's teacher.
- **Attend student functions:** Show support for your child and his or her classmates by attending student performances, school open houses, and class meetings.
- **Keep informed:** Participate in workshops, attend meetings, and read handbooks, letters and other correspondence from the school.
- **Enforce school regulations:** Help your child understand and follow school rules. Reading and discussing the Student / Parent Handbook with your child may prevent many problems and misunderstandings.
- **Communicate:** Contact a teacher, counselor, or administrator as soon as a problem arises. Parent calls are always welcome. Open communication between parents and school professionals is essential to a child's academic achievement and overall well-being, and can be the first defense in identifying when interventions and/or special services are needed.

Parent-Teacher-Student Organization (PTSO)

The Kamehameha Parent-Teacher-Student Organization (PTSO) 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 division-level councils (Elementary, Middle and High) 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 PTSO Board of Directors includes a President, Vice President, Secretary, Treasurer, at large or grade-level directors and the Schools' Principal. The board establishes policies, provides oversight to chartered committees and determines programs to sponsor.

The PTSO 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 operating budget, and to host programs and projects. The PTSO assists the schools in many ways. Serving as chaperones on various school outings, providing coordination for the campus book fair and spearheading a uniform exchange are just some of the activities supported by the PTSO.

The Maui Campus PTSO welcomes your membership and support throughout the school year. Come join us and make a difference for our children and their school. For more information, contact Lokelani Patrick, Parent/Community Coordinator via email at kapatric@ksbe.edu or via phone at 572-3203.

Alumni Relations

For more information please contact Lokelani Patrick, Parent/Community Coordinator at 572-3203.

Resource Center

Kamehameha Schools Resource Center provides information and support for the schools in their respective communities. Students or parents needing information or material on school programs, activities, admissions, counseling conference or community education services may call the following individual:

Tracy Kealoha, Manager/Maui
210 Imi Kala Street, #203 – Wailuku
Phone: 808-242-1891
Fax: 808-242-0824
Email: trkealoh@ksbe.edu

Use of the Name “Kamehameha Schools” and the I Mua Warrior Logo

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



KAMEHAMEHA SCHOOLS®

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 Head of School Office at 572-3100.

Fundraising for Student Activities

Proceeds from student fundraising help to enrich the educational and athletic experiences of our students. All fundraising efforts must FIRST 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 and the sale of perishable food items.

Fundraising activities are limited to specific school-related goals and objectives. For details on student fundraising, contact your child's School Office.

OUR OVERALL K-12 EDUCATIONAL PROGRAM

Curriculum Expectations

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

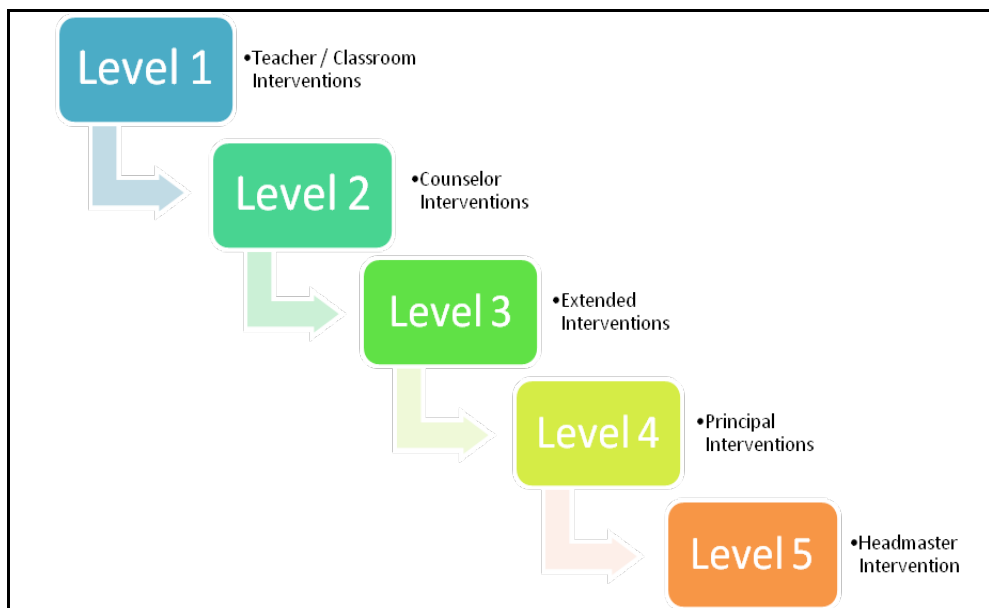
Students are required to adhere to all curricular requirements of the Kamehameha Schools' program, including but not limited to participation in Christian education and attendance at Chapel, Hawaiian cultural and languages studies, including oli and mele performance, and similar school activities.

Students with Disabilities

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

OUR INTERVENTION PROCESS

Kamehameha Schools makes every effort to meet the academic, behavioral, social and emotional needs of its students. If your child is struggling in school, our faculty and staff will intervene and work with you to find the best way to fulfill those needs. KS has developed a progressive five-level system to provide parents with a general framework for our intervention process. The process moves from the simplest, most direct teacher-student interventions to more complex interventions which may include your child's counselor and school administrators.



Level 1: Teacher or Classroom Intervention

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

Level 2: Grade Level Counselor Intervention

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

Level 3: Extended Intervention

If the problem is not solved at Level 2, your child's counselor will continue to manage the case with the assistance of an outside agency. The purpose of this action is for further diagnosis and evaluation, and to assure that we make the best use of all appropriate resources within and outside of the school setting. Parents are kept closely involved.

Level 4: Probation

At this level, students are placed on academic, attendance or behavior probation. The management plan is updated for the student by hi/her support team and parents are kept closely involved.

Level 5: Administrative Intervention

If the concerns are not solved at levels 3 and 4, a recommendation is made by the KS Maui principal (ES, MS, Grades 9/10 or Academies) to the Head of School for dis-enrollment or educational placement for special needs.

ABSENCES, LEAVES AND TARDINESS

‘A‘ole ‘ulu e loa‘a i ka pōkole o ka lou.

Breadfruit cannot be reached when the picking stick is too short.

(There is little chance for success without proper preparation.)

Our vision is to prepare our haumāna to achieve their highest potential as good and industrious men and women. Therefore, Kamehameha Schools' staff believes that students should be in school every day to prepare themselves for the opportunities and challenges offered by the 21st century.

Research shows that few factors within students' and families' control are more closely associated with academic success than school attendance. Students need to be present in school to benefit from the teachers instruction, and from interaction and exchange of ideas with peers. Excessive absences affect the culture of the classroom, where the goal of faculty is to build a vibrant community of learners. Absence procedures are defined as follows.

Regular Attendance

All enrolled students shall attend school unless otherwise excused.

Regular attendance is the responsibility of the student and his/her parents(s).

Students shall not be absent from class unless absolutely necessary.

Absences for reason other than illness or emergency situations are strongly discouraged.

Excused Absences

Regular attendance is necessary for student success and absence 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. Excused absences for students shall include only the following:

- Student illness or injury (three or more consecutive days require doctor's certification).
- Death (or life-threatening situation) in the immediate family.
- Funeral or bereavement leave will be excused at administrative discretion.
- A specific, uncontrollable and unpredictable event that prohibits the student from attending school (such as an automobile accident, road closure, etc.), as subsequently authorized by the principal.

When an absence occurs, the appropriate procedure is as follows:

- Call the Absence hotline and report the child's name, grade level and reason for illness before 10:00 a.m.
- In the event that a student is absent for three (3) or more consecutive days due to illness or injury, student must report to the health room with a note from the doctor stating the following:
 1. The nature of the illness and subsequent treatment
 2. Directions to the School Nurse for follow-up medical attention, if needed
 3. Timeline for full participation in school activities
- Students returning to school with medical restrictions of any kind must report to the health room to be readmitted by the School Nurse regardless of the number of days absent.
- 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 school nurse before your child may return to school.

Make-Up Work for Excused Absences

Parents may request homework or make-up class work when their child is expected to be out of school for more than one day due to illness or injury (or other excused absences as listed). Parents may request when reporting the absence on the Attendance Hotline. Homework may be picked up by parents, relatives or siblings at the school office between 2:45 p.m. – 4:15 p.m.

Special Absences Known in Advance

If absence from school is absolutely necessary for reasons other than illness or injury, bereavement, or a specific uncontrollable event, parents must submit a written request to the school office as far in advance as possible.

Absences for reasons other than illness or injury, bereavement, or a specific uncontrollable event may be excused at the discretion of the Principal, or designee, upon a showing of good cause.

High School only: A three-day allowance (for student's high school career) may be granted for *college visitations* provided that a request written by parent and supporting documentation be submitted two weeks in advance of the visit. Student must be in good academic and conduct standing. The same documentation must be submitted to ES and/or MS divisions for sibling dismissals to be considered. Absences will be excused upon administrative review and approval.

Special absences may be granted for Enrichment Activities (cultural, athletic, and post-secondary). The procedure is the same as college visitations.

Unexcused Absences

Examples of Excused and Unexcused Absences

Excused absences	Unexcused absences
<input type="checkbox"/> Illness or injury	<input type="checkbox"/> Absences not confirmed by a phone call or written note from parent
<input type="checkbox"/> Emergency medical appointment	<input type="checkbox"/> Unapproved non-emergency medical/dental appointments
<input type="checkbox"/> Death or life-threatening situation in immediate family	<input type="checkbox"/> Unauthorized specific event absence(s)
<input type="checkbox"/> Specific event absence(s) subsequently authorized by the principal	<input type="checkbox"/> Non-school activity during the school day
<input type="checkbox"/> Educational testing recommended by counselor / teacher	<input type="checkbox"/> Time spent waiting for a KS counselor without an appointment
<input type="checkbox"/> Approved college visit	<input type="checkbox"/> Family vacations
<input type="checkbox"/> Special Absences (as explained in section “E”)	<input type="checkbox"/> Parent / student thought school not in session
	<input type="checkbox"/> Cutting class(or a KS required activity
	<input type="checkbox"/> Truancy
	<input type="checkbox"/> Missed bus, traffic, car trouble or overslept

Elementary and Middle School Credit and Make-Up Work

As determined by staff, students are able to make up some work or tests missed during unexcused absences so learning can be appropriately assessed. Teachers will not be required to prepare homework or other assignments in advance for unexcused absences. Upon return to School, students will have three (3) days (or as deemed appropriate by teacher) to make-up work due to an excused absence.

High School Credit and Make-Up Work

Students may not receive credit for assignments missed due to unexcused absence. Teachers will not be expected to prepare homework or other assignments in advance for unexcused absences. Upon return to School, students will have (3) three days to make-up work missed due to an excused absence.

Early Dismissal

If a child must leave school before classes are dismissed at 2:30 p.m., parents must notify the student’s teacher and the school office, in writing in advance. Parents report to the school office to meet their child and sign them out for the day.

Tardiness

Students are expected to be punctual, which means they must be in their classrooms ready to learn when classes begin. School starts at 7:45 a.m. Students who arrive after 7:45 a.m. must report to the office to obtain an admittance slip before going to class. Students tardy to class will be sent to the office by the teacher. After a third tardy to school, teachers will make a referral to the Vice Principal. Two (2) unexcused tardies equal one (1) unexcused absence.

Examples of Excused and Unexcused Tardy

Excused Tardy	Unexcused Tardy
<input type="checkbox"/> Medical Appointment due to illness or injury	<input type="checkbox"/> Traffic, Car Trouble or missed bus
<input type="checkbox"/> Emergency medical appointment	<input type="checkbox"/> Unapproved non-emergency medical/dental appointments
<input type="checkbox"/> Emergency situation in immediate family	<input type="checkbox"/> Overslept
<input type="checkbox"/> Specific event tardy authorized by the principal	<input type="checkbox"/> Non-school activity during the school day
<input type="checkbox"/> Educational or personal testing recommended by counselor / teacher	<input type="checkbox"/> Time spent waiting for a counselor without an appointment
<input type="checkbox"/> Approved college visit on or off campus.	<input type="checkbox"/> Arriving late to class or a KSM required activity

Excessive Absences

Elementary School

Chronic absence or tardiness is certain to affect student performance at school. Accordingly, the following procedures will take place for excessive student absence:

- A student's total unexcused absence from school may not exceed four days per trimester, or twelve days in a school year. (Note that two tardies equals one unexcused absence.)
- When a student exceeds four absences in any one trimester, the student will be placed on attendance probation.
- If the student exceeds four unexcused absences in the next trimester (during the probation period), then the principal will arrange for a meeting with the parent/guardian to consider the student's continued enrollment in KS Maui.

Middle and High School

A student's total number of absences, both excused and unexcused, should not exceed six per semester. If total number exceeds 6, principal will contact parent/legal guardian for a conference. School administrators will review excessive absences on an individual basis. Consequences for excessive absences may include one, or a series of, the following:

- Meeting with student's parent(s)/legal guardian(s),
- Detention,
- Not earning credit for the semester in which the excessive absences occurred,
- Attendance probation; and/or
- Release from Kamehameha Schools.

Although attendance probation is generally determined by the number of unexcused absences, the principal MAY also contact the parent/guardian of any student with an excessive number of excused absences in order to determine the nature of the illness or injury that keeps preventing the child from attending school. The school nurse may also be involved to assist in identifying ways to improve the student's overall attendance at school.

Leaves

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. Examples of such leave include those to address:

- Educational and personal leaves
- 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 and 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.

STUDENT DRESS CODE AND APPEARANCE

All students are required to wear approved school uniforms on a daily basis and must meet the dress and appearance standards for each of the divisions. Students are also expected to abide by appearance guidelines with respect to length and color of hair, tattoos, jewelry, etc.

For further details on dress code requirements please refer to your child's campus section in this handbook.

Parents will be notified of any violations to the dress code. Students with repeat violations or extreme appearance may be subject to disciplinary action.

Purchasing Uniforms

Mills, Inc. is the EXCLUSIVE UNIFORM VENDOR for the Kamehameha Schools. You may go online to purchase your students uniforms throughout the school year at <http://www.millswear.com> or call in a phone order: 1-866-645-5944 (toll free.) Special orders may require up to 12 weeks.

Uniform Exchange and Recycling Program

A limited supply of gently-used uniforms that are still in good condition are available without cost from the Parent/Community Coordinator's Office. Please call 572-3203 for assistance. Parents are encouraged to make donations of school uniform items that their son or daughter grows outgrows to the school recycling project. Parents are encouraged to take advantage of this program to reduce the cost of school uniforms.

STUDENT DISCIPLINE

Commitment to Safety and Security

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

Home Ho‘ona‘auao – “Kūkilakila ‘o Kamehameha”

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 Bernice Pauahi Bishop, all students attending Kamehameha, their parent(s) and families commit to a discipline process for the student that centers on reflection, focuses on growth, promotes learning, and leads to positive behavioral change, as set forth in the following principles:

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

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

Ka Loina Lawena Pono

Ke mahalo nei au i KeAli‘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 Ke Ali‘i Pauahi for her generosity.
As a steadfast member of the Kamehameha family, I will
will honor God, my ancestors,
my family and the community with righteous actions.*

Levels of Infractions and Disciplinary Interventions

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

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

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

Kamehameha Schools campuses may include additional infractions as appropriate to maintain a safe and orderly learning environment. Additional or alternative disciplinary consequences may be applied. In all cases, KS has the sole discretion to determine the appropriate level of discipline for each incident. Only disciplinary actions which may result in a student's release may be appealed to the 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
- School counseling
- Outside counseling
- Conduct probation
- Extended restriction of school issued computer or electronic device usage
- Loss of participation in co-curricular activities
- Suspension
- Impact on grade
- Restitution
- Behavioral contracts

LEVEL 3

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

Infractions – Examples include, but are not limited to:

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

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

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

LEVEL 4

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

Infractions– Examples include, but are not limited to:

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

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

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

LEVEL 5

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

Infractions – Examples include, but are not limited to:

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

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.

Reporting Infractions

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

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

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; cyber-bullying 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.

DIVISION	CONTACT	POSITION	PHONE	EMAIL
ELEMENTARY	Kaleo Pahukula	ES Principal	572-3117	kapahuku@ksbe.edu
	Kula Gaughen-Haili	ES Vice Principal	572-3115	ragaughe@ksbe.edu
MIDDLE SCHOOL	Lois Nishikawa	MS Principal	572-3190	lonishik@ksbe.edu
	Kamuela Binkie	MS Vice Principal	572-3178	kabinkie@ksbe.edu
HIGH SCHOOL	Jay-R Kaawa	HS Academies Principal	573-7246	jakaawa@ksbe.edu
	Lance Cagasan	HS Grades 9-10 Principal	572-3164	lacagasa@ksbe.edu
	Leo Delatori	HS Vice Principal	572-3227	ledelato@ksbe.edu

Other Suspicious Activity

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

Off-limit Areas of Campus

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

- Areas where construction may be in progress, including buildings undergoing renovation.
- Parking lots.
- Any other area identified and communicated by KS faculty or staff.

SAFETY AND SECURITY

Kamehameha Schools is committed to providing a safe, secure, and orderly environment for students, faculty, staff, and visitors at KS campuses and other educational sites. KS maintains security on its K-12 campuses, 24 hours a day; seven (7) days a week. To contact the campus security office, call 573-7238 or 572-4260.

Visitors and Volunteers

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

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

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

Kamehameha facilities are smoke- and drug-free environments. All visitors and volunteers are expected to adhere to this policy. Smoking (except in designated smoking areas), drinking, or use of any illegal substance is prohibited on school property (including parking lots, bus terminals, and KS vehicles and/or rental buses), at school-sponsored events, and at field trip locations. Any person under the influence of drugs or alcohol shall not be permitted on school property or at school-sponsored events.

In all cases, Kamehameha reserves the right to refuse to allow visitors or volunteers, including parents, relatives or caregivers, to participate in its programs and services if, in the opinion of the administrator, there exists a reasonable belief that the visitor or volunteer may pose a risk to the health, safety or welfare of the students.

Securing Valuables

To help safeguard valuable items students, parents, and visitors are encouraged to lock all doors and windows before leaving a facility, lock car doors, and never leave valuables in exposed and/or unsecured areas. KS shall not be responsible or liable for lost or stolen items, including but not limited to, cash, cell phones, electronic devices, and school approved fundraisers, etc.

Right to Search

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

Reporting Child Abuse and/or Neglect

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

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

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

Changes in Your Child's Custodial Status

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

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

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

Island-wide Emergencies

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

- Ensure the Safety and Security of Students, Staff and Visitors
- Minimize disruption of academic programs and business operations
- Minimize property losses
- Assist the community in time of emergency

KS' 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: KPOA – 93.5 FM and KNUI 99.9 FM.
- Telephone Calls – In order to keep lines open for emergencies and calls to the outside, please do not call the school office for information during an emergency. Information will be shared via radio announcement as indicated above.

Evacuation of Students

If students must be evacuated, school personnel will ensure that students are moved to a safe location. School personnel will notify parents to pick up students at the school campus to take them to an alternative location if necessary.

In case of local or national emergencies, students will be transported to bus stop sites AT NORMAL DROP-OFF TIMES only if transportation is deemed safe. Otherwise, students will remain at the campus, and parents will be notified of procedures for picking up students at the schools.

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 main school office where your child is enrolled.

MEDICAL SERVICES

KS provides limited medical services to its students in health rooms located at each division. Students are seen on a first-come, first-served basis except in the cases of emergency. There is no charge to students who are seen at the health room. Costs incurred by outside referrals and treatments are the responsibility of parents.

Students who become ill or are injured during the school day should report to the Health Room. The Health Room has a limited number of places for students until they are able to return to class or are picked up by a parent/legal guardian or other designated adult. The health room provides medical evaluation, first aid, urgent/emergency care, and referral services to other physicians or facilities.

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

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

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

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

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

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

Medication Administration

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

Upper elementary (grades 3-5), middle school, and high school students may be permitted to carry and self-administer a medication based on an agreement between their parents and KS medical staff. Parents must ensure the following:

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

Contacting Parents

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

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

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

Health Records

The health room maintains a health record on each student. The health record contains emergency contact, health insurance and immunization information, and a chronological account of each visit to the health room. It also contains a signed Permission for Medical Treatment and Release form which enables the school nurse to ensure that students receive medical care from providers who participate in their health plans.

Health Screening

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

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

Student Accident Insurance

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

BUS TRANSPORTATION

Kamehameha Schools provides bus transportation to enrolled students living in outlying areas. The Director of Operations is responsible for implementing bus transportation, in consultation and coordination with the principal or applicable school administrator(s). Current bus sites are located in Lāhainā, Kīhei, and Central Maui. For information on bus services, contact the Operations Office at 572-3245.

Parents must apply for bus transportation for their children before the start of school. Bus transportation is an additional charge (not included in the basic tuition fee). Parents can apply for either one-way or round-trip service.

Application and Fees

Bus transportation applications are mailed home to all parents. Applications should be completed and returned to the Operations Office no later June 13, 2014. The annual bus transportation fees for the 2014-2015 school year are listed below. **Bus fees are non-refundable once the school year begins.**

	By June 13, 2014	After June 13, 2014*
Round Trip	\$1,100 per student	\$1,200 per student
One-Way	\$550 per student	\$600 per student

*includes \$100 late fee per student for round trip and \$50 late fee per student for one-way.

Financial assistance for bus service is available for qualified students. Priority is given to students who have met the application deadline. All remaining spaces will be awarded on a first-come-first-served basis. Students not selected may be placed on a waiting list for the school year. Families participating in the bus program will receive a confirmation letter, schedule, and other necessary information prior to the start of school or transportation service start date. Students and their parents shall notify the Operations Office if they decide to discontinue bus transportation prior to the expiration of the school year so that KS may award transportation to the next available applicant on the waiting list.

Student Pick-up From Bus Sites

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

Students must be picked up from all bus sites within 15 minutes after the buses depart. There are many safety concerns with leaving students waiting unsupervised at bus sites for an extended period of time. Please do your part by picking up your child within 15 minutes of the bus' departure. For safety reasons, students must remain at the bus site until they are picked up. The elementary school offers an after-school program with a bus that drops off at the Kahului Shopping Center at approximately 5:05 p.m. Contact the Elementary School office for more information about the after school program.

A notice will be sent to the parents of students that are reported waiting at the bus sites after the recommended pick up times listed below. This notice will include a warning that student pick-up must take place in a timely manner on each every day of school. After three warnings, students will be suspended from riding the bus. Two suspensions may result in termination from the bus program. Other violations may result in suspension or termination of bus privileges in which the length and severity will be determined by the principal on a case-by-case basis.

Bus Site	Morning Departure	Afternoon Return	All students must be picked up by:
Lāhainā Aquatic Center	6:30 a.m.	3:45 p.m.	4:10 p.m.
Kīhei Community Center	6:50 a.m.	3:30 p.m.	3:50 p.m.
Wailuku War Memorial Stadium	7:00 a.m.	3:15 p.m.	3:45 p.m.
Kahului Shopping Center – 2:30 p.m. bus – 4:30 p.m. bus – 6:30 p.m. bus		3:10 p.m. 5:05 p.m. 6:55 p.m.	3:30 p.m. 5:30 p.m. 7:15 p.m.

Above schedule is subject to change. Buses will depart on time. Parents will be responsible for bringing their child to school if they miss the bus.

Transportation Plan Changes

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

Bus Passenger Rules and Code of Conduct

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

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

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

Before boarding the bus students shall:

- Use the restroom. The bus will not make restroom stops en route.
- Be on time at the designated school bus stop to help keep the bus on schedule.
- 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.
- 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.
- Where there are no sidewalks or paths, walk to the side of the road facing traffic to get to the bus stop.
- Use the handrail and watch their step when boarding the bus.

While on the bus students shall:

- Keep heads and/or hands inside the bus at all time. No outside yelling or obscene gestures will be tolerated.
- Refrain from loud talking, laughing or creating unnecessary confusion, which may divert the driver's attention and may result in an accident.
- Treat bus equipment as valuable furniture. Students will be held financial accountable for vandalism.
- Never tamper with the bus or any of the equipment.
- Keep all books, packages, coats and other objects out of the aisles.
- Remain in the bus in case of a road emergency unless directed to do otherwise by the bus driver.
- Not throw anything out of the bus window.
- Remain properly seated while the bus is in motion. No standing or sitting on the bus floor.
- Refrain from fighting, or engaging in other behavior that would endanger the health and safety of self or others
- Not eat or drink on the bus.
- Obey all instructions from the bus driver.

After leaving the bus students shall:

- 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.
- 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.

Bus Assignments

Students may be assigned to ride designated buses at specified times and locations.

Students may not bring guests or friends on the bus unless permission is granted by the principal or applicable school administrator. Please do not make this request to the bus driver unless it is an emergency situation as there are students on the wait list in most of our rural/outlying areas.

Special written request will be reviewed on a case-by-case basis by the KS transportation manager.

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

Lost and Found Items

Any lost and found items left on the bus will be turned in to the school office.

Corrective Action

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

In Case of Emergency

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

Emergency Procedures for Bus Transportation to and from School

In the event of a road closure or other emergencies that may affect bus transportation, the following procedures will be implemented:

Parents will be asked to:

1. Make arrangements with family or friends in the Central or Upcountry areas to pick up their children in the event that they are unable to pick them up. Parents are highly encouraged to have his/her child picked up from school within two hours of the announcement.
2. Make sure that parent contact information is always current, especially telephone and cell phone contact numbers.
3. Listen to local radio and news stations for updates on road closures and other emergencies, especially if transportation to school in the morning will be affected. The bus may be held up en route to the bus site or students may be stuck in traffic en route to school after the bus pick up.
4. Talk to their child about what their plan is in case there is a road closure or emergency. Review the emergency plan; be ready for changes due to unforeseen circumstances.

Morning Transport

The bus may be held up en route to the bus site or students may be stuck in traffic en route to school after the bus pick up. The Operations Office will keep in contact with the bus service provider and contact the main campus offices with an estimated time of arrival to school. Parents may decide to consider keeping their children out of school if the emergency is due to extreme weather conditions.

Afternoon Transport

Affected bus riders will be kept together in one location on campus, until further notice, if the road does not re-open by 1:30 p.m. Any remaining students will be sent home on the bus once the road re-opens and traffic has time to subside.

Parents of students who ride the bus will be contacted in the event road closures and/or inclement weather precludes bus transportation services. Parents will be notified when roadways are clear and buses are ready to resume services. In the event that roadways are not scheduled to be reopened, KS Maui will provide accommodations for students to sleep on campus overnight.

The elementary, middle, and high school offices will be notified that the students will be kept on campus and asked to assign someone to escort these students to the selected location and provide supervision. Students kept on campus will be supervised. Food and beverages will be provided for students expected to be kept on campus for an extended time. Parents are encouraged to plan alternative transportation for their child in case the road remains closed for a long period of time.

BUSINESS MATTERS

Tuition and Fees

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

Payment of Bills

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

Prorated payment of fees if student is released

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

Financial Aid

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

Expenses covered by financial aid:

- Tuition
- Meals
- Fees
- Eligible bus 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, photography lab fees, scuba fees, etc.)

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

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

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

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

Student Records and Directory 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.

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 and 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

TECHNOLOGY

KS Electronic Information System

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

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

General Computer-use Guidelines

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

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

- Use only school-provided software on KS computers – leave all personal files, software, CDs, etc. at home
- Do not use the KS EIS to transmit or receive offensive, sexually explicit, defamatory, or harassing materials/communications; or to do things that are illegal or unethical.
- Do not use KS computers for entertainment purposes such as playing interactive games or watching YouTube, TV shows or DVD movies, and do not download music, movies, games or software unless instructed to do so by KS staff.
- Really Simple Syndication feeds may only be used with teacher permission.
- Conducting unauthorized commercial activity of any kind is prohibited.

Practice responsible computer use including:

- Ask a teacher or computer lab resource person if you have questions or concerns about the KS computer equipment or systems.
- Report problems with equipment or software to a teacher or computer lab resource person and they will work with KS Information Technology professionals to resolve the problems.
- Take steps to backup school work data according to the provisions set out by KS teachers.
- Do not shut down or restart computers unless instructed to do so by KS staff.
- Identify your data storage discs and zips by writing your first and last names on them with a permanent marker.
- Steer clear of Internet sites that promote gambling, illegal drugs, alcohol consumption, violence, or socially harmful activities.
- Do not visit chat rooms or other sites where people may misrepresent themselves and try to gain the confidence of chat users in order to do harm.
- Under no circumstances should you meet with someone you chatted with online without first checking with parents or teachers.
- Never give out personal information online – including full name, telephone number, address and social security number. You may become a victim of a phishing scam.
- Beware of the dangers of sharing photos, lifestyle and other personal information on Web sites such as MySpace and Facebook. KS computer systems may not be used to update personal Web spaces unless they are associated with KS educational activities.
- Do not respond to e-mail messages from unknown senders, unless the subject of the e-mail is related to KS educational activities.
- Do not participate in chain mail or other group mail activities.
- Learn more about Web and e-mail safety from your teacher and KS program personnel.

Respect others:

- Be considerate when using shared computer resources. Do not keep informational resources from others or impair access to systems for others.
- Do not use the KS EIS to harm others, alter other people’s materials.
- Use appropriate language in all system communications and content creation.
- Leave equipment and room in good condition for next user/class.
- Do not “borrow” online material from other students or Web sites and try to pass them off as your own. This is plagiarism, and it will not be tolerated within KS.
- 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.

Protect privacy:

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

Care for KS computer equipment:

- Do not connect unauthorized equipment to the KS network or alter KS equipment.
- Avoid installing software onto KS computers other than what is authorized by KS, and avoid removing software that has been installed by KS. Protect KS equipment from theft.
- Handle and store computer equipment with care. Keep food and drinks away from computers.
- Keep equipment surfaces clean by keeping them free of markings or decorative stickers.
- Maintain all identifier markings or stickers placed on the equipment by KS.
- Do not allow others, except parents or guardians, to use the equipment.

Preserve the EIS System

- Do not change basic system configurations that alter firewall protections or protect against virus and spyware threats.
- Keep your e-mail accounts organized and keep your mailbox from becoming full by deleting old mail from the system.
- Do not agree to receive promotional e-mail or subscribe to automatic listservs.
- Obey copyright and trademark laws
- Do not transmit, transfer, upload, or post material that is protected by U.S. copyright or trademark law onto a KS computer, the Internet or the KS Intranet without written permission of the copyright/trademark owner and KS.
- Do not make unauthorized copies of text material, photos, audio files or videos found on school computers or the Internet.
- Do not copy licensed software programs to your own discs or give or sell copies of software to others without written permission of the copyright owner, unless the original software is clearly identified as shareware or in the public domain.

Understand that KS may Access your Information

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

Take Responsibility for your Actions Online

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

Section 2: Elementary School Information for Grades K-5

CONTACT INFORMATION

After Hours Emergencies ONLY		572-4260
Elementary School Division	275 ‘A‘apueo Parkway, Pukalani	572-3300
Office FAX	572-3150
Principal	<i>Kaleo Pahukula</i>	572-3117
Vice Principal	<i>Kula Gaughen-Haili</i>	572-3115
Absence Hotline	572-3210
After School Program – Office	573-7036
After School Program – Site	572-3182
BLOG Address	https://blogs.ksbe.edu/mes/
Counselors	<i>Jon Kimoto, Grades K-5</i>	573-7253
	<i>Melissa Stewart-Rodrigues, K-12 Outreach</i>	572-4254
Health Room	<i>Health Services Assistant Rachel Kanoho</i>	572-3222
Learning Center, Pai‘ea	<i>Elizabeth Elliott, Librarian</i>	572-3242

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

Faculty and Staff Directory: See Appendix A

VISION STATEMENT

The Elementary School is dedicated to developing growing industrious Hawaiian leaders as students who:

- Exceed academic expectations in all grade level content areas based on agreed upon standards.
- Know and practice Christian and Hawaiian values while embracing and honoring the differences of diverse cultures.
- Are creative, self-directed learners who are competent in collaboration, communication, digital literacy, critical thinking and problem solving.

Vision of the Excellent Reader

Students who graduate from KSM ES will be excellent readers who effectively use reading strategies to comprehend and respond critically to a variety of text for multiple purposes. As they actively engage in text, they learn to value their own experiences and the cultural perspectives of others.

Philosophy of Teaching and Learning

At KSM ES we honor Ke Akua. With the *WEO as our foundation, we provide a nurturing environment where students are actively engaged in relevant learning. With literacy integrated in all areas, teachers provide differentiated lessons that meet the learning needs and styles of all students.

***Ke Ao Lani, Ke Ao Honua**
Global

***Ke Ao Pilina**
Relationships

***Ke Ao Ho‘oūlu**
Growth

***Ke Ao ‘Imi Na‘auao**
Knowledge and Wisdom

OUR GRADE K-5 EDUCATIONAL PROGRAM

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

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

Children are grouped heterogeneously into self-contained classrooms. Homeroom teachers then group children flexibly in order to best meet their instructional needs. The elementary school follows a six-day instructional cycle.

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

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

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

Field Trips

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

Homework

Homework is generally assigned by homeroom teachers. The primary purpose of homework is to help students establish a sense of responsibility, become independent learners, reinforce skills already covered in school, and complete daily assignments.

Students may also need practice at home to memorize the words to various oli or songs for special events such as Founder's Day or May Day. In order to achieve this purpose, a cooperative effort between school and home is encouraged.

Examples of assignments include:

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

For best results, parents should provide:

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

Student Progress Reports

Grades help our teachers communicate your child's level of achievement in school. Helping students succeed at school is an important goal for all faculty and staff. Students are evaluated three times yearly, in November, February and May, to report their academic and social progress.

Parents and students will be notified at the mid-point of each trimester when a student's performance does not meet grade level expectations. A Notice of Concern form will be completed and sent home. Through parent, teacher and counselor conferencing, other efforts will also be made to work with parents to find successful strategies to help students improve. The following descriptions of letter grades are embraced at the different grade levels in the elementary school:

For students in grades K through 3:

Academic achievement

- 4 = Indicates that the student exceeds expectations at the present grade level.
- 3 = Indicates the student is proficient at the present grade level.
- 2 = Indicates the student is developing the skills being assessed.
- 1 = Indicates the student needs improvement on the skills being assessed.
- 0 = Indicates the student is having serious difficulties in achieving basic grade level skills.

Effort, pono and learner qualities

- 3 = The student almost always exhibits the behavior indicated.
- 2 = The student sometimes exhibits the behavior indicated.
- 1 = The student infrequently exhibits the behavior indicated.

For students in grades 4 and 5:

Academic achievement

- A = Indicates that the student is performing at an excellent level.
- B = Indicates the student is performing at a good level.
- C = Indicates the student is performing at an average level.
- D = Indicates the student is performing at a below average level.
- F = Indicates the student is failing to make progress in the skill being assessed.

Effort, pono and learner qualities

- 3 = The student almost always exhibits the behavior indicated.
- 2 = The student sometimes exhibits the behavior indicated.
- 1 = The student infrequently exhibits the behavior indicated.

Intervention Process

Kamehameha Schools makes every effort to meet the academic, behavioral, social and emotional needs of its students. If your child is struggling in school, our faculty and staff will intervene and work with you to find the best way to fulfill those needs. KS has developed a progressive five-level system to provide parents with a general framework for our intervention process. The process moves from the simplest, most direct teacher-student interventions to more complex interventions which may include your child's counselor and school administrators. ***Please see the first section of this handbook for further information about our Intervention Process.***

Academic Probation

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

During the two-year period from grades 4 through 5, a student on academic probation for three semesters will be subject to release from KS Maui Elementary School. School administration may find that extenuating circumstances, beyond the student's control, are causing his/her academic deficiencies. In these rare cases, students may be allowed to remain at the school.

Academic probation can take place at the end of any trimester. It is designed as a trial period during which a student is given a chance to improve study skills and work habits in order to show reasonable improvement on school assignments, projects and tests. In general, academic probation is a last resort that is used after other interventions have been attempted which have not successfully resulted in an acceptable level of student effort or performance at meeting grade level expectations.

In the elementary school, there are two levels of academic probation: initial and final.

Initial Academic Probation

Students may be placed on initial academic probation at the end of any single trimester in which the student receives the following marks on his/her report card:

For students in grades K-3 based on grades for "achievement:"

- Four or more 1's in any academic subject, including those taught by homeroom or specialist teachers.
- Two or more 0's in any academic subject, including those taught by homeroom or specialist teachers.

For students in grades 4-5 based on grades for "academics:"

- Two or more Ds in any academic subject, including those taught by homeroom or specialist teachers.
- One or more Fs in any academic subject, including those taught by homeroom or specialist teachers.

When a student is on initial academic probation, a conference will be arranged with the student's parents/guardians and his/her homeroom teacher and counselor. Other specialist teachers may also be involved. In addition, the principal may also be involved with the conference, especially if other factors (such as behavior at school) may appear to be influencing the student's grades. It will be the decision of the parent/guardian as to whether or not the student is included in this conference.

At the conference, the student's most recent report card will be reviewed, and specific areas of concern with student performance will be identified. (Note: Previous report cards, or other work samples or materials may also be considered at this conference.) Teachers will share their professional judgment as to the causes for the student's lack of acceptable progress, and will present a range of suggestions designed to assist parents in helping their son or daughter develop sounder study skills and improve work habits at home and at school.

Students and their parents/guardians are expected to implement the suggestions that are offered. An ongoing assessment of student performance will be conducted over the next trimester by the student's teachers, with the understanding and hope that the student's progress at school will improve.

Initial academic probation lasts for one trimester, after which time one of the two following steps will take place:

- If student performance has improved (as evidenced by a reduction in the number of Ds and/or Fs from the previous report card), then the student will no longer be on initial academic probation.
- If student performance has not improved (as evidenced by grades on the next trimester report card - see details below), then the student shall be placed on final academic probation.

Final Academic Probation

Students may be placed on final academic probation at the end of the second consecutive trimester* in which the student receives the following marks on his/her report card:

For students in grades K-3 based on grades for “achievement:”

- Four or more 1’s in any academic subject, including those taught by homeroom or specialist teachers.
- Two or more 0’s in any academic subject, including those taught by homeroom or specialist teachers.

For students in grades 4-5 based on grades for “academics:”

- Two or more Ds in any academic subject, including those taught by homeroom or specialist teachers.
- One or more Fs in any academic subject, including those taught by homeroom or specialist teachers.

*NOTE: Consecutive trimesters may include the 3rd trimester in the spring of one school year followed by the first trimester of the subsequent school year. (For example, the last trimester of 2nd grade and the first trimester of 3rd grade, etc.)

When a student is placed on final academic probation, a conference will be arranged with the student’s parents/guardians, his/her homeroom teacher and counselor, and the principal. Other specialist teachers may also be involved. It will be the decision of the parent/guardian as to whether or not the student is included in this conference.

At the conference, the student’s work over the past two trimesters will be reviewed. Faculty and staff will share their professional judgment as to the causes for the student’s continued lack of acceptable progress, and will present a range of suggestions designed to assist parents in helping their son or daughter develop sounder study skills and improve work habits at home and at school.

An academic performance contract will be developed, with a description of specific activities the student is expected to perform in order to improve performance at school. The contract will also include specific consequences for failure to meet agreed-upon expectations. In situations where there is inadequate student effort or parental support, a recommendation may be made to the Head of School that may result in release from Kamehameha Schools.

Questions and 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 school’s guidance counselor.
3. If resolution is still not achieved, please request that the principal become involved.
4. If resolution is still not achieved, please take the matter up with the Kamehameha Schools Head of School.

DAY-TO-DAY STUDENT LIFE

Student Dress Code and Appearance

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

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

Students are required to meet the dress and appearance requirements outlined below. We ask parents to be responsible for monitoring their children's appearance on a daily basis.

Boy's dress and appearance requirements

All boys are required to have one special events outfit to be worn on assigned days of the year, such as Founder's Day and Chapel Services. These items may also be used for daily school wear.

Uniform options

1. Walking shorts – without cuffs, navy flat front
2. Slacks – Navy flat front, fitted, not excessively baggy
3. Shirts – Royal blue, Light blue and/or White w/school logo on the **chest**
4. Shoes – Athletic type –black, blue, gray, brown or white – non marking soles. No neon colors
5. Shoe laces – blue, black, gray, brown or white – to match shoes
6. Socks – Athletic type, **solid** color, white, blue or black, **must cover ankles**
7. Belts – Solid color, non-decorative, blue, black, brown or white

Jewelry – No jewelry allowed, including rubber band bracelets

Hair – Clean, neatly groomed. Back length should be above shirt collar, sideburns above the earlobe, and bangs above the eyebrows. Unconventional haircuts (i.e. tails, uneven cuts across the back or sides, razor patterns, shaved or partially shaved heads) and hair bleaching or coloring are not allowed

Tattoos – Not allowed

Hats and sunglasses – Not allowed except if required by teacher for fieldtrips

Outer wear – Windbreaker jackets, cardigan sweaters, pull over sweatshirts in solid or a combination of royal blue, navy blue, gray and/or white. Must be plain without **logo or advertisement** except for the approved Kamehameha Schools logo or designs.

Chapel and other special events – Daily uniform navy slacks, **white** polo shirt w/ school logo on the chest, shoes, socks, shoelaces and belts.

Aloha wear – for *Aloha Dress Day* – uniform bottoms, walking shorts, (no surf shorts), or jeans, with aloha shirt or similar style collared dress shirt (without superheroes, words/logos, etc.) shoes, socks.

Girl's dress and appearance requirements

All girls are required to have one outfit to be worn on assigned days of the year, such as Founder's Day and chapel services. These items may also be used for daily wear.

Uniform options

1. Walking shorts – elastic back, navy twill
2. Slacks – elastic back, navy twill
3. Shirts – Royal blue, Light blue and/or White Polo shirt w/school logo on the **chest**
4. Skirts – Navy blue / 4 pleat
5. Shoes – Athletic type –black, blue, gray, brown or white – non marking soles. No neon colors
6. Shoe laces – Blue, black, gray, brown or white – to match shoes
7. Socks – Athletic type, **solid** color, white, blue or black, **must cover ankle**
8. Belts – Solid color, non-decorative, blue, black, brown or white

Jewelry - Plain earring studs – only (no dangling earrings). Necklaces, bracelets, rubber band bracelets, anklets and rings are not allowed

Hair – Clean, neatly groomed and out of the face. Unconventional haircuts and coloring are not allowed. Hair ornaments limited to clips, hair claws and rubber bands.

Tattoos – Not allowed

Hats and sunglasses - Not allowed except if required by teacher for fieldtrips

Makeup – No make-up or nail polish allowed

Outerwear – Windbreaker jackets, cardigan sweaters, pull over sweatshirts in solid or combination of royal blue, navy blue, gray and/or white. Must be plain without **logo or advertisement** – except for the approved Kamehameha Schools logo or designs.

Chapel and other special events – Daily uniform skirt with pleats, white polo shirt w/school logo on the chest, socks, shoes and shoelaces – jumpers are not allowed.

Aloha wear – for ***Aloha Dress Day***– Uniform bottoms, Capri pants, walking shorts or jeans (no skinny jeans) with aloha print top with sleeves (no tanks, spaghetti straps, or short tops), aloha print dress with sleeves or mu‘umu‘u with sleeves (no tanks, or spaghetti straps), socks and shoes. On PE days, bring a change of clothes if wearing a dress or mu‘umu‘u.

Absences, Leaves and Tardiness

Please see detailed information about absences, tardies and leaves in Section 1 of this Handbook.

Classes

The elementary school day runs from 7:45 a.m. until 2:30 p.m. Regular attendance is one of the most important factors leading toward school success for children. Parents are responsible for ensuring that their children are at school and on time every day.

Morning Drop-off

Supervision is provided on campus beginning at 7:00 a.m. Parents should not bring students to school before 7:00 a.m. Parents who provide daily transportation need to pick up and drop off students in the area fronting the Pai‘ea Administration building. Parents who need to conduct school business on campus should park in designated parking stalls and not along the building curbside. Since school starts at 7:45 a.m., it is suggested that parents plan their morning so that they will be able to drop off their child no later than 7:40 a.m.

Afternoon Pick-up

After school pick-up is between 2:30 p.m. and 2:45 p.m., again in the area fronting the Pai‘ea Administration building. It is important that your student is picked up on a timely manner. Students who are NOT picked up by 2:45 p.m., may be required to enroll in the KS after-school program.

Staying after school

Students may occasionally be asked to stay after school for special help. If a child is asked to remain longer than a few minutes, the teacher will notify parents in advance to make appropriate arrangements.

After-School Care

If you are unable to pick your child up by 2:45 p.m., you must enroll your child in the elementary After-School Program for a nominal monthly fee. The program operates out of the Nāmāhana Dining Hall and offers homework and study time, planned activities and time for both indoor and outdoor recreation.

The elementary after-school program operates from Monday through Friday – on regular scheduled school days from 2:30 p.m. to 5:00 p.m. Students must fill out an application and register in order to attend the after-school program. For more information, please call 573-7036.

If your child does not arrive where and/or when expected from school, call the elementary school office at 572-3300 immediately. If the office is closed, call the school main gate at 572-4260. School personnel will assist in locating your child.

Meals and Snacks

Kamehameha Schools strives to provide students with meals that are healthy and nutritionally balanced.

Students are expected to follow certain guidelines when in the cafeteria.

Students should take only as much food as they will be able to eat. Second helpings are allowed but only if a student has completely finished their first serving. No additional helpings are allowed beyond “seconds.”

Students should be seated at a table when eating.

Students are expected to clear their table area when finished, placing rubbish in the proper receptacle and putting cups in the tray return area.

Morning Snack

Students are provided with a morning snack. This snack is not intended as a substitute for breakfast. It is important that your child have breakfast each day before coming to school in order to function properly during the morning. Students are encouraged to have a morning snack served by grade levels on a daily basis in the Nāmāhana cafeteria.

Lunch

All students are served a lunch prepared in the schools’ kitchen and are encouraged to try a taste/bite of each menu item to promote healthy eating habits. Home lunch is not allowed, except when requested by a teacher for fieldtrips.

Special Diets

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

Recess Guidelines

Students are given a morning recess of approximately fifteen minutes at which time a nutritious snack is also served in the Nāmāhana lunchroom. They are also given a recess either before or after they are served lunch. At both recess times, all students are expected to abide by the following playground rules:

- Students should not play the covered courtyard areas next to classroom buildings.
- Students may be assigned to a specific area in which to play on certain days.
- Absolutely no roughness or physical contact is allowed during any game.
- Flag football is not allowed unless directly supervised by a teacher.
- No running or no tag on rubber mat around playground structure.
- No jumping off and/or standing on high areas of playground structure.
- No hanging upside down by the knees on the monkey bars.
- Students are not to go beyond the grade 3 and 4 classrooms.
- Students should use the bathrooms and drinking fountains by the music room.
- No piggy backs, carrying, tackling, or wrestling.
- No gymnastics-cartwheels, back-flips, pyramids, etc.

- No playing on or rolling down the hill.
- No standing on the top of the bars.
- Slide down with feet first only.
- Lining up and dismissal:
 - 1st whistle = All students FREEZE
 - 2nd whistle = All students LINE-UP at basketball court.
 - Students will be dismissed by grade level.
 - Students are to stay together as a class and walk to their next class in an orderly manner.

Lost and Found

There is a Lost and Found area in the Pai‘ea Learning center and at the Nāmāhana dining hall. In order to identify lost items easily, your child’s name should be clearly marked on all personal belongings brought to school, such as: jackets, sweaters, shoes, swimwear and towels.

Birthdays

Birthday parties, treats, cake and ice cream, balloons, flowers and /or leis must first be approved by the student’s homeroom teacher. Distribution of invitations for out of school parties is discouraged. Delivery of balloons, flowers, limousine pick-ups at school and special recognition tokens are not allowed.

Kapu Items

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

- Toys, hand held video games, or play equipment (footballs, baseballs, hacky sacs, etc.), except at the request of teachers or principal.
- Radios, tape recorders, CD/DVD/MP3 players, digital recorders, or cameras (except at the request of teachers).
- Gum, candy, soda, chips, and other snacks or sugary treats.
- Unnecessary money: If students need money to make a purchase after school, they should give the money to their teacher for safekeeping as soon as they arrive at school. Please note the school will not be responsible for loss or theft of kapu items.
- Weapons or any other objects that can cause injury.
- Flammable materials - matches, fireworks, poppers.

Learning Center

Students are encouraged to borrow books from the Learning Center (LC) on a regular and frequent basis. Books are to be returned within eight days after being checked out of the LC. The number of books that students are allowed to borrow is determined by grade level. Students in all grades K-5 are expected to return or renew books after the eight day loan period. Students who return books after the eight day check out period may be required to help with tasks during recess time as appropriate.

Students who have lost a book (not returned by the end of the trimester) may be charged a replacement fee.

Electronic Communication

Daily Bulletin

The elementary daily bulletin is e-mailed to each student’s KS e-mail account. It can also be found at <https://blogs.ksbe.edu/mes/>. Students are expected to check the bulletin daily and delete the bulletins from their e-mail accounts weekly.

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

Elementary School Web Site

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

Electronic Equipment/Cellular Phones

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

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

Section 3: Middle School Information for Grades 6-8

CONTACT INFORMATION

After Hours Emergencies ONLY.....		572-4260
Middle School Division	281 ‘A‘apueo Parkway, Pukalani	572-4200
Office FAX	572-4250
Principal	<i>Lois Nishikawa</i>	572-3190
Vice Principal	<i>Kamuela Binkie</i>	572-3178
Absence Hotline	572-4333
Athletics and Activities	<i>Pat McCall</i>	573-7011
BLOG Address	https://blogs.ksbe.edu/mms/
Counselors	<i>Mike Tom, Grades 6 & 8</i>	573-7233
	<i>Kekaula Campbell, Grades 7 & 8</i>	572-4213
	<i>Melissa Stewart-Rodrigues, K-12 Outreach</i>	572-4254
Health Room	<i>Nurse Mālia Song</i>	572-4221
Learning Center, Keanolani	<i>Marcus Seraphine</i>	572-3224

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

Faculty and Staff Directory: See Appendix A

VISION STATEMENT

Emerging Hawaiian leaders equipped with 21st century skills and grounded in Christian and Hawaiian values.

- **Leaders** confidently lead with righteousness, always grounded in Christian and Hawaiian values.
- **Learners** are self-directed in seeking new knowledge and critical and creative in their thinking.
- **Lāhui** collaborate and serve as a community contributor in a society that is diverse and ever changing.

OUR GRADE 6-8 EDUCATIONAL PROGRAM

Middle school programs and activities are designed to support essential 21st century skills including critical thinking, creativity, communication and collaboration. The block schedule creates more time for students to engage in cooperative learning opportunities. Interdisciplinary units provide authentic real-world applications that require multiple subject area involvement. Our new 1:1 laptop project allows students to access learning any time, any place via their own laptop computer. By increasing class time, aligning integrated lessons, and providing cutting-edge resources, we are preparing students for their future.

This **kula waena** provides the foundation of cultural identity for the middle school students. The **Common Core State Standards** and our **Working Exit Outcomes** (WEO) come together in units and lessons. Examples of WEO include the following outcome statements:

- “Engage in critical thinking to apply traditional knowledge to contemporary context”
- “Grow by identifying strengths and needs and pursuing appropriate actions.”
- “Nurture my identity as a source of understanding, purpose, meaning, and connection to others.”

Our academic program is designed with the young adolescent in mind. The middle school student is growing in many ways during these years. The range of emotional, social, and physical changes is significantly greater in the adolescent years than in any other time. Advisory classes meet daily throughout the year with a faculty advisor assigned to a group of 18-22 students. This is the nucleus of the ‘ohana that provides academic and emotional support for students.

Students have the same school counselor throughout the three years in middle school. This looping provides the opportunity to develop positive relationships between the school and home. Grade level teams of teachers meet daily coordinating lessons, implementing student supports, and planning activities. The teams share pertinent information about students and learning so each student can be successful. These supports help sixth graders transition from elementary to middle school, seventh graders understand their role in group social dynamics, and eighth graders test their independence in a safe environment.

The middle school years are also a time to explore and experience new areas of interest so students can eventually pursue their interests and career paths at the next level. Elective classes are offered first as a ‘wheel’ in the 6th grade – each quarter the student experiences an elective. In 7th and 8th grade the students are encouraged to pursue an elective of choice to develop their skills. Registration for elective classes for students entering grades seven and eight is held in the spring. Students register for their elective classes using KS Connect on a first-come-first-serve basis. Communication prior to the registration enrollment dates will be distributed in a timely manner.

Students in each grade level are required to take one semester of Hawaiian language class forming their foundational knowledge of ‘ōlelo Hawai‘i and culture. Signature **Kula Hawai‘i** events include:

Wehena (Open House)

E Kipa Mai (5th grade parent night)

Mōhala ka Pua (Back-to-School)

Pō‘alima‘Ula‘ula (K-12 Red Friday)

‘Ike Hawai‘i Week

Royal Observances (Lili‘uokalani and Ka‘ahumanu)

Monthly Chapel

Rite of Passage (mandatory for all 8th graders)

Founder’s Day Service (mandatory for all students)

Monthly intramurals are offered where students choose to participate ‘competitively’ or ‘non-competitively’ in the sport-of-the-month. Students are exposed to a new sport or refine skills at a higher level and at the same time develop social skills in a team sport setting. And once a semester, faculty and staff teach a Discovery Block class. Students choose from a variety of classes – lei making, quilt making, cooking, dancing – taught by an adult. Exploratory experiences now may be the catalyst for hobby, career, or business pursuits later.

Opportunities at the middle school also encourage the competitive spirit. The **IMSL** (Independent Middle School League) consists of a five sport year – cross country, volleyball, golf, basketball, and track and field. Participation develops physical and social skills in a healthy and supportive environment. Other extra-curricular competitions include the Moloka‘i Makahiki, Nā Mele Song Contest, Robotics, Math Counts and Mālia Craver Hula Competition. Students compete for a spot on these teams. Regular after school practices give middle school students the experience of being on a team and balancing school kuleana at the same time. For more information about IMSL or other competitions, contact the Athletics and Activities Coordinator at 573-7011.

Course Offerings

GRADE 6		GRADE 7		GRADE 8	
English	A/B year	English	A/B year	English	A/B year
Hawaiian Lang.	A/B semester	Hawaiian Lang.	A/B semester	Hawaiian Lang.	A/B semester
Technology	A/B semester	Art	A/B semester	Technology	A/B semester
Mathematics	A/B year	Mathematics	A/B year	Mathematics	A/B year
PE/Health	A/B year	PE/Health	A/B year	PE/Health	A/B year
Science	Daily semester	Science	Daily semester	Science	Daily semester
Social Studies	Daily semester	Social Studies	Daily semester	Social Studies	Daily semester
Elective Wheel • Band • Chant/Dance • Choir • Ukulele	Daily quarter	Elective • Band • Chant/Dance • Choir • Ukulele	Daily year	Elective • Band • Chant/Dance • Choir • Ukulele	Daily year

Course explanations:

- A/B days: classes meet every other day
- Year classes: duration of the class is for the whole year
- Semester classes: duration of the class is for one semester only (note some semester classes meet on an A/B schedule)
- 6th grade elective wheel: student will experience each elective for a quarter
- 7th and 8th grade elective: student chooses one elective for the year
- PE/health: The PE/health rotation meets every other day; however, there is a three-way rotation within PE and health – two PE classes (gym/field and pool) and one health class. Each section meets on a six-day cycle.

Grade Promotion

In order to be promoted to the next grade level, students must maintain satisfactory grades in all classes. Students who receive a D in a single core class (English, math, science or social studies) for two or more quarters must attend summer school and may be required to successfully complete a credit recovery course in order to be promoted. Make-up courses will be determined by the principal. Students who fail two or more classes in a school year may be released from Kamehameha Schools.

Intervention Process

Kamehameha Schools makes every effort to meet the academic, behavioral, social and emotional needs of its students. If your child is struggling in school, our faculty and staff will intervene and work with you to find the best way to fulfill those needs. KS has developed a progressive five-level system to provide parents with a general framework for our intervention process. The process moves from the simplest, most direct teacher-student interventions to more complex interventions which may include your child's counselor and school administrators. ***Please see the first section of this handbook for further information about our school Intervention Process.***

Academic Probation

Students are placed on academic probation if they receive a grade F, two or more grade Ds, 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 Ke Kahua after school tutoring program until the next grading period. Students on academic probation are not permitted to represent the school in extra-curricular activities and honorary positions.

Parents and students can monitor academic progress through the following means:

- Student Progress Report – posted regularly on KS Connect. Progress reports for students who have grades of C- and below and whose parents who do not have internet access will be mailed home.
- Notice of Concern – submitted by teachers to the principal, counselors and parents concerning poor academic performance such as failure to complete assignments or low test scores.
- Report Cards – report cards are mailed home at the end of each quarter grading period.
- Principal Award – certificates and pins awarded to students whose report card quarter GPA 3.50-3.99
- Head of School Award – certificates and pins awarded to students whose report card quarter GPA 4.00

DAY-TO-DAY STUDENT LIFE

Absences, Leaves and Tardiness

Please see detailed information about absences, tardies and leaves in Section 1 of this Handbook.

The School Day (Regular Bell Schedule)

There are other bell schedules used to accommodate various activities such as chapel or dances.

Time	Period	Grade 6	Grade 7	Grade 8
7:40-7:50	<i>Morning Protocol - 'oli</i>			
7:50-9:15	1	One of the following: <ul style="list-style-type: none"> • English • Hawaiian language • technology • science • social studies 	PE/Health or Math	One of the following: <ul style="list-style-type: none"> • English • Hawaiian language • technology • science • social studies
9:15-9:25	<i>Morning Recess and Snack</i>			
9:25-10:50	2	One of the following: <ul style="list-style-type: none"> • English • Hawaiian language • technology • science • social studies 	One of the following: <ul style="list-style-type: none"> • English • Hawaiian language • art • science • social studies 	PE/Health or Math
10:50-11:35	3	LUNCH	<i>Elective Class</i>	<i>I MUA Advisory</i>
11:35-12:20	4	<i>I MUA Advisory</i>	LUNCH	<i>Elective Class</i>
12:20-1:05	5	<i>Elective wheel</i>	<i>IMUA Advisory</i>	LUNCH
1:05-2:30	6	PE/Health or Math	One of the following: <ul style="list-style-type: none"> • English • Hawaiian language • art • science • social studies 	One of the following: <ul style="list-style-type: none"> • English • Hawaiian language • technology • science • social studies
2:30-3:30	<i>Teacher Office Hours (tutoring)</i> <i>Ke Kahua activities</i>			
3:30-4:15	<i>Study Hall in the Learning Center</i> <i>Ke Kahua activities</i>			

School officially starts with middle school faculty, staff, and students meeting at 7:40 a.m. with our morning ‘oli. This is a ritual – students call out claiming that they are ready and prepared for the day’s learning; faculty and staff reply stating that they are also ready and prepared for the day’s instruction. Students are officially tardy if they miss morning ‘oli and must report to the office for a tardy pass to enter class.

Periods 1, 2, and 6 are block classes. These are classes where teachers plan appropriate activities that take full advantage of the longer period for hands-on activities, projects, guest speakers, collaborative work and discussions. Lessons are carefully planned to provide engaging activities and authentic real-world situations for the adolescent child.

During morning recess the students are provided with a nutritious snack and drink. This is a time to relax and socialize. **Ke Kahua** (after school) signups are held during this time.

There are three lunch periods with each grade having its own designated time to eat. Celebrations, acknowledgments, announcements and Ke Kahua signups are conducted during grade lunches. Included in the lunch period is another recess. Periods 3, 4, and 5 are 45 minutes long and students are either at lunch, advisory, or elective classes.

Occasionally a student may need to leave early. Notification to the office via phone, parent note or email is appreciated at least 24 hours in advance. The office will notify the teacher(s), prepare an **Early Release Form**, and have student in the office for pickup at designated time. The pickup person is required to stop by the office to sign out the child and get the Early Release Form before leaving campus.

Before and After School – Drop Off and Pick Up

Supervision is provided on campus beginning at 7:30 a.m. Afternoon pickup begins at 2:30 p.m. Parents who provide daily transportation will drop off and pick up students in the parking lot area fronting the middle school bus stop. Please be considerate of all drivers, obey the traffic signs, and park in designated parking stall when waiting for your child.

Walking Off Campus

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

Staying After School

Our after school program is called **Ke Kahua**. Students who plan on staying after school need to sign up for Ke Kahua during morning or lunch recess. Students stay after school for the following reasons:

- > To participate in IMSL sports, competition group, or club
- > To receive extra help; or to fulfill academic probation requirements.

Families who wish to utilize our partnership with Maui Economic Opportunity, Inc. (MEO) and Boys and Girls Club for bus transportation pick up after school to a Boys and Girls Club location are encouraged to call the school counselors at 573-7233 or 572-7213.

Student Dress Code and Appearance

Kamehameha Schools enforces a strict student dress code to help students focus on their learning and to minimize distractions often caused by clothing. Students are required to abide by the middle school dress code and to be in uniform while on the campus.

Please practice kuleana on a daily basis by monitoring your child’s attire to meet dress code, to be clean, to be well-kept, and to fit properly. Students who do not meet with the guidelines will be asked to comply and may be sent home. Regular noncompliance of the dress code is considered insubordinate behavior and consequences will be given for infractions. The school administration will make the final decision on dress code matters.

UNIFORM	BOYS	GIRLS
Tops	<ul style="list-style-type: none"> • Colors: sky blue, royal blue or white only(navy for HS only) • Worn tucked in at all times 	
Bottoms (including belt)	<ul style="list-style-type: none"> • Color: navy blue • Belt: non-decorative solid color in neutral tones: plain buckle 	
Footwear	<ul style="list-style-type: none"> • Athletic non-skid shoes in solid neutral tones • Socks must be worn–black or white if visible 	
Outerwear	<ul style="list-style-type: none"> • KS outer wear only 	
Special Events (Chapel Services)	<ul style="list-style-type: none"> • Long navy pants • White polo shirt • No jewelry 	<ul style="list-style-type: none"> • Navy skirt • White polo shirt • No jewelry
<p><i>School uniforms may not be altered.</i> <i>All uniform items must be purchased at Mills store or on-line at www.millswear.com</i> Neutral colors– black, brown, white, gray, tan, navy blue</p>		
HAIR	BOYS	GIRLS
	<ul style="list-style-type: none"> • Conventional haircut and color • Length- above shirt collar and top of ear; not touching eye brows • Face to be clean shaven 	<ul style="list-style-type: none"> • Conventional haircut and color • Hair accessories “in good taste”
ACCESSORIES	BOYS	GIRLS
Jewelry	<ul style="list-style-type: none"> • No jewelry • Wristwatch allowed 	<ul style="list-style-type: none"> • Single pair studded earrings only • Not allowed- necklaces, anklets, bracelets and body piercings • Wristwatch allowed
Makeup	<ul style="list-style-type: none"> • Not allowed 	<ul style="list-style-type: none"> • Natural makeup • Nail polish not allowed
Headwear (including sunglasses)	<ul style="list-style-type: none"> • Not allowed unless requested for fieldtrip • Hoods on hooded jackets are not to be worn in school 	
Tattoos	<ul style="list-style-type: none"> • Not allowed 	
<p><i>Accessories should be worn in “good taste” and not bring attention to self. Items are worn at own risk of injury or loss/stolen. Some items are only allowed during field trip sand should not be worn in school.</i></p>		
<p>All questionable dress code violators will be sent to the office for administrative decision. Results may include but not be limited to:</p> <ul style="list-style-type: none"> • Exchange uniform • Issue warning • Send home / item brought to school 		

Casual Dress Attire:

Boys	Girls
Collared shirt with sleeves	Blouses with sleeves and conservative neckline <ul style="list-style-type: none"> • No midriff/cropped tops • No halter tops
Slacks, jeans or walking shorts	Slacks, jeans, capris, or walking shorts <ul style="list-style-type: none"> • Inseams must be at least 6 inches • Low-cut bottoms may be use; however tops must be long enough to tuck in or stay below the waistline when seated
Athletic shoes and socks	
Sandals/Crocs with back straps	
Uniforms tops or bottoms may not be mixed with casual dress attire	
Non-KS designed outerwear allowed	
Logos and prints on all clothing must be appropriate in an educational setting	

Other Special Attire:

All students are issued grade level T-shirts to be worn on designated school days and on field trips. Eighth graders are given an aloha shirt to wear on Fridays. Only one shirt is issued per student. Lost or stolen shirts cannot be replaced.

PE Uniforms:

All students are issued two sets of PE uniforms – T shirt and shorts. PE uniforms are ordered before summer for all students and maybe picked up at Royal Hawaiian Shirt Works, Inc., 1733 Wili Pa Loop, B-1, Wailuku Mill Yard between July 1 – August 31.

Communication

Open lines of communication between home and school are an important factor for student success. There are several ways in which parents can get daily information about activities and learning opportunities. KS Connect daily bulletin can be sent to parents via email at parent request. Teachers maintain a blog that they update regularly with information on projects, activities, quizzes and tests, and homework. Teachers can always be reached by phone or email. This information is included in the appendix of this handbook.

A SAFE AND NURTURING ENVIRONMENT

The middle school faculty and staff provide a safe and nurturing learning environment where relationships among students are positive and supportive. A culture of respect and rapport ensures a placed where everyone feels valued, safe and able to take intellectual risks. This environment is also free of distractions so that students can focus on the learning.

Behavioral Expectations

Appreciation: Mai hana ‘ino
Mutual Respect: Ho‘olōkahi

Attentive Listening: E ho‘olohe pono
Right to Pass: Ho‘alo

The following list of **kapu items** are not allowed in school because they will distract or cause harm to students. The list is not meant to be exhaustive; rather, it is to give general examples of kapu items.

- Weapons – toy or real knives or firearms and other objects that may cause injury
- Flammable Materials – lighters, matches, fireworks, poppers
- Modes of Transportation – bikes, skateboards, scooters, Heelys, Razors, skates
- Toys – balls, play equipment, hand-held video games
- Electronic Media Devices – iPods, radios, cameras, DVD/CD players

- Unnecessary sums of money
- Food items – snacks, drinks (including water), pastries, bentos

Cell phones are allowed at the middle school for communication with family members during the school day. A signed and returned copy of the cell phone use agreement form must be completed before a cell phone is allowed on campus. The school will not be responsible for lost or stolen cell phones.

A separate technology handbook includes expectations on appropriate use of school issued laptops, kuleana for the care of laptops and other electronic equipment, and requirements for training including ethical use. We are excited about offering 21st century tools and are also aware that our students need to understand their role as good citizens in this global society.

Our students are special and we recognize monthly birthdays during lunch or advisory periods. We ask that you celebrate your child’s birthday at home rather than in school. Students are reminded not to bring gifts, flowers, or balloons for friends to school as well.

Meals, Snacks and Dining Hall Etiquette

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

Dining hall etiquette includes:

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

Morning Snack

Students are provided with a mid-morning snack during morning recess in the Kuakini Dining Hall courtyard. This snack is not intended as a substitute for breakfast. It is important that your child have breakfast each day before coming to school in order to function properly during the morning.

Special Diets

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

Electronic Communication

Daily Bulletin

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

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

Middle School Web Site

The school Web site can be found at: <https://blogs.ksbe.edu/mms/>. The site features useful information including the student and parent handbook, the grade level supply list, school calendar, programs and a faculty contact list.

Electronic Equipment

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

These items will be confiscated and held for pick-up by parents. Chronic misuse of cell phones during school hours may lead to disciplinary action.

1:1 Laptop Project

Information about this project is included in a separate informational booklet and can be found on the Middle School web site.

Section 4: High School Information for Grades 9-12

CONTACT INFORMATION

After Hours Emergencies ONLY.....		572-4260
High School Division	270 ‘A‘apueo Parkway, Pukalani	573-7000
Office FAX	573-7250
Principal, Grades 11/12 Academies	<i>Jay-R Kaawa</i>	573-7246
Principal, Grades 9/10	<i>Lance Cagasan</i>	572-3164
Vice Principal	<i>Leo Delatori</i>	572-3227
Absence Hotline	573-7450
Athletics Department	572-3110
	<i>Blane Gaison, Athletic Director</i>	572-3257
BLOG Address	https://blogs.ksbe.edu/mhs/
Counselors	<i>Malorie Chong, Grade 9 & 10</i>	572-3228
	<i>Ladd Akeo, Grade 11</i>	573-7048
	<i>Kato Moala, Grade 12</i>	573-7244
	<i>Nālani Kaaa, Academic Performance</i>	573-7245
	<i>Michelle Arnold, Athletic</i>	572-4253
	<i>Priscilla Mikell, Career Liaison</i>	573-7243
	<i>Lisa Correa, College and Career</i>	573-7270
	<i>Venus Rosete-Medeiros, K-12 Outreach</i>	573-7064
Health Room	<i>Nurse Susan Hardesty</i>	573-7073
Learning Center, Charles Reed Bishop	<i>Ramona Ho, Librarian</i>	573-7098
Student Records Coordinator	<i>Sheleen Quisquirin</i>	572-3239

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

Faculty and Staff Directory: See Appendix A

VISION STATEMENT

“Hawaiian Leaders Prepared for College and a Global Society.”

MISSION STATEMENT

The High School is dedicated to developing:

- Students who take initiative and persevere towards a clear purpose and focus; they are resilient, resourceful and self-aware.
- Well rounded students who demonstrate problem solving skills and exceeds admission requirements to our state flagship post-secondary educational institution.
- Globally informed students who can confidently navigate and engage in other cultures and environments.
- Students who embody Christian Hawaiian values who are leaders in their community and demonstrate moral courage.

OUR GRADE 9-12 EDUCATIONAL PROGRAM

Classes

Grades 9 and 10

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

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

Grades 11 and 12

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

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

Career Academy choices are:

- **Arts and Communication** – Designed for students with career interests in performing, visual, literary and/or media arts.
- **Business and Leadership** – Designed for students who have career interests related to the business environment or human services.
- **Information Technology** – Designed for students who have career interests related to the study and application of principles and practices within the fields of computer technology and electronics.
- **Science and Natural Resources** – Designed for students who have career interests associated with the health, environmental and/or natural resources fields.

Dual Credit/College Credit Program

The Dual Credit/College Credit Program offers a curriculum of intensive study for strongly motivated high-ability students. Students who are interested in taking these courses must meet stringent application deadlines for taking the COMPAS test which determines eligibility to take these courses. Students who qualify and elect to take these courses are obligated to complete the courses; there are no drops. Students who successfully complete these courses will receive a University of Hawaii transcript and the actual college credits for the course. These courses may be used to meet graduation requirements for the student's high school diploma. Current courses available are **English 100, Math 115 – Statistics, Math 205 – Calculus, Math 206 – Calculus II, Psychology** and **Sociology**.

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

Graduation Requirements

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

Subject Area	Courses Required	Credits	Graduation Requirements
English	English 9	1.0	4.0
	English 10	1.0	
	English 11	1.0	
	English 12 or Expository Writing - ENG 100	1.0	
Communication	Speech Communication	0.5	0.5
Math	Algebra I	1.0	3.0
	Geometry	1.0	
	Algebra II *	1.0	
	Pre-calculus with Trigonometry	1.0	
*Students must complete up to Algebra II			
Science	Biology	1.0	3.0
	Chemistry	1.0	
	Select a third science course from the following: Agriscience/Aquascience; Environmental Science; Human Anatomy and Physiology; Marine Biology; Physics	1.0	
Social Studies	Hawaiian Culture	1.0	4.0
	US History	1.0	
	World History	1.0	
	Hawaiian History	1.0	
World Language	Hawaiian 1 - required for all Freshman and new incoming students.	1.0	2.0
	Must complete up to level 2 of a selected world language: Hawaiian; Japanese; Spanish	1.0	
	Recommendation: check college admission requirements to ensure the language selected will satisfy college admission minimum requirements.		
Health	Personal Health	0.5	0.5
Physical Education	Physical Education 9	0.5	1.0
	Physical Education 10	0.5	
Fine Arts	Select one (1) course from the following: Concert Band; Chorus I; 'Ukulele I	1.0	1.0
	OR select two (2) 0.5 credit courses from the following: Art History and Criticism; Digital Photography I; Hana No'eau I; Hula I; Piano I; Theater I	0.5	
Papa Kāko'o Seminar	Must be taken every fall (0.5 credits) and spring (0.5 credits) semesters, grades 9 - 12.	1.0	4.0
Academy	Complete three (3) endorsement credits from the selected Academy	3.0	5.0
	Complete two (2) Academy enhancement elective credits	2.0	
Non-credit Requirements	Swimming/Running Proficiency, Christian Education, Community Service/Service Learning, Guidance, Ka'imi - Internship, Hō'ike Nui, 'Aha Mele, Founder's Day		
Total Credits Required			28.0

Non-Credit Requirements

Christian Education Program: Pauahi recognized that one's spiritual development is as important as academic achievement. Accordingly, Christian Education is an integral aspect of Kamehameha's educational program. All students are expected to meet the requirements. Devotions are held each morning to assist students and faculty members experience the presence of Jesus Christ here at Kamehameha Schools and in their daily lives. This is a time of worship and inspiration to bring the Bible to life. Chapel devotions consist of monthly chapel services that include Bible scripture readings, prayers, singing and short thought-provoking meditations. All students at Kamehameha Maui campus attend bi-monthly Christian Education classes throughout the year with specific themes for each grade level.

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

Community Service/Service Learning: All Kamehameha students are required to complete a minimum 60 hours of community service.

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

Swimming/Running Proficiency: All Kamehameha students will demonstrate proficiency in swimming and running.

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

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

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

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

Course Registration

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

KS Connect: KS Connect is a Web-based system that allows students, parents and teachers to share information including student grades, homework assignments, report card information, school transcripts and daily school bulletin.

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

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

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

Students and parents are encouraged to do the following to prepare for online registration:

- Read through the course catalog to familiarize yourself with the course offerings and graduation requirements.
- Ask questions, discuss your career and educational goals with your parents/guardians, teachers, counselor or academy advisor to create a course of study.
- Utilize the Graduation Requirements Course Planning Guide.
- During the assigned time frame (for specified grade level students):
 - Log-in to KS Connect at <http://connect.ksbe.edu>.
 - Register for your selected courses.
 - Finalize your course requests.
 - Print your Preliminary Course Requests.
 - Have your parent/guardian sign it.
- Reminders:
 - Students must register for eight (8) credits per year.
 - If you are selecting a 0.5 credit class, you will need to select two (2) of them.

Study and Activity Periods

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

Extracurricular Activities

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

Field Trips

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

When a field trip is planned, students are responsible for obtaining permission to attend from teachers whose classes will be missed. Classroom teachers have the right to refuse permission for a student to miss classes to attend a field trip. If a student cannot go on a field trip, he or she must report to regularly scheduled classes or to the office during the field trip teacher's class period.

When a field trip is planned and a student obtains clearance to attend, he or she must go on the trip. Students are responsible for promptly making up all work missed in other classes. If a student is scheduled for more than one field trip for the same time on a given day, he/she must inform the office of the field trip he/she plans to attend.

White polo and navy bottom uniform items must be worn during field trips unless special permission has been granted to the group by the vice principal. Although casual attire may be permitted for the field trip, students must change into school uniform when they return to campus. Parents authorize field trips and other activities taken during the school day when they sign the Student Directory Information form.

Special Events

Founder's Day

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

'Aha Mele

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

Baccalaureate

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

Commencement

This event for graduating seniors is held in Ka'ulaheanuiokamoku, the High School gymnasium. Diplomas are awarded to seniors who have completed all Kamehameha graduation requirements.

Course Grades

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

The Honors Program

The Honors Program offers a curriculum of intensive study for strongly motivated and academically ready students. Currently Kamehameha offers Honors Biology during grade 9 and Honors Chemistry during grade 10.

Advanced Placement Program

The Advanced Placement Program offers college-level classes that you can take while still in high school. Students will experience challenging course work and have an opportunity earn college credit via College Board AP Exams. Currently Kamehameha offers AP Calculus and AP Biology.

The following letter grades are embraced throughout the high school:

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

Report Cards

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

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

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

Incompletes

An Incomplete Grade (I) is issued to a student who has not completed course or class assignments during a grading period due to extenuating circumstances. Incomplete grades and a timeline for making up missed assignments are approved by the campus principal or a designee. Incomplete grades are not issued as final or year-end course or class grades.

F, W, or NC Grades

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

Grade Point Average (GPA)

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

Head of School's List and the Principal's List

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

Progress Reports

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

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

Grade Level Promotion

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

Academic Probation

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

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

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

DAY-TO-DAY STUDENT LIFE

Absences, Leaves and Tardiness

Please see detailed information about absences, tardies and leaves in Section 1 of this Handbook.

School Hours and Attendance

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

Identification Cards

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

Pauahilani Student Center staff. The replacement card will be collected and a \$10 credit will be processed. The deadline to return extra ID cards to receive credit is the last day of the school year. ID cards that are defaced or changed in anyway must be replaced.

Student Dress Code and Appearance

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

Students who are inappropriately dressed or groomed will be referred to the high school administration office. The Vice principal makes the final decisions on dress code matters. Following are the dress and appearance guidelines enforced on campus:

DAILY EXPECTATIONS		
	Nā Kāne	Nā Wāhine
Shirts	Uniform* shirts: Royal blue, white, sky blue or navy polo with KS logo on chest or sleeve. Must be tucked in. Uniform* Aloha shirt. Undershirts must be plain white or matching in color. Long sleeve shirts are not allowed under or over shirts.	Uniform* shirts: Royal blue, white, sky blue or navy polo with KS logo on chest or sleeve. Must be tucked in. Undergarments, including bikini top strings, should not be visible. Undershirts must be plain white or matching in color. Long sleeve shirts are not allowed under or over shirts.
Shorts	Uniform* shorts: navy or khaki. Length must end at the knee.	Uniform* shorts: navy or khaki. Traditional or Bermuda style. Length must end at the knee.
Slacks	Uniform* slacks: navy or khaki.	Uniform* slacks: navy or khaki.
Skirts	N/A	Uniform* skirt: navy, 4-pleat. Length must end at the knee.
Dresses	N/A	Uniform* Kāhealani Aloha print dress with sleeves. Length must end at the knee. Undergarments, including bikini top strings, should not be visible.
Belts	Solid in material, design and color: blue, black, white or brown.	Solid in material, design and color: blue, black, white or brown.
Shoes	Athletic type. Predominantly blue, black, brown, gray or white in color with non-marking soles. Must have shoelaces.	Athletic type. Predominantly blue, black, brown, gray or white in color with non-marking soles. Must have shoelaces.
Socks	Matching pair in solid blue, white, brown or black.	Matching pair in solid blue, white, brown or black.
Outerwear	Official KS outerwear only.	Official KS outerwear only.
Hair	Clean, neatly groomed. Back length above shirt collar. Sideburns above bottom of earlobe. Bangs above eyebrows. Non-conventional coloring and haircuts (i.e. tails, fax hawks, uneven cuts across the back or sides, razor patterns, shaved or partially shaved heads). Faces should be clean shaven.	Clean, neatly groomed and out of the face. No unconventional coloring and haircuts. Allowable hair ornaments include: clips, hair claws, rubber bands, hair picks and plain headbands (maximum 2" width).
Jewelry	One necklace and one watch in good taste. No body piercing. Worn at student's own risk.	Once necklace, one watch, one bracelet, and one pair of stud earrings no wider ¼" in width located in earlobe, all in good taste. No body piercing. Worn at student's own risk.
Makeup/ Nail Polish	No makeup. No nail polish.	Subtle, natural-looking makeup only. Clear or natural nail polish only. French tip manicures that replicate the natural nail color allowed.
Tattoos	No visible tattoos.	No visible tattoos.

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

*Mills is the exclusive vendor for KS Uniforms.

Meals, Snacks and Dining Hall Etiquette

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

Dining hall etiquette includes:

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

Special Diets

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

Student Activities

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

Student Government

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

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

Students seeking to run for student government offices must:

- > Be in good for conduct and academic standing
- > Maintain a cumulative GPA of 2.0 or higher
- > Approval from the school's student activities coordinator or class advisor

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

Special-Interest Clubs

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

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

Dances

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

Athletics

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

Admission to Athletic Events

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

Student Activity Ineligibility

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

Curricular activities – Those directly relating to classes, clubs, and school sponsored events

Extra-curricular activities – Those occurring after school hours, often sponsored and organized by outside agencies and/or groups. (i.e. athletics)

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

The following guidelines are in place:

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

Academic Ineligibility Dates 2014-2015

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

Please note that the ineligibility period is during the quarter following the quarter in which the grades were received. Administrative clearance to resume participation in student activities does not remove the student from conduct or academic probation.

Quarter	Grade Check/Eligibility Date
1st Quarter Eligibility Begins August 4	(Determined by SY 2013-14 4th Quarter Grades)
	18-Aug
	3-Sep
	15-Sep
	29-Sep
1st Quarter Ends October 2	
2nd Quarter Eligibility Begins October 7	(Determined by 1st Quarter Grades)
	20-Oct
	3-Nov
	17-Nov
	1-Dec
	15-Dec
2nd Quarter Ends December 19	2nd Quarter <i>Ineligibility</i> Ends December 23
3rd Quarter Eligibility Begins January 7	(Determined by 2nd Quarter Grades)
	20-Jan
	2-Feb
	17-Feb
	2-Mar
3rd Quarter Ends March 13	3rd Quarter <i>Ineligibility</i> Ends March 18
4th Quarter Eligibility Begins March 25	(Determined by 3rd Quarter Grades)
	6-Apr
	20-Apr
	4-May
	18-May

Safety and Security

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

Security at the Main Gate

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

Walking On and Off Campus

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

Off-limit Areas on Campus

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

During school hours	At all times
Elementary and Middle School campuses	Areas where construction or renovation is in progress
Keōpūolani Hale	Forest/gulch areas
Parking lots and student cars	Physical Plant area
Tennis courts	Any area where construction or renovation is in progress
Basketball courts	Access roads
Areas located behind buildings	Any other areas identified and communicated by faculty and/or staff
Pākī/Konia Bus stop	

Services and Resources

Counseling

The counseling program exists to help students understand and accept themselves, make decisions, develop educational and career plans, and resolve special concerns they have as individuals. There are three grade level counselors and post high counselor. Kamehameha Schools’ counselors serve teachers, students, and parents in four major areas:

1. Counseling – to prevent as well as to reduce student problems through advising students on appropriate course selections, monitoring their activities and progress, discussing student problems with teachers, working with students to help them realize and meet their school responsibilities, and assisting with college financial aid and application and admission.
2. Guidance Classes – to ensure that all students receive appropriate, timely and consistent information, counselors teach mandatory guidance classes at all grade levels.

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

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

Release of Information to Colleges

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

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

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

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

Charles Reed Bishop Learning Center

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

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

School Store – Ke Kū'ono

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

Student Lockers

Locker assignments are made at the beginning of the school year. Students are asked to provide a personal combination lock on the first day of school. All locker assignments and lock combinations will be registered at Pauahilani Student Center. Students are strongly encouraged to secure books, items of value, individual purses or backpacks. Lockers must be cleared of all belongings by the last day of school.

PE Lockers

Students participating in physical education are required to furnish and use their own locks to safeguard belongings. The administration reserves the right as a private educational institution responsible for the safety of all students to search student lockers and cars as well as a student's person if there is reasonable cause to believe the student is in possession of contraband or items injurious to themselves or others.

Recreational facilities include:

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

Students are welcomed to use all recreational facilities during posted hours when they are not being used by athletic teams or when they are not in use for athletic competition or instructions purposes. Hours of operation, rules and regulations are posted at each facility.

Electronic Communication

Daily Bulletin

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

KS Connect (<http://connect.ksbe.edu/>) is a Web-based system used to check current grades, track student progress, register for the upcoming school year, view school announcements, access school information and facilitate communication between students, teachers and parents. Once students are issued e-mail accounts they will be given access to KS Connect. Parents will receive information when their child enters high school either during orientation or in the mail.

High School Web Site

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

Electronic Equipment/Cellular Phones

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

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

One to One Laptop Learning Program

Information about our One-to-One Laptop program is included in a separate informational booklet.

APPENDIX – A

Directory – Faculty and Staff

Kamehameha Schools Maui PHONE DIRECTORY (by last name-alpha/as of 07-14-14):

 Division Legend

ES = Elementary School; MS = Middle School; HS = High School; HOS = Head of School; OPS = Operations

LAST NAME	FIRST NAME	PHONE	TITLE	DIVISION	EMAIL @ksbe.edu
'A'arona-Lorenzo	Kalei	57 - 37214	Teacher, Hawaiian Performance	HS	kaaaronal
'Aikala	R. Kau'i	57 - 23243	Teacher, Hawaiian Language & Culture	ES	kaaikalal
Abe	Angie	57 - 37265	Teacher, Art	HS	anabel
Agee	Nālani	57 - 37242	Teacher Trainer and Evaluator	HOS	naagee
Aiwohi	Lory	57 - 23191	Teacher, Math	MS	loaiwohi
Akeo	Ladd Kūpaelani	57 - 37048	Counselor, Grade 11	HS	laakeo
Akre	Thor	57 - 23171	Building Maintenance	OPS	thakre
Alcomindras-Palakiko	Ku'ulei	57 - 37256	Teacher, Hawaiian Language 1	HS	kualcomi
Alexander	Carl	57 - 23132	Director	OPS	caalexan
Antonio	Kapulani	57 - 37273	Teacher, Hawaiian History	HS	kaantoni
Antonio, Jr.	Lōkahi	57 - 37058	Teacher, Hawaiian Culture and Language	HS	beantoni
Apolo	Waynette	57 - 37045	Teacher, Grade 8 Social Studies	MS	waapolo
Arnold	Michelle	57 - 24253	Counselor, Athletic/Academic	HS	miarnold
Ashman	Naomi	57 - 37247	Student Activities Coordinator	HS	naashman
Asing	Debbie	57 - 23120	Administrative Assistant	OPS	deasing
Asing	Derek "Alika"	57 - 24232	Athletic Trainer	HS	alasing
Binkie	Kamuela	57 - 23178	Vice Principal	MS	kabinkie
Bland	Valerie	57 - 37226	Instructional Technology Specialist	IT	vabland
Cabanting	Sanoe	57 - 37036	Educational Assistant /ASP	ES	sacabant
Cagasan	Lance	57 - 23164	Principal, Grades 9 & 10	HS	lacagasa
Cajudoy	Brandy	57 - 37258	Teacher, Math	HS	brcajudo
Camarillo	Rama	57 - 37074	Teacher, Math/Music	MS	racamari
Campbell	Kekaula	57 - 24213	Counselor, Middle School	MS	kecampbe
Casimano	Lena	57 - 23158	Teacher, Art Specialist	MS	jacasima
Correa	Lisa	57 - 37270	Counselor, College	HS	licorrea
Chong	Malorie	57 - 23228	Counselor	HS	tba
Cua	Kelly	57 - 23151	Instructional Technology Specialist	IT	kecua
Damuni	Shalei	57 - 23155	Teacher, Grade 7 Social Studies	MS	shdamuni

LAST NAME	FIRST NAME	PHONE	TITLE	DIVISION	EMAIL @ksbe.edu
Davis	Bonny	57 - 37221	Interim Dining Hall Manager	OPS	bodavis
Dean	Sheila	57 - 37114	Teacher, Grade 7 English	MS	shdean
Delatori	Leo	57 - 23227	Vice Principal	HS	ledelato
DeLima	Lee Ann	57 - 23116	Po'o Kula (Head of School)	HOS	ledelima
Doyle	Wendy	57 - 23220	Teacher, Grade 3	ES	wedoyole
Dukelow	Kelly	57 - 37462	K-12 Curriculum Director	HOS	kedukelo
Duval	Kahelelani	57 - 37249	Educational Assistant /ASP	ES	kaduval
Eaton	J. Stacey	57 - 23118	Campus Receptionist	HOS	jueaton
Eldredge	Lyla	57 - 23165	Teacher, Grade 2	ES	lyeldred
Elliott	Elizabeth	57 - 23206	Librarian	ES	elleliot
Endo	Shannon	57 - 23112	Operations Services Coordinator	OPS	shendo
Fell	Diane	57 - 23159	Teacher, Art Specialist	ES	difell
Fernandez	Cyndi	57 - 23161	Curriculum Coordinator	ES	cyfernan
Figueira	Karen	57 -37036	Educational Assistant /ASP	ES	krfiguei
Forster	Lorinda	tba	Teacher, Chemistry	HS	tba
Foster	Bianca Kūlia	57 - 37071	Teacher, Grade 6 Hawaiian Lang/Chant & Dance	MS	bifoster
Frampton	Kathleen	57 - 37275	Teacher, Math	HS	kaframpt
Franco	Kanani	57 - 23188	Christian Education Instructor	HOS	kabaz
Fujii	Kyle	57 - 37255	Curriculum Coordinator	HS	kyfujii
Fujiwara	Francine	57 - 37218	Educational Assistant	HS	frfujiwa
Gaison	Blane	57 - 23257	Athletic Director	HS	blgaison
Gaughen-Haili	Raymond "Kula"	57 - 23115	Vice Principal	ES	ragaughe
Gibson-Kekiwi	Kathy	57 - 23221	Teacher, Grade 4	ES	kagibson
Guntzel	Lori	57 - 37012	Teacher, Art	HS	loguntze
Gushiken	Jill	57 - 23215	Teacher, Grade 2	ES	jigushik
Gushiken-Nip	Dale	57 - 23156	Teacher, Computer Technology	MS	dagushik
Haina	Kye	57 - 37019	Teacher, English/Journalism	HS	kyhaina
Handalian	Kristen	57 - 37078	Teacher, Spanish	HS	krhandal
Hardesty	Sue	57 - 37073	Registered Nurse (addtl line 57-37081)	HS	suhardes
Harkleroad	Erin	57 - 37108	Athletic Trainer	HS	erharkle
Hashimoto	Jaylyn	57 - 37461	Curriculum Coordinator	MS	jahashim
Hayashi	Kelly	57 - 23254	Teacher, Science Specialist	ES	kehayash
Helm	Charla	57 - 37228	Administrative Coordinator	HS	chhelm
Ho	Ramona	57 - 37084	Librarian	HS	raho

LAST NAME	FIRST NAME	PHONE	TITLE	DIVISION	EMAIL @ksbe.edu
Hokamura	Denise	57 - 23244	Speech & Language Specialist	ES	dehokamu
Honda	Cathy	57 - 23163	Teacher, Grade K	ES	cahonda
Ho'opi'i	Dayle	57 - 37089	Athletic Utility	HS	dahoopii
Hubbard	Bill (William)	57 - 24226	Counselor	HS	wihubbar
Iwamura	Duane	57 - 37051	Teacher, Marine Biology/Environ. Science	HS	duiwamur
Kaaa	Nalani	57 - 37245	Academic Performance Coordinator	HS	nlkaaa
Kaawa	Jay-R	57 - 37246	Principal, Academies	HS	jakaawa
Ka'iaokamālie	Julee	57 - 23137	Teacher, Computer Technology	ES	jukaiaok
Kala	Kamanā	57 - 24233	Athletic Utility	HS	grkala
Kalehuawehe	Chad	57 - 23184	Teacher, Physical Education	HS	chkalehu
Kalehuawehe	Erma		Teacher, Grade 1	ES	
Kama	Kathy	57 - 23214	Teacher, Grade 3	ES	kakama
Kamalu	Ivalee	57 - 23140	Teacher, Hawaiian Language Specialist	ES	ivkamalu
Kane	Henohea	57 - 37215	Teacher, Hawaiian Language/ Hana No'eau	HS	chkane
Kane	Jason	57 - 23121	Maintenance Team Leader	OPS	jskane
Kane	Kaukokalani	57 - 23108	Administrative Coordinator	ES	kakane
Kane	Nainoa	57 - 24204	Educational Assistant	HS	nakane
Kaniaupio-Crozier	Ekela	57 - 23237	Hawaiian Protocol Facilitator	HOS	ekkaniau
Kanoho	Rachel	57 - 23222	Health Services Assistant	ES	rakanoho
Kapisi	Miki	57 - 24215	Teacher, Grade 7 Science	MS	pakapisi
Kato	Debbie	57 - 37035	Fiscal & Data Coordinator	OPS	dekato
Kawamoto	Jamie	57 - 37282	Administrative Coordinator	MS	jakawamo
Keator	Sheri	57 - 37234	Administrative Assistant	MS	shkeator
Kehano	Melissa	57 - 23252	Teacher, Grade 1	ES	mekehano
Kekahuna	Moani	57 - 23231	Teacher, Hawaiian Language	MS	mokekahu
Kekiwi-Brown	J. Kawaiiani	57 - 23110	Administrative Coordinator	HS	jekekiwi
Kepani	Ululani	57 - 37229	Teacher, Kūlia I ka Nu'u Hawaiian Language	HS	ulkepani
Kim	Sunny	57 - 37088	Administrative Assistant	ES	sukim
Kimoto	Geri	57 - 23130	Information Technology Resource Teacher	MS	gekimoto
Kimoto	Jon	57 - 37253	Counselor	ES	jokimoto
Kono	Peggy	57 - 37043	Teacher, Grade 6 Social Studies	MS	pekono
Kurusu	Sonya	57 - 37053	Teacher, Math	HS	sokurusu
Lacio	Martin	57 - 37238	Safety Coordinator	OPS	malacio
Laepa'a	Kalena	57 - 37268	Teacher, Papa Kāko'o	HS	kalaepaa

LAST NAME	FIRST NAME	PHONE	TITLE	DIVISION	EMAIL @ksbe.edu
Laufou	Siuai	57 - 37007	Teacher, Band	HS	silaufou
Laufou	Siuai	57 - 37262	Teacher, Band (Rehearsal Room)	MS	silaufou
Lopez	Greg	57 - 37055	Teacher, Physics/Photonics	HS	grlopez
Lucas	Jill	57 - 23253	Teacher, Grade 1	ES	jilucas
Makua	Moani	57 - 23224	Library Assistant	MS	momakua
Mata	Monica	57 - 37031	Christian Education Instructor	HOS	momata
Mateaki	Jared	57 - 37264	Teacher, Japanese	HS	jamateak
Matsuura	Carmen	57 - 23109	Teacher, Grade 5	ES	camatsu
McCall	Naomi	57 - 37014	Teacher, Grade 9 English	HS	namccall
McCall	Pat	57 - 37011	Athletics and Activities Coordinator	MS	pamccall
McGee	Victoria	57 - 23129	Teacher, Speech/Theater	HS	vimcgee
Medeiros	Kamanuena "Ena"	57 - 23157	Educational Assistant	ES	kmmedeir
Mikell	Priscilla	57 - 37243	Counselor, Career Liaison	HS	prmikell
Moala (Mataele)	Kato	57 - 37244	Counselor, Grade 12	HS	kamatael
Molina	Kaulana	57 - 37033	Teacher, Physical Education/Health	HS	kamolina
Molitau	Kapono'ai	57 - 37050	Teacher, Hawaiian Chant/Dance & Language	MS	kamolita
Mossman	Keali'i	57 - 37061	Teacher, Business Academy	HS	kemosma
Nacua	Brooke	57 - 23251	Teacher, Biology	HS	brnacua
Naganuma	Tundra	57 - 23126	Safety Lead	OPS	tunaganu
Nakamura	Liane	57 - 23160	Teacher, Grade 5	ES	linakamu
Nishida	Cheryl	57 - 23186	Teacher, Math Specialist	MS	chnishid
Nishikawa	Lois	57 - 23190	Principal	MS	lonishik
Nishimitsu	Candance	57 - 37069	Teacher, Grade 7 English	MS	canishim
Nishimitsu	Kyle	57 - 37046	Teacher, Math	MS	kynishim
Nitta	Dale	57 - 23229	Teacher, Chorus/'Ukulele/Piano	HS	danitta
Nitta	Leimamo	57 - 24225	Teacher, Music/Grade 6 Math	MS	lenitta
Noa	Lauren	57 - 37038	Teacher, Junior Seminar	HS	lanoa
O'Brien	Kevin	57 - 37281	Teacher, World History	HS	keobrien
Oliver	Michael	57 - 37278	Teacher, Grade 11 English	HS	mioliver
Otani	Edwin	57 - 23205	Teacher, Grade K	ES	edotani
Paa	Jay	57 - 37271	Teacher, Art/Media Specialist	HS	japaa
Pahukula	Kaleo	57-23117	Principal	ES	kapahuku
Pali	Sharolyn	57 - 37020	Teacher, Grade 6 English	MS	shpali
Pang	Kristy	57 - 37097	Administrative Coordinator	OPS	krpang

LAST NAME	FIRST NAME	PHONE	TITLE	DIVISION	EMAIL @ksbe.edu
Panglao	Malia	57 - 37232	Teacher, Health Occupations	HS	mapangla
Patao	Roger	57 - 37049	Teacher, Health	MS	ropatao
Patricio	Lino	57 - 37102	Athletic Utility	HS	lipatric
Patrick	K. Lokelani	57 - 23203	Parent/Community Coordinator	HOS	kapatric
Pico-Lilio	Lesley Ann	57 - 37057	Teacher, Grade 10 US History	HS	lepicoli
Podlewski	Kau'i (Shayna)	57 - 37068	Library Assistant	HS	kapodlew
Poepoe	Rhonette	57 - 37059	Administrative Assistant	OPS	rhpoepoe
Pollock	Nālani	57 - 23183	Ka Pi'ina	HOS	napolloc
Prais	Robin	57 - 24212	Teacher, Grade 8 English	MS	roprais
Purdy	Kristen	57 - 37252	Educational Assistant /ASP	ES	krapurdy
Quenga	Vicky	57 - 24203	Teacher, Grade 8 English	MS	viquenga
Quisquirin	Sheleen	57 - 23239	Student Records Coordinator	HS	shquisqu
Razo	Tracy	57 - 37010	Teacher, Business Academy	HS	trrazo
Reinhardt	Gail	57 - 37047	Teacher, Math	MS	gareinha
Rickard	Kaholo	57 - 37257	Teacher, Math	HS	karickar
Ritte	Troy	57 - 23124	Grounds Lead	OPS	trritte
Roggow	Charles	57 - 24234	Athletic Trainer	HS	chroggow
Romero	Camille	57 - 37285	Education Program Designer/SBKH	HOS	caromero
Rosete-Medeiros	Venus	57 - 37064	Counselor, K-12 Outreach	HOS	verosete
Saffery	Jana	57 - 37036	Educational Assistant /ASP	ES	jasaffer
Saiki	Annabel "Bella"	57 - 23211	Teacher, Resource	ES	ansaiki
Sakugawa	Stephanie	57 - 23236	Teacher, Physical Education	MS	stsakuga
Sanchez	Tiare "Kapika"	57 - 23119	Educational Assistant /ASP	ES	tisanche
Sensano	Mandy	57 - 23226	Administrative Coordinator	OPS	masensan
Seraphine	Marcus	tba	Librarian	MS	tba
Shibano	Linda	57 - 37030	K-12 Assessment Coordinator & Analyst	HOS	lishiban
Shiraishi	Ululani	57 - 37216	Teacher, Grade 6 English	MS	ulshirai
Siarot	Robert	57 - 37075	Teacher, Computer Technology	MS	rosiarot
Simon	Andie	57 - 23223	Administrative Coordinator	HS	ansimon
Sone	Phyllis	57 - 23233	Teacher, Information Technology	HS	phsone
Song	Mālia	57 - 24221	Registered Nurse	MS	kasong
Soriano	Mandi	57 - 23125	Custodian Lead	OPS	masorian
Souza	Tanya	57 - 37240	Athletic Utility	HS	tasouza
Spencer	Charles "Bala"	57 - 37004	Teacher, Math	HS	chspence

LAST NAME	FIRST NAME	PHONE	TITLE	DIVISION	EMAIL @ksbe.edu
Stenger	Jonathan	tba	Teacher, Science Specialist	ES	tba
Stewart-Rodrigues	Melissa	57 - 24254	Counselor, K-12 Outreach	HOS	mestewar
Suda	Ronnelle	57 - 37091	Administrative Assistant	HS	rosuda
Svenson	Jon	57 - 24210	Teacher, Grade 8 Science	MS	josvenson
Takakura	Verna	57 - 37452	Administrative Coordinator, Fiscal	OPS	vetakaku
Taketa	Michele	57 - 23189	Teacher, Grade 4	ES	mitaketa
Tanigawa	Naomi "Oma"	57 - 23136	Educational Assistant	MS	nataniga
Thomas	Kimberly	57 - 23128	Senior Administrator Assistant	HOS	kithomas
Tom	Michael	57 - 37233	Counselor	MS	mitom
Torres	Ed	57 - 37041	ES & MS Team Leader	OPS	edtorres
Tua	Lemoe	57 - 23219	Teacher, Physical Education	ES	letua
Tuitele	Clarke	57 - 23216	Teacher, Music	ES	cltuitele
Vierra	G. "Trudi"	57 - 23230	Teacher, Grade 6 Science	MS	gevierra
Wicklund	Cheryl	57 - 23200	Administrative Coordinator	HOS	chwicklu
Wong	H. Kalani	57 - 23204	Chaplain	HOS	klwong
Yatsushiro	Noelani	57 - 37056	Teacher, English	HS	noyatsus
Yip	Garret	57 - 23218	Teacher, Physical Education	MS	gayip

APPENDIX – C

School Songs

Sons of Hawai‘i

Composed by: William B. Olson and Theodore Richards

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

Refrain:

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

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

I mua Kamehameha

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

I mua, Kamehameha ē

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

APPENDIX – D



Kamehameha Schools Maui 2014-2015 School Year Calendar

Elementary (Trimester)
 1st Trimester: 57.0 days
 2nd Trimester: 54.5 days
 3rd Trimester: 56.5 days
168.0

Middle School (Quarterly)
 1st Quarter: 42.0 days
 2nd Quarter: 44.5 days
 3rd Quarter: 45.0 days
 4th Quarter: 39.5 days
171.0

High School (Quarterly)
 1st Quarter: 42.0 days
 2nd Quarter: 45.5 days
 3rd Quarter: 45.0 days
 4th Quarter: 39.5 days
172.0

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

Note: Calendar is Subject to Change

X Holidays (No School) Other No School Days

Revised 06-23-14



KAMEHAMEHA SCHOOLS®

Board of Trustees

Lance Keawe Wilhelm, Chairman
Robert K.W.H. Nobriga, Vice-Chairman
Corbett A.K. Kalama, Secretary-Treasurer
Micah A. Kāne
Janeen-Ann Ahulani Old

Chief Executive Office

Livingston “Jack” Wong
(Interim)

Kamehameha Schools Maui

Administration

Po‘o Kula (Head of School)

Lee Ann L. DeLima

High School

Jay-R Kaawa, Grades 11/12 Academies High School Principal
Lance Cagasan, Grades 9/10 High School Principal
Leo Delatori, High School Vice Principal

Middle School

Lois Nishikawa, Middle School Principal
B. Kamuela Binkie, Middle School Vice Principal

Elementary School

J. Kaleookalani Pahukula, Elementary School Principal
Kula Gaughen-Haili, Elementary School Vice Principal

Campus Operations

Carl J. Alexander, Director of Campus Operations