Kamehameha Schools Maui Elementary Handbook
For Students and Parents

SY 2013 - 2014

Kamehameha Schools Maui
Elementary School
275 ‘A‘apueo Parkway
Pukalani, HI. 96768
# Campus Contact Information

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<th>Email Address</th>
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<td>Elementary Absence Hot Line</td>
<td>572-3210</td>
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<td>Elementary School Office Fax</td>
<td>572-3150</td>
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Legacy of a Princess

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

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

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

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

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

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

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

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STATEMENT ON THE HANDBOOK

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

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

Parent Acknowledgement Form

Inserted within this handbook is a Parent Acknowledgement form. This form lets us know that you have read, fully understand, and support the information contained in the 2013-2014 Student / Parent Handbook.

Please read and sign the form and return it to the Kamehameha Schools Maui Elementary School office in the enclosed self-addressed envelope before **August 9, 2013.**

*Or within 10 days of the student being enrolled.*
OUR MISSION

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

OUR VISION

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

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

OUR VALUES

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

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

‘O ke kahua ma mua, ma hope ke kūkulu.
The foundation comes first and then the building.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Therefore, Kamehameha Schools will:
- recognize and encourage the good works of other programs and institutions.
- contribute to building a network of services to meet the life-long educational needs of Hawaiians.
## Working Exit Outcomes (WEO) Framework

<table>
<thead>
<tr>
<th>Ke Ao Lani, Ke Ao Honua</th>
<th>Ke Ao Ho'oulu</th>
<th>Ke Ao Pilina</th>
<th>Ke Ao ‘Imi Na‘anao</th>
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<tbody>
<tr>
<td><strong>Global</strong></td>
<td><strong>Growth</strong></td>
<td><strong>Relationships</strong></td>
<td><strong>Knowledge and Wisdom</strong></td>
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### A. Kū i ka 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.

### B. E ka ʻōlelo i ka hoʻina wale o ka ʻāina ʻia mai ke kumu – One should never go home without some knowledge test his teacher be criticized. Embrace the collective experience in Hawaii and the Pacific as a foundation for relating to the diversity of the world.

### C. Kaʻike a ka makua he heia 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.

### D. Mōhala i ka wai ka maka o ka pa‘a – 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, lalui, and world.

### Hawaiian Glossary:
- **kaiaina**: community
- **kilina**: role and status
- **kumu**: teacher
- **kūpuna**: ancestors and elders
- **wahi pana**: storied and historical places
- **lalui**: nation
- **loa**: experts
- **moʻolele**: story and history
- **moʻomeheu**: traditions
- ‘**ohana**: both nuclear and extended family

Updated April 14, 2010
SUPPORTING YOUR CHILD’S EDUCATION

Your role as a parent

Your love, encouragement, and belief in your child’s ability to learn can make a world of difference in your child’s academic success. Our school will help your child achieve his or her highest potential by providing a setting for formal learning – classrooms, staff, materials, equipment, 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 parent conferences
  Parent conferences are held twice a year, and your attendance is required.

- Attend student functions
  Show support for your child and his or her classmates by attending student performances, school open houses, and class meetings.

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

- Enforce school regulations
  Help your child understand and follow school rules. Reading and discussing the Student Parent Handbook with your child may prevent many problems and misunderstandings.

- Communicate
  Contact a teacher, counselor, or administrator as soon as a problem arises. Parent calls are always welcome. Open communication between parents and school professionals is essential to a child’s academic achievement and overall well-being, and can be the first defense in identifying when interventions and/or special services are needed.
**Parent conferences**

Parent conferences are an important means of communication between the school and home. Conferences for all children are held twice a year. Additional parent conferences may be arranged at any time at the request of the school or the parents.

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

**School support opportunities**

There are opportunities available for organized parent involvement that will contribute to the success of our schools and students.

**Parent-teacher-student organization (PTSO)**

The Kamehameha Parent-Teacher-Student Organization (PTSO) is a non-profit organization comprised of Kamehameha School’s 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 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 & Volunteer Coordinator at 572-3203.

**Alumni relations**

For more information please contact Lokelani Patrick, Parent & Volunteer Coordinator at 572-3203
**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 & the sale of perishable food items.

Fundraising activities are limited to specific school-related goals and objectives. For details on student fundraising, contact the School Office at 572-3300.

**Use of the name “Kamehameha Schools” and the I Mua Warrior logo**

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

For this reason, the use of these marks in connection with the sale of any products or any commercial activity, or any use of these marks that implies sponsorship or endorsement by KS of any activity (even a non-commercial activity) requires the written approval of KS.

To learn more about these requirements, please contact the school office at 572-3300.
OUR 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.

**Classes**
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 cycle.

**Class sectioning**
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.

**Teachers**
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.
**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.

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**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 olis 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
- A scheduled time for homework
- Proper homework supplies
- Interest and support

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Time Allotment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten and First Grade</td>
<td>10 to 30 minutes</td>
</tr>
<tr>
<td>Second and Third Grades</td>
<td>20 to 40 minutes</td>
</tr>
<tr>
<td>Fourth and Fifth Grades</td>
<td>40 to 60 minutes</td>
</tr>
</tbody>
</table>
**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 students 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.
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 assistance from appropriate staff and/or parents.

**LEVEL 2 – Counselor intervention**
If a student requires regular supplemental support through services provided within the school setting, the student is moved to Level II and the counselor manages concerns with assistance of support team. Parents are kept closely involved.

**LEVEL 3 – Extended intervention**
If the problem is not solved at Level 2, your child’s counselor will continue to manage the case with the assistance of an outside agency. The purpose of this action is for further diagnosis and evaluation, and to assure that we make the best use of all appropriate resources within and outside of the school setting. Parents are kept closely involved.

**LEVEL 4 – Probation**
At this level, students are placed on academic, attendance or behavior probation. The management plan is updated for the student by his/her support team and parents are kept closely involved.

**LEVEL 5 – Administration intervention**
If the concerns are not solved at levels 3 and 4, a recommendation is made by the KS Maui elementary principal to the headmaster for dis-enrollment or educational placement for special needs.

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

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 D’s in any academic subject, including those taught by homeroom or specialist teachers.
- One or more F’s 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:

1. If student performance has improved (as evidenced by a reduction in the number of D’s and/or F’s from the previous report card), then the student will no longer be on initial academic probation.

2. 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 D’s in any academic subject, including those taught by homeroom or specialist teachers.
- One or more F’s 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 headmaster that may result in release from Kamehameha Schools.
Questions & concerns

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

1. If the issue concerns your child’s learning, approach his or her teacher first. You may also contact your child’s grade-level counselor.
2. If the concern or question is not resolved satisfactorily, please contact the 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 headmaster.

When in doubt, please call the school office with your question or concern. The office staff will find the appropriate person to help you. Contact information can be found on the beginning of the handbook.
**BEFORE & AFTER SCHOOL**

**School hours & attendance**
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 everyday.

**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**
Afternoon 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 (see below).

**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. The program operates out of the Nāmāhana Dining Hall (stage side) and offers homework & 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.

NOTE: Kamehameha Schools provides bus transportation (for an extra charge) to students living in outlying areas. For details on applying for bus service, see the “Bus transportation” section at the end of this handbook.

**Lost students**
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.
ABSENCES, LEAVES & TARDINESS

Absence from school should be avoided whenever possible unless attendance is prevented by an illness or emergency. Regular, daily attendance at school is vitally important for student success. It is especially important in the elementary grades to establish a pattern of regular attendance in school that will carry over into the upper grades.

It is also important that students report to school ON TIME (no later than 7:45 a.m.) If they are late, they must stop at the office and obtain a Tardy Admit Slip when coming to school. Note that two (tardies) are equal to one unexcused absence.

Excused absences:
Although attendance is important, children who are sick or injured should not be sent to school. Excused absences for students shall include only the following:

1) Student illness or injury (three or more consecutive days require doctor’s certification).
2) Death (or life-threatening situation) in the immediate family. Funeral (bereavement) leave for students is three days, one week if services are held on the mainland.
3) 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 parents know their child is feeling ill (or is injured), the following steps should be taken:

1) **CALL THE KSM ELEMENTARY ATTENDANCE HOTLINE at 572-3210**
   - Report the child’s full name, grade level and homeroom teacher.
   - Briefly explain the illness or injury.
   - Please call as early as possible that morning, no later than 10:00 a.m.
   - Homework requests MUST be made by 10:00 a.m.

2) Please call the absence hotline **EACH** day a student is absent.

3) When the student returns back to school, he/she should bring a note from the parent or guardian stating the reason for the absence.

4) In cases when a student is absent for three (3) or more consecutive days due to illness or injury, a note from a doctor must be provided stating the following:
   - The nature of the illness or injury and subsequent treatment.
   - Instructions to the School Nurse for follow-up treatment at school **if needed**.
   - Timeline for full participation in school activities.

5) Students returning to school with medical restrictions of any kind must also be readmitted through the Elementary School Nurse regardless of the number of days absent.
6) If your child contracts a communicable disease (i.e. chicken pox, pink eye, strep throat) a doctor’s clearance note must be presented to elementary school nurse before your child may return to school.

Students and parents are responsible for maintaining academic progress during absences from school. Parents may request homework or other make-up class work be sent home 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 above). Parents may make this request when reporting the absence on the Attendance Hotline. Homework may be picked up by parents and/or siblings at the elementary school office after 2:45 p.m. on that day.

**Unexcused absences:**
Students who have unexcused absences from school will receive no credit for the day(s) they miss. Unexcused absences include any absence except those listed under excused absences above (such as family vacations or trips, etc.) For any unexcused absence, quizzes, tests and other similar assignments may NOT be made up, and students will be given a “zero” for any missed assignments or tests. In addition, teachers will not be expected to prepare homework or other assignments that can be “made up” during the period of unexcused absence.

**Chronic absences**
Whenever possible, routine dental or doctor appointments should be made on Saturdays or after school hours. The school reserves the option of reviewing cases in which an individual student is absent on a regular or chronic basis, whether for excused or unexcused absences. If a pattern of absence begins to appear at school, contact will be made with parents, and the student may be placed on attendance probation as appropriate. A reminder that students are not allowed making up work or tests on days when they have an unexcused absence. These assignments will be recorded as a “zero” and may likely affect the student’s final grade.

**Early dismissal**
If a child must leave school before classes are dismissed at 2:30 p.m., then parents must notify the student’s teacher and the school office, in writing ahead of time. When coming to pick up the child, parents are to report to the office to sign the student out.

**Anticipated absences**
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 elementary school office prior to the date of the absence. The principal or his designee will determine if the absence is excused or unexcused.

**Participation at Founder’s Day & May Day activities**
Student attendance is critical when practicing or performing for either of the two special events that take place every year: Founder’s Day (in December), and May Day (in May). Students who miss practices before these important events may not be able to fully participate in the actual event.

Parents are asked to make special efforts to insure that their children are in school for the week before and on the day of these two special events.
Educational & personal leaves
Students who need to leave Kamehameha School to address special needs or concerns may be granted leaves of absence. Examples of such leave include those to address:

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

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. A reminder that two tardies are considered the same as one unexcused absence.

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

1) 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.)
2) When a student exceeds four absences in any one trimester, the student will be placed on attendance probation.
3) If the student exceeds four unexcused absences in the next trimester (during the probation period), then the building principal will arrange for a meeting with the parent/guardian to consider the student’s continued enrollment in KS Maui.

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.
DAY-TO-DAY STUDENT LIFE

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

Please check that your child’s uniform is properly worn: Shirts must be tucked in and belts must be worn with shorts or slacks (exception: belts optional for grades 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 & 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 & 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 School logo or designs.

Chapel & 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 & 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

**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.

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

**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 & 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.

**Additional dress requirements**

**Field trips & other special activities**

Field trips or other special activities such as: La Kupono day, the dress code may include t-shirts, shorts, swimwear and alternative footwear. Parents will receive special notice for these occasions.

**May Day**

May Day is a special day of sharing and performing. Students may be asked to purchase and wear special clothing as part of a performance costume.
School functions in the evening
During open house or other school-related activities, students should wear their school uniforms or special uniform as determined by school officials.

Free-dress day
For special events or as a reward for special activities, students may on occasion be given the option of having a free-dress day. Free-dress choices may consist of:
- Casual, but suitable, shorts
- Jeans (without rips or holes and no skinny jeans)
- Capri pants, skirts or shorts for girls
- Polo or T-shirts (without controversial logos)
- Various colored socks and athletic shoes

If you have a question about whether a particular type of clothing is suitable for a free dress day, please call the school office at 572-3300.

Art smocks
Smocks are provided by the art teacher for all students as may be needed depending upon the type of art work being done in the class.

Swimming
Students will need to have appropriate swim wear and towels when swimming lessons are provided in the school pool. Details on other required items for swimming are sent home to parents before swimming lessons begin.

Spare clothing
All kindergarten and first grade children must keep a complete change of clothing (uniform polo shirt, uniform shorts or pants) at school to be used in case of an emergency. It is to be in a zip lock plastic bag labeled with the child’s name and brought on the first day of school. It is an option for second grade students.

Label clothing
Parents, please label all of your child’s garments – shirts, shorts, jackets and/or backpacks.

Umbrellas
Students should keep a collapsible/compact umbrella in their backpacks.

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.

A limited supply of gently-used uniforms that are still in good condition are available via the Parent Community Coordinators Office. Please call the PCC office at 572-3203 for assistance. Parents are encouraged to make donations of school uniform items that their son or daughter grows out of to the school recycling program.
**Meals & snacks**

**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 between 9:15am - 9:30 am Morning snacks are served in the Nāmāhana cafeteria.

- Students are expected to 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 their snack, and not be standing or walking around while 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.
- Once students leave the cafeteria, they should proceed to the basketball court where they will line up by class for dismissal.

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

**Birthdays**
Birthday parties, treats, cake and ice cream, balloons, flowers and/or leis are not allowed. 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.
**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 of approximately 20-25 minutes, 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 & 4 classrooms.
- Students should use the bathrooms & 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 & 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 & found

There is a Lost & Found area in the Pʻea 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. Several times during the year all unclaimed articles will be donated.

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, etc.
- Weapons or any other objects that can cause injury.
- Flammable materials - matches, fireworks, poppers.
- Unnecessary money (see note below)

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.
**Cell phones**

Cell phones have become prevalent as safety/security measures for families. These may not be turned on or used during the school day and must be securely stored. The school will not be held responsible for loss or theft of cell phones. If a student is using his/her cell phone during school hours (7:45 a.m. to 2:30 p.m.) the teacher/adult will confiscate the phone. The phone will be returned to the student at the end of the day.

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

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**Borrowing Books from the 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, as follows:

> Kindergarten students may check out one book at a time
> Students in First & Second grade may check out two books at the same time
> Students in Third, Fourth & Fifth Grade may check out up to three books at the same time

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 perform “community service” by helping with various tasks in the Learning Center during recess time as appropriate.

Students who have lost a book (not returned by the end of the trimester) may be charged a $25 dollar replacement fee plus a $5 processing fee via F.A.C.T.S.
STUDENT DISCIPLINE

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

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

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

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

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

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

Kamehameha School’s campuses may include additional infractions as appropriate to maintain a safe and orderly learning environment. Additional or alternative disciplinary consequences may be applied. In all cases, KS has the sole discretion to determine the appropriate level of discipline for each incident. Only disciplinary actions which may result in a student’s release may be appealed to the headmaster.
LEVEL 1

Level 1 discipline addresses behavior that disrupts the school community.

Infractions – Examples include, but are not limited to:
- Failure to follow established rules
- Disobeying authority
- Dishonesty
- Excessive tardiness
- Inappropriate language and gestures (profanity, swearing)
- Dress code violation
- Misuse of school property
- Being in an off-limits area
- Misuse of cell phones and portable media devices (iPods, MP3 players, hand-held videogames, etc.)
- Unauthorized card playing
- Refusal to show student I.D. card

Possible Consequences – (Depending on the severity and/or frequency of infraction):
- Verbal warning
- Written reprimand
- Time-out
- In school restriction
- Detention
- Repair/replacement of items misused or broken
- Written incident report
- Restriction of school electronic devices, including computers

LEVEL 2

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

Infractions – Examples include, but are not limited to:
- Unmodified Level 1 behavior
- Consistent failure to obey school rules
- Disrespect towards adults or students – defiance, insubordination, and other forms of disruptive conduct
- Cheating and/or plagiarism, or other forms of academic dishonesty
- Forgery
- Public display of affection
- Inappropriate conduct off campus when part of a school-related activity
- Unauthorized use of or possession of school property, equipment, and materials
- Damage to property due to negligence
- Destruction or damage of other students’ work or materials

Possible Consequences – (Depending on the severity and/or frequency of infraction):
- Continue more stringent Level 1 consequences
- Loss of participation in co-curricular activities
- School counseling
- Outside counseling
- Suspension
- Conduct probation
- Impact on grade
- Restitution
- Behavioral contracts
- Extended restriction of school issued computer or electronic device usage
**LEVEL 3**

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

**Infractions** – Examples include, but are not limited to:

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

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

- 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 interventions, results in violence to self or others, or seriously impacts the school environment. If circumstances warrant, the incident may be reported to local law enforcement officials.

**Infractions** – Examples include, but are not limited to:

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

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

- Continue more stringent Level 1, 2 and/or 3 consequences
- Alcohol and/or drug testing
**Level 5**
Level 5 discipline addresses behaviors which have not responded to Level 1 through 4 intervention, or that may result in serious physical or emotional harm and/or serious property damage.

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

**Possible Consequences**: - (Depending on the severity and/or frequency of infraction):
  - Continue more stringent Level 1, 2, 3 and/or 4 consequences

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

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

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

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

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

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

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

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

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

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

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

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

1. Areas where construction may be in progress, including buildings undergoing renovation.
2. Parking lots.
3. Middle and high school campuses (grades 6-8 and 9-12), unless prior approval has been obtained.
4. Any other area identified and communicated by KS faculty or staff.

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. Therefore, we request that visitations be scheduled in advance with your child’s classroom teacher. 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. School faculty or staff will share opportunities to volunteer as the need arises. 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.

**Right to search**

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

**Reporting child abuse &/or neglect**

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

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

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

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

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

It is KS’ general policy to inform parents if their child is receiving special awards or recognition for academics, athletics, attendance, citizenship etc. However, if a child has been placed under foster custody, parents are only informed if such notification is approved by the agency with foster custody.
**Island-wide emergencies**
Kamehameha Schools has a campus-wide emergency response plan designed to provide administrators, faculty and staff with a guide for emergencies. The goals of the plan are to:

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

KS’ 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
- 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 elementary school office at 572-3300.
STUDENT HEALTH

Medical services
KS provides medical services to its elementary school students health room located in the Paiʻea Administrative Building. The health room is open Monday through Friday from 7:30 a.m. until 3:30 p.m. It can be reached by calling 572-3222.

The services of a registered nurse are available on a “as needed basis.”

The health room provides first aid and urgent/emergency care, as defined below:

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

KS provides these medical services to students, but parents are ultimately responsible for the health of their children. A physician’s note is required when the student returns to school after being out for 3 or more days from school.

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

Additional medical services available to students:

Rest area
Students who become ill or are injured during the school day should report to the Health Room. The Health Room has a limited number of beds for students until they are able to return to class or are picked up by a parent/legal guardian or other designated adult.

Medication administration
Prescription medications for asthma, allergies or other illnesses must be administered by the 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 for their medication.

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

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

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

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

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

**IMPORTANT:** Please notify the elementary school office immediately of a change of address or phone number. Call 572-3300.

**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.

**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. Parents are responsible for informing the school nurse of changes in student health record information immediately by calling 572-3222.

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.
BUS TRANSPORTATION

Kamehameha Schools provides bus transportation to keiki 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 Lahaina, Kihei, and central Maui.

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 & fees
Bus transportation applications are mailed home to all parents. Applications should be completed and returned to the Operations Office. The annual bus transportation fees for the 2013-2014 school year are $1200 per student (round trip) or $600 per student (one way). Bus fees are non-refundable once the school year begins.

Financial assistance 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. Walking off the premises is not permitted. The elementary school offers an after-school program with a bus that drops off at the Kahului Shopping Center at 5:00 p.m. Please contact the elementary 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. The bus fee is non-refundable.
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 (572-3300). If parental notification is not received, transportation arrangements for a child may not be changed.

Bus passenger 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:

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

<table>
<thead>
<tr>
<th>Bus Site</th>
<th>Bus Drop off Time (as listed on bus schedule)</th>
<th>All Students must be Picked up by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lahaina Aquatic Center</td>
<td>3:45 pm</td>
<td>4:10 pm</td>
</tr>
<tr>
<td>Kihei Community Center</td>
<td>3:30 pm</td>
<td>3:50 pm</td>
</tr>
<tr>
<td>War Memorial Stadium</td>
<td>3:15 pm</td>
<td>3:45 pm</td>
</tr>
<tr>
<td>Kahului Shopping Center (2:30 pm bus)</td>
<td>3:10 pm</td>
<td>3:30 pm</td>
</tr>
<tr>
<td>Kahului Shopping Center (4:30 pm bus)</td>
<td>5:05 pm</td>
<td>5:30 pm</td>
</tr>
<tr>
<td>Kahului Shopping Center (7:00 pm bus) (available for high school athletics program only)</td>
<td>7:30 pm</td>
<td>7:45 pm</td>
</tr>
</tbody>
</table>
2. **While on the bus students shall:**
   a. Keep heads and/or hands inside the bus at all time. No outside yelling or obscene gestures will be tolerated.
   b. Refrain from loud talking, laughing or creating unnecessary confusion, which may divert the driver’s attention and may result in an accident.
   c. Treat bus equipment as valuable furniture. Vandalism to seats, windows, etc. SHALL BE PAID FOR BY THE OFFENDER.
   d. Never tamper with the bus or any of the equipment.
   e. Keep all books, packages, coats and other objects out of the aisles.
   f. Remain in the bus in case of a road emergency unless directed to do otherwise by the bus driver.
   g. Not throw ANYTHING out of the bus window.
   h. Remain properly seated while the bus is in motion. NO STANDING OR SITTING ON THE BUS FLOOR.
   i. Refrain from fighting, or engaging in other behavior that would endanger the health and safety of self or others
   j. NOT EAT OR DRINK on the bus.
   k. Obey all instructions from the bus driver.

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

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

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

5. **Lost and found items**
   Any lost and found items left on the bus will be turned in to the school office.
6. **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.

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

**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 offices with an estimated time of arrival to campus.
- 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 will be called and informed of the decision to keep students on campus and be told of the location where students will be kept. Parents will be contacted prior to the bus leaving campus and be provided with an estimated arrival time to the bus site OR will be asked to pick up their child if the road is not re-opened by 6:00 p.m.
- 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 will be encouraged to find alternative transportation for their child in case the road remains closed for a long period of time. As a last resort, accommodations will be made for students to spend the night on campus.
BUSINESS MATTERS

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

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

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

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

Expenses covered by financial aid:
- Tuition
- Fees
- Meals
- Eligible bus/ inter-island air transportation

Expenses **NOT** covered by financial aid are as follows:
- Tutoring
- Medical expenses
- Uniforms (P.E. and school uniforms)
- Music lessons
- Other supplemental costs (e.g. AP exam fees, physical education events, photography lab fees, scuba fees, etc.)

Students receiving KS financial aid may apply for assistance for these supplemental costs through the principal’s office on each campus. Please consult with the principal on your campus to determine options available.
How to apply for financial aid:
Financial aid applications and application guidebooks can be accessed online at www.ksbe.edu/finaid. To receive an application packet by mail, call the KS Applicant Services Center at 808-534-8080 (O‘ahu). Neighbor island applicants may call toll-free at 800-842-4682, press #9 then extension 48040.

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

Student records & information
Parent/student access to student records
Parents and students are allowed:

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

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

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

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

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

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

Student computer-use guidelines

Use EIS resources for educational purposes

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

Practice responsible computer use

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

Stay safe

- Steer clear of Internet sites that promote gambling, illegal drugs, alcohol consumption, violence, or socially harmful activities.
- Do not visit chat rooms or other sites where people may misrepresent themselves and try to gain the confidence of chat users in order to do harm.
- Under no circumstances should you meet with someone you chatted with online without first checking with parents or teachers.
- Never give out personal information online – including full name, telephone number, address and social security number. You may become a victim of a phishing scam.
• 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 & store computer equipment with care. Keep food & 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.

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

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

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

This oli was composed by Kumu Moses Kaho’okele Crabbe of the Kamehameha Schools, Hawai‘i Campus.

Alaka‘i: “E oli ana kākou i ke oli He Kama Au. Mākaukau? A oli.”

He kama au o ke Akua.  
I am a child of God

He mamo au o ka lāhui Hawai‘i.  
I am a descendant of the Hawaiian people

He keiki au o ka ʻohana  
I am a child of the family.

He haumāna au ma ke Kula ʻo Kamehameha i Maui  
I am a student at Kamehameha Schools Maui Campus

No laila, he pua au a Pauahi.  
Therefore, I am a child of Pauahi

He Hawaiʻi au mau a mau.  
I am Hawaiian now and forever
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, 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
Forward Kamehameha

A lanakila ‘oe
Until you have gained the victory

Paio, paio like mau
Go forward, strive, strive in unity

I ola kou inoa.
That your name may live

Ka wā nei hō‘ike aʻe ‘oe
Go forward

ʻA ‘ohe lua ou.
This is the time for you to reveal

E lawe lilo ka haʻaheo
That there is none to compare with you

No Kamehameha ē.
Take the victory with pride for
Kamehameha
Kamehameha Schools Maui

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Kamehameha Schools Maui
is a smoke and drug free campus.

http://maui.ksbe.edu/elementary/