



KAMEHAMEHA SCHOOLS®

KAMEHAMEHA SCHOOLS MAUI
KE KE'ENA O KE PO'O KULA (OFFICE OF THE HEAD OF SCHOOL)

June 23, 2015

Aloha mai kākou!

In our on-going effort to reduce paper work and streamline operational efficiencies, we are now adding a new feature to our KS Connect which allows students and parents to sign the Student and Parent Acknowledgment electronically. ***The opportunity to sign electronically will be available for the coming academic year (2015-2016) only to returning students and their parents.*** Some of the important points as we introduce this new feature in KS Connect:

- Electronic signing of the Acknowledgement forms will be available through KS Connect between July 1 and July 15, 2015.
- Acknowledgement forms are required in order to release middle and high school student class schedule prior to the start of school.
- Once logged into KS Connect, students and parents can access the Acknowledgments through the tab "Forms" on the left hand column of KS Connect. Acknowledgment forms will be signed electronically in the same manner that you signed the KS Tuition and Enrollment Contract.
- Electronic copies of the applicable Handbooks will be available on KS Connect for reference.
- **For high school students that will be participating in sports:** The *Student and Parent Athletic Handbook* will also be available through KS Connect. A student and parent must sign the Acknowledgement form IF the high school student elects to participate in Athletics. If a high school student is not participating in high school sports, then there is no need to sign the acknowledgement for the Student and Parent Athletic Handbook.
- Both parents/legal guardians are required to electronically sign (exemptions are for those families who have documentation establishing custody). IF there is only one account set up in KS Connect, the other parent must contact their school office with a valid email address so that a second account can be created. Going forward, both parents will access KS Connect through their own individual accounts in order to sign the forms. Parents encountering technical difficulties while accessing their KS Connect account should call their campus office.

270 'A'apueo Parkway • Pukalani, Hawai'i 96768
Phone (808) 572-3100 • Fax (808) 573-7062

Founded and Endowed by the Legacy of Princess Bernice Pauahi Bishop

June 23, 2015

Letter to Parents re: Electronic Signature for Handbook

Page Two

- Middle and high school **students** will also be required to electronically sign the Acknowledgment form through their **student** KS Connect account. This represents a confirmation from students that they understand the expectations for them as students of Kamehameha, and they agree to abide by those expectations. **Students** encountering technical difficulties while accessing *their* KS Connect account should call the KSM Summer Password Reset Hotline at (808) 572-3135.

For NEW students and parents: Please go to your respective campus blog site to review the *KS Maui 2015-2016 Student and Parent Handbook for Grades K-12*. Download and print a copy of the Student and Parent Handbook Acknowledgement form and return to your child's campus office no later than August 14, 2015.

Campus Blog Sites and Office Contact

Elementary School

<https://blogs.ksbe.edu/mes/>

Phone: (808) 572-3300

Middle School

<https://blogs.ksbe.edu/mms/>

Phone: (808) 572-4200

High School

<https://blogs.ksbe.edu/mhs/>

Phone: (808) 573-7000

Students and parents who do not have access to a computer and/or the internet may contact their campus office for assistance.

The goal is to have students and parents begin signing documents electronically rather than by hard copy. If you have any questions about this new procedure, please feel free to contact us. We look forward to seeing your keiki on **August 3rd** – enjoy the rest of your summer!!

Me ka 'oia'i'o,

(Sincerely)



Mrs. Lee Ann L. DeLima, Po'o Kula

Copy: Elementary School Office (file)

Middle School Office (file)

High School Office (file)

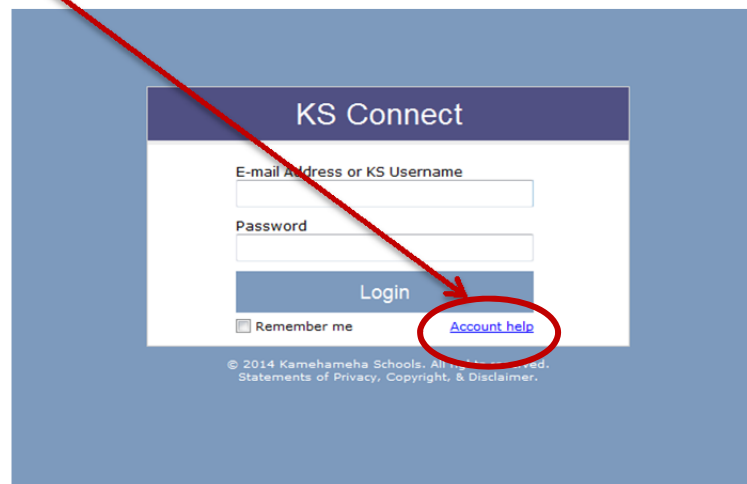
Instructions to connect to KS Connect

KS Connect Parent Account

1. Connect to <http://connect.ksbe.edu/> in your Web browser.
2. Enter your e-mail address and password in the labeled boxes. **Use your KS Connect Parent Account** (not your student's account). *Remember you set a password when you activated your account.*
3. Click the "Login" button.

If you've forgotten your email address and password:

1. Click on "Account Help"
2. Follow the prompts



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- **For high school students that will be participating in sports:** The *Student and Parent Athletic Handbook* will also be available for e-signature through KS Connect. A student and parent must sign the Acknowledgement form IF the high school student elects to participate in Athletics. If a high school student is not participating in high school sports, then there is no need to sign the acknowledgement for the Student and Parent Athletic Handbook.

To E-SIGN the Parent Acknowledgement

1. Log on to KS Connect
2. To Read the CURRENT SCHOOL YEAR Student Parent Handbook, click on the left hand side under FORMS, then click on Student/Parent Handbook

Click on the FORMS tab, then on to the Student/Parent handbook link

Handbook Acknowledgement Form Review

Student and Parent Handbook

Steps to Complete

1. Review the handbook
Before you sign the Acknowledgment form, we recommend that you familiarize yourself and understand the contents of the Student and Parent Handbook. The Student and Parent Handbook can be downloaded using this link:
[2015-2016 Student & Parent Handbook](#)
2. Sign the Acknowledgement form
Review and sign the Student and Parent Handbook [Acknowledgement form](#).

IMPORTANT: The Acknowledgement form requires signatures from parents/legal guardians and student to complete. For parents/legal guardians that do not have a KS Connect account, you may either call the school office to get one created or [download the Acknowledgement Form](#) and mail the form into the school office with the parent's signature.

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3. Once both parents and student have read the current Student Parent Handbook, click on to the Acknowledgement form (Blue tab)

Handbook Acknowledgement Form Review

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Student and Parent Acknowledgement



KAMEHAMEHA SCHOOLS
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STUDENT AND PARENT ACKNOWLEDGEMENT
2015-2016 SCHOOL YEAR

Student Name:
Student ID#:

School: **KS Maui Middle School - 014**
Grade:

I/We acknowledge that I/we have access online via the Internet to, or have received a print copy of, the 2015-2016 Student and Parent Handbook (Handbook), and I/we have read, fully understand, and support the content set forth in the Handbook.

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

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

I/We understand I/we am expected to maintain a respectful relationship at all times with my/our child's teachers, counselors, dorm advisors, coaches, staff and administrators so that problems or concerns do not arise that will support my/our child's learning.

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

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

Make a selection via the drop-down, type your name, click "Sign Agreement" to complete

Electronic Transactions

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

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

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

I with this Acknowledgement by affixing my electronic signature in the following text field:

(your signature must contain your last name " ").

Sign Agreement